



# IMTM Exhibitors' Catalogue User Manual

Welcome to the IMTM exhibitors' catalogue user manual, please see a step-by-step guide that will take you through the process of uploading your exhibitor booth details to the IMTM printed and digital catalogue in the IMTM App.

- 1. Complete your personal exhibitor's registration
- 2. Receive confirmation via email with a personalized login link to the IMTM App.
- 3. Log in to the app and update your exhibitor's organization/company profile for the IMTM catalogue.

If you need any assistance, please don't hesitate to contact us at <u>imtm@ortra.com</u> and we will be happy to assist.

Looking forward to seeing you in Tel Aviv,

IMTM 2024 Secretariat



April 3-4 EXPO Tel Aviv

# **3-4 April** Expo Tel Aviv INTERNATIONAL MEDITERRANEAN TOURISM MARKET

### Tr 🗹

Please enter your personal E-mail address to enter the form.

#### E-mail address \*

tatyana@ortra.com

#### Next »



### Insert your email address



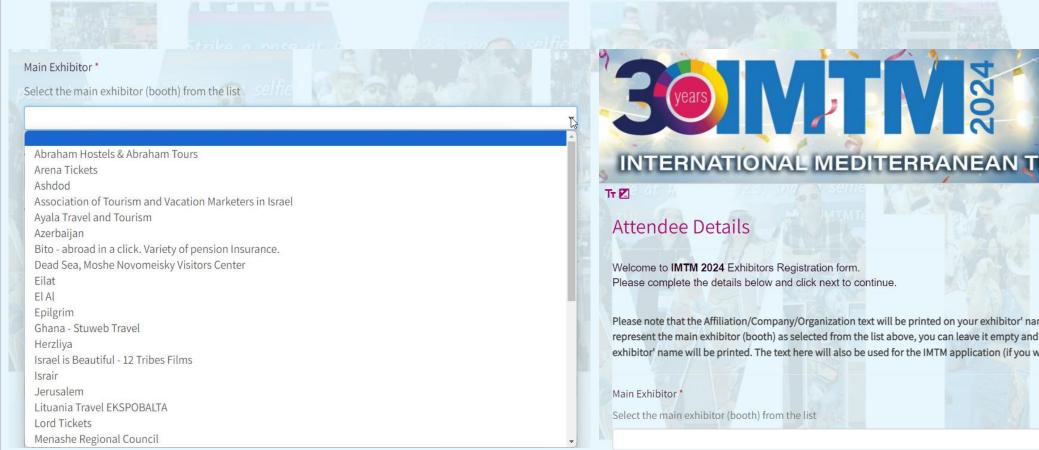






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### Select main exhibitor booth from the list



3-4 April Expo Tel Aviv INTERNATIONAL MEDITERRANEAN TOURISM MARKET

Please note that the Affiliation/Company/Organization text will be printed on your exhibitor' name badge. If you represent the main exhibitor (booth) as selected from the list above, you can leave it empty and then the main exhibitor' name will be printed. The text here will also be used for the IMTM application (if you will use it).

\* Names in the list are shortened for the internal use only

# **30 MTM**<sup>8</sup> 30

### April 3-4 EXPO Tel Aviv

# Attendee Details

Welcome to **IMTM 2024** Exhibitors Registration form. Please complete the details below and click next to continue.

Please note that the Affiliation/Company/Organization text will be printed on your exhibitor' name badge. If you represent the main exhibitor (booth) as selected from the list above, you can leave it empty and then the main exhibitor' name will be printed. The text here will also be used for the IMTM application (if you will use it).

