

Swipe  
Connect  
Meet  
Plan

**AOW** 

AFRICA OIL WEEK

a Hyve event

Official App  
Sponsor



# Event Networking Guide



# Accessing your Account

All you need to access your account is for your email address to be registered with Africa Oil Week, besides that, just follow the steps below.

## Enter your Email

This needs to be the email that you registered with for Africa Oil Week. If your email is not registered, contact the organiser or [info.africa@hyve.group](mailto:info.africa@hyve.group)



Enter the email address you provided when you registered for the event

E-mail

Continue



Enter the Badge ID you received in your welcome email when you registered for the event.

Badge / Registration ID

Claim Account



[Request a reminder](#)

## Enter your Badge / Registration ID

As part of registering for Africa Oil Week, you'll have received a unique Registration or Badge ID enter it to claim your account.

Requesting a Reminder will send you an email with your ID ([check your spam folder!](#))



Please create a password for your account and use this password the next time you log in.

Password

Login



## Create a Password

You'll use this password moving forward to access your account on Grip. You can always reset it in case you forget it.

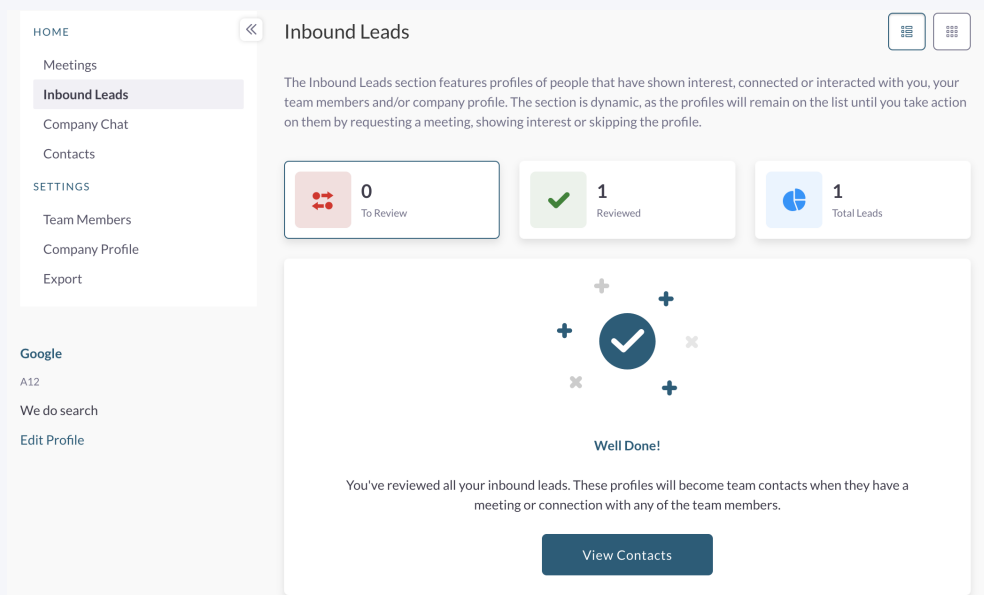
# Teams (Exhibitor & Sponsor Portal)

Teams is a critical element of the platform for exhibitors and sponsors. This page explains how to access it and some of its key features. You'll need to login on the web platform to create your Team.

## Powerful functionality for your Company

<p>HOME</p> <p><b>Meetings</b> ●</p> <p><b>Inbound Leads</b> ●</p> <p><b>Company Chat</b> ●</p> <p>Contacts</p> <p>ADMIN</p> <p><b>Company Profile</b> ●</p> <p>Account</p> <p>Export</p>	<p>All the meetings for you and your team members in a single overview</p> <p>Request meetings with all people that have viewed or expressed an interest in your company.</p> <p>Enable attendees to start a direct conversation with your company on the platform.</p> <p>Update your company profile to make sure it looks as great as it can be, add images a description and event specific metadata to make it appear across the platform as frequently as possible.</p>
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Your inbound leads are a great place to start, and continue checking before and during the event. At anytime you can see if an attendee views your company or any team members profile! You can add lead notes from the mobile app and view on the web platform post event.

