



CONECTAMOS



CON EL MUNDO



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What is digital activation about?

Through the exhibitors' platform [Extranet](#) you will be able to manage your digital activation, which consists in:

- 
E- Directory: Company's visibility in the exhibitor directory on the website of the trade show that you are participating in.
- 
Virtual Stand: Recreate digitally your stand with the company's information, videos and contacts. This will be visible on the web page of the trade show that you are participating in.
- 
Virtual Showcase: showcase and exhibit your products in the ecosystem to which you belong on the econexia digital business and connections platform.

This guide will show you how to activate each of these modules through the Extranet

**Digital modules subject to availability depending on the trade show in which you are participating.*

Content

1 | How to access the Extranet

2 | E-Directory

3 | Virtual Stand

4 | Virtual Showcase

1.

EXTRANET - ACCESS TO THE EXHIBITORS' PLATFORM



Login to the platform: <https://extranet.corferias.com>
with your user and password.

*If you can't remember your password click on "I don't remember my password or I haven't activated my account", type your email in the window displayed to get the code and the step by step instructions to activate your account.

*If this is the first time that you log in, select "Register" and you will receive an email to activate your account.

The screenshot shows the login and registration interface for Corferias Bogota. At the top left is the Corferias Bogota logo with the tagline 'Centro Internacional de Negocios y Exposiciones'. Below the logo are two input fields: 'Username' with a person icon and 'Password' with a lock icon. To the right of the password field is a dropdown menu showing 'ES' and a green 'Login >' button. Below these fields is a link: 'I don't remember my password, or I haven't activated my account Register'. At the bottom of the interface is a large orange button labeled 'MANUAL ENTRY AND REGISTRATION PLATFORM'.

PLEASE NOTE: The user must be the same e-mail address registered in the contract as the responsible for the participation.

E-DIRECTORY AND VIRTUAL STAND ACTIVATION

Remember, when access to the platform, in the superior right corner you must select the trade show that you are participating in.



2.

E-DIRECTORY - EXHIBITOR PROFILE CONFIGURATION



To get your digital activation set up, the exhibitor profile must be completely filled out.

1. Go to **Exhibitor's Profile** and in the **Company Information** section complete the information.
2. In the **Virtual Shop** section, fill the data of the responsible of receiving the contacts from the people interested in the products that you are going to load in the virtual showcase.

Note: The files or images must not exceed 200kB

MARIA PERDOMO Corferias Servicios

Exhibitor Profile

Company information Virtual Shop Location

Catalog name* CORFERIAS BOGOTÁ

Description of your company Centro Internacional de Negocios y Exposiciones

Sectors* Eventos

Products* Eventos, ferias internacionales, congresos.

Web Site https://corferias.com/

The fields with * are not modifiable, please contact the commercial to update the data.

