User guide

Operation manual for Exhibitors

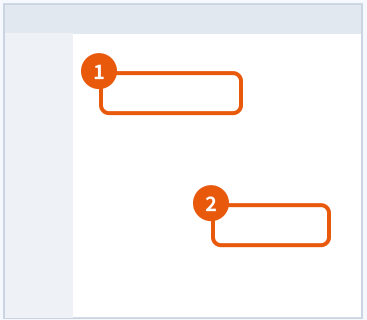
Walks through the items and actions in the exhibitor My Page, using screenshots of the real screens.

The screenshots were taken with sample data.

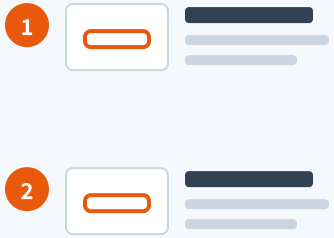
How to read this guide

- This manual explains, one by one, the items you can enter on the Exhibitor's My Page.
- The numbered boxes on each screenshot show where to press or type. Read them together with the explanation of the same number in the right-hand column.
- For step-by-step detail, see the web guide, which walks through the real screens.

What a page looks like



A photo of the screen. The numbered boxes show where to press.



The row with the same number shows a close-up of that place and what it does.

What this guide covers

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Find a place to exhibit



1 

Conferences accepting exhibitors
Shows the dates, venue, exhibitor fee, registrations and number of exhibitors.

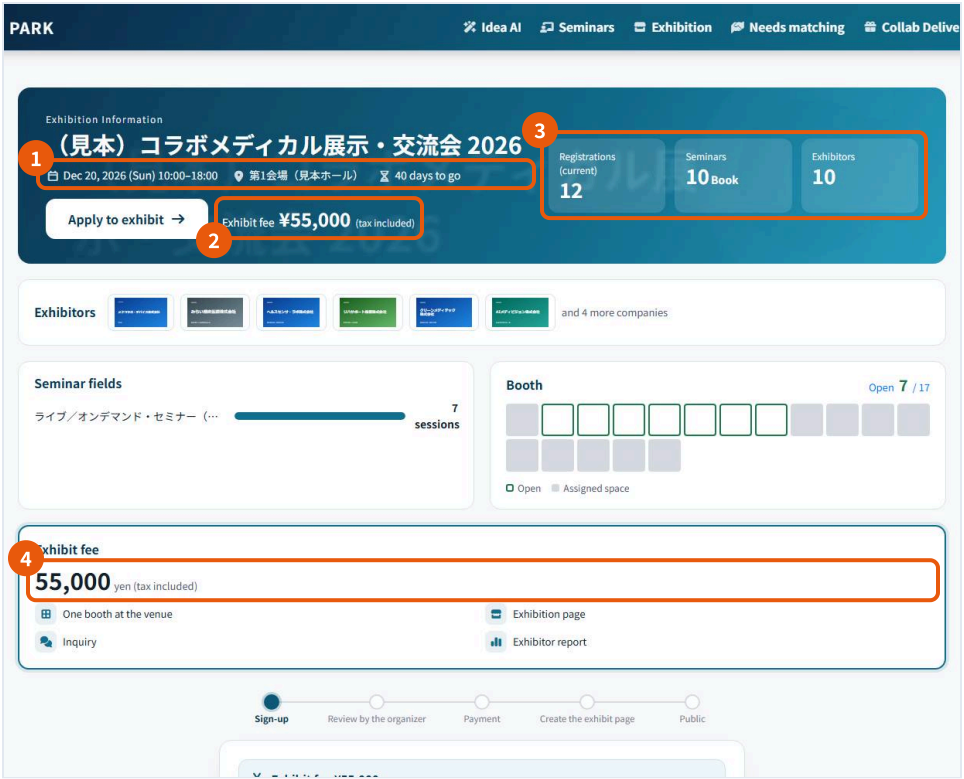
2 

Seminars in your field
The number of seminars that match your organization's field. Conferences with more come first.

3 

Exhibitor guide
Check the fee, what is included and free booths before you apply.

Exhibitor guide and application



1 Dec 20, 2026 (Sun) 10:00–18:00

Dates and venue
Dates, venue and days until the conference.

2 Exhibit fee ¥55,000 (tax included)

Exhibitor fee
The amount including tax. You pay after the review.

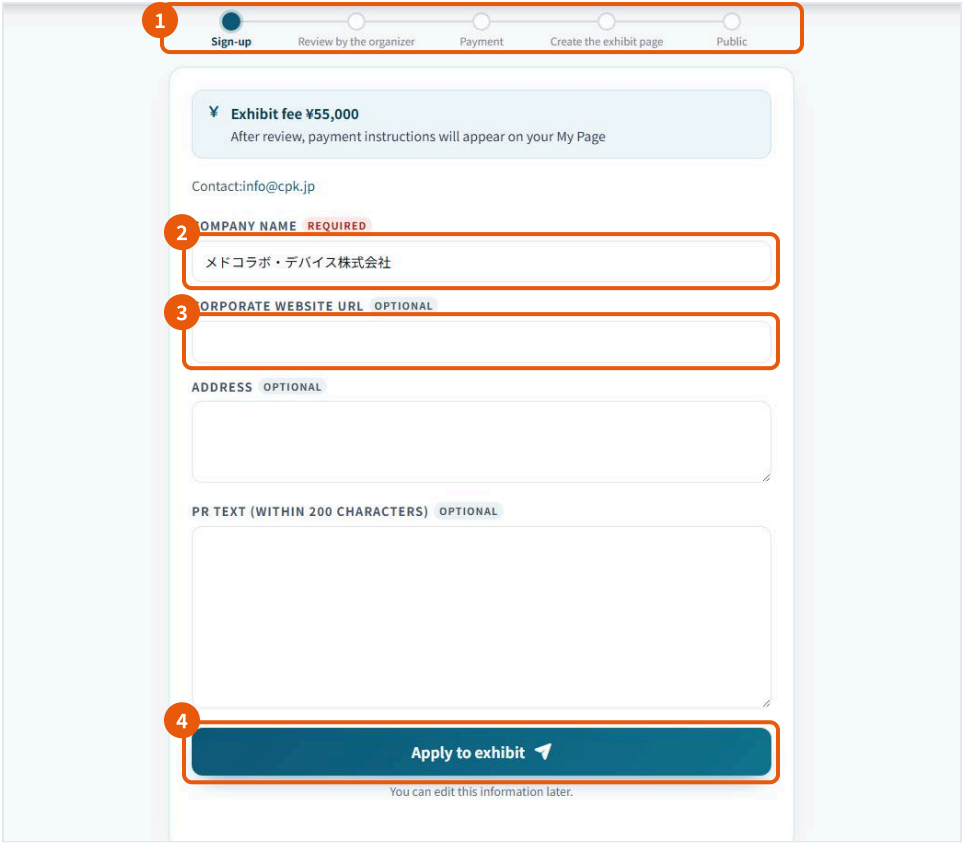
3 Registrations (current) 12 / Seminars 10 Book

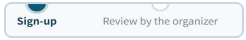
Registrations, seminars, exhibitors
Current registrations and the numbers of seminars and exhibitors.

4 55,000 yen (tax included)

What is included
A booth, an exhibit page, inquiries and the exhibitor report.

Exhibitor guide and application



1 

Steps

Eight steps, from applying, review and payment to the event, the report and the next exhibit.

2 

Company name

Required. Your affiliation from your profile is filled in.

3 

Website URL

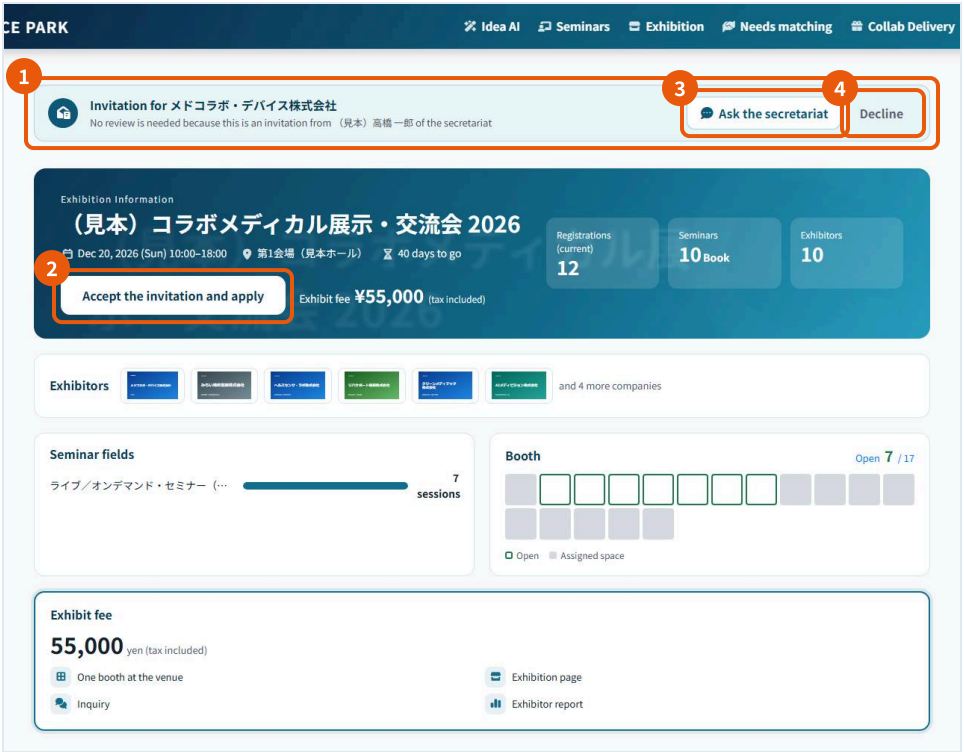
Required. When you enter it, a draft exhibit page is made from your website.

4 

Continue without a URL

If your company has no website, press this to apply without a URL. "Undo" brings the URL field back.

Invitation from the organizer



1 Invitation for メドコラボ・
No review is needed because this

Invitation band
Shown only to people in the invited organization. No review is needed.

2 Accept the invitation and apply

Accept and apply
Accepting moves you to payment.

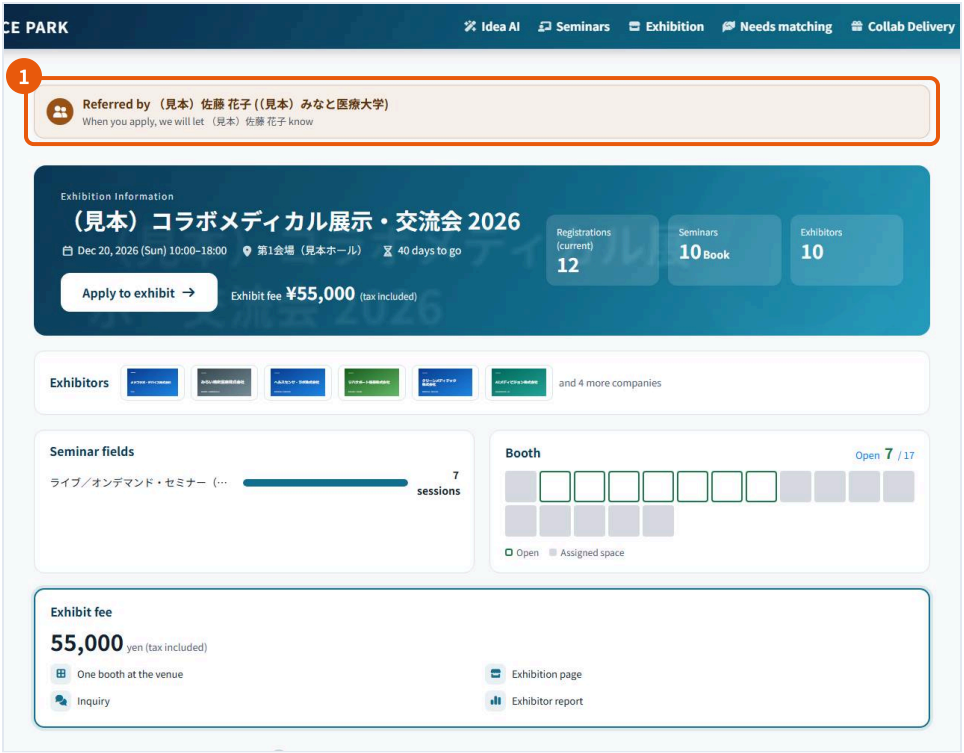
3 Ask the secretariat

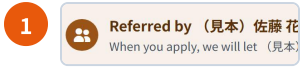
Ask the organizer
Opens the invitation chat.

4 Decline

Decline
You can choose a reason (optional). It is sent to the organizer.

Guide opened from a referral

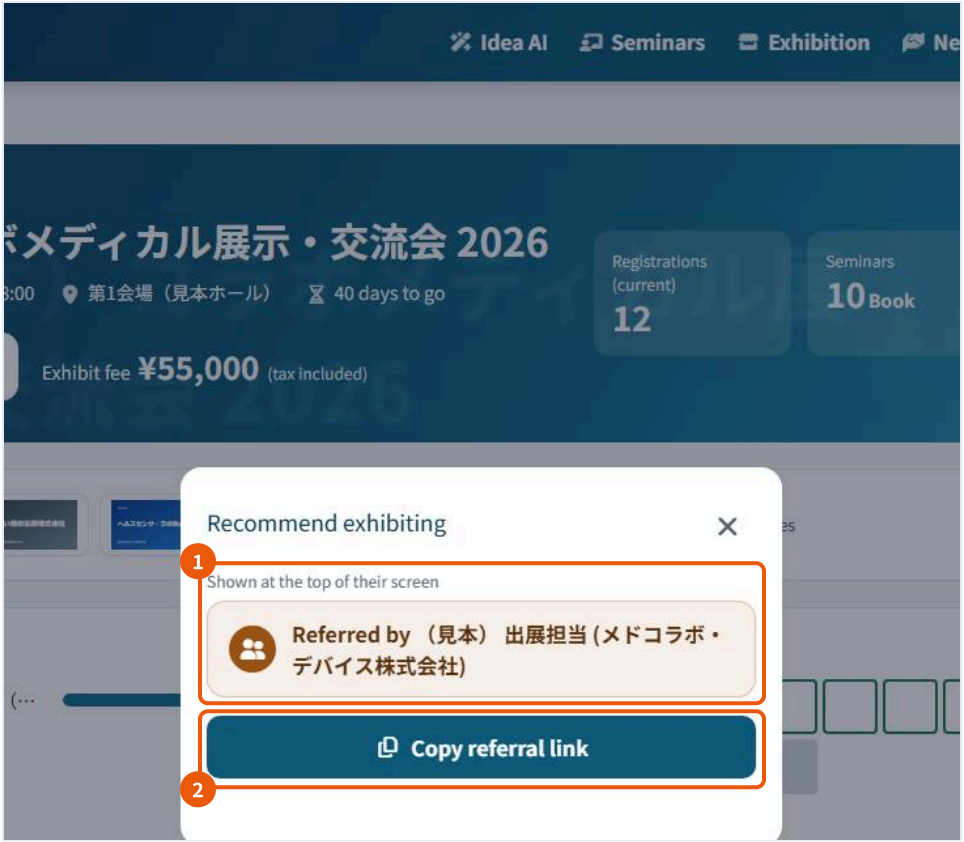




Referral band

The name and affiliation of the person who referred you. They are notified when you apply.

Recommend exhibiting to a company you know



1



Band the other company sees

Only your name and affiliation are shown. Contact details are not.

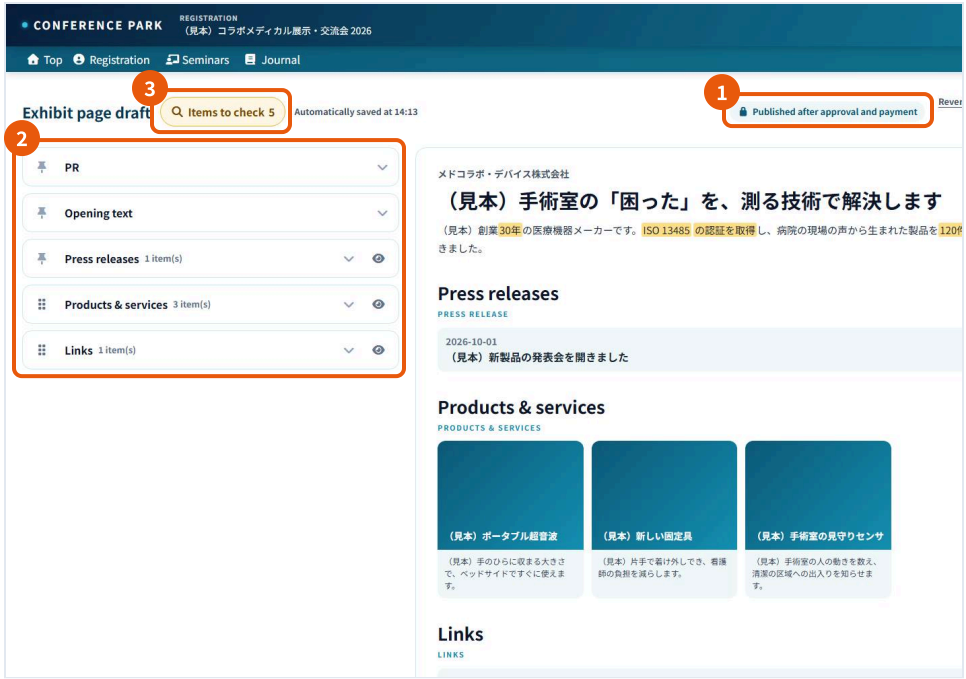
2



Copy the referral link

Paste it into a chat or email. You are notified by chat when they apply.

Exhibit page draft



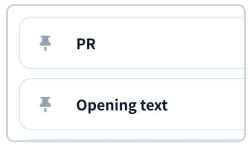
1



When it is published

The draft is published after approval and payment.

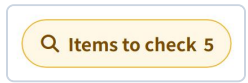
2



Order

PR phrase, PR text, press releases, products and links. Drag to reorder and choose what to hide.

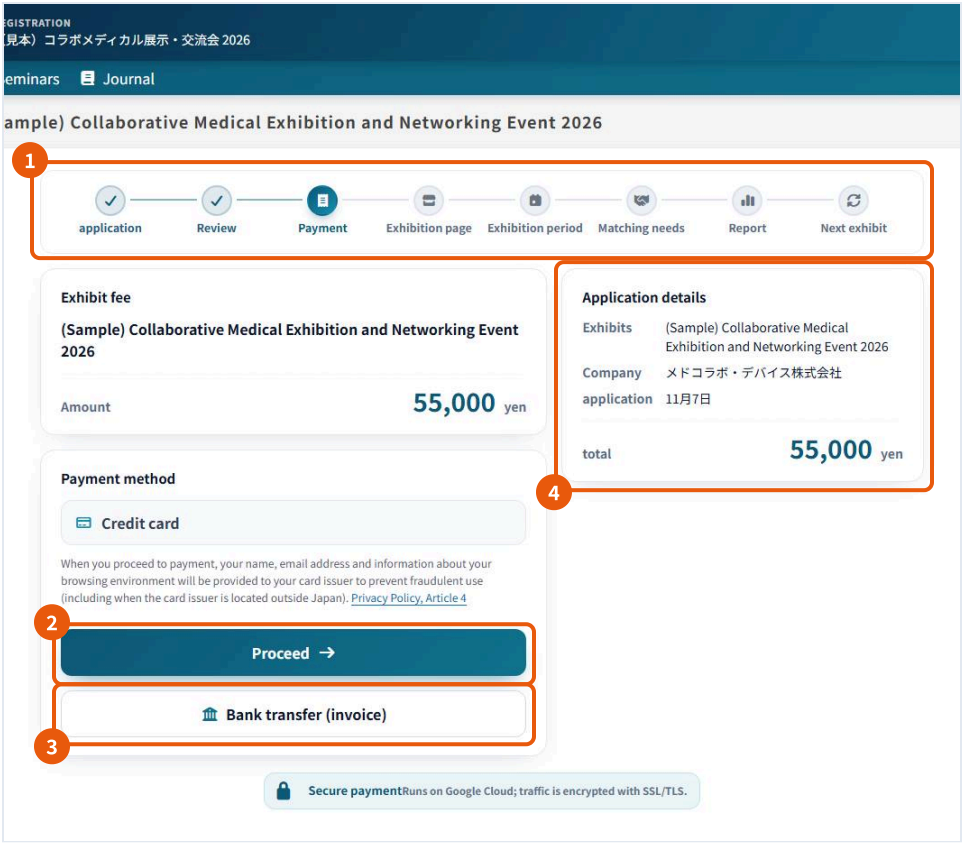
3



Places to check

The number of phrases to confirm, such as certifications and figures. Press to go through them.

Paying the exhibitor fee

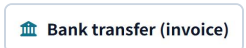


1 

Exhibit journey
You are at the payment step.

2 

Pay by card
"Next" opens the card payment page.

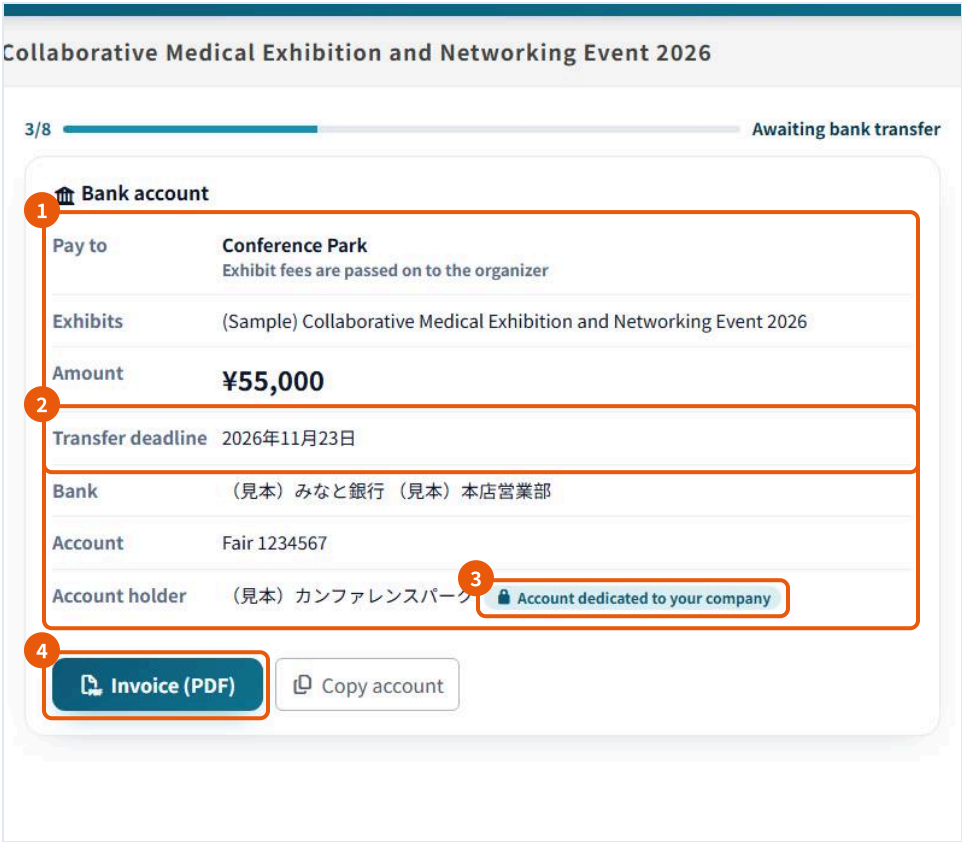
3 

Bank transfer (invoice)
For companies that cannot use a card. A transfer account just for your company is issued.

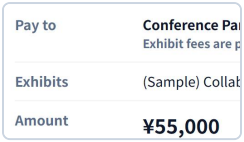
4 

Application summary
The conference, company, application date and total.

Bank transfer details



1



Transfer details

Payee, conference, amount, bank, account and holder name.

2



Transfer deadline

14 days from when you started, or 7 days before the first day, whichever comes first. After that, the transfer is canceled.

3



Account for your company only

Transfers to this account are matched to your payment.

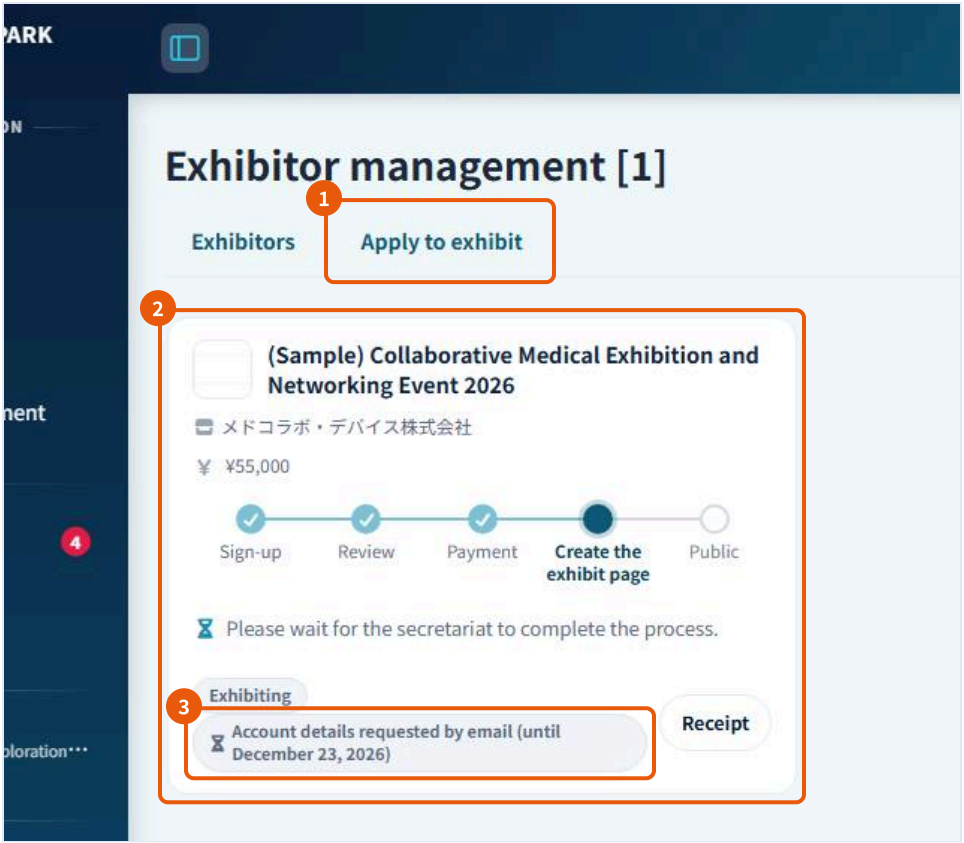
4



Invoice (PDF)

An invoice you can use for your internal process.

Refund status



1 

Applications

The status of each application is listed under "Applications" in Exhibit management on My Page.

2 

Application card

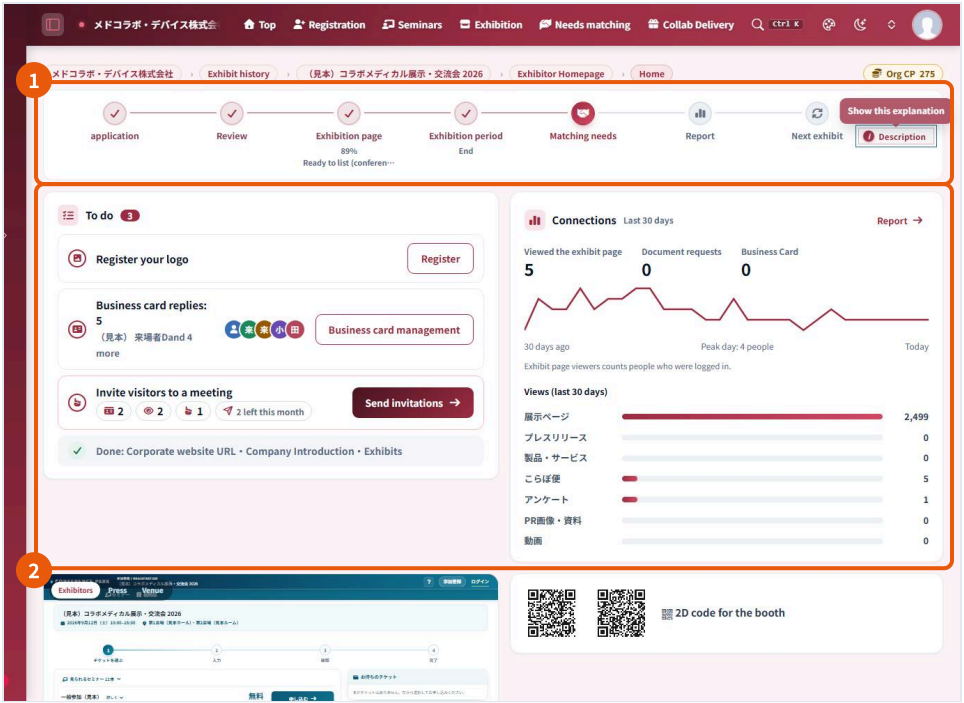
Shows the conference you applied to, the company, the date applied, the fee and the current stage.

3 

Application details

Opens what you applied with (company, URL, address, PR text). While it is awaiting review, you can withdraw the application here.

Journey band on the exhibitor home



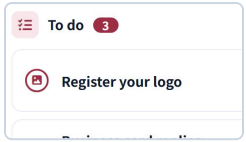
1



Exhibit journey

The current step, from applying to your next exhibit, is highlighted.

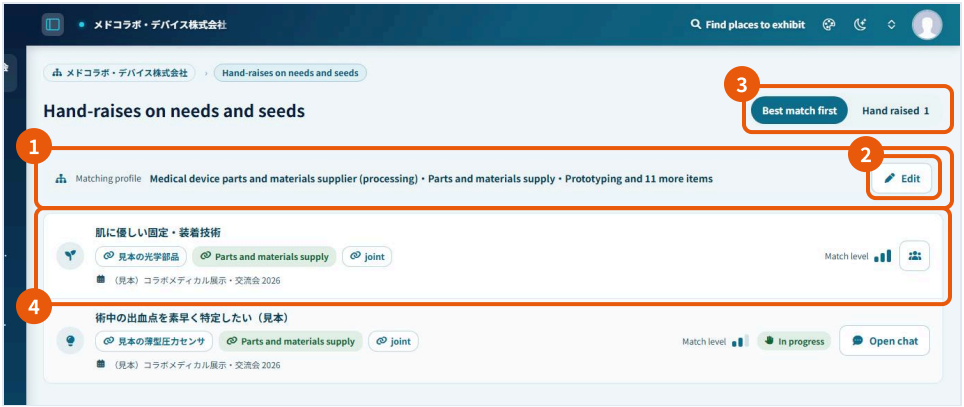
2

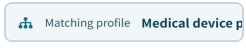


Visitor response

Page views, business cards and inquiries.

