

VISITOR GUIDE

# Saudi Maritime & Logistics Congress 2025

is creating extra opportunities for you to do business.

**Extra time. Extra access. Extra value.**

Join thousands of industry professionals getting EXTRA from their event experience.





# Logging in

## Step 1. Access the Platform

To do this either:

- Click on the link sent to you in your Welcome email from [info@seatrademaritimeevents.com](mailto:info@seatrademaritimeevents.com)
- Visit the <https://attend.seatrademaritimeevents.com/event/saudi-maritime-and-logistics-congress-2025>
- Download the Seatrade Maritime Events App to access the SMLC 2025 show from the Apple or Google Play store here:

<https://page.swapcard.com/app/seatrademaritimeevents/> or scan the QR Code.

## Step 2. Enter the email address you used to register for the event.

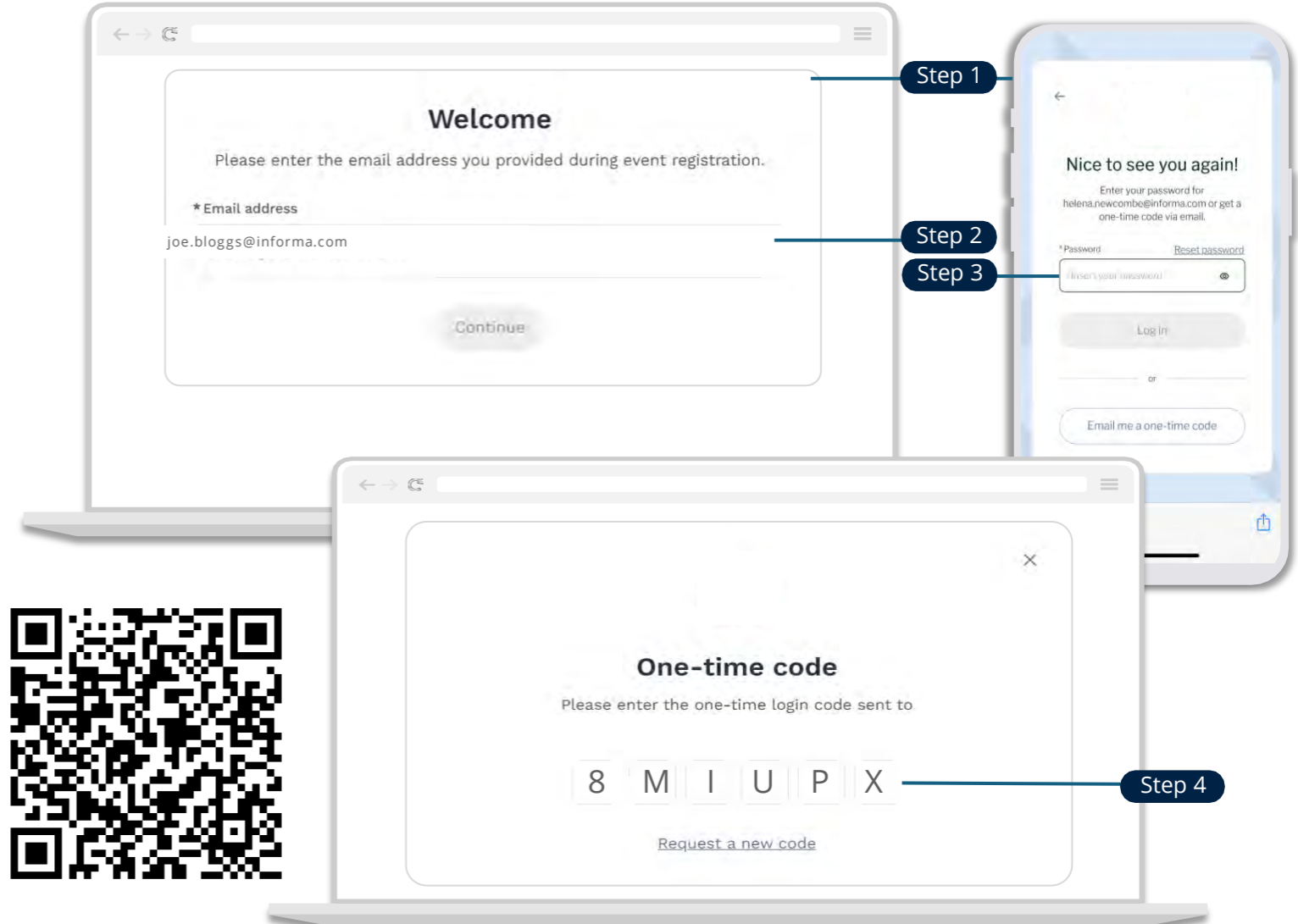
Step 3. If you've previously set a password, you'll be prompted to enter it. Your password protects your account through Two Factor Authentication.

