

## The home page of the HK

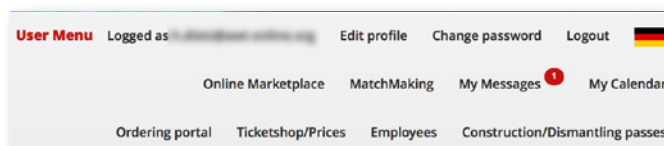
### New ways for exhibitors to prepare for the congress

www.hk-awt.de

#### 1. Registration and Login

If you are already registered as an exhibitor at the HeatTreatmentCongress, you will have received your login details by e-mail and you can use these to log in, in the »Login« section.

After logging in, you will now find the extended user menu.



You can complete and edit your exhibitor profile under »Edit Profile«.

#### 2. MatchMaking

MatchMaking is available to all exhibitors and registered visitors and offers you options for optimally planning your time at the congress:

##### Matching interests

After logging in as an exhibitor, you will find visitors, whose interests/categories match those you have specified under »Edit profile«, in the »MatchMaking« section.

Now it's your turn!

##### Messaging function

The »MatchMaking« section allows you to send **messages to visitors**. You will be informed about incoming messages by e-mail. Additionally, while you are logged in, a notification will be displayed on your screen whenever you receive a message.

Your online conversations will be listed under the menu item »My Messages«.

##### Online appointment management

Once you are logged in, you can use the online appointment function in the »MatchMaking« section to **send visitors an appointment request**. Appointments will be displayed under »My Calendar«, where you also have the option to edit them. This function allows you to arrange appointments with interested visitors during the congress, before the HK starts.

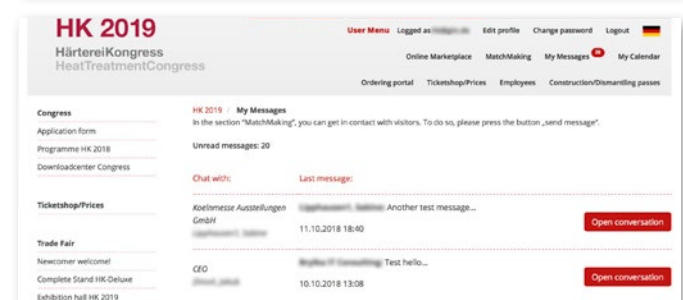
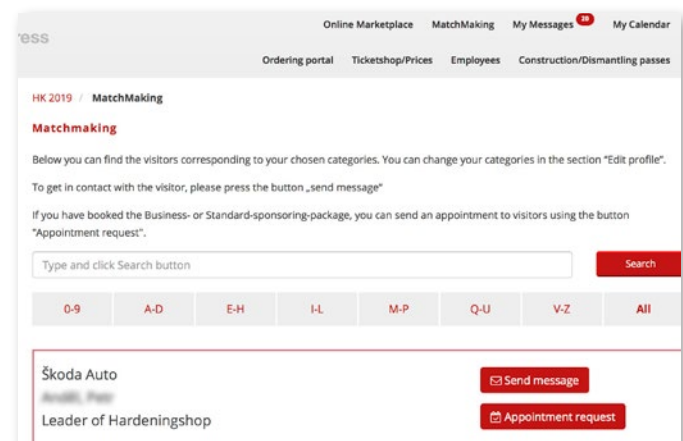
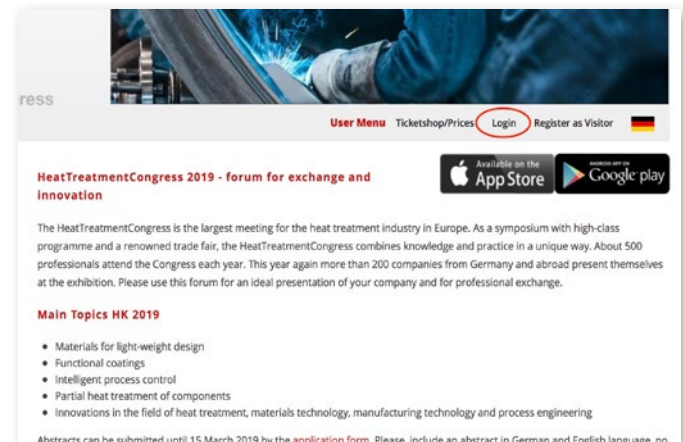
Visitors also have the opportunity to send you **appointment requests** for the duration of the congress. Should your appointments clash, you have the option to send a visitor a change of appointment.

You will only be able to take advantage of these functions if you book either the »Premium« or the »Business« sponsorship package. All sponsorship options can be booked on the website under »Sponsorship« in the left menu.

Find the HK App  
at App Store  
and Google play

HK 2019

HärtereiKongress  
HeatTreatmentCongress  
22nd – 24th October 2019  
Cologne Trade Fair



Book your sponsorship package online!

## My Calendar

The »My Calendar« section is your scheduling tool for the HeatTreatmentCongress!

