

SPIE Exhibitor Dashboard Tutorial

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CREATE A SPIE ACCOUNT

An SPIE Account is required to access the Exhibitor Dashboard. If you don't already have an SPIE Account, please create one at <https://spie.org/exhibitoradmin/dashboard>

A few things to note before you create your account...

SPIE accounts are personal accounts, not company accounts. Do not share your SPIE account with co-workers.

The Exhibitor Dashboard is linked to your SPIE account.

Only the person noted as the SPIE Liaison for a specific event/year has access to the Exhibitor Dashboard. This is the person designated as the primary liaison on the exhibit contract.

If you are a new liaison, need to be added as an additional liaison, or have questions about navigating the Dashboard, please email exhibitions@spie.org.

SPIE.

Sign in to your SPIE account

Email or Username [Forgot your username?](#)

Password [Forgot your password?](#)

Keep me signed in [?](#)

Sign in

No SPIE Account? [Create an Account.](#)

LOG INTO THE EXHIBITOR DASHBOARD

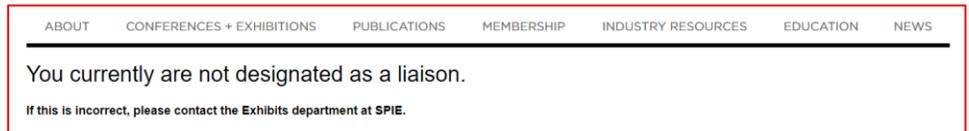
Use your SPIE Account credentials to log into the Exhibitor Dashboard. <https://spie.org/exhibitoradmin/dashboard>

If you forgot your Username or Password, use the helpful 'Forgot' links or contact Customerservice@spie.org.

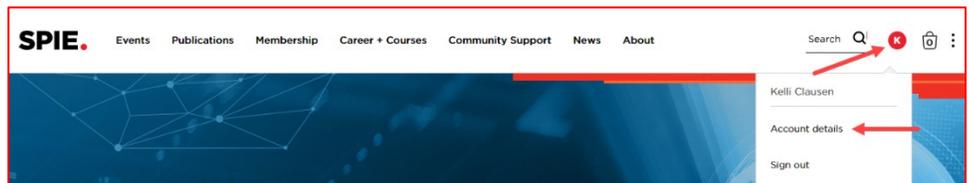
Do not create a second account, it will not work.

Trouble-Shooting Login Issues

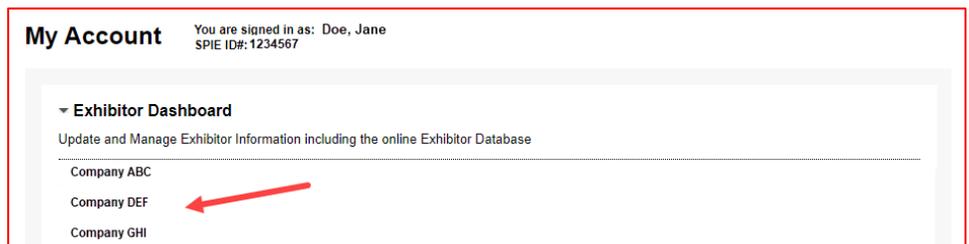
If you receive a notification that you are not a designated liaison, contact exhibitions@spie.org to be added as a liaison.



If you don't see your company dashboard upon logging in, click My Account and Account Details from the black menu bar at the top of the screen.



Choose your company name under the Exhibitor Dashboard. If your company is not listed, you are not a designated liaison. Contact exhibitions@spie.org to be added as a liaison.



EXHIBITOR DASHBOARD OVERVIEW

IMPORTANT: All submissions made through the Exhibitor Dashboard take **24 hours** to publish on the website.

✓ Company Information successfully submitted. Please allow 24 hours for your changes to take effect.

Account Information

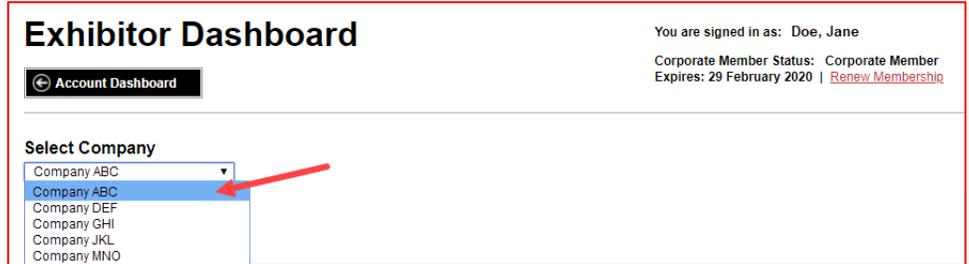
Your name, along with your company's Corporate Membership status appears in the upper right.



Click **Account Dashboard** to update/edit your SPIE Account.

Select Company

If you are the liaison for multiple companies, choose the company you would like to update from the Select Company drop-down.