Step 4. You will then be sent a one-time code to your email. Enter this to access your account.

## Forgot your password?

You can either request a one-time login code or click 'Reset Password'.

If you don't see the welcome email or your one-time code in your inbox, please check your spam folder for an email from [info@seatrademaritimeevents.com](mailto:info@seatrademaritimeevents.com)





# Accessing your Badge

At the event, your badge gives you access to the event and to capture contacts.

You can access your badge directly through the Seatrade Maritime Events App:

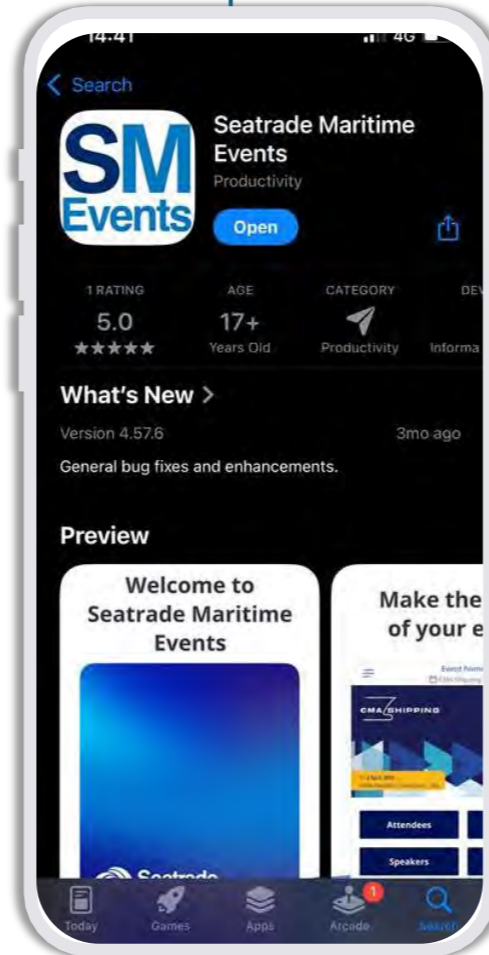
Step 1. Download the Seatrade Maritime Events app to access the Saudi Maritime and Logistics Congress 2025 platform from the Apple or Google Play store, {or use the QR code below}.

Step 2. Login to your account and click 'My Badge'.

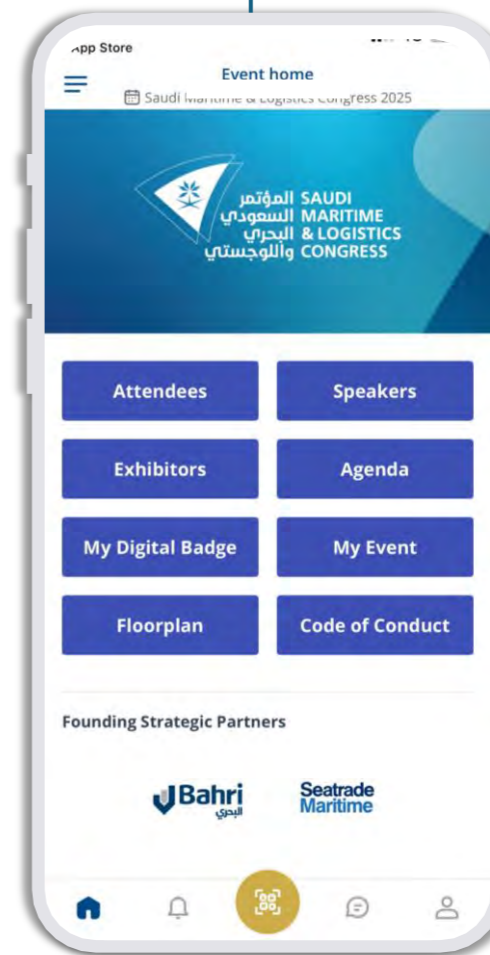
Step 3. At the event use your Badge to enter and print out your physical badge at the fast-track registration kiosks.



Step 1



Step 2



Step 3





# Update your profile

Make a great first impression by taking a few minutes to set up your profile.

There are three ways to edit your personal profile:

## On the web

- A. On the left side of your screen, next to your photo, click **'Edit'**, or,
- B. Click your picture in the top right corner and click **'Edit profile'**.

