



How to use the Exhibition Zone and access your micro site.

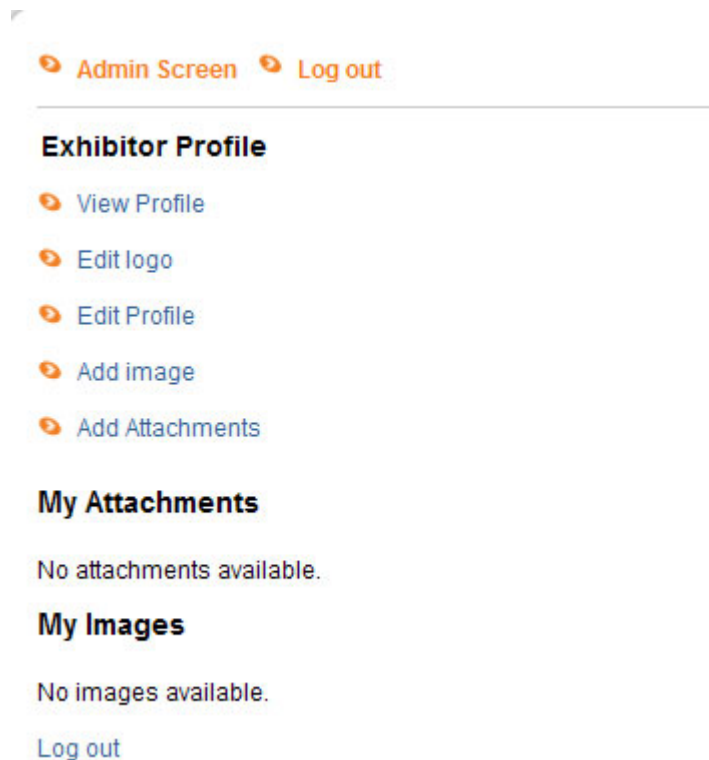
Login

Please go to www.wimaxforumglobalevents.com/americas/exhibition_zone/exhibitor_zone

Use the username and password you were provided with. This can be found in the email that you were sent and it is recommended that you change your password when you login. Please see, updating your profile for more information on how to do this.

If you have lost your login details, please send an email to steve.outridge@informa.com and your details will be sent to you.

Once you have logged in. You should see a page similar to the screen shot below. This is your Admin screen.



From here you will be able to **edit your profile, edit your logo, add images and attachments** to your profile. You will also be able to **view your profile**. You will also be able to view as well as delete any attachments or images that you have uploaded to your profile.



To change your logo

We have already allocated the logo you supplied to us to your profile. To change it, please click the **Edit logo** link. You should see something similar to the below.

[Admin Screen](#) [Log out](#)

Edit Your Logo

To change your logo, click browse, find your logo and then click commit. View your profile to see the updated logo. You can only upload the following file formats: gif, jpg, jpeg and png.

Current File

Info: default-logo.gif (id: #132494)

Size: 4.7 kb

Updated: 4th Sep 2009 11:04am

Dimensions: 200 x 100 pixels

You may only upload files no larger than 128.0 MB

NOTE: You may only upload files of type gif, jpg, jpeg and png

To see the current logo, click the **Current file** link, located under the input box. To change your logo, click the **browse** button and in the dialog box that pops up, locate your logo from your local drive.

The maximum width for the logo should 480 pixels and can be either, JPEG, GIF or PNG format.

Click the **commit** button, located at the bottom right.

This process can take a couple of minutes, depending of the size of your logo. Once the file has been uploaded, you can either click **Current file** to view the new logo, or you can hit the **Admin Screen** link located at the top of this panel (above the page title) to go back to the admin screen, from here you can view your profile with the new logo.



Updating your Profile

To update your profile, please click on the **Edit Profile** link. You should be presented with the screen below.



[Admin Screen](#) [Log out](#)

Add / Edit Profile

Description:

Public email address:

Password Reset

If you don't want to reset Password, leave it blank.

Enter password once, then again to confirm.

The following rules apply to new passwords:

Passwords must be at least 6 characters long

Public URL:

Fax:

Telephone:

Full Address:

Category:

Select Category:

- Media/Trade Association
- Antennas, Aerials, Masts & Towers
- Billing, OSS, CRM Systems & Fraud Management Solutions

From here you can change your profile information, including your password and the search categories that you should be listed under. Enter the details you wish to change and hit the **submit form** button. Once the page refreshes, you should see a confirmation line of text at the bottom of the page.



Use the **Admin Screen** button near the top of the panel to go back to the admin screen to view your newly updated profile.

Add Images

To add an image, click the **Add image** link on the **Admin Screen**. You should be presented with a screen similar to the below.

[Admin Screen](#) [Log out](#)

Add image

Title

Alt TAG (Text when you mouse over the picture)

The text to be used in the Alt attribute of the IMG tag

Upload File

Maximum file size 3mb, Gif, Jpeg and PNG only. Maximum 400 pixels wide.

- Enter the title of the image.
- The ATL text field is for Alternative text for the image. If a web user has images switched off, the alternative text will be displayed.
- Click **browse** and locate the image you wish to upload on your local drive. File formats accepted are **GIF, PNG** and **JPEG**, **maximum file size 3mb and 400 pixels wide**.
- Click **Commit** to upload the file. This can take a few minutes depending on your connection and the size of the image. It is recommended that you optimise the image for the web, before you upload it online.

On the confirmation screen, you will be able to view the image your have just uploaded. Click the **Admin Screen** link to go back to the Admin control screen.

Upload an attachment

To upload an attachment, click the **Add Attachments** link. You will see screen similar to the below.



[Admin Screen](#) [Log out](#)

Add Attachment

Name

When you name the file, put the file extension e.g. conference.doc

File

You can upload the following file formats .doc, .xls, .ppt and .PDF to a maximum 5mb per file.

Enter the name of the Attachment. Then click the **browse** button and locate the file that you wish to upload. You can upload the following file formats. **DOC, XLS, PPT** and **PDF's**. **Maximum file size is 5mb**. Clicked **Commit**, uploading a file can take a few minutes, this depends on your connection and the size of the file being uploaded.

On the confirmation page, you will be able to view the file you have just uploaded, or you can go back to the **Admin Screen**.