

## **EHRA EUROPACE 2011**

Madrid, Spain 26 June - 29 June 2011

# **Key4lead Information form**



## key4lead



#### **Lead gathering opportunities**

- Simple product to collect contact details during an event.
- Specially designed for :
  - ✓ Easily and quickly gathering a list of visitors to a booth, a symposium, or a sponsored session.
  - ✓ Qualifying the contact's information via « action code »
     Action code examples: to follow up immediately, is interested by , etc.
- The different steps :
- ☐ Before the event:
  - 1. Go to your account (or create your account) on key4events portal and place your order online.
  - 2. Assign each reader a name for easy identification.
  - 3. Configure your action codes for booth usage: (see the next page for more details).
- ☐ During the event:
  - 1. The sales staff should collect their badge readers which will be clearly identified at the badge reader desk
  - 2. On your booth, scan the badges of each participant or visitor,
  - 3. One or more action codes can be scanned to qualify more precisely the nature of the contact,
  - 4. At the end of each day, please go to the badge reader desk to download your scans
  - 5. Our team will upload the data every evening to your account
  - 6. From your account, you can download the full contacts details in a excel file or view aggregated statistics









### **Before the Event**

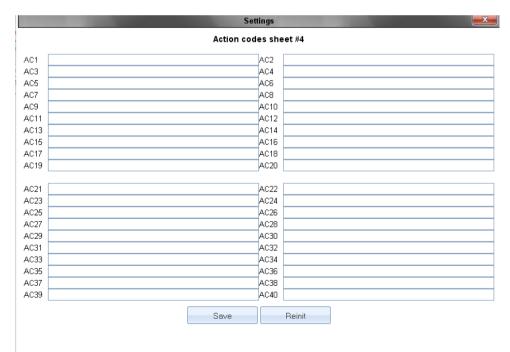


#### **How to customize your Action Codes?**



#### At portal.key4events.com, please do the following:

- 1. Login to your account
- 2. Go to "key4lead" tab
- 3. On the left side, select the Event
- 4. Click on "add an action code sheet"
- 5. Fill in your actions codes (action, name of products etc...)
- 6. Create as many lists as you need
- 7. Save your action codes list(s)
- 8. Link a badge reader to a list
- 9. Print it (must be a laser printer)



## **During the Event**



#### How to use the badge reader on site

- Scan the badge of a visitor **FIRST**
- SECONDLY scan one or more Actions Codes if needed



- Scan the next visitor
- Etc.





#### How to retrieve your data?



#### At portal.key4events.com:

- 1. Login to your account
- 2. Go to "key4lead" tab
- 3. On the left side, select the Event
  - Download your data as an Excel file
  - ✓ View your statistics and reports
  - ✓ Filter your contacts in order to send e-mails



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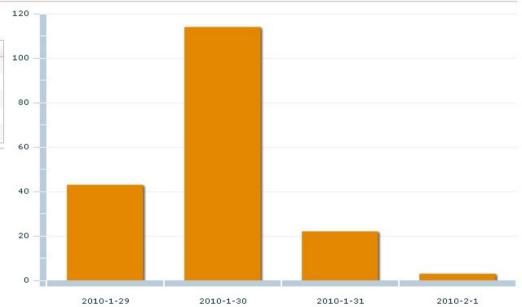




#### All scans

#### Global congress information

Day	Persons	Readers	Scans	
1/29/2010	40	2	43	
1/30/2010	108	2	114	
1/31/2010	20	2	22	
2/1/2010 3		2	3	
2	171	2	182	



