

Exhibitor Conference App Guide

Thank you to our Visionary Sponsors:



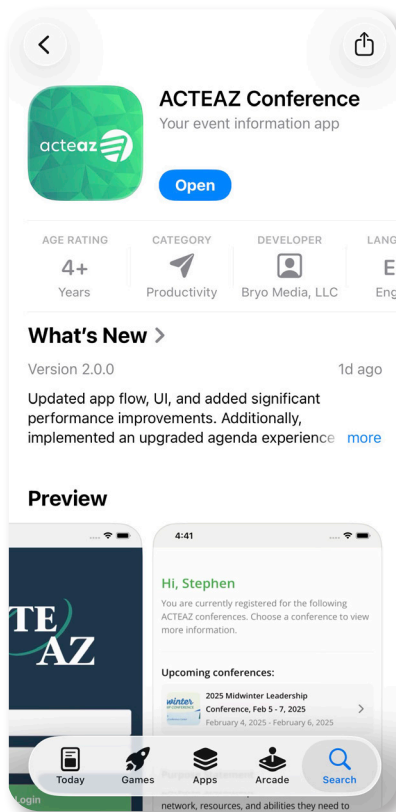
Download and Install

1

Search “ACTEAZ Conference” in the iOS or Google Play app store to download the conference app or scan the QR Codes below.

2

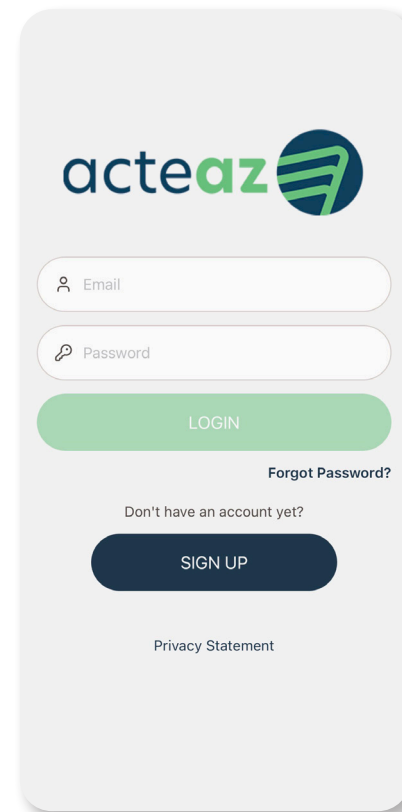
Once downloaded, log-in using the same email and password you used to register for the conference.



