



# MANUAL DEL EXPOSITOR

## EXHIBICIÓN DE PRODUCTOS EN LÍNEA



[www.ina-lac.com](http://www.ina-lac.com)

# ACCEDER EL PANEL DEL EXPOSITOR

INA-LAC 2020

Home Product Showcase Investment Project Business Forum Events About the Forum News Update Contact Us

EN LOG IN / SIGN UP

LOG IN AS VISITORS EXHIBITORS

Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur.

E-mail E-mail address

Password Min. 6 characters

Forgot Password ? LOG IN

EXHIBITION JOIN AS EXHIBITOR

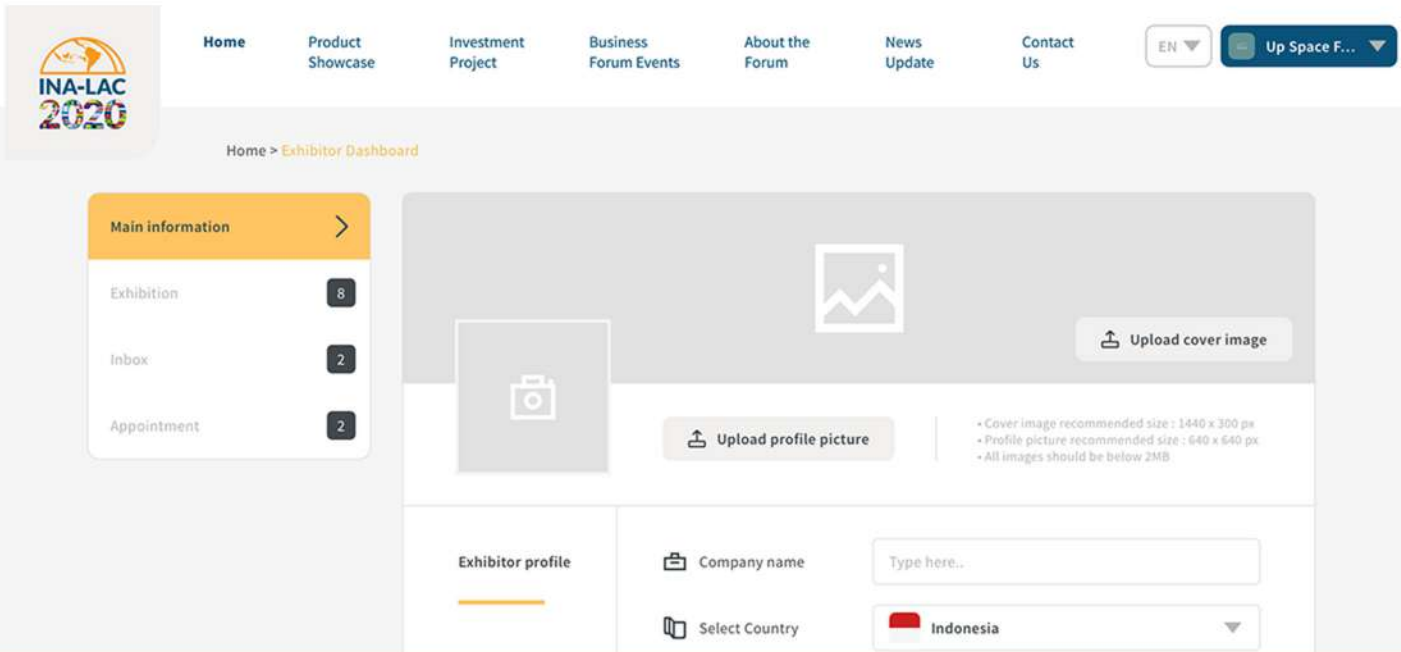
Don't have an exhibitor account? [JOIN AS EXHIBITOR](#)

INDONESIA'S HIGHLIGHTS

- FUTURE ECONOMY POWERHOUSE**  
Largest economy in Southeast Asia, and 10th largest world's economy in terms of purchasing power parity.
- HOST OF INTERNATIONAL EVENTS**  
Asian-African Conference, The Annual Meeting of IMF & World Bank Group, ASIAN GAMES 2018.
- ACCLAIMED TRAVEL DESTINATIONS**  
New7Wonders of Nature – Komodo National Park, UNESCO World Heritage Sites, and many travel wonders.
- DIVERSE & PRESTIGIOUS CULTURE**  
300+ ethnic groups, 700+ languages, abundant valuable preserved cultures, including UNESCO Intangible Cultural Heritage of Humanity – Batik painting.

1. Visita [www.ina-lac.com](http://www.ina-lac.com) en su navegador.
2. Haga clic en el botón LOG IN en la esquina superior de la pagina de inicio.
3. Seleccione como EXHIBITOR en la ventana emergente.
4. Complete el e-mail y password que utilizó para registrarse.
5. Haga clic en LOG IN para continuar.