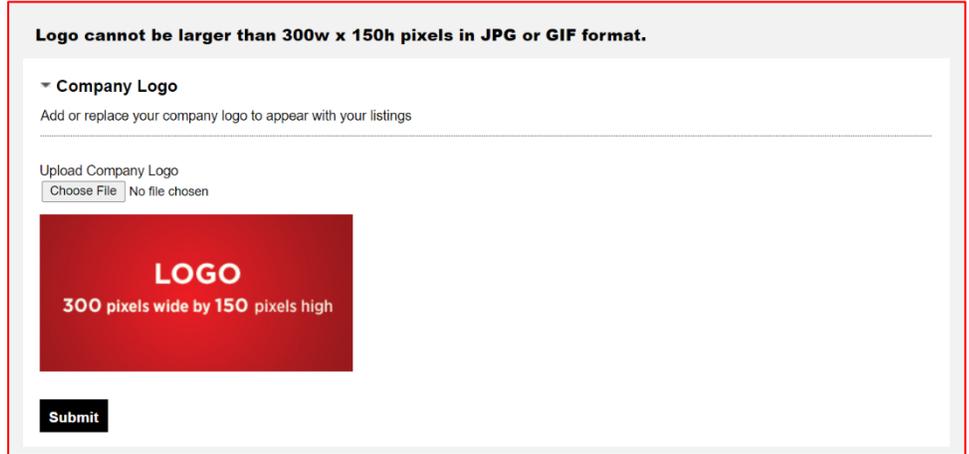


Company Logo

Add or update your company logo to appear with your online and app listings.

Logos cannot exceed 300w x 150h pixels and must be in jpg or gif format.

Click **submit** after uploading your image.



Event Dashboards

All current SPIE events you are listed as a liaison for will appear in the Exhibitor Dashboard. Please make sure you are updating the correct event.

Each event dashboard includes the event logo, exhibition dates, location of the exhibitor, and your assigned booth number.

Also included is a link to the exhibitor logistics page. The exhibitor logistics page has important links, deadlines and helpful information for planning your event.

The screenshot displays a grid of four event dashboards, each with a red border. The top dashboard is for the SPIE Optics + Photonics 2024 Exhibition, featuring a logo with a red arrow pointing to the Exhibitor Logistics link. The second dashboard is for SPIE Photonics West 2025 Exhibition. The third is for SPIE Defense + Commercial Sensing 2025 Exhibition. The fourth is for SPIE Optifab 2025 Exhibition. Each dashboard contains the following information:

- Event Title:** SPIE Optics + Photonics 2024 Exhibition, SPIE Photonics West 2025 Exhibition, SPIE Defense + Commercial Sensing 2025 Exhibition, SPIE Optifab 2025 Exhibition
- Exhibition Dates:** 20 - 22 Aug 2024, 28 - 30 Jan 2025, 15 - 17 Apr 2025, 21 - 23 Oct 2025
- Location:** San Diego, California, United States; San Francisco, California, United States; Orlando, Florida, United States; Rochester, NY, United States
- Booth Number:** 735; . . ; To Be Determined; To Be Determined
- Event Logo:** SPIE. OPTICS+PHOTONICS, SPIE. PHOTONICS WEST, SPIE. DEFENSE+COMMERCIAL SENSING, SPIE.OPTIFAB
- Exhibitor Logistics:** Link to the right of the logo
- Management Links:** Event Listing Summary, Exhibitor Listing, Enhanced Exhibitor Features, Assign Keywords, Select Categories, Exhibitor Invoice (Pay | Download | Email), Sponsorship Invoice (Pay | Download | Email), Exhibitor Manual, Booth Staff, Add Announcement | Manage Announcements, Upload Certificate of Insurance

EVENT DASHBOARD LINKS

Below are all the links that may appear in the Exhibitor Dashboard. Not all links will appear at all times or to all people.

**Click on a number to jump to the section.*

▼ **SPIE Optics + Photonics 2024 Exhibition**

Exhibition Dates: 20 - 22 Aug 2024
Location: San Diego, California, United States
Booth Number: 735

SPIE. OPTICS+PHOTONICS
Exhibitor Logistics

1 Event Listing Summary	9 Lead Retrieval Report: <u>Excel</u> <u>PDF</u> <u>CSV</u>
2 Add Additional Liaison	10 Exhibitor Manual
3 Exhibitor Listing	11 Booth Staff
4 Enhanced Exhibitor Features	12 Lead Retrieval Logistics
5 Assign Keywords	13 Add Announcement Manage Announcements
6 Select Categories	14 Submit a Product Demonstration Request Manage Demonstrations
7 Exhibitor Invoice: ORD-2245238-G7W7C6 Pay <u>Download</u> <u>Email</u>	15 Upload Certificate of Insurance
8 Sponsorship Invoice: ORD-2245238-G7W7C6 Pay <u>Download</u> <u>Email</u>	16 Schedule a Laser Safety Inspection

1 Event Listing Summary

Displays all promotional copy submitted for your company, including Exhibitor Listing copy, Product Launch information, Keywords, Categories, Company Logo, and Company Announcements. Click **edit** to update any of these submissions.

2 Add Additional Liaison

Primary liaisons can add secondary and tertiary liaisons for access to the exhibitor dashboard.

**This link is only available to the Primary Liaison.*

Secondary liaisons receive emails and exhibitor dashboard access.

Tertiary liaisons only receive exhibitor dashboard access.

Liaison Information

*First Name

*Last Name

*Email

*Liaison Role

Submit ←

Enter the new liaison's name, email, and liaison designation and click **submit**.

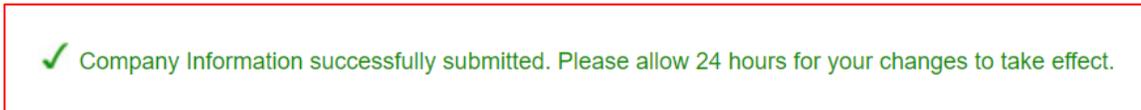
To remove a liaison, email exhibitions@spie.org.