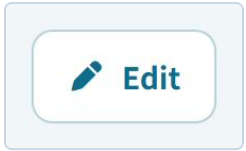
Matching needs and your matching profile



1 

Matching profile

The items you selected. Matching points that overlap are shown in green.

2 

Edit the profile

Opens in a dialog to change company type, capabilities and clinical areas.

3 

Switch view

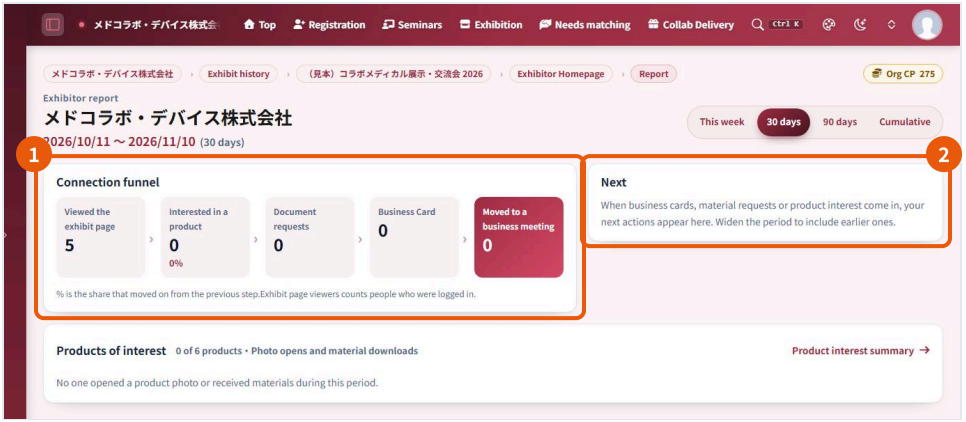
Switch between best match and only the meeting requests / comments you sent.

4 

Matching needs

The need title, how well it matches and the matching points.

Report and next steps



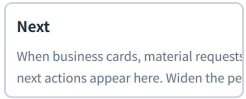
1



From view to deal

How many people went from viewing your page to cards and deals.

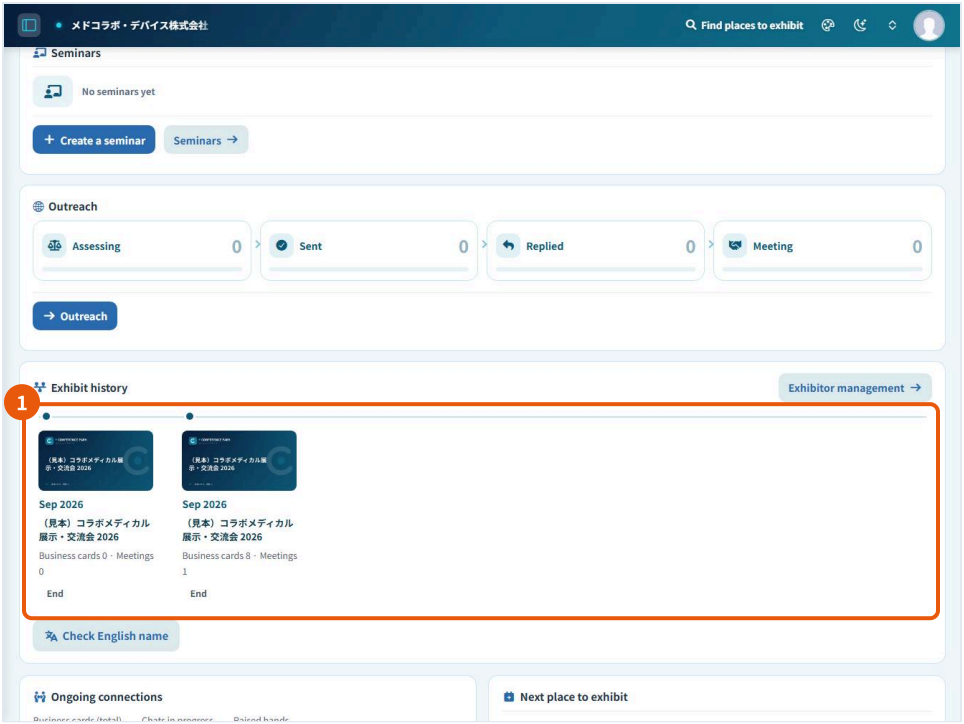
2



Next steps

Go to thanking card holders or to matching needs from here.

Exhibit history and next exhibits



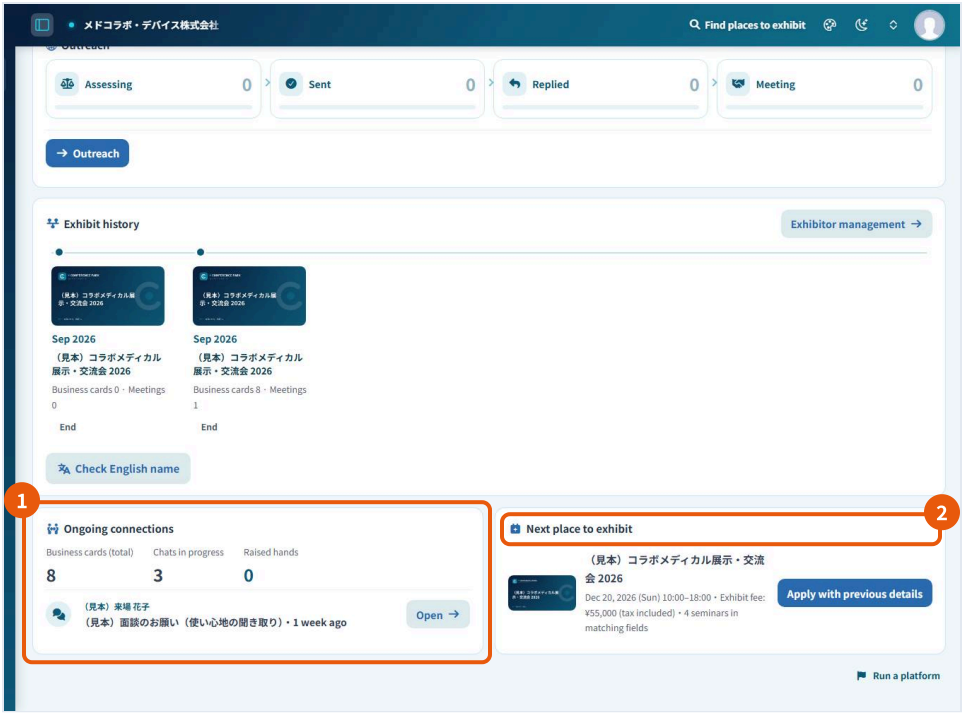
1



Exhibit history

Conferences you exhibited at, in order, with cards and meetings.

Exhibit history and next exhibits



1



Ongoing connections

Total cards, people you are still chatting with, and meeting requests / comments.

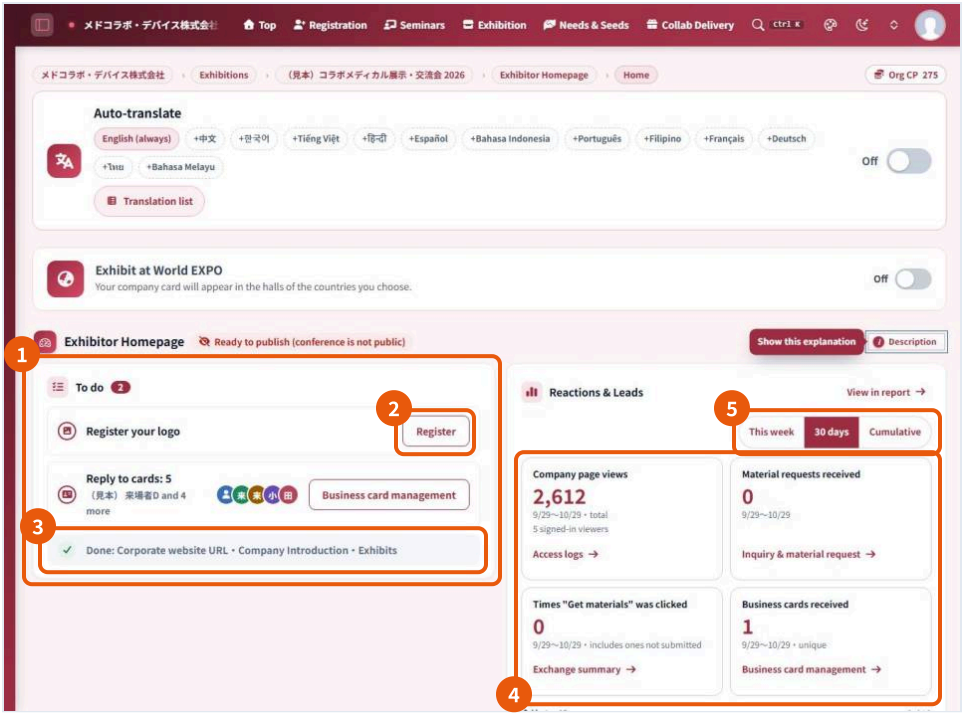
2

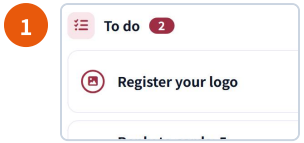


Next exhibits

Conferences accepting exhibitors, by matching seminars. You can apply to the first with your previous details.

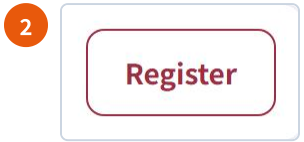
Exhibitor Homepage





Where you are

From application to your next exhibit. The current step is filled.



To do

Setup items still missing and unanswered cards. Required ones are red.



Press "Register"

You go straight to that field. The field is outlined so you can find it.



Done

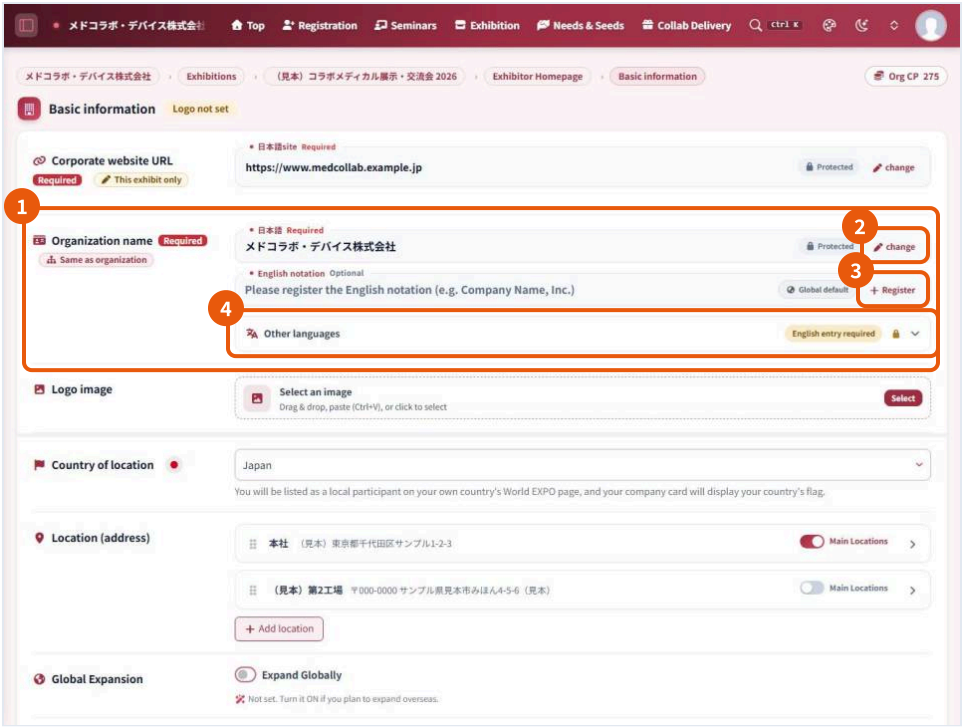
What is already done is summed up in one line.



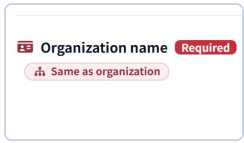
Connections

People who viewed your page, requested documents or exchanged cards.

Basic information (under Exhibition page)



1



Your organisation's name is protected

It is your most important detail, so it is read-only and marked protected by default.

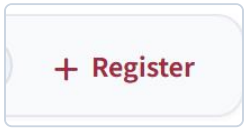
2



Press "change" to alter it

This button opens the confirmation dialog. Use it for the Japanese name.

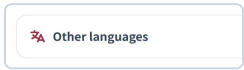
3



English works the same way

This button opens the same dialog. Inside, the AI can draft the English for you.

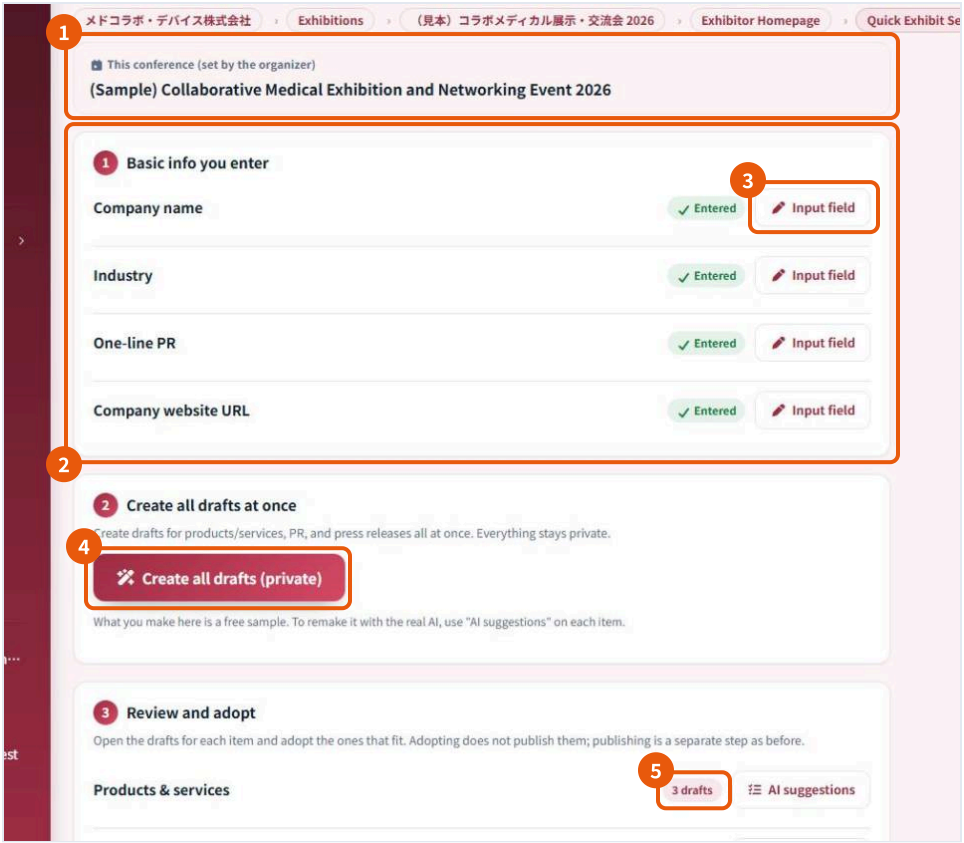
4



Other languages

Press here for Chinese, Korean and Vietnamese. The English name must be registered first.

Quick exhibit (enter the basics and the rest is drafted for you)



1 This conference (set by the organizer) (Sample) Collaborative Medical

The conference is a given

The conference name and dates are set by the organizer and are read-only here; exhibitors do not change them.

2 1 Basic info you enter — Company name — Industry

Only four basics to enter

Company name, industry, one-line PR, and website URL. You can see at a glance which are entered or missing.

3 Input field

Go to Basic information

Press “Enter” for a missing item or “Edit” for a filled one to go to the Basic information screen.

4 Create all drafts (private)

Create all drafts (private)

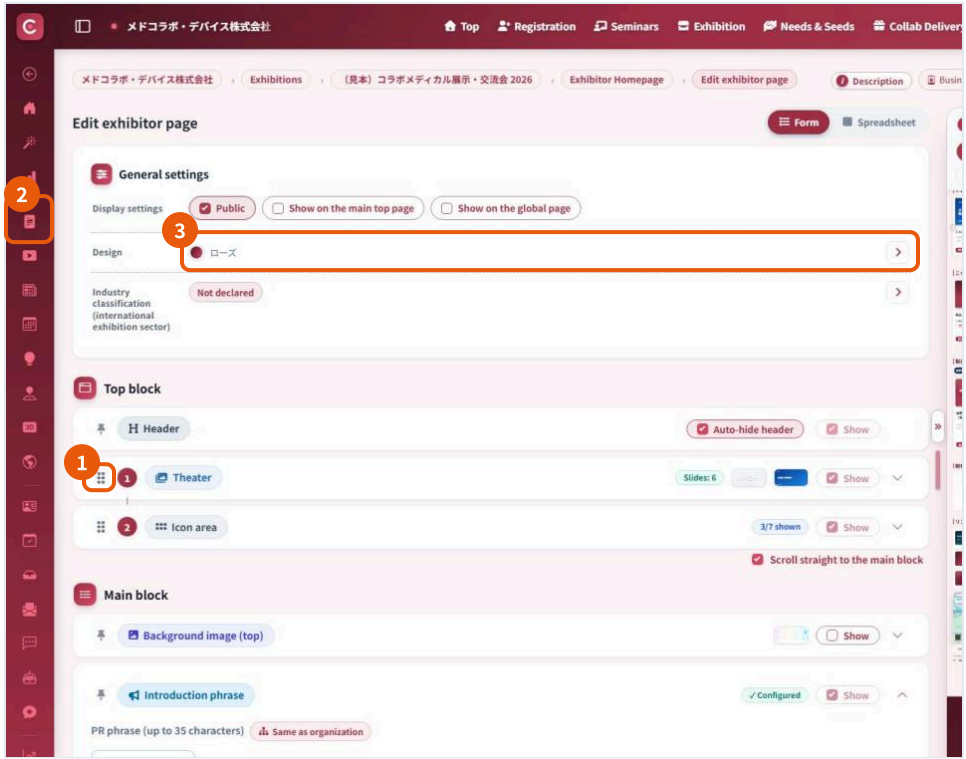
In one step, drafts for products/services, PR, and press are all prepared privately. It is free (a sample).

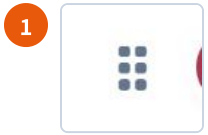
5 3 drafts

Number of drafts

Each item shows how many drafts were created (all private).

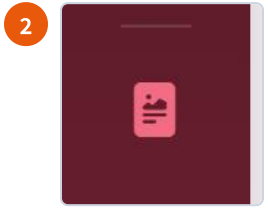
Editing company information (basic information)





You can reorder the blocks

Drag the grip at the left of a heading, or select it with Tab and move it with the arrow keys.



Preview of your exhibitor card

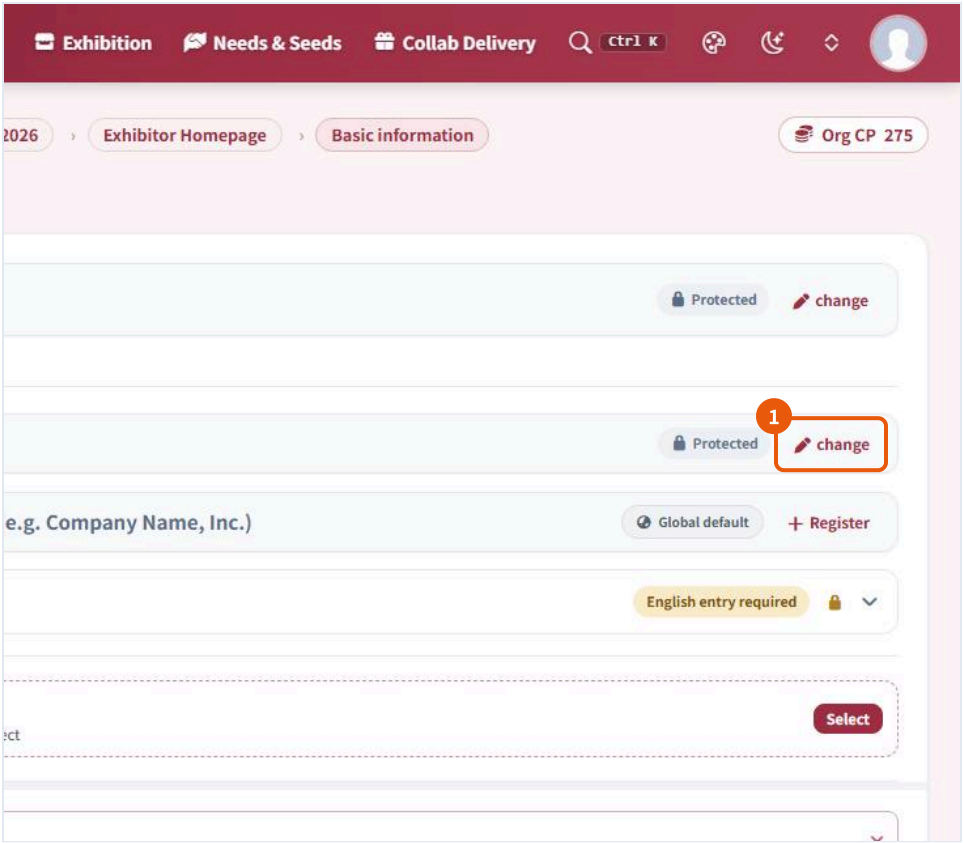
Open "Exhibition page" in the sidebar to find this item.



Background images (upper and lower)

The upper and lower background images and their flipping are chosen here too.

Change the company name (inside the pop-up)

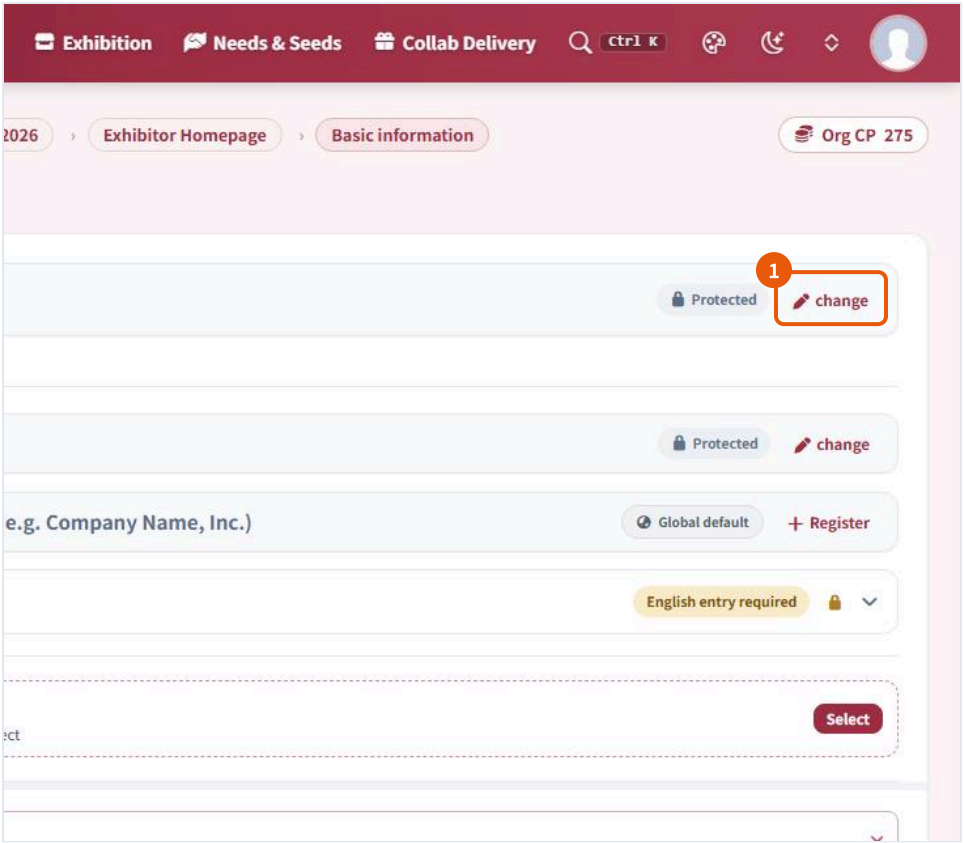


1 change

Press "change"

Pressing "change" beside the company name opens a dialog.

Change the site URL (inside the pop-up)

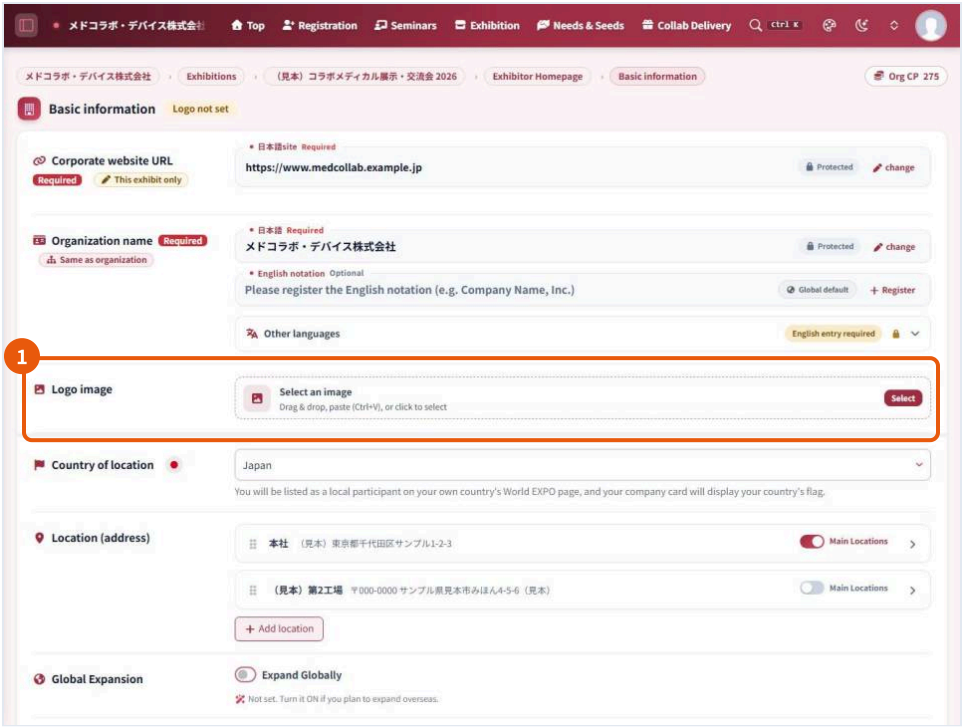


1 change

Press "change"

Pressing "change" beside the URL opens a dialog.

Setting the logo image (real-screen guide)

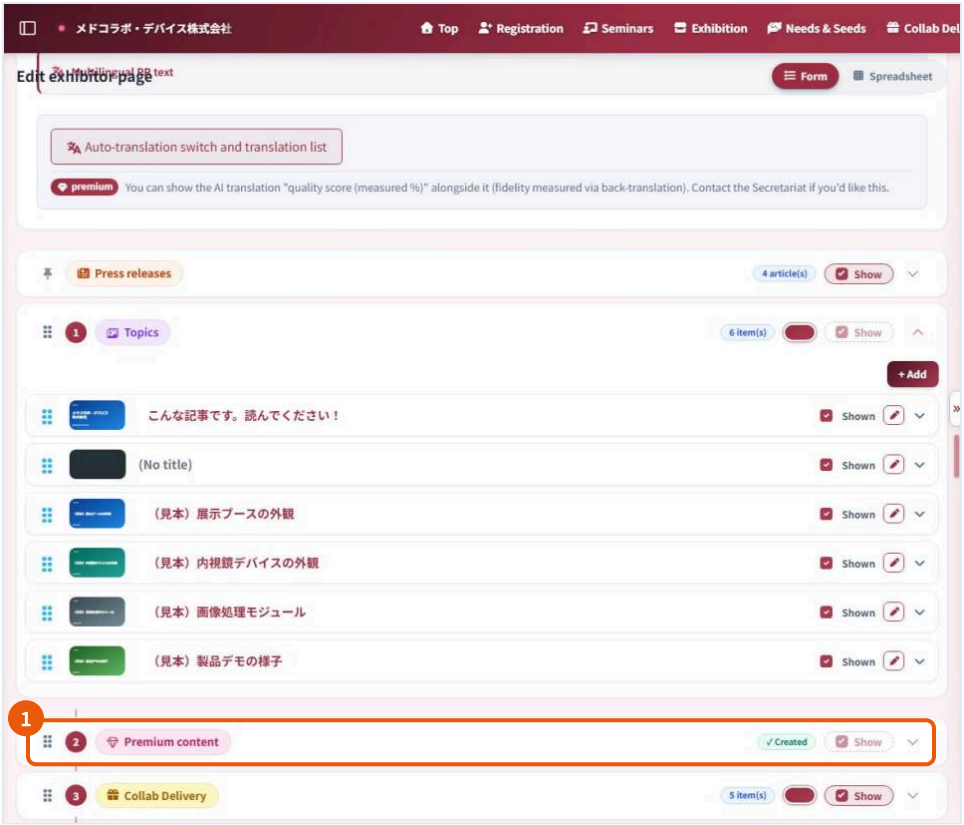


1 Logo image

Logo

The logo you set here appears on your public page and on your company card.

The text editor (headings, tables, images and videos)

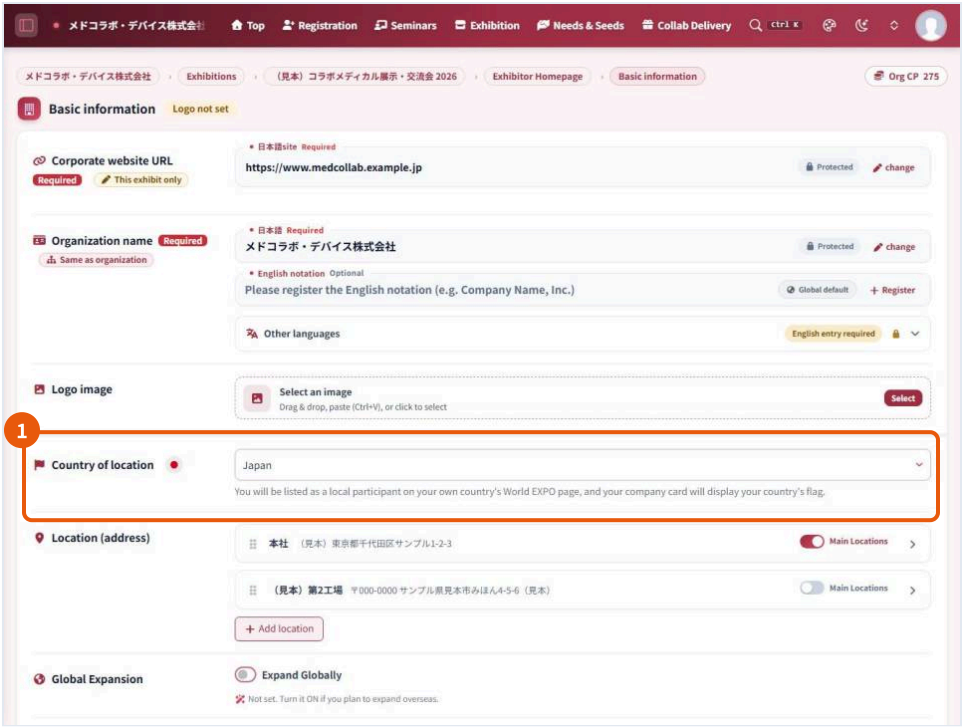




Where the text is written

The section that holds the page body. It starts folded, so open it first.

