COMPANY HUB

User Guide for Company Account Administrators

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GLOSSARY

❖ **Affiliates:**

Companies or individuals officially attached to the main stand holder, often for the purpose of marketing and sales.

❖ **Dashboard:**

Interface to monitor your leads and your company page statistics.

❖ **Primary administrator:**

The main contact in your company who prepares for the market with access to create company page, receive Emperia lead notifications, register exhibitor delegates, invite affiliates and add other secondary administrators. Once added, secondary administrators can have the same rights as the primary one (unlimited additional secondary admins).

❖ **RX Lead Manager (ex-Emperia):**

The app allows exhibitors to scan visitors' badges at the market and find their contacts in the online dashboard.

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HOW TO LOG IN TO YOUR COMPANY SPACE ?

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Once your participation is confirmed, you will receive an email from

RX Global : **no-reply@rxglobal.com**

If you haven't received it, please check your spam folder first. If

you still can't find it, please contact the Help Desk.

If you have not received it, please contact the **Help Desk**

Click on the link **received by email** and **personalize your password**

Log-in to Company Hub to complete your company profile and start managing your company's badges. You are much more likely to be viewed by the thousands of MIPCOM attendees who visit the website if your profile is complete, so please complete your profile as soon as possible in order to reach as wide an audience as possible. Please note if you have participated with us before, some of your profile may be automatically copied over - it is critical for you to check that this content is accurate. Once you have completed your profile, be sure to check the other tasks in the Hub that require completion before the show.

Login

If this button does not work, copy the link below and paste it into your browser:

https://api.rxweb-pre.com/v1/actions/getExternalTrackingUrl?t=c3fad5487bd14aaea2828315 4d55fc8b

If you haven't created a password yet, you have 30 days from when you receive this email to log-in and do so. After 30 days you will need to contact Reed Exhibitions customer support in order to access your profile on the Company Hub.

Thanks,

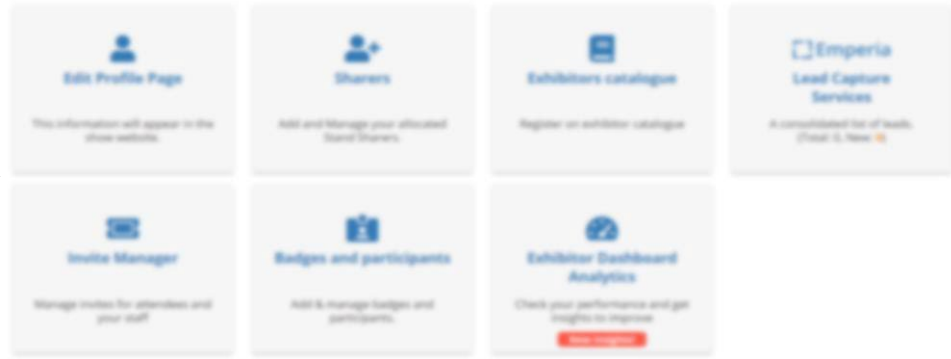**Built by RX** In the business of building businesses

HOMEPAGE OF YOUR COMPANY HUB

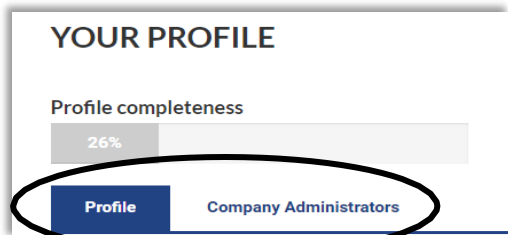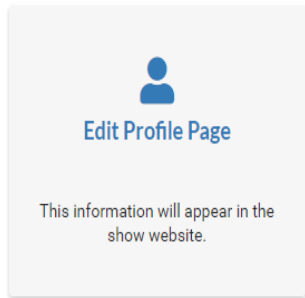Here you will find the name of **your company**

Here you will find the name of your **package type**

Here are the details of **each section** of your Company Hub

EDIT MY PROFILE

The profile editing section is made up of two parts, one dedicated to **editing your company profile**, the other to **managing/adding other administrators from your company**.