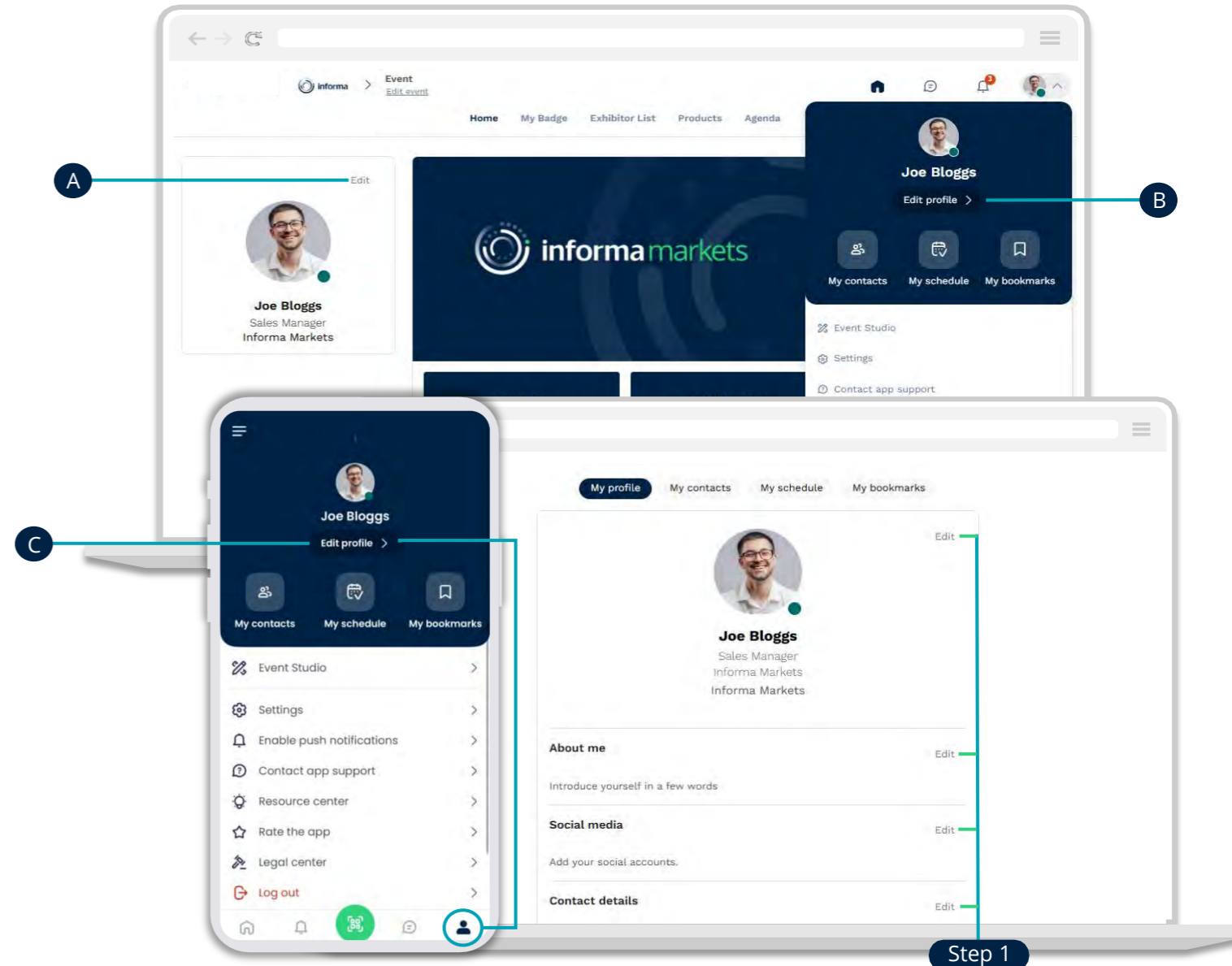
## On the app

- C. Click the profile icon on the bottom right menu, then **'Edit profile'** at the top of your screen.

Once inside your profile:

Step 1. Click **'Edit'** to make relevant changes and updates.  
All changes are saved automatically.

We recommend completing all sections.  
Fuller profiles will help you to get matched with the most relevant exhibitors.





# Browse Sessions, Exhibitors and Products

Discover the event community at your fingertips on the agenda, exhibitor and product lists. Increase your event efficiency by filtering and bookmarking anything you would like to see onsite.

Step 1. Click **'Agenda'**, **'Exhibitor List'** or **'Products'** from the top navigation menu or mobile menu.

Step 2. Browse the lists using the search bar or filters.

Step 3. To find out more about a session, exhibitor or product, click on it.

