

35th ISUOG World Congress on Ultrasound in Obstetrics and Gynecology - Exhibitor Portal Instructions



Logging Into the Exhibitor Portal

- 1 Login to the Exhibitor Portal here: <https://exhibitors.cvent.com/login>



You will use the email address that the exhibitor portal invitation email was sent to. If you do not have a password, use the "Forgot Password" function in the login area. If you have trouble logging in, please contact your representative from ISU.

Assigning LeadCapture Licenses

- 2 Login to the Exhibitor Portal and you will see the Overview Page. Click "Licenses".

The screenshot shows the Exhibitor Portal interface for the 35th ISUOG World Congress on Ultrasound in Obstetrics and Gynecology. The left sidebar contains a navigation menu with options: Overview, Tasks, Event app profile, Content, Team, Licenses (highlighted with an orange circle), Reports, and Lead Collection. The main content area displays a welcome message and event details: September 13, 2025 at 7:00 AM – September 17, 2025 at 5:00 PM, Cancun Center. Below this is a red banner for the ISUOG World Congress, 14-17 September 2025, Cancun, Mexico. The 'Details' section shows three cards: Exhibitor Profile (with a placeholder image and 'CVENT TESTING' text), Exhibitor Tasks (showing 0% completion with '0/2 tasks completed'), and Booth Content (showing 0 Total with 'Content unloaded'). A 'Purchase Licenses' button is visible in the top right corner of the details section.

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You will see your available licenses marked in green and "Available". Click "Options".

The screenshot shows the 'LeadCapture License Inventory' page. At the top right, it says '0 unassigned licenses'. Below the navigation bar (Licenses, Badge Kit, Invoice), there's a 'Purchase licenses' button. The 'App Licenses' section shows '0 Purchased | 2 Planner-Provided | 2 Assigned' and '0 remaining'. The 'ABOUT ACCESS CODES' section explains that each license has an access code for the Cvent LeadCapture app. The 'License Assignments' table lists two licenses: 'e-wilmrqv' (Available) and 'e-rbjzsf' (Consumed by Katie Ratcliffe). The 'Options' button for the available license is highlighted with an orange circle.

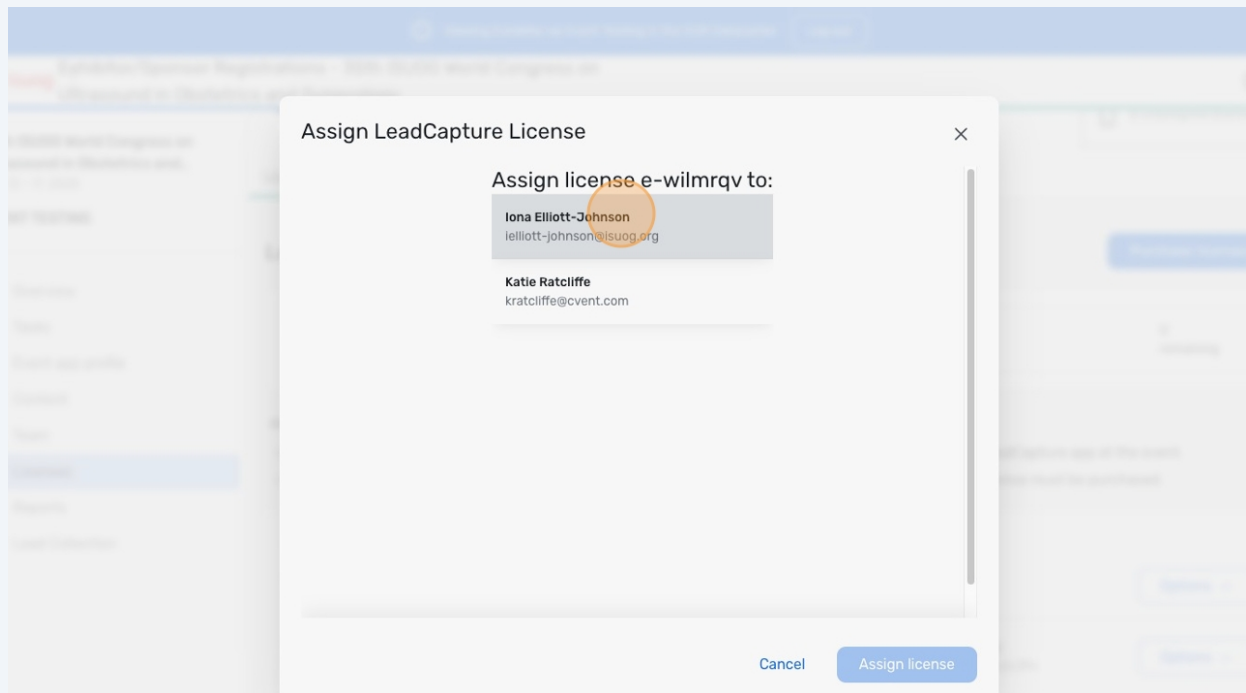
License ID	License Description	Status	Action
e-wilmrqv	Lead Retrieval - Bring Your Own Device license	Available	Options
e-rbjzsf	Lead Retrieval - Bring Your Own Device license	Consumed by: Katie Ratcliffe	Options

