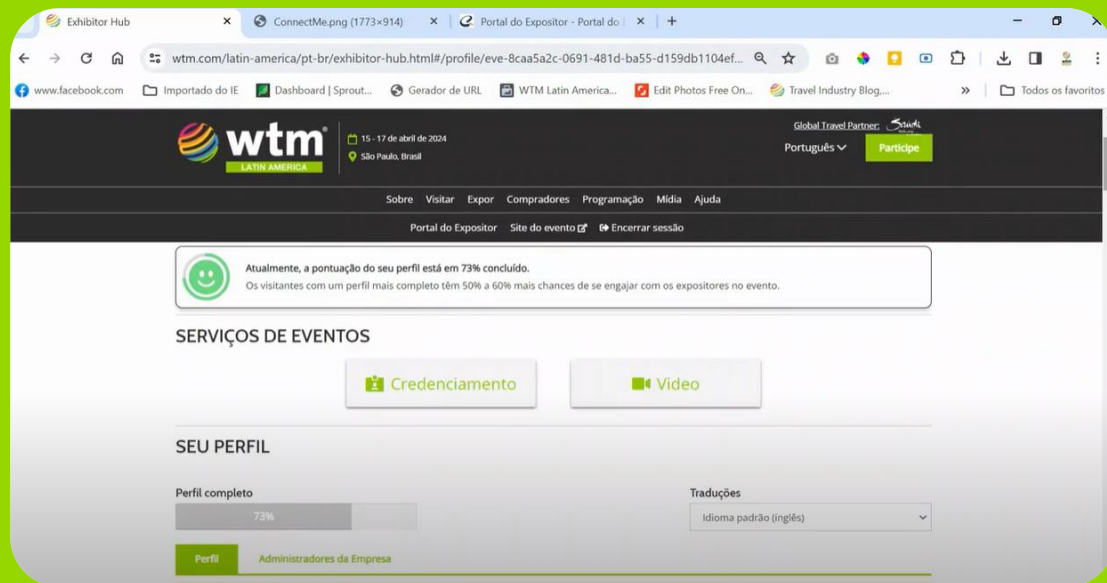Step 1. Exhibitor Portal

Step 2. WTMLAT Meet (appointment system)

Step 3. Operational Portal

Step 4. Lead Manager App (leads capture)

Step 5. Colleqt QR Code

Step 6. Exhibitor Dashboard

Watch the introduction video

Click here

1st STAGE – Exhibitor Portal

FOR EXHIBITORS

Step 1. Receive your access by e-mail

Step 2. Select languages

Step 3. Describe the details of your organisation

Step 4. Order badges for your team

FOR SHARERS

Step 1. Receive your access by e-mail

Step 2. Select languages

Step 3. Describe the details of your company

Step 4. Order badges for your team

2nd STAGE – WTMLAT Meet (appointment system)

Step 1. Plan your participation

Step 2. Receive your access by e-mail

Step 3. Choose the profile administrator

Step 4. Check your organisation's information

Step 5. Create your personal profile

Step 6. Home

Step 7. How to find potential contacts

Step 8. How to schedule appointments

Step 9. Business Card

Step 1. Plan your participation

Step 2. Receive your access by e-mail

Step 3. Choose the profile administrator

Step 4. Check your organisation's information

Step 5. Create your personal profile

Step 6. Home

Step 7. How to find potential contacts

Step 8. How to schedule appointments

Step 9. Business Card

FOR EXHIBITORS AND SHARERS

3rd STAGE – Operational Portal

Step 1. Builder and Service badges order

4th STEP – Lead Manager App (leads capture)

Step 1. What is Lead Manager App?

Step 2. Access your Lead Manager code

Step 3. Share custom digital content with leads

Step 4. Download your leads report

5th STAGE – Colleqt QR Code

Step 1. What is Colleqt QR Code?

Step 2. What are the benefits?

Step 3. Can I try it?

6th STAGE – Exhibitor Dashboard

Exhibitor Dashboard Analysis

1St Stage

Exhibitor Portal

1 Stage ---------- Exhibitor Portal

Step 1 — Receive your access by e-mail

For Exhibitors

The person appointed as the administrator in the contract will have access to the portal where it will be possible to reset your password and login

For Sharers

The person registered by the main stand holder as the contact for the sharer company will have access to the portal where it will be possible to reset their password and login

Haven't you received your access details? Please check your spam box and if you do not find it, please contact:

📞 +55 11 3060-4717   ✉ customerservices@rxglobal.com

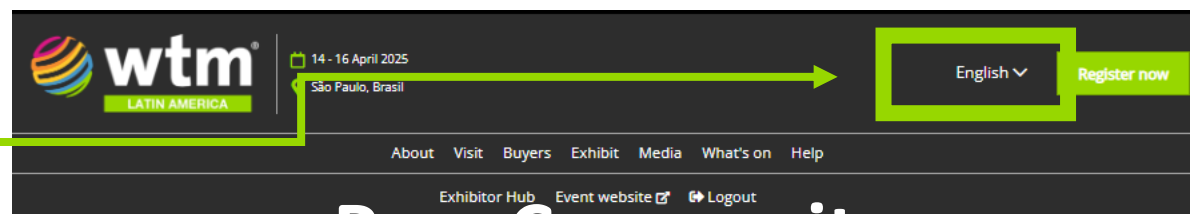## Step 2 — Select languages

Language selection at the top of the page

Altera o idioma da página para que você possa visualizar as informações no idioma selecionado.
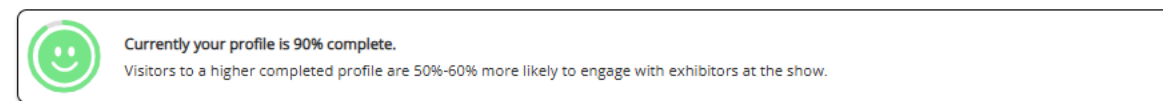
Language selection on 'Edit profile page'

