



# GREENTECH

**2026** *SHAPING MARITIME  
SUSTAINABILITY*

June 9 - 11, 2026 – Québec City, QC

## WHOVA EXHIBITOR MANUAL



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The event application remains the primary tool for all Green Tech attendees, offering complete access to all essential details related to the conference. For exhibitors, Whova is a great way to connect with delegates with features such as the **Lead Retrieval Tool** and the **Passport contest**.

Please note that we will be organizing a webinar with the exhibitors in May to walk through the various features of the Whova app and answer all related questions. We recommend to download and explore the app before this meeting.

## DOWNLOAD THE APP

Whova is available on the mobile phone app and on computer via the web portal\*. To download the Whova app or access the web portal, use your device's camera to scan the QR code below or click the corresponding button.



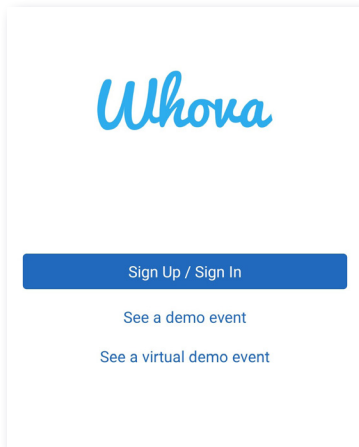
Web portal

Mobile app

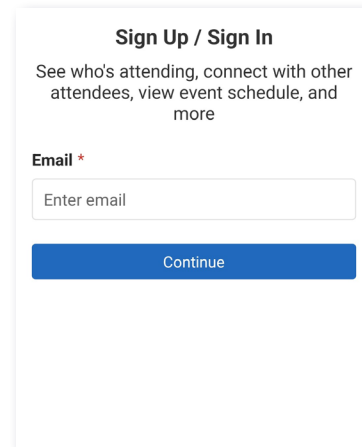
*\* For practicality reasons, the screenshots and instructions of the Whova Exhibitor Manual are from the mobile app version. The following steps might differ if you're using the Web portal.*

# HOW TO SIGN IN

1. Open Whova and click 'Sign up/Sign in'.

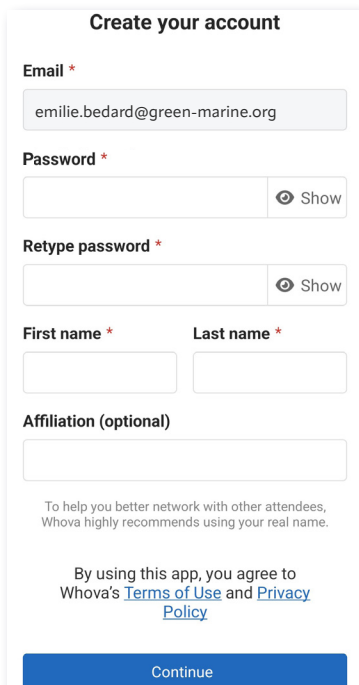


2. Enter the email address submitted in the booth registration form.\*

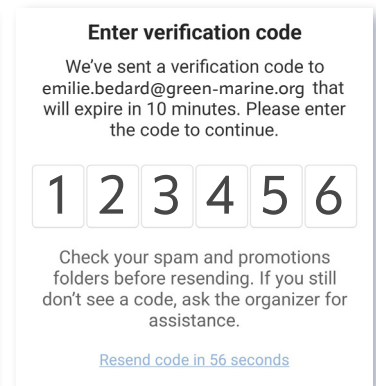
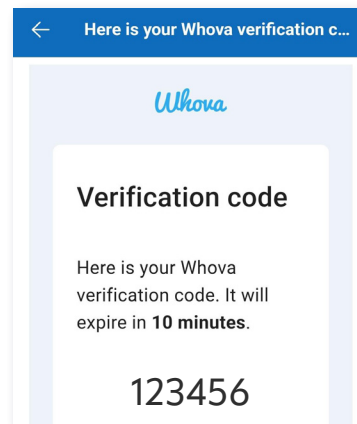
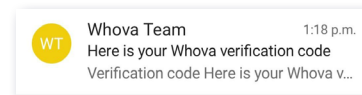


\* If a new contact was later communicated to us, enter the designated contact's email.

