

EZONE HELP SHEET

Still need a little extra assistance? Contact us on +44 (0) 207 579 4860

WELCOME TO THE EZONE MANAGE YOUR COMPANY'S ONLINE PROFILE

Make the most of your presence on our website with this explanation of the modules available to you in the EZONE. If you are unsure which profile status you have; 'Standard, Enhanced or Power,' please review your Exhibitor Overview Sheet, sent to all main organising contacts.

Don't have a copy of this? Call us on +44 (0) 207 579 4866

STANDARD

ENHANCED

POWER

THE HOME PAGE & CHECK LIST

Your EZONE has a home page which includes a Check List of all the different modules that your profile status includes. The Check List indicates which modules you have entered information into. You can click on the links in the check list or at the top of the EZONE to edit each module.

STANDARD

ENHANCED

POWER

Product Categories

On entering the EZONE if you have not completed your company product categories you will be prompted to do so. **You will need to do this before you have access to the rest of your online profile.**

Choose the company categories most applicable to your company's business. This will allow visitors to search the exhibitor list by product, and encourage them to visit your booth at the exhibition.

STANDARD

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POWER

Online Profile

You have up to 25 words for your company profile. Use this space to summarise what your company does.

Online Profile

You have up to 100 words for your company profile. Use this space to summarise what your company does.

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Contact Details

Fill in your company's contact details including website. Be sure to fill in as many details as possible making it easier for others to find you.

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Upload a Logo

Upload your company logo. You can use either .EPS, or high resolution JPEG. No wider than 125 Pixels wide and should not have a transparent background.

When you upload your logo please rename the file 'Logo_Company Name'

If you have trouble uploading your logo, email it to us and we will upload it for you.

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Approvals

Display any approvals or certifications on your profile, such as approvals from regularly authorities or manufacturers.

Click on "add a new entry" and complete the form details. You can also upload your certification documents if you wish. You will be able to re-order your approvals once you have uploaded them

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Capabilities

List your capabilities across a range of aircraft type and product categories.

Click on "add a new entry" and complete the form details. You will be able to re-order your capability listings once you have added them

In order to be as useful as possible to both you and our attendees, we would like you to be as thorough as possible. If you have a significant list of capabilities across a range of aircraft types, to save you time we have created a one page capability matrix for you to fill in and return. You will find this form as a downloadable file in the Capabilities section.

This file includes a matrix table of all the aircraft types and product categories available for you to select. You can simply place an X in the cells the match your capabilities and email it back to Lucinda at lucinda.springett@ubmaviation.com

We will then upload your capabilities on your behalf and you can simply check and amend them as necessary.

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Show Announcements

This is your opportunity to announce any events you might have planned to occur on your booth during the show. For example, a networking breakfast, product demonstration or open presentation about the services you provide.

Add the date, time and details of your event. The event will be displayed on your online profile. Standard exhibitors can list 2 events, Enhanced and Power exhibitors can list 4

The information you choose to display will also feed into a full Show Announcements page that attendees can view from the Visitor section of the website.

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Press Releases

Post press releases about your company's latest news, events, awards, products and other accomplishments. Click to add a new press release and complete the form

POWER

Video

You can now add your corporate videos to our website. You can upload a maximum of 3 videos.

Videos must be uploaded in the following formats; wmv, mpg, mpeg, avi, rm, asx, mov, mp4, 3gp, m4v. The maximum size for each video is 10Mb

Videos can be re-ordered after uploading

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Exhibitor Inbox

The Exhibitor Inbox is a way for our audience to contact you, without you having to add an email address to our website.

(This will prevent companies outside the aviation industry from adding your email to their spam lists.)

You will receive an email to your work address informing you that someone has left you a message