Changes the language of the content you are adding, that is, the language of the information you are going to enter. This is how viewers will see your information depending on the language you enter.

Note: You must first complete your profile in English, and we highly recommend completing it in the other two languages, Portuguese and Spanish.

wtm
LATIN AMERICA

14 - 16 April 2025
São Paulo, Brasil

English ⌄   Register now

About   Visit   Buyers   Exhibit   Media   What's on   Help

Exhibitor Hub   Event website ⧉   ↪ Logout

Company Profile

Currently your profile is 90% complete.
Visitors to a higher completed profile are 50%-60% more likely to engage with exhibitors at the show.

EVENT SERVICES

🎥 Video   🪪 Badging

YOUR PROFILE

Profile completeness
90%

Translations
Default Language (English) ⌄

Profile   Company Administrators

When you upload your content on to this website you acknowledge and confirm that either you, the Exhibitor, own all intellectual property rights in that content, including in all images within that content or you have obtained the rights owner's formal consent to upload that content, including all images within that content and place that content on this website. In addition, personally identifying information should not be entered / uploaded in this profile.

Please note: For better digital engagement, complete the sections marked in yellow.

Step 3 — Describe the details of your organisation

For Exhibitors and Sharers

Begin building your company profile, adding basic details such as: Your company name, Description, Contact details, etc.

Click on the pencil icon at the top of each section to begin editing.

Please make sure you click 'save' once complete.

---

* indicates a mandatory field

Display Name *

Reed Exhibitions Test

WORLD TRAVEL MARKET (WTM) LATIN AMERICA - APRIL 2025 SPECIFIC

Why visit our stand

Tell visitors why they should visit your stand. Maximum 200 characters

Description

Describe what your company does. Maximum 600 characters

Cancel   Save

Step 3 — Describe the details of your organisation

For Exhibitors and Sharers

Chose the right filters for your products.

The buyers will use the information regarding your company's category, activity, industry and geographic regions to find your profile in the exhibitor's directory.

If you had purchased the Gold Package, choose the sponsored filter at this point.

---

* indicates a mandatory field

WORLD TRAVEL MARKET (WTM) LATIN AMERICA - APRIL 2025 SPECIFIC

Filters

Company activity *
Please provide 1 answer.

Select or search for an item...

Sectors *
Please provide at least 1 and up to 10 answers.

Select or search for an item...

Geographical Regions Operating In *
Please provide at least 1 and up to 5 answers.

Select or search for an item...

ARABIAN TRAVEL MARKET - MAY 2021 SPECIFIC

Sponsored Category

Your Gold package entitles you to select one category to sponsor. Categories that have been already selected by another exhibitor are not available.

Select or search for an item...

Step 3   Describe the details of your organisation

For Exhibitors and Sharers

Matchmaking and Products Gallery

Select the products that best represent your organization in order to help buyers to find you through our recommendations.

The products added by you will be displayed on your organisation's profile.

* indicates a mandatory field

WORLD TRAVEL MARKET (WTM) LATIN AMERICA - APRIL 2025 SPECIFIC

Matchmaking

Select items that best represent your company to help visitors find you through our recommendations (emails and matching while they visit the website). Where specified, the selection is also used to help visitors find you on the website directory.

Product Categories *

Assign at least 1 and up to 5 categories

Your selection will be used for both Filters in the website directory and for Matchmaking

Select or search for an item...

WORLD TRAVEL MARKET (WTM) LATIN AMERICA - APRIL 2025 SPECIFIC

Gallery of products and services

Import from last event: If you have attended a previous Event Edition you can import the products that have been displayed on that occasion to save time. This is a one-off action. The imported products will be added to the current ones and you can edit this section anytime.

Add Products   **Import from last event**

Products added: 0

Step 3 — Describe the details of your organisation

For Exhibitors and Sharers

Uploading documents and adding Social Media

In the document session, you can upload files such as (Sales catalogues, case studies, white papers, press releases, etc).

These documents can be downloaded from your organisation's profile by buyers.

The name of the file will be the title of the document viewed on the site.

Add URLs to your social media channels.

WORLD TRAVEL MARKET (WTM) LATIN AMERICA - APRIL 2025 SPECIFIC

Import from last event

Upload Documents

Select a category (Brochure, Case Study, White Paper, Press Release or Other) and upload the PDF file.

Import from last event: If you have attended a previous Event Edition you can import the documents that have been displayed on that occasion to save time. This is a one-off action. The imported documents will be added to the current ones and you can edit this section anytime.

① Select a category...

② **Upload PDF file**

Maximum size 5MB per file.