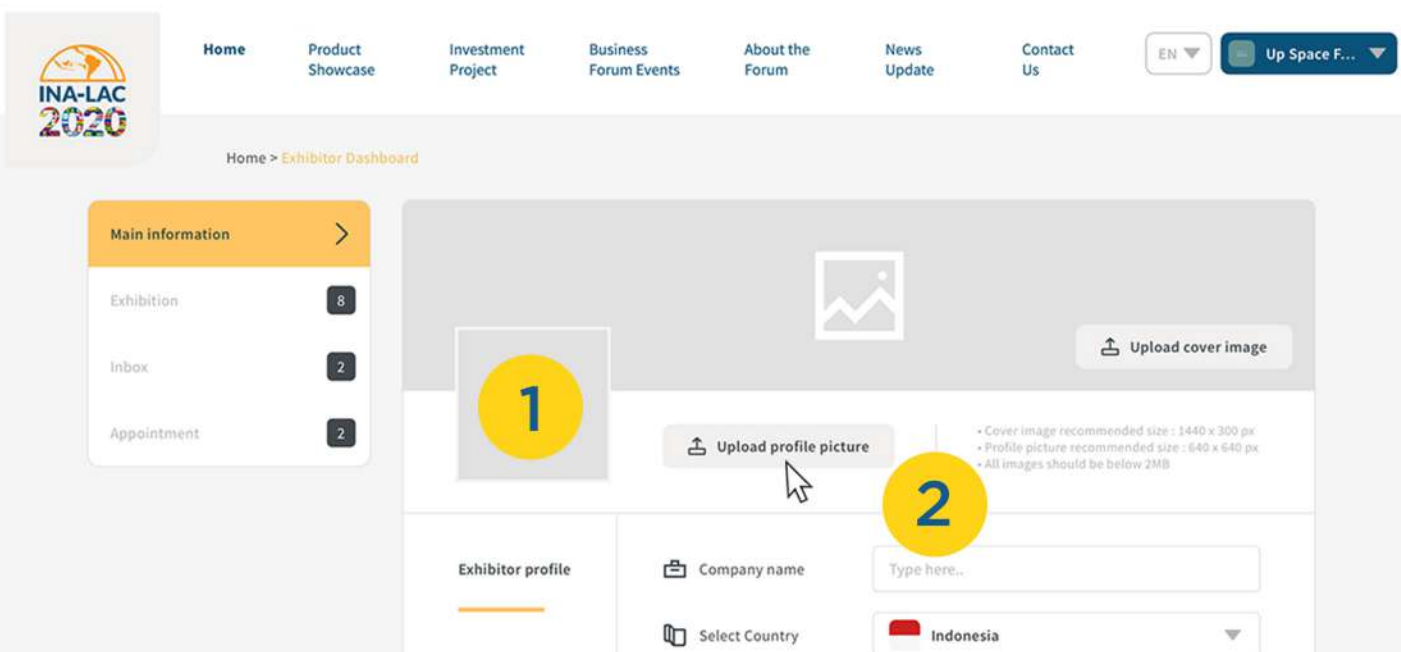
# PANEL DEL EXPOSITOR



6. Una vez que haya iniciado sesión, verá la página del Panel del Expositor.
7. Como expositor, le recomendamos que complete su página con la información adecuada sobre su perfil y catálogo de productos.

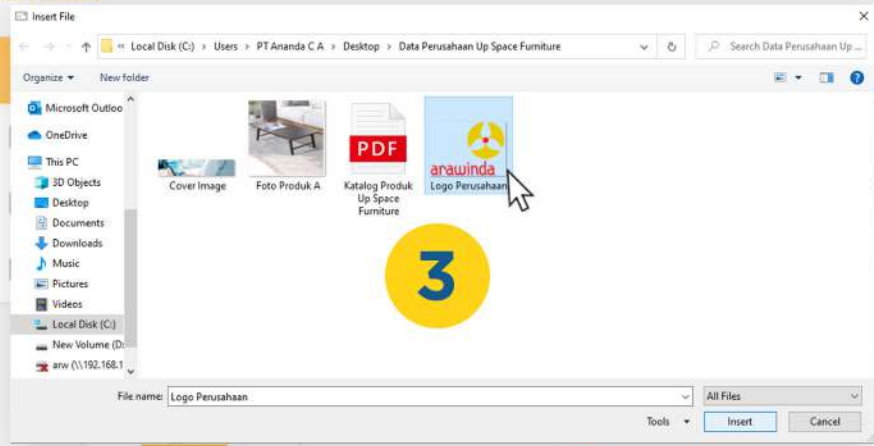
# PANEL DEL EXPOSITOR

## #1 Imagen de Perfil



**Main information**

- Exhibition
- Inbox
- Appointment



1. PROFILE PICTURE - el logotipo de su empresa.
2. Haga clic en el botón UPLOAD PICTURE PROFILE en la parte superior de la pagina.
3. Seleccione un archivo de su computadora o dispositivo.
4. El tamaño recomendado es CUADRADO **640 x 640 px** y **max. 500 KB** para cada archivo.

# PANEL DEL EXPOSITOR

## #2 Imagen de Portada

The screenshot shows the Exhibitor Dashboard interface. On the left is a navigation menu with 'Main information' selected. The main content area has a header with a camera icon and an 'Upload cover image' button (labeled 1). Below it is an 'Upload profile picture' button (labeled 2). To the right of the 'Upload profile picture' button, there are instructions: 'Cover image recommended size : 1440 x 300 px', 'Profile picture recommended size : 640 x 640 px', and 'All images should be below 2MB'. Below these buttons is the 'Exhibitor profile' section with form fields for 'Company name', 'Select Country' (set to Indonesia), 'PIC name', and 'E-mail Address'.

# PANEL DEL EXPOSITOR

## #2 Imagen de Portada

The screenshot displays the exhibitor dashboard interface. At the top left is the INA-LAC 2020 logo. The navigation menu includes Home, Product Showcase, Investment Project, Business Forum Events, About the Forum, News Update, and Contact Us. A language dropdown is set to EN, and a user profile icon for 'Up Space F...' is visible. The main content area shows a sidebar with 'Main information' and sub-items: Exhibition (8), Inbox (2), and Appointment (2). The main section features an 'Upload cover image' button, an 'Upload profile picture' button, and a text input for 'Company name'. Below this is an 'About Exhibitor' section with a text area for a company description. A Windows File Explorer window is overlaid, showing the selection of a file named 'Cover Image' from a folder on the desktop. A large yellow circle with the number '3' is placed over the selected file to indicate the third step in the process.