Edit Profile Page

This information will appear in the show website.

YOUR PROFILE

Profile completeness

26%

Profile | Company Administrators

Here you will be able to **navigate between both parts**

Access the **profile section** to modify your company's information

Please **complete your company profile** with as many details as possible

Logo, description, cover image... **Boost your business opportunities!**

EDIT MY PROFILE
COMPANY ADMINISTRATOR TAB

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Edit Profile Page

This information will appear in the show website.

Please add any of your colleagues who **should have access to the company page full set up**

They will receive an activation email

YOUR PROFILE

Profile completeness

26%

Profile | Company Administrators

Profile | **Company Administrators**

Create and manage administrators for your company, including a role. Each administrator will be sent an email with login information, there can be multiple administrators for each role and the same persons details can be entered with multiple roles. There must be one Primary Administrator. Please ensure you have the person's permission to add their details.

+Add Company Administrator

First name	Last name	Email address	Login roles		
Test	SEPC Pavilion	test@sepcpavilion.com	Primary Administrator	✏	
EMMANUELLE	GROS	emmanuelle.gros@rxglobal.com	Secondary Admininstrator	✏	🗑
Tristan	BOISSIER	tristan.boissier-ext@rxglobal.com	Secondary Admininstrator	✏	🗑

Select the Administrators to whom you want to resend the activation email.

Resend activation email

Resend the activation email to the company page (in case your colleague did not receive it)

Update your company admins list at anytime
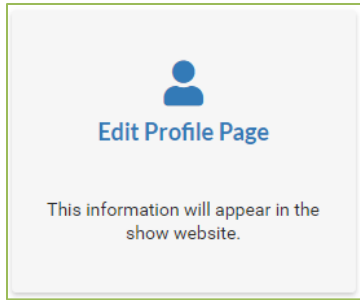
EDIT MY PROFILE
Booth events update

This year, MIPIM is going further by dedicating a section on its website to exhibitor events. Title, description, speakers—you have full control to promote what's happening at your booth (breakfast, conference, cocktail, demo..)

