

# SPIE Exhibitor Dashboard Tutorial

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## CREATE A SPIE ACCOUNT

An SPIE Account is required to access the Exhibitor Dashboard. If you don't already have an SPIE Account, please create one at <https://spie.org/exhibitoradmin/dashboard>

A few things to note before you create your account...

SPIE accounts are personal accounts, not company accounts. Do not share your SPIE account with co-workers.

The Exhibitor Dashboard is linked to your SPIE account.

**Only** the person noted as the SPIE Liaison for a specific event/year has access to the Exhibitor Dashboard. This is the person designated as the primary liaison on the exhibit contract.

If you are a new liaison, need to be added as an additional liaison, or have questions about navigating the Dashboard, please email [exhibitions@spie.org](mailto:exhibitions@spie.org).

**SPIE.**

Sign in to your SPIE account

Email or Username [Forgot your username?](#)

Password [Forgot your password?](#)

Keep me signed in [?](#)

Sign in

No SPIE Account? [Create an Account.](#)

## LOG INTO THE EXHIBITOR DASHBOARD

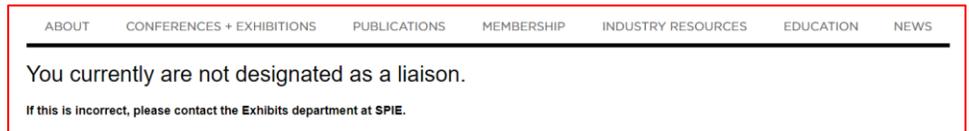
Use your SPIE Account credentials to log into the Exhibitor Dashboard. <https://spie.org/exhibitoradmin/dashboard>

If you forgot your Username or Password, use the helpful 'Forgot' links or contact [Customerservice@spie.org](mailto:Customerservice@spie.org).

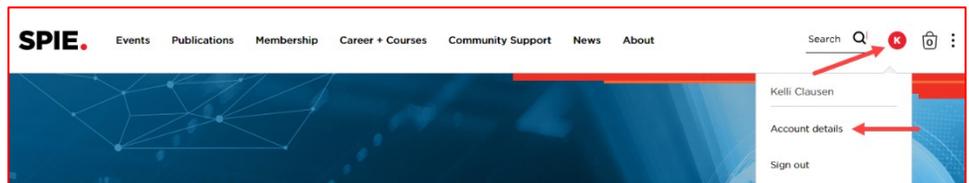
Do not create a second account, it will not work.

### Trouble-Shooting Login Issues

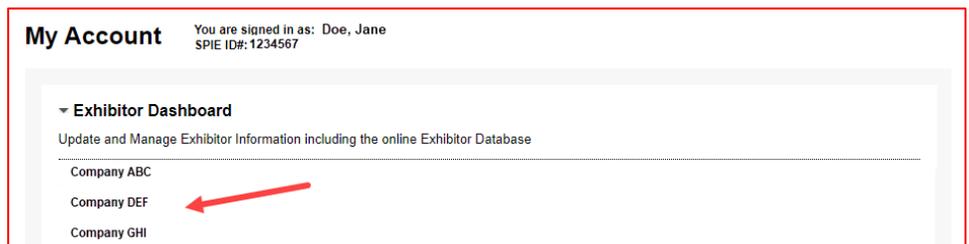
If you receive a notification that you are not a designated liaison, contact [exhibitions@spie.org](mailto:exhibitions@spie.org) to be added as a liaison.



If you don't see your company dashboard upon logging in, click My Account and Account Details from the black menu bar at the top of the screen.



Choose your company name under the Exhibitor Dashboard. If your company is not listed, you are not a designated liaison. Contact [exhibitions@spie.org](mailto:exhibitions@spie.org) to be added as a liaison.



## EXHIBITOR DASHBOARD OVERVIEW

**IMPORTANT:** All submissions made through the Exhibitor Dashboard take **24 hours** to publish on the website.

✓ Company Information successfully submitted. Please allow 24 hours for your changes to take effect.

### Account Information

Your name, along with your company's Corporate Membership status appears in the upper right.



Click **Account Dashboard** to update/edit your SPIE Account.

### Select Company

If you are the liaison for multiple companies, choose the company you would like to update from the Select Company drop-down.

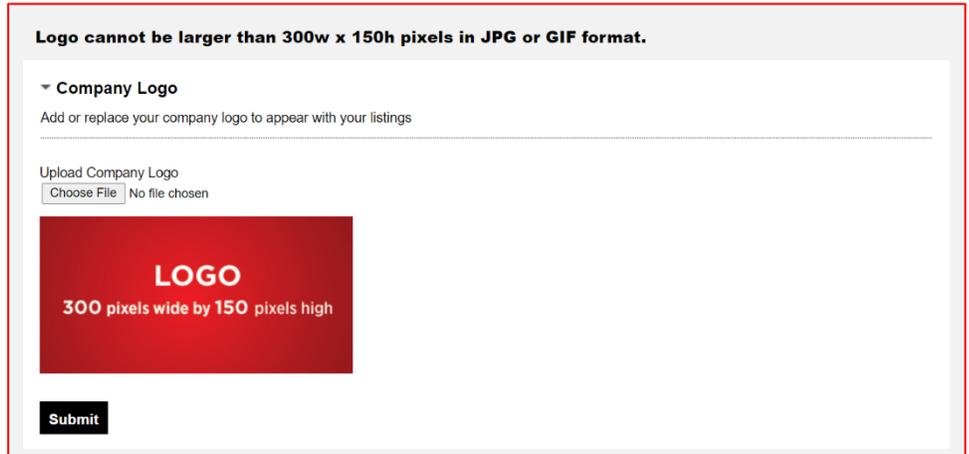


### Company Logo

Add or update your company logo to appear with your online and app listings.