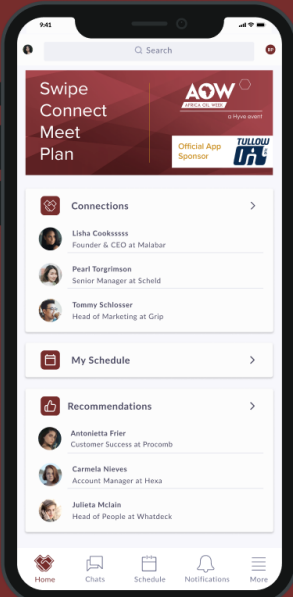


# Download the Mobile App

To get the most out of the Networking platform, you can download the Africa Oil Week Mobile app, available in the AppStore and Playstore.

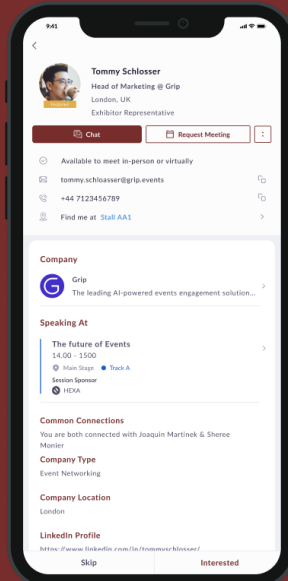
Follow the link from your welcome email on your mobile to download the app, and follow the login steps

The leading AI-powered event app



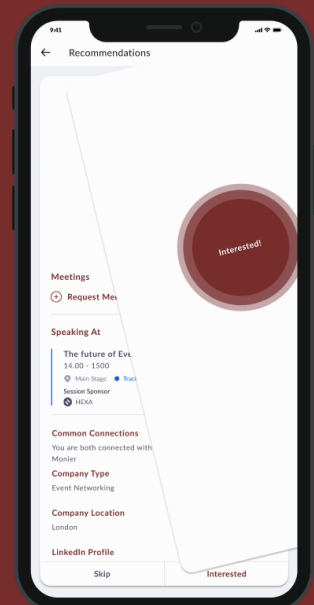
Discover other attendees of Africa Oil Week by using the AI powered recommendations

Tailored recommendations based on personal preferences



Start Networking by showing interest and requesting meetings!

Meaningful connections aligned with your professional goals



## PRO TIP

To get the best recommendations of people to meet and increase the chances that people accept your meetings one element is absolutely crucial: **complete your profile!**

Download the app early, ahead of the Africa Oil Week, you'll receive higher quality recommendations and you can start to plan out your event early.

# Networking

Connections and Meetings are a core element of a successful event experience. We've made this as easy as possible distilling it down to just 4 simple steps to get a calendar full of meetings:

- **Request**

Get recommendations, search and scroll through lists to request meetings for a time and date that works for you.

- **Accept**

Receive incoming meeting requests via notifications or in your email and accept them to have them synced to your personal calendar.

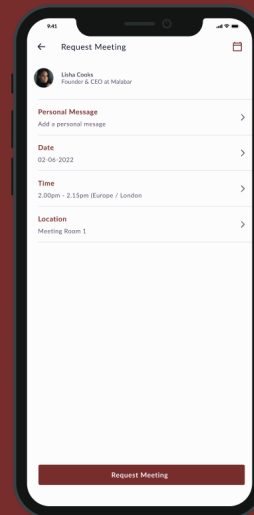
- **Meet**

Check the location on the mobile and turn up to your meeting! Running late? Just send your meeting partner a quick chat message via the App.

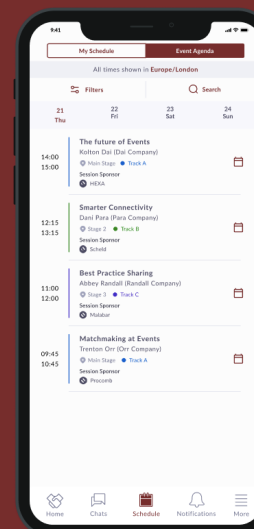
- **Rate**

Give anonymous feedback on your meeting with "Good", "Bad" or "Didn't Happen" and give a reason for your rating to qualify your post-event follow-ups.

Set-up quality face-to-face meetings during events



Have the entire event schedule at your finger tips



**PRO TIP**

Request your meetings in advance, and include a message with your request. A quick introduction will increase your chances of the meeting being accepted.

You can review your schedule at anytime, going to "my schedule".