Please note that starting this year, exhibitor events will no longer be visible in the printed program but will only be available online on the MIPIM website.
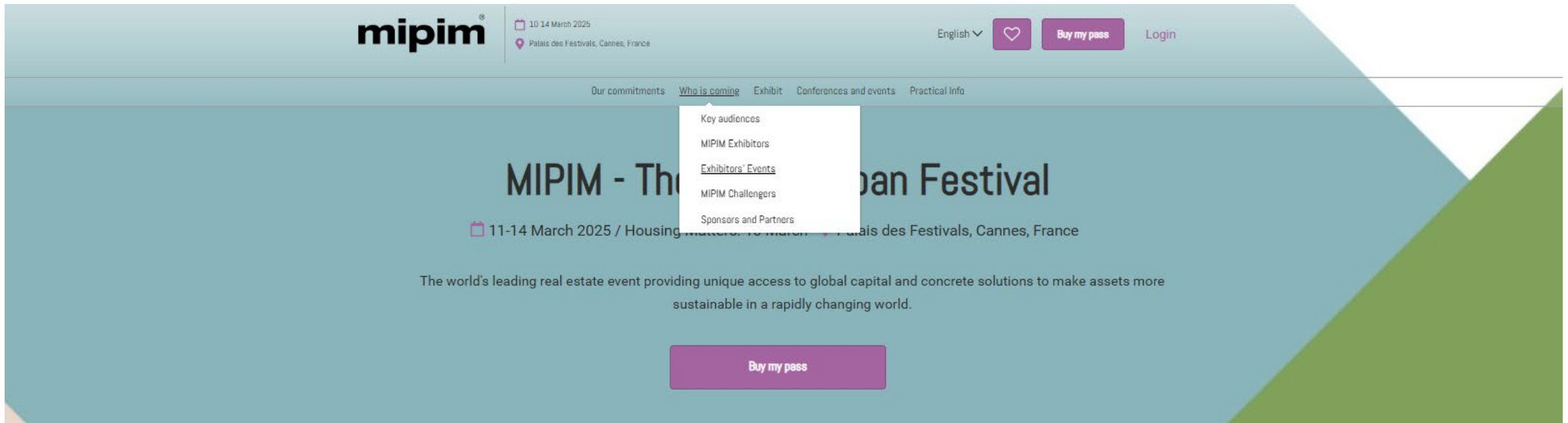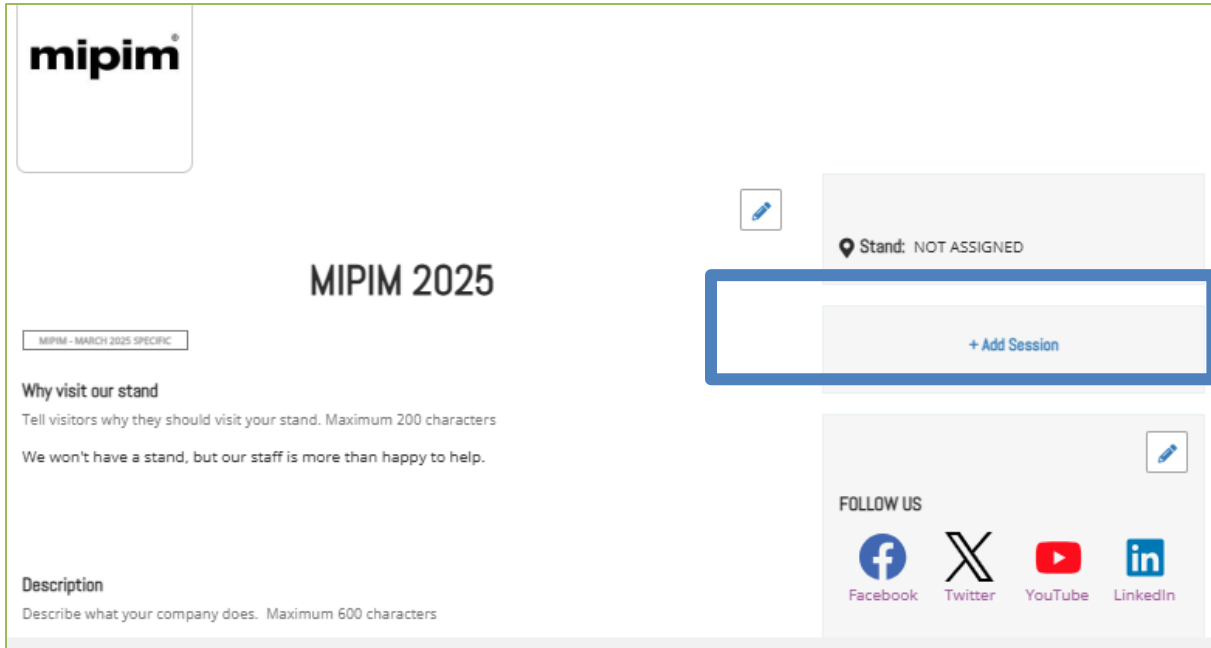
EDIT MY PROFILE
How to publish your booth events

Edit Profile Page

This information will appear in the show website.

Once you are logged in your company hub, access the **« edit profile page »**

MIPIM 2025

MIPIM - MARCH 2025 SPECIFIC

Why visit our stand

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

We won't have a stand, but our staff is more than happy to help.

Description

Describe what your company does. Maximum 600 characters

Stand: NOT ASSIGNED

+ Add Session

FOLLOW US

Facebook   Twitter   YouTube   LinkedIn

In order to add an event, click the **« Add Session »** button

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Manage session

*indicates a mandatory field

Session title*

Title of the session

135 character limit

Speaker(s) name(s)

Separate multiple speakers with a comma

Add the name(s)

120 character limit for each speaker

Location

Add the location of the session

100 character limit

Session date*

mm/dd/yyyy

Start time*

--:--

End time*

--:--

Description

Description up to two rows.