#### Main Exhibitor \*

Select the main exhibitor (booth) from the list

ORTRA

#### Affiliation/Company/Organization \*

Ortra Sub

#### Contact Person Status\*

Please indicate here if you are the authorized representative of the main exhibitor or one of the sub exhibitors to upload materials and information for the exhibition catalog and web site

- Not authorized
- Authorized representative on behalf of the main exhibitor
- Authorized representative on behalf of a sub exhibitor

# Update the relevant fields with the exhibitor's name

## Type Sub exhibitor's affiliation

\* If you represent main exhibitor, please type in your affiliation



Tatyana	
Last name *	
Pinski	
E-mail address *	
tatyana@ortra.com	
Position / Job title *	
Manager	1
Country or Region *	
Israel	
Mobile phone *	
Subscribe to receive ITN online magazine and newsletter *	
<ul> <li>I am interested in subscribing.</li> <li>I am not interested in subscribing.</li> </ul>	
Please note that the mobile phone number you entered in this form may be used by the organizers and/or Ortra sending SMS messages before and during the event.	for
□ I am not interested in receiving email updates as specified above.	

Please note that the information you entered in this form may be used by the organizers and/or Ortra for sending further updates before and during this event.

□ I am not interested in receiving updates.



# Click "Submit" once done



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# **3-4 April** Expo Tel Aviv

# Thank you

- Thank you for registering for the IMTM 2024.
- The registration process is complete.
- You will receive a confirmation email shortly.

When the process is complete, you will receive a confirmation email

# 

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You will receive an email inviting you to log in to the IMTM APP to update the exhibitor's information for the catalogue. Click on the link and go to the APP

#### Hi Tatyana

#### IMTM 2024 APP

To maximize your exhibition experience, we invite you to log in to the IMTM app. Get networking opportunities with visitors, exhibitors, and hosted buyers, schedule meetings, browse the exhibitors' catalog, and view the IMTM events/presentations/conferences.

IMTM APP is available from your computer, tablet, iOS, and Android devices.

- 1. Login and update your profile. Upload your photo and links to social media.
- 2. Join the IMTM community: Learn who's attending and pinpoint potential connections.
- 3. Socialize: Communicate with fellow attendees.
- 4. Schedule meetings: Set time and place for your meetings onsite.

5. Plan your visit: Browse IMTM conferences and seminars and plan your day.



Share this on your social networks and get your appointments rolling.

Exhibitors: Please urgently submit your logos and material in the APP

Should your material not be submitted we cannot guarantee that your logo will appear in the digital catalogue and APP.

The sooner you upload all of your information visitors and other exhibitors will be able to contact you, and you will be able to start enjoying the networking and B2B opportunities.

You're getting this message because your Ortra Ltd. account is connected to this email address.

Manage your settings to control email updates, unsubscribe from similar emails from Ortra Ltd., change your contact details, privacy settings, and other settings. Ortra Ltd., 94 Yigal Alon St., Israel