3 Exhibitor Listing

Submit/Edit company information to appear on SPIE.org, SPIE Conferences app, and in the printed exhibition guide. Don't forget to click **submit** at the bottom of the page after any changes have been made.



A confirmation notice will appear at the top of the screen when your submission has been successfully received.



Exhibitor Information

Edit your display name, address, email, phone, and website information.

Email, phone, and fax only appear in the exhibition guide.

Permanent address or company name changes must also be submitted to exhibitions@spie.org.

*Required field

Exhibitor Information Email, phone and fax are not displayed in your SPIE.org or SPIE Conference App listing.

*Display Name	SPIE Career Center		
*Street Address	1000 20th St		
Department/Division			
*Country	United States	Zip/Postal Code	98225-6705
*City	Bellingham	*State/Province	Washington
Company Email	sales@spiecareercenter.org	Company Website	www.spiecareercenter.org
Company Phone	+1 360 685 5551	Alternate Phone	
Fax	+1 360 647 1445		

Exhibitor Description

Submit a 100-character featured product and 500-character company description.

Featured product only appears in the exhibition guide and the SPIE Conferences app.

Want to use your Company Description from a previous year/event? Click the **Import from a prior event** link. Don't forget to click **submit** after the company description has been imported.

Photonics West Exhibitor Description

Guidelines: Type one complete paragraph. Paragraph breaks and bullets are not permitted. Text exceeding character limit will cut off. Use caution when copying and pasting.

Featured Product	<input type="text"/>	Character Count 0 Characters Remaining 100
Company Description	<input type="text"/>	Character Count 0 Characters Remaining 500

Import from a prior event

Company Video

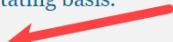
Submit a YouTube video to appear on your exhibitor listing.

Must be a valid YouTube URL and include https.

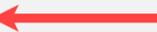
Submit up to 5 videos if you purchased the Enhanced Exhibitor Sponsorship. Click **Add Another Video**.

Company Video Online exhibitor listing and SPIE Conference App

Submit your company video to be included with your online company listing. Must be a YouTube URL. Your enhanced exhibitor listing allows up to five (5) total videos. Videos will be displayed on a rotating basis.

Insert Youtube URL 




 + Add Another Video ***Enhanced Exhibitors Only**

Banner Ad

Submit a 1200w x 200h banner ad to appear on your exhibitor listing (must be jpg or png file).

Include a URL to link your banner ad.

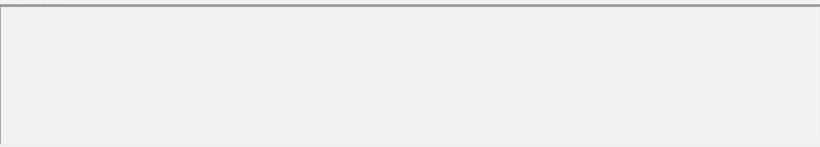
Banner Ad Online exhibitor listing and SPIE Conference App

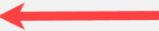
Upload banner ad to be included with your online company listing. File dimensions must be 1200 x 200 (jpg and png file types supported).

Banner Ad

 No file chosen

Preview



Banner Ad Link 

4 Enhanced Exhibitor Features

Include conference presentations, giveaways, and social media on your SPIE.org and SPIE Conferences app exhibitor listing.

**This link only appears if you purchased an Enhanced Listing Sponsorship.*

Conference Presentations

Promote a co-worker's presentation by adding it to your exhibitor listing.

Choose the presentations from the list provided and click **save**.

If you don't see a presentation listed, email exhibitions@spie.org.

Company Conference Presentations

SPIE has identified the following paper or poster presentations to be presented by authors from your company. Check the "show" box for each individual presentation you would like displayed on your exhibitor listing (online and app), then save your changes.

Show

Turbulence mitigation in laser interferometry: three approaches
Authors: Sabatini, Madelyn, Zygo Corporation, Franco, Nicholas, Univ. of Rochester, Kim, Steve, Univ. of Rochester, Mark, Paul R, Zygo Corporation
18 October 2021 • 12:10 PM - 12:30 PM EDT
Show Abstract +

Advances in flexible precision aspheric form measurement using axially scanned interferometry
Authors: Dresel, Thomas, Zygo Corporation, Fay, Martin F., Zygo Corporation, Turzhitsky, Michael, Khalsa, Karta, de Groot, Peter J., Zygo Corporation
18 October 2021 • 8:00 AM - 8:20 AM EDT
Show Abstract +

Please email exhibitions@spie.org to add a presentation not listed.

Save

Giveaways

Drive attendees to your booth by including your giveaways/drawings on your exhibitor listing.

Add a 500-character description and 1000w x 600h image (jpg or png file). Click **save**.

Company Giveaway

Exhibitors may offer their own giveaways and drawings to help attract people to their booth, start conversations, invite involvement, and serve as branded reminders. The giveaway will appear on your online exhibitor listing and the SPIE conference app during the event.

*Required

Character Count 0 | Characters Remaining 500

*Giveaway Description

*Giveaway Ad File dimensions 1000x600 px (jpg and png file types supported)

Choose File No file chosen

Save

Social Media

Add social media links to your exhibitor listing.

Enter the URL and click **save**. Submission must be a full URL (include http or https).

Social Media

Extend your customer engagement by adding your social media accounts to your online exhibitor listing and the SPIE conference app during the event. Draw customers in early with your pre-show outreach, then join the conversation during and after the conference.

Enter full URL for each social media URL to be displayed.