1. COVER IMAGE - Portada de la pagina del Expositor (podría ser la imagen o foto decorativa de su empresa).
2. Haga clic en UPLOAD COVER IMAGE en la parte superior derecha de la página.
3. Seleccione un archivo de su computadora/dispositivo y cárguelo.
4. El tamaño recomendado es **1440 x 300 px**, y **max. 1 MB**.

# PANEL DEL EXPOSITOR

## #3A Detalles del Perfil de la Empresa

INA-LAC 2020

Home Product Showcase Investment Project Business Forum Events About the Forum News Update Contact Us EN Up Space F...

Home > Exhibitor Dashboard

Main information >

Exhibition 8

Inbox 2

Appointment 2

1

Upload cover image

Upload profile picture

Cover image recommended size: 1440 x 300 px  
Profile picture recommended size: 640 x 640 px  
All images should be below 2MB

Exhibitor profile

Company name Type here..

Select Country Indonesia

PIC name Type here..

E-mail Address Type here..

Business sector Select business sector 2

Phone number Type here..

Company's Website Type here..

Password Min. 6 characters

Confirm Password Min. 6 characters

About Exhibitor

Write description about your company here:

Type here.. 3

Media

Add and embed your video link below:

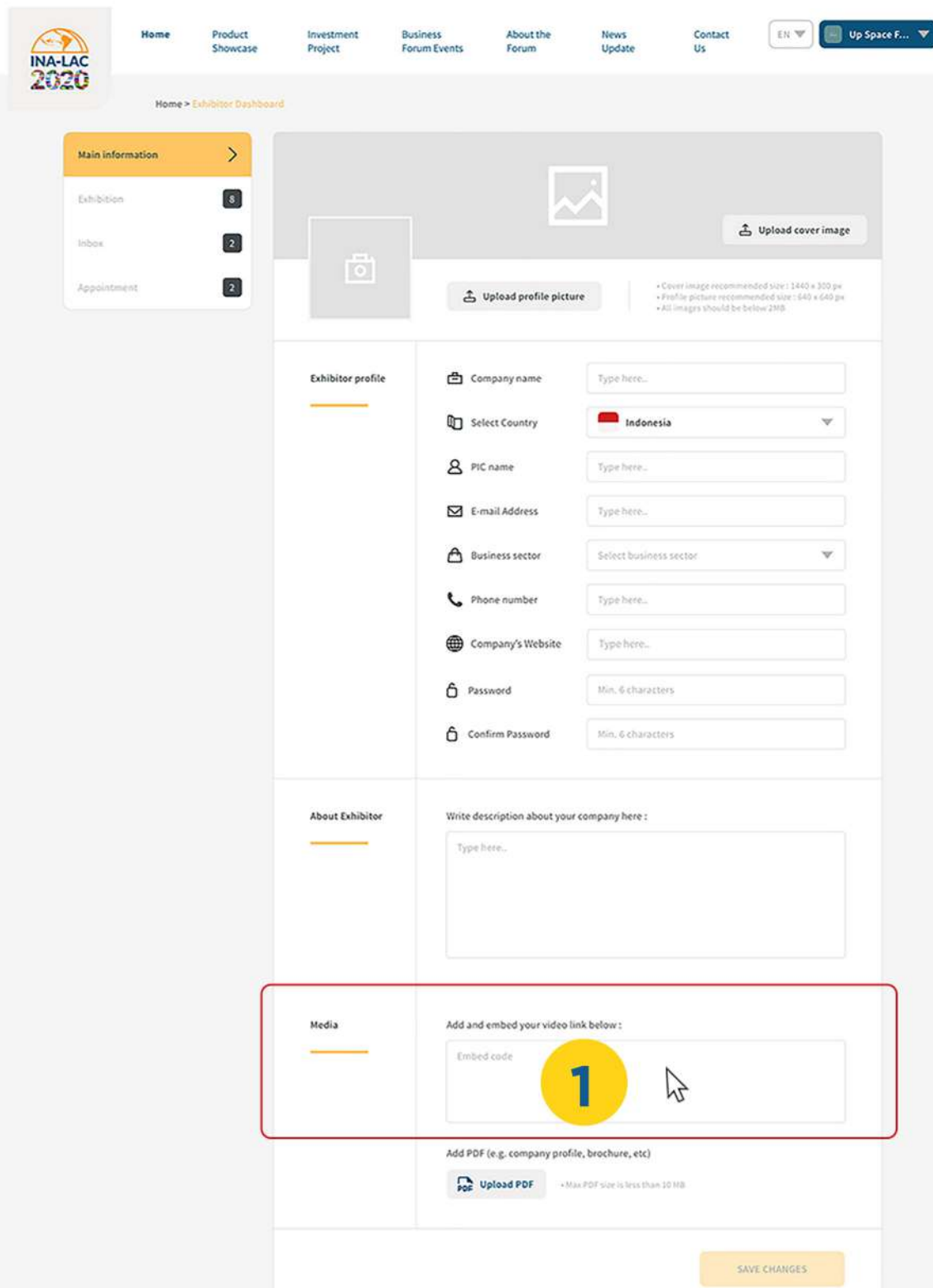
Embed code 4

Add PDF (e.g. company profile, brochure, etc)

1. EXHIBITOR PROFILE - la credencial de su empresa.
2. Asegúrese de completar todos los campos correctamente si no lo ha hecho durante el proceso de registro.
3. Asegúrese de incluir un correo electrónico y un número de teléfono válidos, ya que serán el medio principal para que los visitantes/compradores se comuniquen con usted.
4. ABOUT EXHIBITOR - breve descripción sobre su empresa, productos o servicios, etc. (800 caracteres para una visualización óptima)