iOS



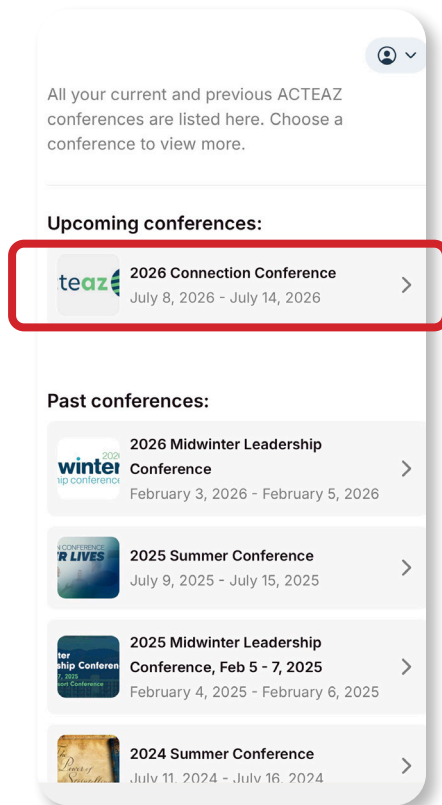
Android



Download and Install

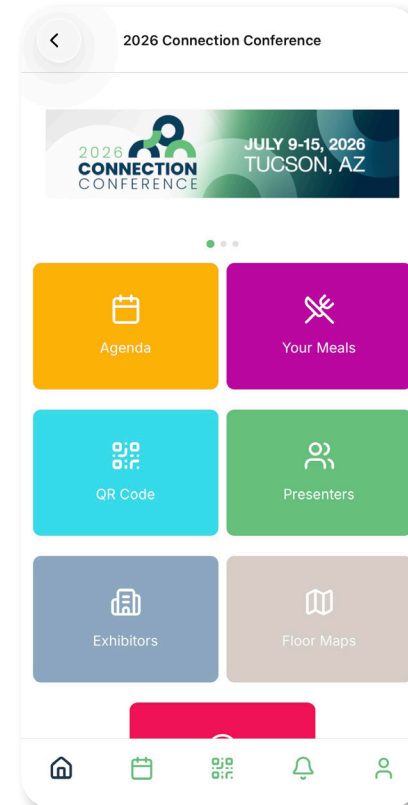
3

Under Upcoming conferences, select "2026 Connection Conference".

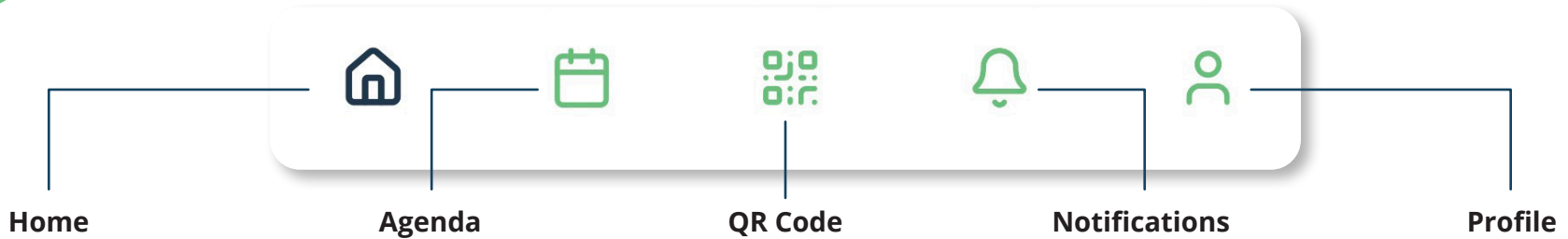


4

This will take you to the conference home page.