Choosing your country (real-screen guide)



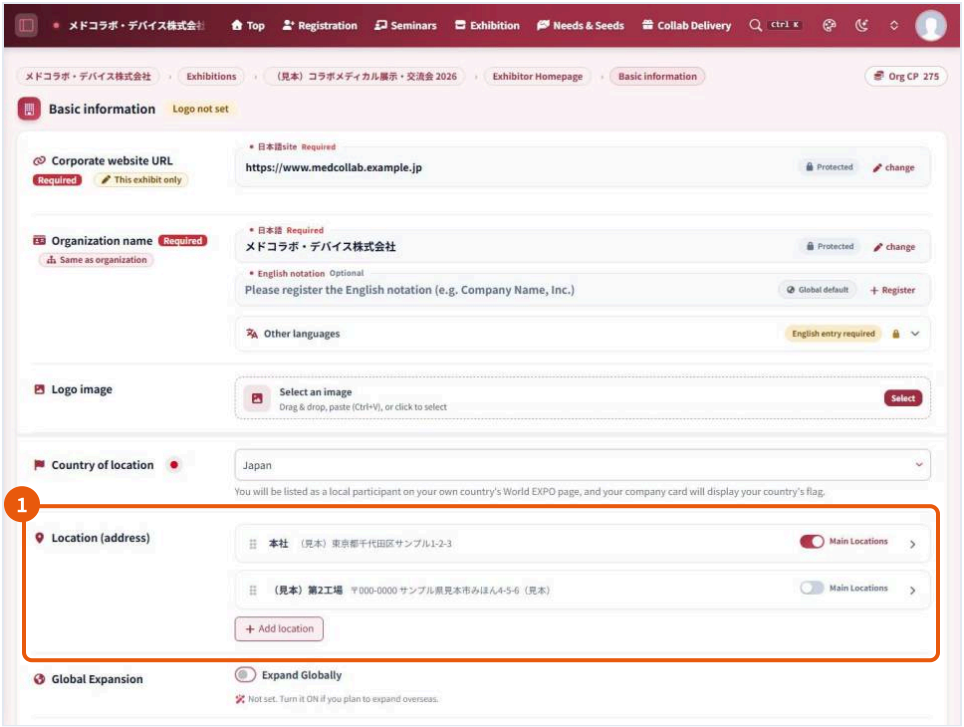
1

Country of location

Country

The card where you choose the country your company is in.

Registering your locations (real-screen guide)

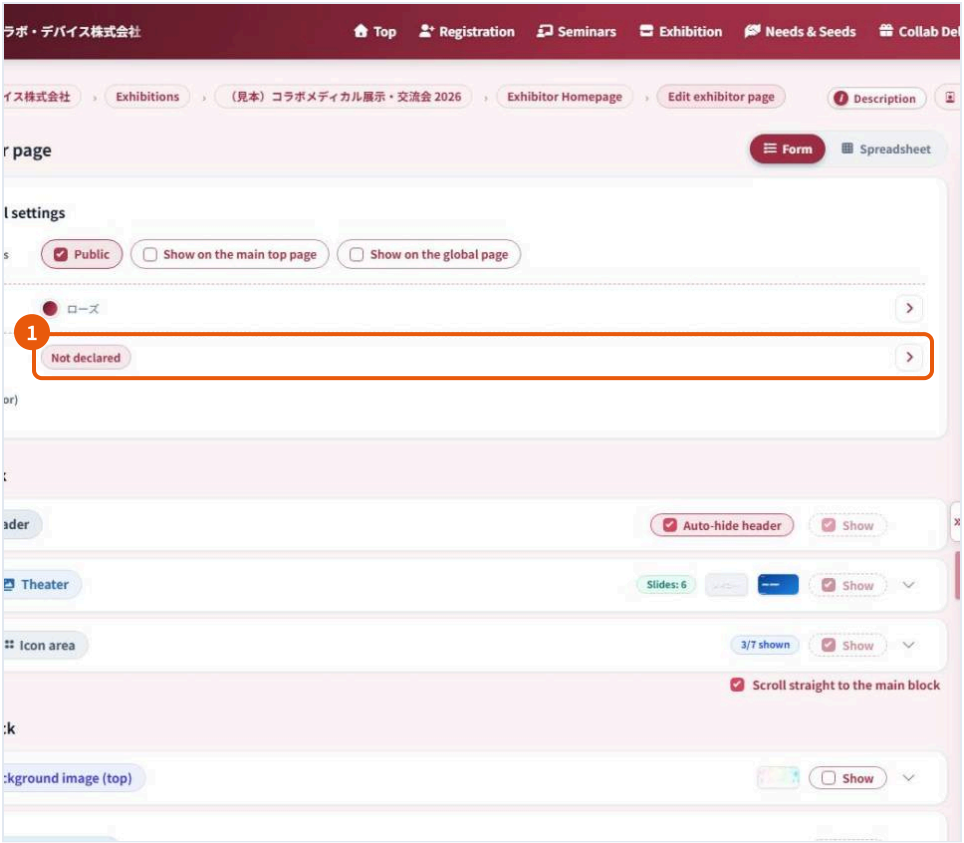


1 **Location (address)**

Sites

Register head office, factories and so on. They appear with a map on your public page.

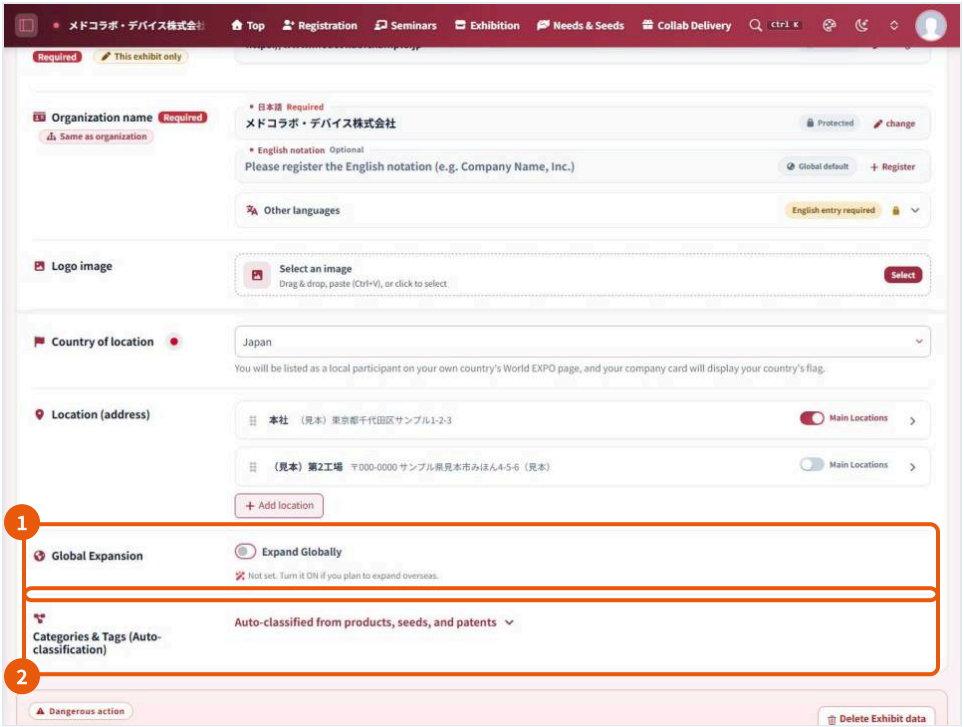
Declaring your industry category (shown as chips in lists)





Opening "Shown on"

Global expansion, categories and tags (real-screen guide)



1 Global Expansion

Going global

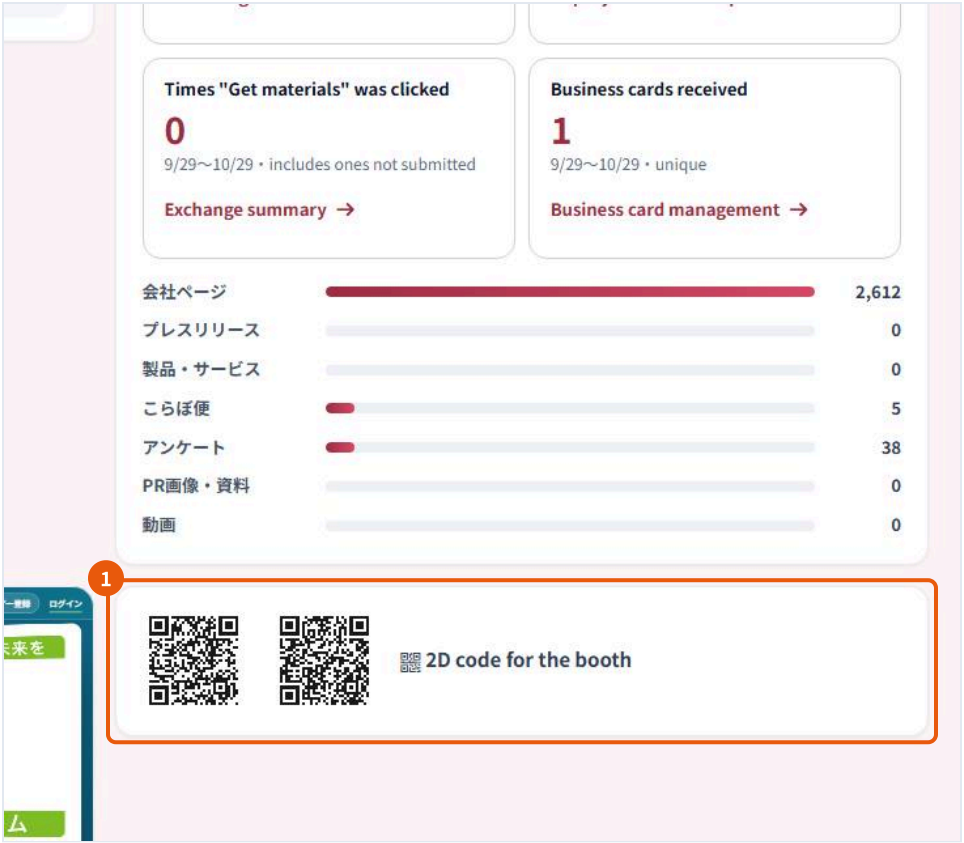
Set your policy and your target countries. It affects how overseas buyers see you.

2 Categories & Tags (Auto-classification)

Categories and tags

Setting them makes you easier to find in matching and in search.

Booth QR Code (real-screen guide)

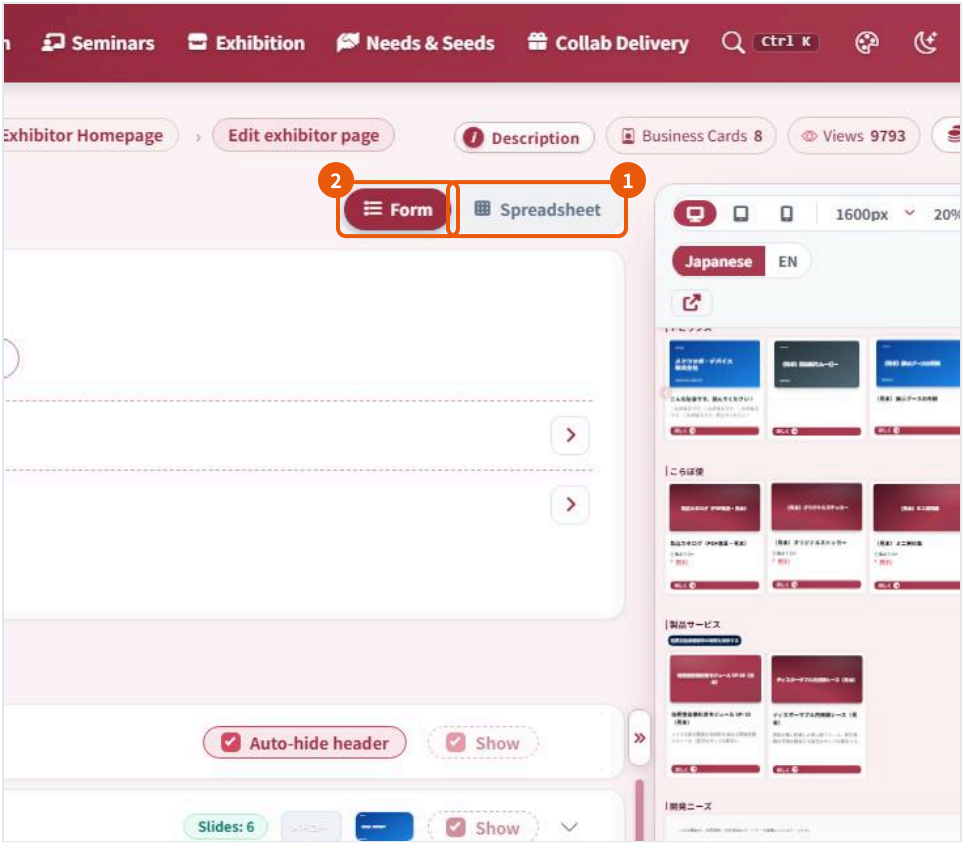


1 2D code f

A code for your booth

Show or download it for your cards and your booth so visitors can reach your page.

Reviewing and editing everything in the spreadsheet view



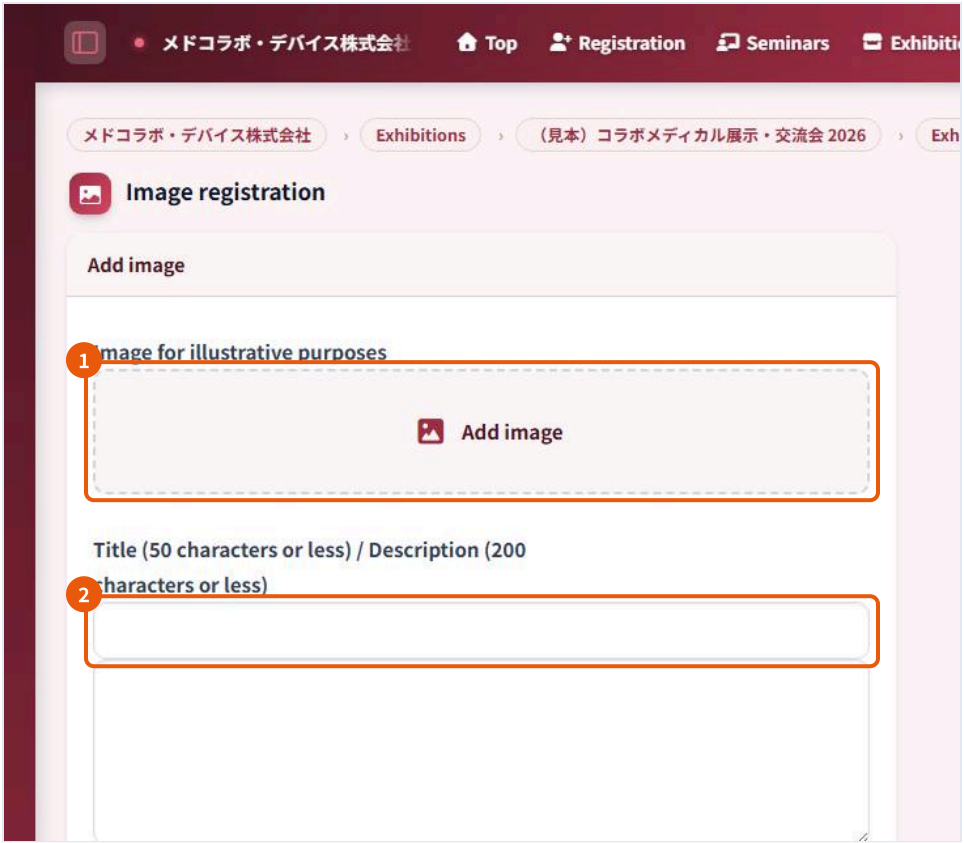
1 Spreadsheet

2 Form

Back to the form

Return to the form at any time; it reopens in the view you last chose.

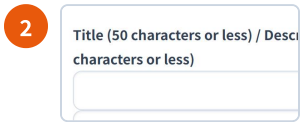
Add images





Add a photo

Drag a photo here or click to choose one. You can also paste it (Ctrl+V).



Title

Up to 50 characters.

Reducing large images



1 Reducing large images

Images to review
Images too large to create smaller display versions are listed here.

2 Current size 9000×6000 → after redu

Size now and after
See the size after the long side is reduced to 2560px.

3 Reduce

Reduce
Press to shrink and replace the original. The image address does not change.

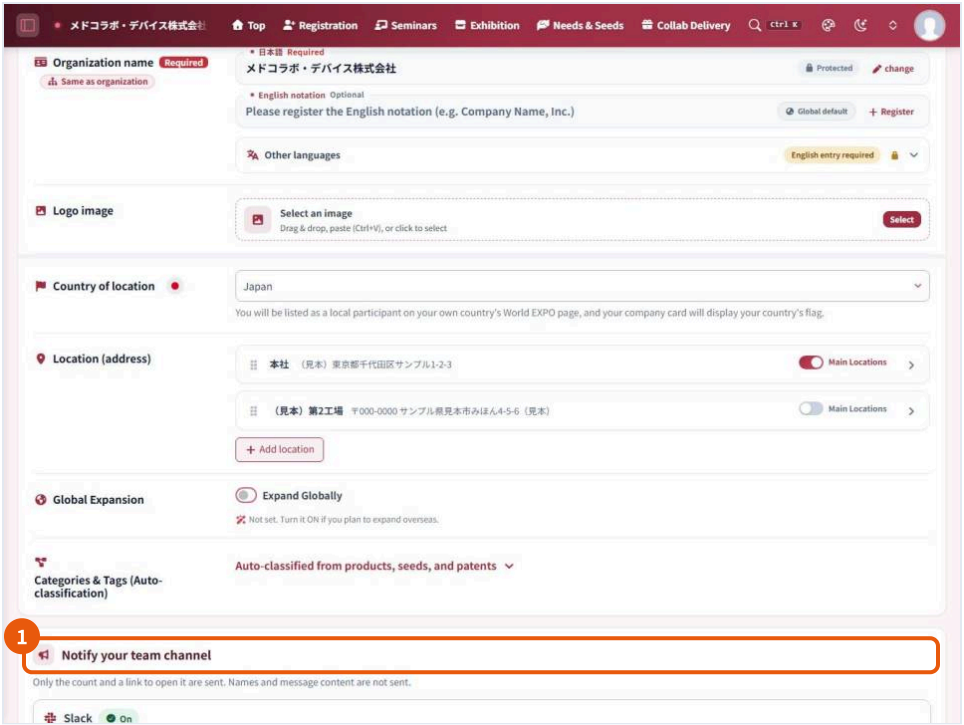
4 Keep as is

Keep as is
Leaves the image unchanged. You can still reduce it later.

5 Undo

Undo
For 30 days after reducing, you can restore the original image.

Notify your team channel

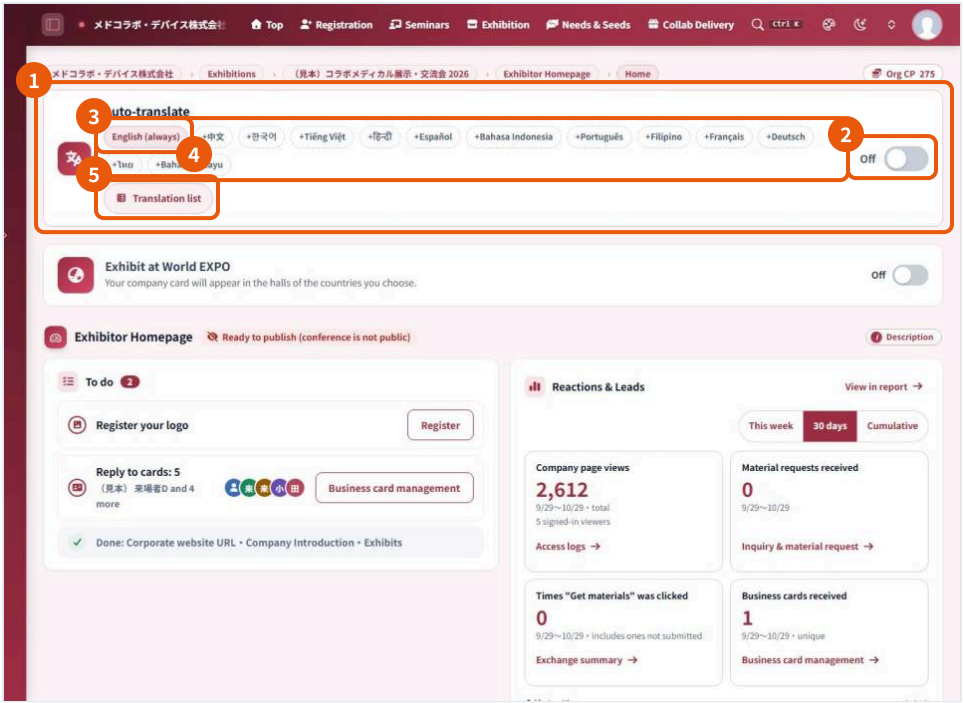


1 Notify your team channel

Notify your team channel

At the bottom of the basic information screen.
Only the count and a link are sent.

Auto-translate



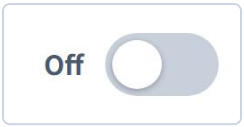
1



Auto-translate

Shows everything of yours in each visitor's language. Staff names are not translated.

2



On/off switch

Turning it on saves at once. If the organizer has it off, it cannot be used and the reason is shown on the card.

3



Language chips

The languages you can show. English is always made.

4



Add or remove a language

Choose a chip to add it and choose it again to remove it. A translation already made is kept.

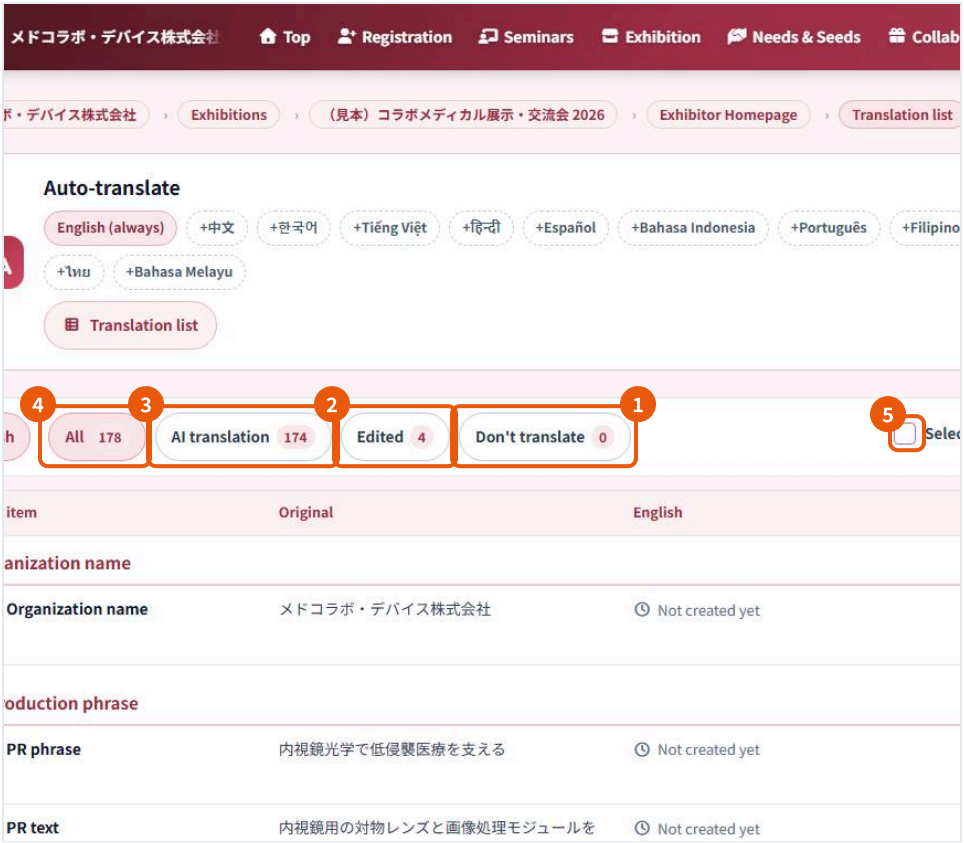
5



Translation list

Opens the screen where you check each translation and decide what not to translate.

Translation list



1 Don't translate 0

See only "Not translated"
Shows only the rows you decided to display in the original language.

2 Edited 4

See only "Edited"
Shows only the rows that use a translation a person edited.

3 AI translation 174

See only "AI translation"
Rows that use the AI translation as it is. At first every row is here.

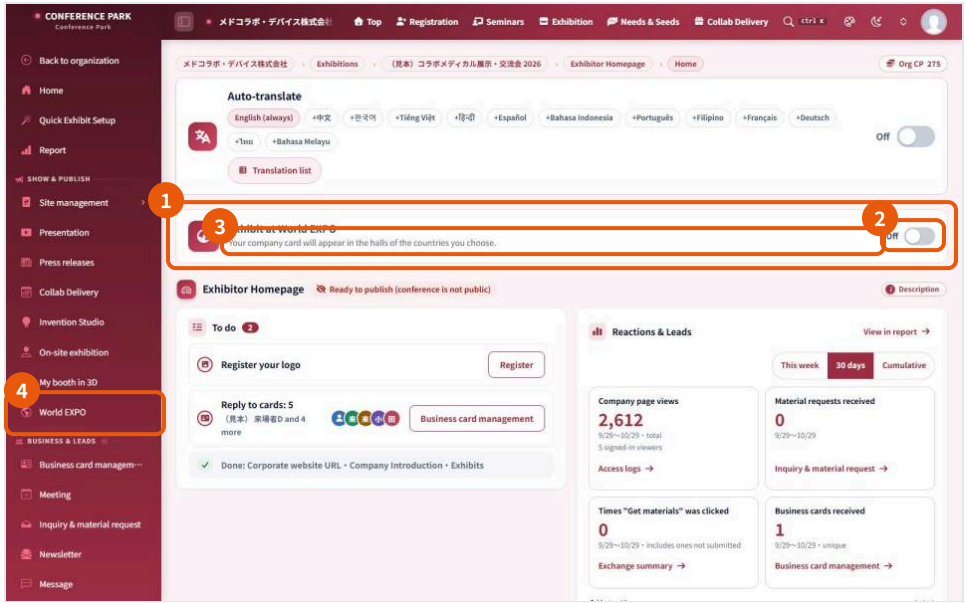
4 All 178

Back to all
Shows every row again.

5

Select the visible rows
Ticks every visible row. After filtering, only those rows are selected.

World EXPO



1 **Exhibit at World EXPO**
Your company card will appear

World EXPO card

Decide whether your company card appears in overseas country halls.

2 Off

On/off switch

Turning it on saves at once and opens the country selection below.

3 Your company card will appear in the ha

Current status

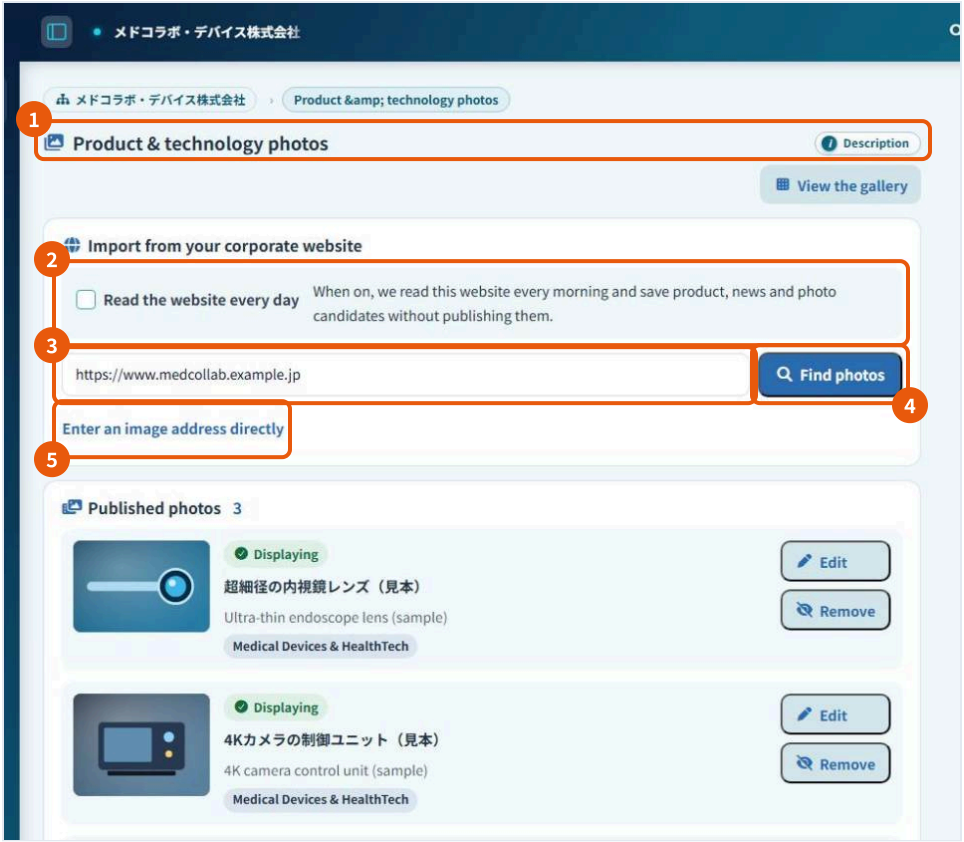
Shows how many country halls you appear in, or that no country is chosen yet.

4 World EXPO

World EXPO in the left menu

Returns to this card in one step from any screen.

Product & technology photos



1 Product & technology ph

Photos found on your site
Candidate photos found on your company website. They are not published yet.

2 Read the website every day

Choose photos
Choose the photos to publish. Photos with a product name are preselected.

3 https://www.medcollab.example.jp

Right to publish
Confirm you have the right to publish, then check this box.

