Welcome to CPHI Americas

The Event Planner – Visitor Guide

Pennsylvania Convention Center, Philadelphia

CPHI by informa | AMERICAS

2-4 JUNE 2026

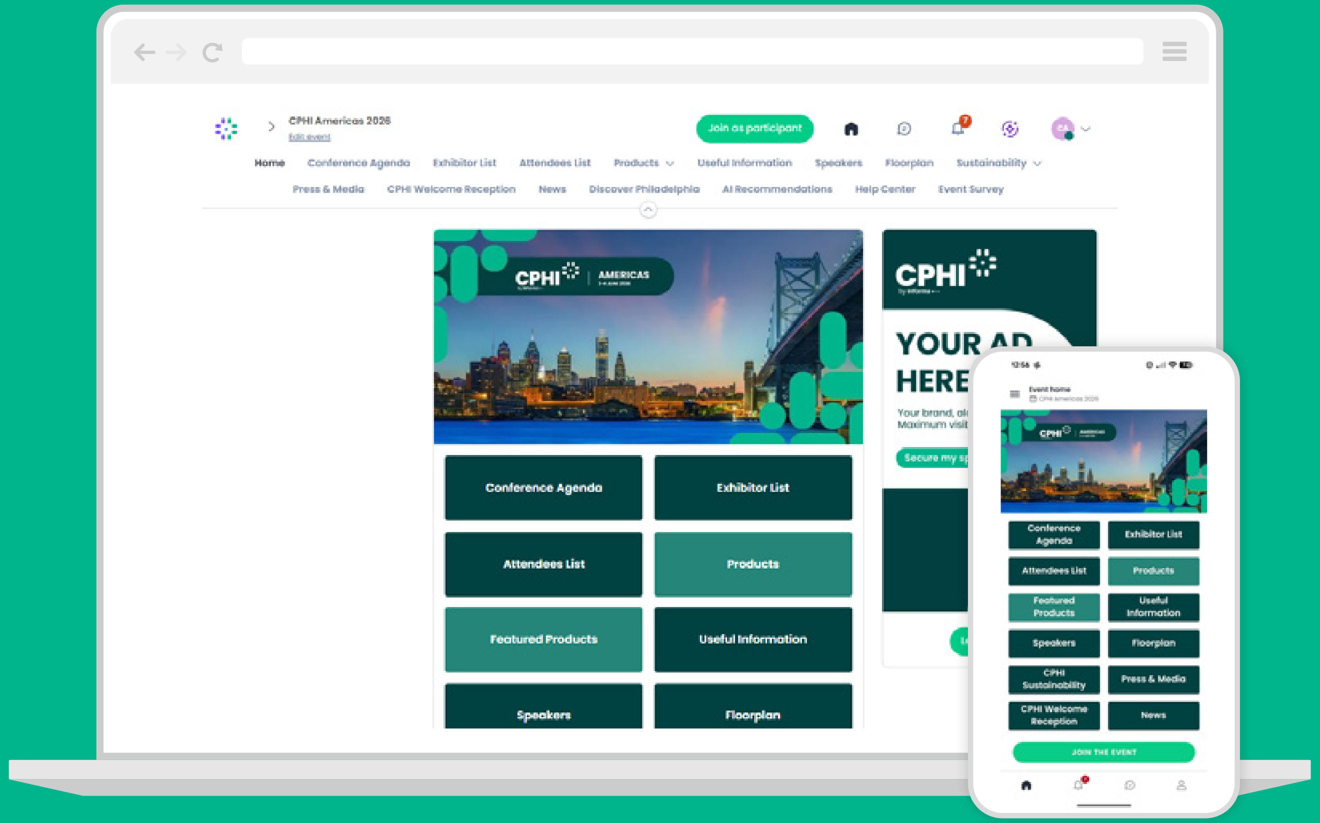
Contents

What is the Event Planner?

The Event Planner is your number one tool for increasing the efficiency and success of your event. Here you will find a suite of easy-to-use tools that extend your sphere of influence, facilitate deeper connections and increase your return on investment. All personalized to your needs and accessible at your pace.

On the Event Planner you can:

- Advertise your presence at the event through a company and personal profile
- Search the full list of attendees to find your target audience
- Network with professionally aligned contacts before, during and after the event through messaging or setting up meetings
- Capture and retrieve the details of all the connections you make