4

Click "Assign license"

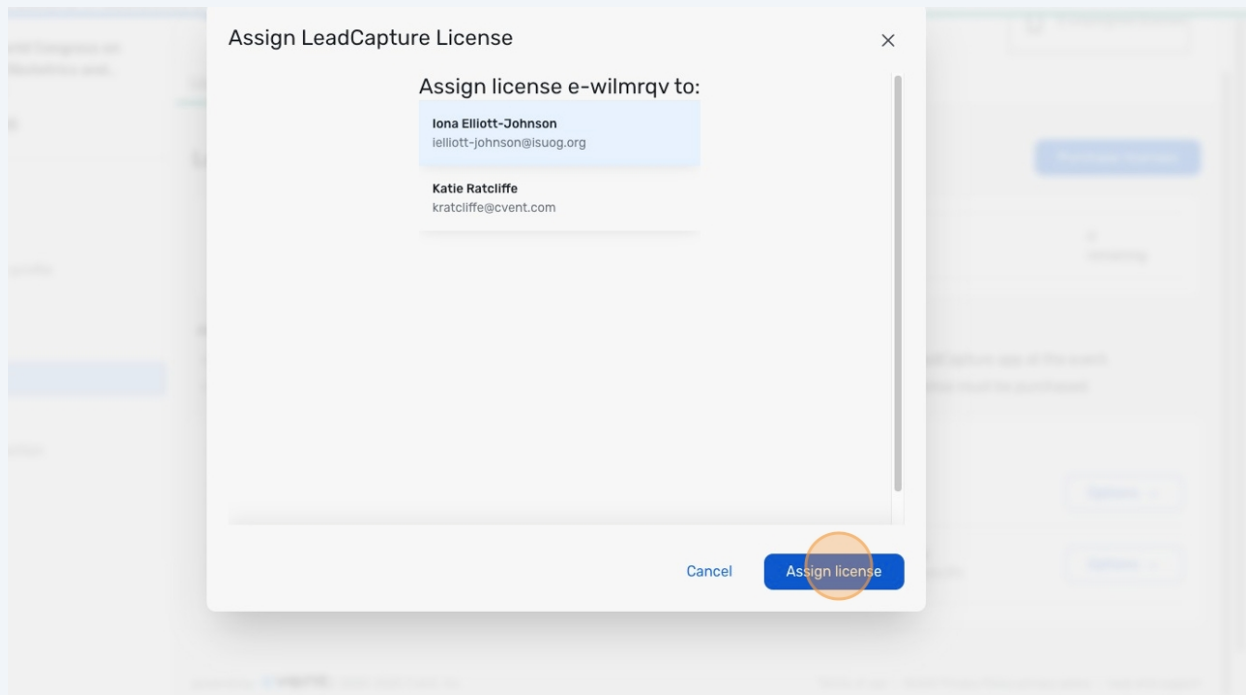
This screenshot is identical to the previous one, but the 'Assign license' button in the 'Options' dropdown for the available license 'e-wilmrqv' is highlighted with an orange circle.

- 5 Select the booth staff member you would like to assign the license to.