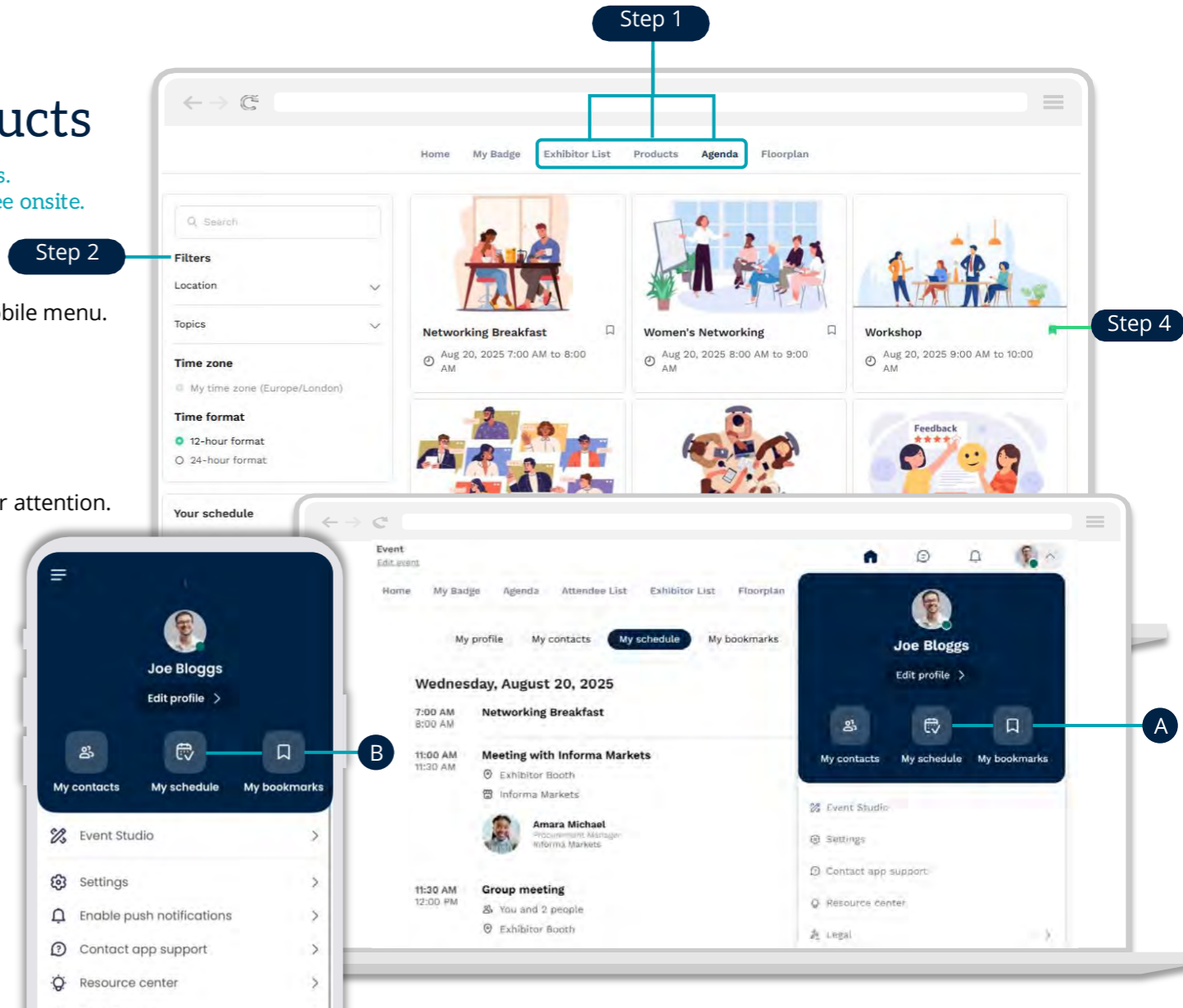
Step 4. Click the bookmark icon to save a session, exhibitor or product that captures your attention.

## View your Bookmarks

A. On the web, click your picture in the top right corner, then **'My bookmarks'**.

B. On the app, click the profile icon on the bottom right menu, then **'My bookmarks'**.

For your sessions, click **'My schedule'**.





# Networking with prospects

You can send messages to exhibiting companies without connecting first. To speak with individuals (speakers and exhibitor team members) you will need to send a connection request.

## Send a Connection Request

Step 1. Click on the person you want to connect with.

Note: Exhibitor team members are located under **'Team'** on the Exhibitor's company page

Step 2. Click on the **'Connect'** button.

Step 3. Start by sending an introductory message about yourself, your company and why you wish to connect.

Step 4. Click **'Send connection request'**.

Once accepted, you will be able to exchange messages, book meetings and find them in your list of contacts.