Bottom Navigation Bar



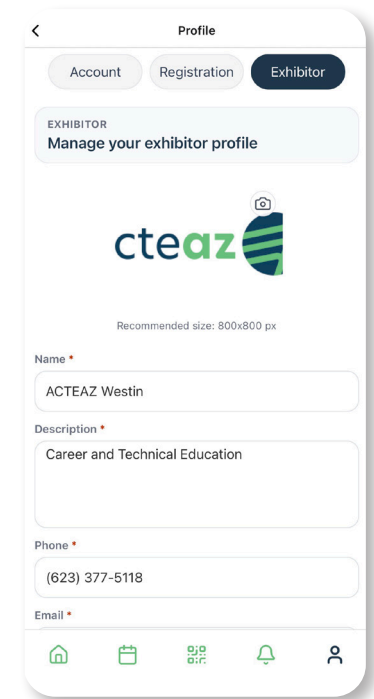
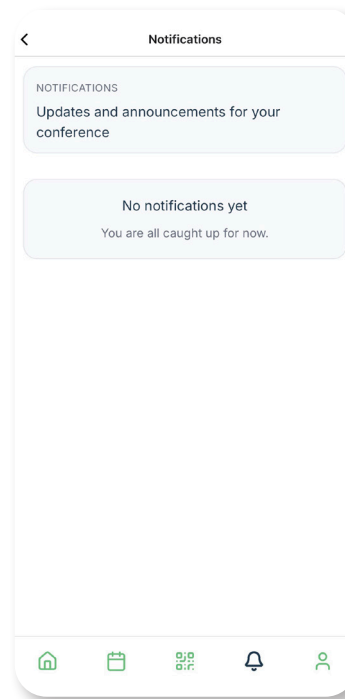
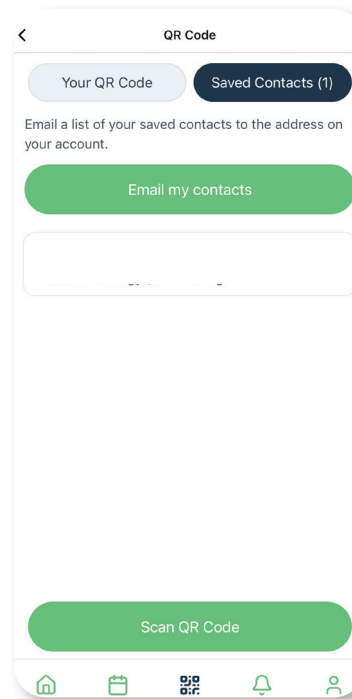
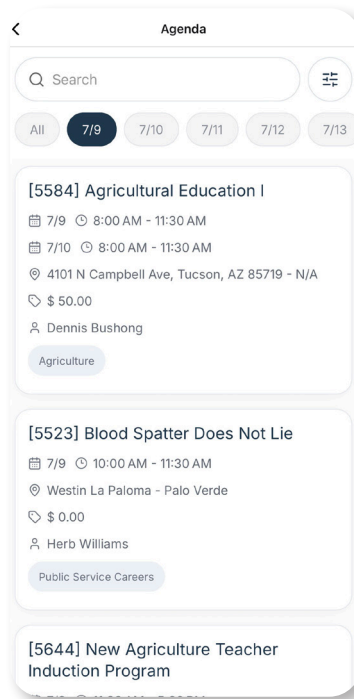
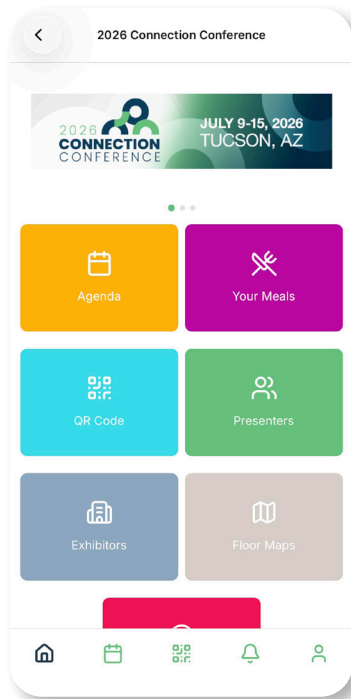
The homepage gives you access to all features in the app.

Agenda lists all available sessions for the day, including time, location, cost, and speaker.

The QR Code lets you scan for meals, share information, and save contacts.

Notifications shows all messages sent from the app.

Access your Exhibitor profile to manage both your personal account and your public exhibitor page.



Exhibitor Profile



The Profile allows you to manage both your personal account and your public exhibitor page.

1

Select "Account" to edit your personal account. Select "Exhibitor" to edit your exhibitor page.

2

Update your description, contact information, and social media links.

3

Upload photos to showcase in your profile gallery. When you are finished, select "Update Exhibitor Profile" to save.

Profile

Account Registration **Exhibitor**

PROFILE
Manage your personal details

Upload Profile Photo

Account
Welcome, Exhibitor Westin!
Email: exhibitors@acteaz.org

First Name *
Exhibitor

Last Name *
Westin

Title

Company

Phone

Profile

Account Registration **Exhibitor**

EXHIBITOR
Manage your exhibitor profile

Recommended size: 800x800 px

Name *
ACTEAZ Westin

Description *
Career and Technical Education

Phone *
(623) 377-5118

Email *

Profile

Account Registration **Exhibitor**

<https://acteaz.org>

Facebook
<https://>

Instagram
<https://>

LinkedIn
<https://>

UPDATE EXHIBITOR PROFILE

Gallery

+

App Features

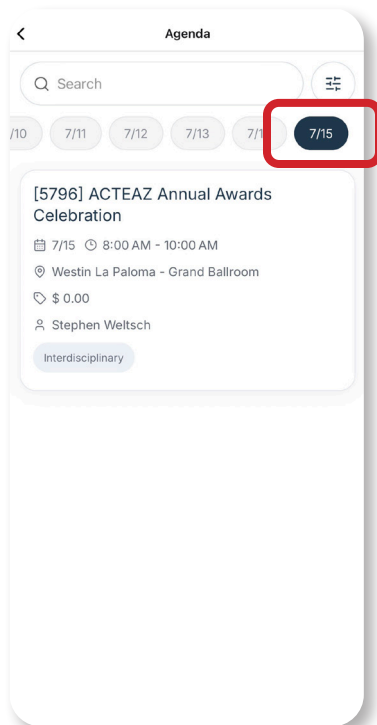


Agenda

The Agenda lists all sessions for the selected day, including the time, location, cost, and speaker.