Getting Started

Logging in to the Event Planner

Log in for the first time

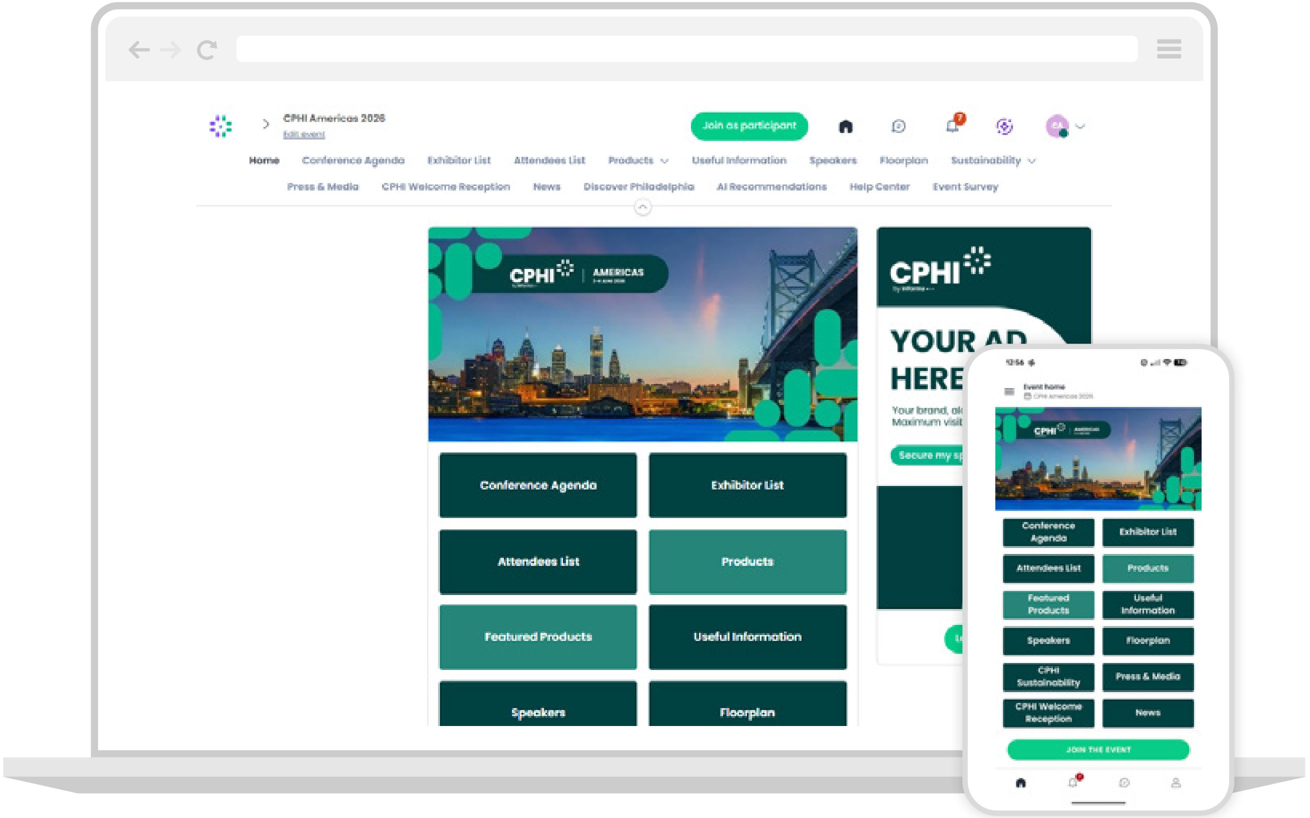
Step 1: You will receive an email* from servicesnoreply@eventsbycphi.com containing a link to the Event Planner. Click the link.

Step 2: A window will then prompt you to create a password for your account.

Log in to an existing account

Step 1: Go to visitor.cphieventplanner.com/event/cphi-americas-2026

Step 2: Enter the email you used to register for the event and your password** then click the arrow to log in.



*Check your spam folder if you don't get an email in your Inbox from servicesnoreply@eventsbycphi.com
**If you have forgotten your password, click "send me the magic link" after entering your email. You will receive an email to reset your password.

Create your personal profile

Make a great first impression by taking a few minutes to set up your personal profile. A complete profile is more attractive to attendees and gives you a boost to connecting with the right people.

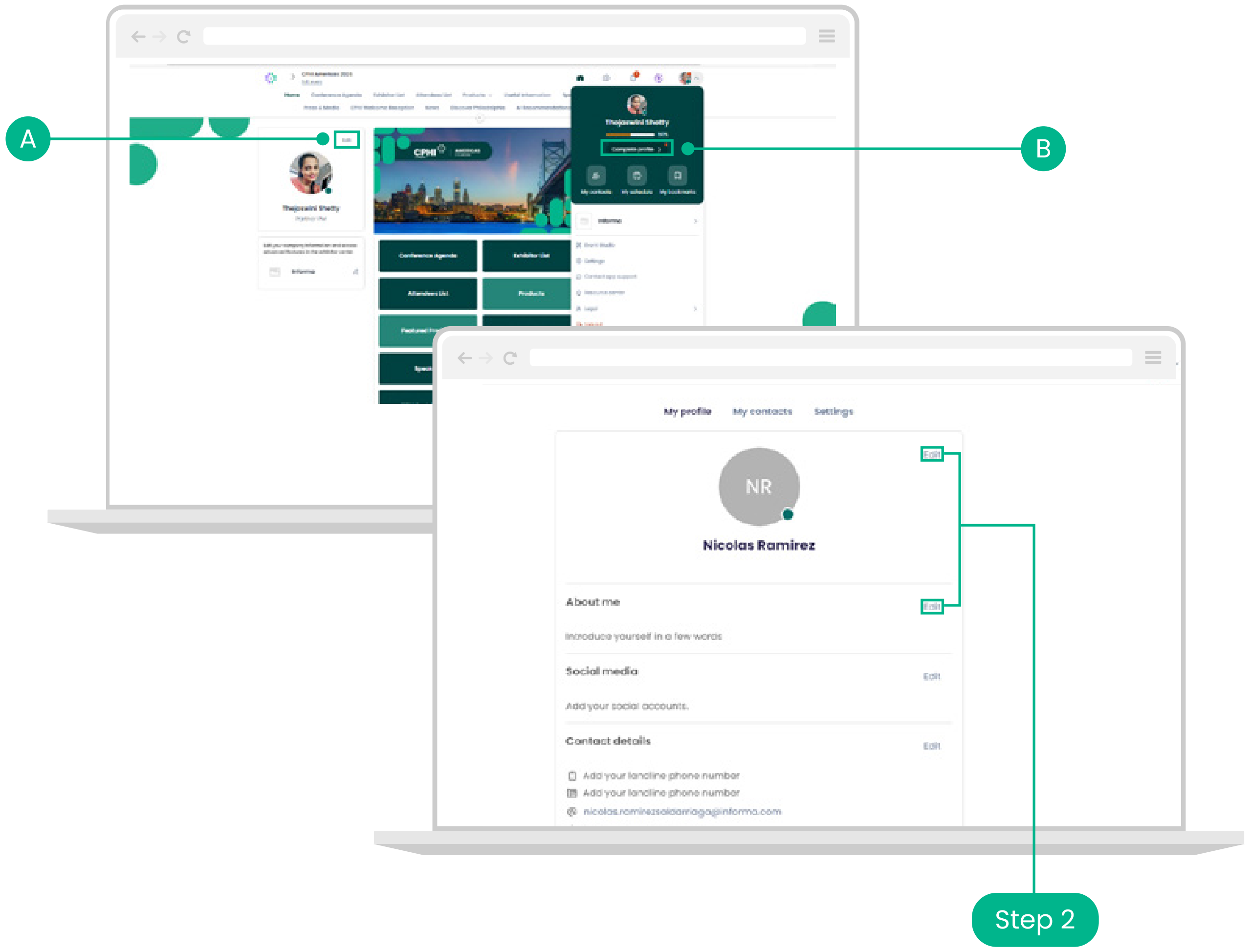
Step 1: There are two ways to access your profile:

- (A) Click **"Edit"** at the top-right of the profile picture box.

  or
- (B) Click **"My Profile"** from the drop-down menu to the right of the page.