3. Create your password and enter your first and last name.



4. Check your emails for a message with your verification code\*. Then return to Whova and enter the code.



\* Check your spam folder if you don't see it.

**IMPORTANT:** You must be registered as lead booth staff or booth staff to access the Exhibitors Hub. If you're registered only as an attendee, you won't have access to the app features covered in this guide.

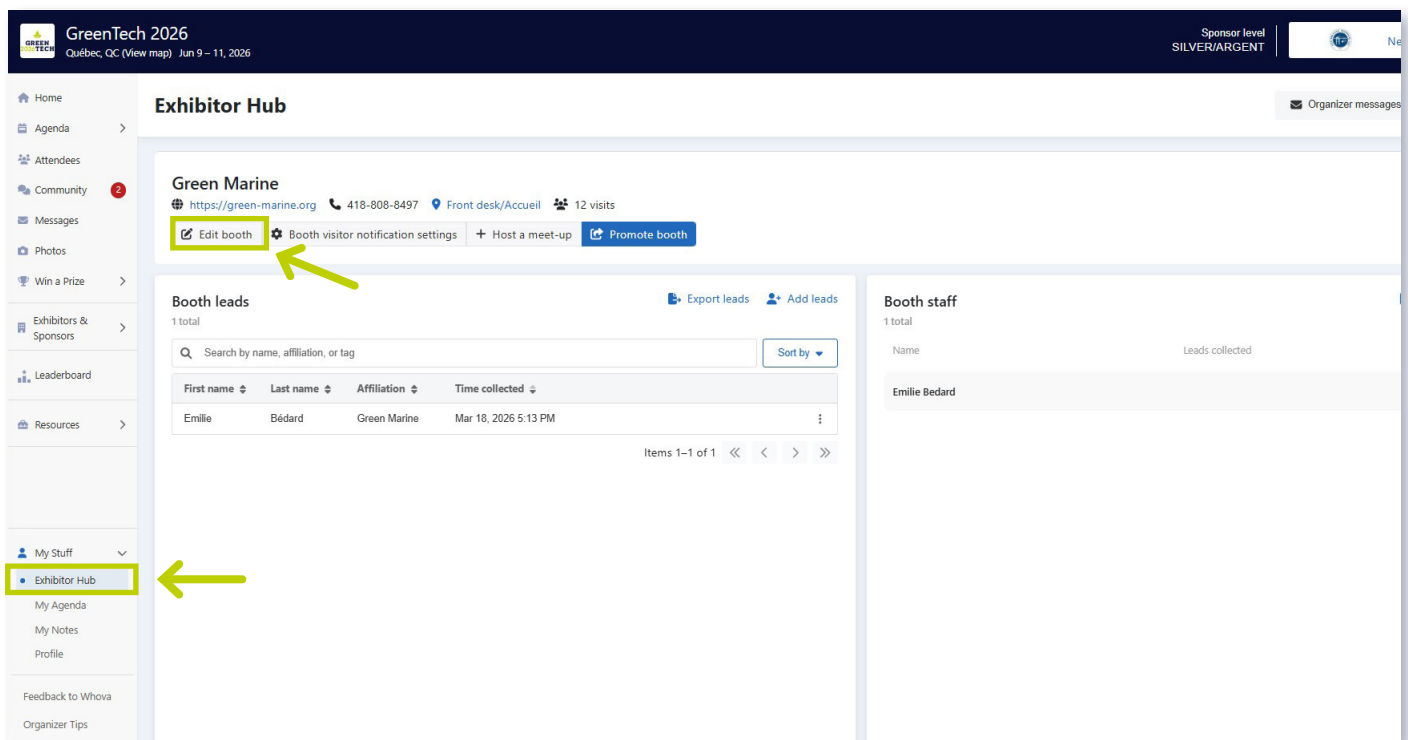
If this applies to you, verify if you signed in/signed up with the same email used in your booth or event registration form. If someone else handled the booth registration, they'll need to sign in and add you as booth staff (see page 6 for instructions).

## GET YOUR VIRTUAL BOOTH READY

When you open the app for the first time, you'll be prompted to set up your booth. Click Start, then add your company information\* and materials.

You can always come back later to update or add more. The full steps for editing are explained under 'Editing your booth details' on page 4.

\* Please note that the company description, live product demo and handouts can only be added or edited on the Web portal or on a browser.