140 character limit

Cancel   Save

Session title: Make it short and go straight to the point!

Location: Please enter your stand number only and make sure to write it the same way each time to prevent duplicates

Complete your event info and save

Once your event is saved, follow the same process to add another one

RX LEAD MANAGER (EX-EMPERIA)

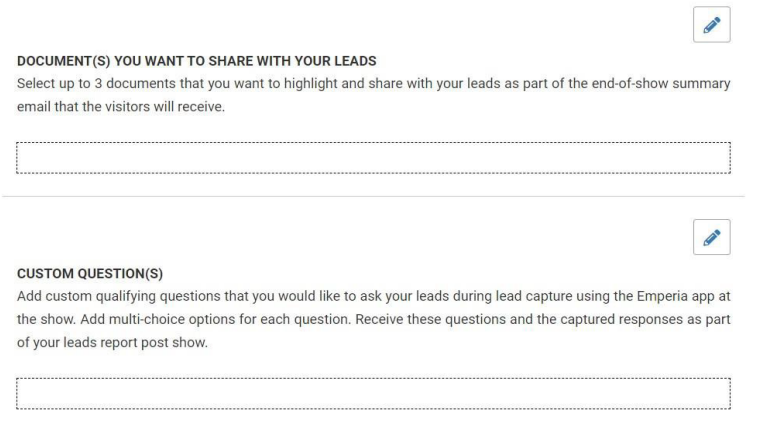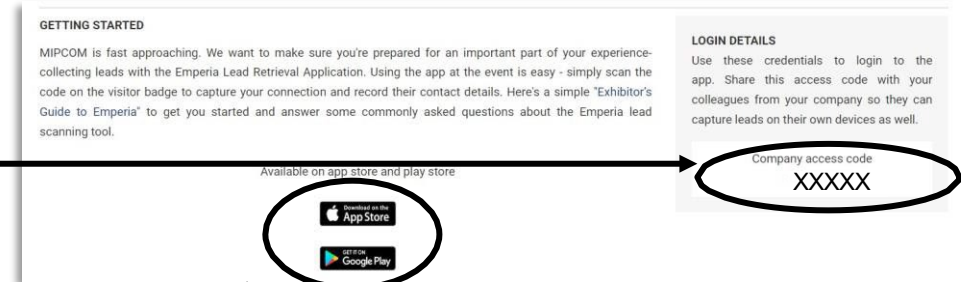*Mobile App to scan visitors' badges at the market*

RX Lead Manager (ex-Emperia) is a mobile app **to scan visitors' badges at the exhibition**. Collect contacts and find them in your online report available on your exhibitor dashboard.

Customize your account by indicating your company access code

Download the Mobile app from the App Store or Google Play

Upload up to 3 documents about your company, they will be sent to the visitors you scan at MIPIM

Add **qualification questions** that will be asked to the visitors you scan, in order to **better know them**

GETTING STARTED

MIPCOM is fast approaching. We want to make sure you're prepared for an important part of your experience-collecting leads with the 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 Emperia" to get you started and answer some commonly asked questions about the Emperia lead scanning tool.

LOGIN DETAILS

Use these credentials to login to the app. Share this access code with your colleagues from your company so they can capture leads on their own devices as well.

Available on app store and play store

Download on the App Store

GET IT ON Google Play

Company access code
XXXXX

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.

CUSTOM QUESTION(S)

Add custom qualifying questions that you would like to ask your leads during lead capture using the Emperia app at the show. Add multi-choice options for each question. Receive these questions and the captured responses as part of your leads report post show.

