

COMPANY HUB

User Guide for
Company Account
Administrators

3-4 December 2025
Rosewood, Hong Kong

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10. Your Company dashboard analytics
11. Need any assistance ?

- ❖ **Affiliates** : Companies or individuals officially attached to the main stand holder, often for the purpose of marketing and sales.
- ❖ **Dashboard** : Interface where you can monitor your leads and your company page statistics
- ❖ **Lead Manager App (ex-Emperia) on-site lead capture** : Lead Manager app that allows exhibitors to scan visitors' badges at the market and find their contacts in the online dashboard.
- ❖ **Primary administrator** : The main contact in your company to prepare the market who has access to the company page, receive Lead Manager App (ex-Emperia) lead notifications, register exhibitor delegates, invite affiliates and add other secondary administrators. Once added, secondary administrators can have the same rights as the primary one (unlimited additional secondary admins).

HOW TO LOG IN TO YOUR COMPANY SPACE ?

Once your participation is confirmed, you will receive an email from RX

Global : no-reply@rxglobal.com

The link is active for 30 days from receipt of the email.

If you **exceed this deadline** or if you have **not received the email** (remember to check your spam), contact our customer service. [Help Desk](#)

Click on the link **received**
by email and **personalize**
your **password**



HOMEPAGE OF YOUR COMPANY HUB

Here you will find the name of **your company**

Here you will find the name of your **package type**

Here are the details of **each section** of your Company Hub

Company Name	Digital offering



Edit Profile Page

This information will appear on the show website.



Exhibitor Dashboard

Your profile views: Total: 2

View more performance insights



Lead Manager App
(formerly Emperia)

Lead Capture Services

A consolidated list of leads scanned at the show with Lead Manager App (formerly Emperia).
(Total: 33, New: 0)



Upgrade your package

Get more out of your digital profile



Invite Manager

Manage invites for attendees and your staff



Shop

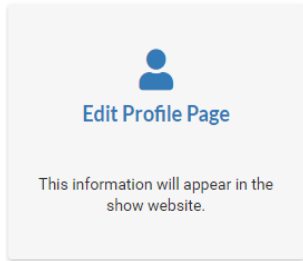
Upgrade and promote via digital and the physical show.



Badges and participants

Add & manage badges and participants.

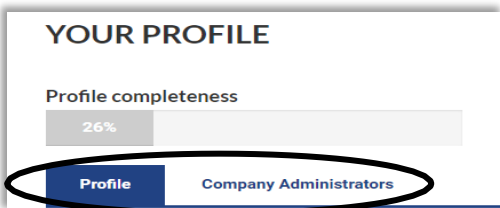
EDIT MY PROFILE



The profile editing section is made up of two parts, one dedicated to **editing your company profile**, the other to **managing/adding other administrators from your company**.

Complete all the elements that will be used for:

- your **listing on the fair's website** search engine
- your **recommendation to visitors** who pre-register



Here you will be able to **navigate between both parts**

- Profile
- Company Administrators

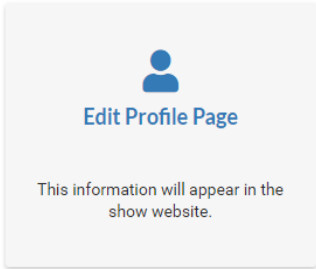
Access the **profile section** to modify your company's information

Please **complete your company profile** with as many details as possible !

Logo, description, cover image... **Boost your business opportunities!**



EDIT MY PROFILE - COMPANY ADMINISTRATOR TAB



Exhibitor administrators are individuals from your company who require access to the Company Hub. Secondary administrators **will have the same access as the primary administrator.**

Please add any of your colleagues who **should have access to the company page full set up.** They will receive an activation email.

Resend the activation email to the company page (in case your colleague did not receive it)

Diagram showing the 'Company Administrators' tab interface. Annotations include:

- A blue button labeled '+Add Company Administrator' is circled.
- A table with columns: First name, Last name, Email address, Login roles. It lists three administrators: Test (Primary Administrator), EMMAUELLE (Secondary Administrator), and Tristan (Secondary Administrator).
- A button labeled 'Resend activation email' is circled.
- A circle highlights the edit and delete icons for each administrator.