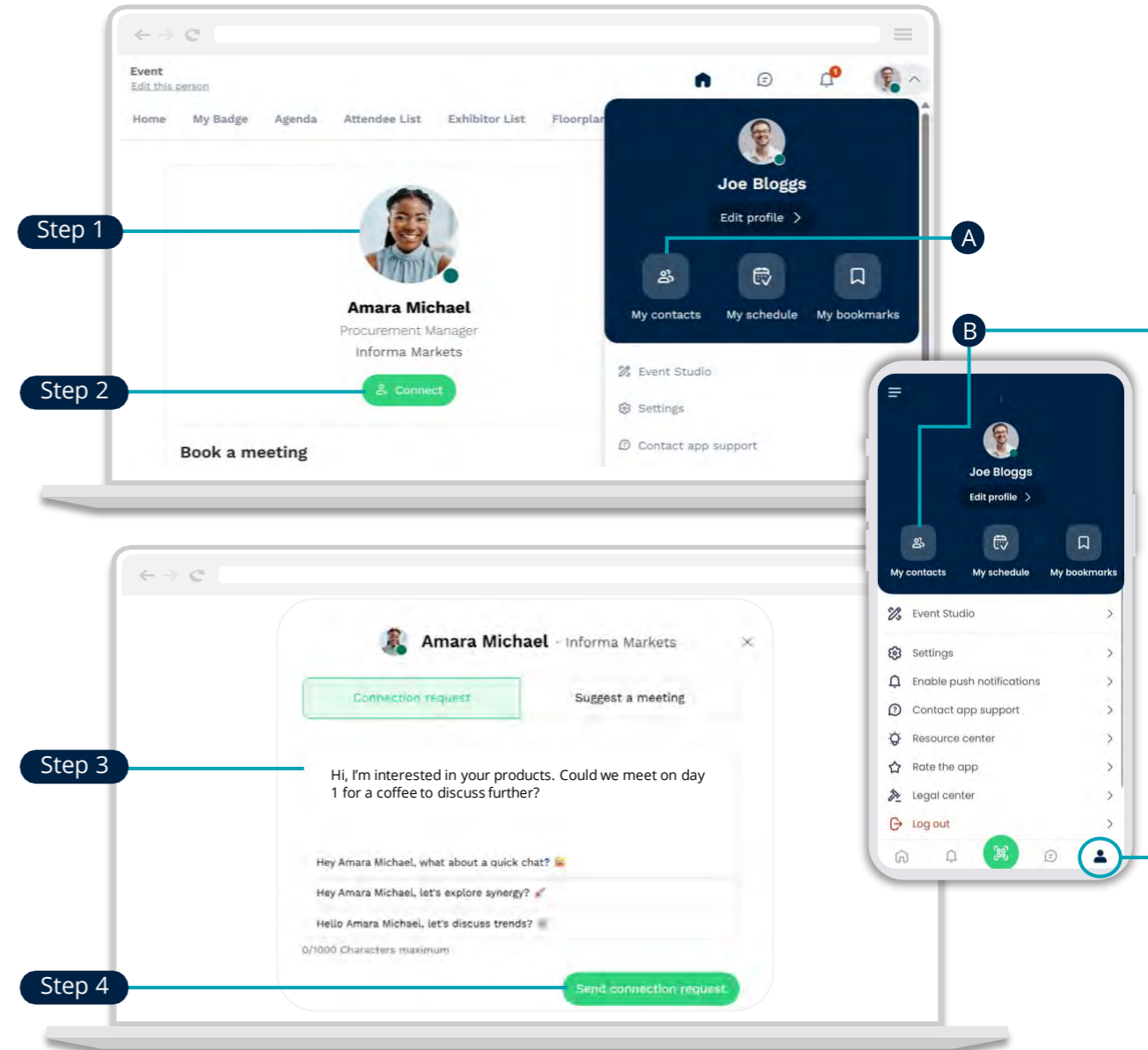
## View your Contacts

A. On the web, click your picture in the top right corner, then **'My contacts'**.

B. On the app, click the profile icon on the bottom right menu, then **'My contacts'**.

At previous events, visitors who used the messaging feature left with

**490%** more saved connections.





# Meetings

Make extra time for those all-important face-to-face discussions.

## To book a meeting

Step 1. Visit an exhibitor's company profile, or a team members profile.

Step 2. Click one of the suggested time slots.

Step 3. Select a meeting location and add a description.

Step 4. Send your meeting request.

Once your meeting request is accepted, it will be put into your schedule.