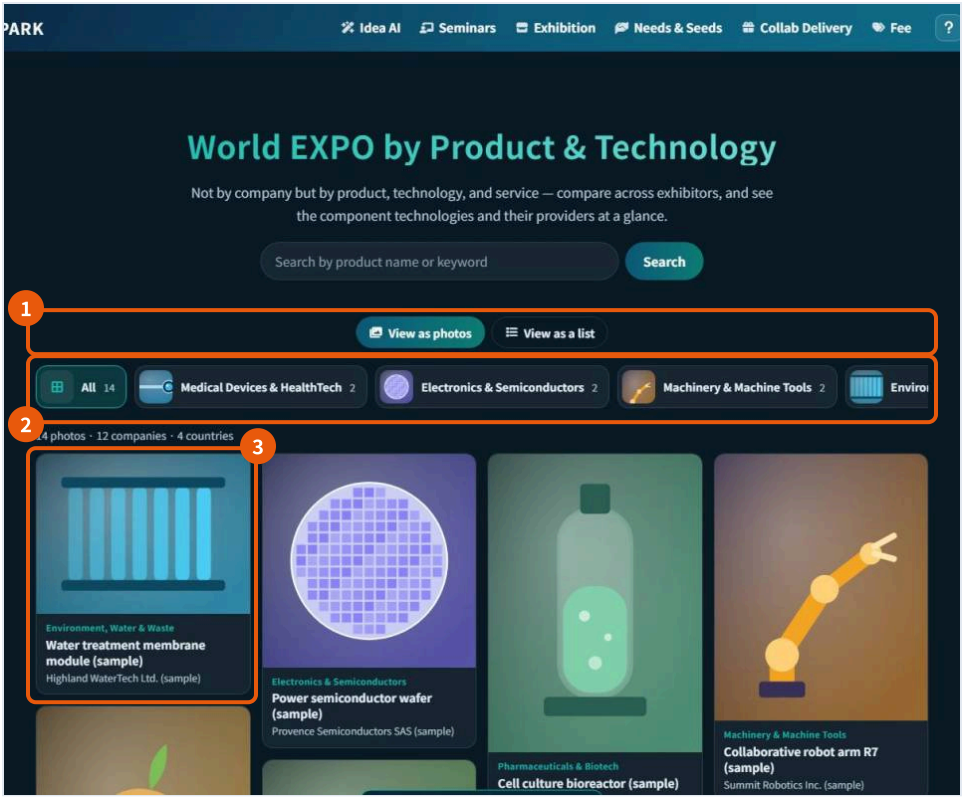
4 Find photos

Publish N photos
Publishes the chosen photos in the gallery. If a photo has no English description or category, a form opens to add them.

5 Enter an image address directly

Find on your site
Opens the search for photos on your company website.

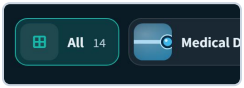
View as photos



1 

Search by product name

Enter a product name or keyword to see only matching photos.

2 

Category buttons

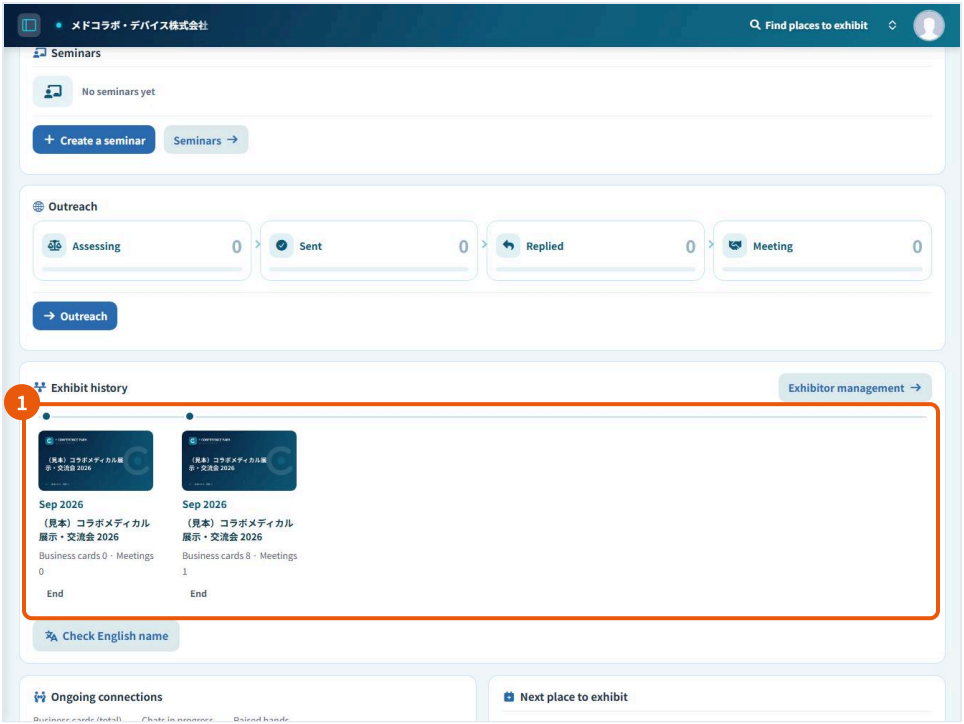
Each category with a photo and count. Press one to see only its photos.

3 

Photo grid

The first five photos are shown large. New photos are marked "New".

Organization home



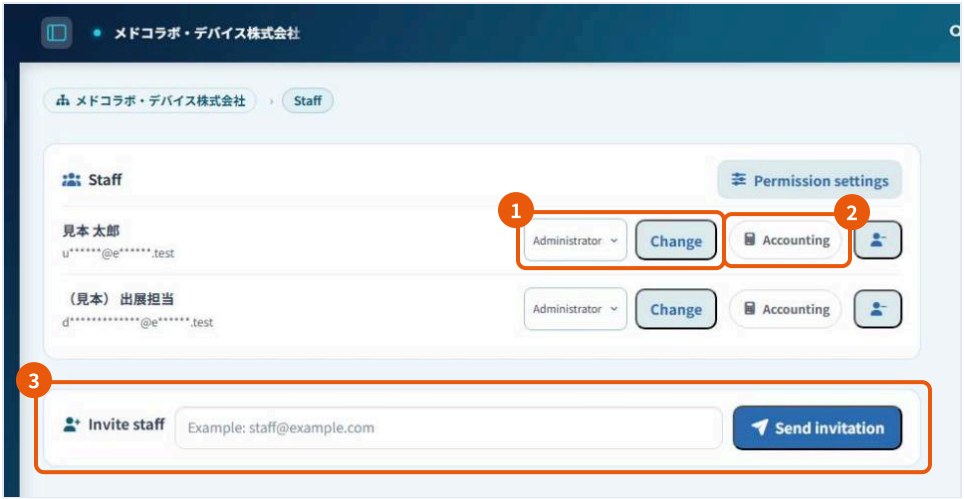
1



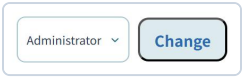
Exhibit history

Conferences you exhibited at, in order, with cards and meetings.

Staff and accounting contacts

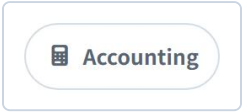


1



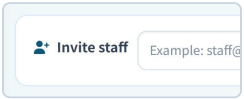
Role
Choose one of five roles for each person.

2



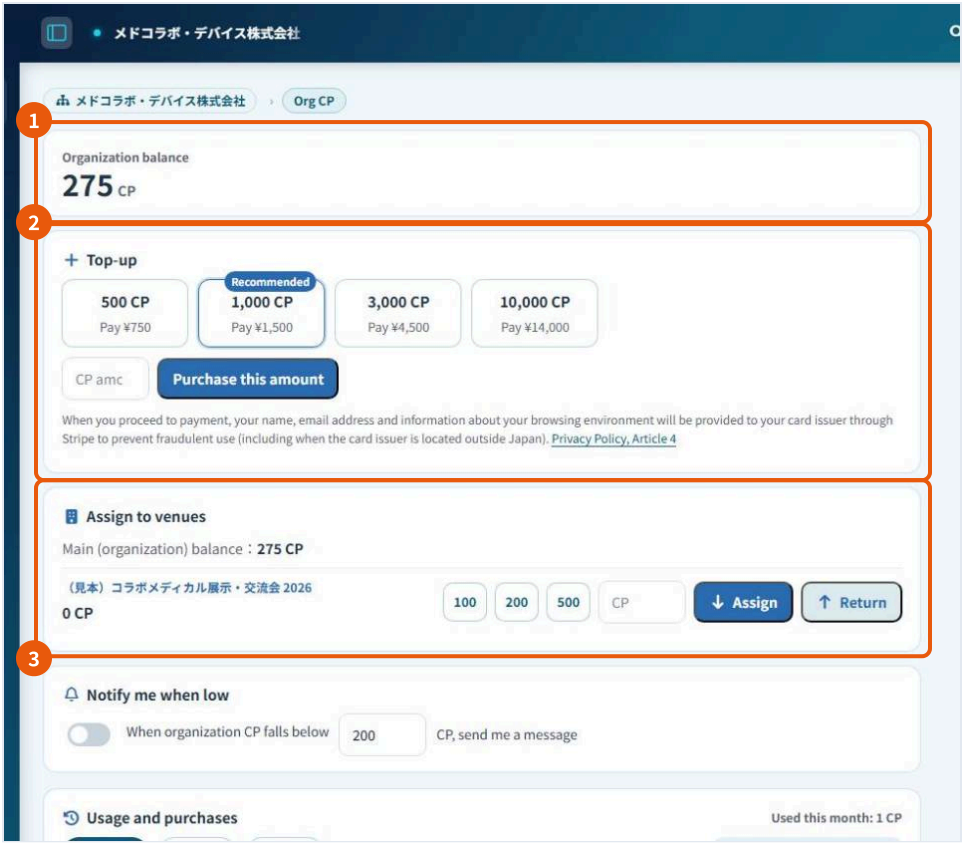
Accounting
Tap to appoint accounting; they can handle CP.

3



Add staff
Add by a registered email address.

Org CP

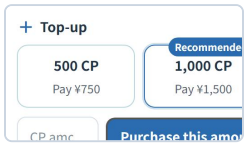


1



Balance
CP your organization can use.

2



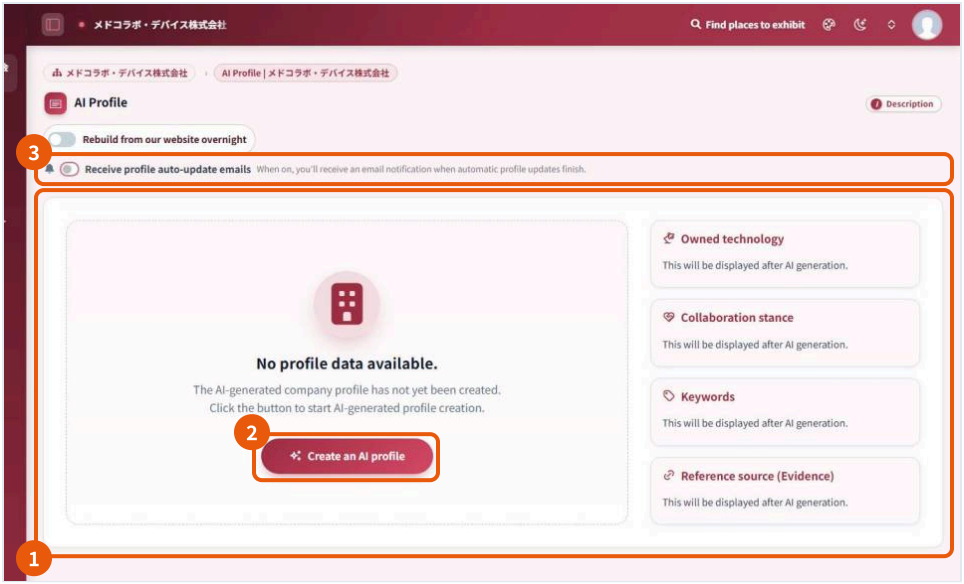
Top up
Buy CP by card.

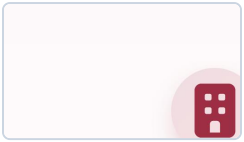
3



Allocate
Set aside CP for each exhibit.

AI Profile

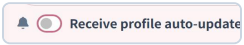


1 

AI profile
One per organization, shared by every exhibit.

2 

Create
AI builds it from your website. Paid from organization CP.

3 

Update notice
Get an email when a refresh finishes.

Run a platform



1 Platform name

Name
Enter the platform name.

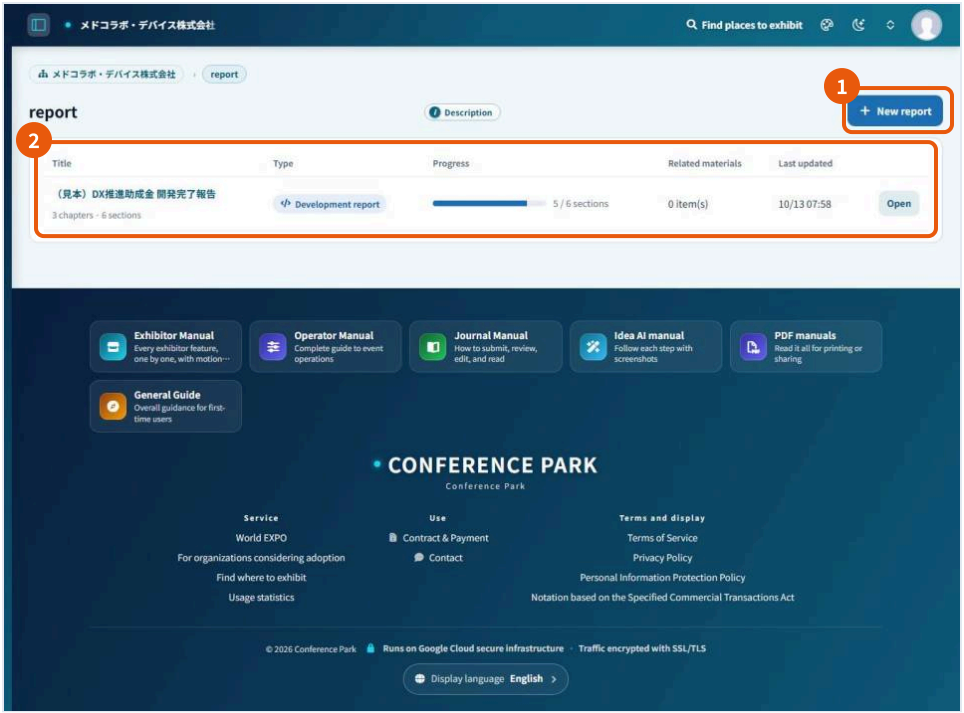
2 After approval, sign the opening cont

Opening contract
After approval, sign this to publish.

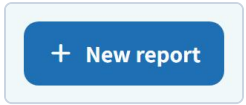
3 Apply

Apply
Once approved, the operator screens open.

List of reports



1



New report

Choose a type and title. A contents template is added.

2



Report list

Title, type, progress and last edit for each report.

Writing a report



1

Contents

事業の概要

目的とテーマ

Contents

Choose a section to show its content. Sections with content are marked.

2

Choose the plan items this section reports on

Link to the plan

Choose the plan item this section reports on.

3

Performance figures

セミナーの視聴者数

1,284 人 延べ 2,031 回

Content

Figures and charts appear here. Reorder with the arrows.

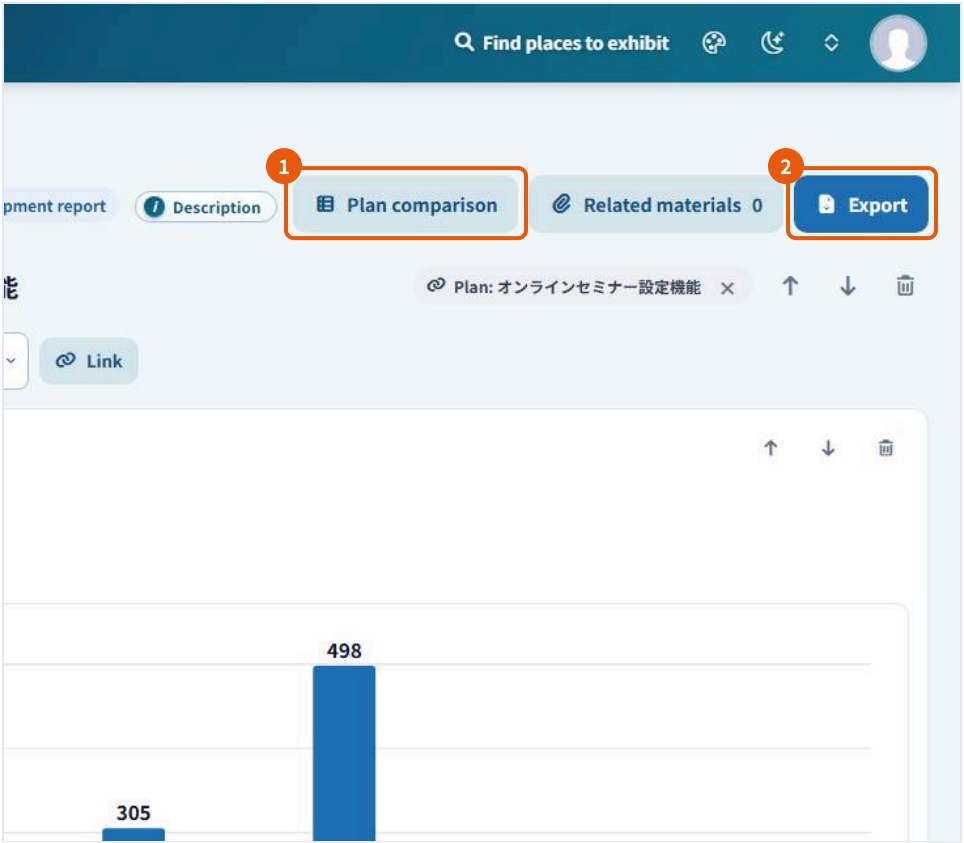
4

Related materials 0

Related materials

Register the plan, quotes and minutes. Build contents from the plan.

Comparing with the plan and exporting



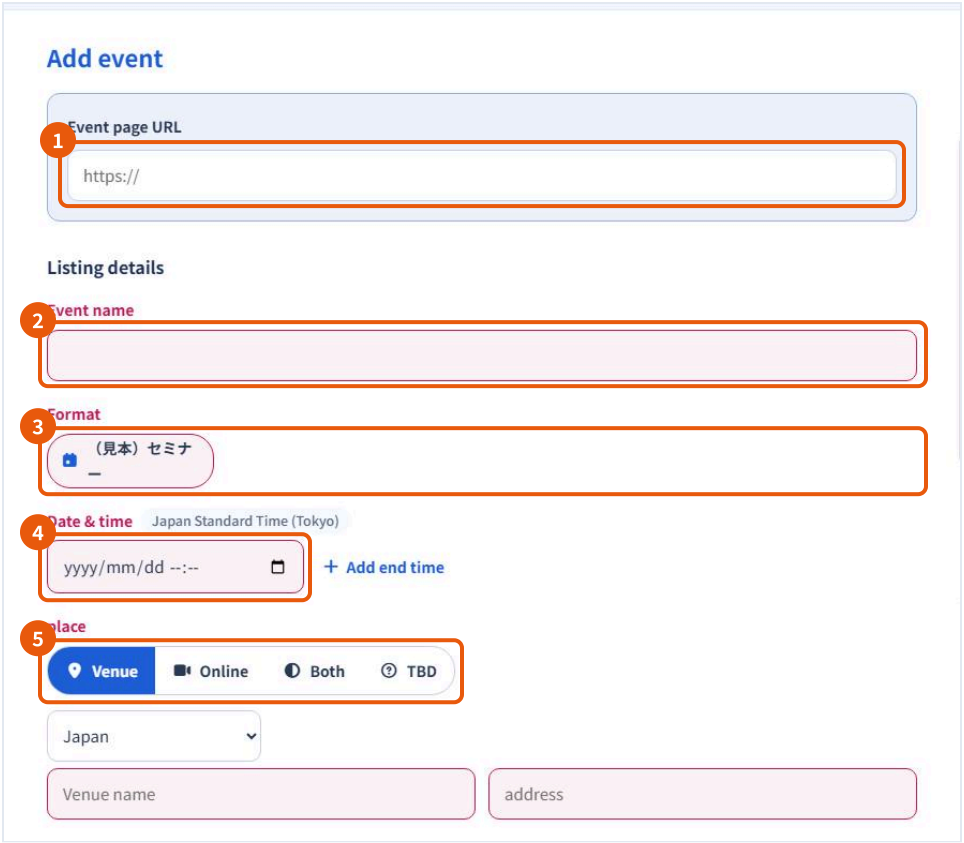
1 Plan comparison

Plan comparison
See each plan item with its section and status.

2 Export

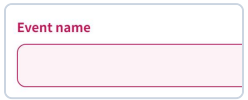
Export
Choose Word, PDF or PowerPoint and add a cover, contents and appendices.

Listing an event (organizer's screen)

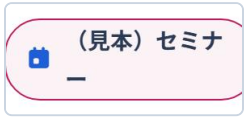


1 

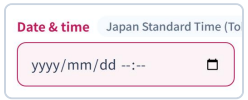
Event page URL
Paste it and the details are read from the page.

2 

Event name
Becomes the heading of the card.

3 

Type
Choose one, such as seminar or exhibition.

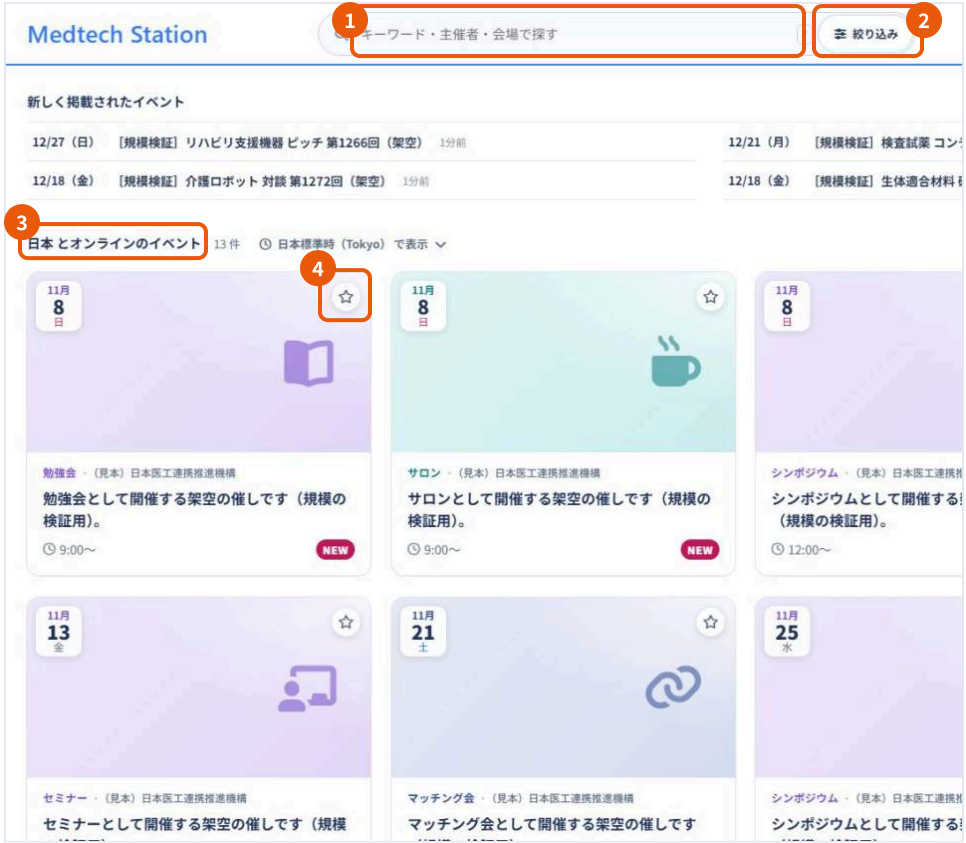
4 

Date and time
Entered in this time zone; viewers see it in their own.

5 

Place
Venue, online, both, or not decided yet.

Searching and filtering (visitor's screen)



1 キーワード・主催者・会場で探す

Search
By keyword, organizer or venue. The “/” key jumps here.

2 絞り込み

Filter
Opens a panel to choose conditions.

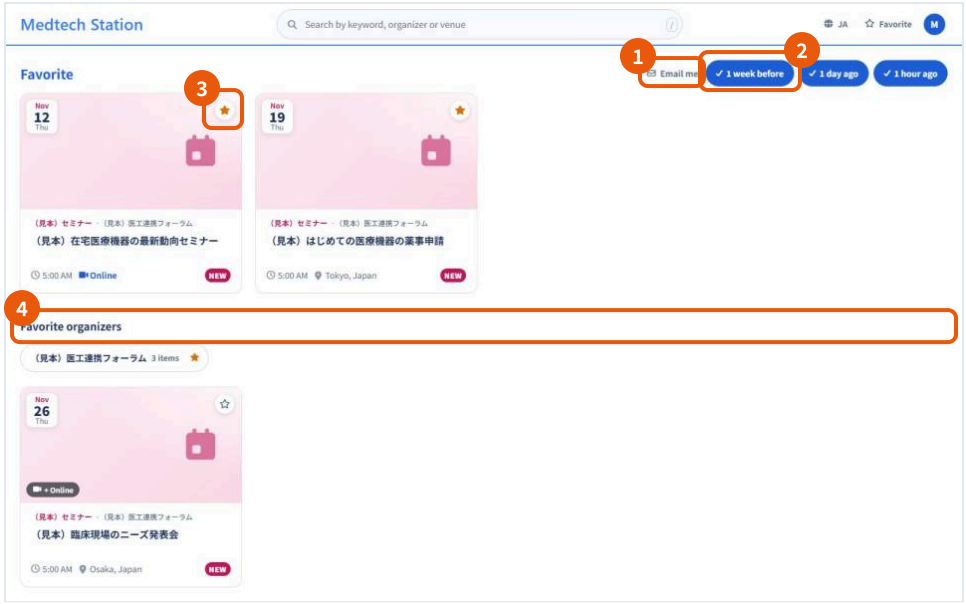
3 日本 とオンラインのイベント

List heading
Shows the count and which time zone is used.

4

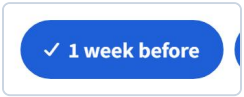
Save
Press the star to save it (sign-in needed).

Favorites and notifications (visitor's screen)



1 

Email reminders
Saved events are announced by email before they start.

2 

When
Choose one week, one day and one hour before.

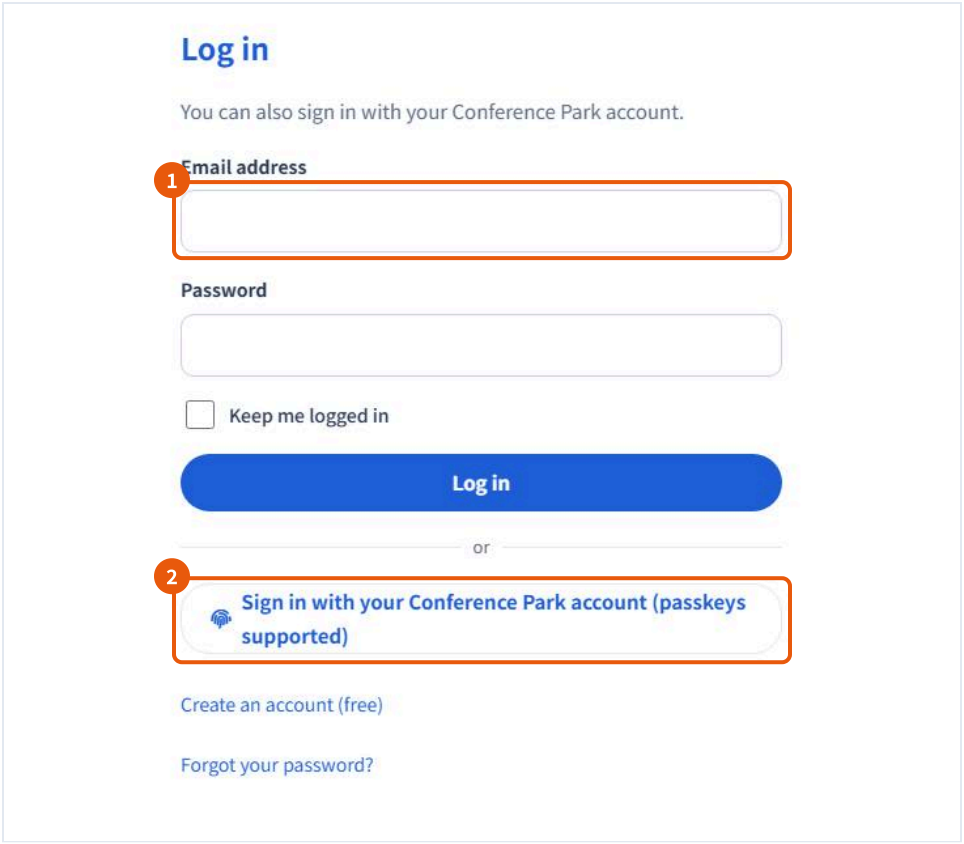
3 

Remove
Press the star again to remove it.

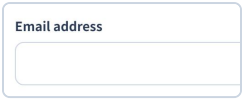
4 

Favorite organizers
Their upcoming events are listed here.

Sign in with your Conference Park account (passkey)



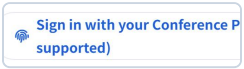
1



Email and password

You can also use the same email and password as Conference Park.

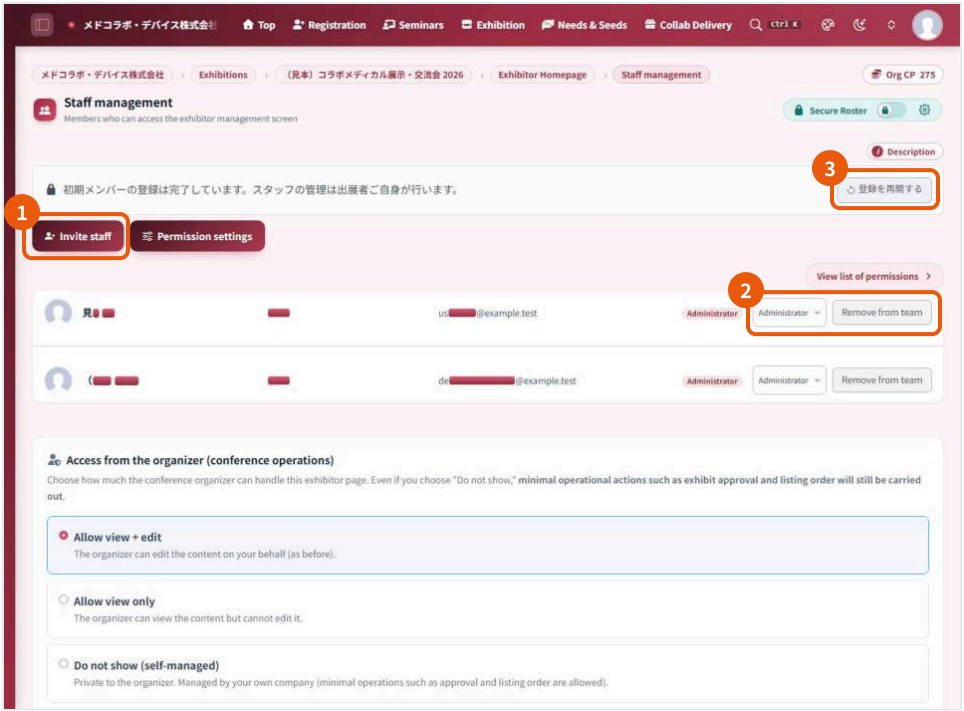
2



Sign in with a passkey

Takes you to the Conference Park sign-in page. Sign in with your passkey and you come back here.