Logos cannot exceed 300w x 150h pixels and must be in jpg or gif format.

Click **submit** after uploading your image.



## Event Dashboards

All current SPIE events you are listed as a liaison for will appear in the Exhibitor Dashboard. Please make sure you are updating the correct event.

Each event dashboard includes the event logo, exhibition dates, location of the exhibitor, and your assigned booth number.

Also included is a link to the exhibitor logistics page. The exhibitor logistics page has important links, deadlines and helpful information for planning your event.

The screenshot displays a grid of four event dashboards, each with a header section and a main content area. The header section includes the event title, dates, location, and booth number, along with the event logo and a link to 'Exhibitor Logistics'. The main content area is divided into two columns of links for managing the event.

Event Name	Dates	Location	Booth Number	Event Logo
SPIE Optics + Photonics 2024 Exhibition	20 - 22 Aug 2024	San Diego, California, United States	735	SPIE. OPTICS+ PHOTONICS
SPIE Photonics West 2025 Exhibition	28 - 30 Jan 2025	San Francisco, California, United States	. .	SPIE. PHOTONICS WEST
SPIE Defense + Commercial Sensing 2025 Exhibition	15 - 17 Apr 2025	Orlando, Florida, United States	To Be Determined	SPIE. DEFENSE+ COMMERCIAL SENSING
SPIE Optifab 2025 Exhibition	21 - 23 Oct 2025	Rochester, NY, United States	To Be Determined	SPIE.OPTIFAB

**Event Management Links:**

- Event Listing Summary
- Exhibitor Listing
- Enhanced Exhibitor Features
- Assign Keywords
- Select Categories
- Exhibitor Invoice: [ORD-XXXXXX-XXXXXX] Pay | Download | Email
- Sponsorship Invoice: [ORD-XXXXXX-XXXXXX] Pay | Download | Email
- Exhibitor Manual
- Booth Staff
- Add Announcement | Manage Announcements
- Upload Certificate of Insurance

## EVENT DASHBOARD LINKS

Below are all the links that may appear in the Exhibitor Dashboard. Not all links will appear at all times or to all people.

*\*Click on a number to jump to the section.*

▼ **SPIE Optics + Photonics 2024 Exhibition**

Exhibition Dates: 20 - 22 Aug 2024  
Location: San Diego, California, United States  
Booth Number: 735

**SPIE. OPTICS+PHOTONICS**  
Exhibitor Logistics

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<a href="#">1 Event Listing Summary</a>	<a href="#">9 Lead Retrieval Report: <u>Excel</u>   <u>PDF</u>   <u>CSV</u></a>
<a href="#">2 Add Additional Liaison</a>	<a href="#">10 Exhibitor Manual</a>
<a href="#">3 Exhibitor Listing</a>	<a href="#">11 Booth Staff</a>
<a href="#">4 Enhanced Exhibitor Features</a>	<a href="#">12 Lead Retrieval Logistics</a>
<a href="#">5 Assign Keywords</a>	<a href="#">13 Add Announcement   Manage Announcements</a>
<a href="#">6 Select Categories</a>	<a href="#">14 Submit a Product Demonstration Request   Manage Demonstrations</a>
<a href="#">7 Exhibitor Invoice: ORD-2245238-G7W7C6 Pay   <u>Download</u>   <u>Email</u></a>	<a href="#">15 Upload Certificate of Insurance</a>
<a href="#">8 Sponsorship Invoice: ORD-2245238-G7W7C6 Pay   <u>Download</u>   <u>Email</u></a>	<a href="#">16 Schedule a Laser Safety Inspection</a>

### 1 Event Listing Summary

Displays all promotional copy submitted for your company, including Exhibitor Listing copy, Product Launch information, Keywords, Categories, Company Logo, and Company Announcements. Click **edit** to update any of these submissions.

### 2 Add Additional Liaison

Primary liaisons can add secondary and tertiary liaisons for access to the exhibitor dashboard.

*\*This link is only available to the Primary Liaison.*

Secondary liaisons receive emails and exhibitor dashboard access.

Tertiary liaisons only receive exhibitor dashboard access.

**Liaison Information**

\*First Name

\*Last Name

\*Email

\*Liaison Role

**Submit** ←

Enter the new liaison's name, email, and liaison designation and click **submit**.

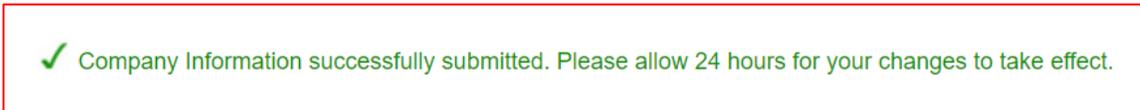
To remove a liaison, email [exhibitions@spie.org](mailto:exhibitions@spie.org).

### 3 Exhibitor Listing

Submit/Edit company information to appear on SPIE.org, SPIE Conferences app, and in the printed exhibition guide. Don't forget to click **submit** at the bottom of the page after any changes have been made.



A confirmation notice will appear at the top of the screen when your submission has been successfully received.



#### Exhibitor Information

Edit your display name, address, email, phone, and website information.

Email, phone, and fax only appear in the exhibition guide.

Permanent address or company name changes must also be submitted to [exhibitions@spie.org](mailto:exhibitions@spie.org).