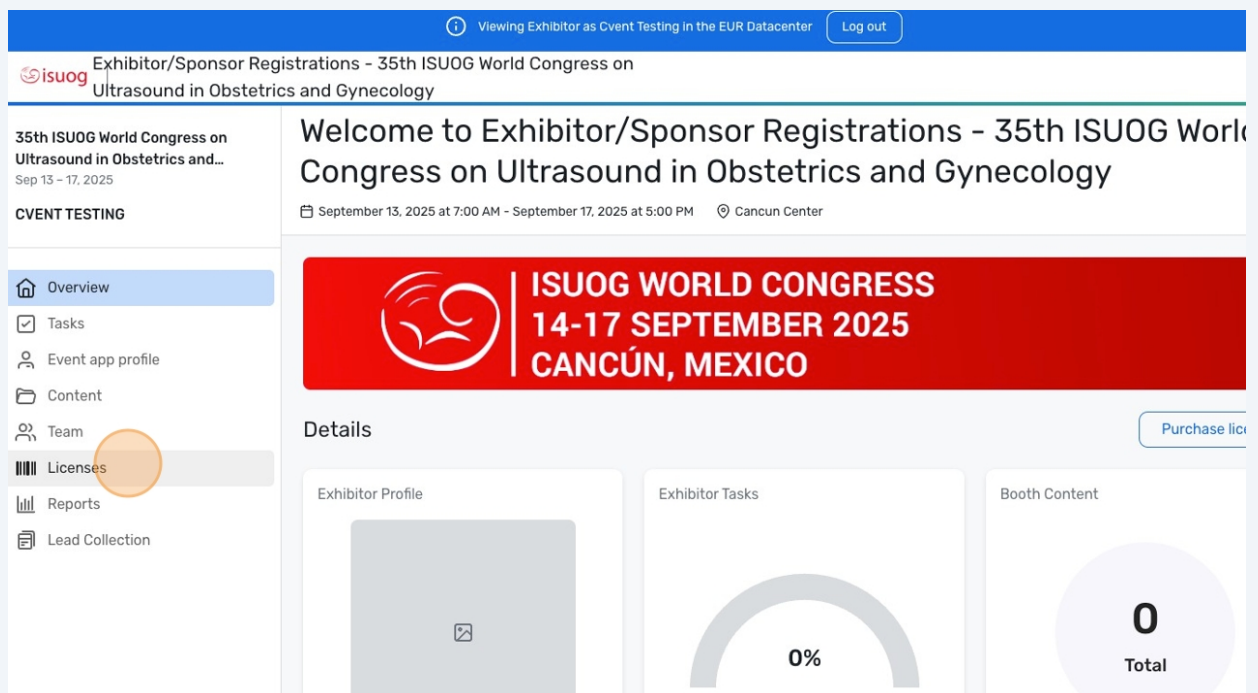
ONE person can only be assigned ONE license. Once the License is Consumed/Activated in the LeadCapture App, it cannot be transferred or reassigned.

6 Click "Assign license"



Pull LeadCapture Reports

7 Select "Reports"



8

You will have four report options. To edit the reports click the pencil icon. To run the report click the "play" icon.















and Gynecology

Download reports for more insight into this event.

Saved Reports **Report Templates** Scheduled Reports

Sort by **Name A to Z**

Reports

☆	Attendee Engagement Activity Extract  A list of attendee engagement activities and associated data. Includes attendee contact information.	  
☆	Attendee Hub Engagement Details A list of interaction data for exhibitors by attendee. Includes contact fields and engagement fields.	  
☆	Export All Leads  A list of every lead collected at the event. Includes qualifying questions.	  
☆	Leads and Appointment Details A list of collected leads and appointments data.	  



If an option for a report is greyed out - this means it is unavailable for that specific report.

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When editing the report you can select or deselect different fields or column headers that ISUOG has made available to you.

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CVENT TESTING

Overview
Tasks
Event app profile
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Licenses
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Lead Collection

Download reports for more insight into this event.

Report Data Settings

Fields

Select which fields to include (as columns) in your report. The order of fields (as columns) is set in the Edit panel on the grid when you run the report.

Fields (63) ☐ Only show select

Search: Display: All Categories Se

Exhibitor Standard Fields Select All Des

Exhibitor Name	+	Exhibitor Location
Exhibitor description	✓	Event Sponsor
Sponsorship Level	✓	

Lead Contact Fields Select All Des

Close Save Export report

See a List of All Leads Collected

10

Click "Lead Collection"


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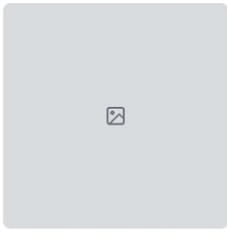
Welcome to Exhibitor/Sponsor Registrations - 35th ISUOG World Congress on Ultrasound in Obstetrics and Gynecology

