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**EGYPES**  
EGYPT ENERGY SHOW

SUPPORTED BY



30 MARCH - 1 APRIL 2026 | EGYPT INTERNATIONAL EXHIBITION CENTER

# EXHIBITOR USER GUIDE

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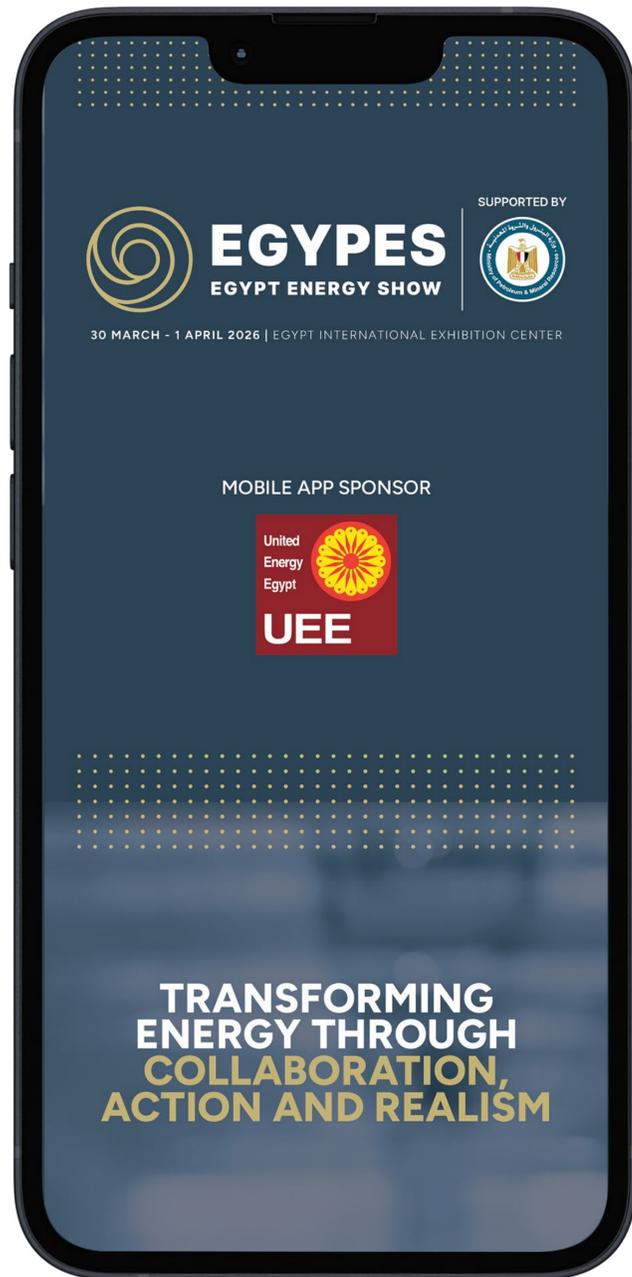
MOBILE APP SPONSOR



ORGANISED BY



[egypes.com](http://egypes.com)



## Contents

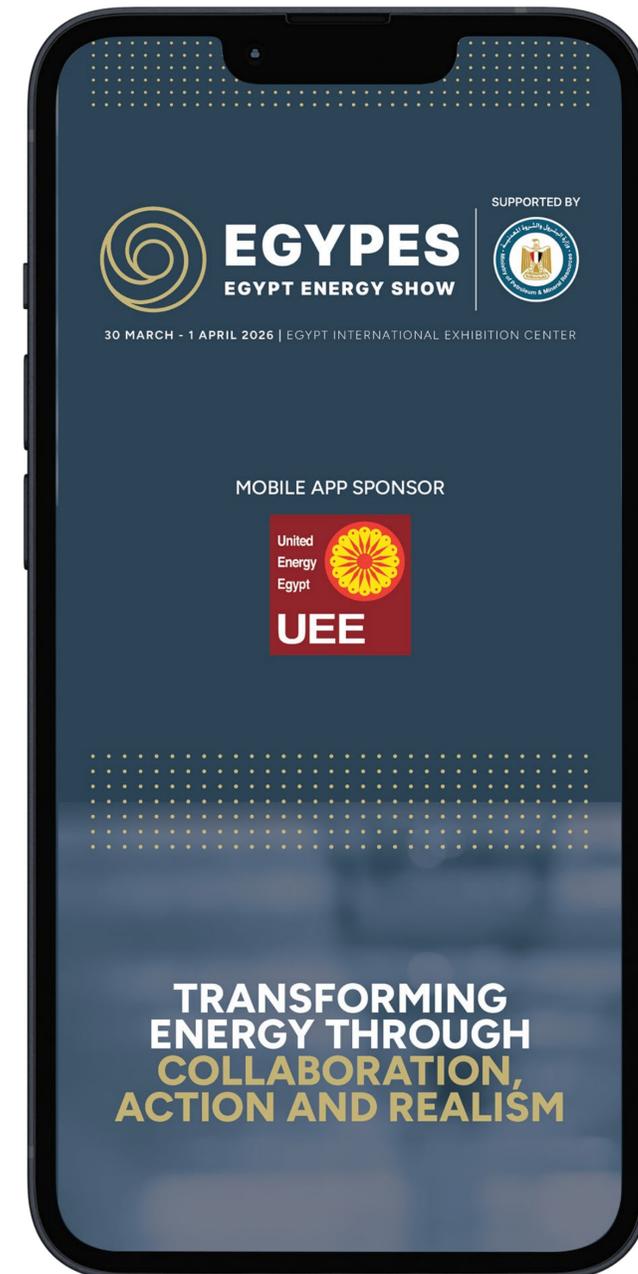
-  Logging In
-  Editing your personal profile
-  Navigating the platform
-  Networking
-  How to make a connection request
-  Contact us

## Your complete guide to the EGPES 2026 App

The dedicated networking app enables you to search, connect and meet new and existing business contacts on-site at EGPES 2026.

- Network with attendees
- Explore the Conferences
- Book meetings with exhibitors
- Customise your daily planner
- Scan and export your leads

Stay Connected.  
Stay Ahead.



# LOGGING IN

## How to login for the first time?

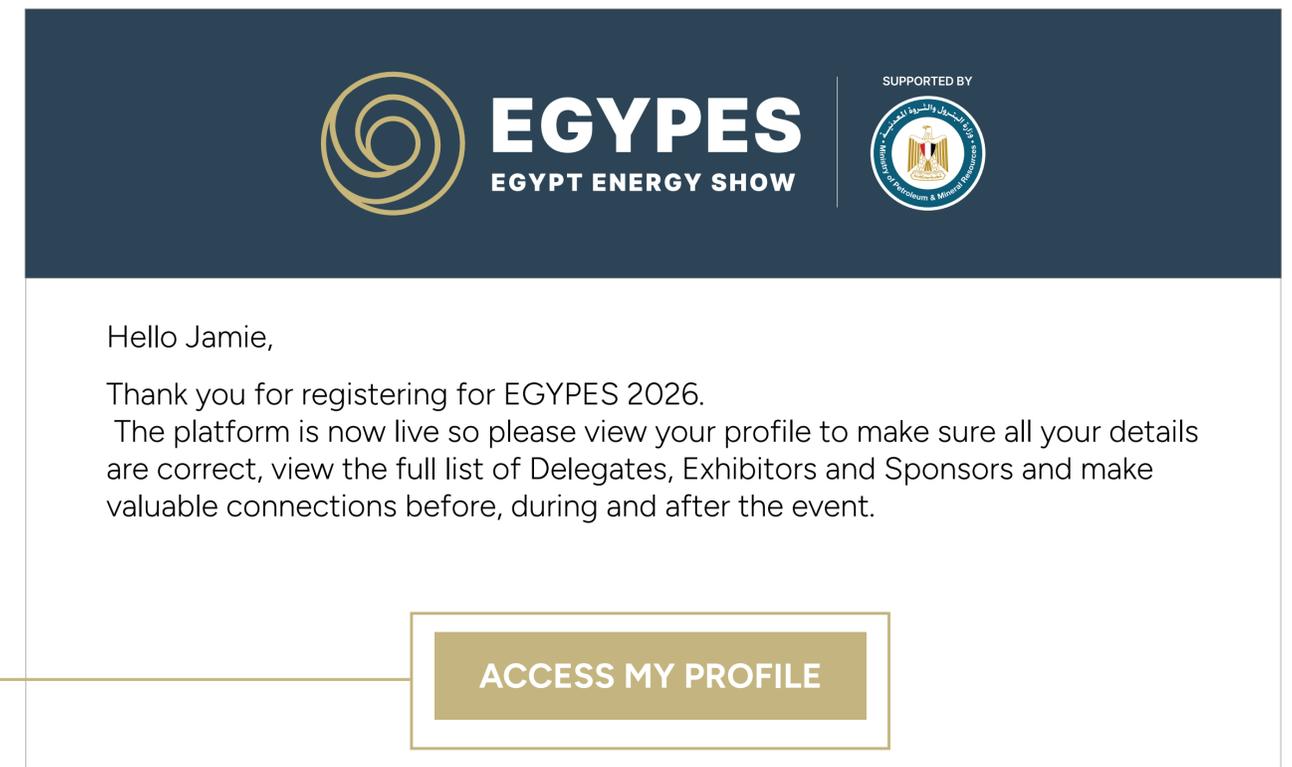
You will receive an email with a button redirecting you to a login page.