\*Required field

**Exhibitor Information** Email, phone and fax are not displayed in your SPIE.org or SPIE Conference App listing.

*Display Name	SPIE Career Center		
*Street Address	1000 20th St		
Department/Division			
*Country	United States	Zip/Postal Code	98225-6705
*City	Bellingham	*State/Province	Washington
Company Email	sales@spiecareercenter.org	Company Website	www.spiecareercenter.org
Company Phone	+1 360 685 5551	Alternate Phone	
Fax	+1 360 647 1445		

#### Exhibitor Description

Submit a 100-character featured product and 500-character company description.

Featured product only appears in the exhibition guide and the SPIE Conferences app.

Want to use your Company Description from a previous year/event? Click the **Import from a prior event** link. Don't forget to click **submit** after the company description has been imported.

**Photonics West Exhibitor Description**

Guidelines: Type one complete paragraph. Paragraph breaks and bullets are not permitted. Text exceeding character limit will cut off. Use caution when copying and pasting.

Featured Product	Character Count 0   Characters Remaining 100
Company Description	Character Count 0   Characters Remaining 500

[Import from a prior event](#)

## Company Video

Submit a YouTube video to appear on your exhibitor listing.

Must be a valid YouTube URL and include https.

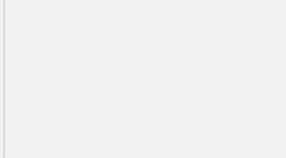
Submit up to 5 videos if you purchased the Enhanced Exhibitor Sponsorship. Click **Add Another Video**.

**Company Video** Online exhibitor listing and SPIE Conference App

Submit your company video to be included with your online company listing. Must be a YouTube URL. Your enhanced exhibitor listing allows up to five (5) total videos. Videos will be displayed on a rotating basis.

Insert Youtube URL 

Preview 

+ Add Another Video  \*Enhanced Exhibitors Only

## Banner Ad

Submit a 1200w x 200h banner ad to appear on your exhibitor listing (must be jpg or png file).

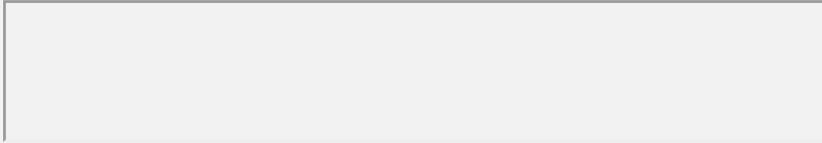
Include a URL to link your banner ad.

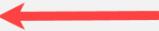
**Banner Ad** Online exhibitor listing and SPIE Conference App

Upload banner ad to be included with your online company listing. File dimensions must be 1200 x 200 (jpg and png file types supported).

**Banner Ad** 

No file chosen

Preview 

**Banner Ad Link** 

## 4 Enhanced Exhibitor Features

Include conference presentations, giveaways, and social media on your SPIE.org and SPIE Conferences app exhibitor listing.

*\*This link only appears if you purchased an Enhanced Listing Sponsorship.*

### Conference Presentations

Promote a co-worker's presentation by adding it to your exhibitor listing.

Choose the presentations from the list provided and click **save**.

If you don't see a presentation listed, email [exhibitions@spie.org](mailto:exhibitions@spie.org).

### Company Conference Presentations

SPIE has identified the following paper or poster presentations to be presented by authors from your company. Check the "show" box for each individual presentation you would like displayed on your exhibitor listing (online and app), then save your changes.

**Show**

**Turbulence mitigation in laser interferometry: three approaches**  
Authors: Sabatini, Madelyn, Zygo Corporation, Franco, Nicholas, Univ. of Rochester, Kim, Steve, Univ. of Rochester, Mark, Paul R, Zygo Corporation  
18 October 2021 • 12:10 PM - 12:30 PM EDT  
Show Abstract +

**Advances in flexible precision aspheric form measurement using axially scanned interferometry**  
Authors: Dresel, Thomas, Zygo Corporation, Fay, Martin F., Zygo Corporation, Turzhitsky, Michael, Khalsa, Karta, de Groot, Peter J., Zygo Corporation  
18 October 2021 • 8:00 AM - 8:20 AM EDT  
Show Abstract +

Please email [exhibitions@spie.org](mailto:exhibitions@spie.org) to add a presentation not listed.

**Save**

### Giveaways

Drive attendees to your booth by including your giveaways/drawings on your exhibitor listing.

Add a 500-character description and 1000w x 600h image (jpg or png file). Click **save**.

### Company Giveaway

Exhibitors may offer their own giveaways and drawings to help attract people to their booth, start conversations, invite involvement, and serve as branded reminders. The giveaway will appear on your online exhibitor listing and the SPIE conference app during the event.

**\*Required**

Character Count 0 | Characters Remaining 500

**\*Giveaway Description**

**\*Giveaway Ad** File dimensions 1000x600 px (jpg and png file types supported)

Choose File No file chosen

**Save**

## Social Media

Add social media links to your exhibitor listing.

Enter the URL and click **save**. Submission must be a full URL (include http or https).

**Social Media**

Extend your customer engagement by adding your social media accounts to your online exhibitor listing and the SPIE conference app during the event. Draw customers in early with your pre-show outreach, then join the conversation during and after the conference.

Enter full URL for each social media URL to be displayed.

Twitter1	<input type="text" value="http://"/>
Twitter2	<input type="text" value="http://"/>
LinkedIn	<input type="text" value="http://"/>
Facebook	<input type="text" value="http://"/>
Instagram	<input type="text" value="http://"/>

**Save** ←

## 5 Assign Keywords

Enter keywords or phrases so customers can easily find you when searching on SPIE.org and the SPIE Conferences app. Competitor names and/or products are **not** allowed.

