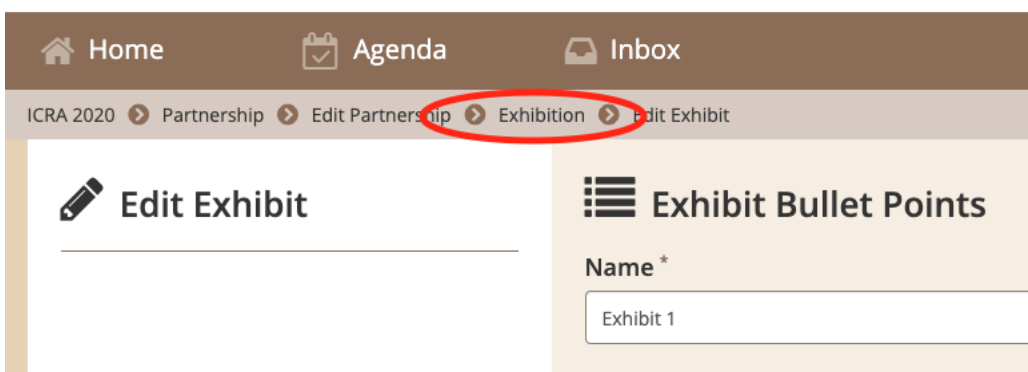


Procedure for Representatives

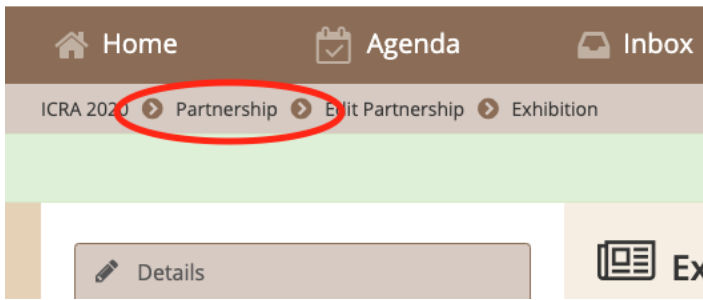
Please follow the steps below to inspect your entity's presence on the InfoVaya system.

- (1) Login to InfoVaya at <https://events.infovaya.com/login>
- (2) Click on “**Logging in for the first time?**” and follow the instructions to set your password.
- (3) Once you log into the system, click on your name (upper left corner).
- (4) In your personal page, you will see the entity that you are representing (you may have to scroll down).
- (5) Click on the logo to enter the entity's page.
- (6) Please inspect if the information shown is accurate.
- (7) Click on Edit if you wish to attach **handouts / flyers**. These must be PDF documents. You can upload up to 5 documents. To upload each document, please:
 - a. Click on Handouts (left hand-side column).
 - b. Type a title/label.
 - c. Locate and upload your document.
 - d. You can optionally add a short description. Longer text would not look good.
 - e. Click on SAVE.
- (8) If you are part of the **Virtual Exhibition** or the **Research Showcase**, you can also add your exhibits as follows:
 - a. Click on Exhibits.
 - b. Type a name for your product or service, then SAVE.
 - c. Add your bullet points and click SAVE.
 - d. Add your image and a short caption, and click SAVE.
- (9) Return to the edit page by clicking on “Exhibition”

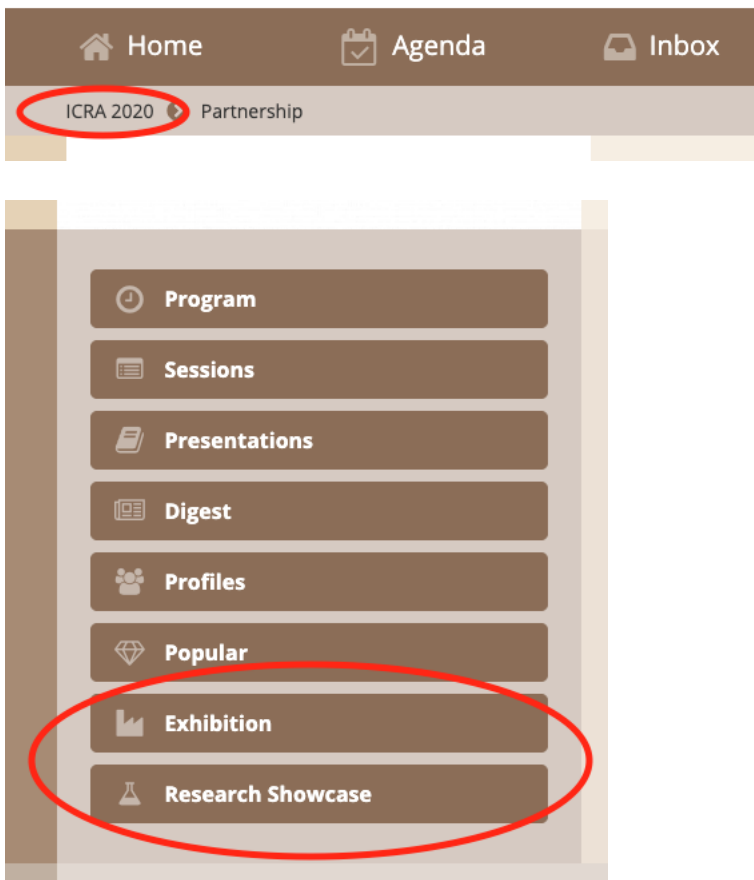


- (10) You can repeat steps (8) – (9) to add multiple exhibits [based on your agreement with ICRA2020]

(11) Exit the edit environment by clicking on “Partnership”



(12) To inspect your exhibits, click on ICRA 2020, then visit either the Exhibition (companies) or Research Showcase (research consortiums and labs).



(13) To edit your exhibits, click on the logo of your entity, which will take you to your entity’s page. You can then edit the exhibits following the same steps (8) – (12) as above.

Any questions, please feel free to email us at: helpdesk@delfys.com