All the appointments you have arranged in the run up to the congress in Cologne are displayed here.

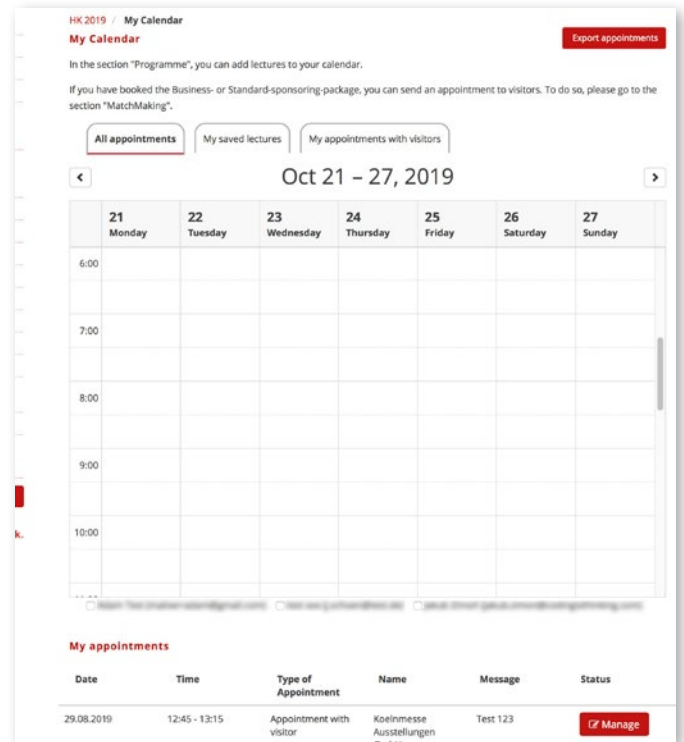
The calendar allows you to **arrange appointments with visitors** who are displayed in your MatchMaking section, that is, those visitors who have the same areas of interest as you.

You can also message exhibitors and arrange appointments with exhibitors who are not displayed in your MatchMaking section by using the index of exhibitors or by adding an exhibitor to your favourites.

You can also **add presentations in the congress programme** to your calendar.

You can do this by clicking on »Programme HK 2019« in the navigation on the left. Next to each presentation, you will see a red button »Add presentation to My Calendar«.

You can transfer the appointments you have scheduled to your Outlook calendar. To do this, go to »My Calendar« and click on »Export events«. A new calendar will then be displayed in your Outlook.



## Online Marketplace

The Online Marketplace is the new information platform on the HK website.

As an exhibitor or co-exhibitor, you can present industry news and products on the HeatTreatmentCongress website and place job advertisements. To do this, you need the »Business« or »Premium« sponsorship package.

All previously published articles and products are displayed in the Online Marketplace overview. Visitors can filter which articles they want to see by using the functions »News«, »Products«, »Offers« and »Job advertisements«.

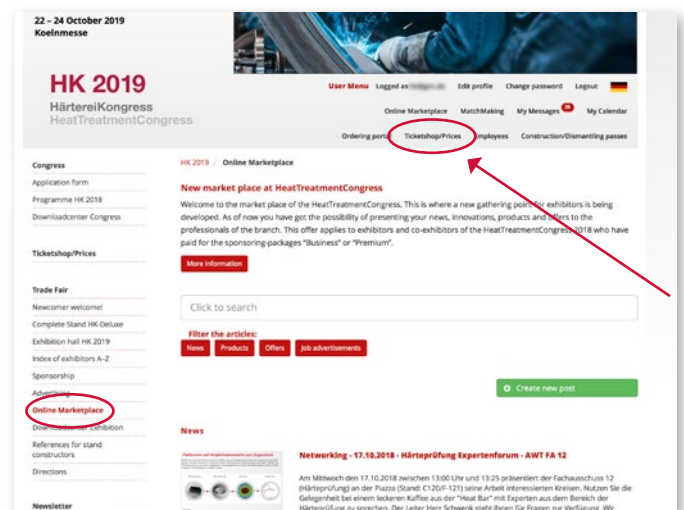
### How to create new articles

Using the »Publish new article« feature you can create your own articles to share news, present products and place offers and job advertisements.

By selecting a category, you can ensure that your post is assigned directly to your industry. Registered visitors can get in touch with you directly via the website and find out more about your articles and the products you offer. You will be informed about incoming messages by e-mail. Additionally, while you are logged in, a notification will be displayed on your screen whenever you receive a message.

### Creating employee accounts

Under the »Employees« menu item, you will find a green »Add an employee« button. Clicking the button allows you to create and manage login details for your employees/colleagues. Your employees will receive their own account and calendar (but without access to the Order Portal and Ticket Shop).



## 3. Free Tickets

**Clicking »Ticketshop/Prices« you directly get into the ticketshop. You will find the free tickets reserved for your stand personnel there to download!**