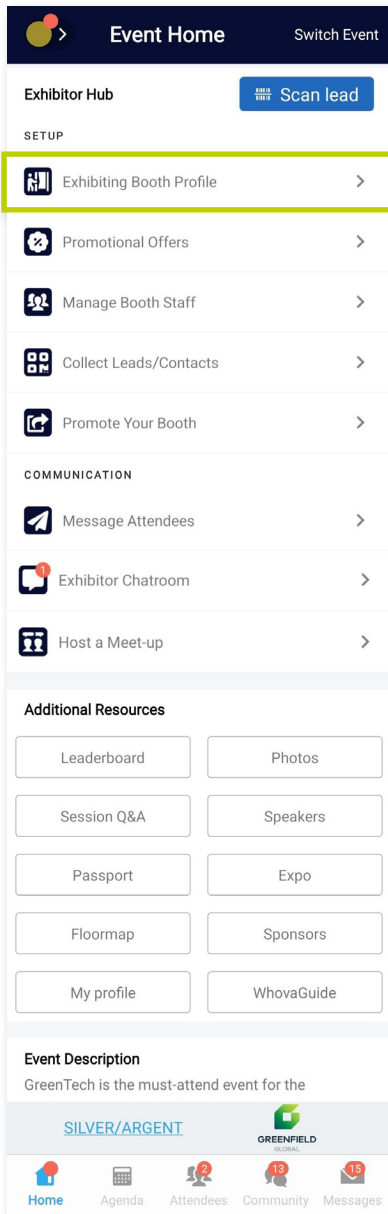


The screenshot shows the 'Exhibitor Hub' interface for 'Green Marine'. The top navigation bar includes 'GreenTech 2026 Québec, QC (View map) Jun 9 - 11, 2026' and 'Sponsor level SILVER/ARGENT'. The sidebar on the left has 'Exhibitor Hub' selected. The main content area shows the booth name 'Green Marine' with contact details and a list of booth leads. A yellow box highlights the 'Edit booth' button, and a yellow arrow points to it. Another yellow arrow points to the 'Exhibitor Hub' menu item in the sidebar.

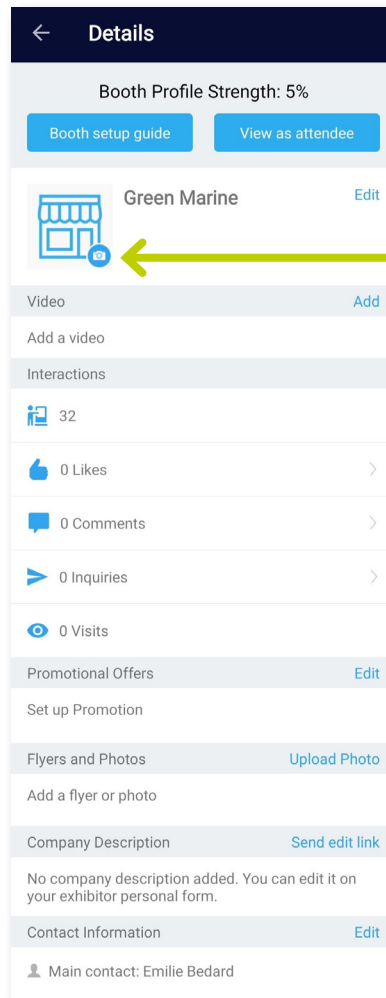
First name	Last name	Affiliation	Time collected
Emilie	Bédard	Green Marine	Mar 18, 2026 5:13 PM

## Editing your booth details

To edit your virtual booth, go to the Home tab, find the 'Exhibitor Hub' section and click on 'Exhibiting Booth Profile'.



From there, customize your booth by adding or editing:



← your slogan and company name

← your logo

← videos

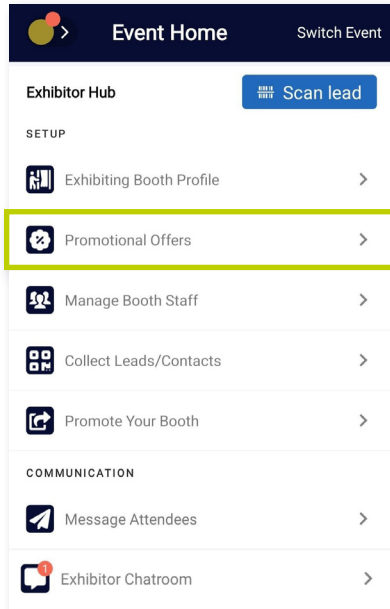
← promotions

← photos

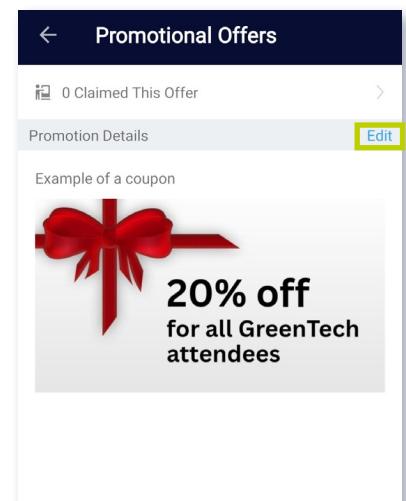
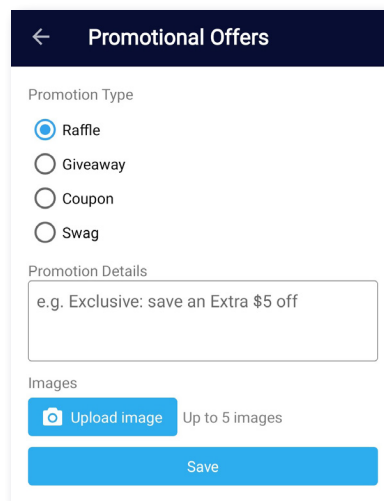
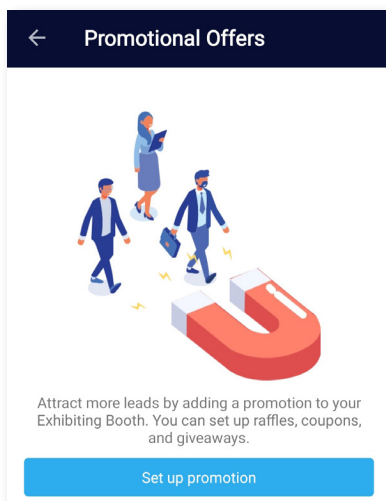
← your company email, phone, website and address.

## Promotional offers

You can set up promotional offers to attract attendees on 'Promotional Offers' under the 'Exhibitor Hub' section\*. The attendees who claim your offers will be automatically added to your leads list.



1. Click 'Set up promotion'.
2. Choose whether your promotion will be a raffle, giveaway, a coupon that attendees can apply in the booth, or swag. If you'll be using coupons, choose a total number of coupons that can be applied.
3. Fill in the details of your offer under 'Promotion Details'.
4. Upload up to 5 relevant images to be featured alongside your promotion.
5. Click Save.
6. If you want to take down a promotion, click 'Edit', and 'Remove Promotion'.

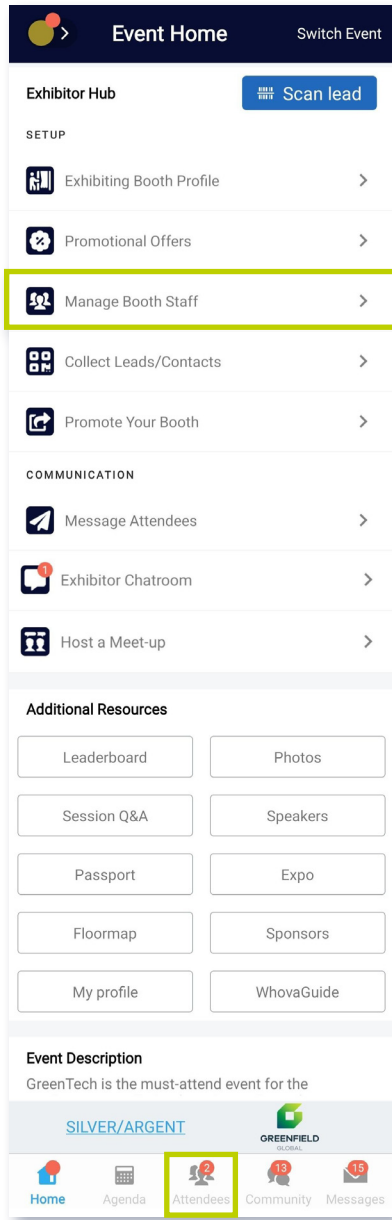


\* You can also access this feature on 'Exhibiting Booth Profile' by clicking the 'Edit' button corresponding to the 'Promotional Offers' option.