# PANEL DEL EXPOSITOR

## #3B Video Perfil de la Empresa



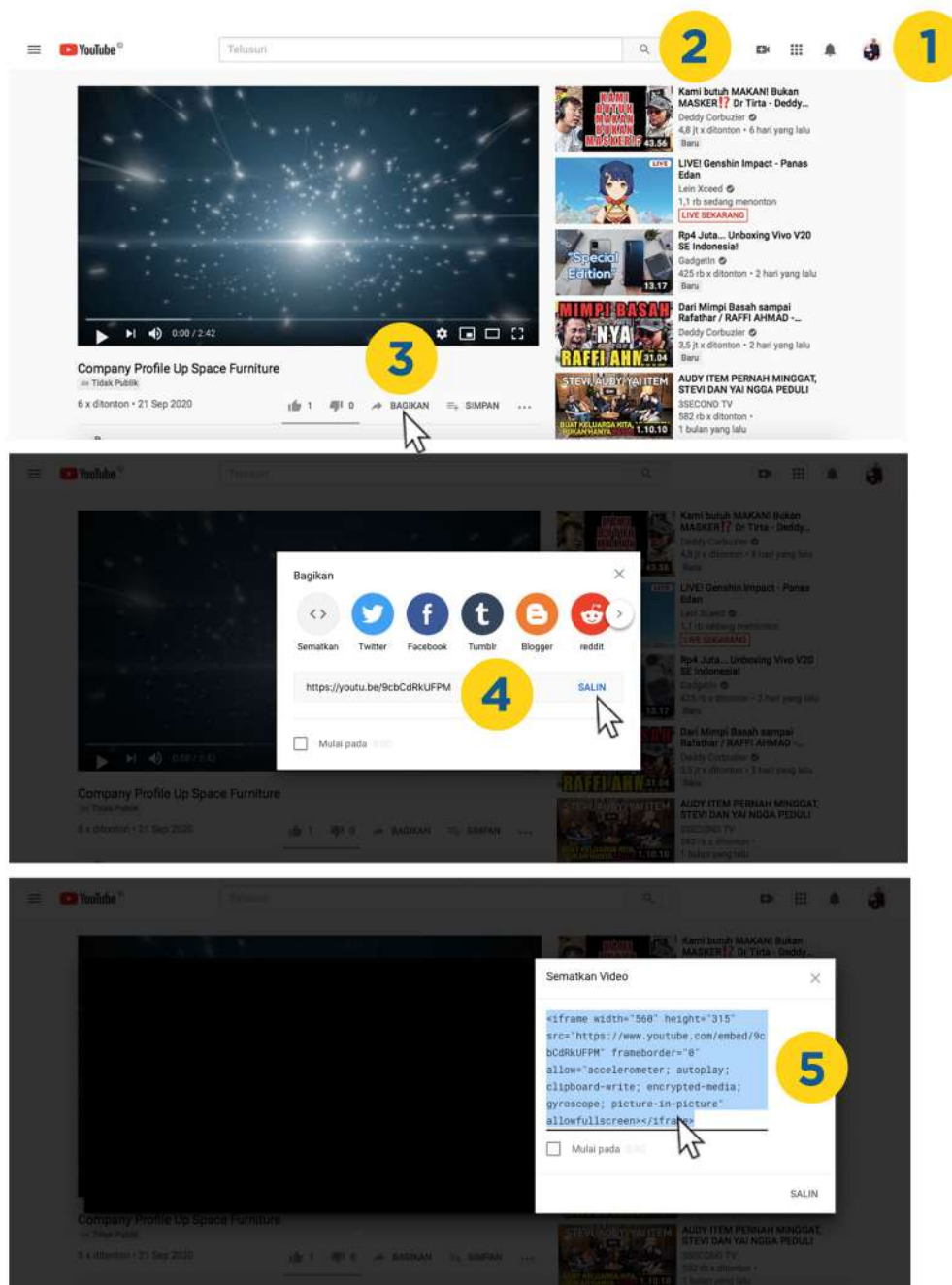
The screenshot shows the exhibitor dashboard for INA-LAC 2020. The navigation menu includes Home, Product Showcase, Investment Project, Business Forum Events, About the Forum, News Update, and Contact Us. The main content area is titled 'Exhibitor Dashboard' and contains several sections: 'Main information' (Exhibition: 8, Inbox: 2, Appointment: 2), 'Exhibitor profile' (Company name, Select Country: Indonesia, PIC name, E-mail Address, Business sector, Phone number, Company's Website, Password, Confirm Password), 'About Exhibitor' (Write description about your company here), and 'Media' (Add and embed your video link below). The 'Media' section is highlighted with a red box, and a yellow circle with the number '1' is placed over the 'Embed code' field. A mouse cursor points to the field. Below the 'Media' section, there is an 'Add PDF' section with an 'Upload PDF' button and a note: 'Max PDF size is less than 10 MB'. A 'SAVE CHANGES' button is located at the bottom right of the dashboard.

1

1. Su página será más atractiva si está equipada con un video sobre su empresa o exhibición de productos.
2. Puede vincular su video de YouTube (consulte la pagina siguiente para obtener instrucciones si aún no está familiarizado con él).