## To view your meetings

A. On the web, click your picture in the top right corner, then **'My schedule'**.

B. On the app, click the profile icon on the bottom right menu, then **'My schedule'**.

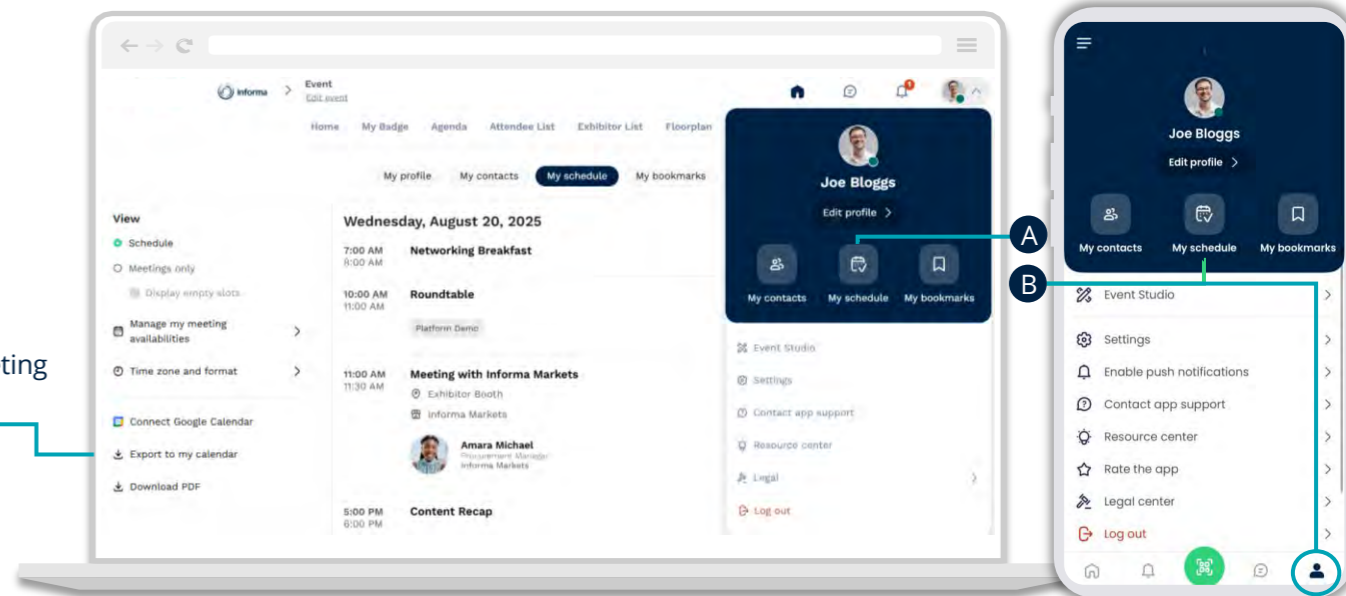
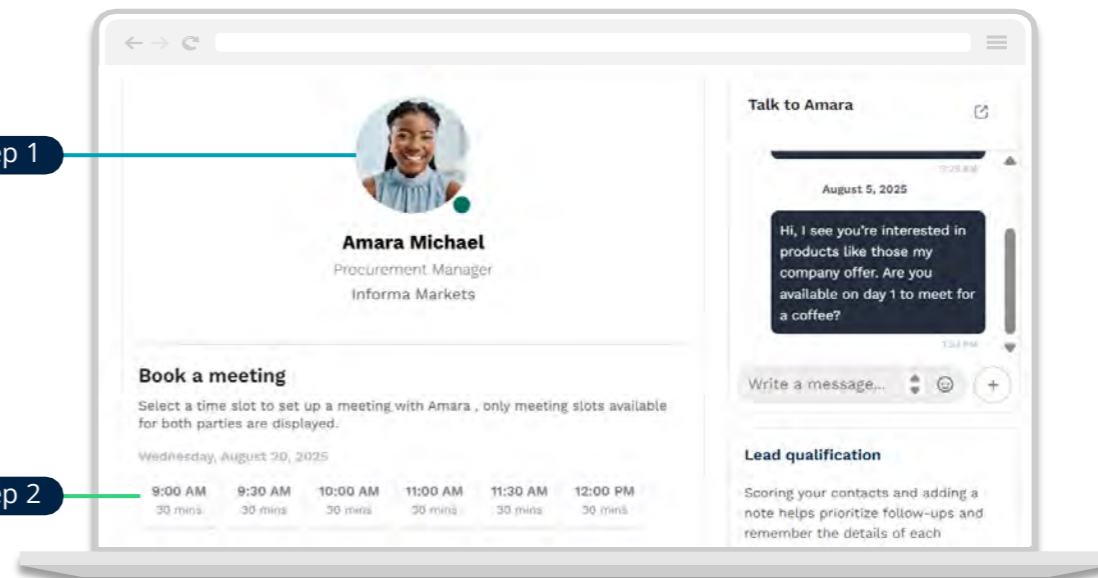
Here you can manage all your meetings. To edit, confirm or cancel a meeting, click on the meeting

Export your full schedule of sessions and meetings by clicking **'Export to my calendar'**



Step 1

Step 2



A

B



# Connecting at the event

Building your list of contacts has never been easier. Utilise the platform & app to ensure that every interaction you have online and on the showfloor is saved as a connection.