DOCUMENTS
These documents are available on the show website.

Enter the social media URL of your company

FACEBOOK
https://www.facebook.com/wtmlat

TWITTER
https://www.twitter.com/YourCompanyNam

YOUTUBE
https://www.youtube.com/@WTMLatinAmer

LINKEDIN
https://sasasasasa.com

Step 4 Register the sharers companies with B-FOR International

Step 5 Make sure your sharers receive their login details to the portal

If you sharer did not receive the login details, please ask them to check the spam box and in case they don't find it, they need to contact:

📞 +55 11 3060-4717   ✉@ <u>customerservices@rxglobal.com</u>

Step 6

Order badges for your team

For Exhibitors

On the Exhibitor Portal's main page , click on the Badge icon.

In this field, you will be able to request Exhibitor Staff and Exhibitor PR badges.

Note: Service badges (BUILDER or SECURITY, CLEANING and SERVICES must be requested through the Operational Portal.

Company Name	Digital offering
Reed Exhibitions Test	Bronze package

Stand location	Stand size	Stand type
WTMLA25	1 m²	SPACE

Badges
Download and print your badges.

Lead Manager App (formerly Emperia)
Lead Capture Services
A consolidated list of leads scanned at the show with Lead Manager App (formerly Emperia). (Total: 14, New: 14)

Manage lead booster
Create offer and gain attraction to your product or service

2nd Stage

WTMLAT Meet
(appointment system)

*WTMLAT Meet will be available in mid-February

Step 1 **Plan your participation**

For Exhibitors and Sharers

What are the tools available:

- Schedule the meetings that are supposed to be taking place at your stand with the tourism professionals and accredited buyers.

- Block off the times that you will not be available for meetings at your stand.

- Each badge gives access to a profile and an agenda.

- Download your agenda in full before you go to the pavilion.

- A reminder will be sent via SMS 20 minutes before each appointment so do not forget to include your mobile phone number.

- In addition to the list of buyers suggested by the system, there will be filters to find buyers according to the company's profile, geographic region , types of products and services.

- Meetings requests can be accepted or refused by you.

WTMLAT Meet will be available in mid-February

Step 2

Receive your access by-mail

In order to receive access to the platform, you must order your staff badges first in the Exhibitor Portal (see page 10). Only after this, will your registered staff receive the welcome email to WTMLAT Meet.

Check your spam box if you do not receive it in your inbox.

If the person does not receive this e mail, please contact the technical team at:

E-mail: wtm-latinamerica@eventnetworking.com

Note! WTMLAT Meet will not open until mid-february

Explore new horizons

wtm | 10 LATIN AMERICA

Hi Kris,

Your Connect Me account is ready!

Take two minutes to review important information, check your profile and discover event features.

Get Started →

We're here to help!

Contact the event concierge team.

Telephone
+55 11 2189 0631
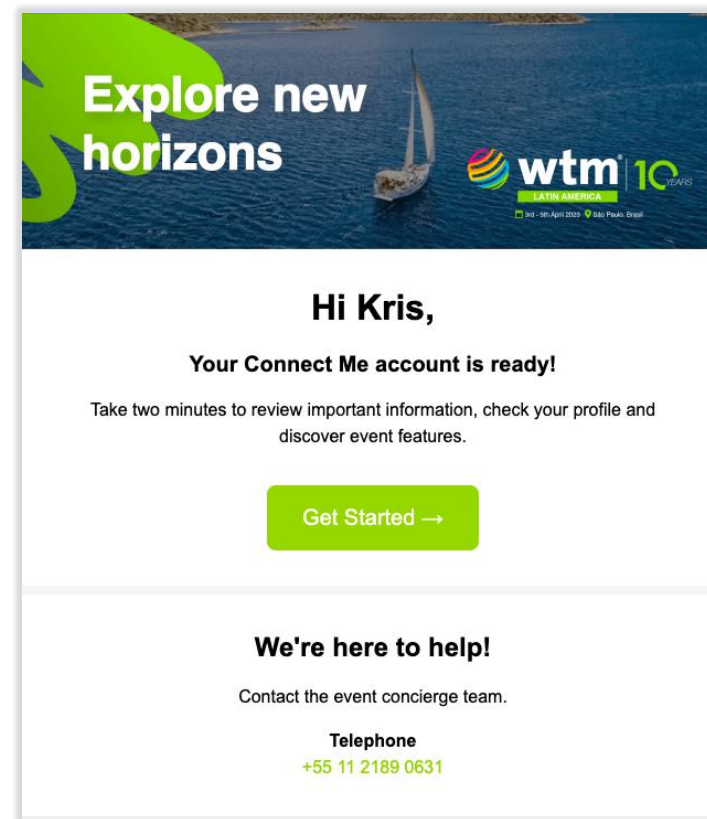
Step 3   Profile administrator

If anyone on your team needs access only for upload marketing information to your profile or manage the appointments on your behalf , please get in touch with:

E-mail: wtm-latinamerica@eventnetworking.com

Step 4 | Check your organisation's information

The information about your company registered on the exhibitor portal will be automatically transferred to WTMLAT Meet. Please check to see whether there is anything you wish to update.

At this point you can lock the company's profile edit so that only you have access, by clicking the lock on the right-hand side.