Your account is automatically created by the platform after you have registered. A window will then prompt you to create a password for your account



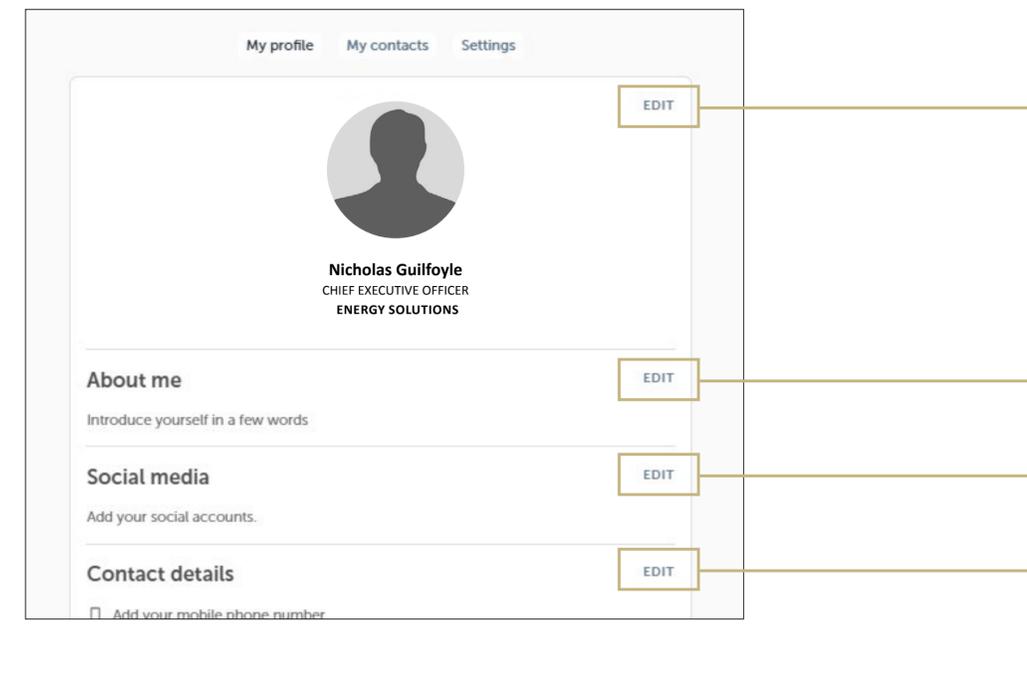
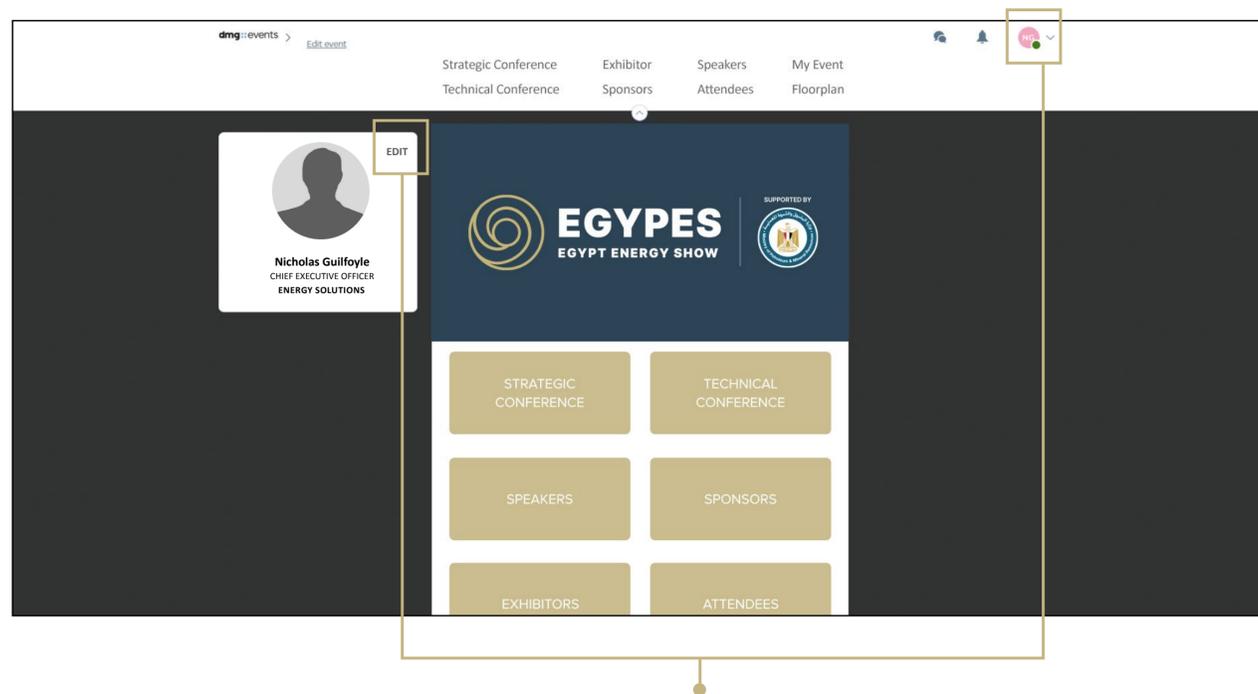
If you didn't receive an e-mail, please check your spam folder or contact us at [app@egypes.com](mailto:app@egypes.com)

After you've created your password, enter the email you used to register for the event.



Note: To access the application, you must be registered as a visitor, media or delegate via the website. Then search "EGYPES" and you will find the app on both Appstore or Google Play. For delegates, you'll only gain access once full payment is made. For Media, you'll only gain access once your media registration is approved.

# EDITING YOUR PERSONAL PROFILE



There are two ways for you to access your profile:

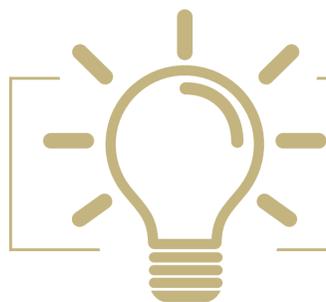
1. On the upper right corner of your screen, click on **My Profile**.
2. On the left side of your screen next to your photo, click on **Edit**.

You will then be taken to your profile.

To edit the information on your profile, simply click on **Edit** or **Add** depending on which type of information you want to amend.

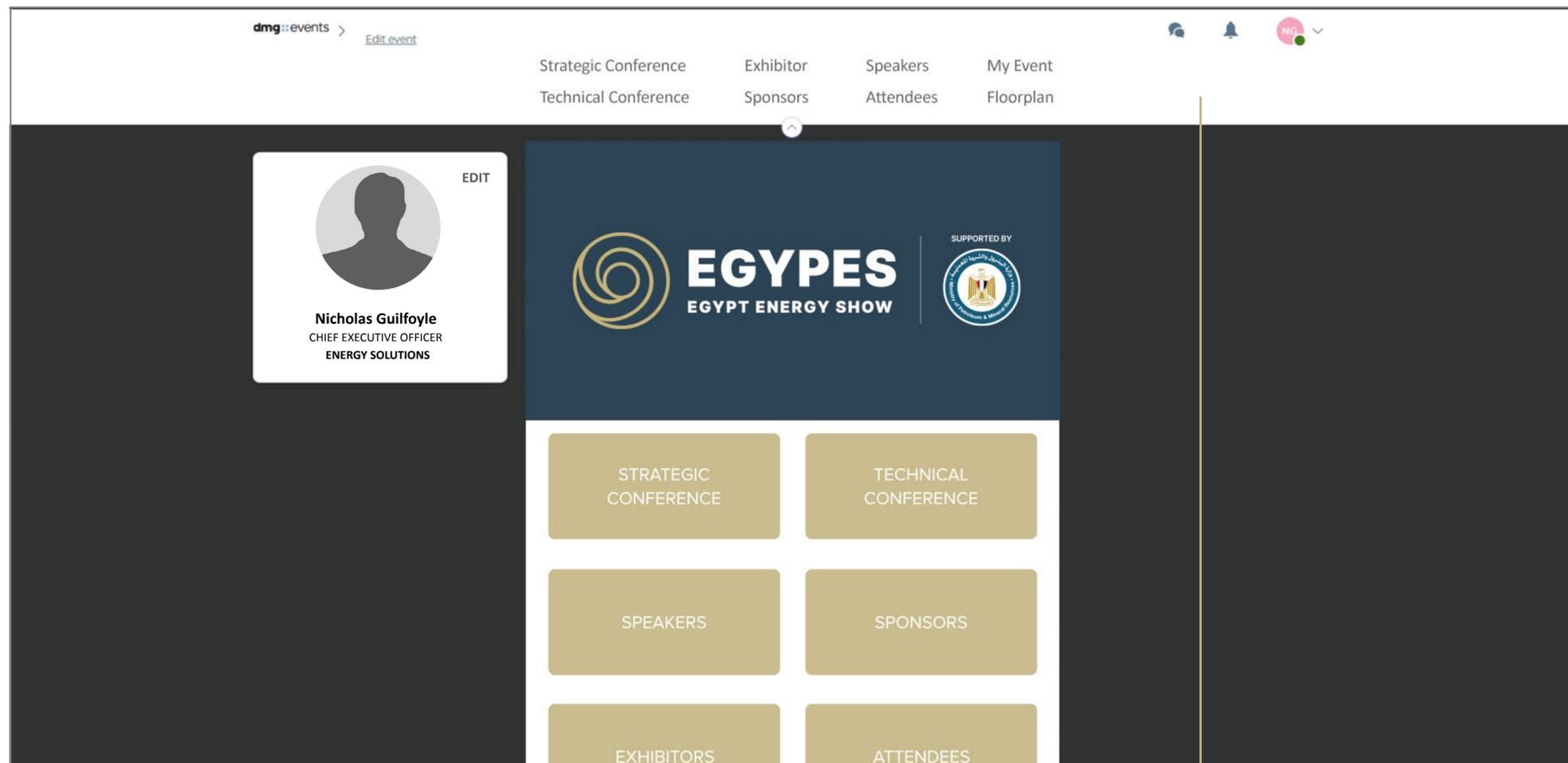
Here is the information you can edit on your personal profile:

