



# Quick Reference Guide

## EuroTier/EnergyDecentral digital

### A. Technical requirements

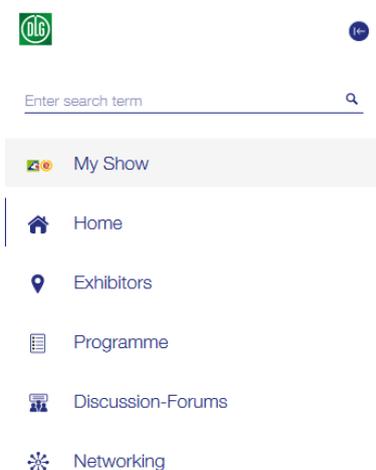
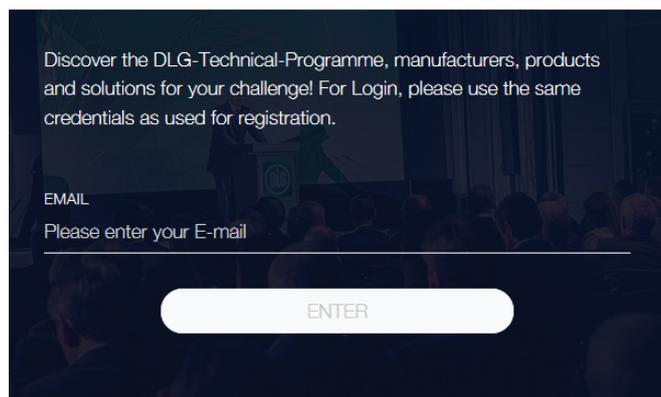
EuroTier digital" requires access to your computer's microphone and, if applicable, camera for full communication with exhibitors.

Please test at <https://eurotier.digital.dlg.org/check> whether your computer supports audio or video communication on this site and follow the instructions on the check page.

### B. Access to the platform

Permanent tickets are available at <https://www.messe-ticket.de/DLG/ETED2021/> for € 14. With the registration data of the ticket shop (e-mail address and password), access to the platform of "EuroTier digital" <https://eurotier.digital.dlg.org> is possible.

To log in to <https://eurotier.digital.dlg.org>, enter your e-mail address with which you registered in the E-MAIL field, then your password:



### C. Controls

On the left side you will find the operating menu, which opens up when you move the mouse over it:

You can use it to switch to the various areas:

**Magnifying glass** = Full-text search function via exhibitor name, products, persons, specialist lectures.

**My show** = customisable page for saved/booked dates and favoured exhibitors

**Home** = back to the start page Exhibitors = exhibitor database

**Discussion-Forums** = leads to these video conference rooms:

**Support Centre** = Video conference room with contact persons for technical questions.

**Press Lounge** = video conference rooms with DLG Press Office contacts Rainer Winter (German-speaking) and Malene Conlong (international).

**DLG International** = Video conference room for events of DLG International GmbH.

**Networking** = Overview of contacts made and search for new ones

## D. Contact and communication management

At the top right edge are functions for finding contacts and your user profile:

 **Contact management & people search:**  
Under "**Networking**" you see a list of all registered users and can find users by scrolling or search for people by entering them in the search field. The "**Requests**" tab shows the contacts you would like to add as a contact and who may not yet have been confirmed, as well as requests from other users you would like to add as a contact. Contact details of confirmed contacts can be exported as a VCF file by clicking on the icon in the "**Contacts**" tab.



### **Chat window:**

All users with whom you have exchanged text messages (chats) are listed here (as in a messenger). Clicking on a user opens the chat history.



### **Appointment management:**

Here you can request appointments with other users of the platform and also find appointment requests from other users to you and can confirm or reject them.



### **System notifications:**

Contact requests, calls, invitations to meetings and events are displayed here.



### **Settings & personal profile:**

Here you can see which microphone, loudspeaker and camera are currently active for the use of the EuroTier digital and you can switch them over.

The "Networking" switch is active by default, if this is switched off, you can no longer be found by other users via a search.

The "**Do not disturb**" button ensures that you cannot be called by other users during a long video call, for example.

Clicking on the pencil takes you to your personal profile page. Here you can upload a portrait photo of yourself, enter contact details, select areas of interest and enter links to your internet / social media pages.



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## E. Contacting exhibitors and making appointments

Exhibitors can be found via the menu item "Exhibitors", the direct link to this is <https://eurotier.digital.dlg.org/organization>.



Companies can be found by scrolling through the introductory page, the search function or the alphabetical index. A click on an entry, a "tile", leads to the digital "stand" of an exhibitor.

There are icons available for the following functions:



This opens a window that allows an appointment request for a meeting with an exhibitor.



Allows you to send a short enquiry to the exhibitor's central contact person.



Allows you to forward the exhibitor's entry/stand to other EuroTier digital users or to place it on your "My Fair" page by "Favouriting" it.

You can also contact individual contact persons of an exhibitor on the page via chat, audio phone, video phone if necessary or request an appointment:



## F. Further support:

Frequently asked questions about using the platform can be found at <https://www.eurotier.com/en/visitorservice/faq>

The Support Centre in the platform can also be reached directly by logged-in users via this link: <https://eurotier.digital.dlg.org/meetings/dlgsupport>

**Support via phone:** +49(0)69 24 788-265

E-Mail: [eurotierdigital@dlg.org](mailto:eurotierdigital@dlg.org)