Twitter1	<input type="text" value="http://"/>
Twitter2	<input type="text" value="http://"/>
LinkedIn	<input type="text" value="http://"/>
Facebook	<input type="text" value="http://"/>
Instagram	<input type="text" value="http://"/>

Save ←

5 Assign Keywords

Enter keywords or phrases so customers can easily find you when searching on SPIE.org and the SPIE Conferences app. Competitor names and/or products are **not** allowed.

There is no limit on keywords. Click **Add more keywords** to add additional keywords.

Want to use the keywords you entered for a previous SPIE Event? Click the **Import from a prior event** link.

Don't forget to click **submit** after the keywords have been imported.

Enter keywords or phrases that best describe your company products and/or services. Competitor names and/or products are not allowed. SPIE reserves the right to edit submissions as necessary. Keywords are for use on SPIE.org and SPIE Conference App search.

Keywords

 [Import from a prior event](#) ←

<input type="text"/>	<input type="text"/>

Submit ← [Add more keywords](#) →

6 Select Categories

Select up to 5 technology and 5 Application categories so customers can easily find you when searching on SPIE.org and the SPIE Conferences app.

Want to use the categories you entered for a previous SPIE Event? Click the **Import from a prior event** link.

Don't forget to click **submit** after the categories have been imported.

Select up to 5 Technology and 5 Application categories that apply to your products and services. You may add as many subcategories that directly apply to your business. Categories are for use on SPIE.org and SPIE Conference App search.

If you do not find a category or subcategory field that meets your needs, please contact [Exhibitions](mailto:Exhibitions@spie.org) or call +1 360 676 3290.

[Import from a prior event](#)

View All Technology Applications

- Astronomy
- Basic Research, Science
- Biomedical, Medical Imaging, Health Care
- Cameras and Imaging systems
- Chemical and Biological Analysis
- Communications & Networking
- Computing Systems, Data Processing
- Computing, Data Processing Hardware
- Consulting Services
- Consumer Electronics
- Defense, Security, Law Enforcement
- Detectors, Sensors

My List

Technology 0 of 5

Applications 0 of 5

Submit

Questions? Email exhibitions@spie.org or call +1 360 676 3290.

Submit

7 Review Exhibitor Invoice

Pay, download, or email the exhibit invoice. Pay the invoice via Credit Card or PayPal.

8 Review Sponsorship Invoice

Pay, download, or email the sponsorship invoice. Pay the invoice via Credit Card or PayPal.

**This link only appears if you purchased a sponsorship for the event.*

Pay Invoice #ORD-2038275-N4L5T6

SPIE Career Center

[Download PDF](#)

[Email Invoice](#)

Order Details

Shipping
 Ms. Lacey Barnett
 SPIE Career Center

1000 20th St
 Bellingham WA 98225-6705
 United States

Order Summary

	Quantity	Item Price	Item Total
SPIE Photonics West 2022 SPIE.org Enhanced Listing	1	\$1,495.00	\$1,495.00
SPIE Photonics West 2022 Booth Space	4	\$6,250.00	\$25,000.00
SPIE Photonics West 2022 Corner	2	\$1,395.00	\$2,790.00
		SUBTOTAL	\$29,285.00
		Discount	-\$27,790.00
		Shipping	\$ 0.00
		Tax	\$ 0.00
		TOTAL	\$ 1,495.00
		BALANCE DUE	\$ 1,495.00

SPIE | PO Box 10 | Bellingham, WA 98227-0010 USA

9 Lead Retrieval Report

View or download the leads from the event. Available in PDF, Excel, or CSV format.

**This link only appears during the event and moves to Past Events at the end of the event.*

10 Exhibitor Manual

This link will take you to the online Exhibitor Service Manual, where you can order furnishings, utilities, and more for your exhibit space. You will be directed to a different website.

**This link only appears when the Exhibitor Service Manual is available.*

11 Booth Staff

View your Booth Staff roster and assign technical passes.

**This link only appears when Registration is open.*

Assign Tech Pass

Find the Booth Staff to upgrade and check the **Tech Pass box** next to their name.

Click **Save**.

Booth Staff

SPIE Membership

[Exhibitor Dashboard](#)

SPIE. OPTICS+ PHOTONICS

Exhibition: OP24
Exhibition Date: 20 - 22 Aug 2024
Location: San Diego, CA, United States

Booth Staff Registration: Booth staff must register themselves individually as Booth Staff through the conference registration page. Once registered, booth staff will be listed below.

Tech Pass Assignment: To assign the Tech Pass to your booth staff, check the Tech Pass box next to their name. A Tech Pass receives entry into conference sessions, plenaries, panels, and poster sessions.

Please Note: The Tech Pass is not valid for conference speakers. Conference speakers must also register as a Speaker/Author through the conference registration page.

Booth Staff Allotment

Registration Type	Allotment Total	Registered	Available
Booth Staff	50	3	47
Booth Staff - Tech Pass	2	1	1

Booth Staff (3)

1 of 2 Tech Passes Assigned

First Name	Last / Family Name	Email	Tech Pass
Kelli	Clausen	kellc@spie.org	<input checked="" type="checkbox"/>
Nicole	Wilke	nicolew@spie.org	<input type="checkbox"/>
Sara	Burns	sarab@spie.org	<input type="checkbox"/>

[Save](#)

12 Lead Retrieval Logistics

Choose the qualifier type for SPIE Lead Retrieval. See the [SPIE Lead Retrieval tutorial](#) for detailed instructions.

**This link only appears when the Lead Retrieval is available.*

13 Add Announcement | Manage Announcements

Submit an announcement to be featured on your SPIE.org exhibitor listing, as well as the event Company Announcement page.