There is no limit on keywords. Click **Add more keywords** to add additional keywords.

Want to use the keywords you entered for a previous SPIE Event? Click the **Import from a prior event** link.

Don't forget to click **submit** after the keywords have been imported.

Enter keywords or phrases that best describe your company products and/or services. Competitor names and/or products are not allowed. SPIE reserves the right to edit submissions as necessary. Keywords are for use on SPIE.org and SPIE Conference App search.

**Keywords**

 [Import from a prior event](#) ←

<input type="text"/>	<input type="text"/>

**Submit** ← [Add more keywords](#) →

## 6 Select Categories

Select up to 5 technology and 5 Application categories so customers can easily find you when searching on SPIE.org and the SPIE Conferences app.

Want to use the categories you entered for a previous SPIE Event? Click the **Import from a prior event** link.

Don't forget to click **submit** after the categories have been imported.

Select up to 5 Technology and 5 Application categories that apply to your products and services. You may add as many subcategories that directly apply to your business. Categories are for use on SPIE.org and SPIE Conference App search.

If you do not find a category or subcategory field that meets your needs, please contact [Exhibitions](mailto:Exhibitions@spie.org) or call +1 360 676 3290.



View All Technology Applications

- Astronomy
- Basic Research, Science
- Biomedical, Medical Imaging, Health Care
- Cameras and Imaging systems
- Chemical and Biological Analysis
- Communications & Networking
- Computing Systems, Data Processing
- Computing, Data Processing Hardware
- Consulting Services
- Consumer Electronics
- Defense, Security, Law Enforcement
- Detectors, Sensors

My List **Submit**

Technology 0 of 5

Applications 0 of 5

**Submit**

Questions? Email [exhibitions@spie.org](mailto:exhibitions@spie.org) or call +1 360 676 3290. 

## 7 Review Exhibitor Invoice

Pay, download, or email the exhibit invoice. Pay the invoice via Credit Card or PayPal.

## 8 Review Sponsorship Invoice

Pay, download, or email the sponsorship invoice. Pay the invoice via Credit Card or PayPal.

*\*This link only appears if you purchased a sponsorship for the event.*

### Pay Invoice #ORD-2038275-N4L5T6

#### SPIE Career Center

**Download PDF** **Email Invoice**

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**Order Details**

Shipping  
 Ms. Lacey Barnett  
 SPIE Career Center

1000 20th St  
 Bellingham WA 98225-6705  
 United States

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**Order Summary**

	Quantity	Item Price	Item Total
SPIE Photonics West 2022 SPIE.org Enhanced Listing	1	\$1,495.00	\$1,495.00
SPIE Photonics West 2022 Booth Space	4	\$6,250.00	\$25,000.00
SPIE Photonics West 2022 Corner	2	\$1,395.00	\$2,790.00
		<b>SUBTOTAL</b>	\$29,285.00
		Discount	-\$27,790.00
		Shipping	\$ 0.00
		Tax	\$ 0.00
		<b>TOTAL</b>	\$ 1,495.00
		<b>BALANCE DUE</b>	\$ 1,495.00

SPIE | PO Box 10 | Bellingham, WA 98227-0010 USA

## 9 Lead Retrieval Report

View or download the leads from the event. Available in PDF, Excel, or CSV format.

*\*This link only appears during the event and moves to Past Events at the end of the event.*

## 10 Exhibitor Manual

This link will take you to the online Exhibitor Service Manual, where you can order furnishings, utilities, and more for your exhibit space. You will be directed to a different website.

*\*This link only appears when the Exhibitor Service Manual is available.*

## 11 Booth Staff

View your Booth Staff roster and assign technical passes.

*\*This link only appears when Registration is open.*

### Assign Tech Pass

Find the Booth Staff to upgrade and check the **Tech Pass box** next to their name.

Click **Save**.

### Booth Staff

SPIE Membership

[Exhibitor Dashboard](#)

SPIE. OPTICS+ PHOTONICS

Exhibition: OP24  
Exhibition Date: 20 - 22 Aug 2024  
Location: San Diego, CA, United States

**Booth Staff Registration:** Booth staff must register themselves individually as Booth Staff through the conference registration page. Once registered, booth staff will be listed below.

**Tech Pass Assignment:** To assign the Tech Pass to your booth staff, check the Tech Pass box next to their name. A Tech Pass receives entry into conference sessions, plenaries, panels, and poster sessions.

**Please Note:** The Tech Pass is not valid for conference speakers. Conference speakers must also register as a Speaker/Author through the conference registration page.

#### Booth Staff Allotment

Registration Type	Allotment Total	Registered	Available
Booth Staff	50	3	47
Booth Staff - Tech Pass	2	1	1

#### Booth Staff (3)

1 of 2 Tech Passes Assigned

First Name	Last / Family Name	Email	Tech Pass
Kelli	Clausen	kellc@spie.org	<input checked="" type="checkbox"/>
Nicole	Wilke	nicolew@spie.org	<input type="checkbox"/>
Sara	Burns	sarab@spie.org	<input type="checkbox"/>

[Save](#)

## 12 Lead Retrieval Logistics

Choose the qualifier type for SPIE Lead Retrieval. See the [SPIE Lead Retrieval tutorial](#) for detailed instructions.

*\*This link only appears when the Lead Retrieval is available.*

## 13 Add Announcement | Manage Announcements

Submit an announcement to be featured on your SPIE.org exhibitor listing, as well as the event Company Announcement page.

Enter an announcement headline and description (10000-character limit) and click **submit**.