# #3B Company's Video Profile

## Vincular Video de YouTube en su página de expositor



1. Vaya a su cuenta de YouTube.
2. Puede optar por subir un nuevo video o tomar un video publicado desde su canal de YouTube.
3. Para cargar un nuevo video, haga clic en el ícono VIDEO en la parte superior derecha de la página de YouTube y seleccione UPLOAD VIDEO. Seleccione un archivo y sube el video a tu canal.
4. Para tomar un video publicado de su canal de YouTube, haga clic en el ícono SHARE debajo del marco de su video y luego haga clic en el ícono EMBED.
5. Haga clic en COPY en la parte inferior derecha de la ventana emergente para que su secuencia de comandos se copie automáticamente.
6. Pegue el script para insertar en el campo MEDIA del Panel del Expositor.



# PANEL DEL EXPOSITOR

## #3C Documento de Perfil de la Empresa

The screenshot displays the Exhibitor Dashboard interface. On the left, a sidebar menu includes 'Main information' (with a right arrow), 'Exhibition' (8), 'Inbox' (2), and 'Appointment' (2). The main content area is titled 'Home > Exhibitor Dashboard'. It features a header with navigation links: Home, Product Showcase, Investment Project, Business Forum Events, About the Forum, News Update, Contact Us, and a user profile 'EH' with a dropdown arrow. A 'Up Space F...' button is also present. Below the header, there are sections for 'Upload cover image' and 'Upload profile picture'. The 'Exhibitor profile' section contains form fields for: Company name (text input), Select Country (dropdown menu showing 'Indonesia'), PIC name (text input), E-mail Address (text input), Business sector (dropdown menu), Phone number (text input), Company's Website (text input), Password (text input with 'Min. 6 characters' hint), and Confirm Password (text input with 'Min. 6 characters' hint). The 'About Exhibitor' section has a text area for 'Write description about your company here:'. The 'Media' section has a text area for 'Add and embed your video link below:'. At the bottom, a red-bordered box highlights the 'Add PDF (e.g. company profile, brochure, etc)' section, which includes an 'Upload PDF' button and a note 'Max PDF size is less than 10 MB'. A yellow circle with the number '1' is placed next to the 'Upload PDF' button. A 'SAVE CHANGES' button is located at the bottom right of the form.

1. Puede cargar un documento sobre su empresa o catálogo/folleto de productos en formato .PDF.
2. Haga clic en el botón Upload PDF en la sección MEDIA.
3. Elija un archivo .PDF de su computadora/dispositivo y cárguelo (tamaño máximo de archivo: 10MB).

# PANEL DEL EXPOSITOR

## #4 EXHIBICIÓN DE PRODUCTOS

INA-LAC 2020

Home Product Showcase Investment Project Business Forum Events About the Forum News Update Contact Us EN Up Space F...





Home > Exhibitor Dashboard

1

Main Information  
Exhibition >  
Inbox 2  
Appointment 22

2

LIST OF EXHIBITS 12 + ADD NEW EXHIBITS

<input type="checkbox"/>	Exhibits information TL	SKU/Code TL	Categories TL	Action
<input type="checkbox"/>	 Rolf Table 1000 / Meja Lipat / Meja Kerja / Meja Kayu / Mej..	US-029230	Meja	
<input type="checkbox"/>	 Peanut Table 600 / Meja Laptop / Meja kayu Unik	US-029230	Meja	

INA-LAC 2020

Home Product Showcase Investment Project Business Forum Events About the Forum News Update Contact Us EN Up Space F...

Home > Exhibitor Dashboard > Exhibition > Add new exhibit

ADD NEW EXHIBIT

3

Upload exhibit picture

• Picture format: .gif, .jpg, .png with minimum size 300x300 px  
• For a better optimization, the recommended size are 700x700 px

Insert File

Local Disk (C:) > Users > PT Ananda C A > Desktop > Data Perusahaan Up Space Furniture

Search Data Perusahaan Up ...

Organize New folder

Microsoft Outlook OneDrive This PC 3D Objects Desktop Documents Downloads Music Pictures Videos Local Disk (C:) New Volume (D:) anw (\\192.168.1...

Cover Image Foto Produk A Katalog Produk Up Space Furniture Logo Perusahaan

File name: Foto Produk A All Files

Tools Insert Cancel

CANCEL SAVE CHANGES

1. Haga clic en EXHIBITION en los menús del lado izquierdo de la página Panel del Expositor.
2. Haga clic en UPLOAD EXHIBIT PICTURES.
3. Seleccione la foto/imagen del producto que desea mostrar.

# PANEL DEL EXPOSITOR

## #4 EXHIBICIÓN DE PRODUCTOS

[Home](#)[Product Showcase](#)[Investment Project](#)[Business Forum Events](#)[About the Forum](#)[News Update](#)[Contact Us](#)

EN ▾

Up Space F... ▾

[Home](#) > [Exhibitor Dashboard](#) > [Exhibition](#) > [Add new exhibit](#)

### ADD NEW EXHIBIT

[Change picture](#)

• Picture format can be .jpeg .jpg or .png with minimum size 500x500 px  
• For a better optimization, the recommended size are 700x700 px

Exhibit name

Code / SKU

Categories

Origin country

Dimension/Size

Description


Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit.

[CANCEL](#)[SAVE CHANGES](#)

1. Complete la descripción - nombre e información detallada de su producto.
2. Una vez completados los campos, haga clic en SAVE CHANGES.
3. Siempre puede editar cualquier información del producto y guardar los cambios o eliminar el producto por completo.

# PANEL DEL EXPOSITOR

## #4 EXHIBICIÓN DE PRODUCTOS



Home About the Forum Online Exhibition Business Forum Events News Update Investment Center Contact Us

EN Up Space F...