- Personal Information
- Social Media Accounts
- Skills
- Contact Details
- Bio
- Company Name

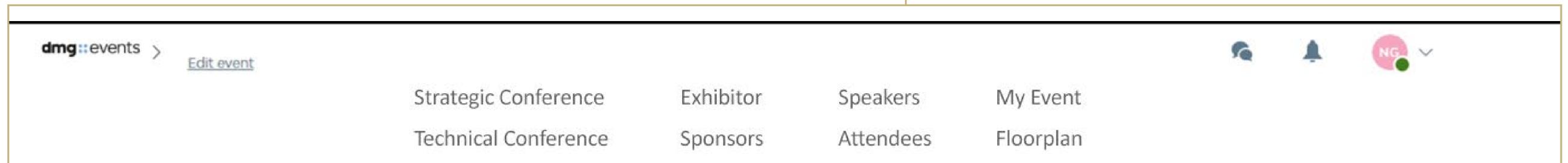


The more data you enter into the platform the more efficient the AI matchmaking will be to match you with other attendees

# NAVIGATING THE PLATFORM



Use the **buttons** on the homepage to access the different sections of the platform. Once you're using the platform, the **navigation sub-bar** allows access to different areas of the event.



# NAVIGATING THE PLATFORM

To access the different sections of the event, use the buttons on the home screen.

## Agenda

Click on the "Strategic Conference" or "Technical Conference" to see the sessions you're interested in. Use the filters to browse by topic and bookmark sessions to build your own personalised agenda.

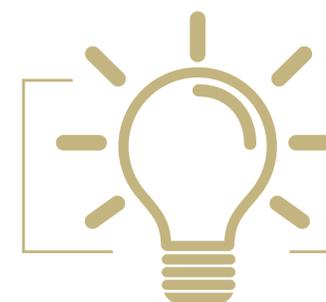
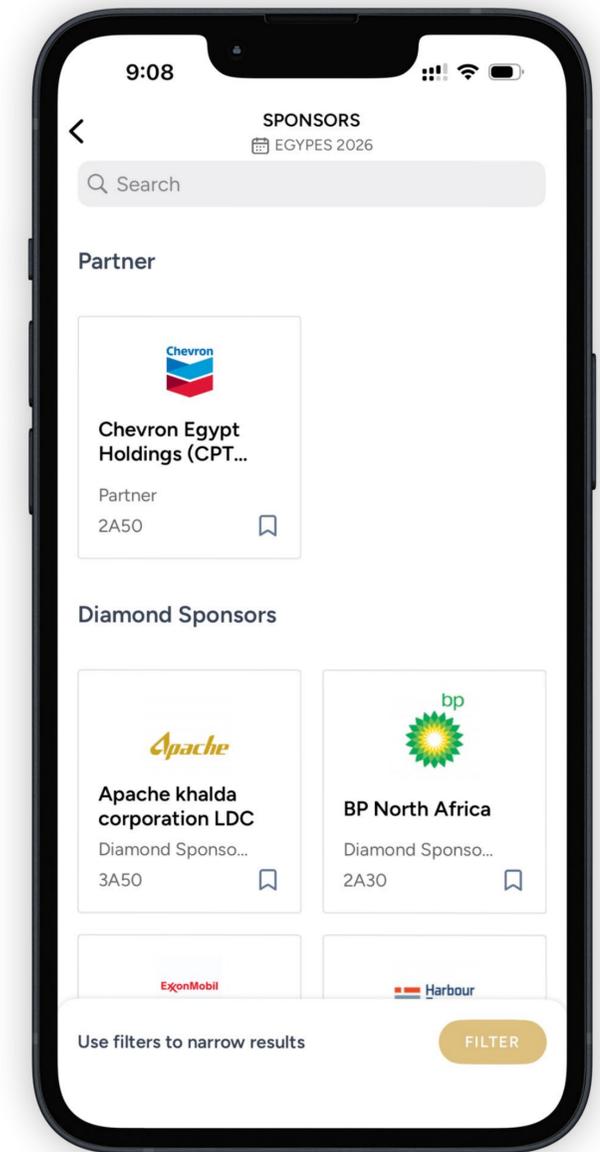
Click on any session to see the overview, speakers, and participating companies. Please note: Only paying delegates have access to conference sessions.

## Speakers

A list of all the Speakers is displayed here and is searchable. In addition to the general information available on their profile, you can also view the list of sessions they are speaking in.

## Sponsors, Exhibitors and Media Partners

A list of all Sponsors, Exhibitors and Media Partners is displayed here and is searchable.



Please note that Conference content can only be accessed by paying delegates. To register as a delegate please visit:  
[www.egypes.com](http://www.egypes.com)

# NETWORKING

## Find Out Who You Can Meet

1. Sort Delegates or Speakers to see the most relevant results.
2. Click on a participant to view their information.
3. Connect with qualified profiles.



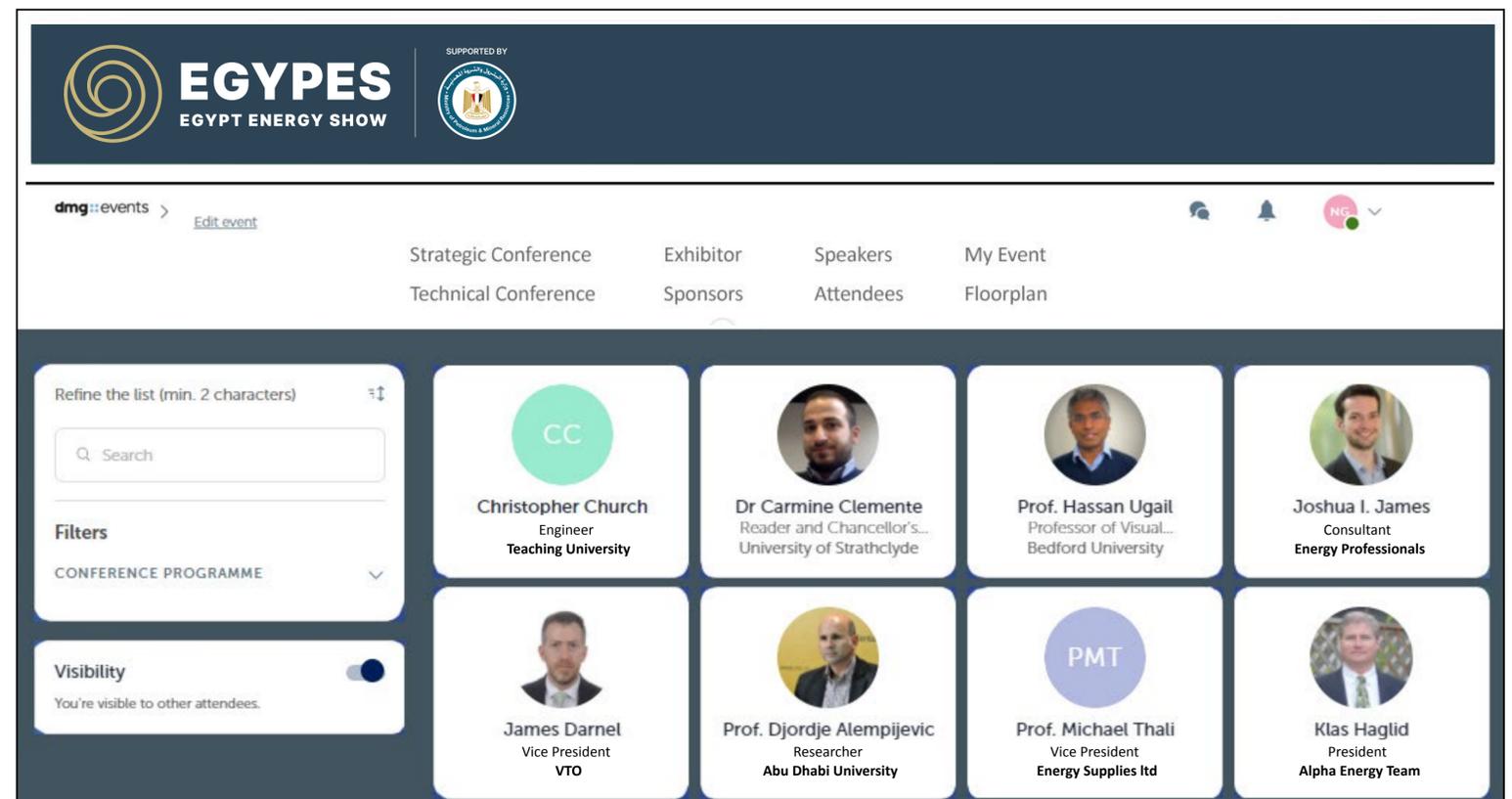
A personalised connection request (with message) will be 4 times more likely to succeed

## AI & Matchmaking

1. Fill in your profile information.
2. Enter your search criteria.
3. Add and connect to the profiles that interest you.