## Manage booth staff

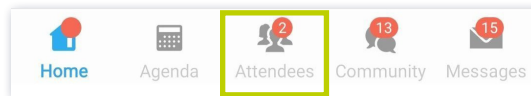
You can add booth staff to help you collect leads in 'Manage Booth Staff' under the 'Exhibitor Hub' section.

\* Only the lead booth staff or the main contact can add, edit or manage booth staff.



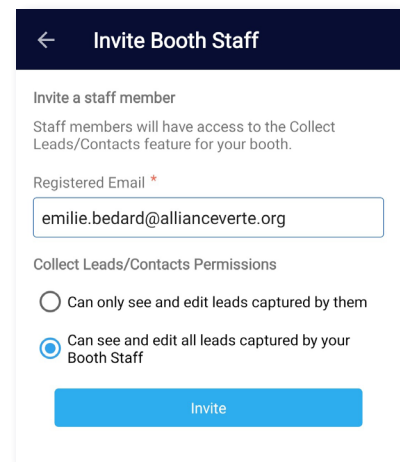
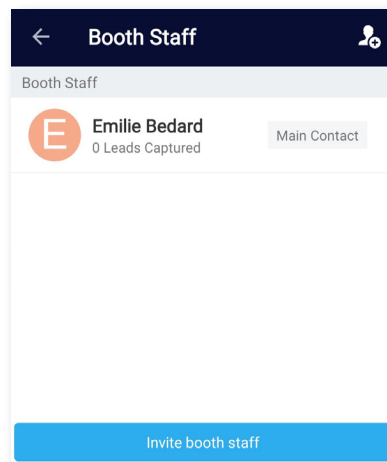
### Add booth staff

1. Make sure the staff member you want to add appears in the Attendees list (see the 'Attendees' tab).



*If they registered recently, they might not show up yet. If they're not listed, wait a few days or contact the organizers to have them added.*

2. Click 'Invite Booth Staff' at the bottom of the page.
3. Enter the email that you staff member submitted when they registered for the event and choose how much access you want them to have to the leads.
4. Click 'Invite'.



## Add booth staff (continued)

After you click "Invite," an email invitation will be sent to the staff member. They'll need to click 'Accept my invitation' to confirm their addition in your booth team.

*Don't forget to warn them that the email might be in their spams.*

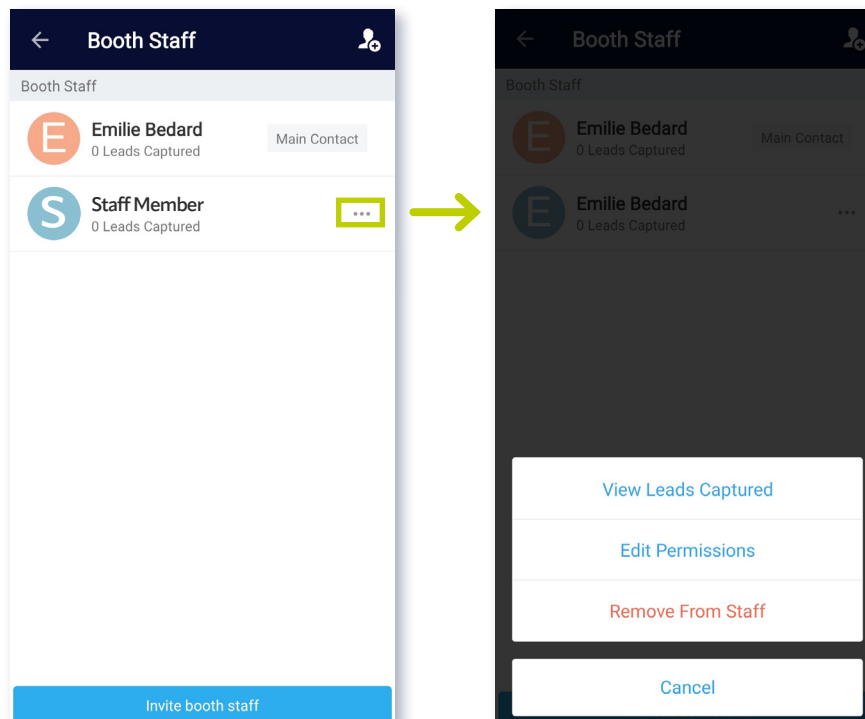


## Manage booth staff

Click on the three dots to the left of the booth staff you added if you wish to:

- See the list of leads they captured.
- Change how much access you want them to have to the leads.
- Remove them from your list of booth staff\*.