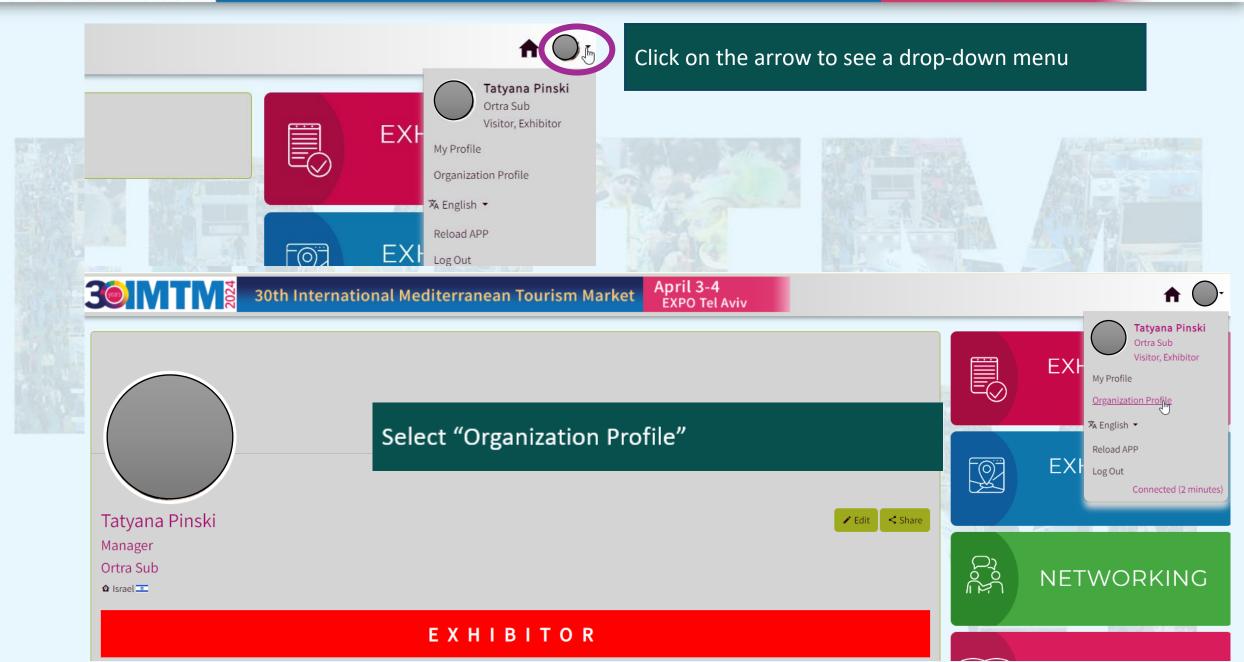
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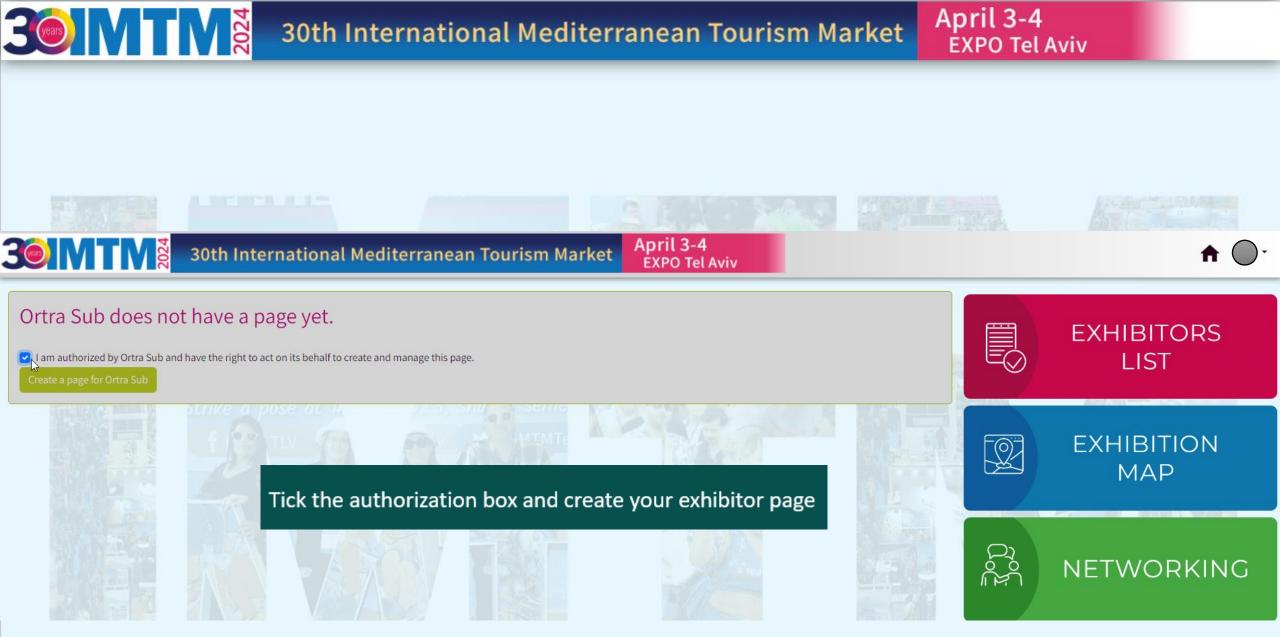