Step 2: Once in your profile, click on the **"Edit"** buttons to make relevant changes or updates.

Step 3: Complete all sections, fuller profiles will help you to get matched with the most relevant attendees.



Networking

Send a connection request

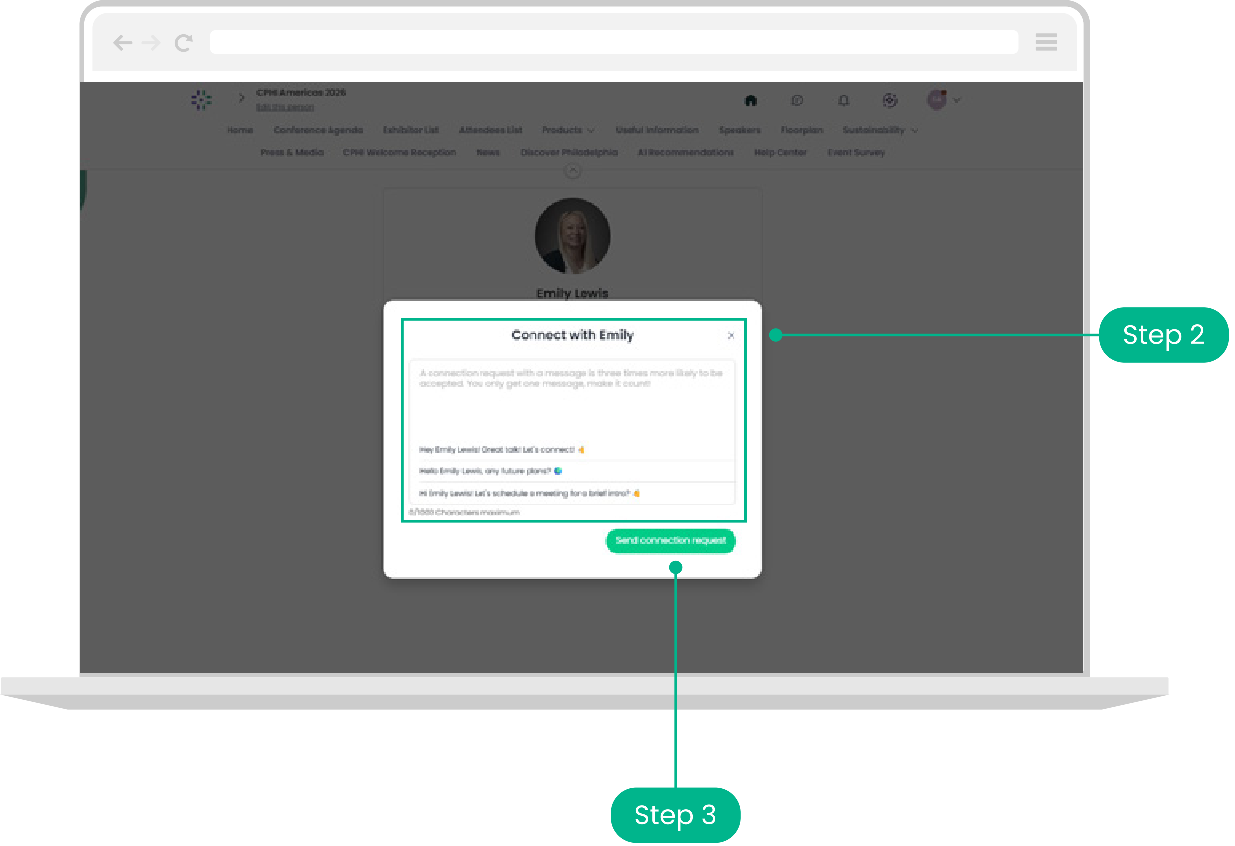
You can send a connection request to an attendee, speaker or another exhibitor. Once someone has accepted your request, you will be able to exchange messages on the platform and they will appear in your list of leads.

Step 1: Click on any profile from the attendee list, speaker list, or exhibitor list.

Step 2: Add an introductory message about yourself, your company and reason to connect.

Step 3: Click **"Send connection request".**

Note: You will be able to find all the people you have been in contact with from **"My contacts"** tab under your profile picture, or in the **"My Event"** button under My Networking tab.