The more data you enter into the platform the more efficient the matchmaking will be



The screenshot shows the EGYPT ENERGY SHOW networking platform interface. At the top, there is a header with the EGYPT ENERGY SHOW logo and the text "SUPPORTED BY" followed by a circular logo. Below the header, there is a navigation menu with options: Strategic Conference, Exhibitor, Speakers, My Event, Technical Conference, Sponsors, Attendees, and Floorplan. The main content area features a search bar with the text "Refine the list (min. 2 characters)" and a search input field. Below the search bar, there are filter options: "Filters" and "CONFERENCE PROGRAMME". A "Visibility" toggle switch is also present, with the text "You're visible to other attendees." Below the search and filter options, there is a grid of profile cards. Each card displays a profile picture, a name, and a title. The profiles shown are: Christopher Church (Engineer, Teaching University), Dr Carmine Clemente (Reader and Chancellor's..., University of Strathclyde), Prof. Hassan Ugail (Professor of Visual..., Bedford University), Joshua I. James (Consultant, Energy Professionals), James Darnel (Vice President, VTO), Prof. Djordje Alempijevic (Researcher, Abu Dhabi University), Prof. Michael Thali (Vice President, Energy Supplies Ltd), and Klas Haglid (President, Alpha Energy Team).

# COMPANY PROFILE / NAVIGATION

The Company profile (Exhibitor Center) portal allows you to increase your event visibility, control the content attendees will receive about you, and maximise your ROI.

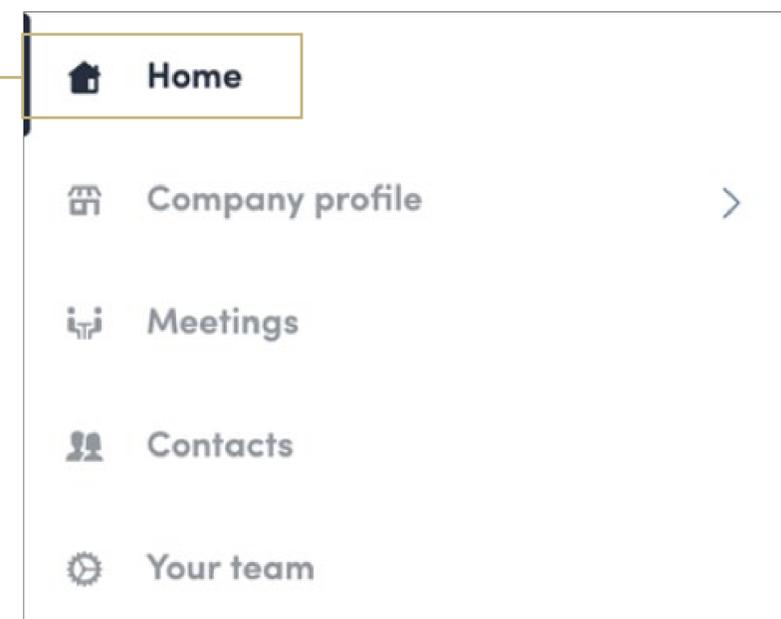
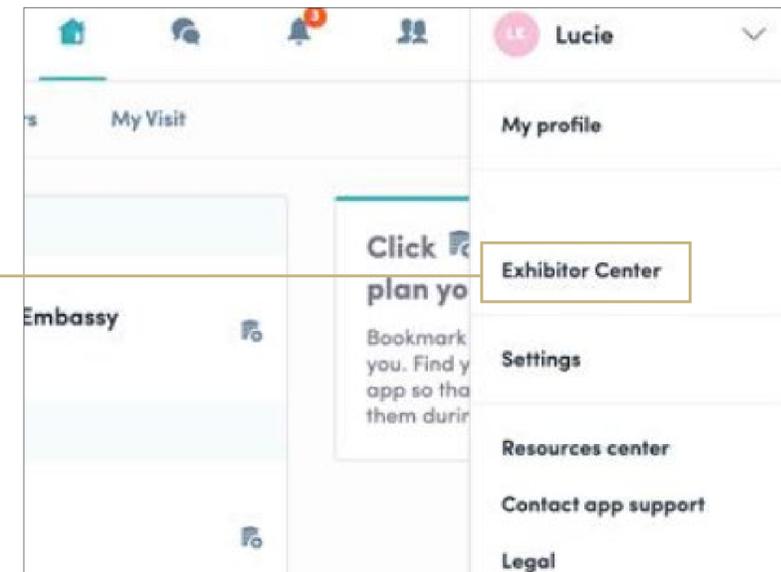
To access your exhibitor profile, click on your name at the top right hand corner then on **"Exhibitor Center"**.

In the Exhibitor Center you will be able to:

- Manage and update your company profile that is visible to attendees on the mobile app.
- Gather all contacts of your team members and export them into a single Excel file.t
- Promote your products or services to potential leads.
- Reply to meeting requests made to your company and manage team meetings of your members.
- Keep track of your team's leads.

**Home** is the first page that you will see when accessing the Exhibitor Center.

A red pin indicates that you have a **pending notification**, so act quick and see what's going on!



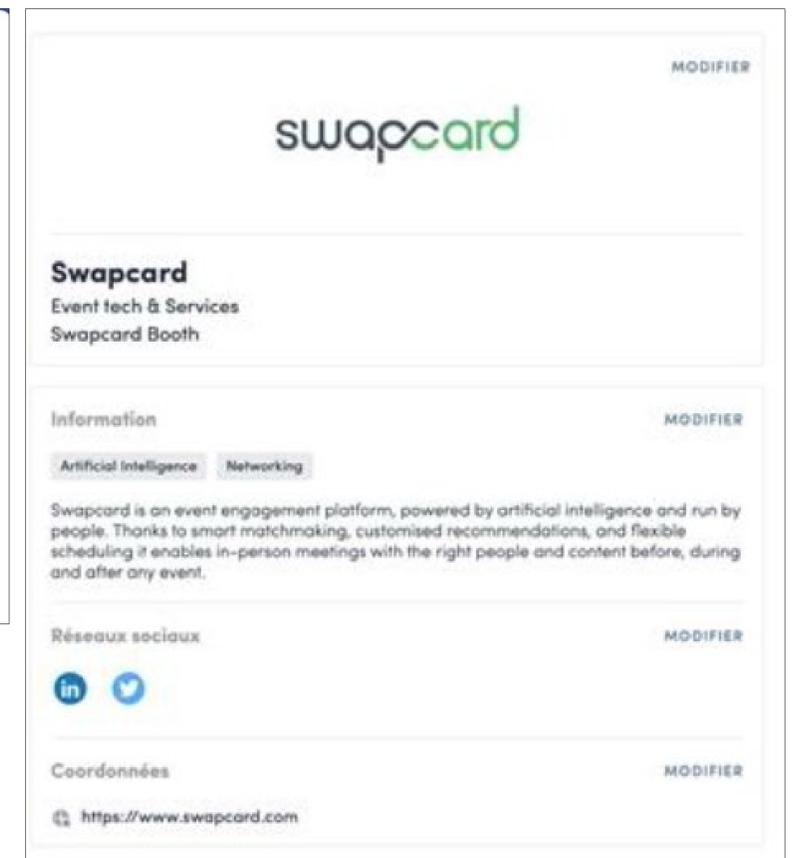
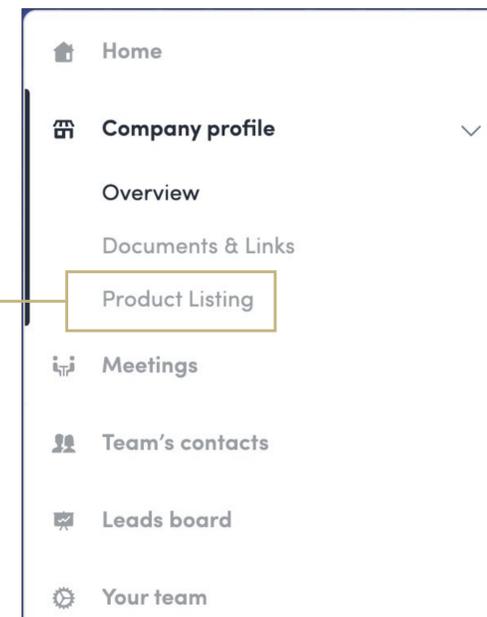
# EXHIBITOR CENTER / COMPANY INFORMATION

Your company information will already have been pre-populated with the details you provided previously in the Exhibitor Manual previously.

You have the option to add additional details if you so wish.

You can also add your files to your company page.

You will be able to add your products and services in the platform. Go to **Product Listing** in the menu and follow the instructions.