Continue with your personal name and login set at registration

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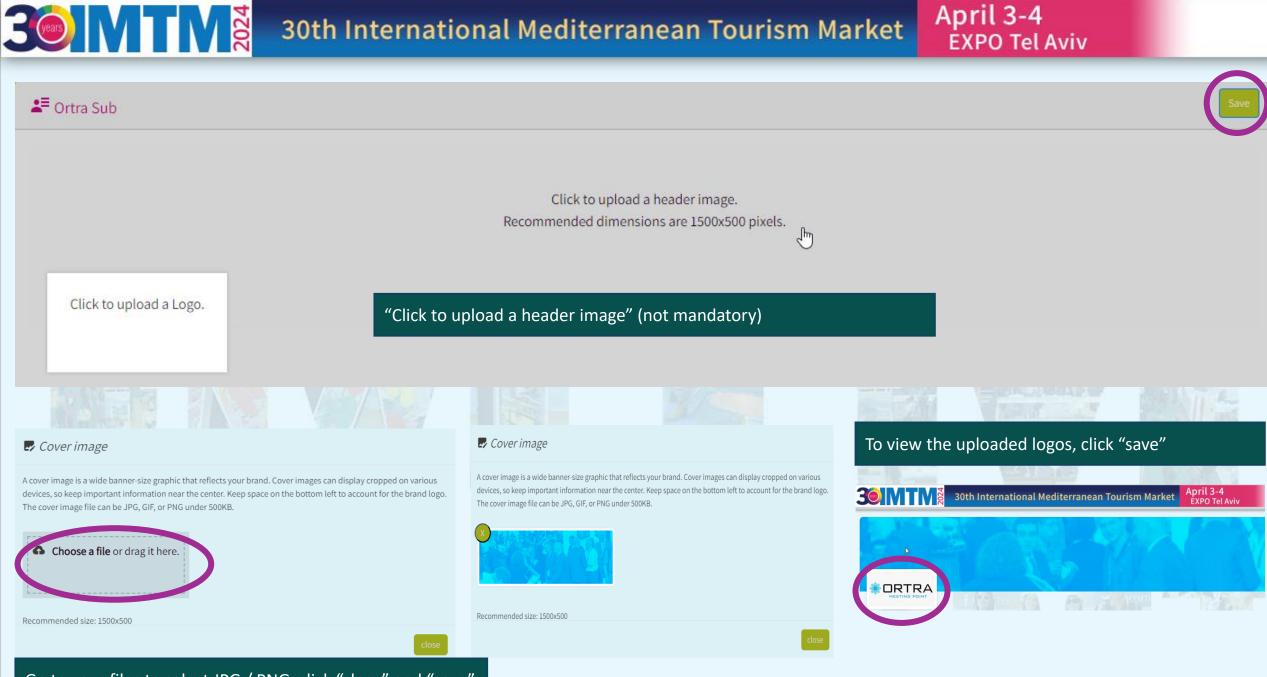






# April 3-4 EXPO Tel Aviv

30th International Mediterranean Tourism Market EXPO Tel Aviv	<b>30th International Me</b> Select picture area to show
0     0       LEADS     0       MEETINGS	LEADS
Click to upload a header image. Recommended dimensions are 1500x500 pixels. Click to upload a Logo.	
Also known as Optional alternative organization name Click "Upload Logo"	Optional alternative organization name Cancel Save Description
30th International Mer Logo	Go to your files to select JPG / PNG, scroll down and click "Save"
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Organize New folder       B + I       Image: Construction of the construction	Ortra Sub GENERAL DETAILS CONTACT DETAILS LINKS AND FILES 1 TEAM
Go to your files to select JPG / PNG, click "save"	



Go to your files to select JPG / PNG, click "close" and "save"



## April 3-4 EXPO Tel Aviv

La Ortra Sub			
Click to upload a header image. Recommended dimensions are 1500x500 pixels.			
Also known as Optional alternative organization name			
Description If you're considering where to hold your next international event, look no further than Israel. With sites of interest, world-class facilities, not to mention unique holy places, it makes for a once-in-a-lifetime conference experience. All you need is a fully committed local partner to make it happen that partner is ORTRA.	Please keep track of the system confirmations "saved successfully"		
326 characters. Maximum 2,000 characters.			
Slogan Your Event IS Our Business			
A short slogan up to 55 characters, including spaces			
Website www.ortra.com			