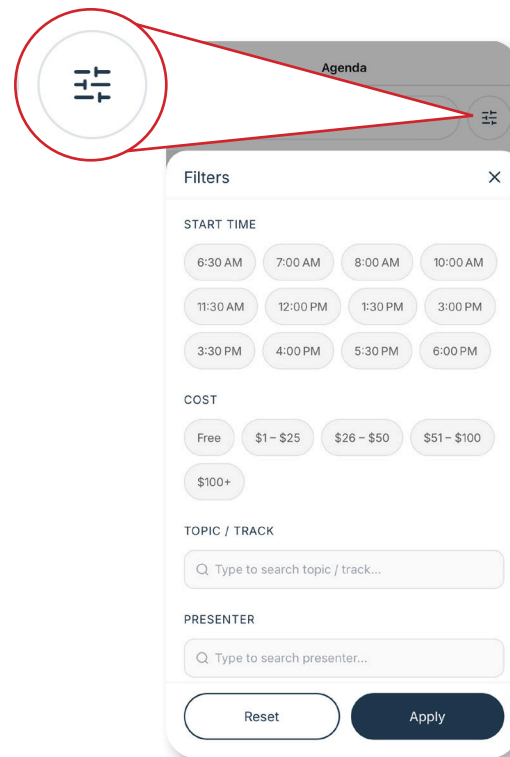
1

You can view the full list of sessions for each day of the conference.



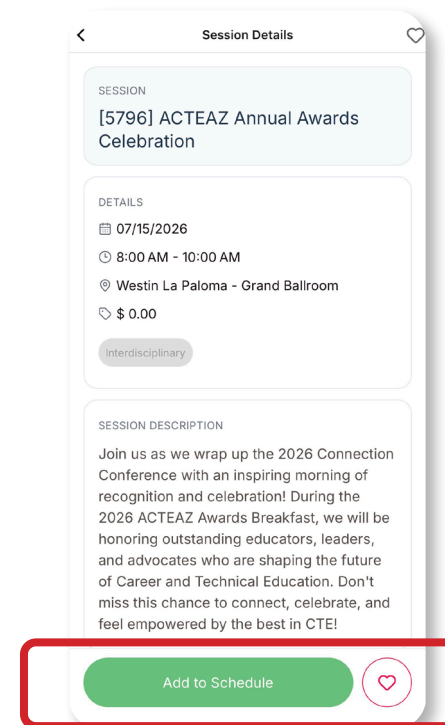
2

Select the "Filters" icon at the top left corner to help find a specific session.



3

Tap on a session to see more details. You can add no cost sessions to your schedule by clicking on "Add to Schedule". The heart icon favorites a session.



App Features

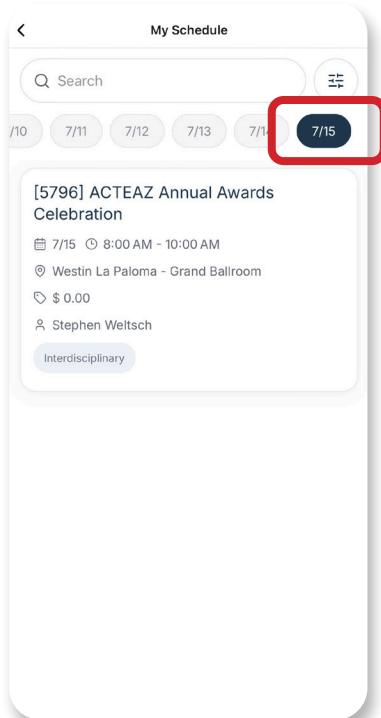


My Schedule

My Schedule displays all the No-cost, Premium, and Invite-only sessions you've selected for each day.