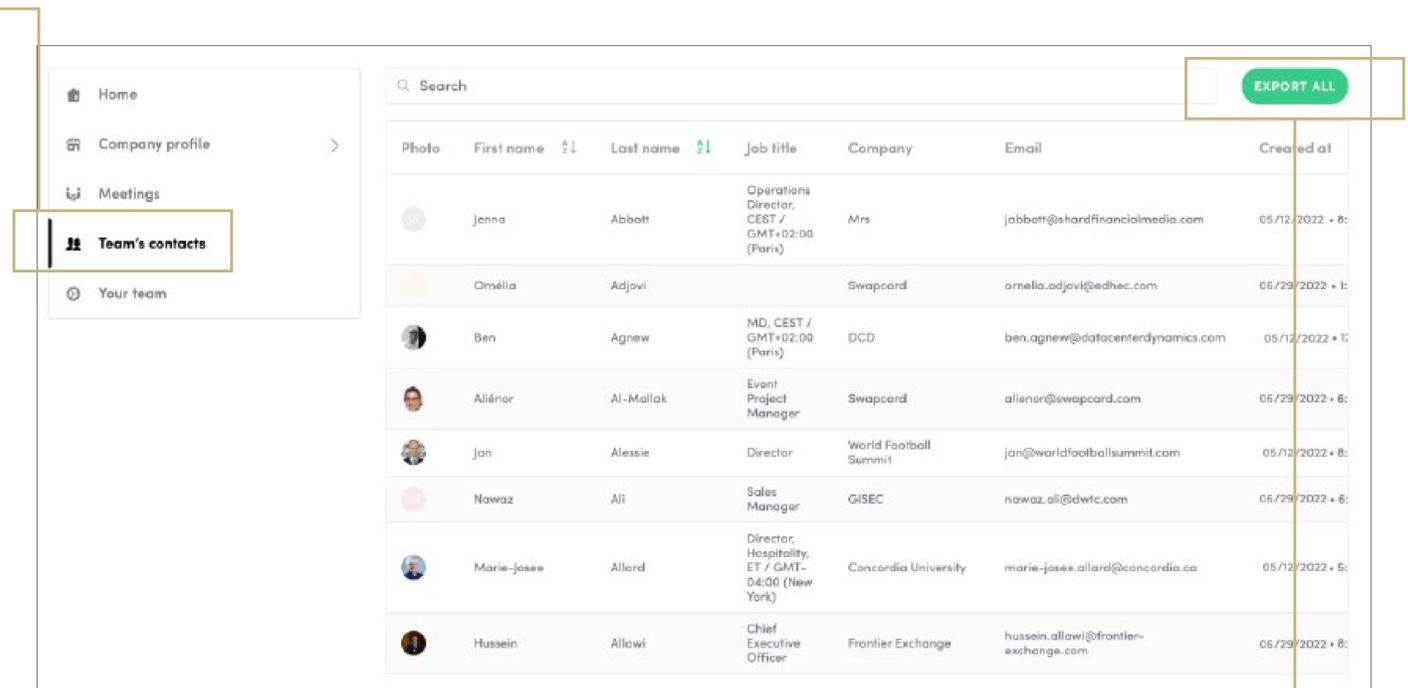


# EXHIBITOR CENTER / SHARED CONTACTS AND EXPORT

By going to the **Team Contacts** tab, you can view and export all the contacts collected by you and your team/colleagues before, during, and after the event.

Only the contacts of your additional team members (who must be registered as exhibitors) who have enabled the contact sharing option will be displayed in addition to yours.

Check that **all your team members have activated it.**



## Let's talk GDPR ...

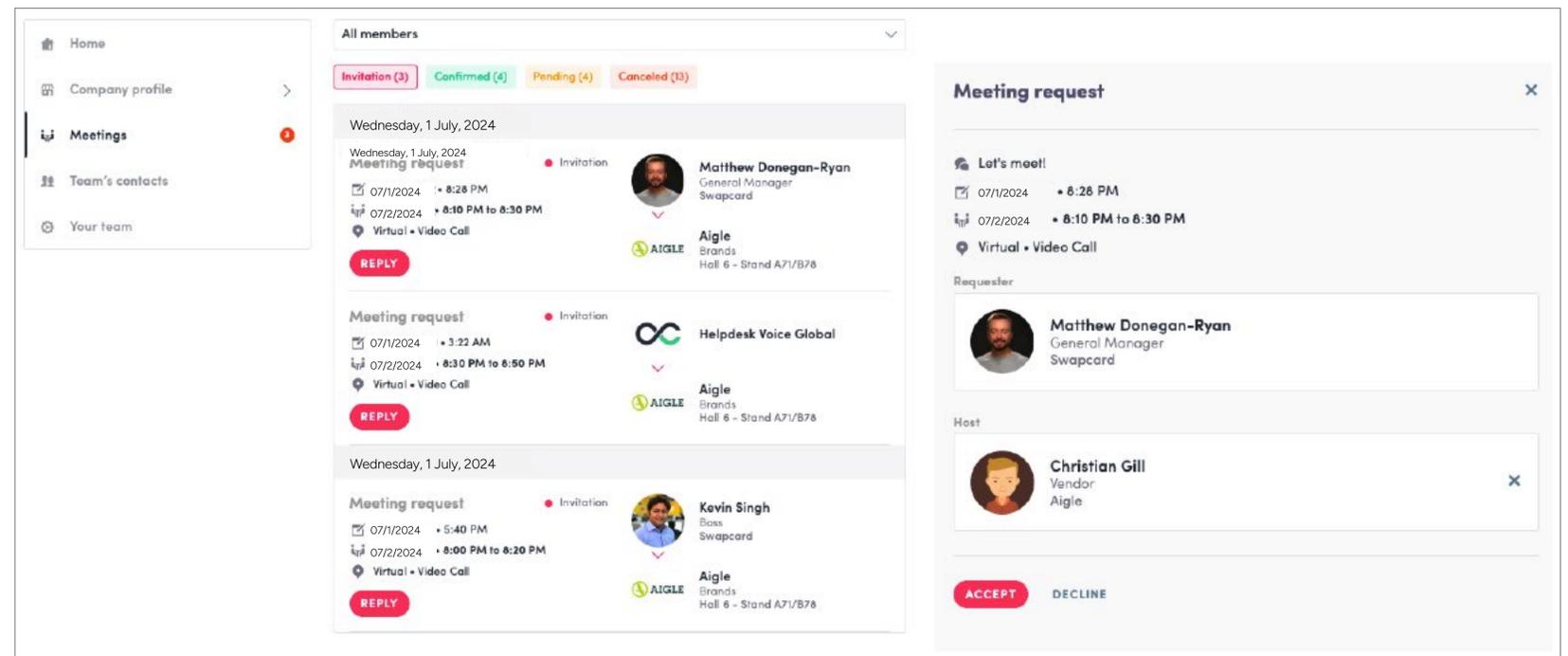
All users of the platform have agreed to share their data with the event organiser. When you scan a badge or connect with a user, they tacitly agree to share information with you. You therefore retrieve this information in accordance with the GDPR.

From the platform, **you can also export your contacts** (and only yours) as an Excel file by going to your contacts and clicking on "export"

# EXHIBITOR CENTER / MANAGE YOUR MEETINGS

In this section you can:

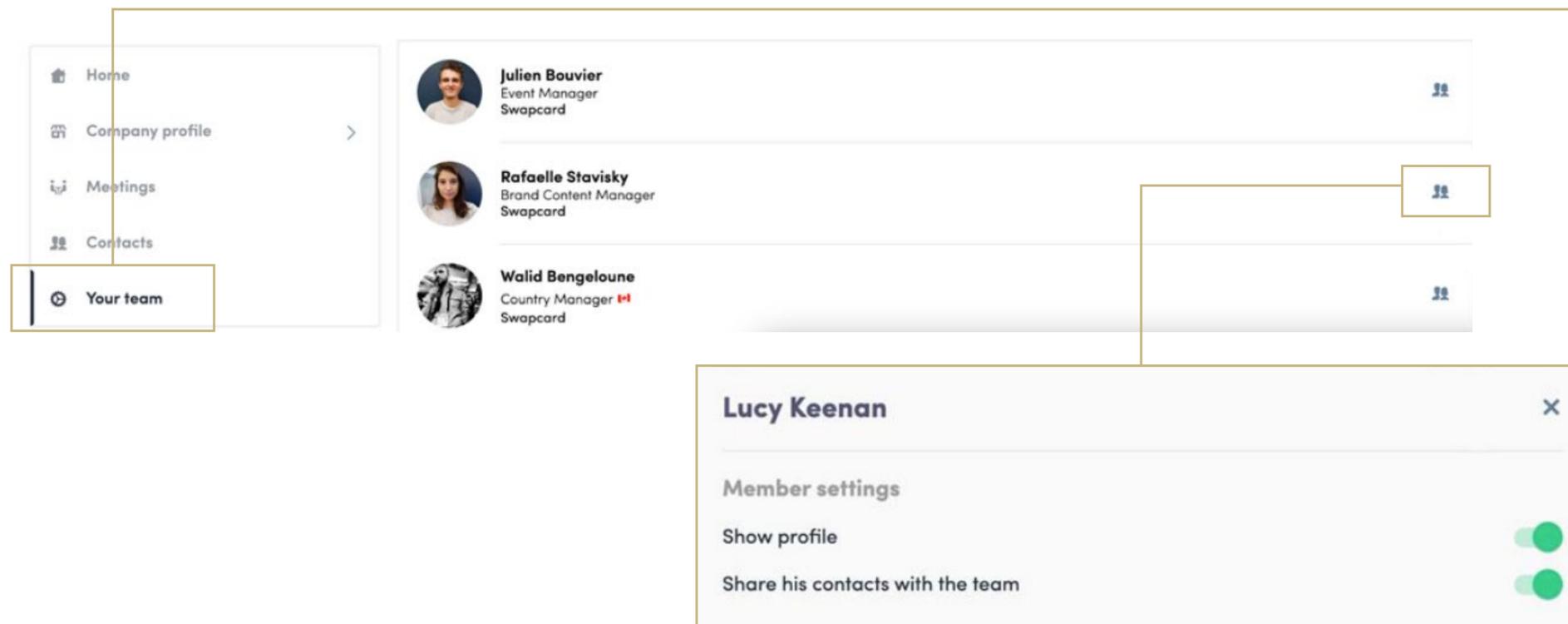
- **Display the meetings** of your team
- **Filter meetings by status** pending, validated or declined, cancelled
- **Assign a meeting to a member of your team:** click on answer on the meeting request and choose the person to assign
- **Accept or decline** meeting requests.
- **Export the full list of meetings** from your team