Announcements are accepted until the end of the event and are posted as they are received.

Announcement Headline

Announcement Description Character Count 0 | Characters Remaining 10000

**Submit**

To edit or delete an announcement, click the Manage Announcement link.

Click **edit** to make any changes to your announcement. Don't forget to click **submit**.

Click **delete** to remove your announcement from your exhibitor listing.

**Manage your announcements:**

**Add Announcement**

**Inc. Magazine Unveils Its Annual List of America's Fastest-Growing Private Companies**  
NEW YORK, August 13, 2020 – Inc. magazine today revealed that Optikos Corporation is No. 4176 on its annual Inc. 5000 list, the most prestigious ranking ...  
7/6/2021 12:13:13 PM **Edit** **Delete**

**Optikos Certified to ISO 13485:2016 for Medical Devices**  
Wakefield, MA USA, September 10, 2020—Optikos Corporation announced today the Company has expanded its ISO certification to include ISO 13485:2016, indicating ...  
7/6/2021 12:12:06 PM **Edit** **Delete**

**Optikos Announces Expansion of Manufacturing Facility and Operations**  
Wakefield, MA USA, April 13, 2021—Optikos Corporation announced today the company has expanded its contract manufacturing and assembly capability in Wakefield, ...  
7/6/2021 12:10:48 PM **Edit** **Delete**

## 14 Submit a Product Demonstration Request | Manage Demonstrations

Give a live 30-minute product demonstration on the exhibition floor. Fee applies.

*\*This link is only available if product demonstrations are offered at the event.*

Enter your demonstration information title, name, company, and description (200-character limit).

Designate the top three preferred time slots with 1, 2, 3, and any unpreferred times with X.

Select payment method and click **submit**. A receipt will be emailed to you.

### Demonstration Request

\* Demonstration Title

\* Presenter's Name

\* Presenter's Company

\* Description  Character Count 0 | Characters Remaining 200

### Demonstration Times

Specify your top 3 choices below represented by a 1, 2, and 3. Indicate which times are definite conflicts with an X. You may not select more than one first, second, or third choice.

PW22B BIOS DEMO AREA							
	10:30 AM	11:30 AM	12:30 PM	1:30 PM	2:30 PM	3:30 PM	4:30 PM
<b>22 January</b> Saturday					<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>
<b>23 January</b> Sunday	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="1"/>	<input type="text" value="X"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	

To edit or cancel a product demonstration, click the Manage Demonstrations link.

Click **edit** to make any changes to your product demonstration. Don't forget to click **submit**.

Click **cancel** to cancel your product demonstration request.

### Manage your demonstration requests.

Add Demonstration Request

**Characterizing Low Dimensional Materials using Raman Spectroscopy**  
 Shayne M. Harrel, PhD  
 Characterizing Low Dimensional Materials using Raman Spectroscopy  
 Low dimensional materials have unique optical and electrical properties but are challenging to characterize due to their nanoscale size. We report advances ...

Edit
Cancel

**Assigned Demonstration Time:** Tuesday, January 25, 2022 11:30 AM  
**Location:** Demo Area 1 (Hall ABC)

## 15 Upload Certificate of Insurance

SPIE requires a Certificate of Insurance for each event.

Upload a PDF of your COI and click **submit**.

### CERTIFICATE OF INSURANCE – See [Sample COI](#)

#### Insurance Guidelines

Exhibitors must, at their own expense, secure and maintain the required insurance coverage listed below through the duration of the exhibition, including move-in and move-out days:

- Required Coverages:
  - (A) Comprehensive General Liability Insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable)
  - (B) Worker's Compensation insurance
- All such insurance shall be primary of any other valid and collectible insurance of Exhibitor and shall be written on a per occurrence basis
- Exhibitor shall name SPIE - The International Society for Optics and Photonics, the event Service Contractor, the event Convention Center, and the event Location as an additional insured on its general commercial liability insurance. Include all directors, members, officers, agents, employees, affiliates, and subsidiaries of each of the above.
- A Certificate of Insurance to SPIE, from the insurance carrier, is required 30 days prior to the exhibition. **Please make sure your insurance company includes the exhibiting company in the Certificate of Insurance**
- Exhibitor acknowledges that SPIE has no obligations to maintain insurance on Exhibitor's behalf
- Claims made policies are not acceptable and do not constitute compliance with Exhibitor's obligations under this paragraph

Upload COI (accepted file type: PDF)

Choose File No file chosen

## 16 Schedule a Laser Safety Inspection

Companies displaying an active laser are required to register for an onsite Laser Safety Inspection.

*\*This link is only available if Laser Safety Inspections are offered at the event.*

Enter an onsite contact name, phone number, email, and a description of your laser (250-character limit).

Select a time for the inspection. Click **submit**.

A confirmation will be emailed to you.

### Inspection Request

\* Required

\* Onsite Contact Name

\* Onsite Contact Phone Number

\* Onsite Contact Email

Character Count 0 | Characters Remaining 250

\* Equipment Description

### Inspection Times

		Hall ABC									
		8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM
30	January Monday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>					
31	January Tuesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

To change your inspection time, select a new time and click the **Update** button.

To cancel your inspection, click the **Delete Inspection** button.

		Hall ABC									
		8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM
30	January Monday	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
31	January Tuesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						

**Update** **Delete Inspection**

## PAST EVENTS

View your exhibitor listing copy, keywords, categories, announcements, and invoice from past events.

View or Download leads from the event.

*\*Lead Retrieval Report only available for 90 days after event ends.*

You must be a liaison on the past event for it to appear.

Past Events only include the previous 3 years.