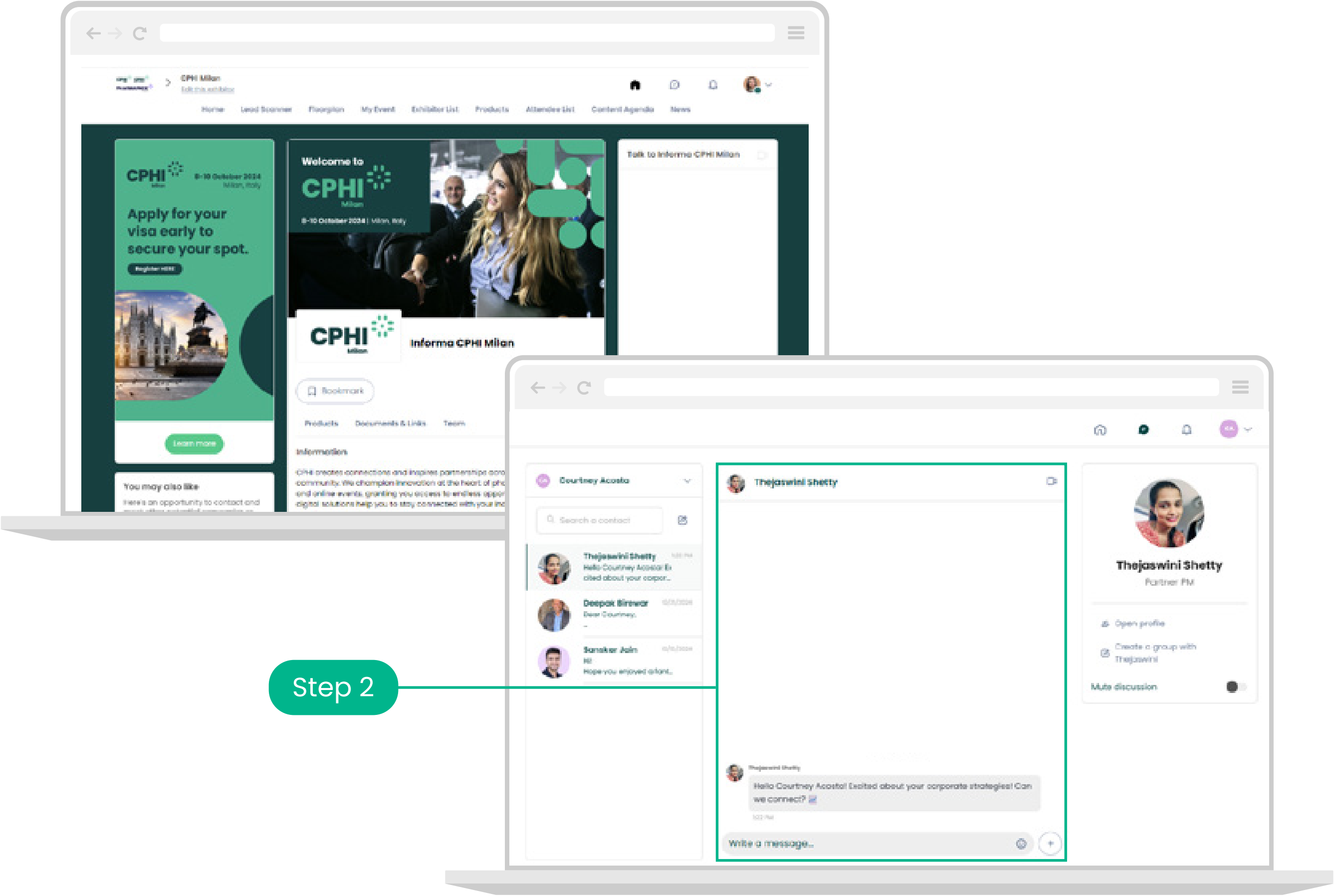


Send a message

Engage with prospective clients by sending and responding to messages. It's a great way to check-in during the event and follow-up on any outstanding issues after you've met in-person.

Step 1: Head to the profile of the attendee you wish to message.

Step 2: On the right-hand side of their profile, you will find a chat box. Type your message here and click the send icon.



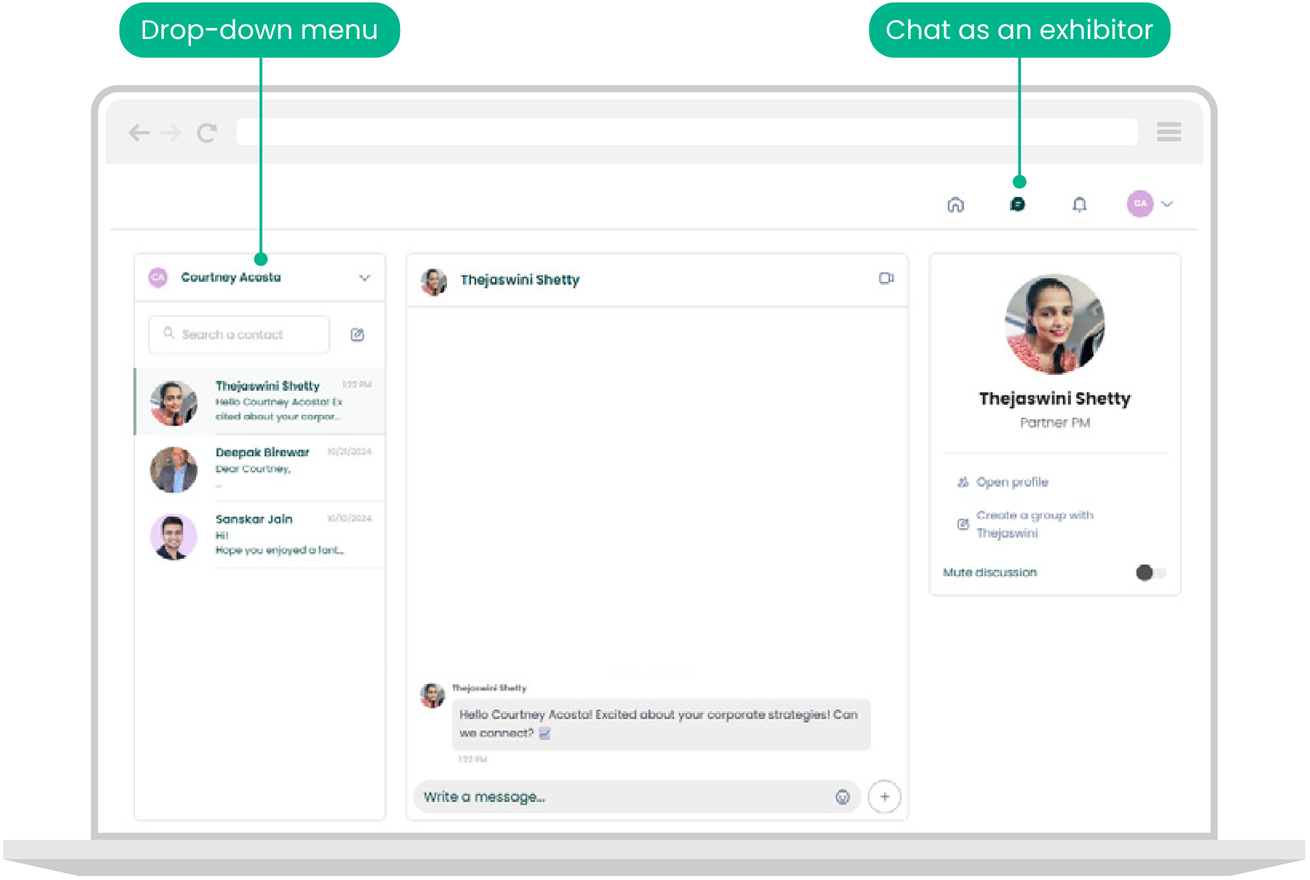
Manage your messages

Step 1: When you receive a new message, a red circle will appear over the chat bubble icon along the top of the screen.