## What counts as a connection?


Anyone who:

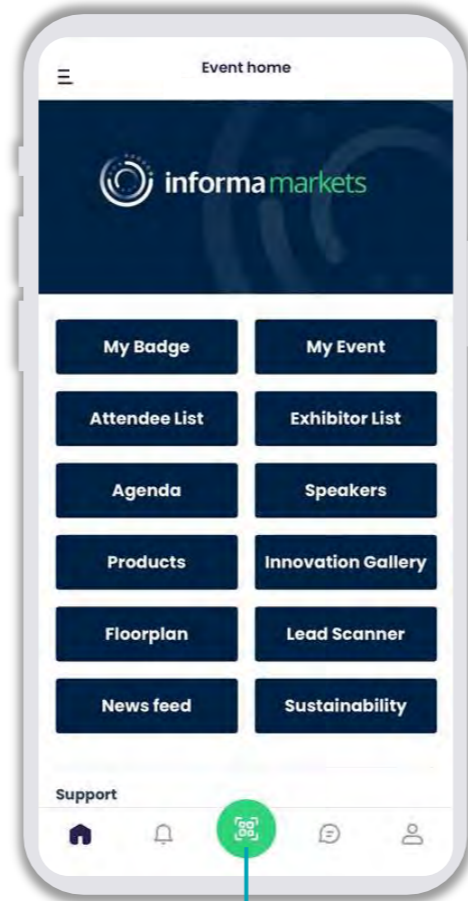
- Accepted your connection request
- Accepted your meeting request
- Exchanged messages with you
- Let you scan their badge onsite

## Scanning badges

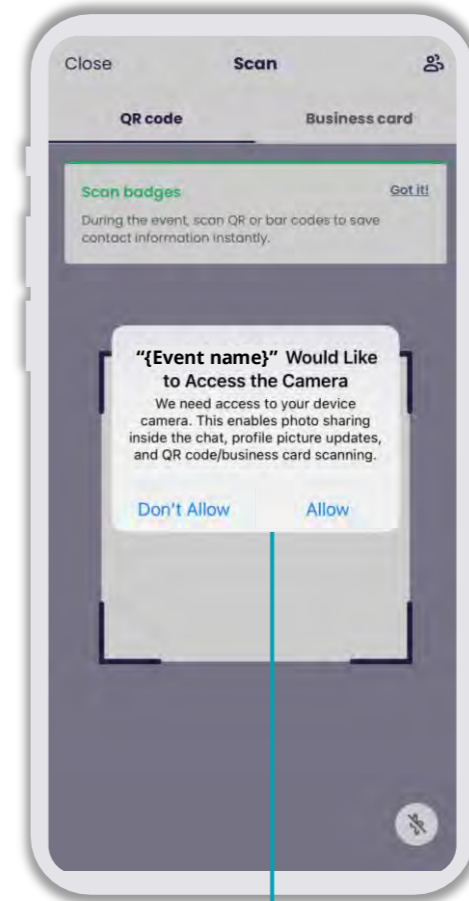
As a visitor you will not be able scan other visitor badges.

However, you can connect and message via the networking functions.

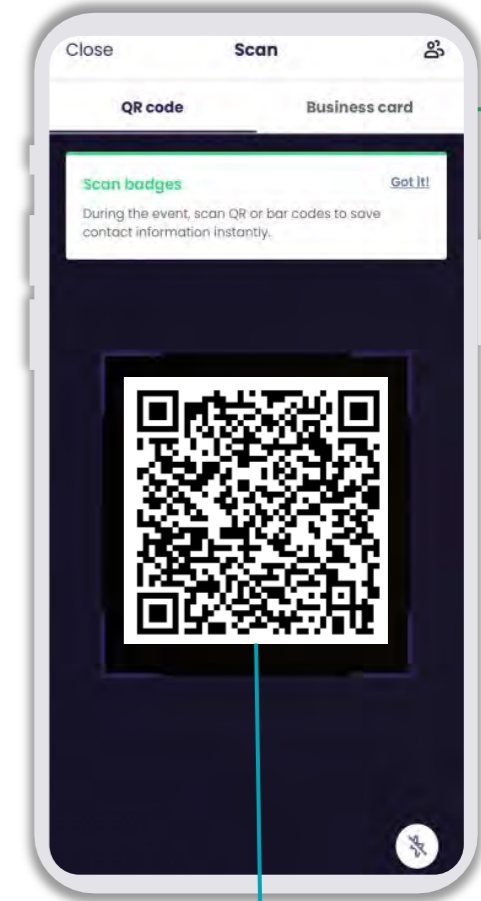
You can scan business cards too 



Step 1



Step 2



Step 3



# Download your Connections

You will be able to export the details of any participant you have connected with