**Past Events**

Review company information listed for past events attended

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▼ SPIE Defense + Commercial Sensing 2024 Exhibition

<p><a href="#">Exhibitor Listing</a></p> <p><a href="#">Assign Keywords</a></p> <p>Exhibitor Invoice: ORD-2228644-V5F0V8 <a href="#">Pay</a>   <a href="#">Download</a>   <a href="#">Email</a></p>	<p>Lead Retrieval Report: <a href="#">Excel</a>   <a href="#">PDF</a>   <a href="#">CSV</a></p> <p><a href="#">Select Categories</a></p> <p><a href="#">Announcement(s)</a></p>
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▶ SPIE Advanced Lithography + Patterning 2024 Exhibition

▶ SPIE BIOS Expo 2024

▶ SPIE Photonics West 2024 Exhibition

## SPIE LEAD RETRIEVAL

SPIE Lead Retrieval is included with your exhibit space at no additional cost. Choose your qualifier type, Standard Qualifiers, No Qualifiers, or Custom Qualifiers.

### Manage Qualifiers

Qualifier type is pre-set to **Standard Qualifiers**.

The deadline to change or edit your qualifiers is 5 days before the event starts.

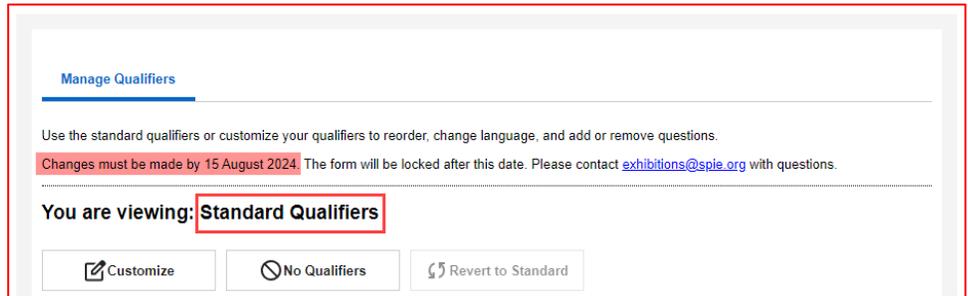
Click the **No Qualifiers** button if you do not want qualifiers.

A **Changes Saved** notification will appear when your selection is successfully updated.

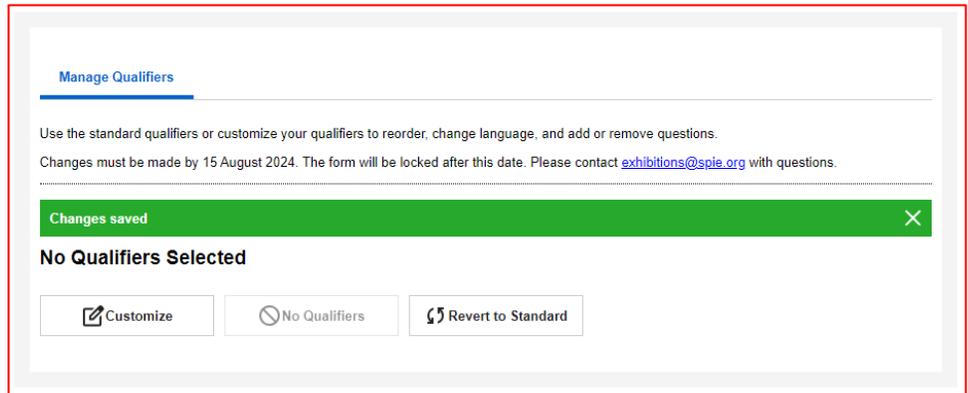
Click **Customize** to create your own qualifiers.

### Customize Qualifiers

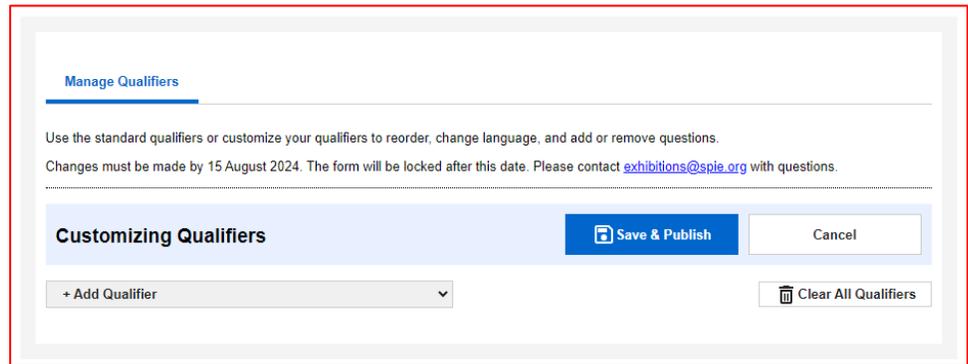
Click **+Add Qualifier** and choose from Multi-Select, Open Text - Small, Open Text - Large, or Note.