Step 2: Click the chat bubble icon to view your inbox.

Step 3: You can switch between your personal inbox and the company inbox using the drop-down menu at the top of your messages.

Step 4: Click on a message to view it and respond.



Create a group chat

Create a group chat for discussions with up to 10 people. You can send messages, share files and arrange group video calls for those topics that cannot be conveyed in a message.

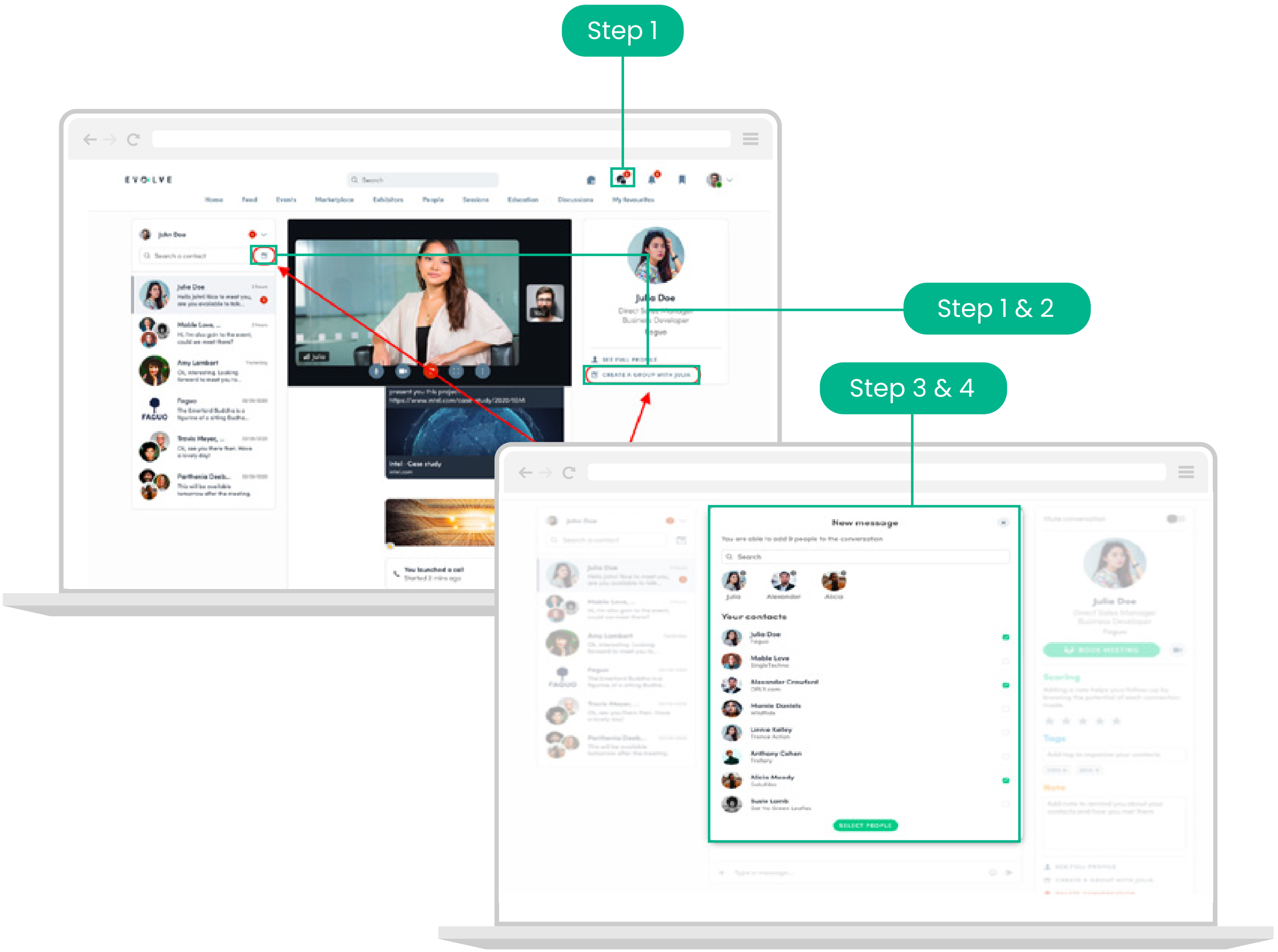
Step 1: Head to your message inbox by clicking on the chat bubble icon.

Step 2: Click the new message icon at the top of your messages.

Step 3: Add people from your contact list to the group by selecting the checkbox next to their name.

Step 4: Click **"next"** to start your conversation.

By default, the person creating the group chat is the admin.
This gives them the right to:
- Add and remove members
- Assign and demote new admins
- End the conversation