September 13, 2025 at 7:00 AM - September 17, 2025 at 5:00 PM Cancun Center

**ISUOG WORLD CONGRESS**
14-17 SEPTEMBER 2025
CANCÚN, MEXICO

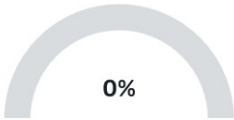
Details Purchase

Exhibitor Profile



CVENT TESTING

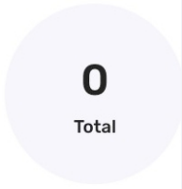
Exhibitor Tasks



0%

0/2 tasks completed

Booth Content



0
Total

Content unloaded

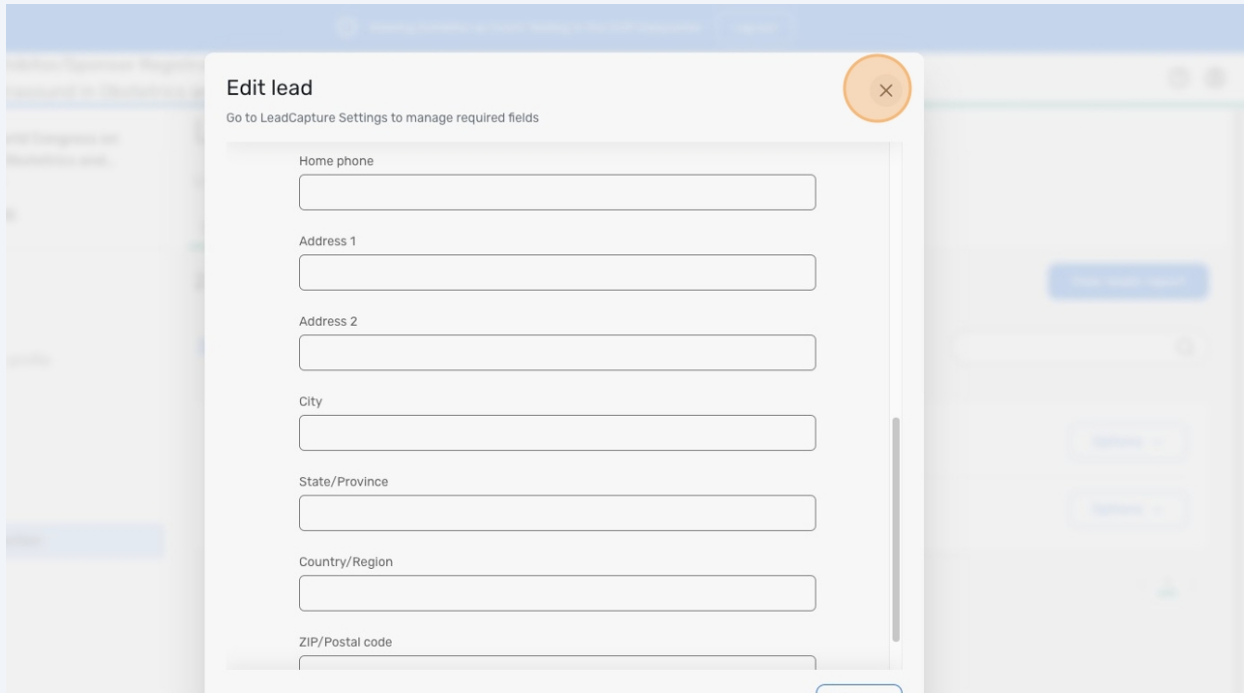
11 Click "Leads Collected" and to edit the lead click "Options"

The screenshot shows the 'Lead Collection' interface. On the left is a sidebar with a search bar and a 'profile' section. The main content area has a header 'Lead Collection' with a sub-header 'Learn about your leads and manage LeadCapture settings for your team.' Below this are three tabs: 'Leads Collected' (active), 'Lead Qualification Questions', and 'LeadCapture Settings'. A blue button 'View leads report' is in the top right. Below the tabs, it says '2 leads collected'. There is a dropdown menu 'Recently Added' and a search bar. A table lists two leads: 'Name Surname' (Collected by: Katie Ratcliffe) and 'Iona Elliott-Johnson' (Collected by: Katie Ratcliffe). The 'Options' button for the first lead is circled in orange. At the bottom, it says 'Showing results 1 - 2 of 2' and 'powered by cvent® 2000-2025 Cvent, Inc.'.