Enter an announcement headline and description (10000-character limit) and click **submit**.

Announcements are accepted until the end of the event and are posted as they are received.

Announcement Headline

Announcement Description Character Count 0 | Characters Remaining 10000

Submit

To edit or delete an announcement, click the Manage Announcement link.

Click **edit** to make any changes to your announcement. Don't forget to click **submit**.

Click **delete** to remove your announcement from your exhibitor listing.

Manage your announcements:

Add Announcement

Inc. Magazine Unveils Its Annual List of America's Fastest-Growing Private Companies
NEW YORK, August 13, 2020 – Inc. magazine today revealed that Optikos Corporation is No. 4176 on its annual Inc. 5000 list, the most prestigious ranking ...
7/6/2021 12:13:13 PM **Edit** **Delete**

Optikos Certified to ISO 13485:2016 for Medical Devices
Wakefield, MA USA, September 10, 2020—Optikos Corporation announced today the Company has expanded its ISO certification to include ISO 13485:2016, indicating ...
7/6/2021 12:12:06 PM **Edit** **Delete**

Optikos Announces Expansion of Manufacturing Facility and Operations
Wakefield, MA USA, April 13, 2021—Optikos Corporation announced today the company has expanded its contract manufacturing and assembly capability in Wakefield, ...
7/6/2021 12:10:48 PM **Edit** **Delete**

14 Submit a Product Demonstration Request | Manage Demonstrations

Give a live 30-minute product demonstration on the exhibition floor. Fee applies.

**This link is only available if product demonstrations are offered at the event.*

Enter your demonstration information title, name, company, and description (200-character limit).

Designate the top three preferred time slots with 1, 2, 3, and any unpreferred times with X.

Select payment method and click **submit**. A receipt will be emailed to you.

Demonstration Request

* Demonstration Title

* Presenter's Name

* Presenter's Company

* Description

Character Count 0 | Characters Remaining 200

Demonstration Times

Specify your top 3 choices below represented by a 1, 2, and 3. Indicate which times are definite conflicts with an X. You may not select more than one first, second, or third choice.

PW22B BIOS DEMO AREA							
	10:30 AM	11:30 AM	12:30 PM	1:30 PM	2:30 PM	3:30 PM	4:30 PM
22 January Saturday					<input type="text"/>	<input type="text"/>	<input type="text"/>
23 January Sunday	<input type="text"/> <ul style="list-style-type: none"> 1 2 3 X 	<input type="text"/>					

To edit or cancel a product demonstration, click the Manage Demonstrations link.

Click **edit** to make any changes to your product demonstration. Don't forget to click **submit**.

Click **cancel** to cancel your product demonstration request.

Manage your demonstration requests.

Add Demonstration Request

Characterizing Low Dimensional Materials using Raman Spectroscopy
 Shayne M. Harrel, PhD
 Characterizing Low Dimensional Materials using Raman Spectroscopy
 Low dimensional materials have unique optical and electrical properties but are challenging to characterize due to their nanoscale size. We report advances ...

Edit **Cancel**

Assigned Demonstration Time: Tuesday, January 25, 2022 11:30 AM
Location: Demo Area 1 (Hall ABC)

15 Upload Certificate of Insurance

SPIE requires a Certificate of Insurance for each event.

Upload a PDF of your COI and click **submit**.

CERTIFICATE OF INSURANCE – See [Sample COI](#)

Insurance Guidelines

Exhibitors must, at their own expense, secure and maintain the required insurance coverage listed below through the duration of the exhibition, including move-in and move-out days:

- Required Coverages:
 - (A) Comprehensive General Liability Insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable)
 - (B) Worker's Compensation insurance
- All such insurance shall be primary of any other valid and collectible insurance of Exhibitor and shall be written on a per occurrence basis
- Exhibitor shall name SPIE - The International Society for Optics and Photonics, the event Service Contractor, the event Convention Center, and the event Location as an additional insured on its general commercial liability insurance. Include all directors, members, officers, agents, employees, affiliates, and subsidiaries of each of the above.
- A Certificate of Insurance to SPIE, from the insurance carrier, is required 30 days prior to the exhibition. **Please make sure your insurance company includes the exhibiting company in the Certificate of Insurance**
- Exhibitor acknowledges that SPIE has no obligations to maintain insurance on Exhibitor's behalf
- Claims made policies are not acceptable and do not constitute compliance with Exhibitor's obligations under this paragraph

Upload COI (accepted file type: PDF)

Choose File No file chosen

16 Schedule a Laser Safety Inspection

Companies displaying an active laser are required to register for an onsite Laser Safety Inspection.

**This link is only available if Laser Safety Inspections are offered at the event.*

Enter an onsite contact name, phone number, email, and a description of your laser (250-character limit).

Select a time for the inspection. Click **submit**.

A confirmation will be emailed to you.

Inspection Request

* Required

* Onsite Contact Name

* Onsite Contact Phone Number

* Onsite Contact Email

Character Count 0 | Characters Remaining 250

* Equipment Description

Inspection Times

		Hall ABC									
		8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM
30	January Monday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>					
31	January Tuesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

To change your inspection time, select a new time and click the **Update** button.

To cancel your inspection, click the **Delete Inspection** button.

		Hall ABC									
		8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM
30	January Monday	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
31	January Tuesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						

Update **Delete Inspection**

PAST EVENTS

View your exhibitor listing copy, keywords, categories, announcements, and invoice from past events.