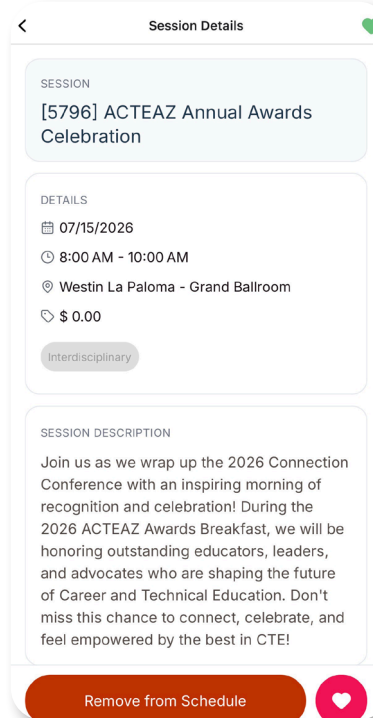
1

Select a specific date to view the sessions saved for that day.



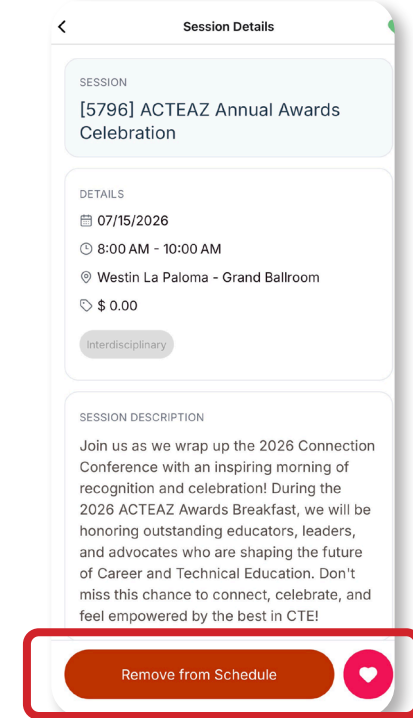
2

Tap on a session to see details such as time, location, cost, description, and speaker information.

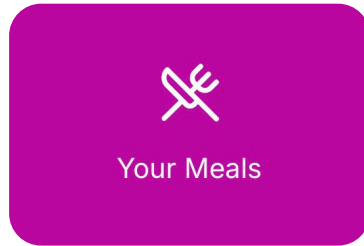


3

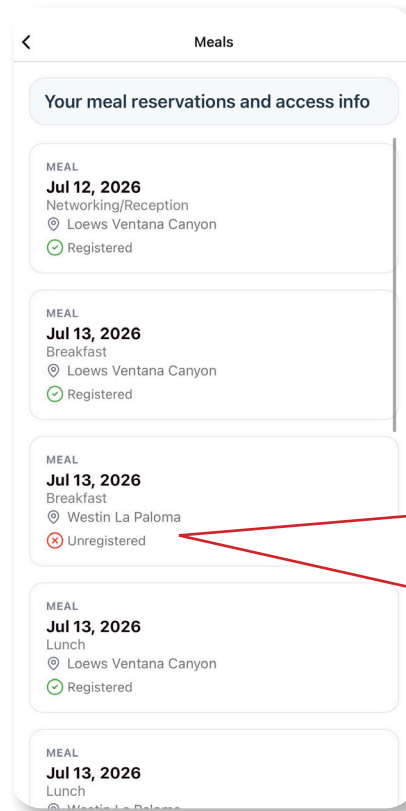
To remove a session from your schedule, click "Remove from Schedule."



App Features



Your Meals lists which meals you are registered for each day of the conference. This includes the event and location for each meal.

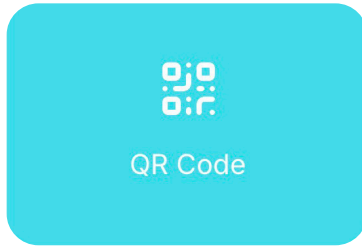


If you have a meal selected at one conference hotel, the same meal at the other conference hotel will show a red circled "X" and be marked "unregistered".

A red-bordered callout box with a red "X" in a circle and the text "Unregistered".