Check if you want to update your social media channels , your product and catalogues, external links to your website and YouTube, keywords , so visitors/buyers can find your product more easily.

Step 5

Create your personal profile

For Exhibitors and Sharers

Please fill in your personal profile with as much information as possible as it will be available to all participants. You can edit your information at any time.

Statistics show that the more complete your individual profile is , the more meetings you can be sure of.

Important tip! Make sure to add your mobile number so the team can send you reminders about your meetings or any important notice.
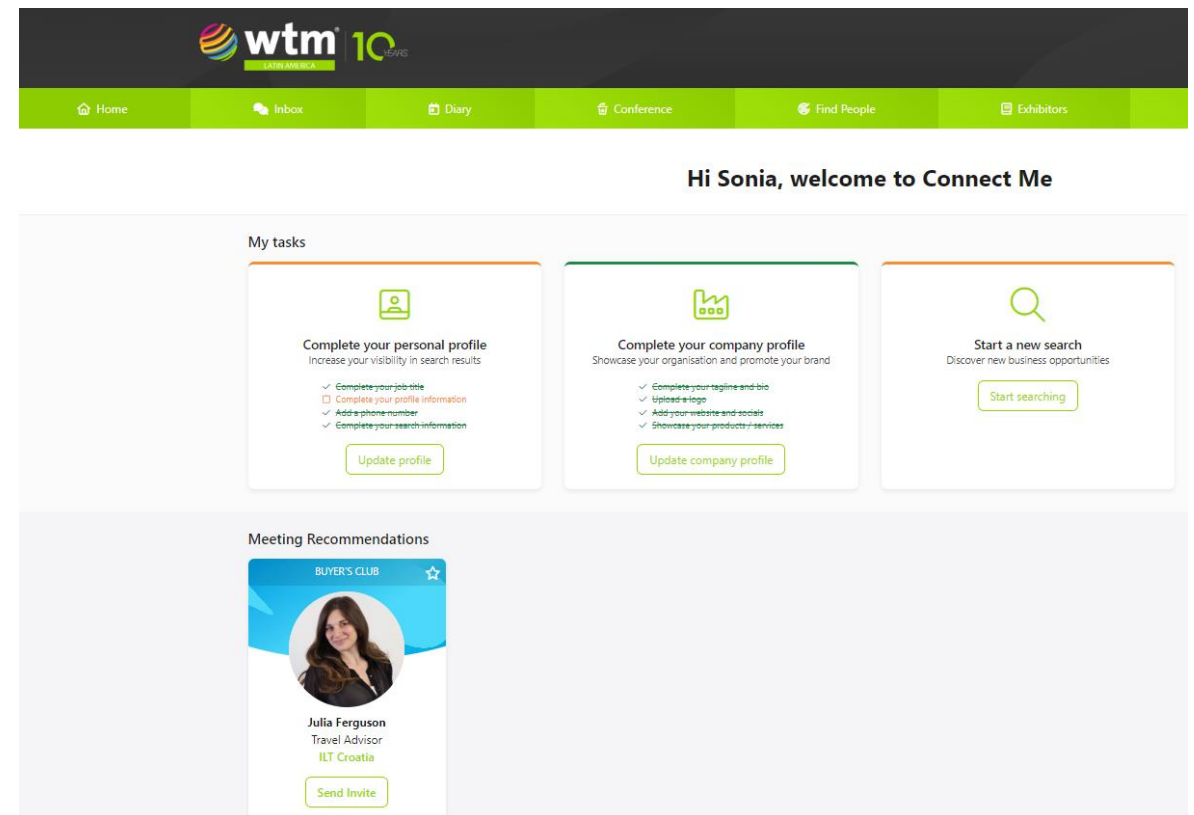
Step 6 — **Home**

On your homepage, you will be able to:

- Check the status of your personal and company's profiles completition.