View or Download leads from the event.

**Lead Retrieval Report only available for 90 days after event ends.*

You must be a liaison on the past event for it to appear.

Past Events only include the previous 3 years.

Past Events

Review company information listed for past events attended

▼ SPIE Defense + Commercial Sensing 2024 Exhibition

[Exhibitor Listing](#)

[Assign Keywords](#)

Exhibitor Invoice: ORD-2228644-V5F0V8 [Pay](#) | [Download](#) | [Email](#)

Lead Retrieval Report: [Excel](#) | [PDF](#) | [CSV](#)

[Select Categories](#)

[Announcement\(s\)](#)

▶ SPIE Advanced Lithography + Patterning 2024 Exhibition

▶ SPIE BIOS Expo 2024

▶ SPIE Photonics West 2024 Exhibition

SPIE LEAD RETRIEVAL

SPIE Lead Retrieval is provided with your exhibit space at no extra cost. Use the [Exhibitor Dashboard](#) to select your qualifier type, rent a scanning device, and download your leads.

Lead Retrieval Report

You can view or download leads in Excel, PDF, or CSV format.

The Lead Retrieval Report link becomes available on the first day of the event and updates hourly.

For Photonics West: If you participate in multiple exhibitions, your Lead Retrieval report will be accessible in the Photonics West dashboard.

After the event concludes, the link remains available in the **Past Events** section for 90 days.

▼ SPIE Optics + Photonics 2024 Exhibition
Exhibition Dates: 20 - 22 Aug 2024
Location: San Diego, California, United States
Booth Number: 735

SPIE. OPTICS+PHOTONICS
Exhibitor Logistics

Event Listing Summary
Add Additional Liaison
Exhibitor Listing
Enhanced Exhibitor Features
Assign Keywords
Select Categories
Exhibitor Invoice: ORD-2245238-G7W7C6 Pay | Download | Email
Sponsorship Invoice: ORD-2245238-G7W7C6 Pay | Download | Email

Lead Retrieval Report: [Excel](#) | [PDF](#) | [CSV](#) ←
Exhibitor Manual
Booth Staff
Lead Retrieval Logistics
Add Announcement | Manage Announcements
Submit a Product Demonstration Request | Manage Demonstrations
Upload Certificate of Insurance
Schedule a Laser Safety Inspection

▼ Past Events
Review company information listed for past events attended

▼ SPIE Defense + Commercial Sensing 2024 Exhibition
Exhibitor Listing
Assign Keywords
Exhibitor Invoice: ORD-2228644-V5F0V8 Pay | Download | Email

Lead Retrieval Report: [Excel](#) | [PDF](#) | [CSV](#) ←
Select Categories
Announcement(s)

▶ SPIE Advanced Lithography + Patterning 2024 Exhibition
▶ SPIE BIOS Expo 2024
▶ SPIE Photonics West 2024 Exhibition

Lead Retrieval Logistics

Manage Qualifiers

SPIE Lead Retrieval includes qualifiers, with three options: Standard Qualifiers, No Qualifiers, or Custom Qualifiers.

By default, the qualifier type is set to **Standard Qualifiers**.

You can change or edit your qualifiers up to 5 days **5 days before the event begins**. The final deadline for making changes is displayed in the dashboard.

Manage Qualifiers

Use the standard qualifiers or customize your qualifiers to reorder, change language, and add or remove questions.
Changes must be made by 15 August 2024. The form will be locked after this date. Please contact exhibitions@spie.org with questions.

You are viewing: **Standard Qualifiers**

[Customize](#) [No Qualifiers](#) [Revert to Standard](#)

Customizing Qualifiers

Click **Customize** to create your own qualifiers.

Manage Qualifiers

Use the standard qualifiers or customize your qualifiers to reorder, change language, and add or remove questions.
Changes must be made by 15 August 2024. The form will be locked after this date. Please contact exhibitions@spie.org with questions.

Customizing Qualifiers Save & Publish Cancel

+ Add Qualifier Clear All Qualifiers

Click **+Add Qualifier** and select from the following options:

- Multi-Select
- Open Text – Small
- Open Text – Large
- Note.

Multi-Select

Includes a title with two or more Options.

Enter a **Title** for the qualifier.

If a response is mandatory, check **Required** (the sales rep will not be able to save the lead until an option is selected).

Multi-Select Clear All Qualifiers

Required?

Type: Select one Select all that apply

Title
:: Product Interested In

Options
Product ABC Clear All Qualifiers

[+Add Option](#)

Choose the qualifier **Type**:

- **Select one**: Allows only one option to be selected.
- **Select all that apply**: Allows multiple selections.

Click **+ Add Option** and enter each option (each option has a 40-character limit). Repeat this step until all options are added.

Open Text - Small

Includes a title with a small open text field where users can enter a response. Use for short inputs, such as a few words or a brief sentence.

Enter a **Title** for the Qualifier.

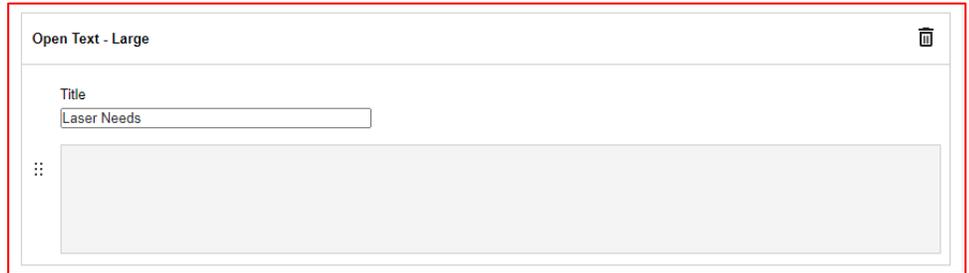
Open Text - Small Clear All Qualifiers

Title
:: Laser Needs

Open Text – Large

Includes a title with a large open text field. Use for more extensive responses, such as multiple sentences.