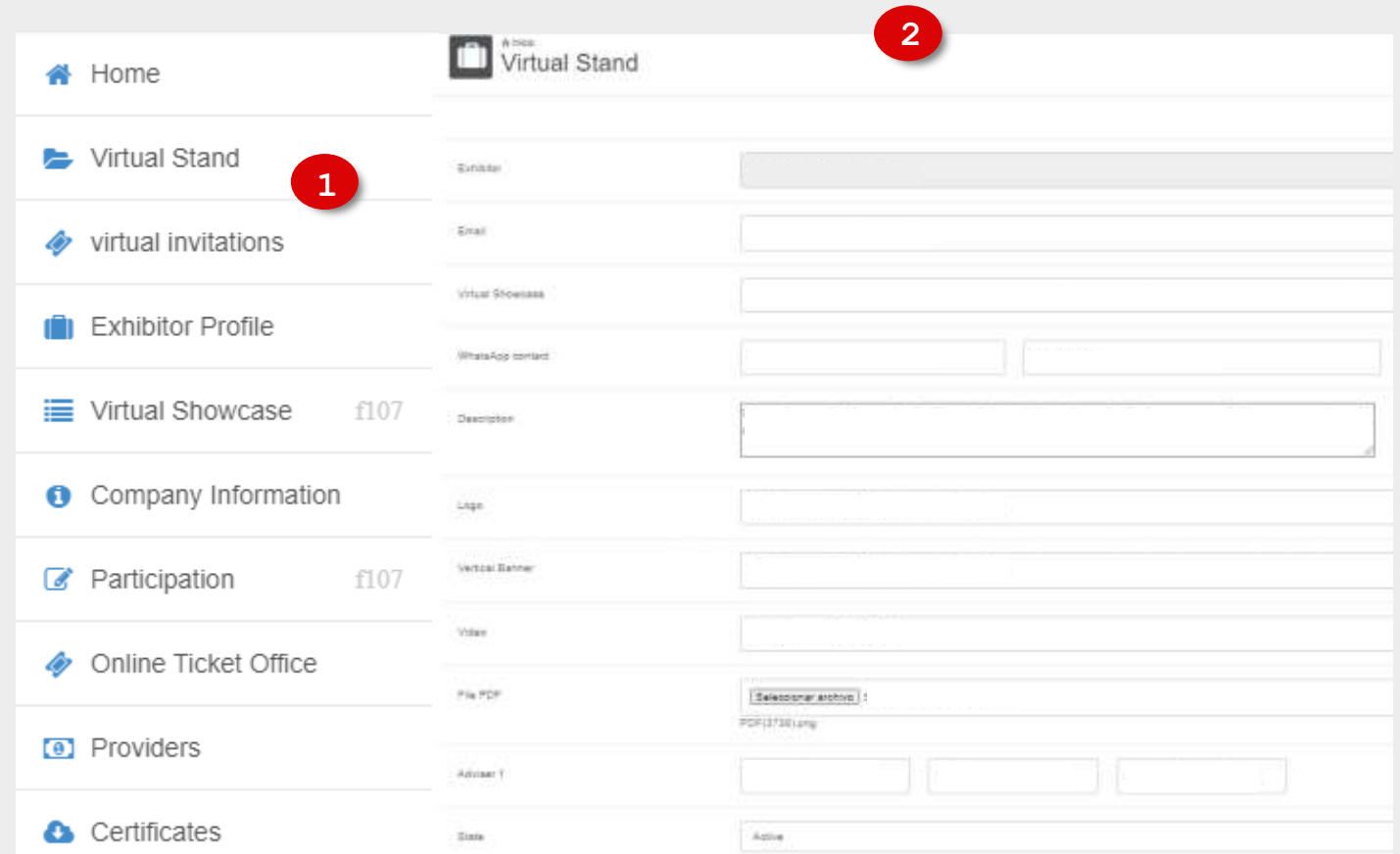
Update

3. VIRTUAL STAND



1. Select the virtual stand section.
2. Fill in the selected fields in the stand configuration and upload the files according to the specified dimensions.

Note: The files or images must not exceed 200kB.



Home	Virtual Stand
Virtual Stand	Exhibitor
virtual invitations	Email
Exhibitor Profile	Virtual Stalls
Virtual Showcase f107	WhatsApp contact
Company Information	Description
Participation f107	Logo
Online Ticket Office	Virtual Banner
Providers	Video
Certificates	File PDF
	Address 1
	Address 2
	Address 3
	State

VIRTUAL SHOWCASE ACTIVATION

You must select the **ecosystem** you belong to by changing the event in the upper right corner.



4.



VIRTUAL SHOWCASE – PRODUCT UPLOAD

1. Go to the **"Virtual Showcase"** module and select the general showcase or the one that is suitable for your products.

2. **New products:** In this section, you can load the amount of products corresponding to you.

3. Once the products are loaded, you will be able to manage them, and you will have the option to:

- Add or delete product images.
- Edit or delete products

The screenshot shows the 'Tienda Virtual' interface for Daniela Beatriz Vaisman Romero. The left sidebar contains navigation options: Home, Virtual Stand, virtual invitations, Exhibitor Profile, Virtual Showcase (highlighted with a '1'), Vitrina virtual general, Company Information, Participación, Online Ticket Office, Providers, and Certificates. The main area features a search bar, a 'Nuevo Producto' button (highlighted with a '2'), and a table of products. The table has columns for Index, Nombre, Num. Imagenes, and Estado. Two products are listed: 'Botan Foliar' (Index 1) and 'Botan Root' (Index 2), both with 1 image and 'Activo' status. Action icons (edit, delete, add image) are visible next to each product (highlighted with a '3'). A 'Siguiente' button is at the bottom right.