Home > Exhibitor Dashboard


Main information  
Exhibition >  
Inbox 2  
Appointment 22

1 new exhibit has been added successfully. You can see it in the list of exhibits below

### LIST OF EXHIBITS 12

+ ADD NEW EXHIBITS


<input type="checkbox"/>	Exhibits information	SKU/Code	Categories	Action
<input type="checkbox"/>	 Rolf Table 1000 / Meja Lipat / Meja Kerja / Meja Kayu / Mej..	US-029230	Meja	
<input type="checkbox"/>	 Peanut Table 800 / Meja Laptop / Meja kayu Unik	US-029230	Meja	



Home About the Forum Online Exhibition Business Forum Events News Update Investment Center Contact Us

EN LOG IN / SIGN UP

Home > Online Exhibition > Up Space Furniture > Table > Rolf Table 1000 / Meja Lipat / Meja Kerja / Meja Kayu



### ROLF TABLE 1000 / MEJA LIPAT / MEJA KERJA / MEJA KAYU

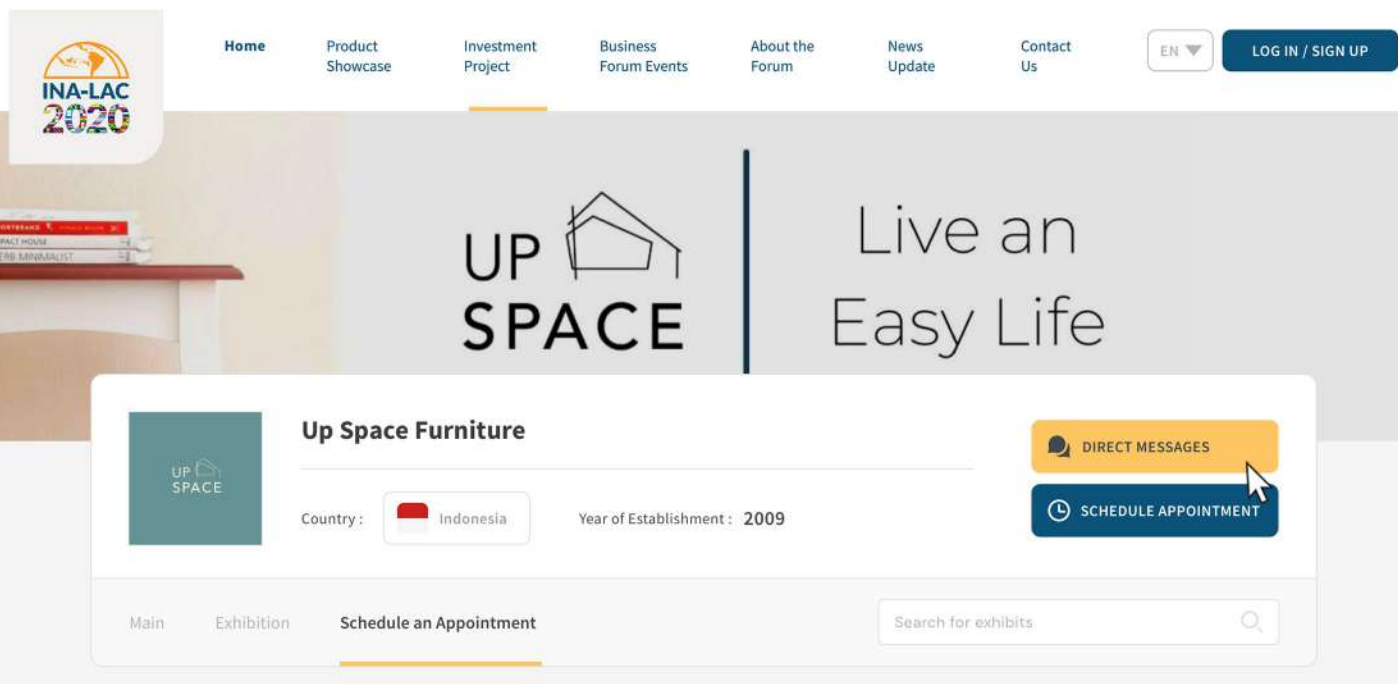
Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit.

Categories	Exhibit code	Origin	Dimension
------------	--------------	--------	-----------

1. Después de guardar los datos, la exhibición de productos se cargará automáticamente en su página de Expositor.
2. Repita los pasos para cargar otra presentación de productos en su página.

# EXHIBITOR PAGE

## Función MENSAJE DIRECTO



INA-LAC 2020

Home Product Showcase Investment Project Business Forum Events About the Forum News Update Contact Us EN LOG IN / SIGN UP