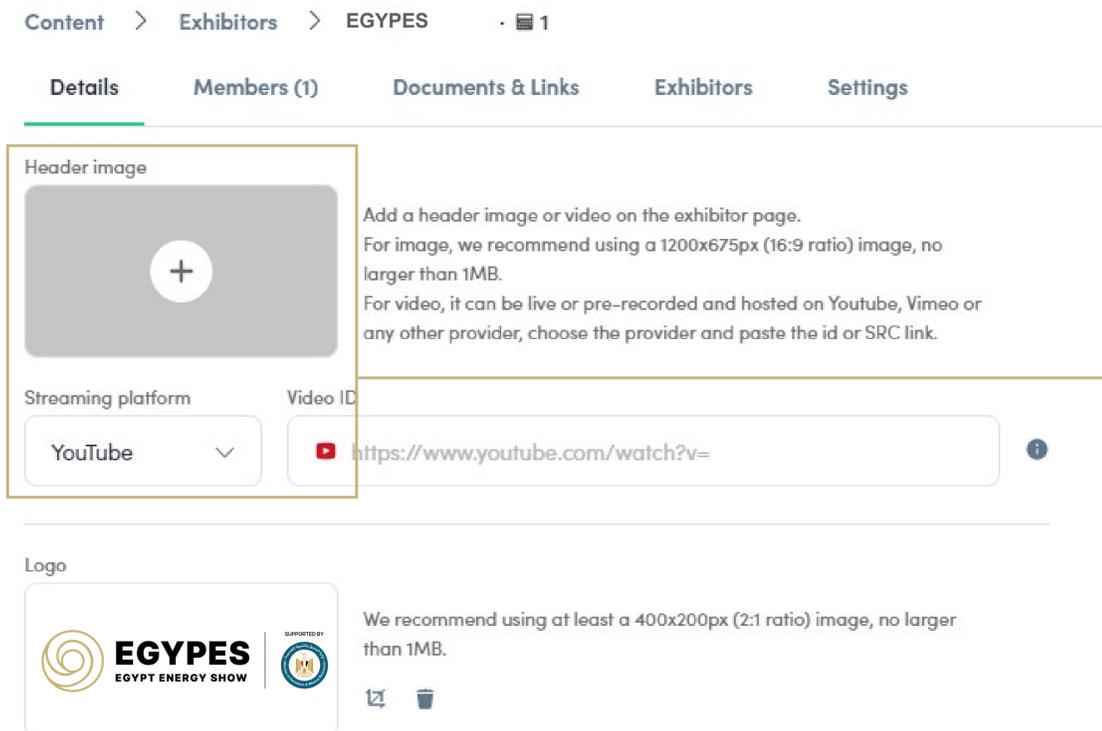
# EXHIBITOR CENTER / YOUR TEAM

To manage the members attached to your exhibiting entity, go to **Your Team**.

You can then view all your team members, **delete or add** them and manage the visibility of their profile.



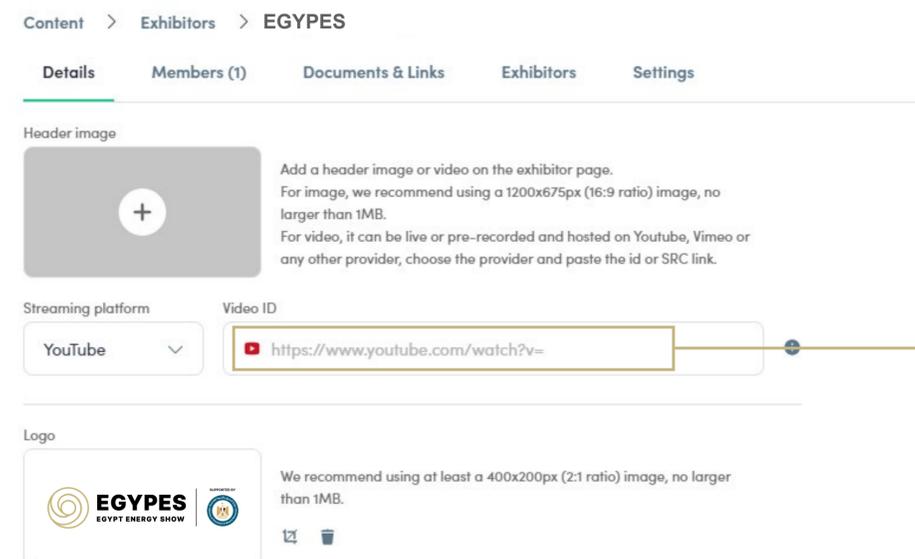
# HOW TO ADD A VIDEO TO YOUR COMPANY PROFILE



As an exhibitor, you are able to upload a video onto your company homepage.

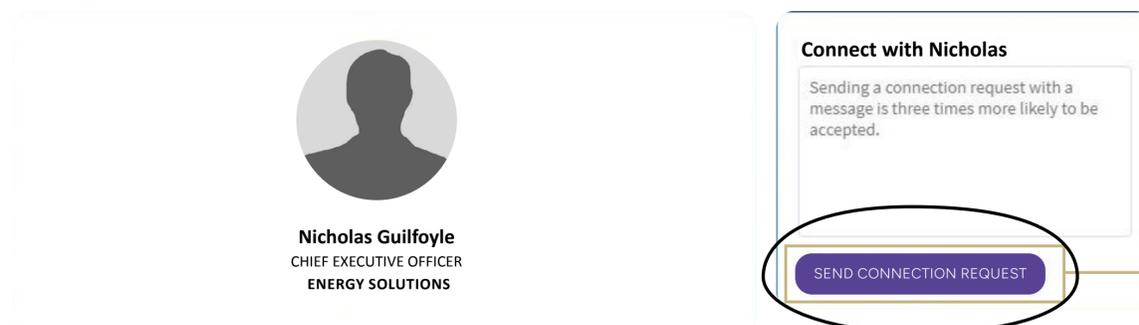
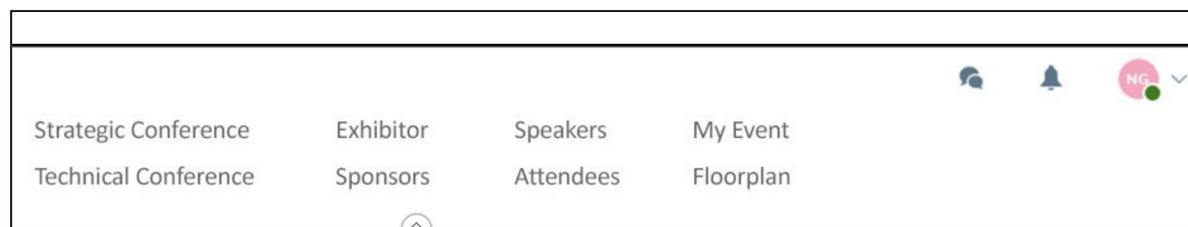
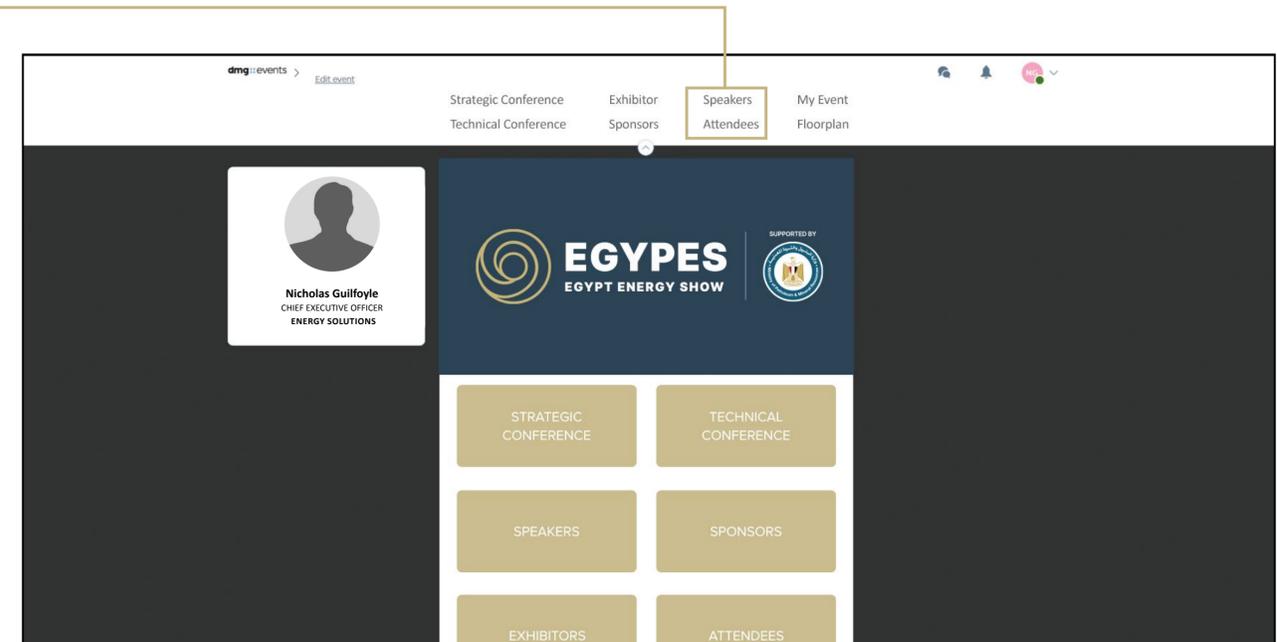
To upload a video, go to your Exhibitor Center and click on **Company Profile**. Then click **Edit**.

You will then be able to add your YouTube video ID as a banner.



# HOW TO NETWORK

On the homepage of the event, you can access the **Speakers** and **Attendee** lists and identify people of interest, based on the permission hierarchy. Do not hesitate to contact them through the platform to network and schedule meetings.