	First name	Last name	Email address	Login roles	
☐	Test	SEPC Pavilion	test@sepcpavilion.com	Primary Administrator	
☐	EMMAUELLE	GRCS	emmauelle.grcs@reglobal.com	Secondary Administrator	
☐	Tristan	BOSSIER	tristan.bossier-wat@reglobal.com	Secondary Administrator	

Update your company admins list at anytime

Lead Manager App (ex-Emperia) : THE LEAD GENERATION SOLUTION

Mobile App to scan visitors' badge

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ASIA SUMMIT

 **Lead Manager App**
(Emperia)
Lead Capture Services

A consolidated list of leads
scanned at the show with Emperia.
(Total: 0, New: 0)

Lead Manager App (ex-Emperia) is a mobile app **to scan visitors' badges at the exhibition**. Collect contacts and find them in your online report available on your exhibitor dashboard up to **90 Days** after the end of the show.

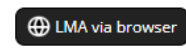
GETTING STARTED

MIPIM Asia Summit is fast approaching. We want to make sure you're prepared for an important part of your experience-collecting leads with the Lead Manager App (formerly Emperia) Lead Retrieval Application. Using the app at the event is easy - simply scan the code on the visitor badge to capture your connection and record their contact details. Here's a simple "Exhibitor's Guide to Lead Manager App (formerly Emperia)" to get you started and answer some commonly asked questions about the Lead Manager App (formerly Emperia) lead scanning tool.

Available on app store and play store



We also have web version of Lead manager app (LMA)



LOGIN DETAILS

Use these credentials to login to the app. Share this access code with your colleagues from your company so they can capture leads on their own devices as well.

Company access code
XXXXXX

Customize your account by indicating your company access code

Download the Lead Manager Mobile app from the App Store or Google Play

Upload up to 3 documents about your company sent to the visitors you scan at the show

Add personalized questions. These will be available on your **Lead Manager** application, so you can easily answer the questions you ask visitors on a recurring basis.

DOCUMENT(S) YOU WANT TO SHARE WITH YOUR LEADS

Select up to 3 documents that you want to highlight and share with your leads as part of the end-of-show summary email that the visitors will receive.

CUSTOM QUESTION(S)

Add custom qualifying questions that you would like to ask your leads during lead capture using the Emperia app at the show. Add multi-choice options for each question. Receive these questions and the captured responses as part of your leads report post show.

Lead Manager App (ex-Emperia) : THE LEAD GENERATION SOLUTION

Download your leads

mipim
ASIA SUMMIT



Lead Capture Services

A consolidated list of leads
scanned at the show with Emperia.
(Total: 0, New: 0)

Every day during the fair or at its conclusion, you have **access to visitors who have been scanned** by all your collaborators.

At the end of the fair, individuals who have been scanned will **receive the documents you have uploaded in the Lead Manager App menu of your exhibitor space**, as well as your contact details.

Lead Manager App (formerly Emperia)

LEADS REPORT

Generate and then download your leads report

Important : This page will only be available until **04 Mar 2026, UTC** due to security reasons.

Total Leads: 33

New Leads: 0

 Generate Leads report

 Download report

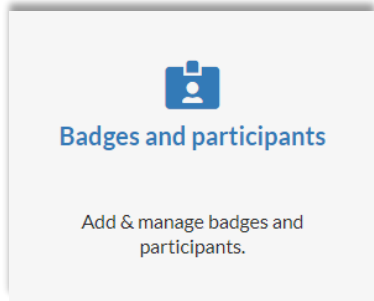
Last generated: 22/10/25, 04:38 PM

Last downloaded: 22/10/25, 04:38 PM

Download the full list of all your online leads and scanned contacts in 1 report available in .csv or .xlsx format up to 90 days after the end of the show.

MANAGE YOUR COMPANY BADGES

Managing delegates registrations in your stand quota



The Allocate Badges section **allows you to add one or more badges for your colleagues.**