✓ Saved successfully

Add "Optional name", "Description", "Slogan", and a web site. Once done, click "save"

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#### Add email, phone, address, and country of the affiliation. Once done, click "save"



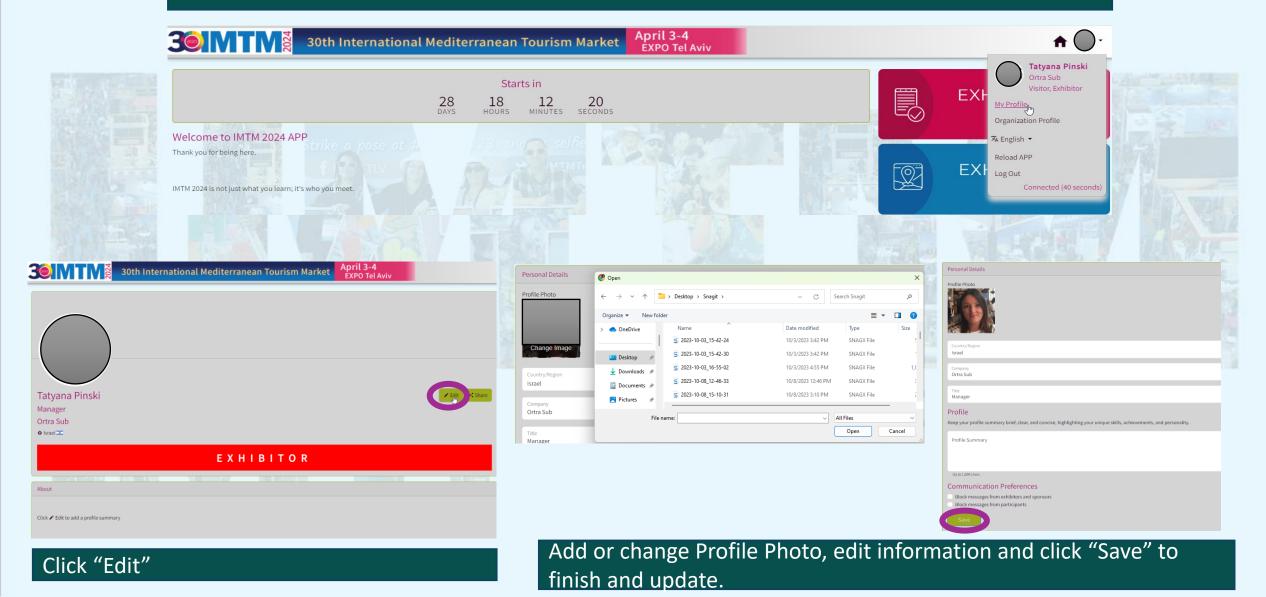
🗢 Links				Save
File type Auto	Link title	Link URL		
Add link Delete	e link			
Files				
File Type Image				
File title File 1				
▲ Choos	e a file or drag it here	Max upload size:1MB Add file Delete file		

Go to Links and Files and files to connect social media, company website, videos and catalogue materials. Click "Save"



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### Go to "My Profile" to update your personal picture and information