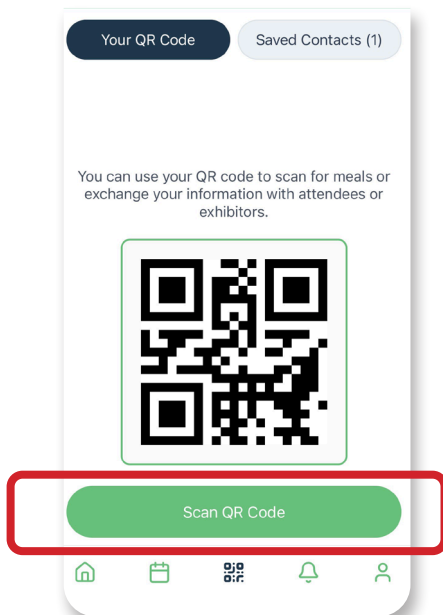
⊗ Unregistered

App Features

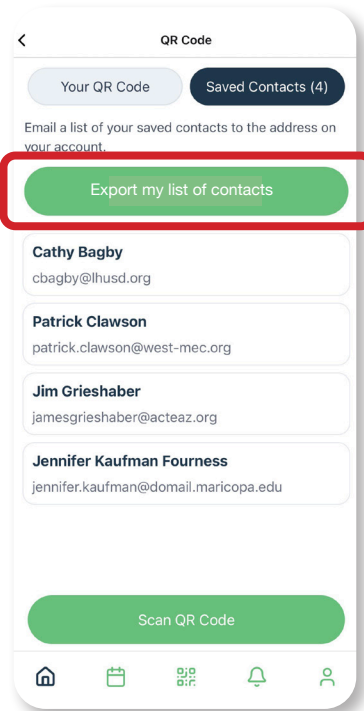


The QR Code lets you scan for meals, exchange information with attendees or exhibitors, and save contacts. It also allows attendees to save your contact information.

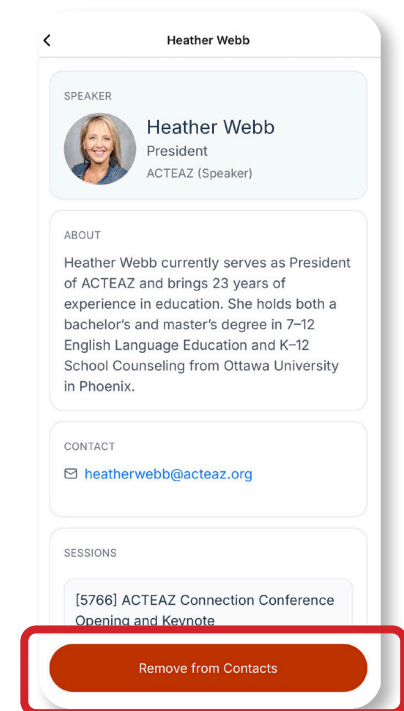
1 Select "Your QR Code" to share your contact information with others. "Scan QR Code" opens the app camera.



2 Scanned QR Codes can be viewed under "Saved Contacts". You can also export your list of saved contacts to your email.



3 Select "Remove from Contacts" to remove that individual from your contacts.



App Features

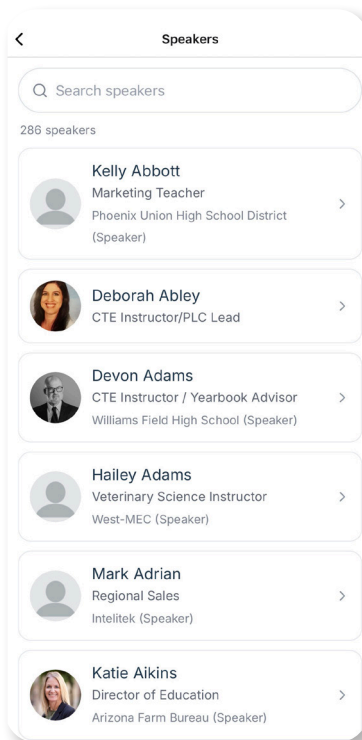


Presenters

Presenters shows the list of speakers who are presenting.