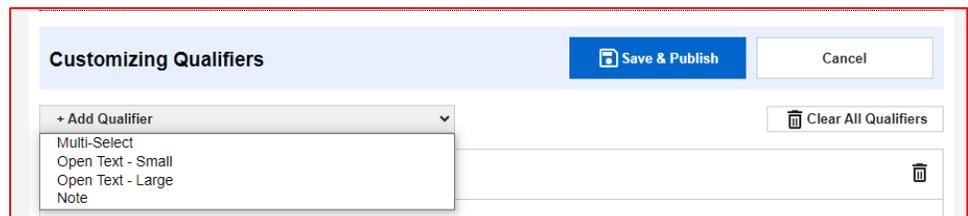
The screenshot shows the 'Manage Qualifiers' page. At the top, it says 'Manage Qualifiers' with a blue underline. Below that, it reads: 'Use the standard qualifiers or customize your qualifiers to reorder, change language, and add or remove questions.' A red box highlights the text: 'Changes must be made by 15 August 2024. The form will be locked after this date. Please contact [exhibitions@spie.org](mailto:exhibitions@spie.org) with questions.' Below this, it says 'You are viewing: Standard Qualifiers' with 'Standard Qualifiers' highlighted in a red box. At the bottom, there are three buttons: 'Customize' (with a pencil icon), 'No Qualifiers' (with a crossed-out circle icon), and 'Revert to Standard' (with a double arrow icon).



The screenshot shows the 'Manage Qualifiers' page with a green notification bar at the top that says 'Changes saved' with a close 'X' button. Below the notification, it says 'No Qualifiers Selected'. The rest of the page is identical to the previous screenshot, including the 'Manage Qualifiers' header, instructions, deadline notice, and buttons.



The screenshot shows the 'Manage Qualifiers' page in 'Customizing Qualifiers' mode. The header 'Manage Qualifiers' is underlined. Below it, the same instructions and deadline notice are present. A blue bar at the top of the main content area says 'Customizing Qualifiers'. To the right of this bar are two buttons: 'Save & Publish' (with a floppy disk icon) and 'Cancel'. Below the blue bar, there is a dropdown menu labeled '+ Add Qualifier' and a 'Clear All Qualifiers' button (with a trash can icon).



The screenshot shows the 'Customizing Qualifiers' interface with the '+ Add Qualifier' dropdown menu open. The dropdown menu lists four options: 'Multi-Select', 'Open Text - Small', 'Open Text - Large', and 'Note'. The 'Save & Publish' and 'Cancel' buttons are visible at the top right, and the 'Clear All Qualifiers' button is at the bottom right.

## Multi-Select

Consists of a title with two or more options.

Check **Required** if the response is mandatory (the sales rep will not be able to save the lead until an option is selected).

Choose the qualifier **type**:

**Select one**: Only one option can be selected.

**Select all that apply**: More than one option can be selected.

Enter **Title** for the qualifier.

Click **+ Add Option** and enter the option.

Continue this step until all options are entered.

The screenshot shows the 'Multi-Select' configuration window. At the top right is a trash icon. Below the title 'Multi-Select', there is a 'Required?' checkbox which is checked. Underneath, the 'Type' is set to 'Select one' with a radio button, and 'Select all that apply' is also present with an unchecked radio button. A red box highlights the 'Required?' and 'Type' sections. Below this, the 'Title' field contains the text 'Product Interested In'. Under the 'Options' section, there is one option 'Product ABC' with a trash icon to its right. At the bottom, there is a blue link '+Add Option' with a red arrow pointing to it.

## Open Text - Small

Consists of a title with a small open text field.

Enter **Title** for the Qualifier.

The screenshot shows the 'Open Text - Small' configuration window. At the top right is a trash icon. Below the title 'Open Text - Small', the 'Title' field contains the text 'Laser Needs'. Below the title field is a small, narrow open text input field.

## Open Text - Large

Consists of a title with a large open text field.

Enter **Title** for the Qualifier.

The screenshot shows the 'Open Text - Large' configuration window. At the top right is a trash icon. Below the title 'Open Text - Large', the 'Title' field contains the text 'Laser Needs'. Below the title field is a large, wide open text input field.

## Note

Consists of an open text field.

The screenshot shows the 'NOTE' configuration window. At the top right is a trash icon. Below the title 'NOTE', there is a large, wide open text input field.

## Example of Custom Qualifiers.

### Customizing Qualifiers

[Save & Publish](#) [Cancel](#)

+ Add Qualifier [Clear All Qualifiers](#)

#### Multi-Select

Required?

Type:  Select one  Select all that apply

Title  
Timeline for Purchase

Options

- Now
- 1-3 Months
- 4-9 Months
- 10-16 Months
- Unknown

[+Add Option](#)

#### Multi-Select

Required?

Type:  Select one  Select all that apply

Title  
Customer Type

Options

- New Customer
- Returning Customer
- Unknown

[+Add Option](#)

#### Multi-Select

Required?

Type:  Select one  Select all that apply

Title  
Product Interested In

Options

- Product ABC
- Product DEF
- Product LMN
- Product XYZ

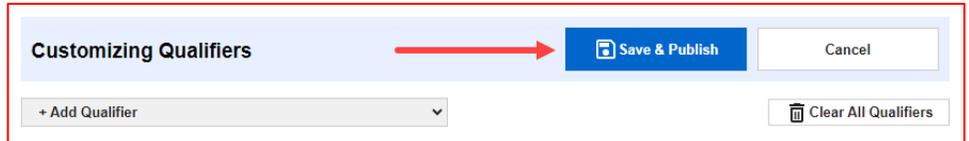
[+Add Option](#)