UP SPACE

UP SPACE Furniture

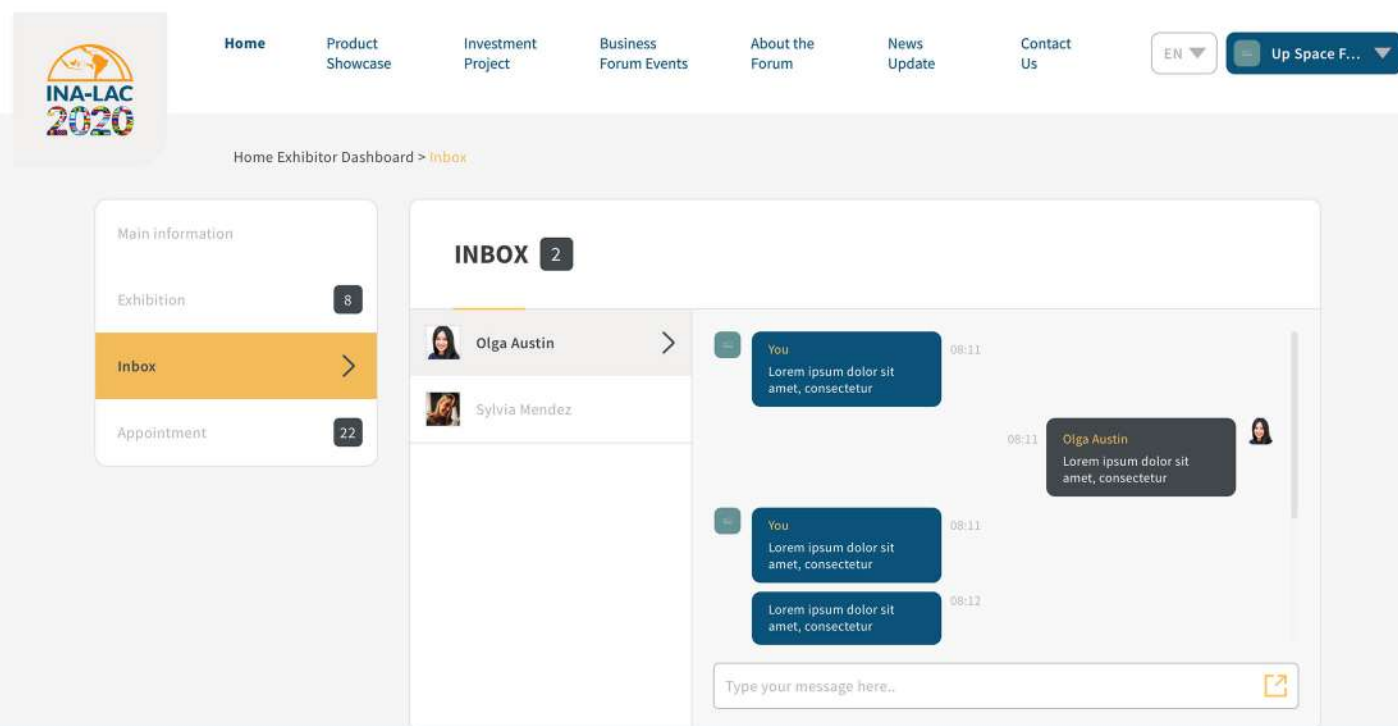
Country: Indonesia Year of Establishment: 2009

DIRECT MESSAGES

SCHEDULE APPOINTMENT

Main Exhibition Schedule an Appointment

Search for exhibits



INA-LAC 2020

Home Product Showcase Investment Project Business Forum Events About the Forum News Update Contact Us EN Up Space F...

Home Exhibitor Dashboard > Inbox

Main information

Exhibition 8

Inbox

Appointment 22

INBOX 2

Olga Austin

Sylvia Mendez

You 08:11  
Lorem ipsum dolor sit amet, consectetur

08:11 Olga Austin  
Lorem ipsum dolor sit amet, consectetur

You 08:11  
Lorem ipsum dolor sit amet, consectetur

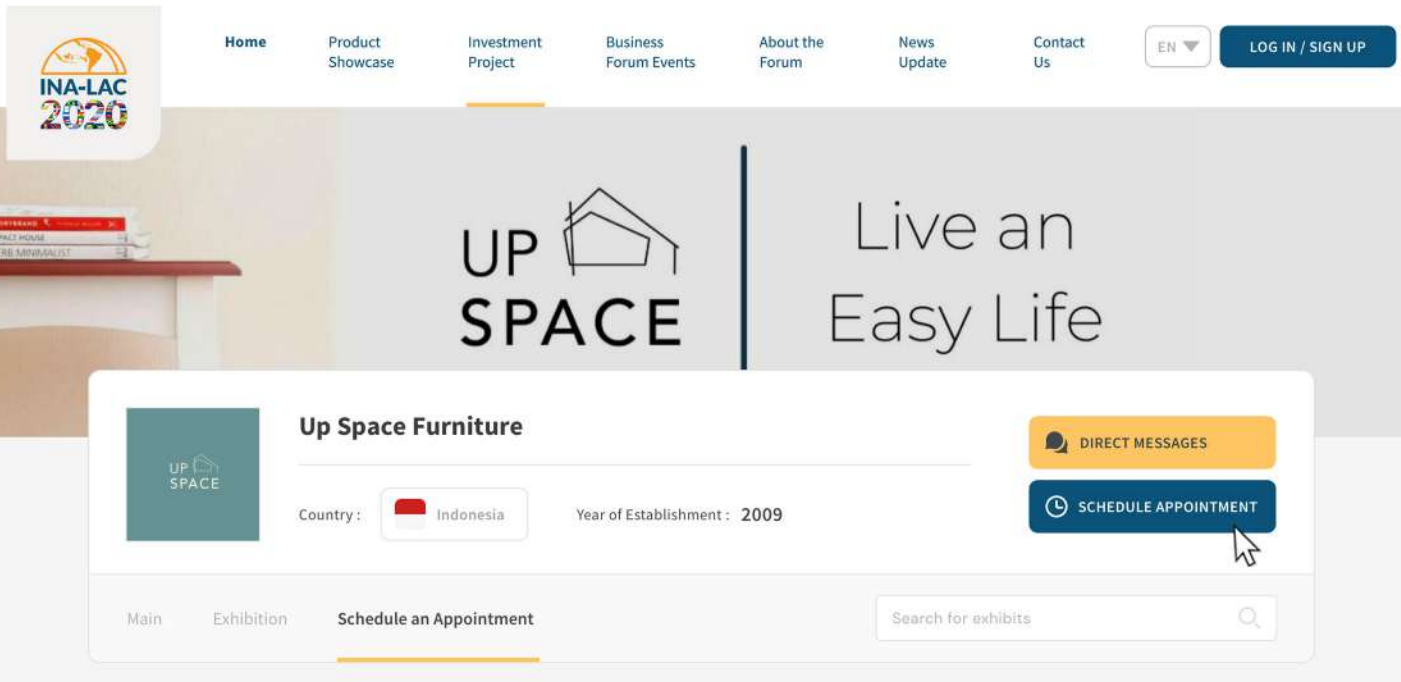
08:12  
Lorem ipsum dolor sit amet, consectetur

Type your message here...