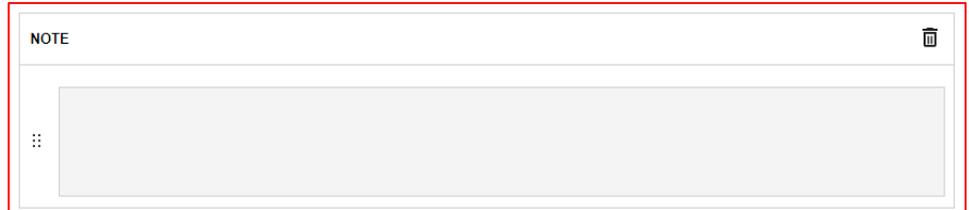
Enter **Title** for the Qualifier.



Note

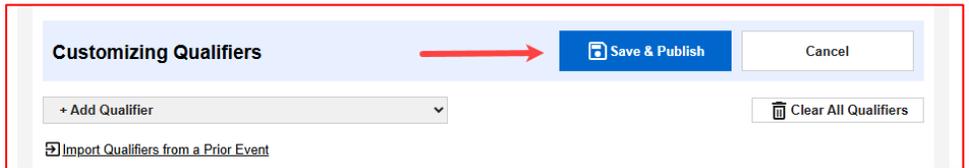
Includes an open text field for additional input.

TIP: Including a note field is highly recommended for adding any additional qualifying details.

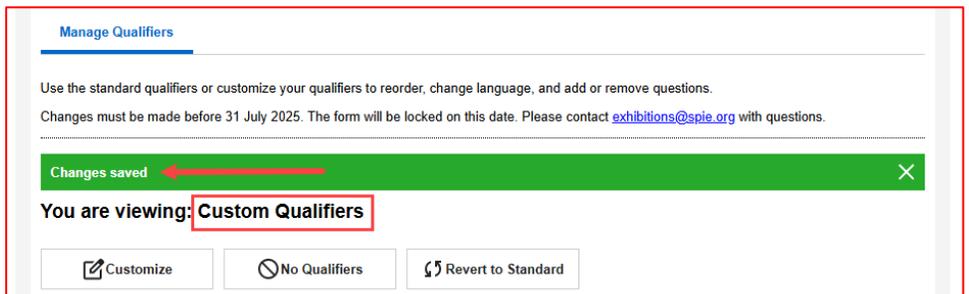


Save & Publish

Click **Save & Publish** after entering all qualifiers.



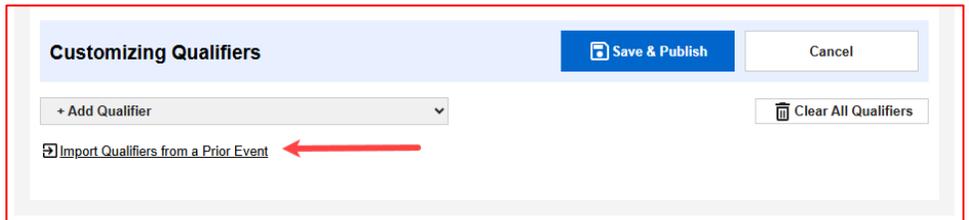
A **Changes Saved** notification will appear once your qualifiers are successfully updated.



Import Qualifiers from a Prior Event

Want to reuse your **Custom Qualifiers** from a previous year or event?

Click the **Import Qualifiers from a Prior Event** link.



Select the event you'd like to import from and click **Import to Event** to complete the process.

IMPORT FROM A PRIOR EVENT

Select previous event qualifiers

- SPIE Photonics West 2025 Exhibition
San Francisco, CA, United States
28 - 30 Jan 2025
- SPIE Advanced Lithography + Patterning 2025 Exhibition
San Jose, California, United States
25 - 26 Feb 2025
- SPIE AR | VR | MR 2025 Exhibition
San Francisco, California, United States
28 - 29 Jan 2025
- SPIE Photomask Technology + EUV Lithography 2024 Exhibition
Monterey, California, United States
1 - 2 Oct 2024
- SPIE Optics + Photonics 2024 Exhibition**
San Diego, California, United States
26 - 27 Aug 2024

PRODUCT

- LWIR Camera
- MWIR Camera
- SWIR Camera
- Other

PURCHASE POWER

- Recommends
- Decides
- Final Say

PURCHASE TIMELINE (Select one)

- Ready to order
- 1-3 months

Import to Event Cancel

Don't forget to click **Save & Publish** after importing the qualifiers.

Customizing Qualifiers

Save & Publish Cancel

+ Add Qualifier

Clear All Qualifiers

Import Qualifiers from a Prior Event

No Qualifiers

Click **No Qualifiers** if you do not want to add qualifiers.

A **Changes Saved** notification will appear when your selection is successfully updated.

TIP: A Note section will still be available, even if you select No Qualifiers.

Manage Qualifiers

Use the standard qualifiers or customize your qualifiers to reorder, change language, and add or remove questions. Changes must be made by 15 August 2024. The form will be locked after this date. Please contact exhibitions@spie.org with questions.

