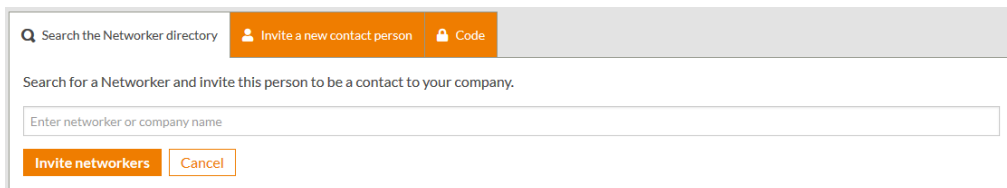


## For exhibitors: add a contact person to your exhibitor entry

You can add co-workers as contact persons to your exhibitor entry when they have a networker profile in the ITB Networker Directory.

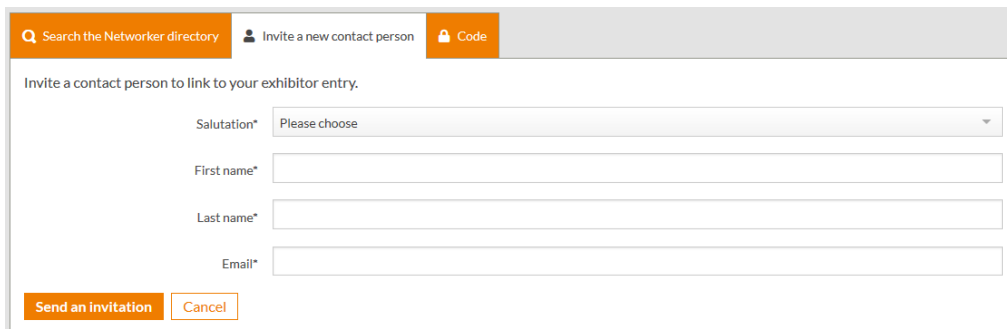
[Log in](#) to the exhibitor area at the Virtual Market Place® and go to “Contact persons”. There you will find 3 different options:

1. Under the first tab you can search **the Networker Directory** for existing profiles and send out an invitation.



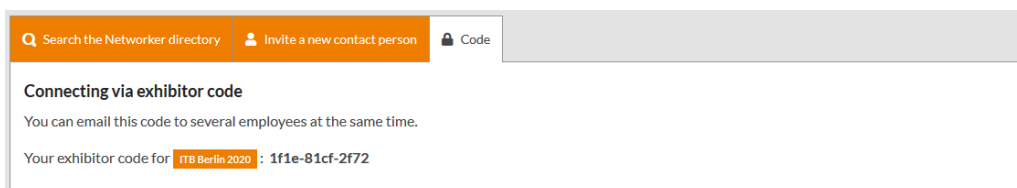
The screenshot shows the 'Search the Networker directory' tab selected. Below the navigation bar, there is a search prompt: 'Search for a Networker and invite this person to be a contact to your company.' A text input field is provided with the placeholder 'Enter networker or company name'. At the bottom of the form, there are two buttons: 'Invite networkers' and 'Cancel'.

2. If you cannot find the person you are looking for in the Networker Directory go to the next tab and type in the name and email address directly.



The screenshot shows the 'Invite a new contact person' tab selected. The form is titled 'Invite a contact person to link to your exhibitor entry.' It contains several input fields: a dropdown menu for 'Salutation\*' with 'Please choose' selected, and text input fields for 'First name\*', 'Last name\*', and 'Email\*'. At the bottom, there are two buttons: 'Send an invitation' and 'Cancel'.

3. If you want to **invite more than one person simultaneously**, copy the following code and text in an email and send it to them:



The screenshot shows the 'Code' tab selected. The form is titled 'Connecting via exhibitor code'. It contains the text: 'You can email this code to several employees at the same time.' Below this, it displays the exhibitor code: 'Your exhibitor code for **ITB Berlin 2020** : 1f1e-81cf-2f72'.

With this code you can link your networker profile in the ITB Virtual Market Place with the exhibitor entry and appear as a contact person of the company.

If you already have a networker profile log in, go to „Edit profile“ and type in the code at „Link to exhibitor“. If you don't have a networker profile yet, register at „[MyITB](#)“, create a profile and follow the same procedure as above. Once you have provided the code, you will be automatically linked to the exhibitor entry. Make sure that your networker profile is visible online.