- Check your meetings recommendations , if they're interesting to you, you can already start sending out invitations.
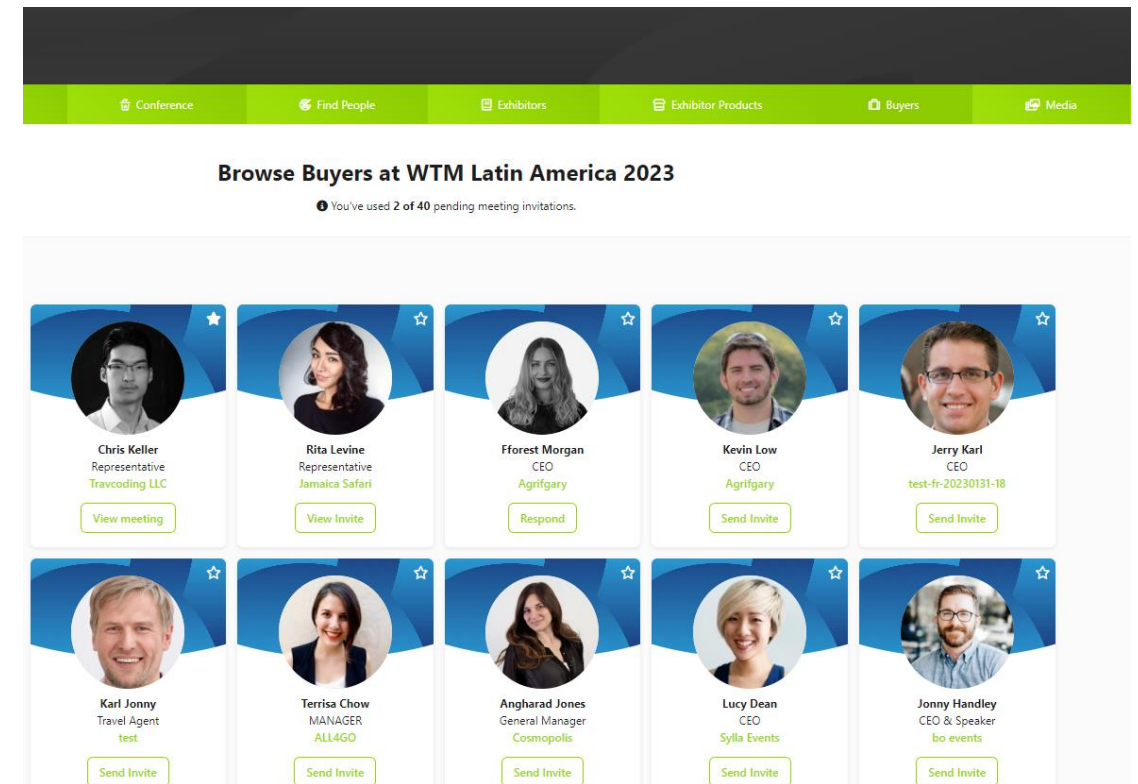
Step 7

How to find potential contacts

In the field "Buyers " or "Find people " use the advanced search filters to define a list of contact options.

Customise and refine your search results based in interests by region, companies, purchasing responsabilities, position and countries in order to find the right buyer.

Step 8

How to schedule appointments

Inbox

- View incoming meeting requests
- Check pending requests
- Receive messages in your inbox from participants who have confirmed meetings with you

Diary

View all confirmed meetings, conferences marked as interested in attending , and all timetable slots you have blocked

Tip! Block the times that you are not available in your schedule, in this way you can optimize your agenda and speed up the management of the requests for meeting.
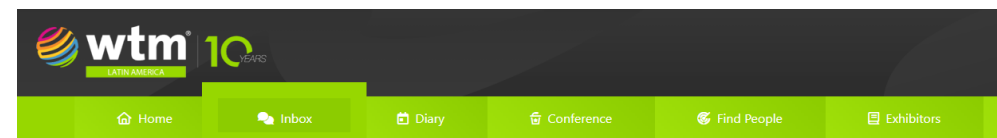
Step 8
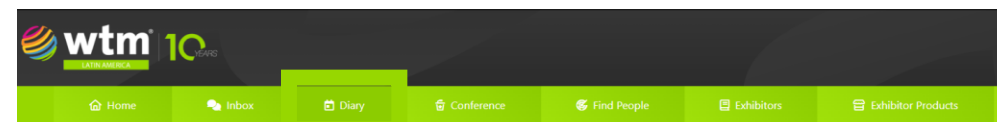
How to schedule appointments

How to send appointments invitations

By clicking on the badge, you will have access to more information about the products and services offered by the person you selected.

When sending an appointment invitation by clicking in the send invite" button , you will have the opportunity to write a short message . We suggest short and direct messages that are most effective.

If you prefer, bookmark them by clicking on the little star and access them later using your Profile in the top left-hand corner.

BUYER'S CLUB

Kris Zani
Dev Team Visitor
Sector Global

Send Invite

Kris Zani
Dev Team Visitor

Create your meeting invitation

0 / 500

Hi, I would like to meet to discuss ...

Your meeting partner will confirm the meeting date and time.

Send Invitation   Cancel
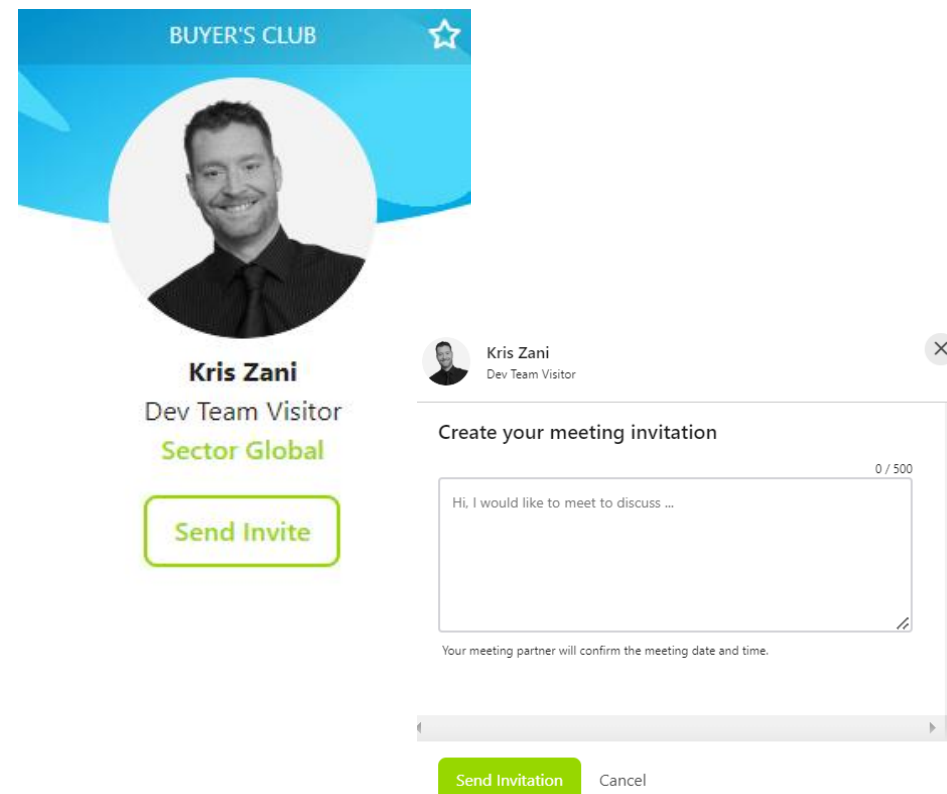
Due to the data protection policies, the participant's contact details will not be visible on their profile, you will only have access to this information when that person accepts your meeting request . In the profile you will have access to the participant's name , company's name and the job title.