Request a meeting

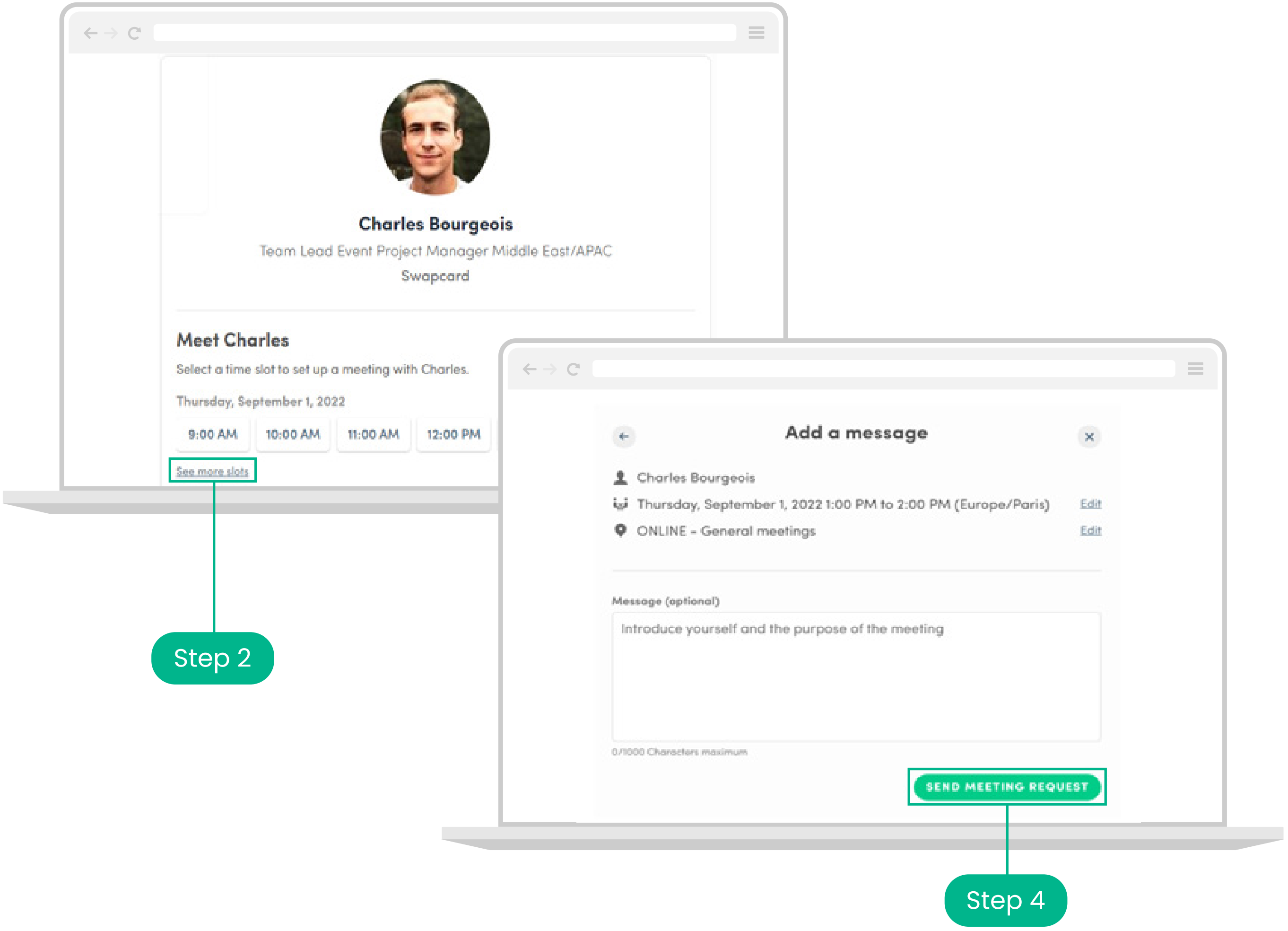
Arrange meetings once the visitor list is available! Move your business relationship further and make time for those important face-to-face discussions. Meetings can be held online or in-person at the show.

Step 1: Visit an attendee's profile from the attendee list, speaker list, or an exhibitor's profile.

Step 2: Select one of the suggested time slots or click **"see more slots"** for all available times.

Step 3: Select a meeting location, and add participants if required.

Step 4: Add a message and send your meeting request.



Content

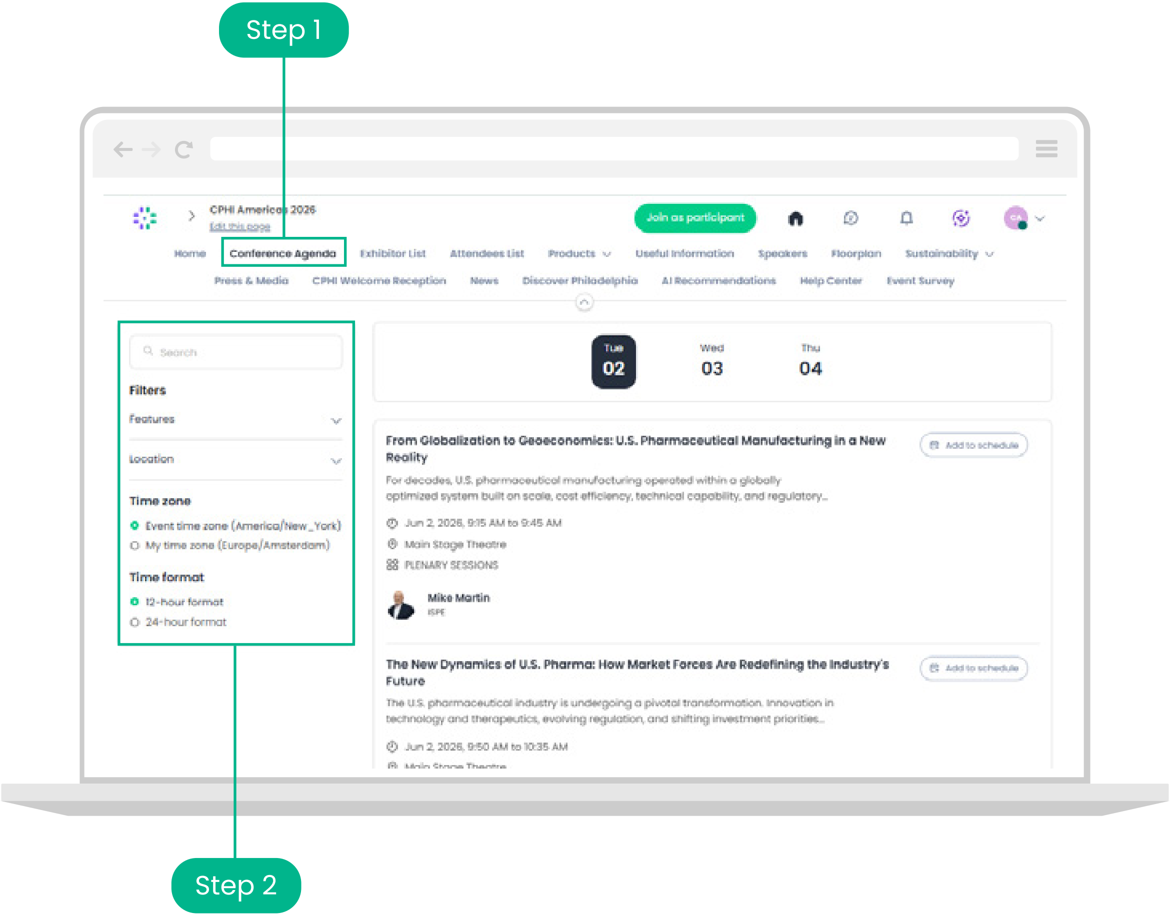
Register for sessions

Keep up with industry trends, get inspired by new innovations and learn the secrets of sector leaders. There is something for everyone in the event Conference Agenda.