Staff and team (roles)



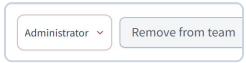
1



Invite staff

Invite the people who may use your exhibitor screens by e-mail. They appear here once they join.

2



Changing or removing a member

The dropdown on the right changes a role; Remove from the team takes them out.

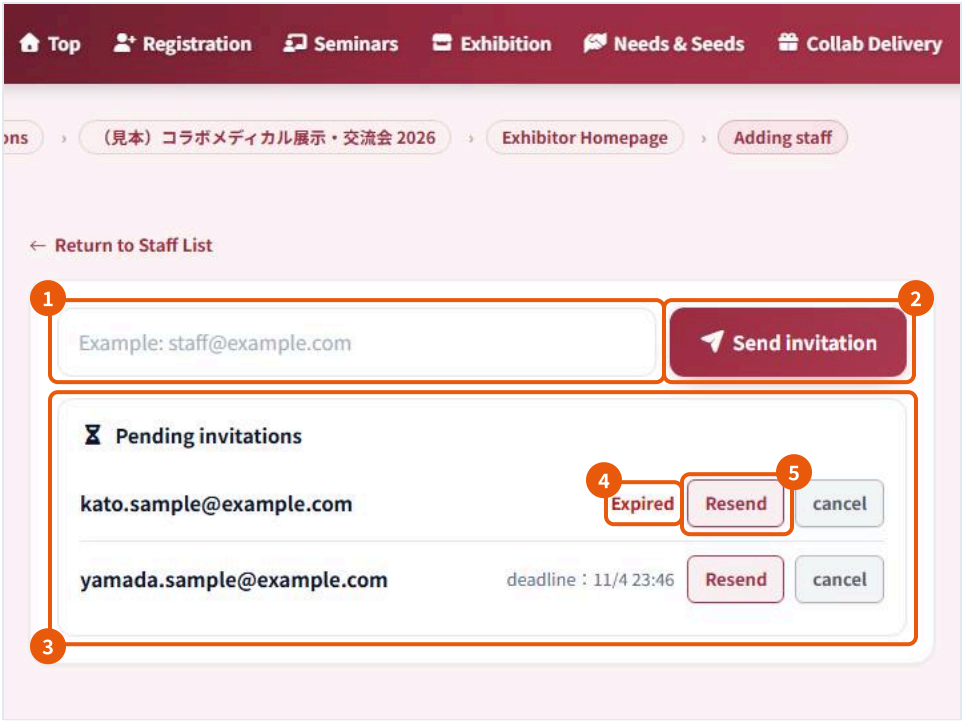
3



What the role decides

Editing the profile, reading cards, exporting CSV, bulk mail and billing actions.

The screen that opens when you press “Invite staff”



1 Example: staff@example.com

Staff e-mail address
Enter the address of the person you invite. They sign in with it to reply.

2 Send invitation

Send invitation
An e-mail goes to the person. They are not added until they press “Join”.

3 Pending invitations
kato.sample@example.com
yamada.sample@example.com

Pending invitations
Invitations not yet answered, with address and deadline.

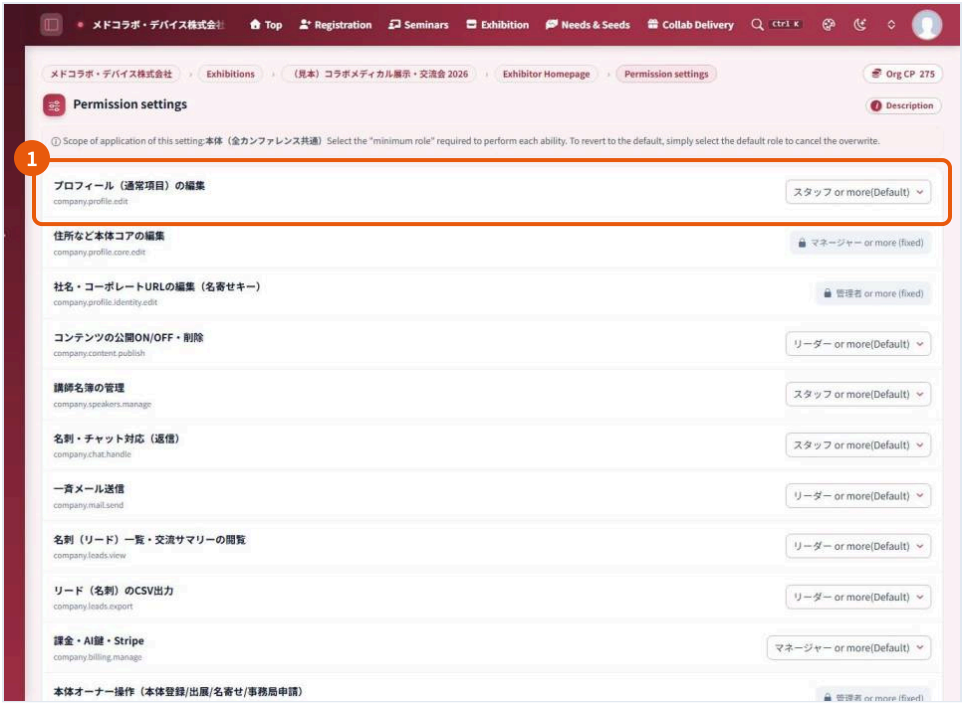
4 Expired

Expired
Past the 7-day deadline. The person cannot join as it is.

5 Resend

Resend
Sends it again and adds 7 days. Up to 5 sends including the first.

The screen that opens when you press “Permissions” (who can do what)

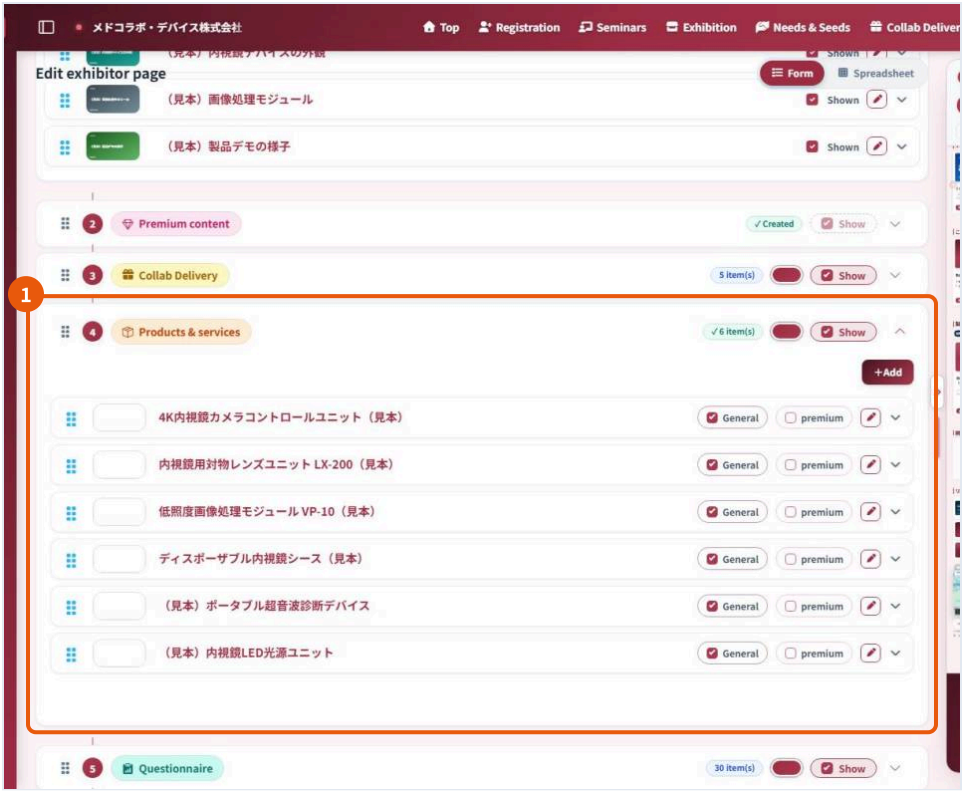


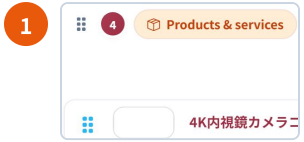
1

プロフィール（通常項目）の編集
company.profile.edit

The lowest role for each ability
For each ability, choose the lowest role allowed to do it.

Products & services

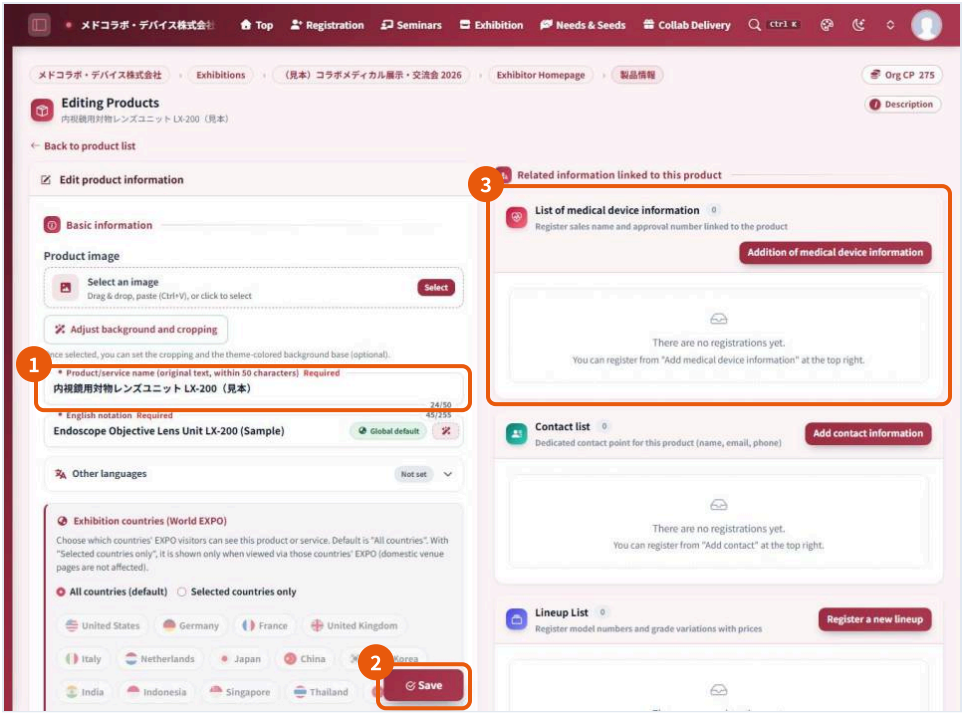




Products and services

Register a name, description, image and price for each. They are listed and searchable.

Editing product details





1

Product or service name

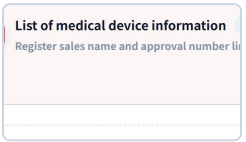
Up to 50 characters. This one is required.



2

Save (it follows you)

The save button stays at the bottom of the screen, so long forms need no scrolling back.

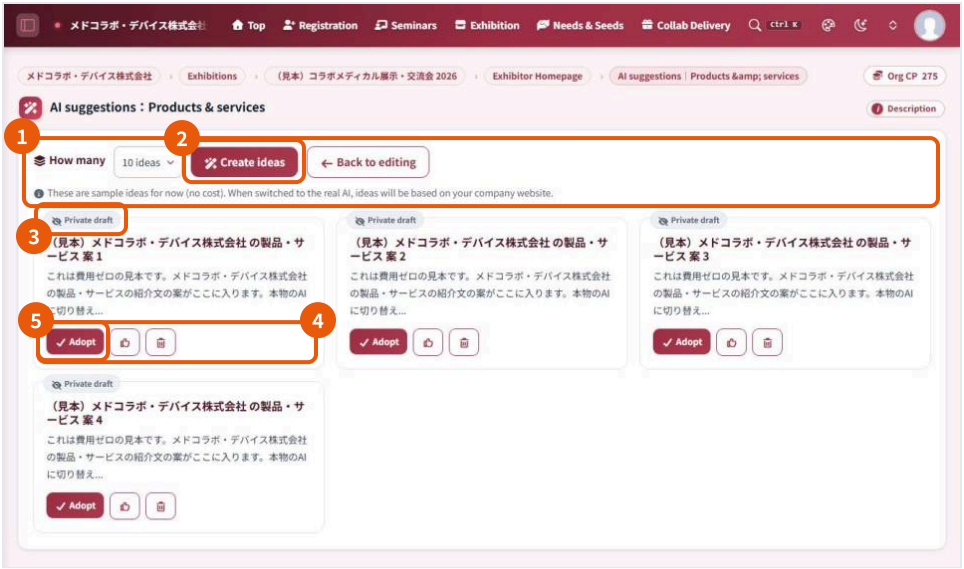


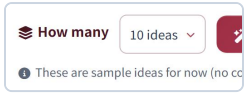
3

Medical device information

Register the marketed name and the approval number against this product.

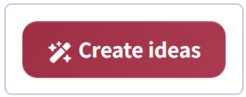
AI drafts (products and services, PR, press releases)



1 

Choose how many

Choose how many (5/10/20) and press “Create ideas”. The website URL is carried over from Basic information.

2 

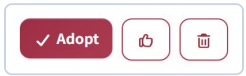
Press “Create ideas”

AI creates ideas in the background; they appear below as they are ready.

3 

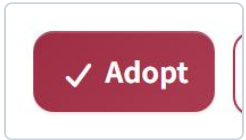
All ideas are private

Every idea is a private draft. Visitors cannot see it until you adopt and publish it.

4 

Adopt, like, discard

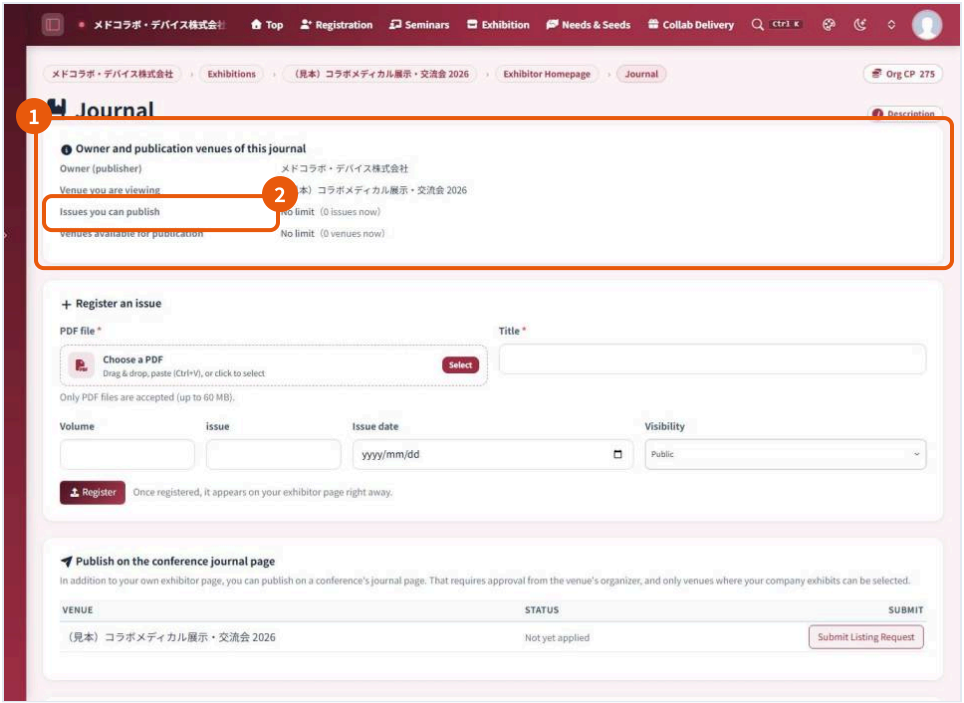
Adopt an idea you like, like one to keep, or discard the rest.

5 

Adopt to a private draft

Adopting adds it to your products as a private draft; edit freely. Publishing is a separate step as usual.

Publishing your own journal and applying to list it at a venue



1

Owner and publication venues
Owner (publisher)
Venue you are viewing
Issues you can publish
Venues available for publication

Register an issue

The PDF (up to 60MB) and a title are required. Volume, number and date are optional.

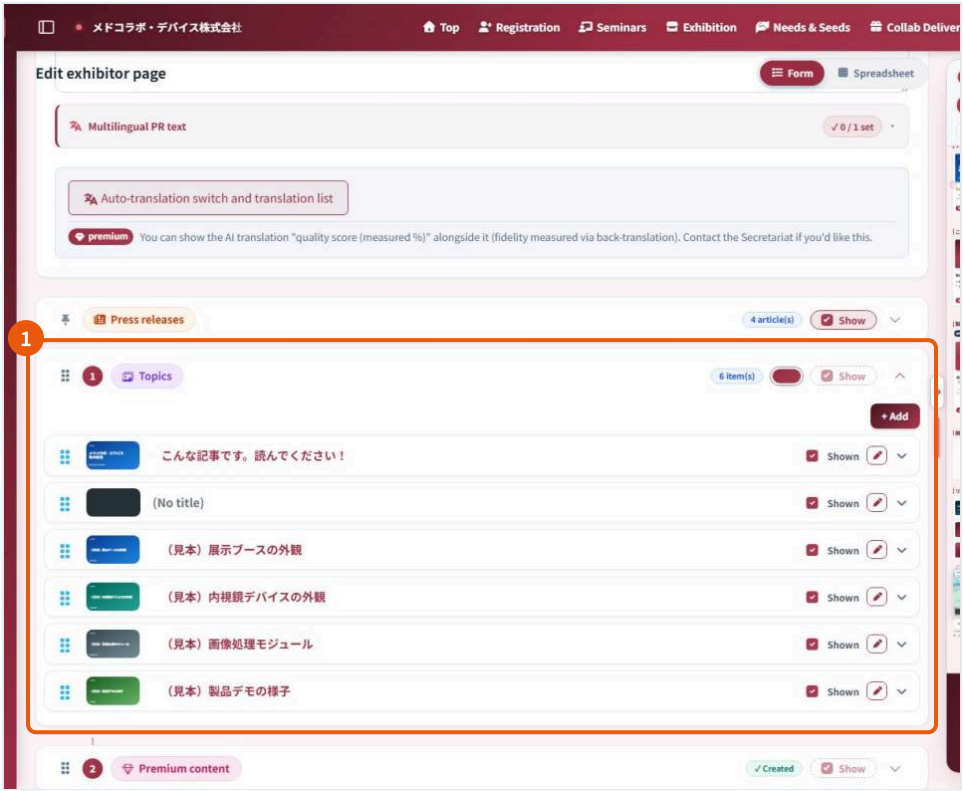
2

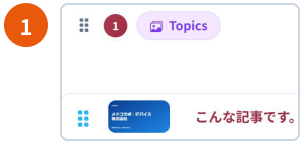
Issues you can publish

List it on a venue's journal page

Press "apply to be listed" on the row for the venue you want.

Photos and videos (PR area)

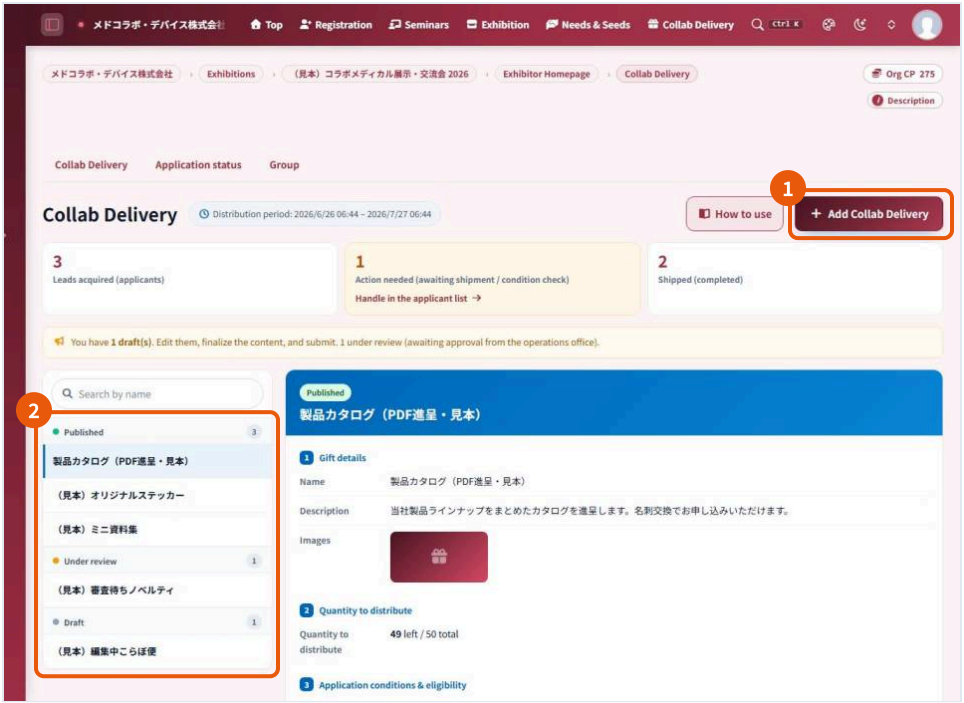




Photos and video

Register product photos and videos and they show large on your page.

Collab Delivery (offering samples and materials)



1 **+ Add Collab Delivery**

Add a gift

"Add a gift" asks for a name and starts you off. A four-step guide appears above.

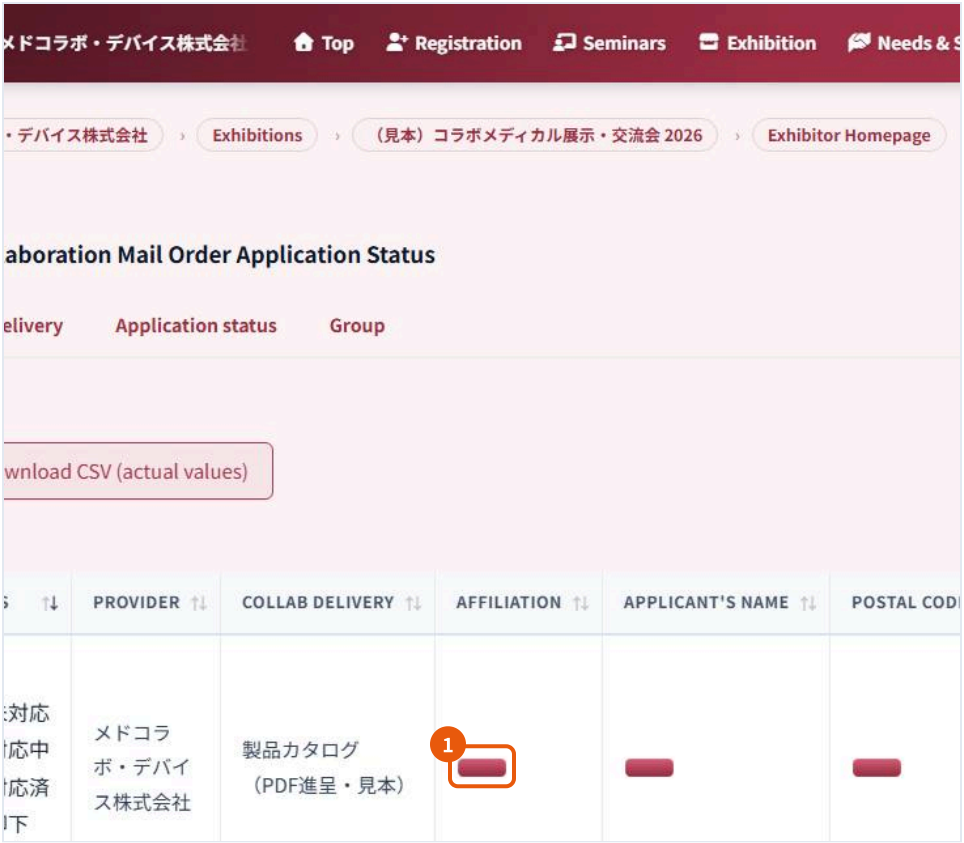
2



Gifts you have created

They are listed, and you can search them by name.

Recording a colabo shipment

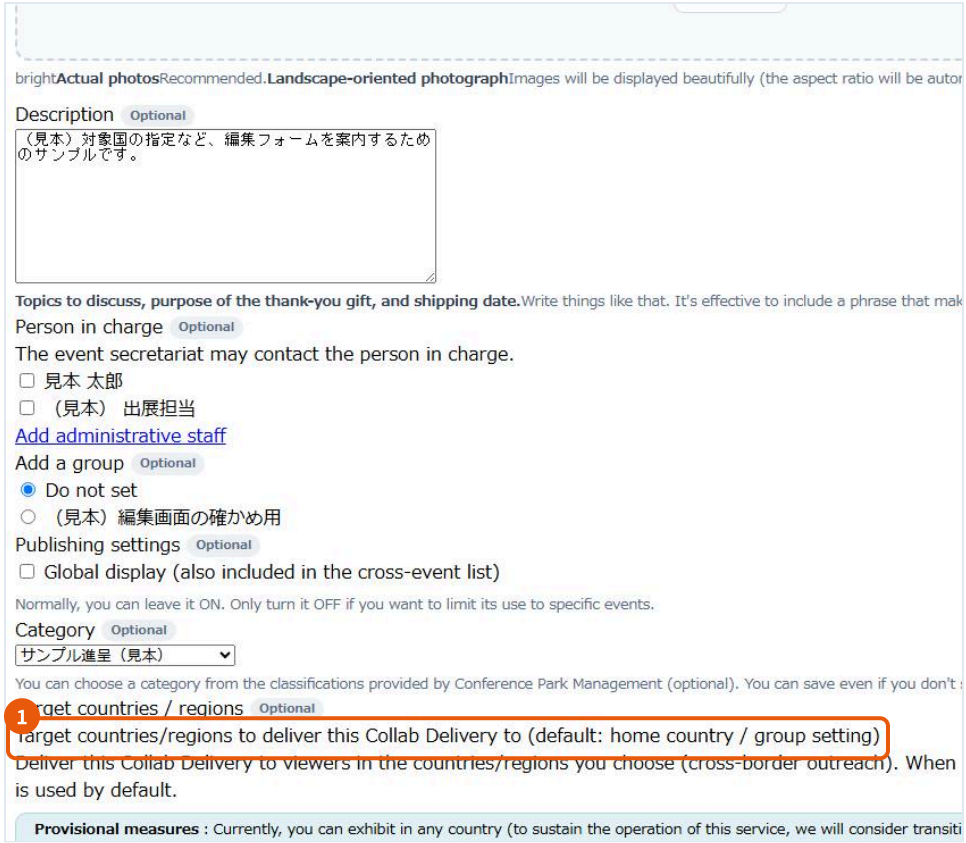


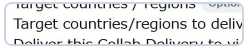
1

Addresses are masked by default

Personal data is masked by default; authorized staff can reveal it only when needed (auto re-masks after a few seconds).

Target countries for a colabo delivery

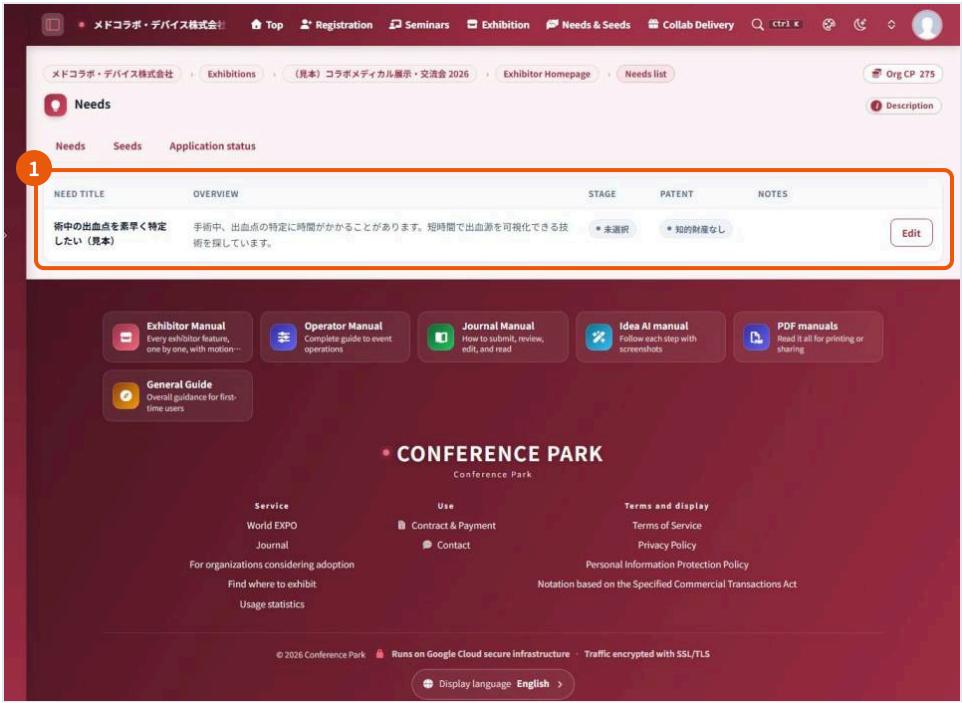


1 

Target-country setting

Under “Other settings” in the edit form, you can specify which countries/regions the colabo delivery targets.

Needs & Seeds (list of needs)



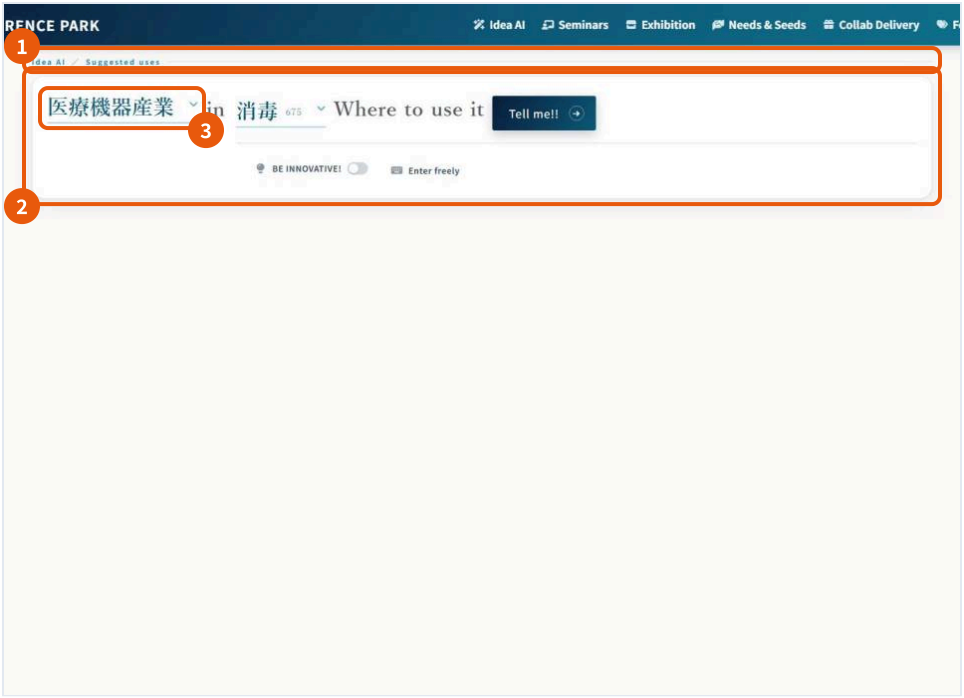
1

NEED TITLE	OVERVI
術中の出血点を素早く特定したい（見本）	手術中、術を探し

The needs

Name, summary, development stage and whether patents exist, so you can find a way in.