Step 9

Business Card

Send business card

When you come across a professional who you wish to contact, you can click on the "Send business card" option to share your contact information with this person.

How to download contacts?

You can download an excel list with all your contacts from the main "Contacts/Leads" menu, by clicking the CSV download button.

The Contacts tab will be visible and available to download your contacts from the first day of the event (14/04) nd will remain available until 15/05.
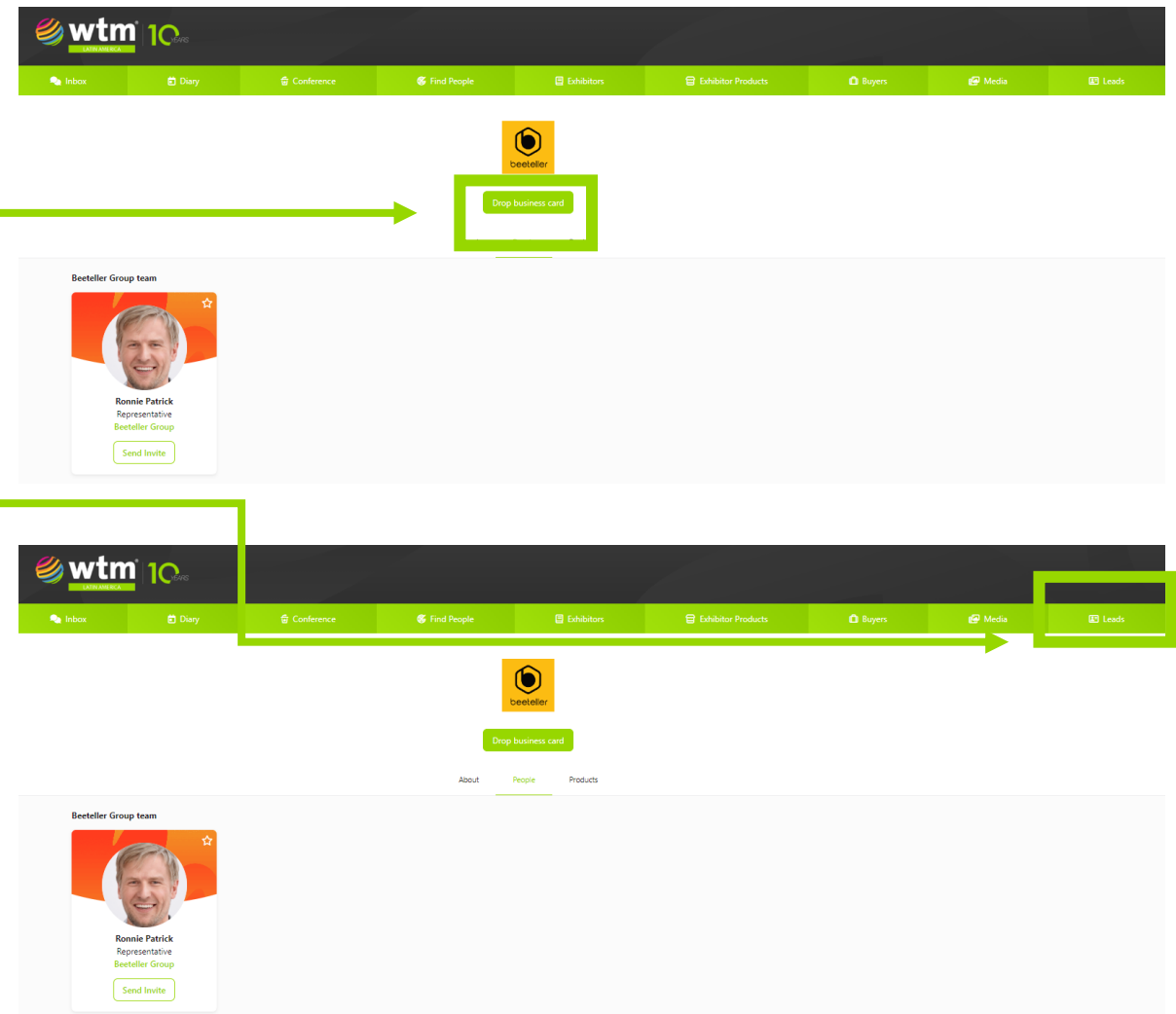
3rd Stage

Operational Portal

Step 1

Builder and Service Badges order

In order to get access to the Operational Portal, first of all get in contact with:

☎ +55 11 3060-4717 ✉ customerservices@rxglobal.com

For Exhibitors

Badges that Exhibitors must request through the Operational Portal:

SECURITY
CLEANING
SERVICES

For Builders

Badges that builders must request through the Operational Portal:

BUILDER

4th Stage

Lead Manager App
(leads capture)

Step 1

What is Lead Manager App?