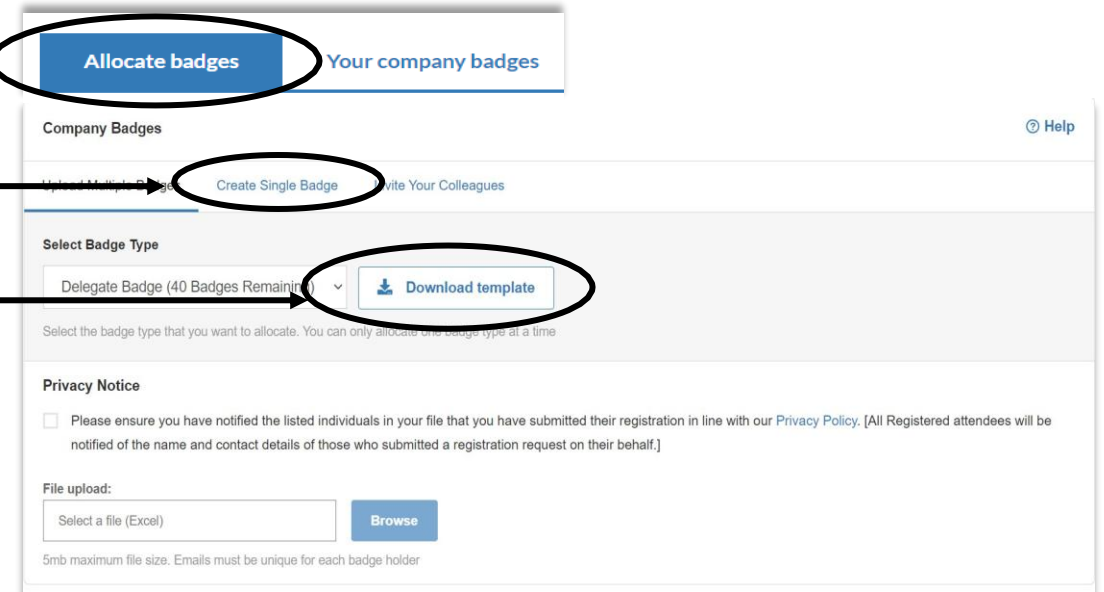


Here you will be able to **navigate between both parts** :

- Allocate badges
- Your company badges

Click here if you want to create a **single badge**

Use this template to **upload multiple delegates** at the same time



MANAGE YOUR COMPANY BADGES

Managing delegates registrations

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Badges and participants

Add & manage badges and participants.

Badges will be **handed out to you onsite**. However, you must have properly completed your profile in its entirety in advance in order to access your badge.

Badge manager

View your badges and allocate them to your staff

Allocate badges

Your company badges (2)

Company Badges: 2/0 Allocated

To allocate new badges, use the template upload feature in the Allocate Badges tab

Badge Status

All

Name	Badge Status	Job Title	Badge Product	Payment Status
------	--------------	-----------	---------------	----------------

Mark P...	Active	Sales	Exhibitor Badge	Free Badge
-----------	--------	-------	-----------------	------------

Christine M...	Active	CDP	Exhibitor Badge	Free Badge
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Here you can find the **exhibitor badges** you have uploaded

Here you can find the **payment status** of the badge

You can modify them (with the exception of the email address). If you modify the badge, you will **need to re-print** as the previous one will no longer be valid.

INVITE MANAGER



Invite Manager

Manage invites for attendees and your staff

In this section, you will find the **registration links** to be sent to the delegates

Active

Associate Badge quota ⓘ

<https://www.mapic.com/e...> Copy

Links Available
9996/9999

Link Views
9

Buy More Links

View completed registrations

Active

Exhibitor Badges ⓘ

<https://www.mapic.com/e...> Copy

Links Available
3/6

Link Views
2

Buy More Links

View completed registrations

Indicates the number of registrations available.

Indicates the number of people who have clicked on the link but have not completed the registration.

Copy the link using the button 
Send this link for them to register

You can find the list of people who **registered with your personalized link** just below

Name	Institute de gestion	Service	Email	View all details
Test important	Test important	TEST@MIPIM	testimportant@gmail.com	

E-SHOP SECTION

Purchase additional services



Shop

Upgrade and promote via digital
and the physical show.

Purchase additional services by adding them to your basket and proceeding to payment shop.

You can use **filters by product type and price** in order to choose the products that best meet your needs

Basket

Filter

Features

☐ Other Venue Services (1)

☐ Award Ceremonies (1)

Price

☐ US\$0 - US\$500 (1)

☐ US\$501 - US\$1,000 (1)

☐ US\$1,001 - US\$5,000 (0)

☐ Over US\$5,000 (0)

US\$ to US\$

Showing 2 products

Access to the Hong Kong Projects Tour
US\$350
Buy a ticket for the Hong Kong Projects Tour to visit transformative real estate projects in Hong Kong during a half a day tour on Friday, December 5th

Add to basket

Seat at the MIPIM Asia Awards Gala Dinner
US\$780
Buy a seat for the Awards Gala Dinner on Thursday, December 4th at Rosewood, Hong Kong

Add to basket

UPGRADE YOUR PACKAGE

Increase your visibility

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Upgrade your package

Get more out of your digital profile

Get more visibility by upgrading your digital package. Get your company page promoted on top of everyone else

The mention "your current plan" indicates the **offer already included** in your online services package

Choose the package of your choice by adding it to your basket before proceeding to payment