*\* Removing them from your booth staff won't remove them from the attendees list.*

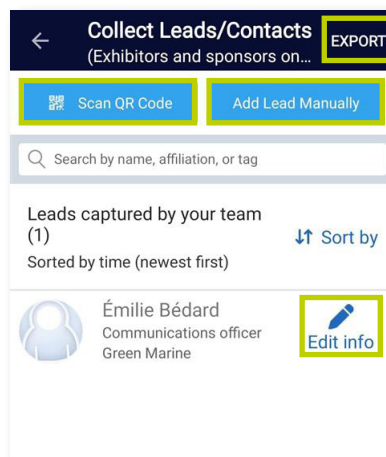
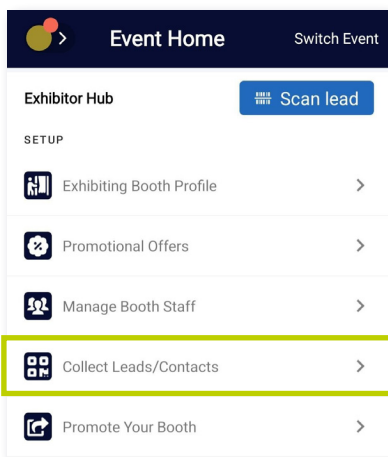


## LEAD RETRIEVAL TOOLS

Whova's lead retrieval solutions help exhibitors maximize ROI by making it easier to connect with qualified leads and save those contacts for future follow-up and business opportunities.

### Collect leads and contacts

To add, edit or export your leads, click on 'Collect Leads/Contacts' under the 'Exhibitor Hub' section.

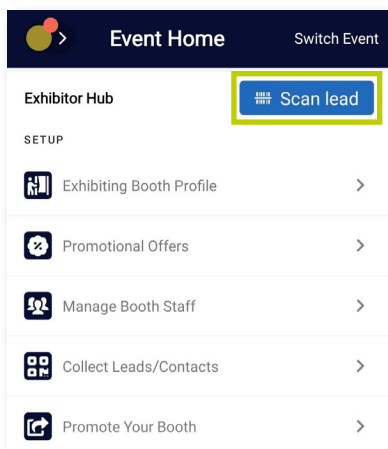


Select 'Scan QR Code' or 'Add Lead Manually' to add new leads.

Once added to the list, click 'Edit info' to update their details, assign tags to categorize them, (e.g. interest level), and add notes.

Click 'Export' at any time to send your lead list as a spreadsheet to your email.

### Scan leads



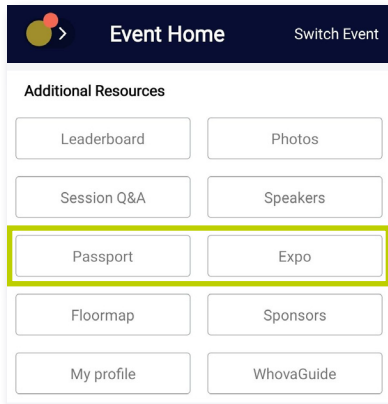
Click the 'Scan Lead' button beside the 'Exhibitor Hub' section for a quicker way to open the QR code scanner. It works just like the 'Scan QR Code' option in 'Collect Leads/Contacts,' adding the lead directly to your list.

*Note: This feature has been temporarily changed for Whova's training purposes. Whova has confirmed that the button will revert to 'Scan Lead' a few days before the event.*

\* See 'QR code options' on page 9 to learn all the ways an attendee can display their QR code.

## Passport contest

To promote booth engagement, we'll hold a contest requiring delegates to collect exhibitor stamps, which they earn when booth staff scan their QR code during a visit to the exhibitor's booth.



You can find this feature by clicking 'Passport' under 'Additional Resources' on the Home tab, or through the 'Passport contest' button in 'Expo'.