12 Click "Edit"

This screenshot is identical to the previous one, but the 'Options' dropdown menu for the first lead is open, showing 'Edit' and 'Delete' buttons. The 'Edit' button is circled in orange. The rest of the interface remains the same.

- 13** Edit the lead as necessary and select "save" or close the pop up.



The screenshot shows a web application interface with a modal window titled "Edit lead". The modal has a close button (an orange circle with a white 'X') in the top right corner. Below the title, there is a link that says "Go to LeadCapture Settings to manage required fields". The form contains several input fields, each with a label above it: "Home phone", "Address 1", "Address 2", "City", "State/Province", "Country/Region", and "ZIP/Postal code". The background of the application is blurred, showing a sidebar and a main content area with a search bar and some buttons.

Edit Lead Qualification Questions

14 Click "Lead Collection"

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Welcome to Exhibitor/Sponsor Registrations - 35th ISUOG World Congress on Ultrasound in Obstetrics and Gynecology

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**ISUOG WORLD CONGRESS
14-17 SEPTEMBER 2025
CANCÚN, MEXICO**

Details

Purchase

Exhibitor Profile
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Exhibitor Tasks
0%
0/2 tasks completed

Booth Content
0
Total
Content unloaded

15 Click "Lead Qualification Questions"

Viewing Exhibitor as Cvent Testing in the EUR Datacenter Log out

Exhibitor/Sponsor Registrations - 35th ISUOG World Congress on
Ultrasound in Obstetrics and Gynecology

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Lead Collection

Learn about your leads and manage LeadCapture settings for your team.

Leads Collected **Lead Qualification Questions** LeadCapture Settings

2 leads collected View leads

Recently Added

Name Surname	Collected by: Katie Ratcliffe	Options
Iona Elliott-Johnson	Collected by: Katie Ratcliffe	Options

Showing results 1 - 2 of 2

16 Click "Edit questions"

Viewing Exhibitor as Event Testing in the EUR Datacenter [Log out](#)

Exhibitor/Sponsor Registrations - 35th ISUOG World Congress on
Perinatal Obstetrics and Gynecology

You can find the answers to these questions with your collected leads and in your leads export.

Leads Collected **Lead Qualification Questions** LeadCapture Settings

4 qualification questions [Edit questions](#)

Chapter 1

1. How was the conversation with the lead?

★ ★ ★ ★ ★
1 5

2. When did you speak with this lead?

Date textbox Time textbox
mm/dd/yyyy 12:00 AM

3. Notes

Textarea

17 Select your question type. Your options are "Choice Question", "Text Question", "Date and Time Question" and "Rating Question".

4 QUESTIONS

How was the conversation with the Lead?

★ ★ ★ ★ ★
1 5

When did you speak with this lead?

mm/dd/yyyy --:-- AM

Notes

What healthcare organization is the lead associated with?

Choice Question **Text Question** Date and Time Question Rating Question

[Save](#) [Build](#)



You can edit the pre-existing questions by hovering over them, clicking into the question and editing the field on the right-hand side of the screen.

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Questions can be made "required" by flipping the option toggle to "on".

The screenshot displays a form editor interface. On the left, a list of questions is shown:

- How was the conversation with the lead? (5 stars)
- When did you speak with this lead? (mm/dd/yyyy, --:-- AM)
- What is the lead's reason for attending the congress? (text input)
- Notes (text area)

On the right, a configuration panel for a 'Text Question' is open. It includes the following fields and options:

- Question Text:** s the lead's reason for attending the congress?
- Required:** A toggle switch is shown in the 'on' position (orange).
- Response:** (empty text input field)
- DISPLAY & FORMAT:**
 - Display choices as:** Two buttons are visible: 'Question Text' (selected) and 'Comment Box'.
 - Answer Format:** A dropdown menu is set to 'General'.
- Settings:**
 - Question Code:** (empty field with an information icon)

19 Once you have completed editing your question(s) - click "Save"

4 QUESTIONS

How was the conversation with the lead?

5

☆ ☆ ☆ ☆

☆

When did you speak with this lead?

mm/dd/yyyy --:-- AM

What is the lead's reason for attending the congress?

Notes

Save

Text Question

* Question Text

What is the lead's reason for attending the cc

Required ☒

Response

DISPLAY & FORMAT

Display choices as:

Question Text ☒ Comment Box ☐

BEHAVIOR

Enter the minimum and maximum character limits.

Minimum 1

Maximum 2000

Settings