#### Open Text - Large

Title  
Laser Needs

#### NOTE

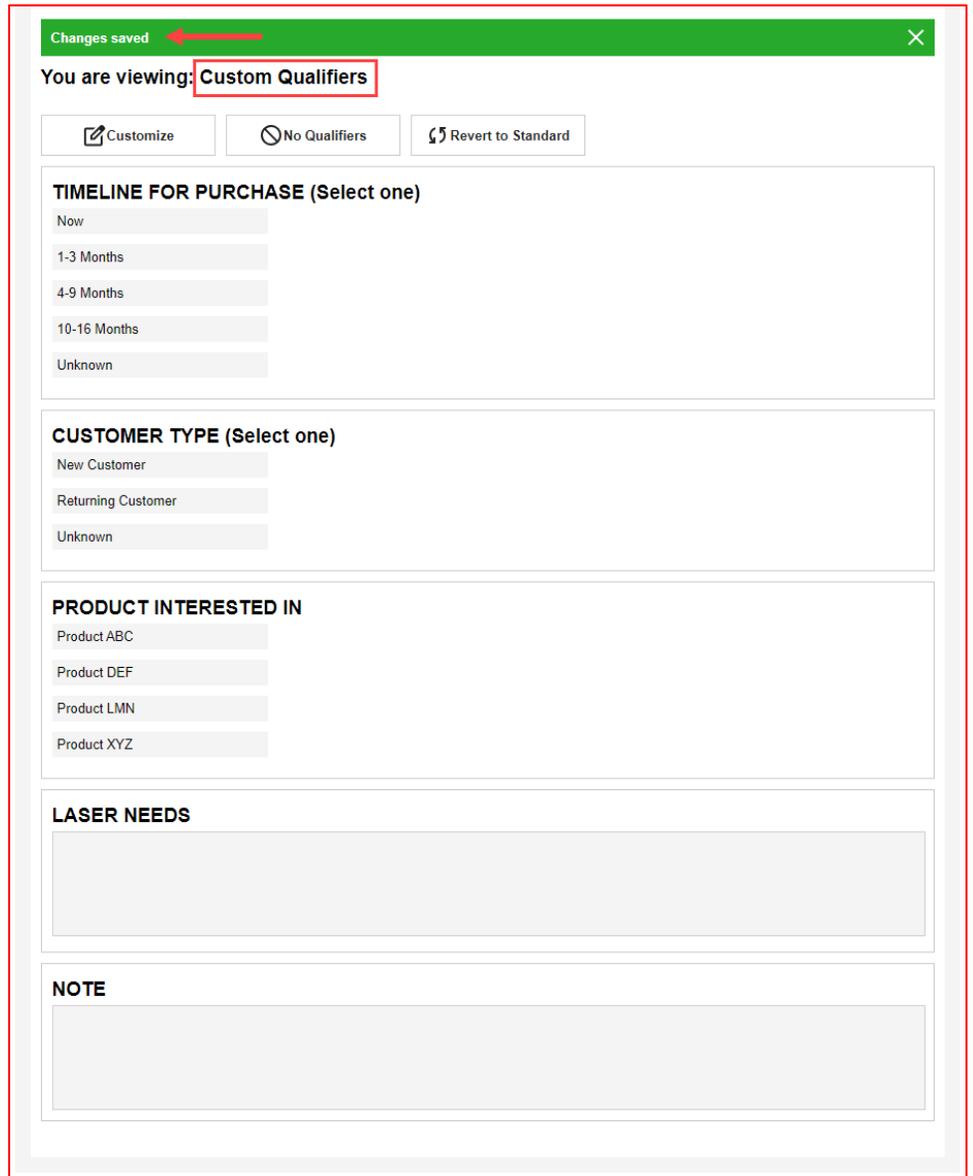
Click **Save & Publish** after all qualifiers have been entered.



Customizing Qualifiers **Save & Publish** Cancel

+ Add Qualifier Clear All Qualifiers

A **Changes Saved** notification will appear when your selection is successfully updated.



Changes saved ×

You are viewing: **Custom Qualifiers**

**TIMELINE FOR PURCHASE (Select one)**

Now  
1-3 Months  
4-9 Months  
10-16 Months  
Unknown

**CUSTOMER TYPE (Select one)**

New Customer  
Returning Customer  
Unknown

**PRODUCT INTERESTED IN**

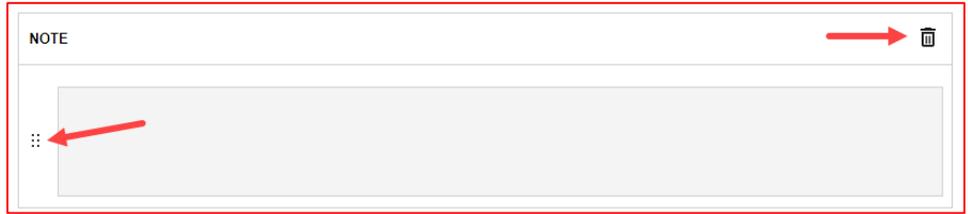
Product ABC  
Product DEF  
Product LMN  
Product XYZ

**LASER NEEDS**

**NOTE**

## Rearrange Qualifiers

To change the order of your qualifiers, click the reorder icon in the qualifier and drag it to the desired location.

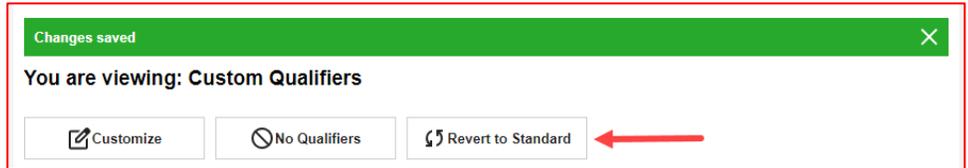


## Delete question

To delete a qualifier, click the trash can.

## Change back to Standard Qualifiers

If you decide you don't want custom qualifiers, click the **Revert to Standard** button to return to standard qualifiers. The exhibitor dashboard will remember the custom qualifiers if you change your mind



## Clear All Qualifiers

Click this to start over. All custom qualifiers will be erased.