To enter the raffle, they must have their Passport mostly completed by earning a stamp from most\* of the exhibitors.

*\* Contest details will be available on Whova at the start of the event.*

Once the attendees get their stamp from you, they are also added to your leads list.

## QR code options

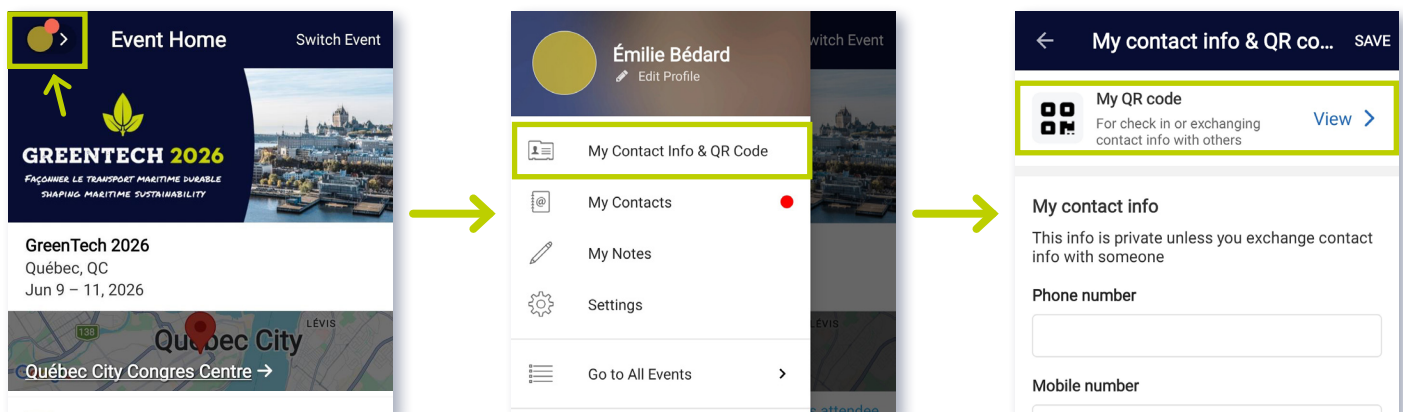
There are three ways an attendee can display their QR code for you to scan:

### 1. Badge

The first method is to scan it on the attendee's physical event badge. If this option isn't available, ask them to show it to you on their Whova app.

### 2. Whova Profile

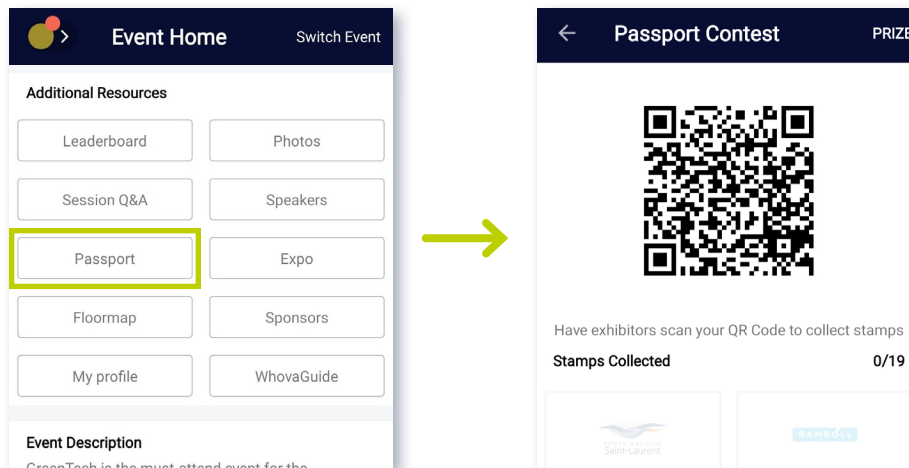
Click the profile icon in the top-left corner, go to 'My Contact Info & QR Code', then choose 'My QR Code'.



## QR code (continued)

### 3. Whova Passport

You can also find the attendee's QR code in 'Passport' under 'Additional Resources'.



## PROMOTE YOUR BOOTH

The app offers a social media sharing feature with Whova's default visuals; however, to maintain the event's visual identity, please use the official materials we've created for you, available here: [Dropbox folder](#)

Here's a suggested message to highlight your participation in the event:

(Your company) is proud to exhibit at @Green Marine's annual conference #GreenTech2026! 🙌

As the marine community gathers to share, innovate, and progress, we look forward to contributing to conversations that are shaping maritime sustainability.