Step 1: From the homepage of the platform, click on **"Conference Agenda"** in the top navigation bar to find an overview of all the sessions taking place at the event.

Step 2: You can search using the filters on the left-hand side to find the most relevant sessions for you.

Step 3: To register your attendance at a session and add it to your calendar, simply click the 🔖 icon to the right of the session name.

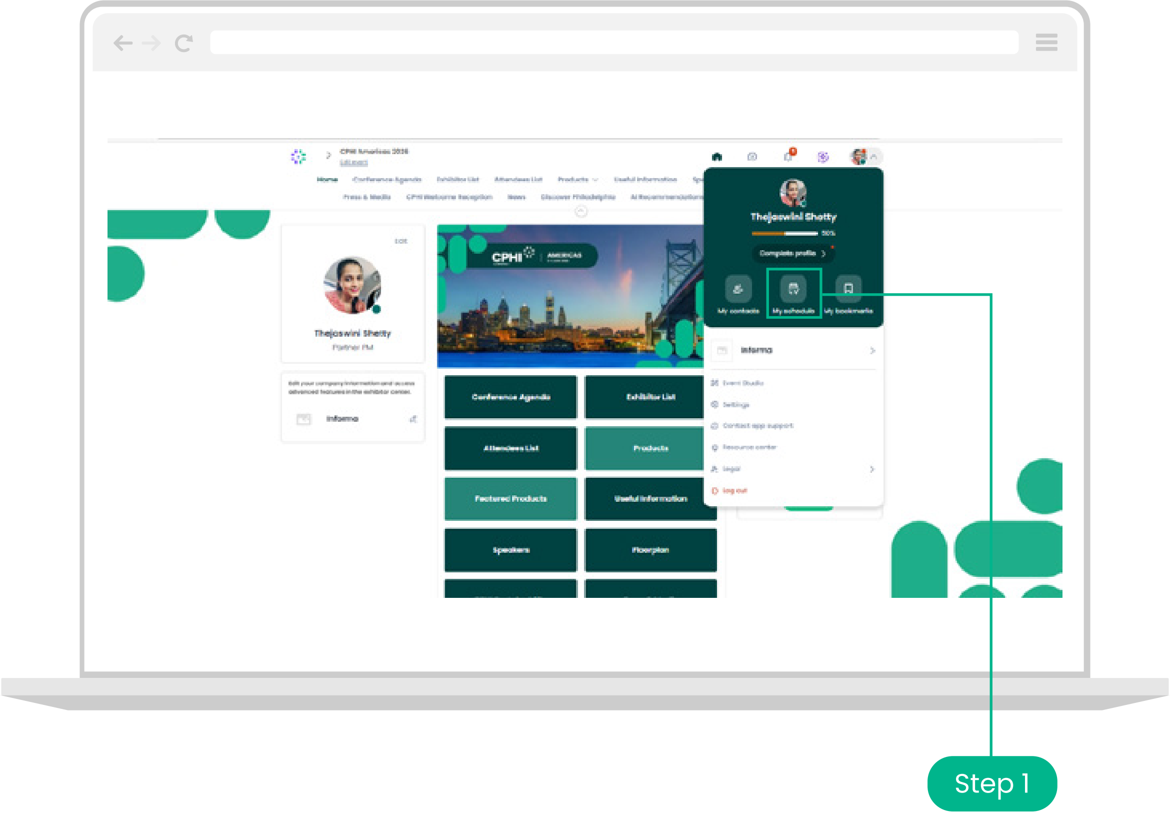


View and export your schedule

Keep track of the sessions you want to attend in your schedule. You can even add them to your digital calendar of choice to keep all your important dates in one place.

Step 1: Click the **'My Event'** tab from the top menu then select **'My Schedule'** from the left navigation bar to view the sessions you have signed up to.

Step 2: On the right-hand side click **"Export to my calendar"** or **"Download PDF"** to export your full schedule of sessions and meetings.



Connect

Connecting at the event

Building your list of contacts has never been easier. Utilize 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

How do I scan a badge?