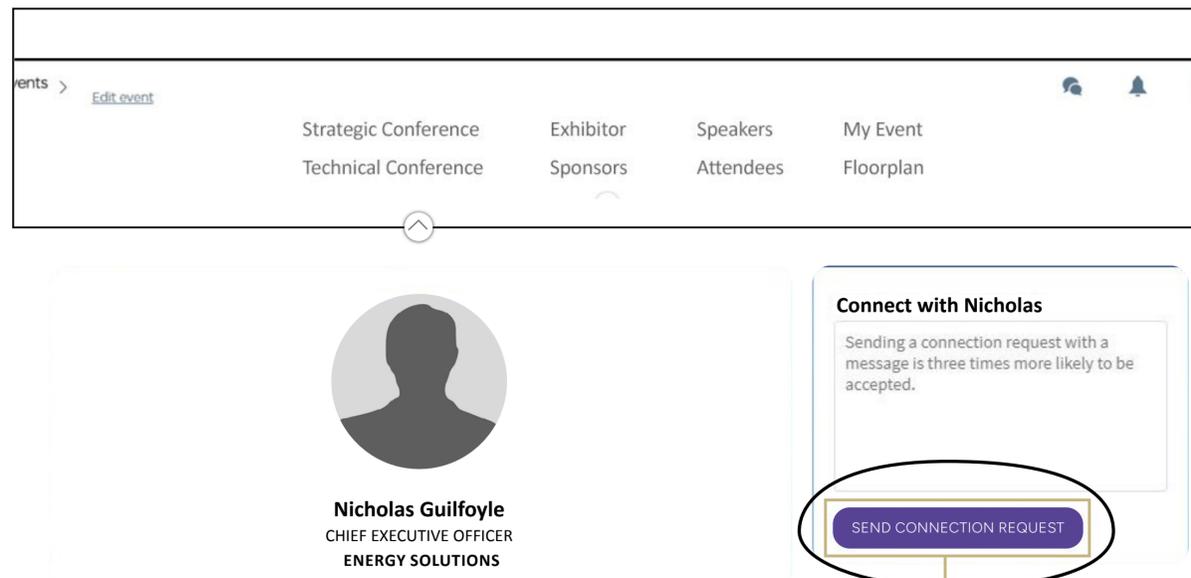


If you see time slots appearing on people's profiles, it means that the organiser has allowed you to schedule meetings based on your badge type.

Ensure you book your meetings before the event with people of your choice before all their slots are booked.

You can manage your own availability from the **My Event** section of the platform.

# HOW TO MAKE A CONNECTION REQUEST



To send a connection request to an attendee, go to their profile (via any list of participants) and click on **SEND CONNECTION REQUEST**.

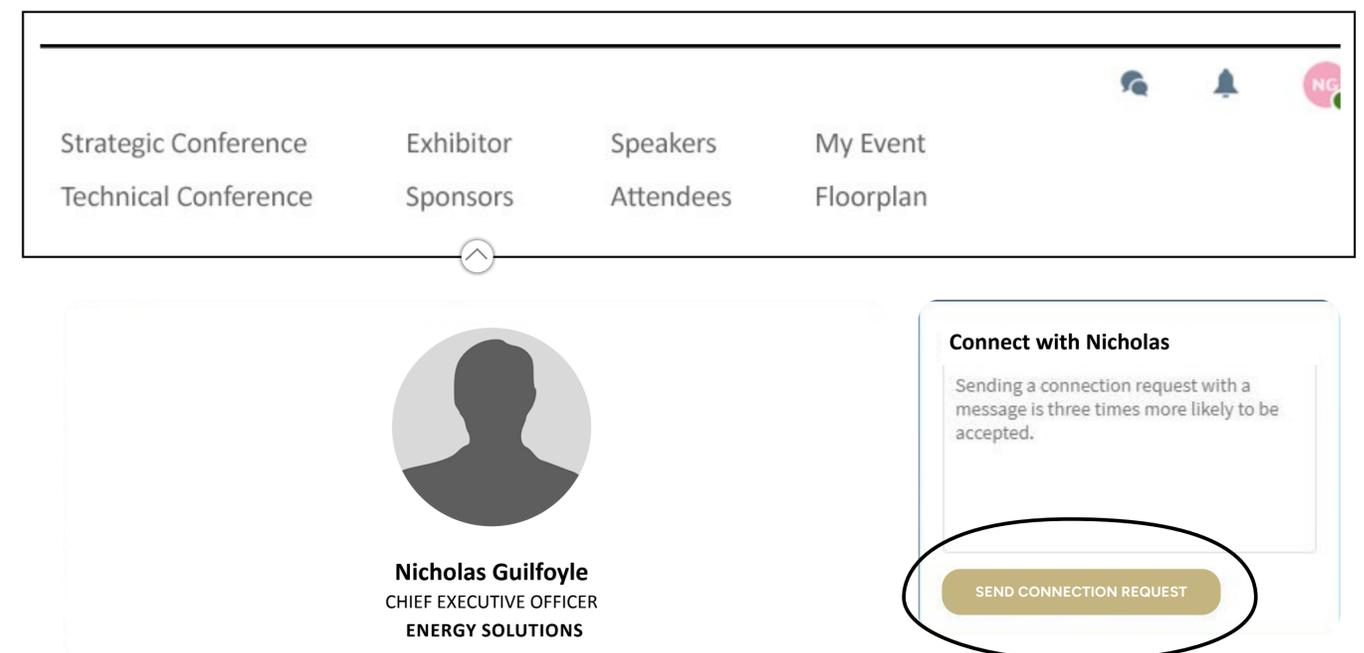


We encourage you to write a message before sending your connection request to introduce yourself and explain the reason for the connection.

You will be able to find all the people you have been in contact with during the event in the **My Event** button, **My Networking** tab.

# HOW TO REQUEST A MEETING

- Step 1: Navigate to a person's profile by going to the list of Delegates, Speakers, Exhibitors, or a Sponsor's profile.
- Step 2: Click on one of the proposed meeting slots. If you want to see other slots, click **See more slots**.
- Step 3: After selecting a slot and the location, write a message to the person you want to meet. Once done, click **Send meeting request**.
- Step 4: In **My Event**, you can view your appointments, cancel them and manage your availability.

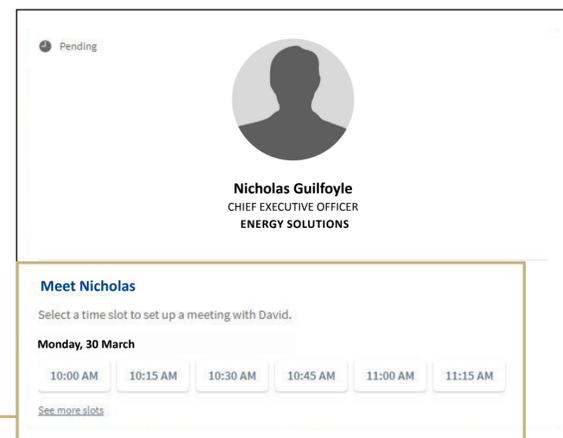


# SEND A MEETING REQUEST

1

## Select a slot

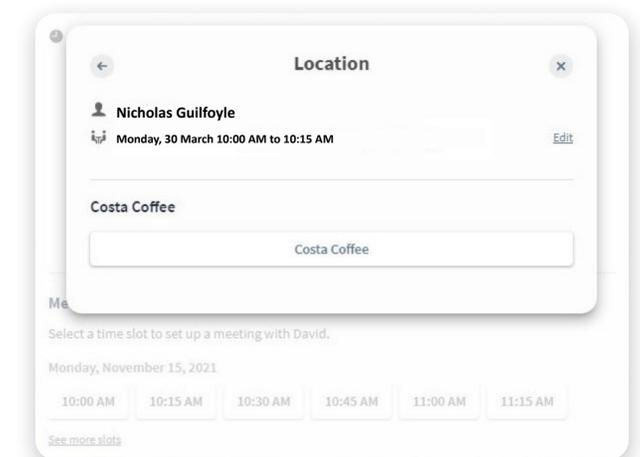
By clicking on a participant, you can view the appointment slots they have available. Select the time slot that you would like to meet with them.



2

## Meeting

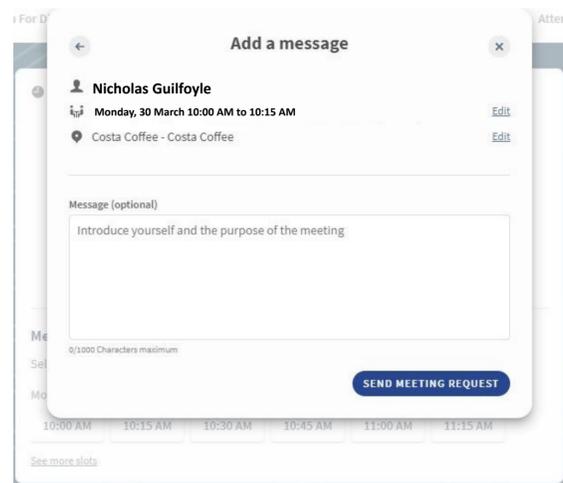
Once you have selected a time slot, the meeting will be set.



3

## Send a message

As a courtesy to your meeting recipient, it is very important to send a personalised message with your request.