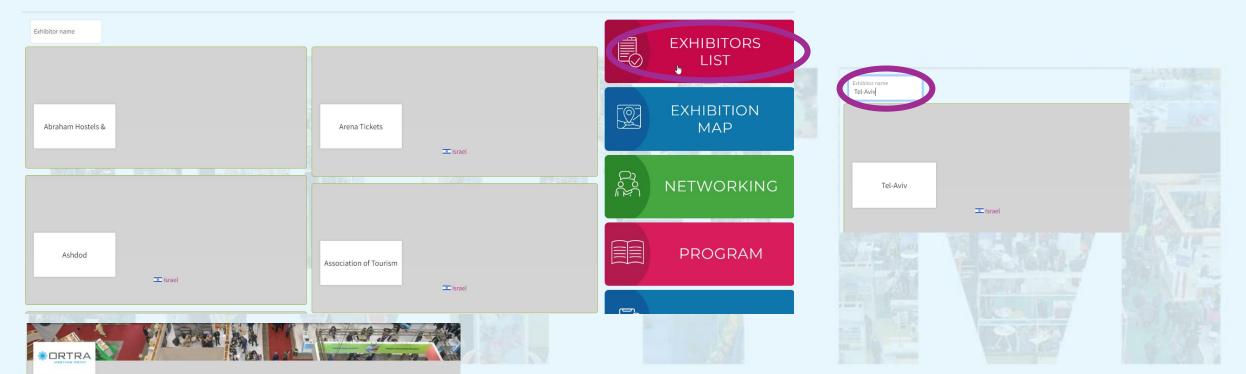


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#### Tap on "Exhibitors List" on the menu and the list will appear.

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Tap on "Exhibitors name" field and type the name. If this exhibitor available, it will appear.



#### Ortra

#### ORTRA is a premier Conferences & Events organizer known for delivering top-notch services and except

attendees receive not only a professional but also a memorable and enjoyable experience. We have a wealth of experience organizing all types of professional events, including academic, medical, and scientific conferences. We offer incoming tourism services and an in-house travel agency. Whether

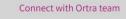
you need a one-stop solution for all your event planning needs or specialized expertise in a specific area, ORTRA is your go to choice for creating unforgettable events.

Sector: 50+ Tourism, Activity Holidays, Adventure Travel, Business Travel, Cultural & Heritage Tourism, DMC / Tour Operator, Events and Conference Management, Incentive Hotel, Luxury Travel, Outbound Travel Agent, Professional / Convention Organiser, Religious Tourism, Sport Tourism, Venue Finding / Site Selection Service, Youth Tourism

Product: Destination Management Specialist / PCO, Incentive / Team Building, Service Provider

Geographical Region: Middle East

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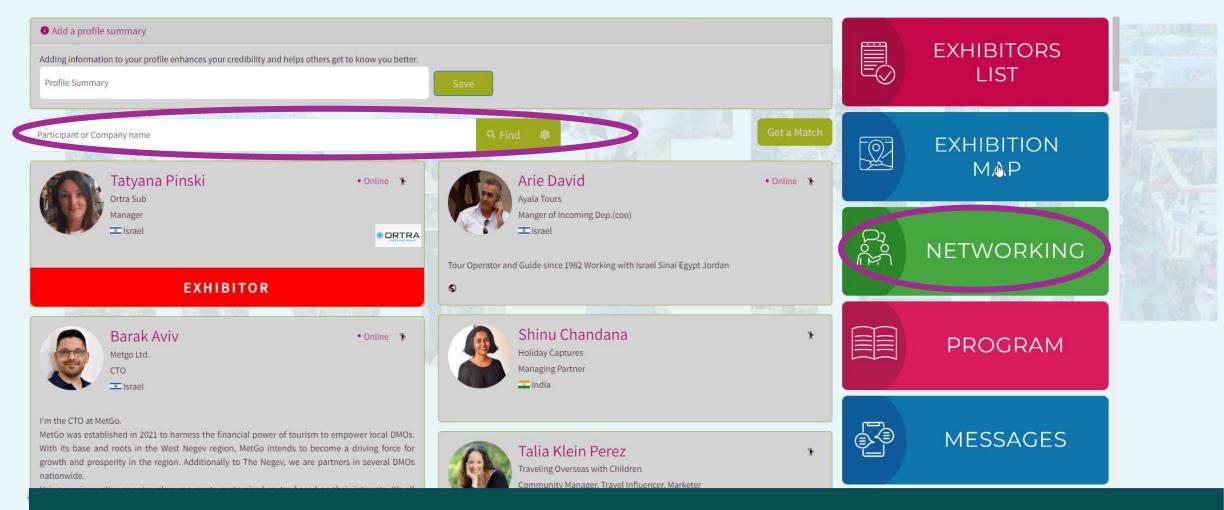
Example of the filled-in company profile as it is seen after the search.