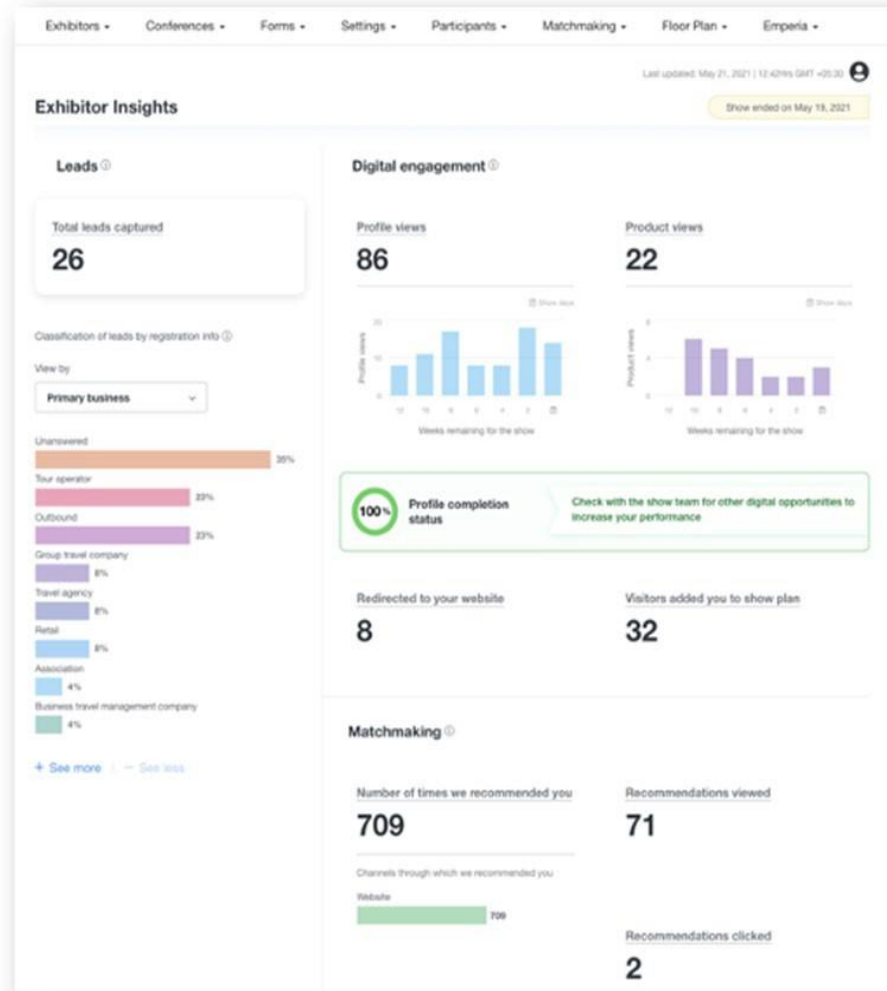
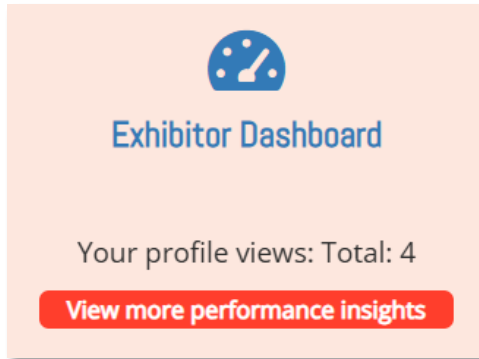
On the left, you will find all the explanations about the various options available

	YOUR CURRENT PLAN		
Feature title	Bronze Essentials	Silver Standard	Gold Premium
Pricing	US\$ 0	US\$ 600 Select	US\$ 800 Select
Basic Directory Listing Your name, description and a logo.	✓	✓	✓
Premium Listing Stand out with more space and company images including your company contact details and a product carousel.	×	✓	✓
Sponsored Filter Category Appear at the top of a filter category results list and be identified as the sponsor.	×	×	✓
Home Page Promotion Get showcased as an event sponsor on the home page of the event.	×	×	✓

COMPANY DASHBOARD ANALYTICS

The Exhibitor Dashboard allows you to access a wealth of data regarding your performance at the exhibition.

Overview



Discover your own performance, views, clicks on your profiles and products

Benchmark Analytics

Compare your performance to the other exhibitors. These metrics show you where you could be more performing regarding completion for example to help get the most even before the event!

Profile Viewers

Have even more insights and details on companies who viewed your profile and products (according to cookies consent). **You can download the list of viewers**

This dashboard **synthesizes your leads generated during the show** (with Lead Manager App).

A large amount of data is available **to help you understand the typology of your leads, your strengths, and areas for improvement for your next exhibition.**

This page only becomes **accessible 90 days before the show.**

Its pro version also allows you to **compare yourself with your competitors.**

NEED ANY ASSISTANCE?

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Contact our Customer Helpdesk [by form](#) & [read the FAQ](#)