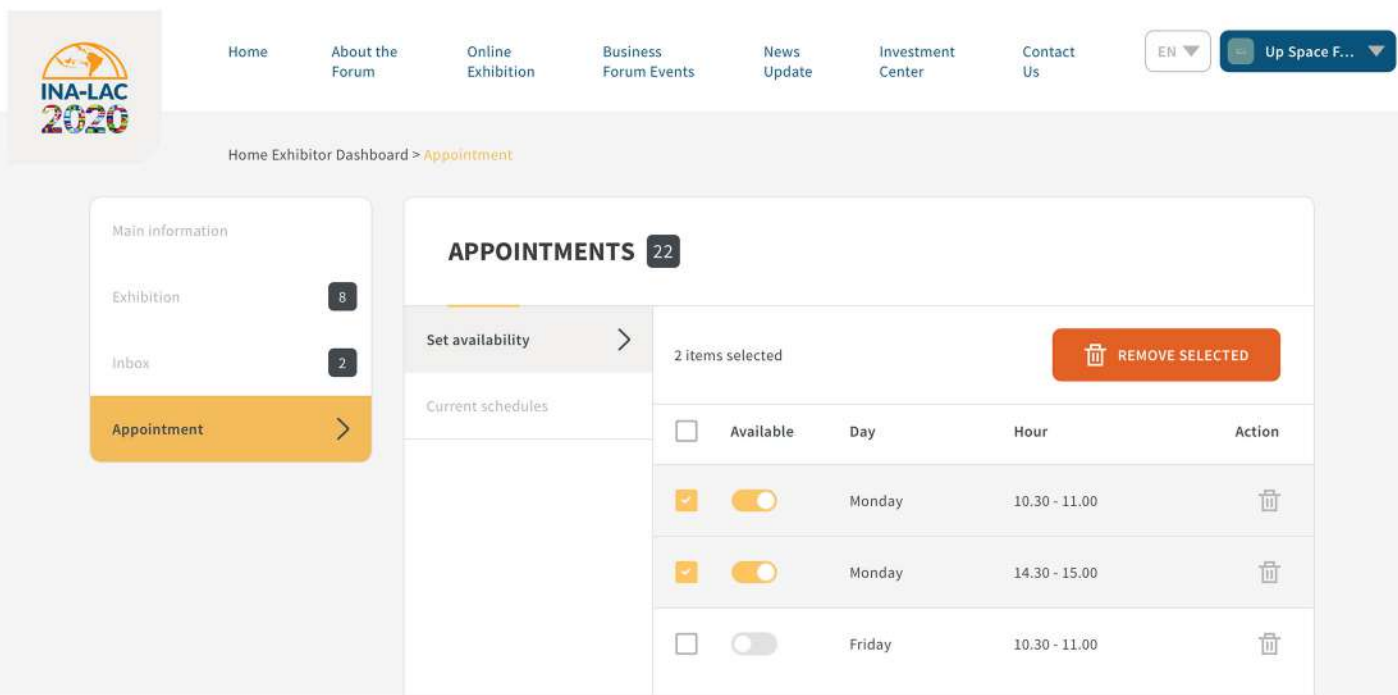
1. En la página del Expositor, hay una función de DIRECT MESSAGE que puede facilitar la interacción directa con el visitante/comprador.
2. El visitante puede acceder a esta función haciendo clic en el botón justo debajo de la imagen de portada de cada página de expositor.
3. Cuando un Visitante le envía un mensaje, recibirá una notificación en su menú INBOX en la página del Panel del Expositor.

# EXHIBITOR PAGE

## Función PROGRAMAR CITA



The screenshot shows the exhibitor profile for 'Up Space Furniture'. The profile includes a logo, a country selection (Indonesia), and a year of establishment (2009). There are two main buttons: 'DIRECT MESSAGES' and 'SCHEDULE APPOINTMENT'. A mouse cursor is hovering over the 'SCHEDULE APPOINTMENT' button. Below the profile, there are navigation tabs for 'Main', 'Exhibition', and 'Schedule an Appointment', with the latter being the active tab. A search bar for exhibits is also visible.



The screenshot shows the exhibitor dashboard with the 'APPOINTMENTS' section active. The dashboard includes a sidebar with navigation options: 'Main information', 'Exhibition' (8), 'Inbox' (2), and 'Appointment' (selected). The 'APPOINTMENTS' section shows 22 items and includes a 'Set availability' button. Below this, there is a table of current schedules with columns for 'Available', 'Day', 'Hour', and 'Action'.

Available	Day	Hour	Action
<input checked="" type="checkbox"/>	Monday	10.30 - 11.00	
<input checked="" type="checkbox"/>	Monday	14.30 - 15.00	
<input type="checkbox"/>	Friday	10.30 - 11.00	

1. También hay una función para que el visitante/comprador solicite una reunión individual con el Expositor a través del menú APPOINTMENT.
2. Una vez que el visitante le haya enviado una fecha y hora solicitada para una reunión, recibirá una notificación en el menú APPOINTMENT en la página del Panel de control del Expositor.
3. La notificación de la cita también se enviará a su correo electrónico registrado.
4. Usted puede responder al visitante o comprador y organizar una reunión virtual según la conveniencia de ambas partes.



**¡GRACIAS Y SUERTE!**