For Exhibitors and Sharers

Lead Manager is a mobile application that allows you to capture, qualify, save & download your leads, streamlining your lead capture process to generate high quality leads.

See how it works

2:18

Lead Manager App

(Emperia)

Home   Scan   Leads

Step 2 → Access your Lead Manager Code

1. Your company's administrator must log in to the Exhibitor Portal and click on the "Lead Manager App" icon to obtain the access code for the company. This code can be shared with other team members.

2. Download the app: from iTunes or Google Play Store.

3. Log in to the Lead Manager application: using your full name and the company access code provided by your manager and available on the "Lead Manager App" icon in the Exhibitor Portal.

- If you can't find your company access code , contact the Customer Services Team.

- Only the company administrator will receive the Lead Manager App access code and is responsible for sharing it with the rest of the team. If you have any questions, please contact the Customer Services Team

This code must be shared with your sales representatives/colleagues attending the show so that they can login to the Lead Manager App and start capturing leads.

Step 3 — Share custom digital content with leads

You can share custom content such as brochures and product details with your captured leads. The lead will receive these documents along with your company details and contact information, in a consolidated email at the end of the show.

Adding documents: The documents your company administrator uploaded in the "Exhibitor Profile" tile of the Exhibitor Portal must be selected in the "Lead Manager App" and saved to enable these documents to be shared with your leads.

WORLD TRAVEL MARKET (WTM) LATIN AMERICA - APRIL 2025 SPECIFIC

Import from last event

Upload Documents

Select a category (Brochure, Case Study, White Paper, Press Release or Other) and upload the PDF file.

Import from last event: If you have attended a previous Event Edition you can import the documents that have been displayed on that occasion to save time. This is a one-off action. The imported documents will be added to the current ones and you can edit this section anytime.

① Select a category...

② Upload PDF file

Maximum size 5MB per file.

Above: "Upload documents" feature within the Exhibitor profile tile in the Exhibitor Portal.

Lead Manager App (formerly Emperia)

★ You have new leads. Re-generate your Leads report and download.

LEADS REPORT
Generate and then download your leads report

Generate Leads report   Download report

GETTING STARTED
World Travel Market (WTM) Latin America is fast approaching. We want to make sure you're prepared for an important part of your experience-collecting leads with the Lead Manager App (formerly Emperia) Lead Retrieval Application. Using the app at the event is easy - simply scan the code on the visitor badge to capture your connection and record their contact details. Here's a simple "Exhibitor's Guide to Lead Manager App (formerly Emperia)" to get you started and answer some commonly asked questions about the Lead Manager App (formerly Emperia) lead scanning tool.

Available on app store and play store   We also have web version of Lead manager app (LMA)

App Store   Google Play   LMA via browser

DOCUMENT(S) YOU WANT TO SHARE WITH YOUR LEADS
Select up to 3 documents that you want to highlight and share with your leads as part of the end-of-show summary email that the visitors will receive.

Step 4 — Download your leads report

You can download a consolidated list of all the leads at any time, from the "Lead Manager App" zone in the Exhibitor Portal.

A link to the lead report is also provided in your Lead Manager App "welcome email" . You can also check your emails at the end of each day for a link to the lead report.
This consolidated report will only be accessible to the authorized point of contact or admin of your company.