Idea AI “Where your technology fits” (ideas by field × theme)



1 Idea AI / Suggested uses

Where you are

"Idea AI / where it could be used" thinks about where a technology comes into its own.

2 医療機器産業 in

The screen is one question

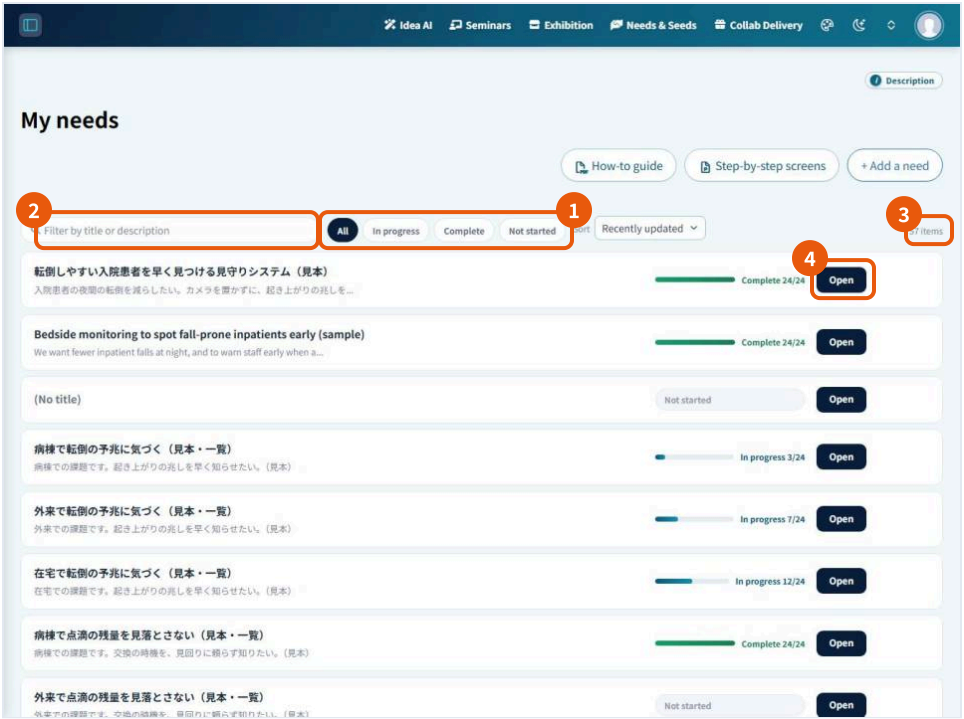
Rather than a row of input boxes, the sentence sent to the AI is assembled in front of you.

3 医療機器産業

Choose a field

The first word is the field. Press it for the list of candidates.

List of needs: finding the one you want and reading its progress



1 All | In progress | Complete

Filter by state

Press In progress, Finished or Not started to show only those rows.

2 Filter by title or description

Filter by words

It narrows as you type; the page never reloads.

3 57 items

How many are showing

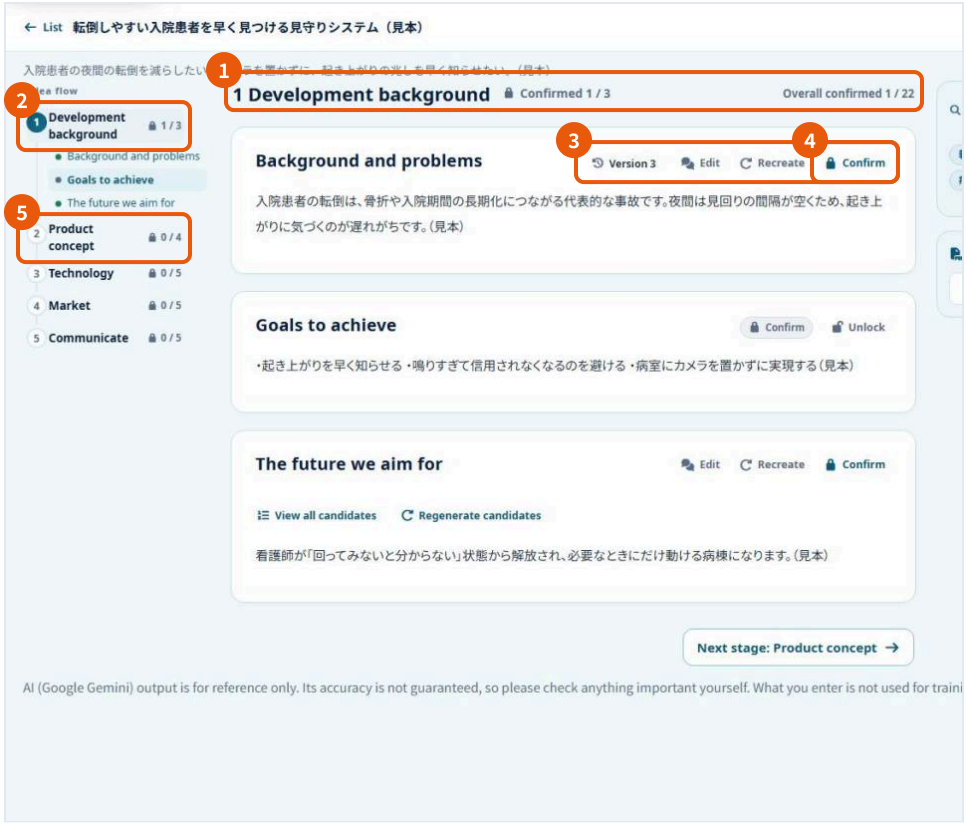
While filtering it shows matches out of the total.

4 Open

Open with the arrow

Goes to the need's starting screen, where you choose BASIC, which digs into the background and problem, or PRIME, which builds the items in five stages.

Concept Idea AI (PRIME): reading results, choosing a version, confirming



1 1 Development backgr

The need and confirmed items

The title of the need you are working on. The number on the right is how many of the 22 items are confirmed.

2 1 Development background 1 / 3

The current stage

The name of the open stage. While items remain, "Next" and "Generate ideas" sit above it.

3 Version 3 Edit Recrea

Switch stages

Press a stage name in "Idea flow" on the left to show that stage's items. On a phone, press the circles at the top.

4 Confirm

Pick an older one again

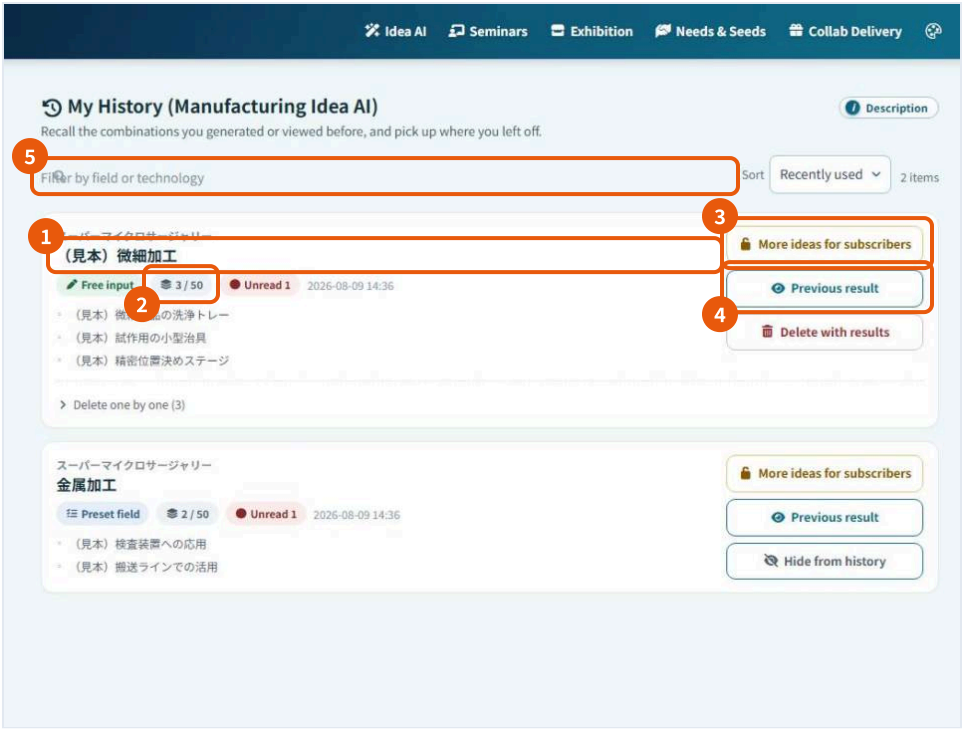
Press it to bring that version back.

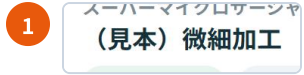
5 2 Product concept 0 / 4

Move with "Idea flow"

Press a stage name to switch stages, or an item name to jump to that item.

My Idea AI history: recall, continue, delete

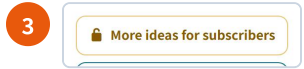




Field × technology
Each combination you used before is listed.



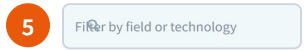
Progress
How many unique ideas so far (cap 50); the chip changes when exhausted.



Generate more
Continue generating for that field × technology (subscribers; non-members see a sign-up prompt).

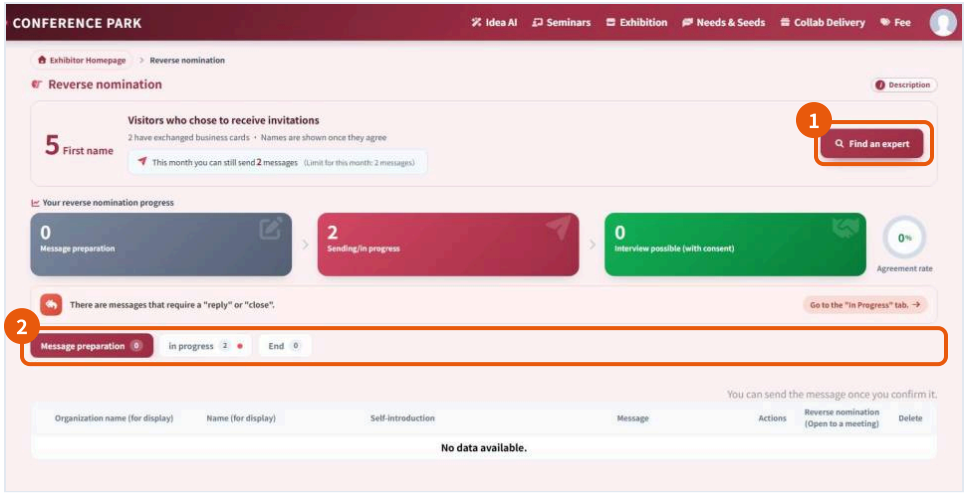


Continue viewing
Look back at the results from where you left off.



Filter by words
It narrows as you type; the page never reloads.

Exhibitors reach out to the visitors they want to meet



1 **Find an expert**

Progress

Candidates → drafts → awaiting reply → accepted → meetings. Those who have ended sit apart on the right.

2 Message preparation 0 in p

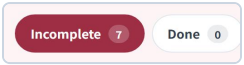
Candidates by how you met

Candidates are grouped by business card exchange, seminar sign-up, site visit, or waiting for invitations.

Messages (conversations with visitors)



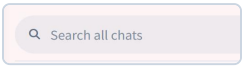
1



Open and Done

Ongoing conversations are under Open, finished ones under Done. The number is how many.

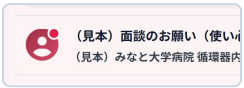
2



Search every conversation

Type two or more characters to search titles and messages.

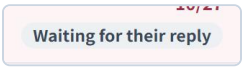
3



One row per conversation

Who they are, what it is about and when it last moved. A red dot means unread.

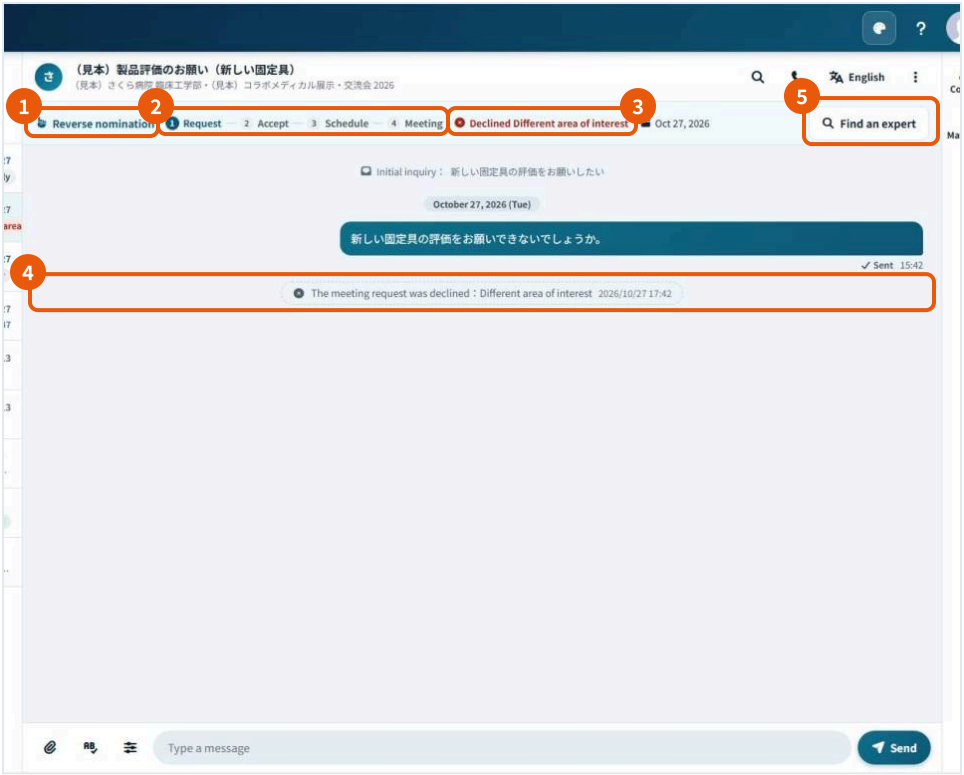
4



Where it started

The small icon at the bottom right of the face shows where the conversation started (venue radar, reverse nomination, deal, and so on). The same icons appear under “Entry” in the…

The record band above a conversation (status of reverse nominations, negotiations an…



1 **Reverse nomination**

What it is about
The kind of conversation sits at the left end.

2 1 Request — 2 Accept — 3 Sched

How far it has gone
Done steps are ticked; the current one is filled.

3 **Declined Different area of interest**

Why it was declined
The reason the visitor chose. They may decline without one.

4 The meeting request was declined：

A one-line record
What was decided on the band stays in the conversation, with the time.

5 **Find an expert**

Find experts
Opens the screen to find who to reach out to next.

Conversations with overseas partners (converting times, amounts and units, and their…



1 

Their time and yours

Shown only when there is a time difference. A moon means it is night for them.

2 

Times in your time zone

Their time is shown in yours first, with their original words in brackets.

3 

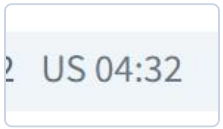
Amounts in your currency

An estimate at the rate on the day it was sent, with the rate and date.

4 

Weights and lengths too

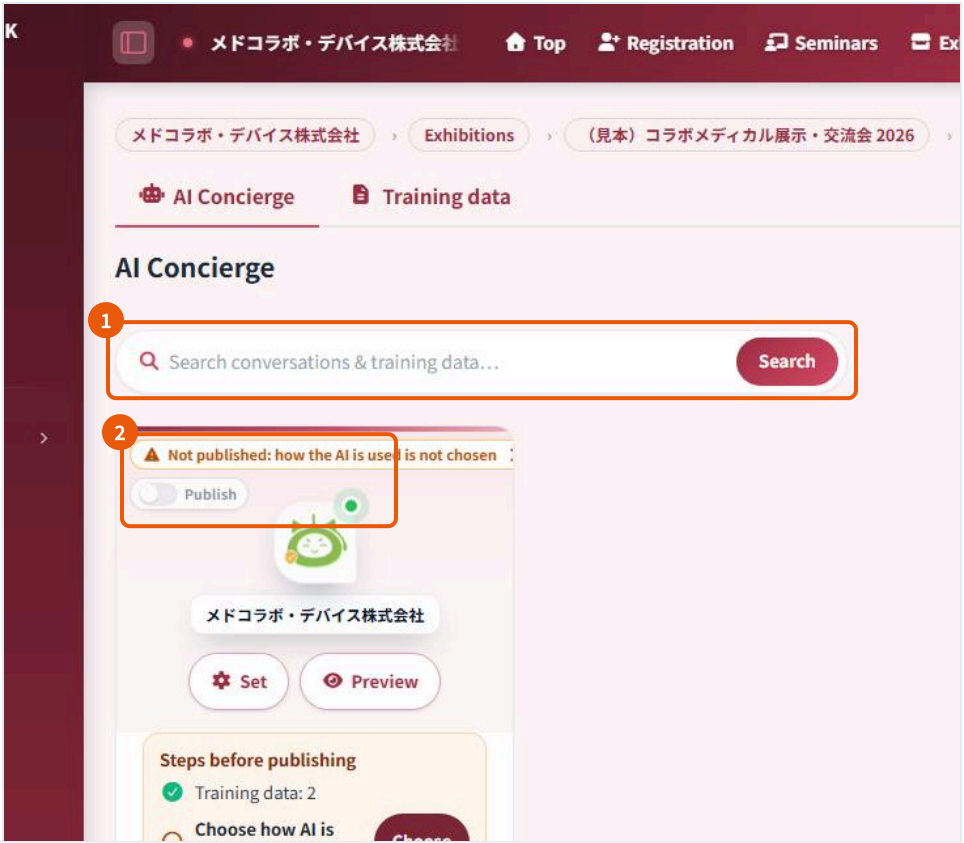
Pounds become kilograms, and so on, to match your units.

5 

Their time when it was sent

Next to each message: the time it was for them when it was sent.

AI Concierge (reading the list cards)



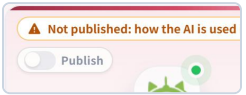
1



Search across everything

Search the conversations with visitors and the learning data together.

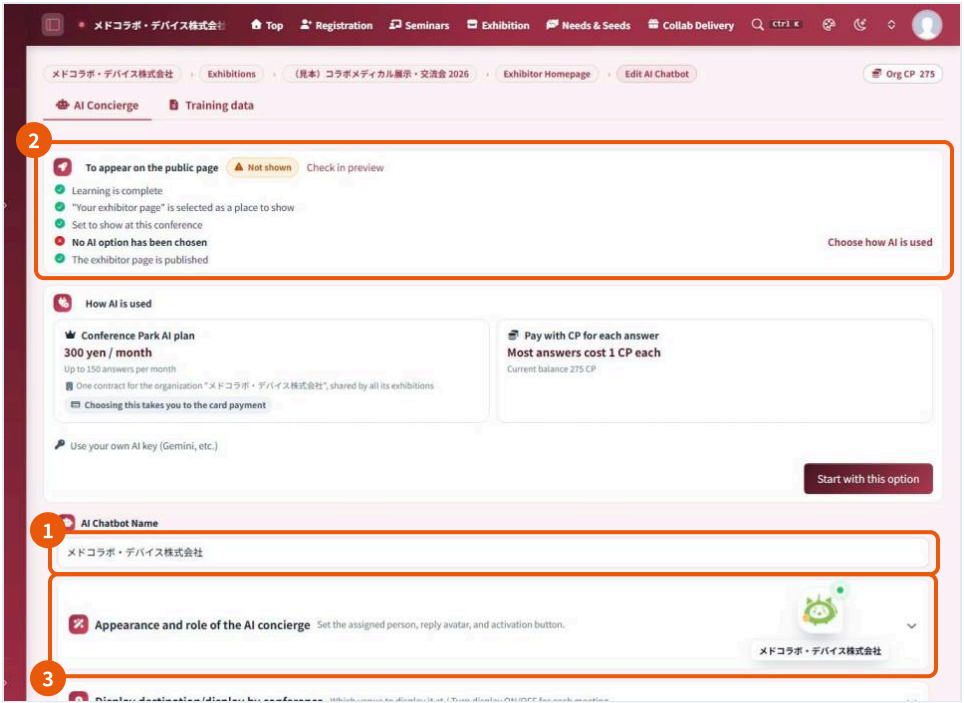
2



The status chip

One chip tells you where it stands. It moves from learning to published.

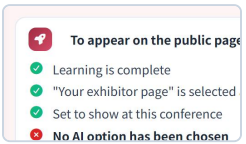
The screen that opens when you press “Settings” (getting ready to publish, training da…





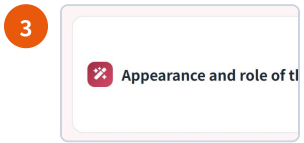
Name of your AI concierge

The name visitors see. Keep your company name, or use something like "product guide".



Three things before it goes live

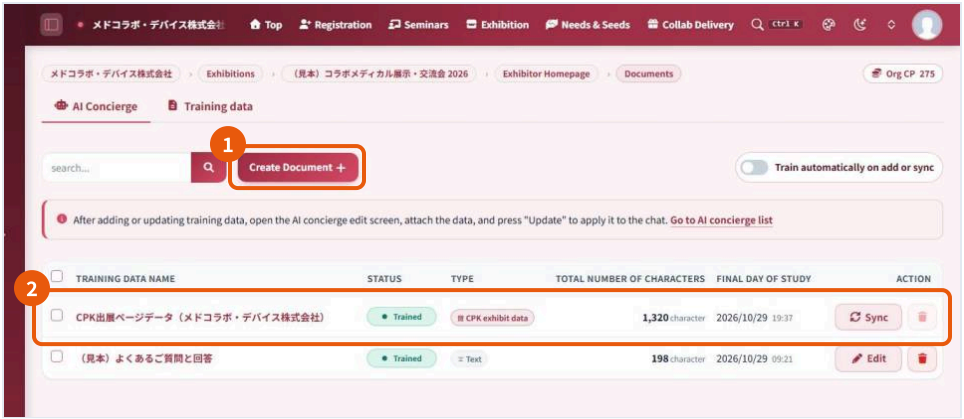
When all three are ticked, the concierge appears at the bottom right of your public page.



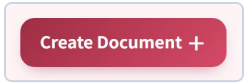
Synchronising Conference Park data

Data from your exhibition page is a copy taken at that moment.

Managing training data (library)



1



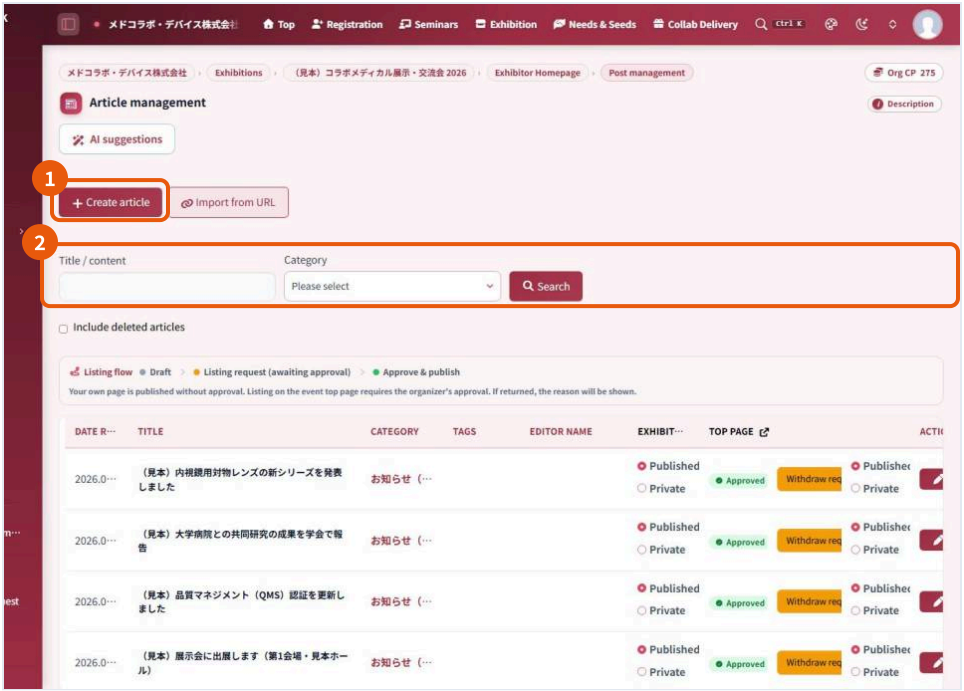
Register a document
Add new learning data.

2

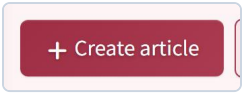


Reading the list
Each row shows the learning state, the kind, the character count and the last learning date.

Posts and articles (post management)



1



Write an article

"Write an article" starts a press release or an article.

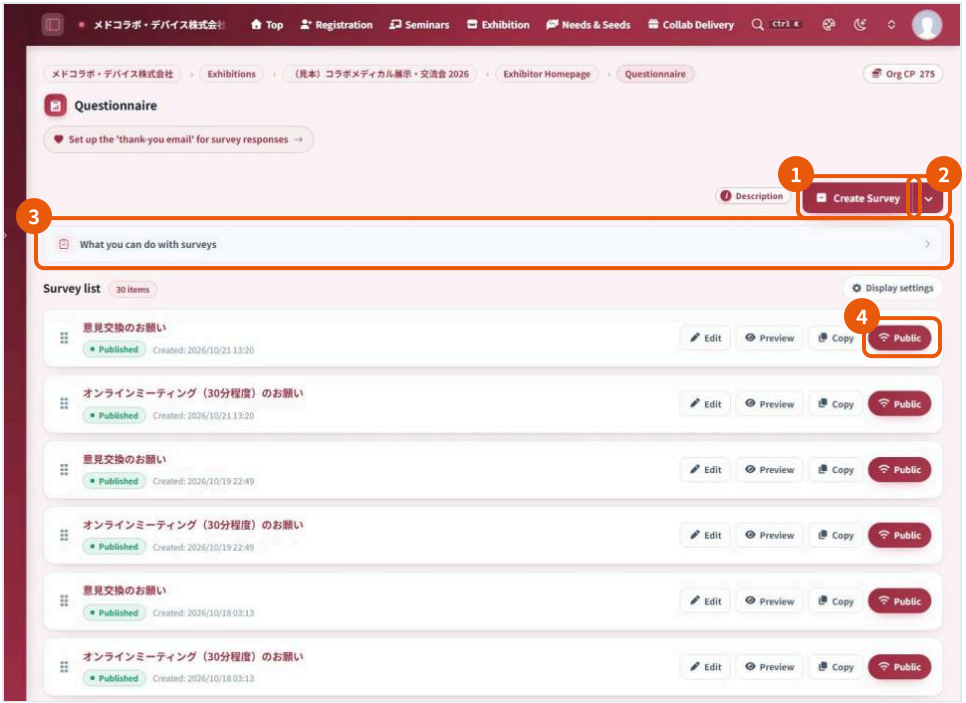
2



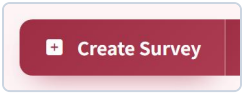
Searching your articles

Search by title, by content or by category.

Surveys (creating and managing web surveys)



1



Create a survey

"Create a survey" makes an ordinary web survey. Add questions, publish it, collect answers.

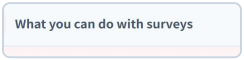
2



Choose how to create it

The arrow on the right offers other ways of making one.

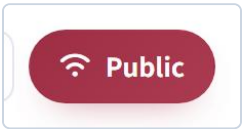
3



What surveys can do

"What surveys can do" folds open and closed.

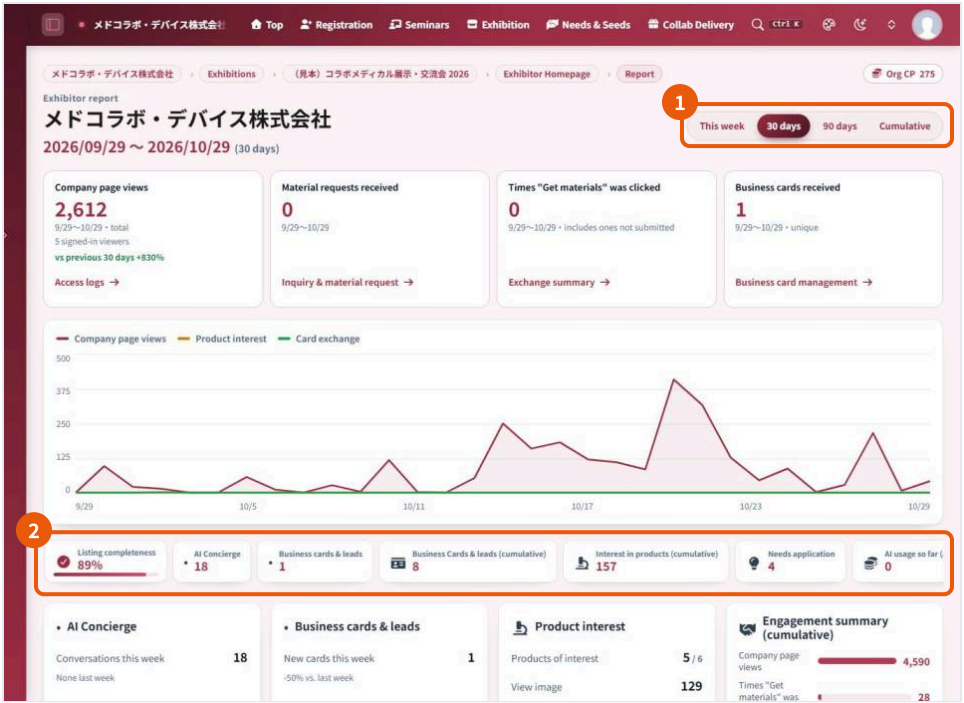
4

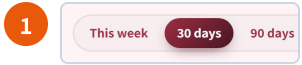


Publish or unpublish

The switch changes between public and private.