Meet us at booth (your booth number)

📅 June 9-11, 2026

📍 Québec City Convention Centre

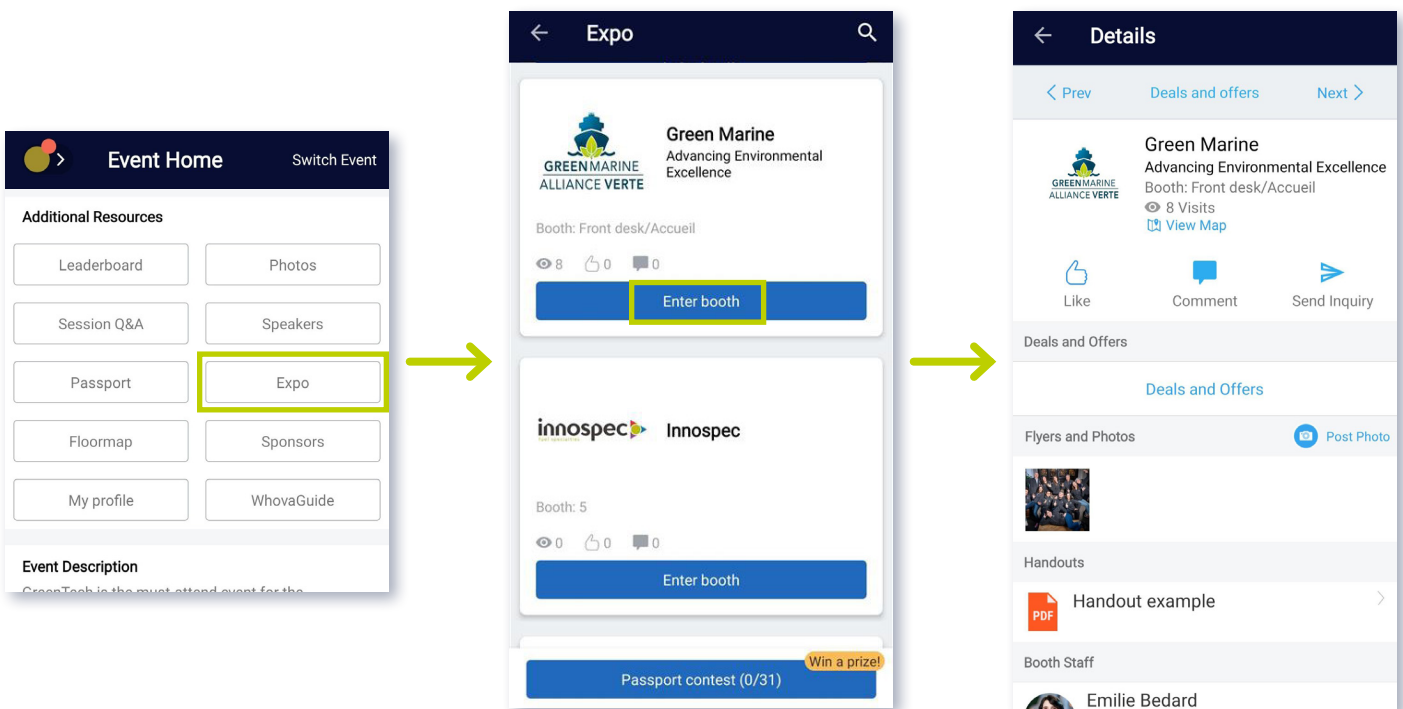
To register: <https://green-marine.org/greentech/registration/>

Don't forget to use #GreenTech2026 and to tag [Green Marine](#) on LinkedIn!

## EXPO

The 'Expo' section is where the virtual exhibition takes place. This is where attendees can browse and interact with exhibitor booths through the Whova app.

It displays everything you have added to your booth profile (photos, videos, promo offers, handouts, etc.), as well as your staff members and your booth location on the event floor plan, giving attendees a clear path to connect with your team.





# QUESTIONS?

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For any questions regarding your booth or Whoova, contact the Green Marine team:

[greentech@green-marine.org](mailto:greentech@green-marine.org)