Index	Nombre	Num. Imagenes	Estado
1	Botan Foliar	1	Activo
2	Botan Root	1	Activo

Remember: The virtual showcase can be viewed through [ECONEXIA](#), digital platform for business and networking.

4.

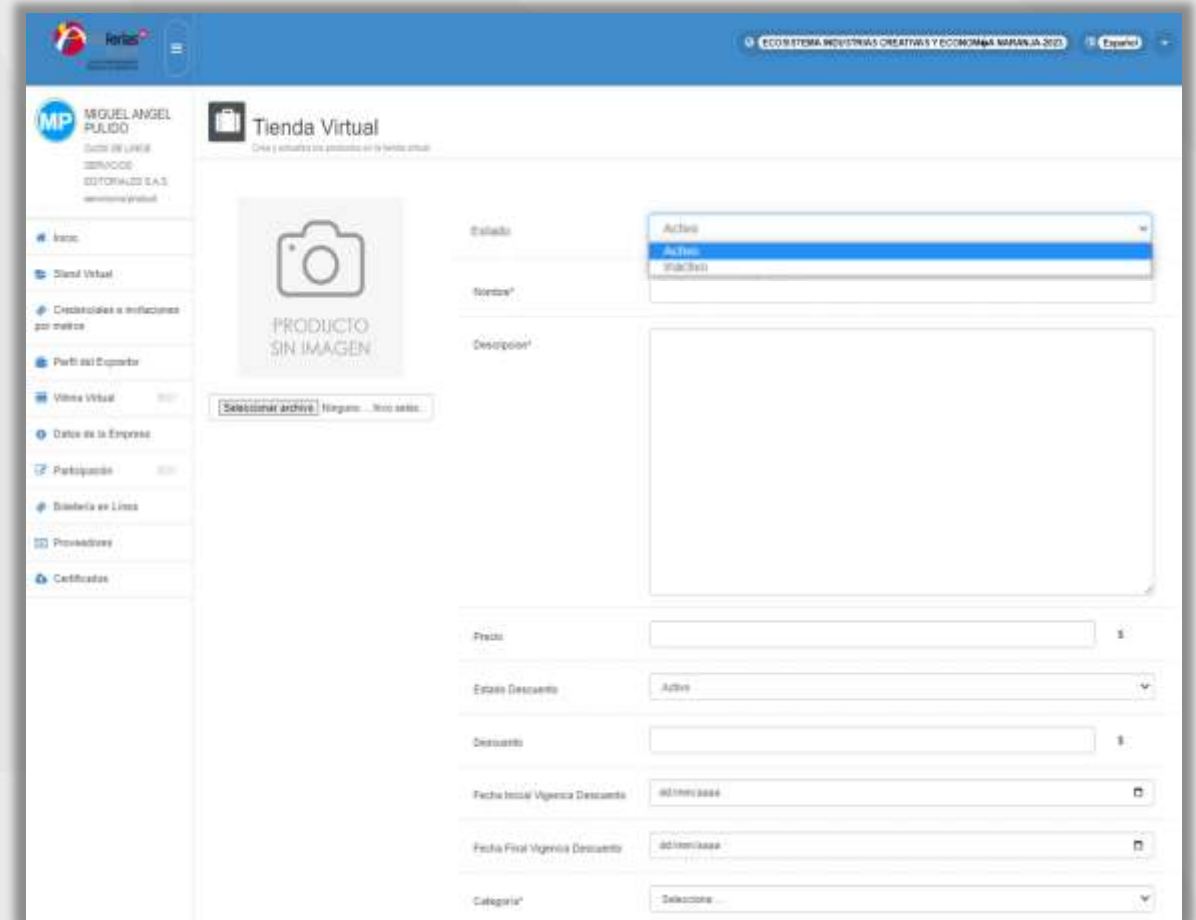


VIRTUAL SHOWCASE – PRODUCT UPLOAD

Afterwards, you will be able to fill in the information corresponding to the product you wish to upload and its images. Click on the section of each product to activate or deactivate it so that it can be visible or hidden in the showcase.

NOTES:

- The size of the images must be 800 x 800 pixels.
- The file name must not contain accents or special characters to allow uploading.
- Formats: JPEG, JPG, PNG Weight: Not to exceed 150KB





THANK YOU!

For questions or concerns, please contact us at
activaciondigital@corferias.com.