Exhibitor report (see everything on one screen)





Changing the period

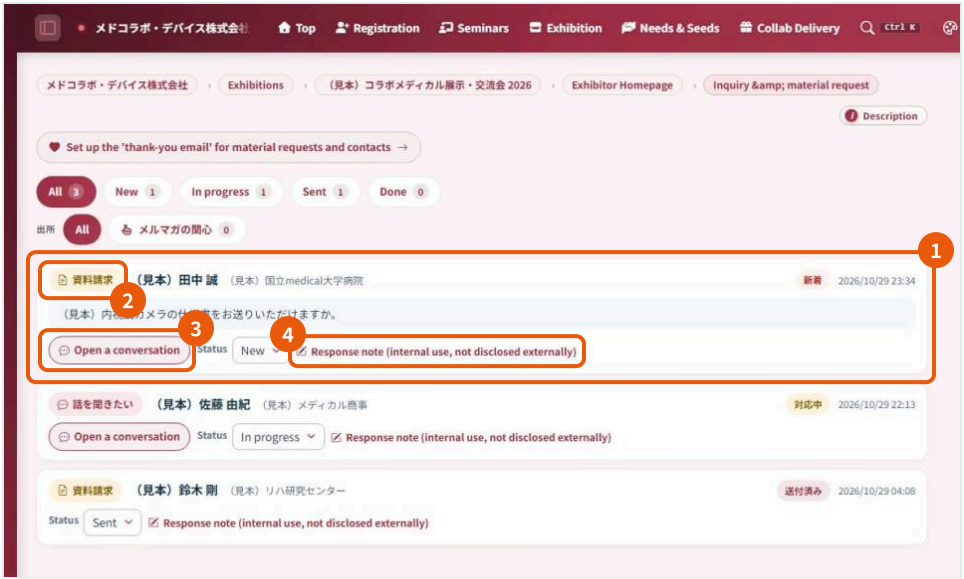
This week, thirty days, ninety days or all. Thirty by default.



From view to deal

How many people reached each step, and the share from the step before.

Inquiry & material request



1 

Requests are listed here
Newest first. Kind, name, organisation, state and time are on the first line.

2 

Materials or a talk
The kind of request, shown by colour and label.

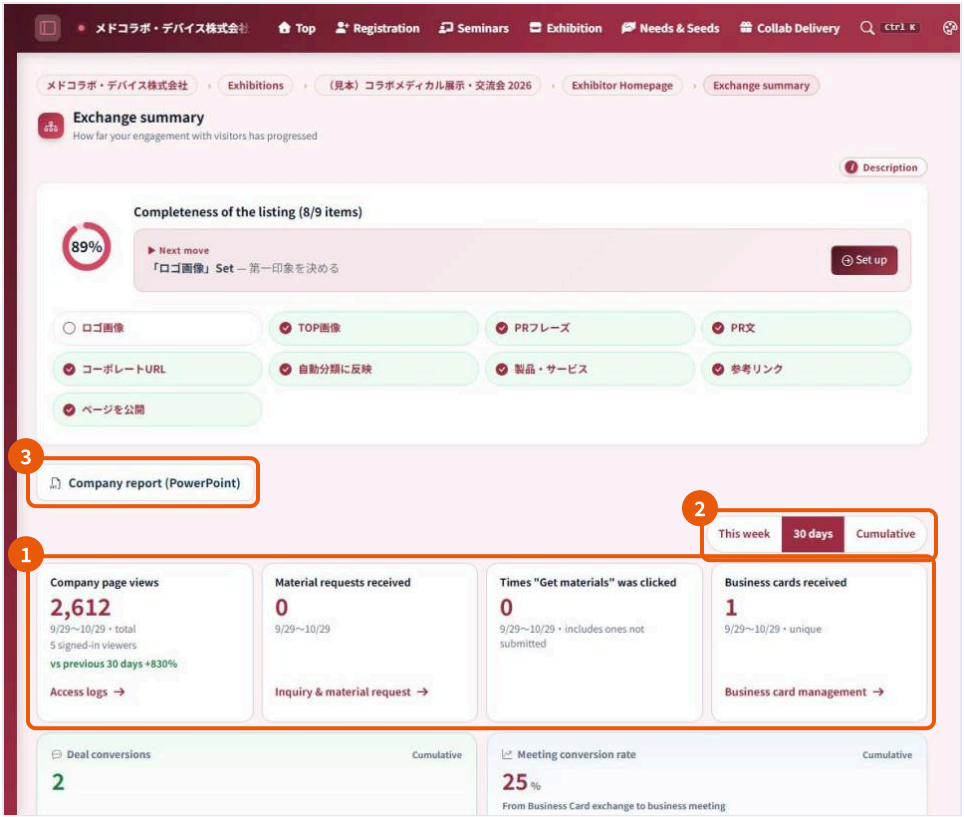
3 

Press "Open the conversation"
You go to the chat with that person. Everything is in one thread.

4 

Internal note
Press to open the box. The visitor cannot see it.

Engagement summary (results at a glance)



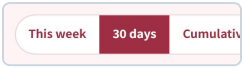
1



Four figures (same as home and report)

Company page views, material requests received, "Get materials" clicks and cards received.

2



Change the period

Choose this week, 30 days or cumulative. It opens on 30 days, with the change from the period before.

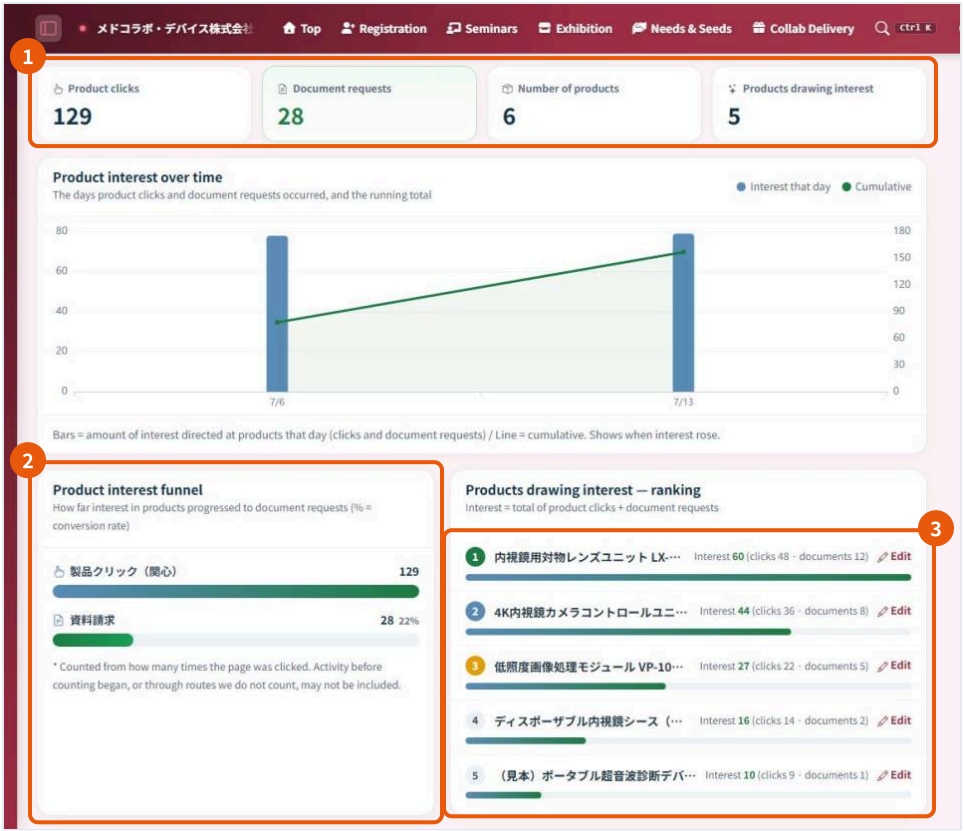
3



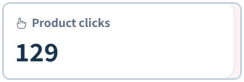
Company report (PowerPoint)

Export what you have achieved as a PowerPoint report.

Product interest summary (which products are popular)



1



Headline figures

Product clicks, material requests, how many products, and how many drew interest.

2



From a click to a request

How many went on from clicking to asking for material.

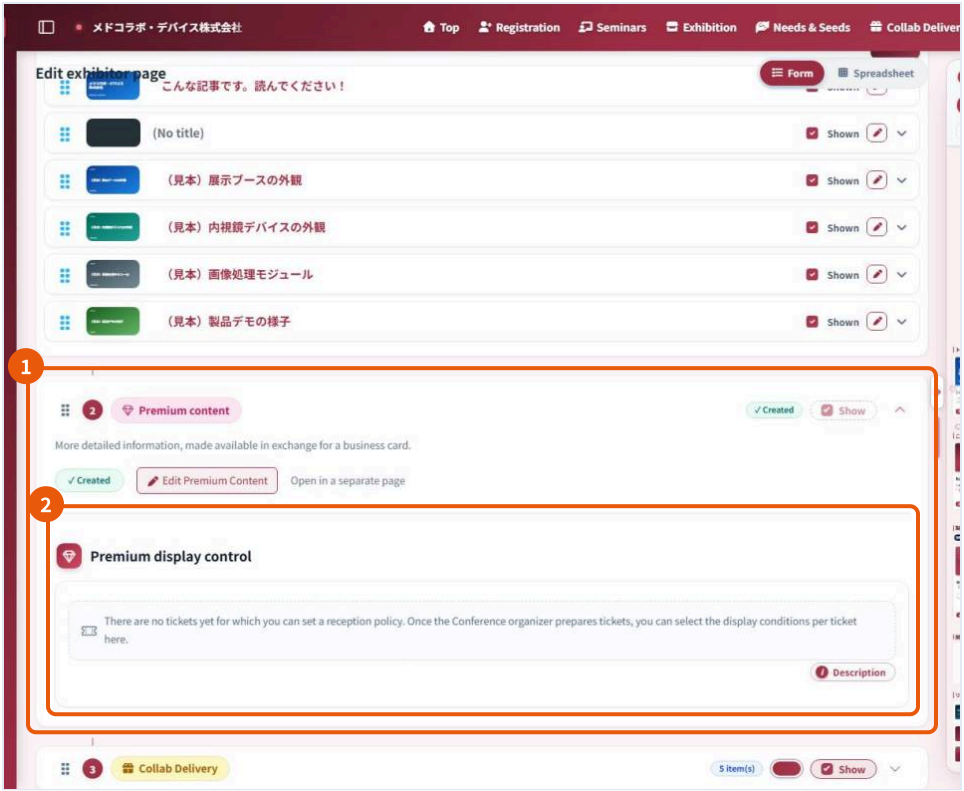
3

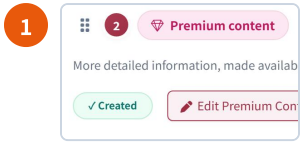


Products that drew interest

Ranked by clicks and requests together.

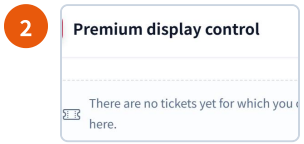
Premium page (a more detailed special page)





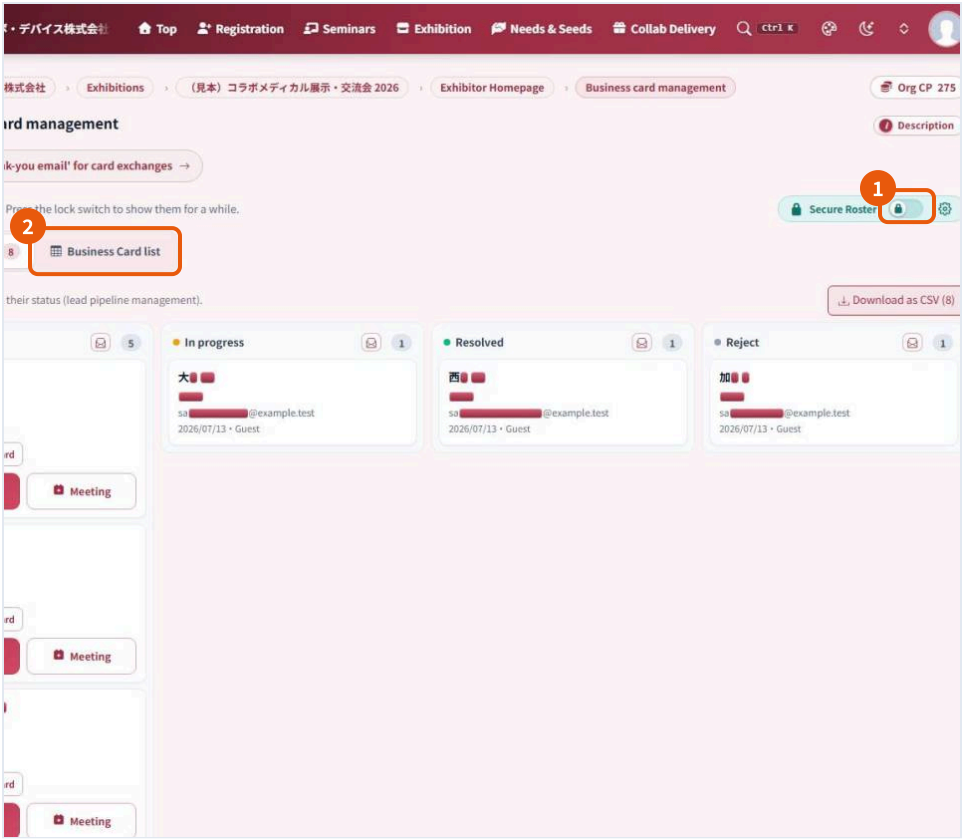
Creating a premium page

Build it in the premium page section of your site settings.



Opening premium content

Business card management (managing the leads you received)



1



Unmasking (protecting personal data)

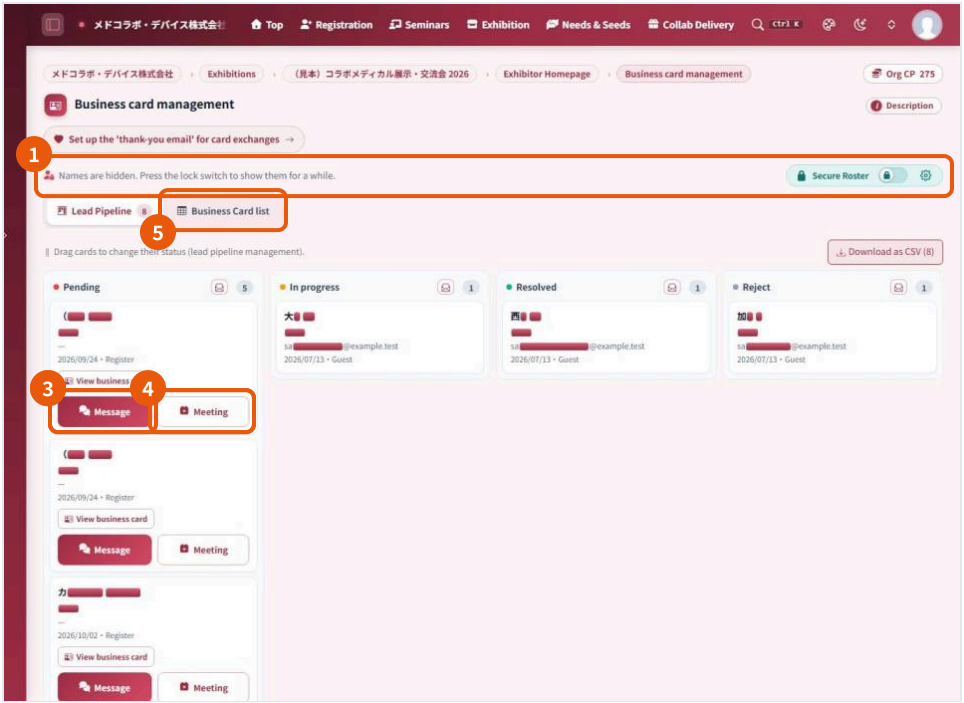
Names, organisations and e-mail addresses are hidden by default.

2

Business Card list

Opening the list tab

Next steps with a contact



1 Names are hidden. Press the lock swit

Names are hidden

Names are hidden. The lock switch on the right shows them for a while.

2 Message | Meeting

Board

Shows the people you exchanged cards with as cards.

3 Message

Next steps

Each card of someone you exchanged cards with has Message and Meetings buttons.

4 Meeting

Message

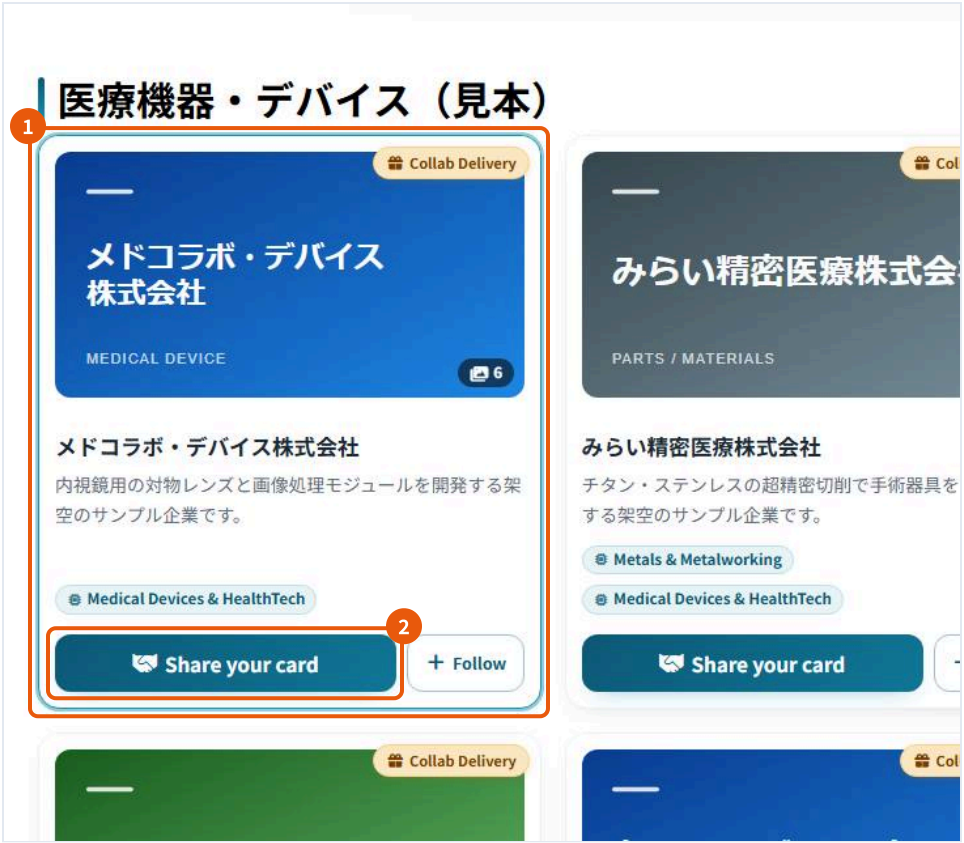
Opens your conversation with that person, which started with the card exchange. It begins with the record "Exchanged business cards at the booth".

5 Business Card list

View card

Opens the digital business card in a window. The Message and Meetings buttons are there too.

What visitors see: “I saw this” in the exhibition hall (how business cards reach you)



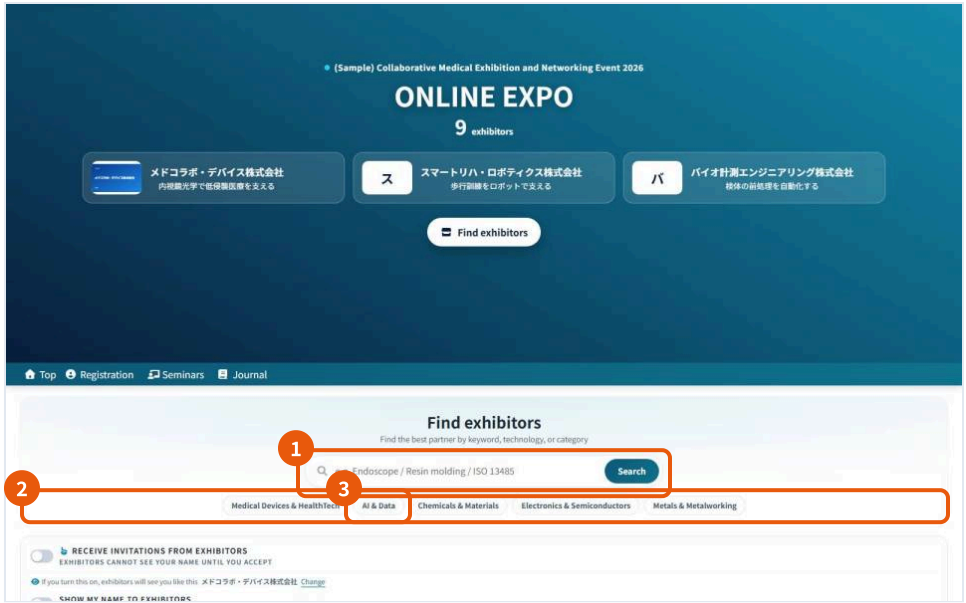
1 

Exhibitor cards
Your card sits in the venue listing. Visitors show interest from here.

2 

Press "I looked"
Pressing it on a card opens the card-exchange dialog.

Visitors find you by industry category (filtering with category chips)



1



Finding exhibitors

Filter exhibitors by name or description. Sector chips are right below it.

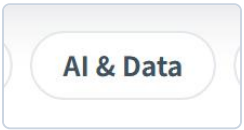
2



Industry chips

Sectors such as medical devices or AI and data, ordered by how many exhibit in them.

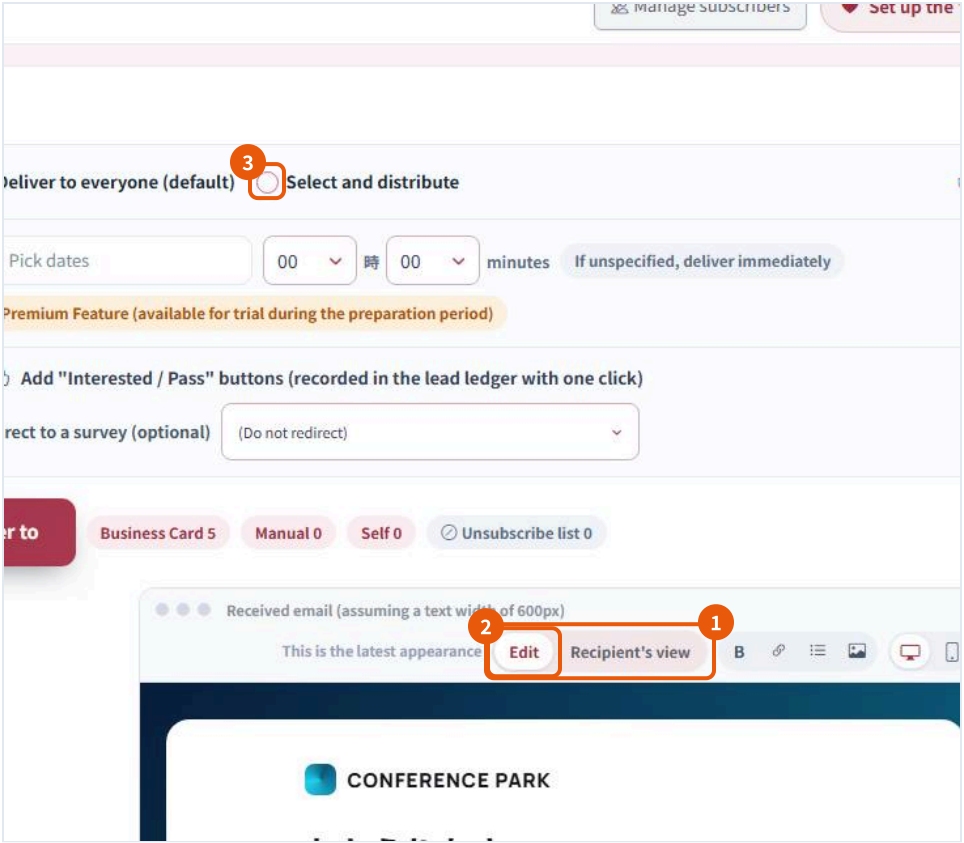
3



Tap to narrow it down

Tapping shows only exhibitors in that sector. Tap again to clear it.

Newsletter delivery (to your own leads)



1



Edit on the message as it will arrive

A switch may appear at the top right of the preview: "edit" or "as the reader sees it".

2



Editable areas get a dashed outline

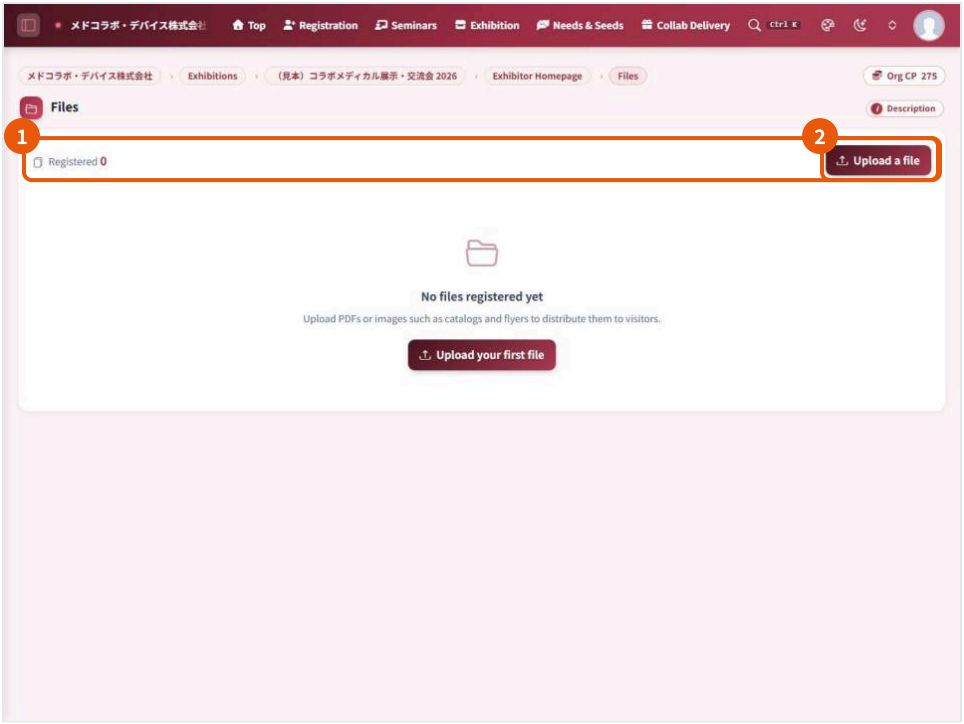
Press "edit" and the subject, the body and the signature are outlined.

3



Choosing to pick recipients

Files (distribution of catalogs and flyers)



1

Registered 0

Files you hand out

Your files are listed, with the count on the left.

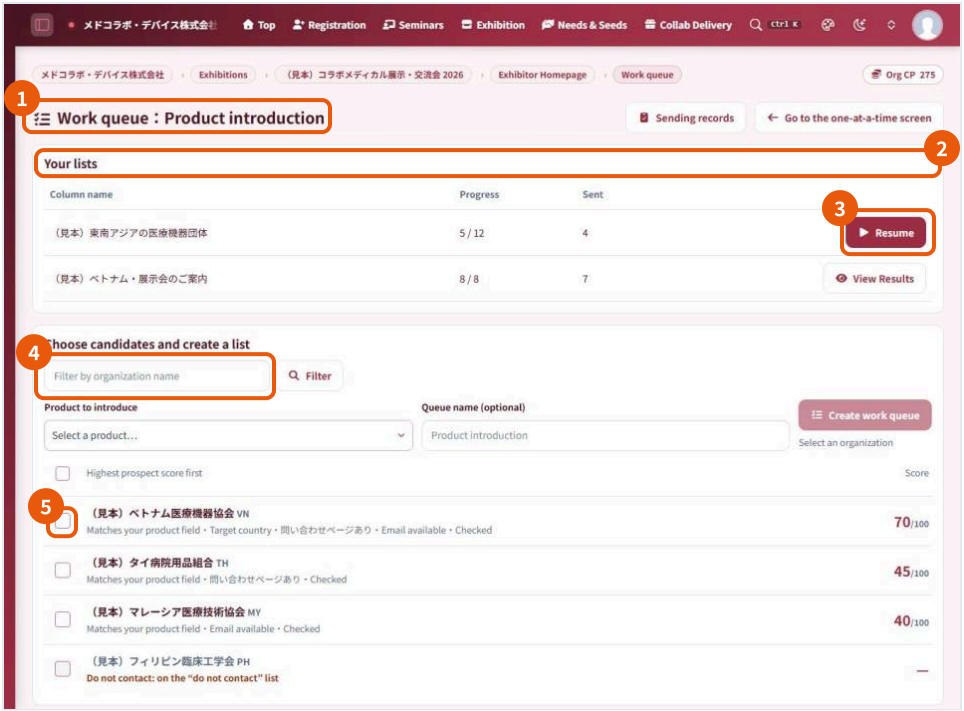
2

Upload a file

Uploading a file

Register catalogues and leaflets as PDFs or images.

Work queue 1: choose organizations to contact and build the queue



1 Work queue：Produ

Work list
One for product introductions, one for overseas distributors.

2 Your lists

Your lists
Lists you made, with progress and how many were sent.

3 Resume

Continue
Opens the workbench of an unfinished list.

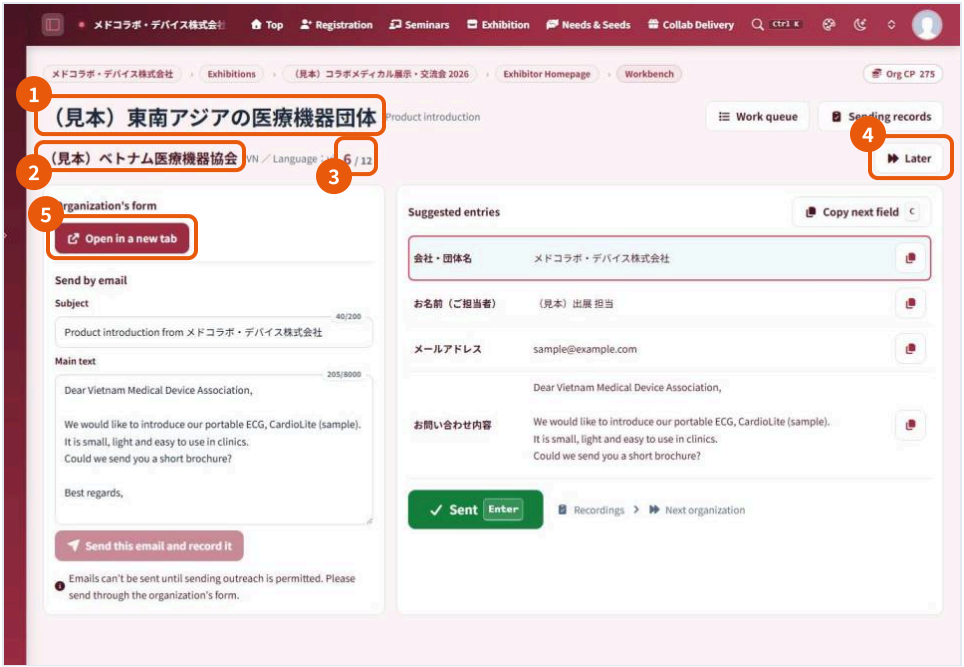
4 Filter by organization name

Filter by name
Narrow the candidates by part of the name.