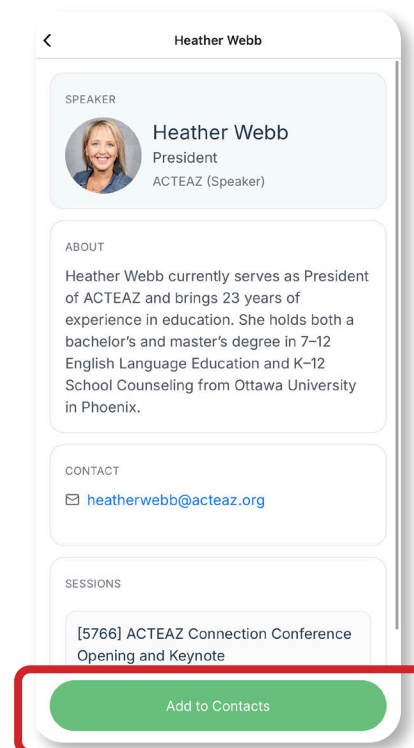
1

You can view the list of presenters here.



2

Tap on a presenter profile to view their bio, contact information, and session(s) they are presenting. Selecting "Add to Contacts" will save it under Saved Contacts in the QR Code section.



App Features


Exhibitors

Exhibitors includes the list of exhibitors at both conference hotels.

1

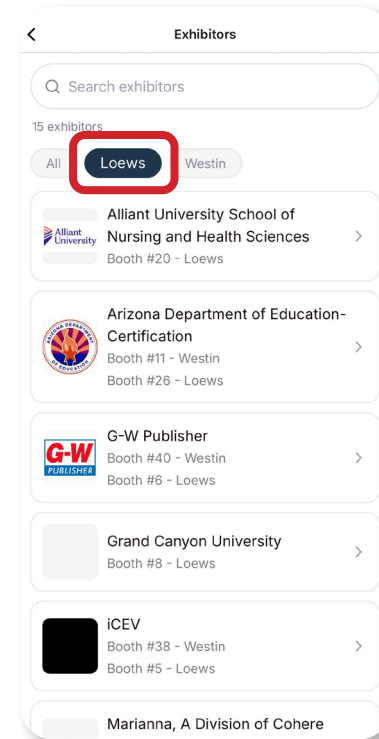
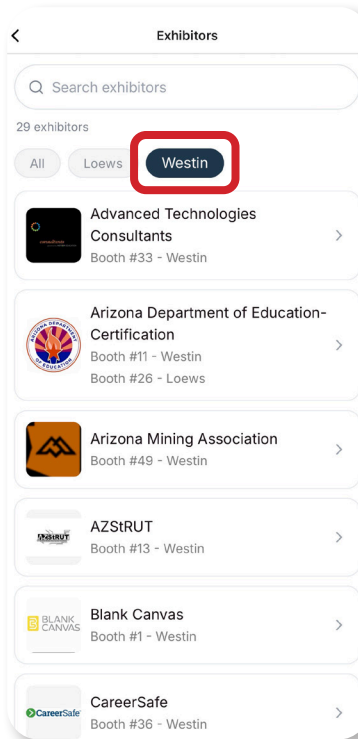
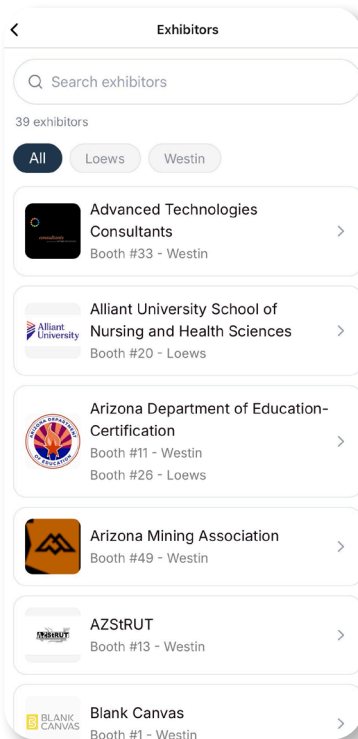
View the full list of exhibitors.

2

Select "Westin" to see all exhibitors at the Westin.

3

Select "Loews" to see all exhibitors at Loews.