Changes saved

No Qualifiers Selected

Customize No Qualifiers Revert to Standard

Example of Custom Qualifiers.

Customizing Qualifiers

[Save & Publish](#) [Cancel](#)

+ Add Qualifier [Clear All Qualifiers](#)

Multi-Select

Required?

Type: Select one Select all that apply

Title
Timeline for Purchase

Options

Now
1-3 Months
4-9 Months
10-16 Months
Unknown

[+Add Option](#)

Multi-Select

Required?

Type: Select one Select all that apply

Title
Customer Type

Options

New Customer
Returning Customer
Unknown

[+Add Option](#)

Multi-Select

Required?

Type: Select one Select all that apply

Title
Product Interested In

Options

Product ABC
Product DEF
Product LMN
Product XYZ

[+Add Option](#)

Open Text - Large

Title
Laser Needs

NOTE

Rearrange Qualifier order

Click the **reorder icon** in a qualifier and drag it to the desired position.

TIP: Qualifiers are added on top of existing ones - start by entering your final qualifier first, then work toward the first qualifier.

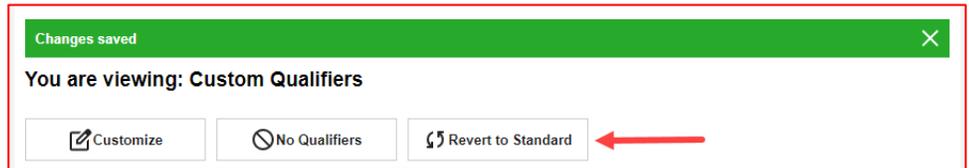


Delete question

Click the trash can icon to remove a qualifier.

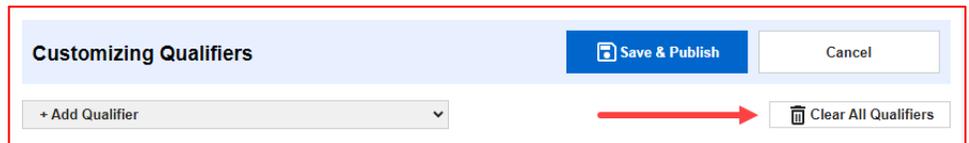
Change back to Standard Qualifiers

If you decide not to use custom qualifiers, click **Revert to Standard** to return to standard qualifiers. If you change your mind later, you can switch back to your custom qualifiers without needing to recreate them—just ensure they were saved beforehand.



Clear All Qualifiers

Click Clear All Qualifiers to reset everything – this will erase all custom qualifiers.

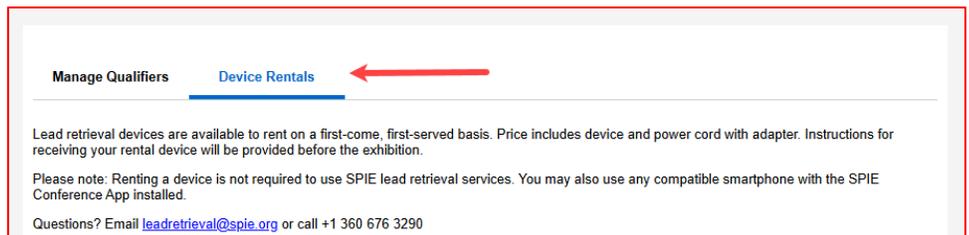


Device Rentals

Renting a device is not required to use SPIE Lead Retrieval. However, if you cannot use your own device, you can rent one for \$299 plus applicable tax.

If Device Rentals are available for your event, a tab will appear in the Exhibitor Logistics link.

Click the **Device Rentals** tab.



Select the **quantity** of devices you need to rent.

Rent Device

Lead Retrieval Device Rental \$299.00
SPIE Optics + Photonics 2025 Exhibition

Quantity: 1 @ \$299.00

Quantity: 1 \$0.00
Quantity: 2 \$299.00

Quantity: 3
Quantity: 4
Quantity: 5
Quantity: 6
Quantity: 7
Quantity: 8

Email address for each person renting a device.

First Name* Last Name* Email*

By proceeding with this device rental, I agree to the [Terms and Conditions](#)

Enter the **First Name, Last Name,** and **Email address** for the person responsible for each rented device onsite.

Agree to the **Device Rental Terms and Conditions.**

Contact Information

Provide the name and email address for each person renting a device.

1. First Name* Last Name* Email*
Jane Doe janedoe@company.com

2. First Name* Last Name* Email*
John Doe johndoe@company.com

By proceeding with this device rental, I agree to the [Terms and Conditions](#)

Enter your **Billing Address** and **Payment Information.** If paying via credit card or PayPal, a 2.5% processing fee applies.

To pay with a check or wire transfer, select the **Invoice Me** option.

Manage Device Rentals

Once your device rental is confirmed, the **Manage Device Rentals** tab will become available.

Manage Device Rentals **Order Devices**

Only paid device rentals are listed.

You have 2 device rentals. [Order more devices.](#)

Click **Edit** to update the Device Rental details. Make the necessary changes to the associated person's details and click **Save** to apply the updates.

Contact Information

Provide the name and email address for each person renting a device.

1. First Name* Last Name* Email*
Jane Doe janedoe@company.com

2. First Name* Last Name* Email*
John Doe johndoe@company.com

Save



API

For exhibitors using a third-party Lead Retrieval service, SPIE offers an API – Developer Kit to integrate their solution. The cost is \$995 and includes instructions, field definitions, sample barcodes, and one set of credentials. To purchase an API, please email leadretrieval@spie.org