RX LEAD MANAGER (EX-EMPERIA)
Download your leads

Download the full list of all your online leads and scanned contacts in 1 report available in .csv or .xlsx format

INVITE MANAGER

In this section, you will find the **registration links to be sent to the delegates of your affiliates**

Invite Manager

Manage invites for attendees and your staff

Indicates the number of **registrations available**

Active

Affiliate Badge quota ⓘ

https://www.mapic.com/e...   Copy

Links Available
9996/9999

Link Views
9

🛒 Buy More Links

⌄ View completed registrations

Copy the link using the button copy

Send this link to your **paying affiliates** to Register

Indicates the number of **people who have clicked** on the link but **have not** completed the registration

Nom	Intitulé de poste	Société	Email	
test exposant	test exposant	EXFRANCE	testexposant@yopmail.com	Faire une demande

You can find the list of people who **registered with your personalized link** just below

MANAGE YOUR COMPANY BADGES
Managing delegate registrations in your stand quota

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Badges and participants

Add & manage badges and participants.

Allocate badges | Your company badges

Allocate badges | Your company badges

Allocate Badges allows you to **add one or more** badges for your colleagues

Here you will be able to **navigate between both parts**

Click here if you want to create a **single badge**

Use this template to **upload multiple delegates** at the same time

Company Badges

? Help

Upload Multiple Badge | Create Single Badge | Invite Your Colleagues

Select Badge Type

Delegate Badge (40 Badges Remaining) ▾ | ⬇ Download template

Select the badge type that you want to allocate. You can only allocate one badge type at a time

Privacy Notice

☐ Please ensure you have notified the listed individuals in your file that you have submitted their registration in line with our Privacy Policy. [All Registered attendees will be notified of the name and contact details of those who submitted a registration request on their behalf.]

File upload:

Select a file (Excel) | Browse

5mb maximum file size. Emails must be unique for each badge holder

MANAGE YOUR COMPANY BADGES
Managing delegate registrations in your stand quota

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Badges are **available for download and printing 15 days before the show**. However, it is necessary for photos to be uploaded and payment for the badge to be completed in advance in order to access it.

Here you can find **the exhibitor badges** you have **uploaded**

Get and print your badges using this button

Here you can find the **payment status** of the badge

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MANAGE YOUR COMPANY BADGES
Transfer a badge

You can **transfer a badge from one participant to another** within your company. Note that the **first registration will be cancelled,** and the participant will receive a cancellation notification.

Click on "**Modify**"

Click on "**Transfer Badge**"

Click on ""**Review**" and **Validate**"

The Exhibitor Dashboard allows you to **access a wealth of data regarding your performance at the exhibition**.

This dashboard synthesizes your leads generated during the show with RX Lead manager (ex-Emperia). Its pro version also allows you to **compare yourself with your competitors**.

This page only becomes accessible **90 days** before the show.