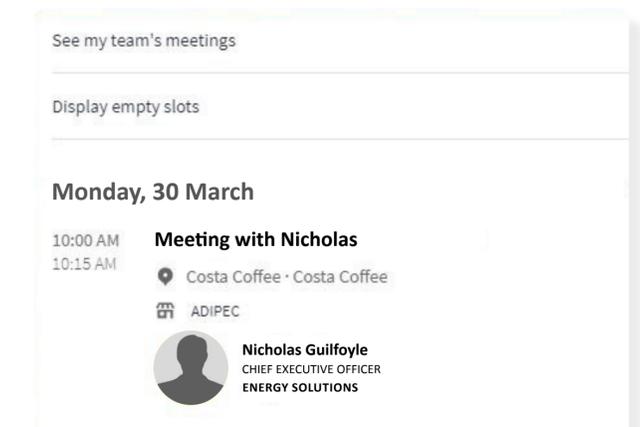


4

## Manage your meetings

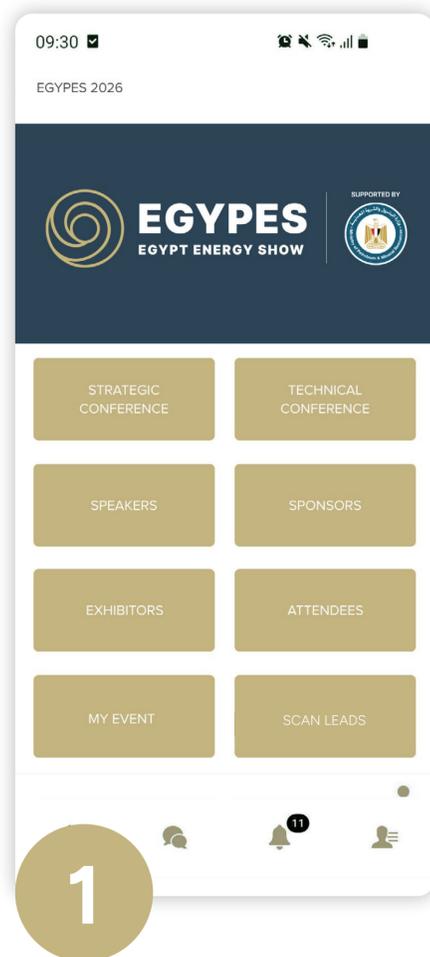
In **My Event**, you can view your appointments, cancel them and manage your availability.

Be careful! A meeting slot is blocked when a request is made or received, even if it is not validated.

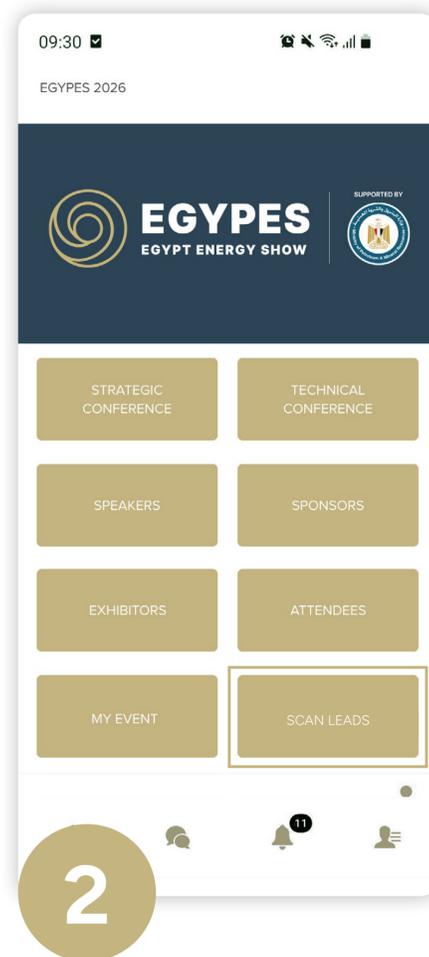


# HOW TO USE THE LEAD SCANNER

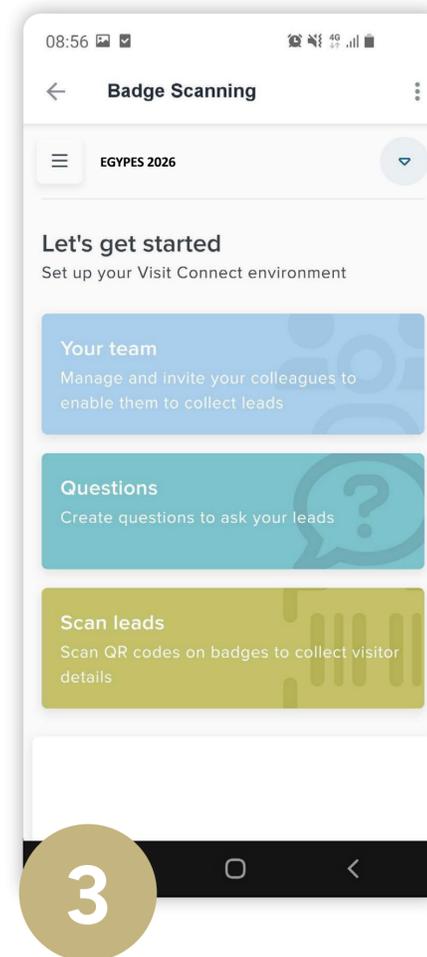
All staff registered as an exhibitor through the Exhibitor Portal automatically have access to scan leads through the App.



Download the App.



Tap the **Scan Leads** button in the bottom of the App home screen.



For security, you will be asked to enter an OTP (One Time Passcode) sent to the email you registered with. Once this is confirmed simply click the scan leads button.



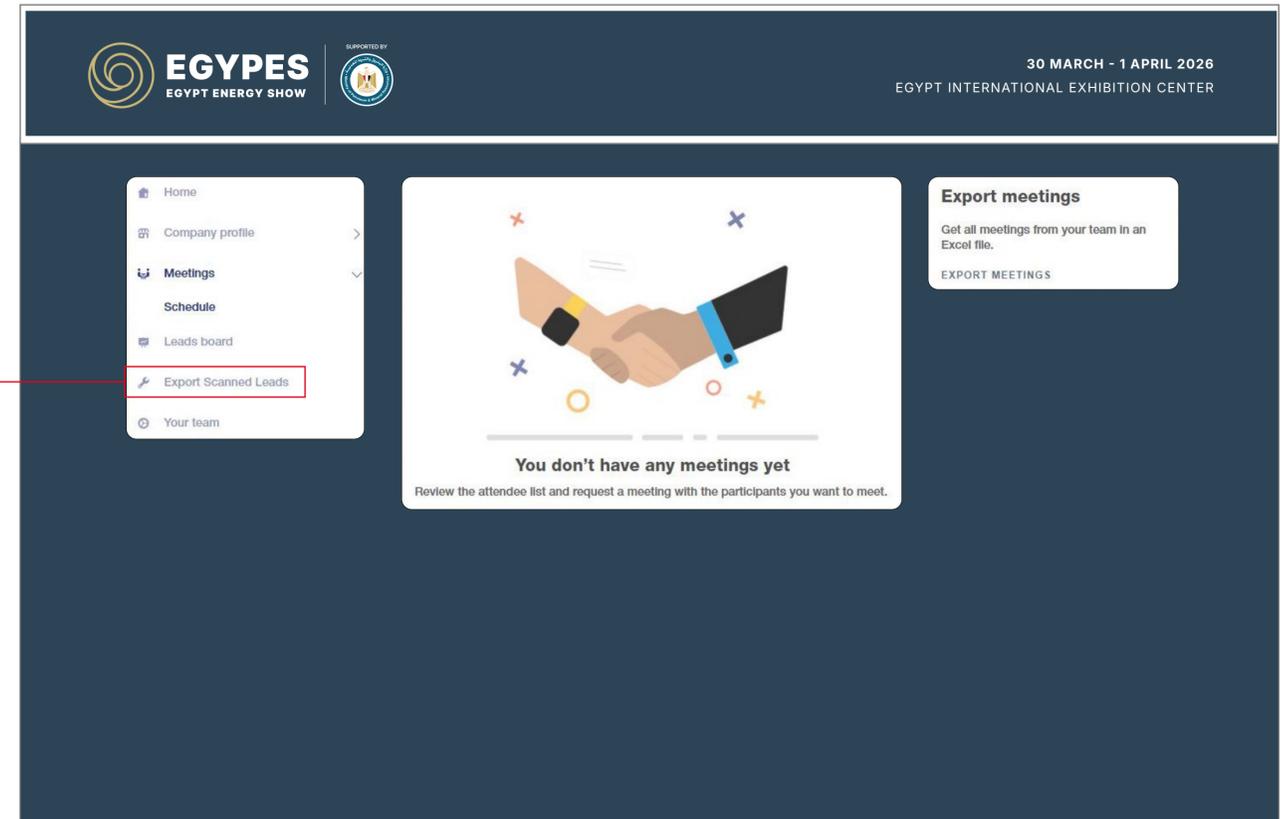
To scan QR codes, line the QR code up within the square to scan.

# HOW TO EXPORT SCANNED LEADS

By going to the Export **Scanned Leads** tab, you can view and export all the leads scanned by you and your team/colleagues during, the event.

You can export leads to an Excel workbook or .csv file for follow-up or import into a CRM.

- In the menu, click Leads.
- In the bottom-right corner, click Actions -> Export all leads.
- Click DOWNLOAD and choose where to save the file to your computer and select Save.
- You can now open the export file in Microsoft Excel, or import it into any software that supports this file format



Let's talk GDPR ...

All users of the platform have agreed to share their data with the event organiser. When you scan a badge or connect with a user, they tacitly agree to share information with you. You therefore retrieve this information in accordance with the GDPR.



For any mobile app or lead scanning related enquiries, please email the support team at [app@egypes.com](mailto:app@egypes.com)

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# MAKE YOUR IMPACT AT EGYPES 2026

APP  
ENQUIRIES  
[app@egypes.com](mailto:app@egypes.com)

GENERAL  
ENQUIRIES  
[marketing@egypes.com](mailto:marketing@egypes.com)

EXHIBITION &  
SPONSORSHIP ENQUIRIES  
[impact@egypes.com](mailto:impact@egypes.com)

CONFERENCE  
ENQUIRIES  
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