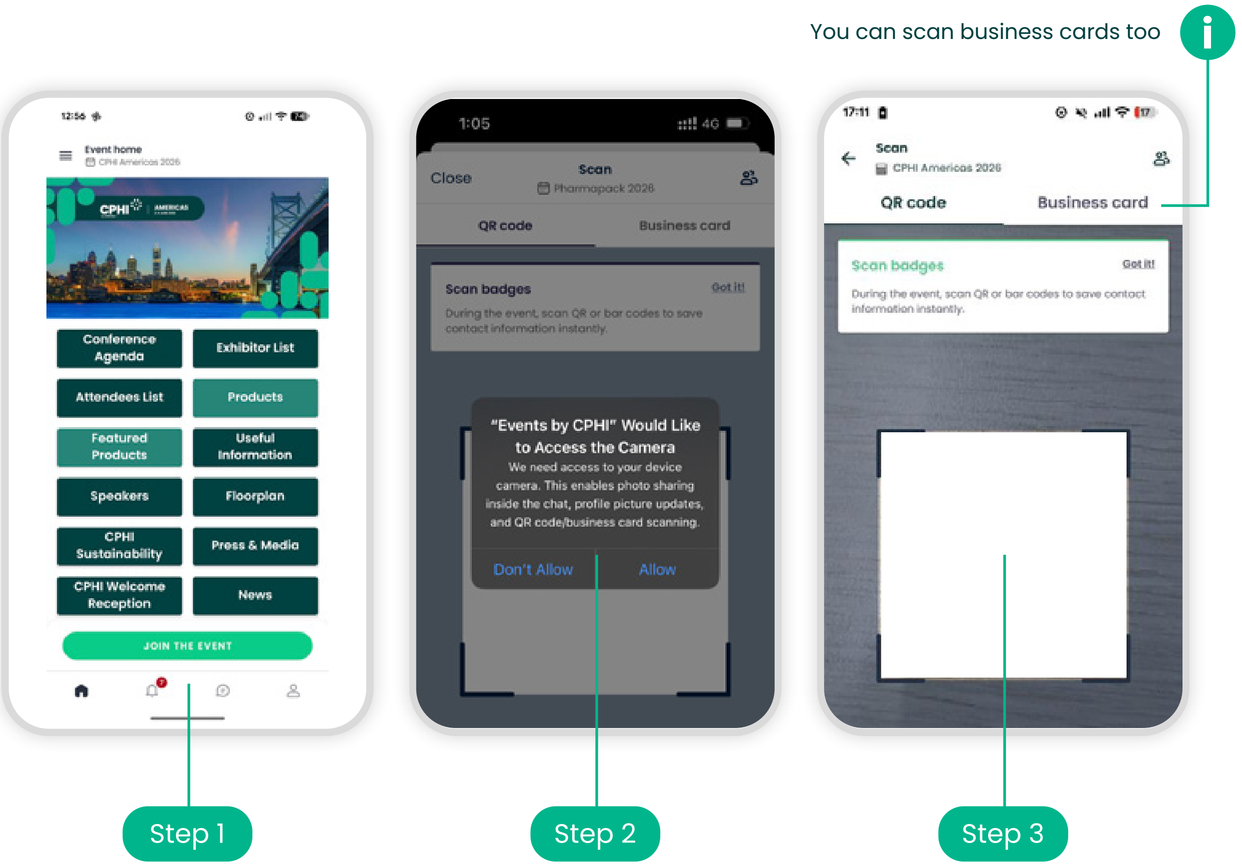
To start scanning badges onsite, download the app.

Step 1: Within the app, click the QR code icon in the bottom center.

Step 2: Allow access to the camera.

Step 3: Scan the badge.

And you have successfully captured their contact details!



Download Connections

Download your connections

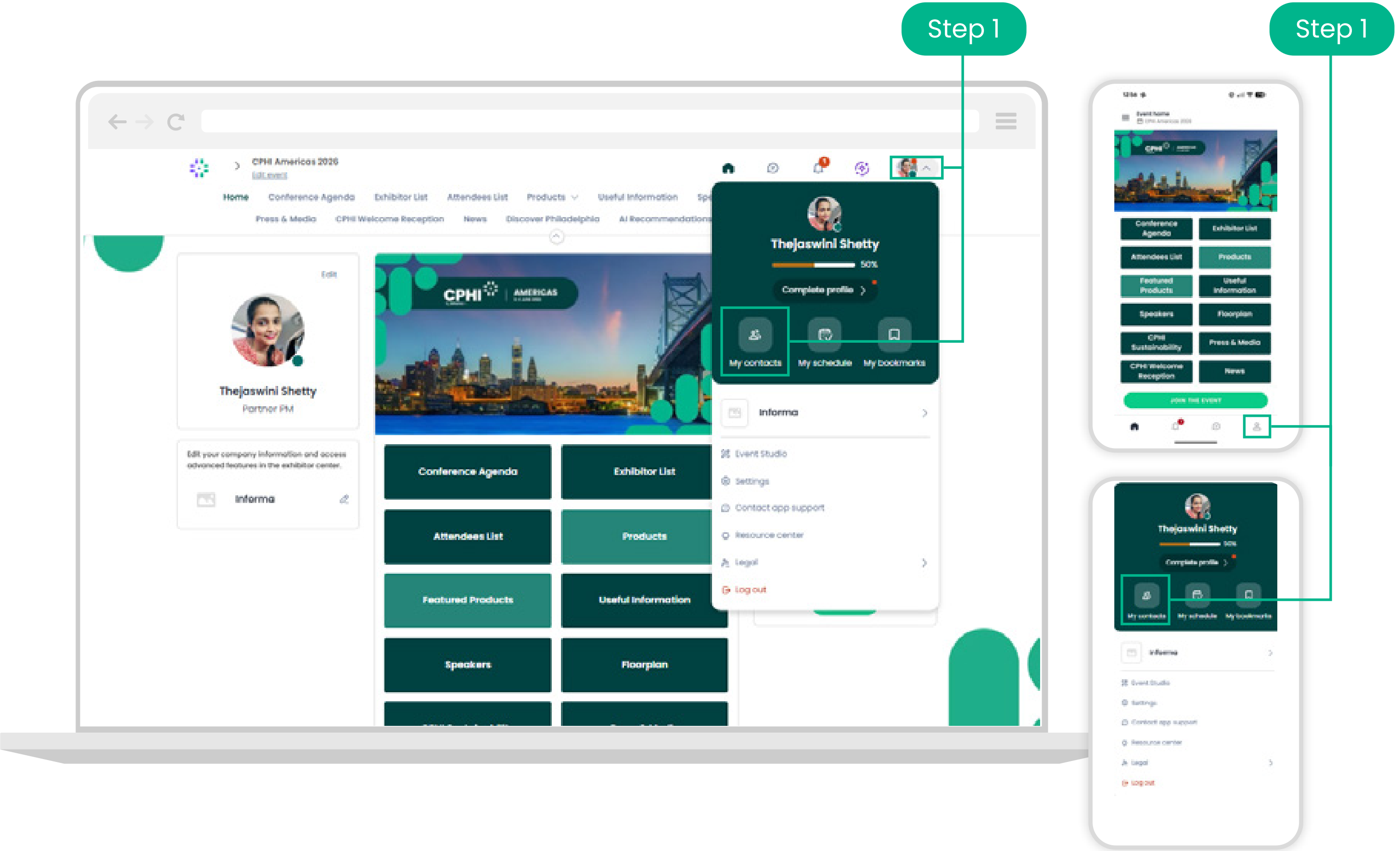
You will be able to export the details of any participant you have connected with.

Downloading your connections

Step 1:

- 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 click on **"Export leads".**

Step 2: To export them to an excel, click **"Export all contacts".**



Click here to download the Event Planner App and start scanning!

Contact our CPHI Americas customer service team on
cphiregistration@informa.com