If interested, select a company representative by clicking "Select". The contact window will pop up.

# 

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Tap on "Networking" on the menu tab. The list of Participants appears. Search for the name and send a message to network during the IMTM 2024.



Type a Participant or a Company name in the field above to run specific search.

# 

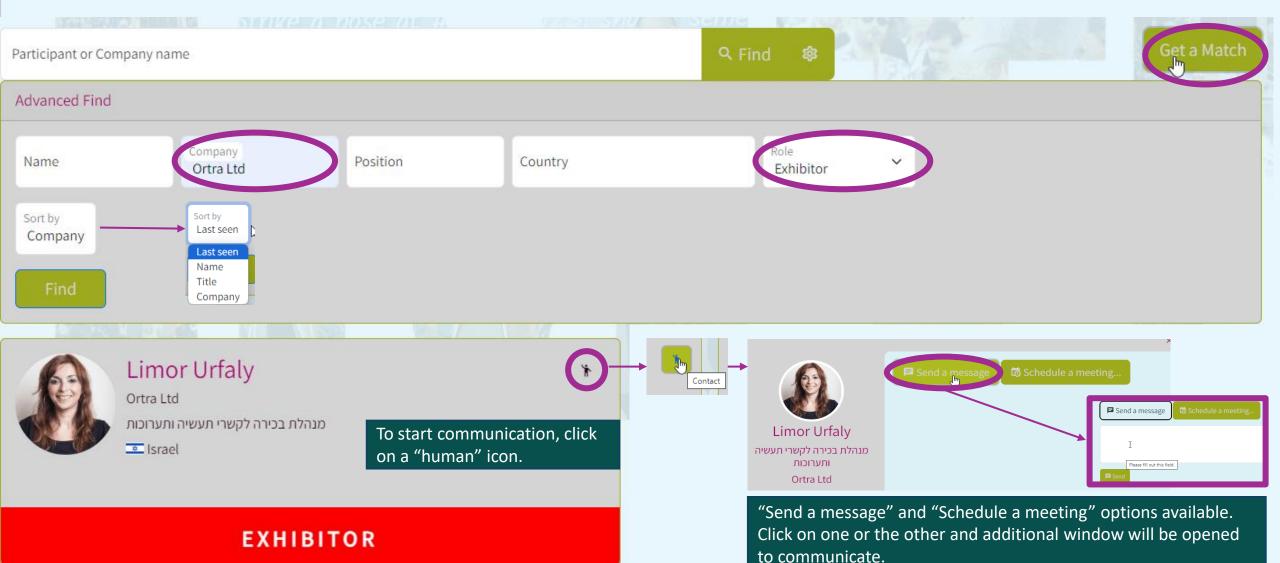
Please use extended search by clicking a gear sign. The drop down will appear with the fields: Name, Company, Position, Country, and additional list of roles for

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selection. You can type some or all of them. When selected, click the "Find" button. Get a Match 应 Participant or Company name Advanced Find Role Company Position Country Name  $\sim$ All All Chair Sort by Last seen Committee Exhibitor Invited Speaker Organizer Participant **Presenting Author** Press Tatyana Pinski • Online 🦌 \* Speaker Ortra Sub Sponsor Staff Manager :00) VIP Israel Visitor Tour Operator and Guide since 1982 Working with Israel Sinai Egypt Jordan EXHIBITOR 0

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Example of an extended search by combination of company and role. Name, Company, Position, Country, and Role could be all selected or some of them. A "Sort by" drop down allows to pick "Last seen", "Name", "Title", and "Company".



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# INTERNATIONAL MEDITERRANEAN TOURISM MARKET 3-4 April • EXPO Tel Aviv

For more information, please check our web site <a href="https://www.imtm-telaviv.com">https://www.imtm-telaviv.com</a>

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For assistance, please contact us by email at imtm@ortra.com