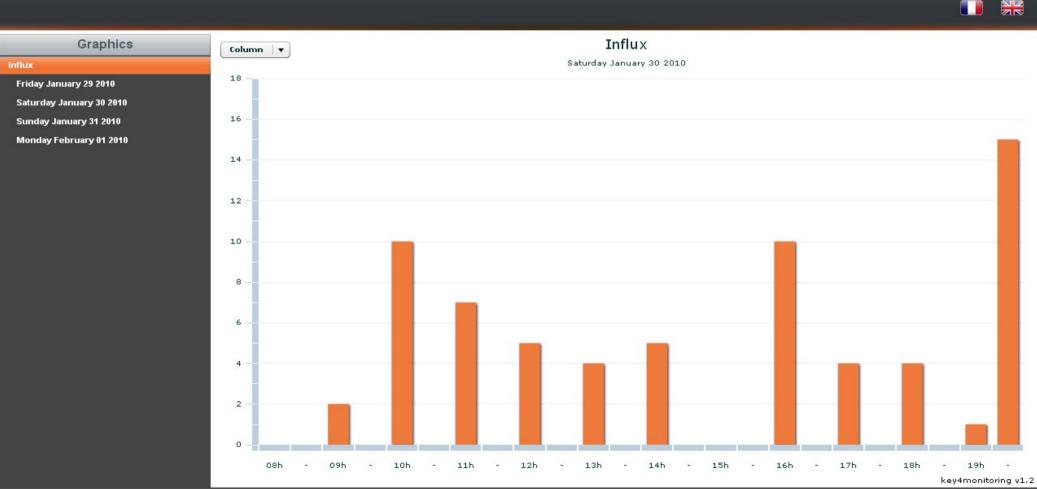
#### Scans

key4events 1	key 4events 2
77	105

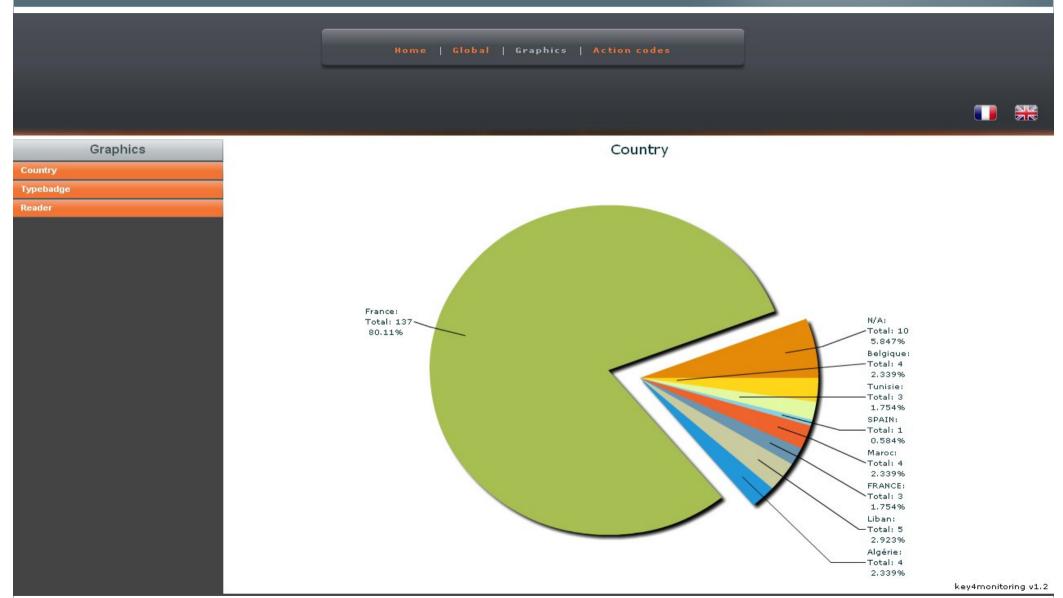
key4monitoring v1.2



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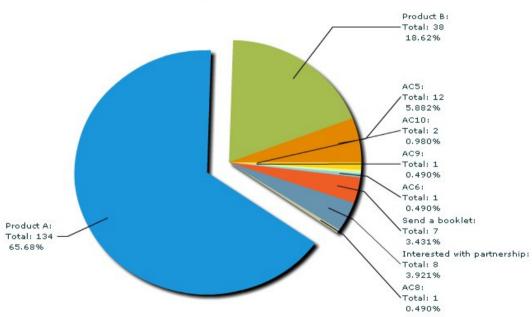






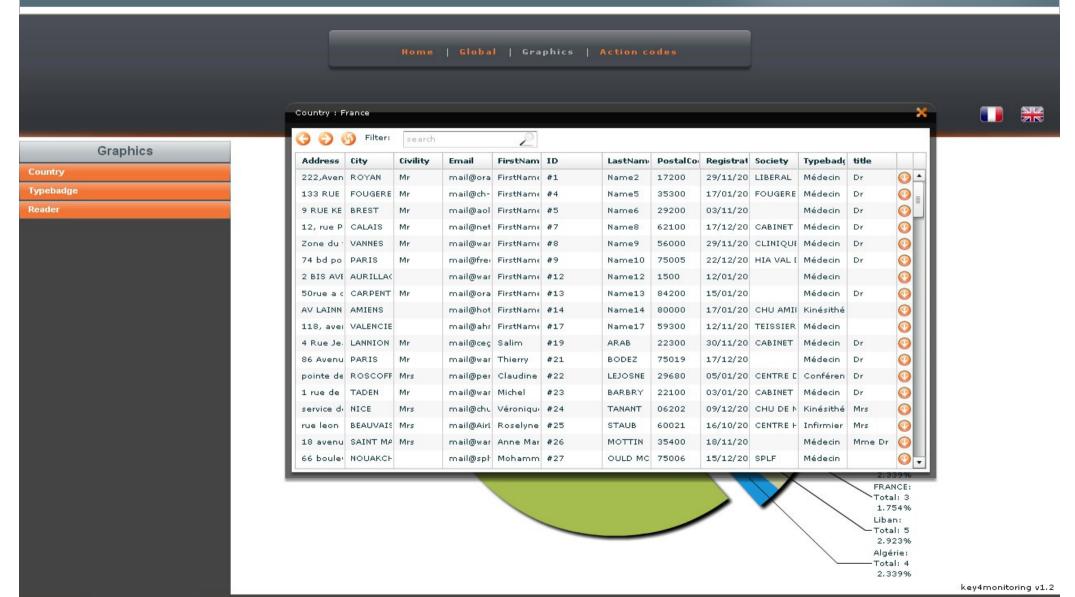


#### Action codes



AC1	AC10	AC2	AC3	AC4	AC5	AC6	AC8	AC9	Addm	Adres	Cede:	CellPl	City	Civilit	Count	Email	Fax	First	ID	LastN	Phon	Posta	Read	Read	Regis	Servi	Socie	Typel ti	de
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# **Key4lead - Ordering**



To place your order, please go to our platform and create your account on http://portal.key4events.com/event/europace2011?code=e99e6d

If you need any help, do not hesitate to contact us by mail at <a href="mailto:contact@key4events.com">contact@key4events.com</a>





FIRST BADGE READER with battery charger	290€ excl. VAT
ADDITIONAL BADGE READER with battery charger	120€ excl. VAT