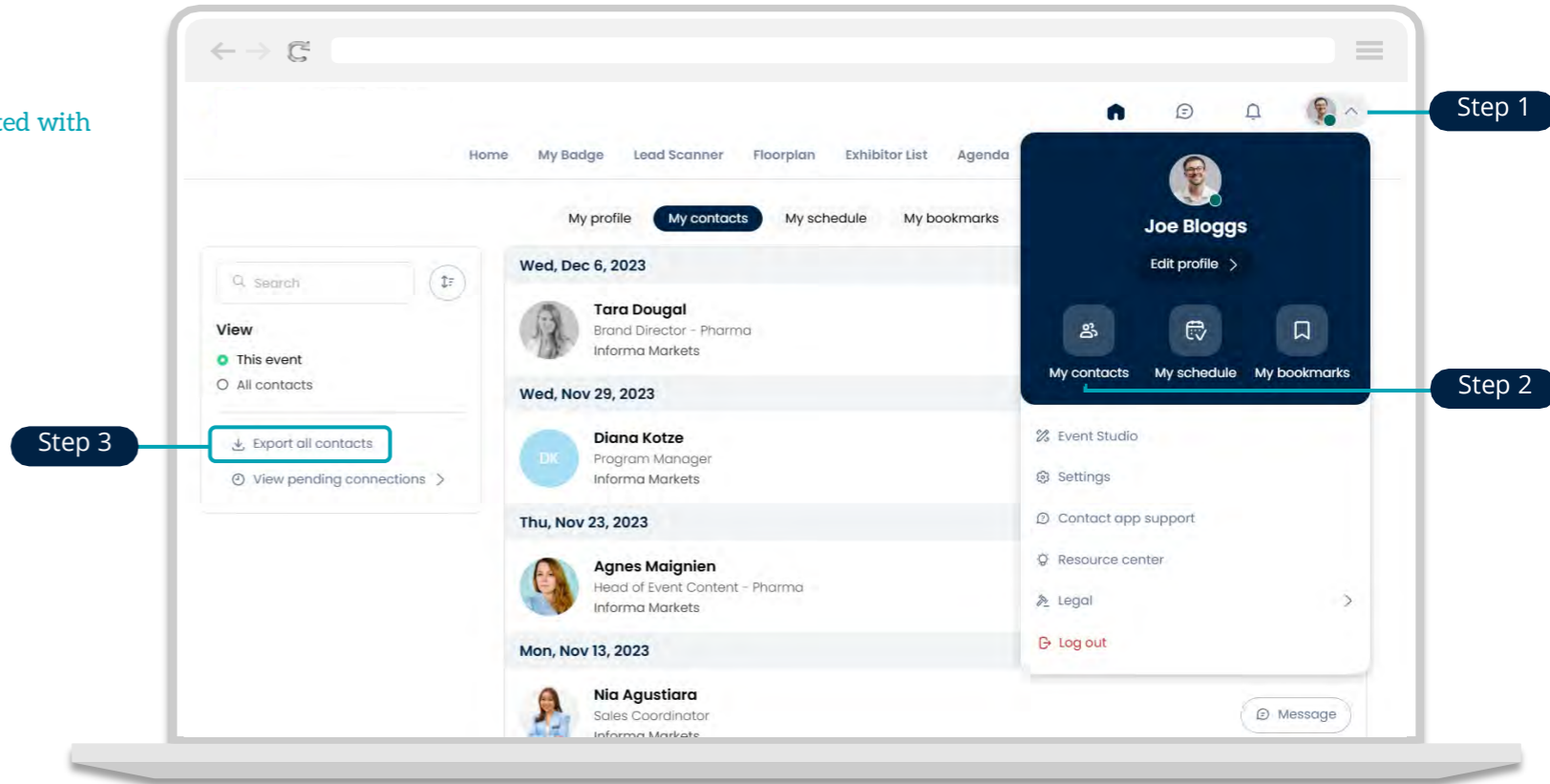
## Downloading Connections

Step 1. Click your picture in the top right corner.

Step 2. Click **'My Contacts'** from the drop-down menu.

Step 3. To export them to an excel file, click **'Export all contacts'**.

Please note, exporting contacts can only be done on your web browser.



What counts as a connection?

- Requested or accepted a meeting with you
- Exchanged messages with you
- Accepted a connection request
- Badges scanned



Login

My Badge

Update your Profile

Browse

Network

Meetings

Connect

Download Connections



# Extra time. Extra access. Extra value.

➤ Log in today to get extra from your event experience.

➤ For any additional questions or support,  
please contact customer service on:  
[saudimaritimecs@tahaluf.com](mailto:saudimaritimecs@tahaluf.com)