A large amount of data is available to help you understand the **typology of your leads, your strengths, and areas for improvement** for your next exhibition.
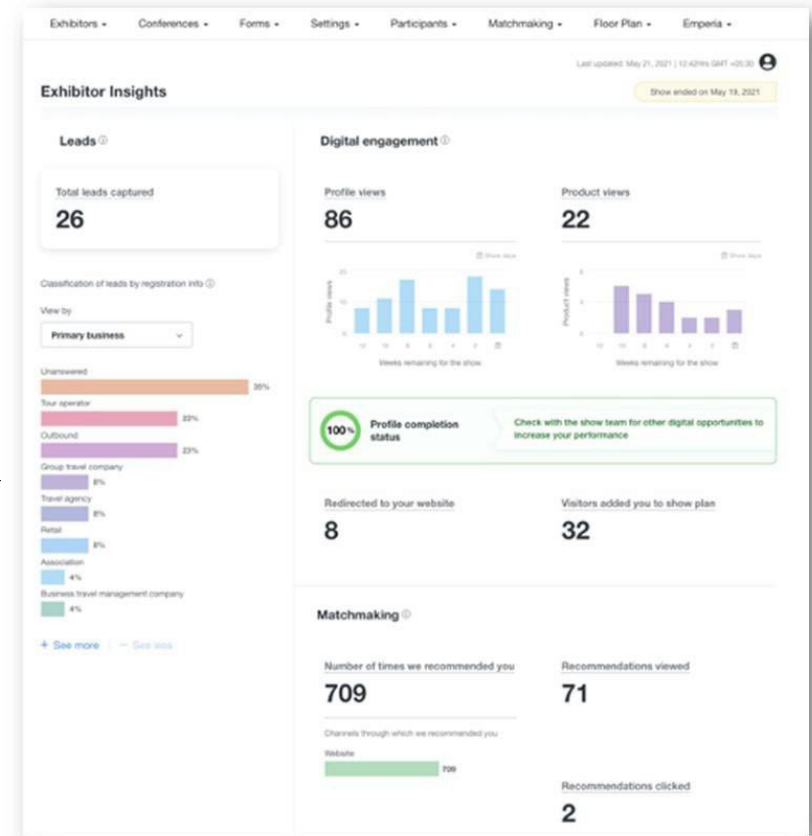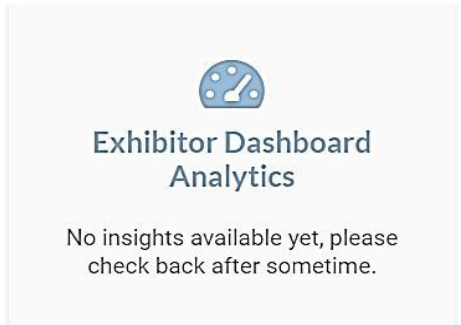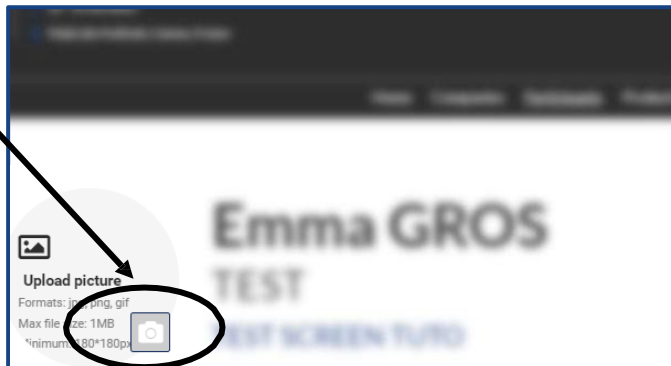
YOUR DELEGATES' VIEWS AND ACTIONS
*What will your delegates access on the company hub ?*

Log-in to Company Hub to complete your company profile and start managing your company's badges. You are much more likely to be viewed by the thousands of [ ] attendees who visit the website if your profile is complete, so please complete your profile as soon as possible in order to reach as wide an audience as possible. Please note if you have participated with us before, some of your profile may be automatically copied over - it is critical for you to check that this content is accurate. Once you have completed your profile, be sure to check the other tasks in the Hub that require completion before the show.

Login

As soon as they are registered the delegate will receive an automatic e- mail **to connect to their profile**

Delegate will connect to their profile and will have access to **upload their picture to receive the badge** (available 2 weeks before the event)

Upload picture
Formats: jpg, png, gif
Max file size: 1MB
Minimum 180*180px

Emma GROS
TEST
TEST SCREEN TUTO

This section, located at the top right of the screen, allows them to **navigate between their company profile and their personal profile**.

- My Profile
- Company Profile
- Company Hub
- Lead Report
- Company Dashboard
- Logout
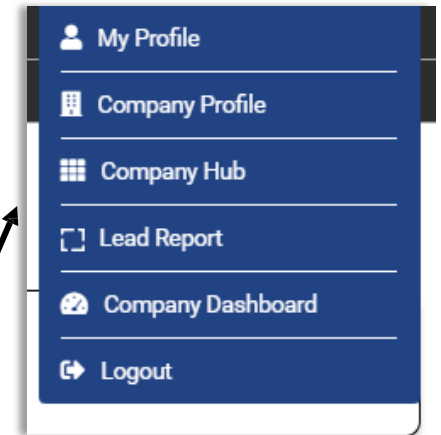
NEED ANY ASSISTANCE?

We invite you to explore our [FAQ section](#) for quick answers to common questions.

If you require further assistance, please feel free to contact our Helpdesk:

- By phone: (+33) 1 47 56 64 10

  available Monday to Friday, from 9 AM to 6 PM CET

- Or by completing our [online form](#)