5

Choose
Ticked organisations go into the list.

Work queue 2: send one at a time from the workbench



1 （見本）東南アジ

List name
The work list you are on.

2 （見本）ベトナム医療機器協

Current organisation
With country and language.

3 6 / 12

Position
Which one in the list.

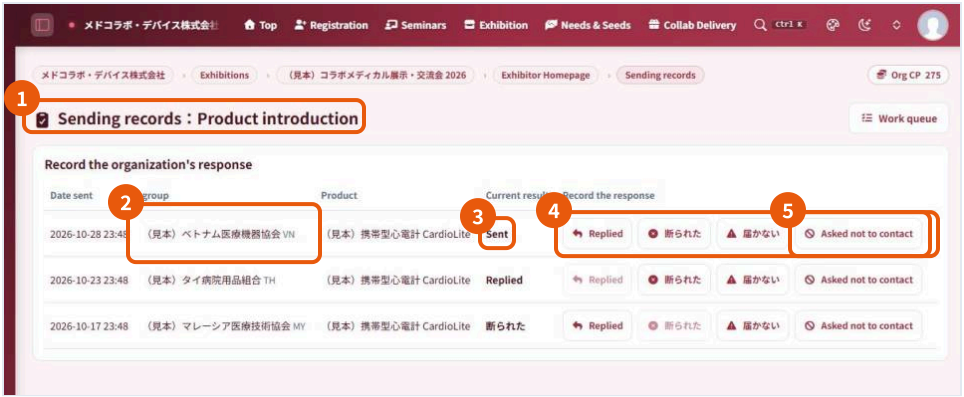
4 Later

Later
Moves this one later and goes on.

5 Open in a new tab

Open in another tab
Opens their contact form in another tab.

Work queue 3: record responses in the sent log



1 Sending records：P

Sent records
Organisations your company contacted, newest first.

2 （見本）ベトナム医療機器協会 VN

Organisation
The organisation and country.

3 Sent

Current result
Such as Sent or Replied.

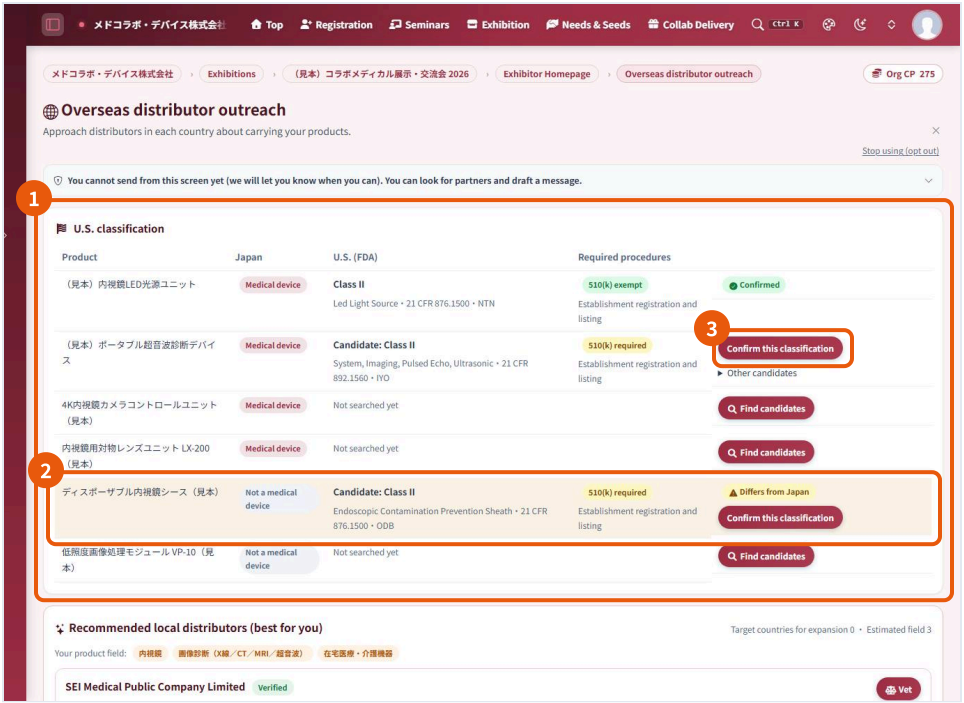
4 Replied 断られた

Record the response
Choose one of four buttons.

5 Asked not to contact

Asked us not to contact
A confirmation opens.

Vet overseas distributors



1 U.S. classification
Product
（見本）内視鏡LED光源ユニット

U.S. classification

FDA class and whether a 510(k) is needed are proposed for each product, including products not registered as medical devices.

2 ディスポーザブル内視鏡シース（見本）

Differs from Japan

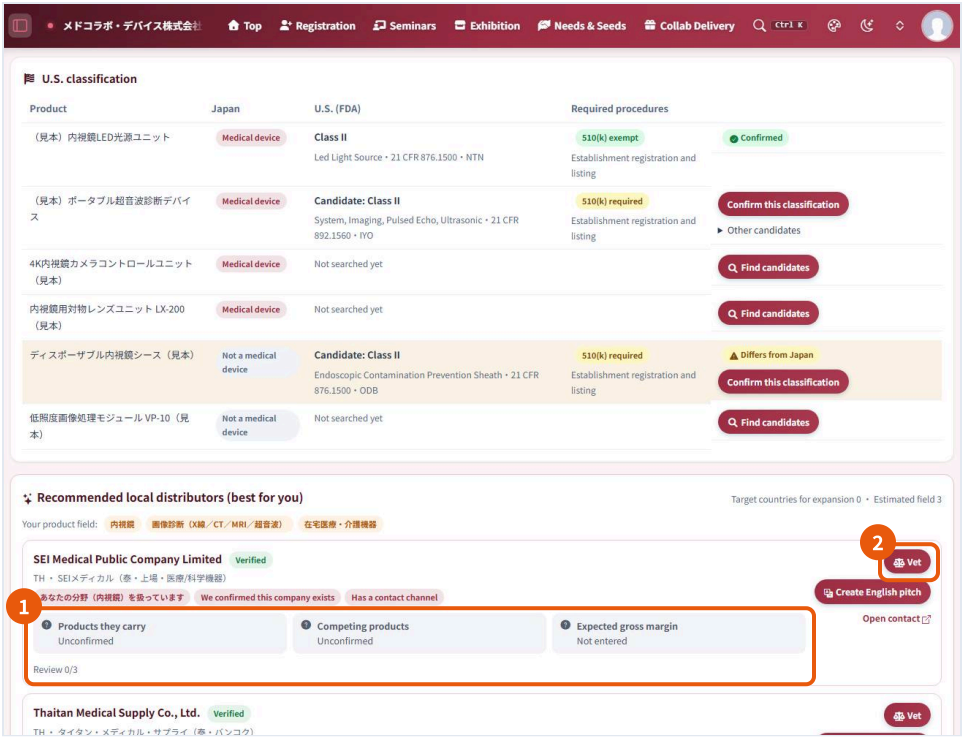
Rows are highlighted when a product that is not a medical device in Japan has a U.S. class. Establishment registration and listing are needed in the U.S.

3 Confirm this classification

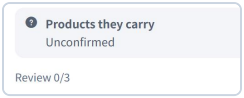
Confirm this classification

A candidate stays a candidate until confirmed. Confirmed classes are added to the pitch.

Vet overseas distributors



1



Benefits for the distributor

Whether it sells together, competing products and expected margin. Gray means not yet checked.

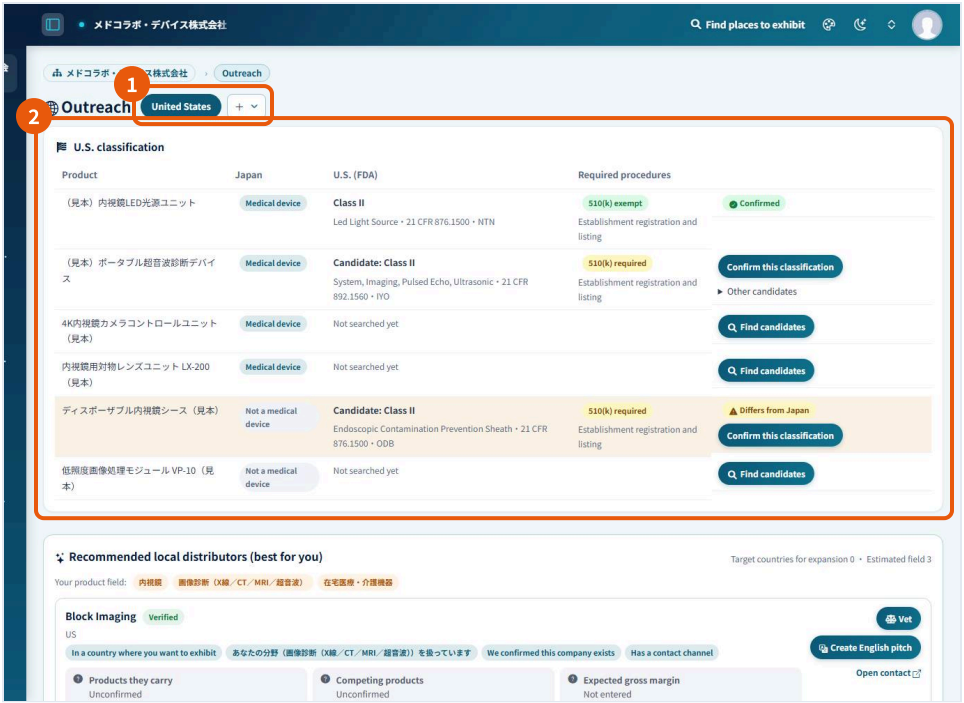
2



Vet

In the dialog, read the distributor's website (organization CP) and fill in the three pillars and seven stages.

Work as an organization



1



Countries

Countries your exhibits want to enter and countries with records are listed. Use + to open another country.

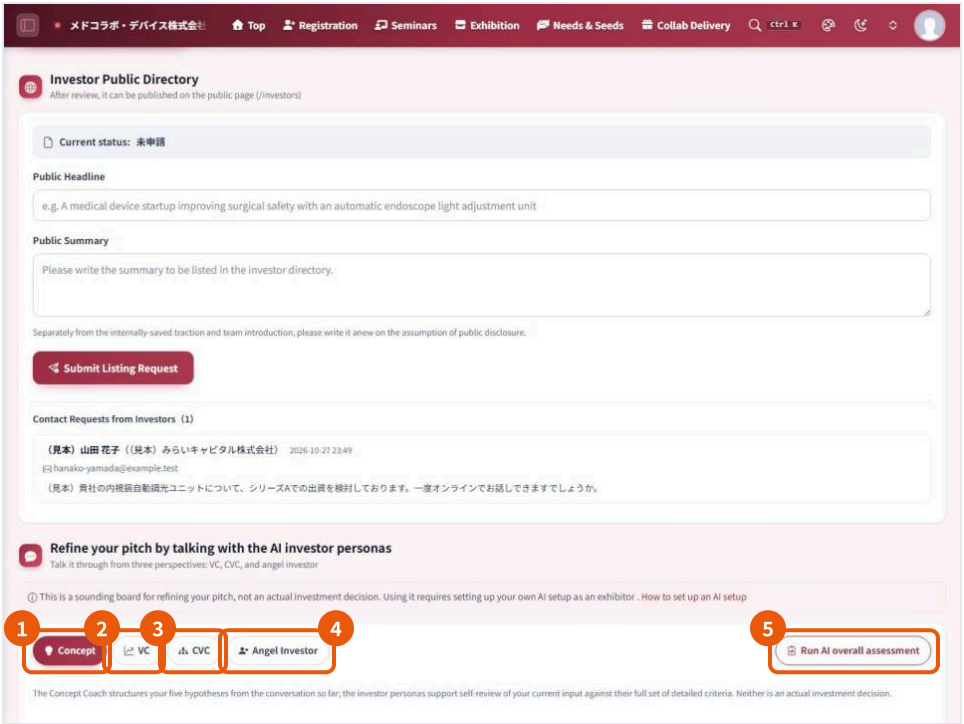
2



Pipeline

Recommended, vetting, sent, replied and meeting counts run from left to right, so you can see how far you have got at a glance.

Investor information: practice with AI personas and a self-check list



1 Concept

Concept coach
For the earliest stage. A sounding board that sorts your idea into five hypotheses.

2 VC

Venture capital
An investor who judges market size, scalability and fit with fund economics.

3 CVC

Corporate venture capital
An investor who weighs synergy with the parent company and internal approval.

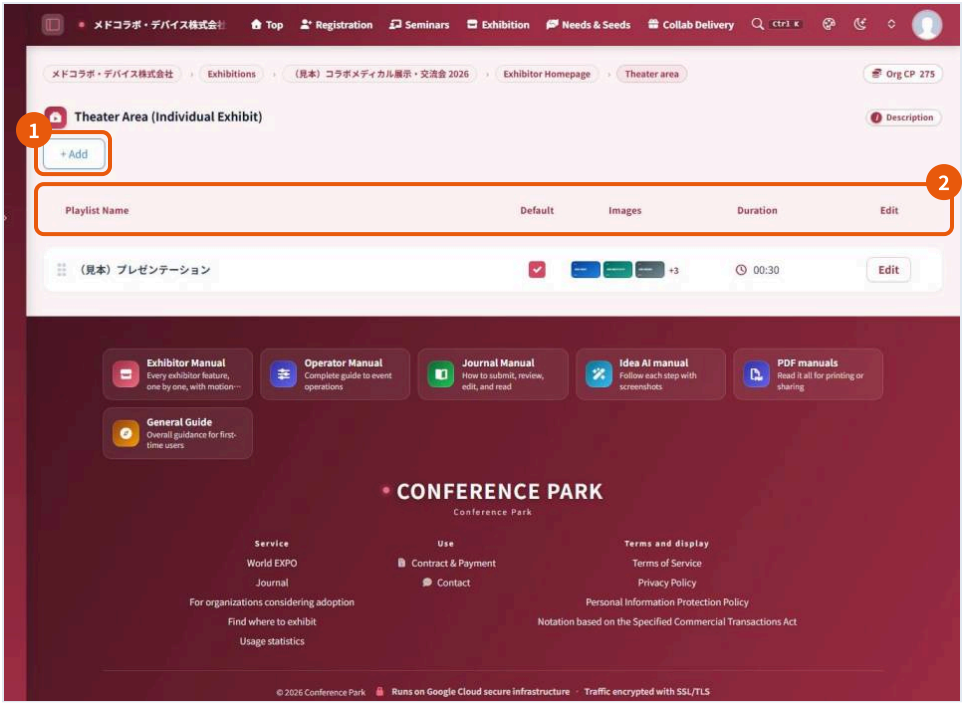
4 Angel Investor

Angel investor
An investor who weighs empathy with the founder, the story and early traction.

5 Run AI overall assessment

Run the overall AI review
Your entries are compared against the criteria of the persona you chose.

Playlist (auto-play in the exhibition page theater)



1



Add a playlist

"Add" creates a presentation made of image slides.

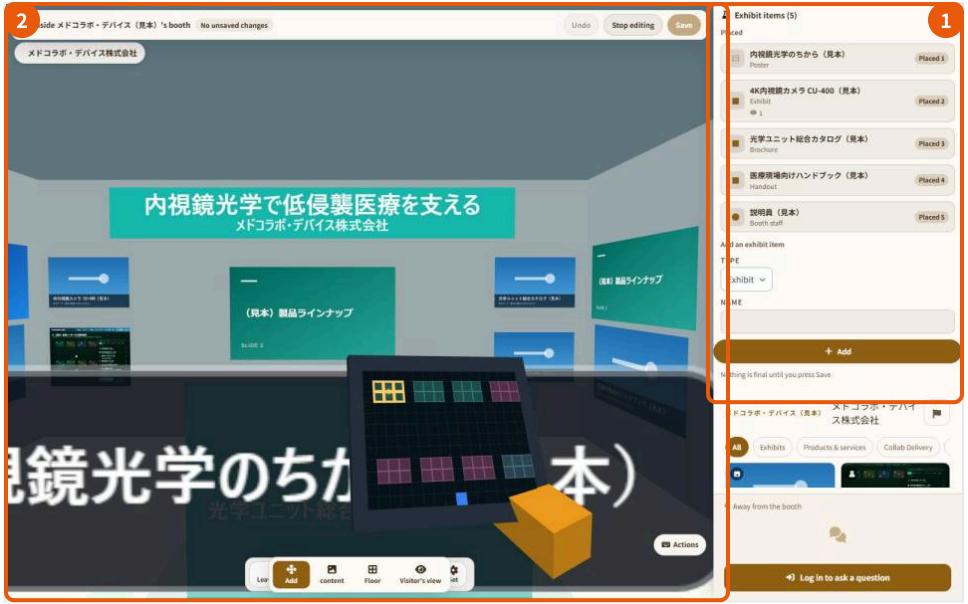
2

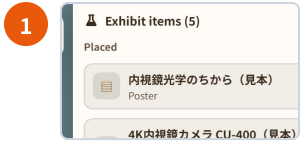


The list

Every playlist you have made.

Arranging the inside of your booth in 3D





What you have

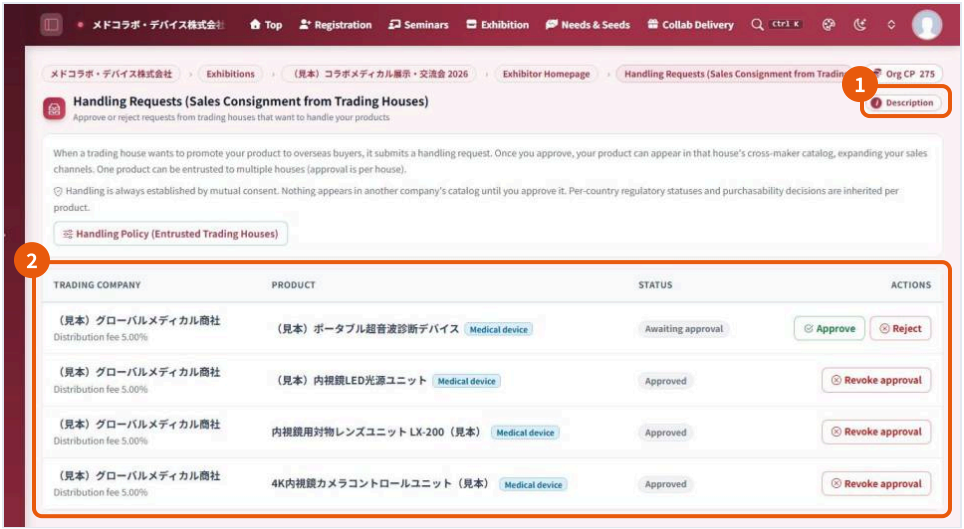
Everything registered as a radar exhibit appears here, with "not yet placed" against those without a position. Press one to choose it.



When a wall is full

If the chosen wall has no space the item goes to an automatic spot; nothing disappears.

Inbox for distribution requests (approve or reject)



1



How consignment works

A trading house applies to handle your product when it wants to sell it abroad.

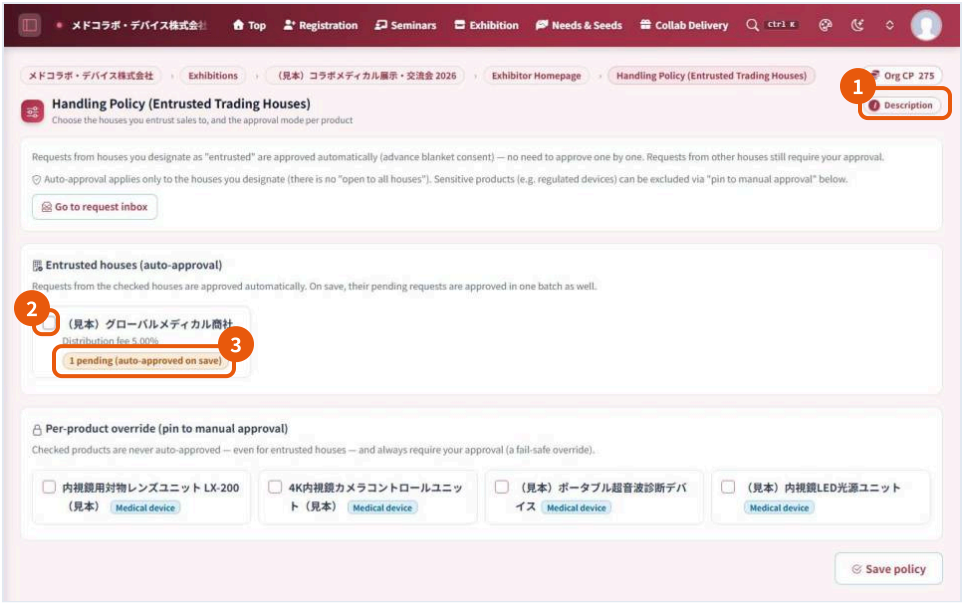
2



The applications

Which house, which product and in what state.

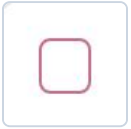
Distribution policy (default trading company and per-product overrides)



1 

What delegation means

Applications from a house you name as trusted are approved automatically.

2 

Ticking a trusted house

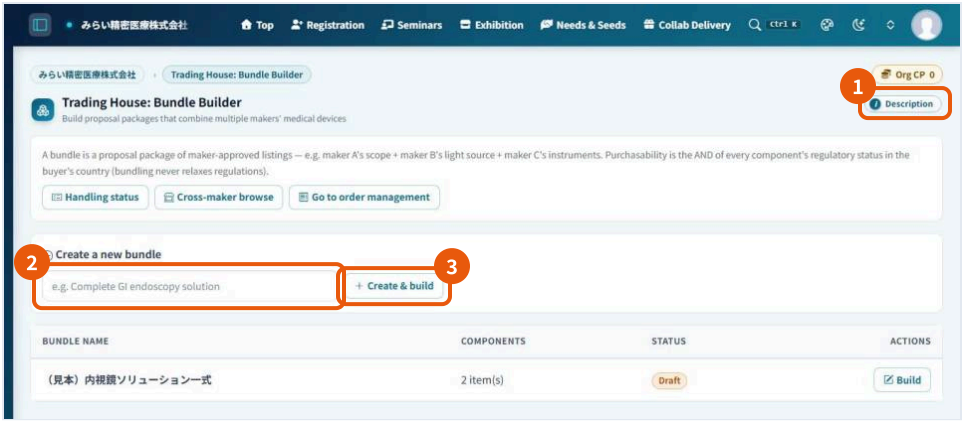
Tick the houses to which you delegate automatic approval.

3 

The waiting badge

Saving approves every waiting application from that house at once.

List of bundles and creating a new one (trading company)



1 **Description**

What a bundle is

A proposal package made only of handlings the makers have approved.

2 e.g. Complete GI endoscopy solution

Name the bundle

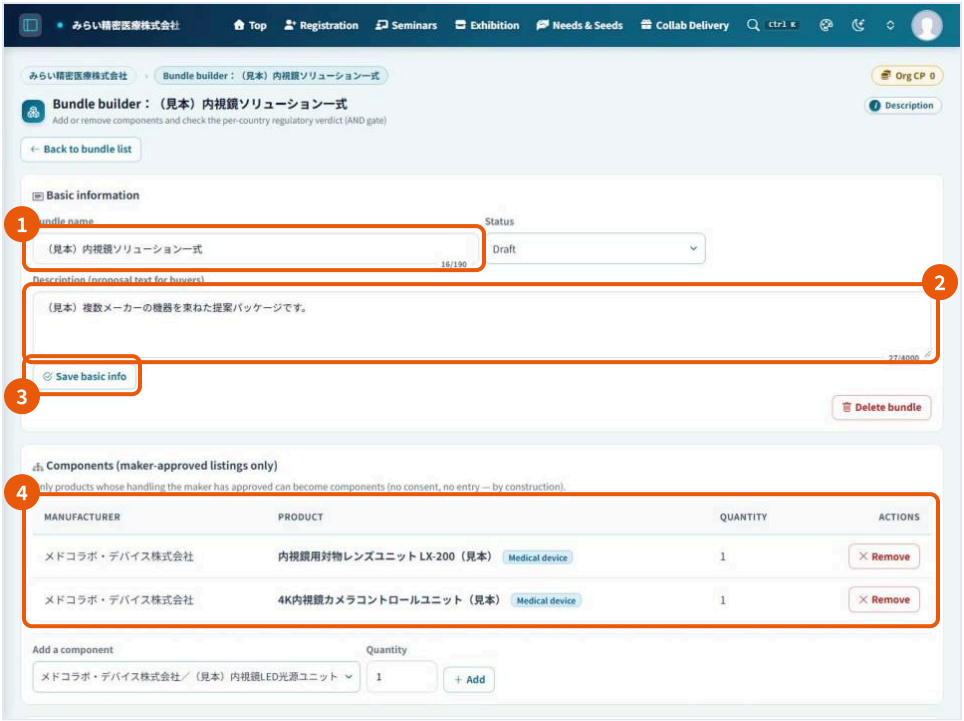
For example, a complete gastrointestinal endoscopy solution.

3 **Create & build**

Create it and start assembling

A draft bundle is created and you go straight to adding components.

Building bundles and the regulatory AND gate (buyer-country preview)



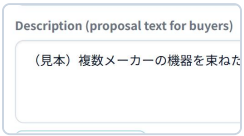
1



Bundle name

The name shown for the bundle. It is the face you present to buyers.

2



Description for buyers

Write the case for the bundle.

3



Save the basics

Saves the name, the status and the description.

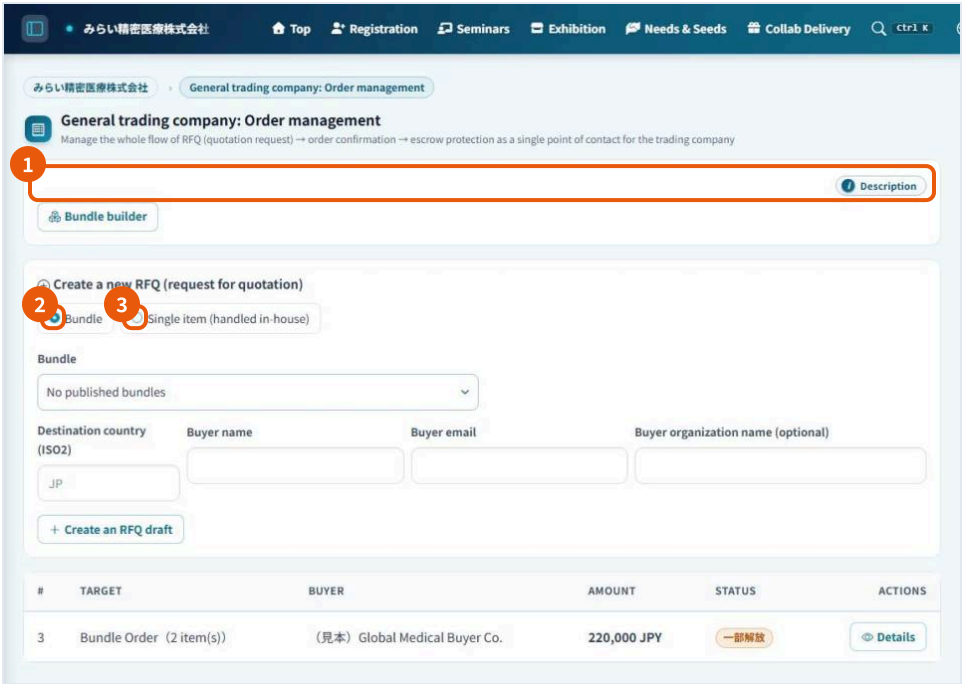
4



Components (only maker-approved ones)

The list of what is in the bundle.

Order management: drafting an RFQ (single point of contact on the trading company s…



1



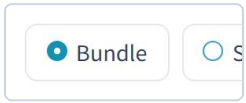
One point of contact
The trading house is the sole contact for the overseas buyer.

2



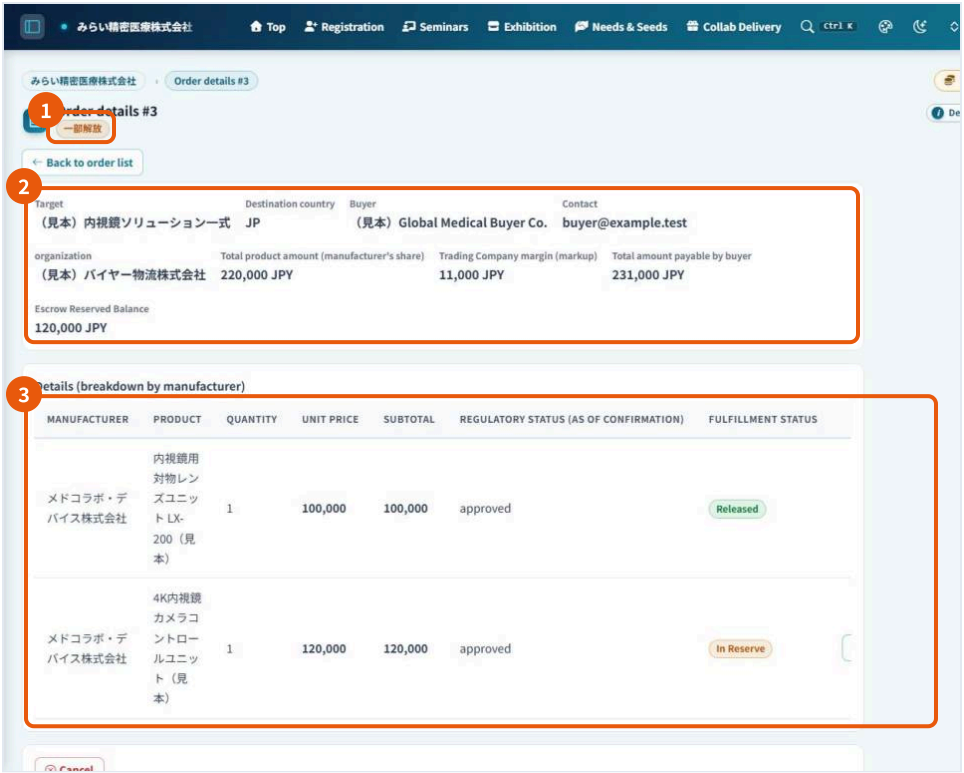
Target: a bundle
Choosing a published bundle itemises only the components cleared by the gate.

3



Target: a single product
Choose this to order only an approved handling from one maker.

Order details: confirming (escrow) and staged release by manufacturer



1



State of the order

Draft, submitted, quoted, then confirmed and held in escrow.

2



How the money breaks down

Three lines: goods total, the house's margin, and the buyer's total.

3



Lines, by maker

Maker, product, quantity, unit price and subtotal.

If you need help

- Use "i Description" at the top right of a screen to see how that screen works.
- Use "Contact" at the bottom of the screen to reach our staff.
- The latest version of this guide is at https://cpk.jp/manual/exhibitor