App Features

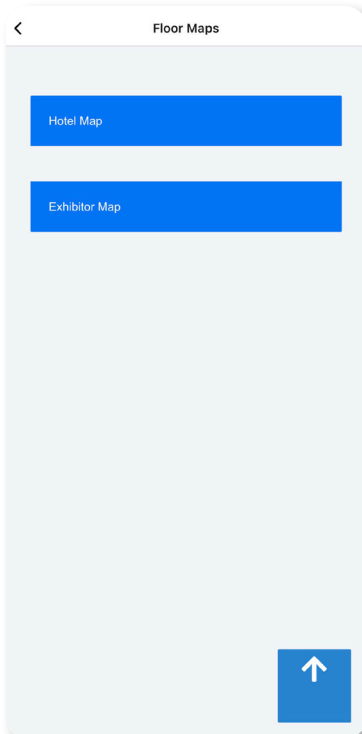


Floor Maps

Floor Maps includes the Hotel Maps and Exhibitor Maps for both hotels.

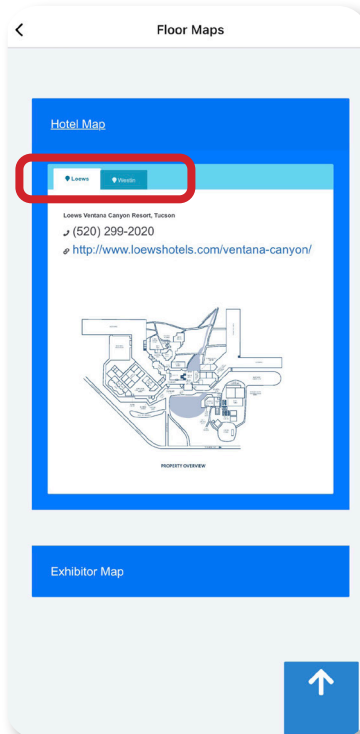
1

Choose to view either the Hotel Map or Exhibitor Map.



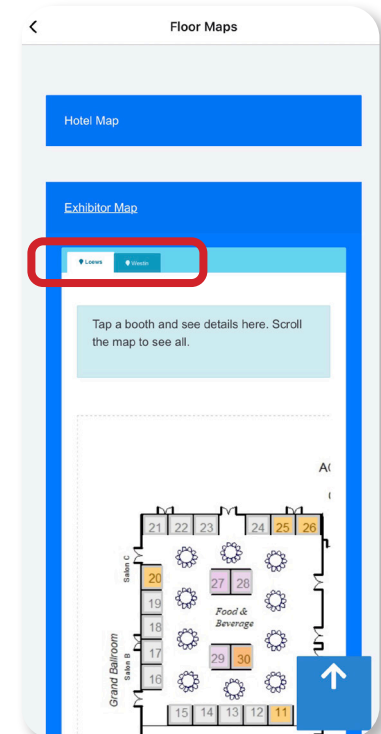
2

Select the map image to zoom in.



3

Select a booth to see exhibitor name.



App Features

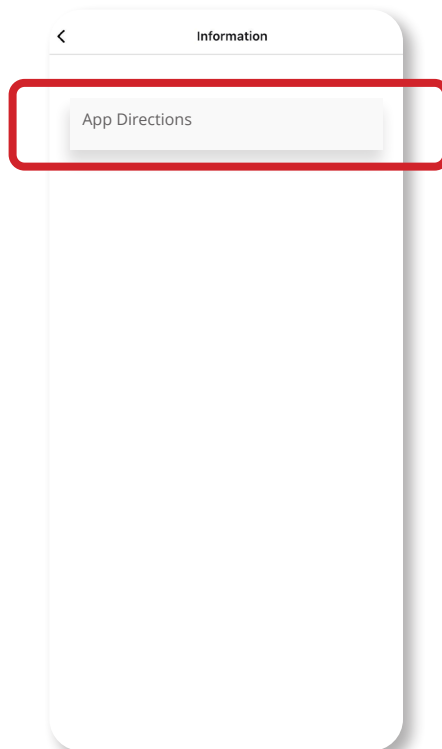


Information

Information contains all app documents and conference resources.

1

View the list of available conference documents.



2

Click on a document to open and view it.