You will be automatically logged out of the Lead Manager App, 20 days after the show's end date. The leads details on the app and leads report in the Exhibitor Portal will continue to be available anytime.
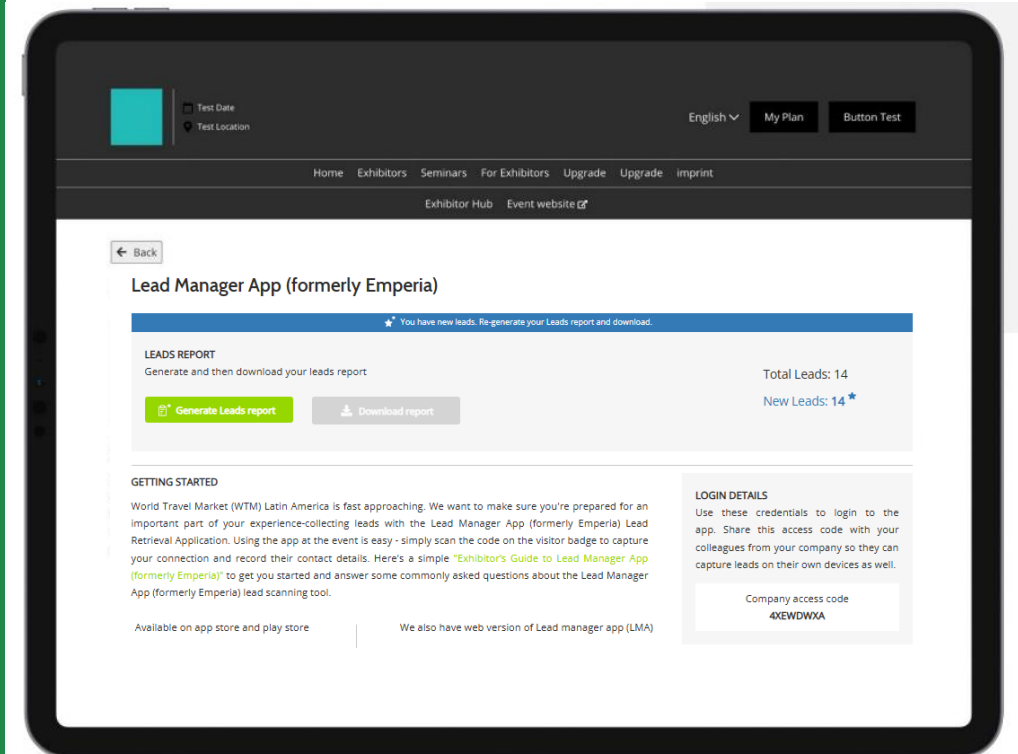
5th Stage

Colleqt QR Code

Step 1

What is Colleqt QR Code?

You will receive a QR Code to display at your stand.

The QR Code instantly provides visitors with access to all the key information about your company. It's fast, convenient, and eliminates the need for printed brochures or business cards. **Make sure to position it prominently so visitors can easily scan and collect your company details, turning them into valuable leads.**

This simple, visitor-driven approach helps you reach potential clients even when you're engaged in meetings or speaking with other visitors

The contact details of each visitor who scans your QR Code will be shared with you via the Exhibitor Dashboard, along with your leads from the Lead Manager App.

See how it works

Step 2

What are the benefits?

NEVER MISS A LEAD

Capture visitor contact details, even without a conversation. Access your leads at any time

EVERYTHING IN ONE PLACE

Lead Manager App and Colleqt QR Code leads feed seamlessly into Exhibitor Dashboard for easy lead retrieval and follow up

MORE SUSTAINABLE

Colleqt QR Code reduces the need for printed materials, saving exhibitors money and reducing waste

Step 3

Can I try it?

WTM Latin America

WTMLA25
Exhibitor | SMHR6N

1. **Scan the Colleqt QR Code test above to get started**

2. **Now scan the test badge**

6th Stage

Exhibitor Dashboard

Exhibitor Dashboard Analysis

For Exhibitors and Sharers

In the Exhibitor Portal click on the Exhibitor Dashboard option.

In the Exhibitor Dashboard you will have access to metrics regarding leads, online visitor interaction and matchmaking recommendations.

Pre-show: find out how many online visitors are viewing your online profile and engaging with your brand.

At show: check how many buyers visited your stand based on real time scans by your team.

Post-show: review metrics for leads and digital engagement plus segment leads captured by attributes of interest.
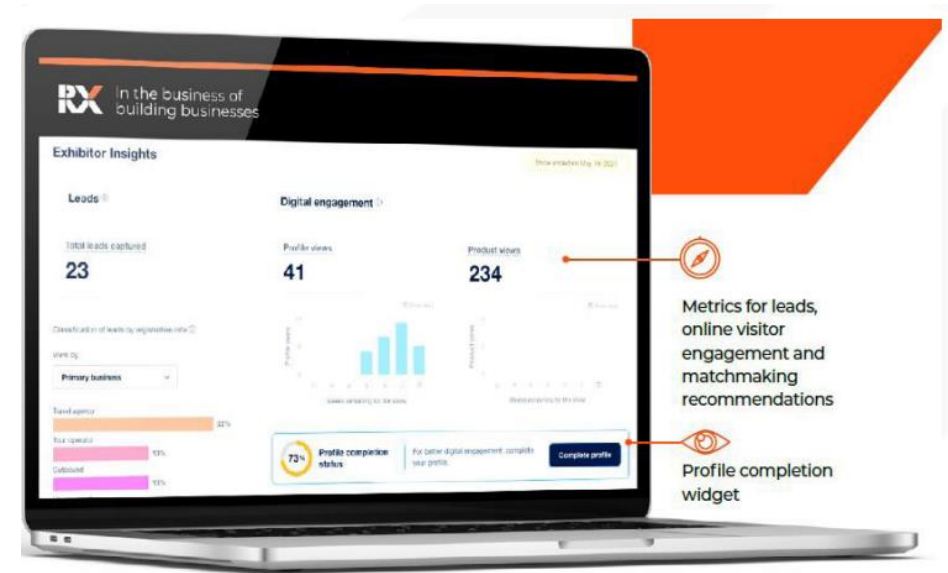
See how it works

For all enquiries about the Exhibitor Portal, please contact:

Customer Services
Telephone: +55 11 3060-4717
E-mail: customerservices@rxglobal.com

For enquiries about WTMALT Meet, please contact:

Concierge Service
Telephone: +55 11 2189 0631
E-mail:
wtm-latinamerica@eventnetworking.com