

SPIE LEAD RETRIEVAL

SPIE Lead Retrieval is provided with your exhibit space at no extra cost. Use the <u>Exhibitor Dashboard</u> 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.

<u>For Photonics West:</u> 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	Lead Retrieval Report: Excel PDF CSV
Add Additional Liaison	Exhibitor Manual
Exhibitor Listing	Booth Staff
Enhanced Exhibitor Features	Lead Retrieval Logistics
Assign Keywords	Add Announcement Manage Announcements
Select Categories	Submit a Product Demonstration Request Manage Demonstrations
Exhibitor Invoice: ORD-2245238-G7W7C6 Pay Download Email	Upload Certificate of Insurance
Sponsorship Invoice: ORD-2245238-G7W7C6 Pay Download Email	Schedule a Laser Safety Inspection

tevere company mormation isted for past events attended	
SPIE Defense + Commercial Sensing 2024 Exhibition	
Exhibitor Listing	Lead Retrieval Report: <u>Excel PDF CSV</u>
Assign Keywords	Select Categories
Exhibitor Invoice: ORD-2228644-V5F0V8 Pay Download Email	Announcement(s)
SPIE Advanced Lithography + Patterning 2024 Exhibition	
SPIE BIOS Expo 2024	

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 .	Manage 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.	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 <u>exhibitions@spie.org</u> with questions. You are viewing: Standard Qualifiers



Customizing Qualifiers

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

Manage Qualifiers			
se the standard qualifiers or customize yo	ur qualifiers to reorder, change langu	age, and add or remove questions.	
hanges must be made by 15 August 2024.	. The form will be locked after this da	te. Please contact <u>exhibitions@spie.org</u> v	with questions.
Customizing Qualifiers		Save & Publish	Cancel

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).

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 r a brief sentence.

Enter a **Title** for the Qualifier.

Open Text - Small	Ū
Title I Laser Needs	

Customizing Qualifiers		Save & Publish	Cancel
+ Add Qualifier	~		Clear All Qualifier
Open Text - Small Open Text - Large Note			٥

lulti-Select	ធី
Required? Type: Select one Oselect all that apply Title	
Product Interested In Options	
Product ABC	



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.

<u>Note</u>

Includes an open text field for additional input.

<u>TIP</u>: 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.

Ор	en Text - Large	Ō
	Title Laser Needs	

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Customizing Qualifiers	\longrightarrow	Save & Publish	Cancel
+ Add Qualifier	~		Clear All Qualifiers
Dimport Qualifiers from a Prior Event			

Manage Qualifiers	
Use the standard qualifiers or customize your qualifiers to reorder, change language, and add or remove questions.	
Changes must be made before 31 July 2025. The form will be locked on this date. Please contact exhibitions@spie.org with quest	ions.
Changes saved	×
You are viewing: Custom Qualifiers	
Customize No Qualifiers	

Save & Publish	Cancel
	Clear All Qualifiers
	Save & Publish



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	PRODUCT
28 - 30 Jan 2025	LWIR Camera
SPIE Advanced Lithography + Patterning 2025	MWIR Camera
San Jose, California, United States 25 - 26 Feb 2025	SWIR Camera
	Other
SPIE AR VR MR 2025 Exhibition San Francisco, California, United States	
28 - 29 Jan 2025	PURCHASE POWER
SPIE Photomask Technology + EUV Lithography	Recommends
 Monterey, California, United States 1 - 2 Oct 2024 	Decides
	Final Say
SPIE Optics + Photonics 2024 Exhibition San Diego, California, United States	
xo 22 AUG 2024	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.

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.

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

Customizing Qualifiers		Save & Publish	Cancel
+ Add Qualifier	~		Clear All Qualifiers
Import Qualifiers from a Prior Event			

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nanges musi be made by 157	August 2024. The form will b	e locked alter this date. Please contac	r exmonionis@spie.org with questio	ліъ.
Changes saved				
lo Qualifiers Select	ed			
	No Qualifiers	65 Revert to Standard		



Example of Custom Qualifiers.

+		Save & Publis	h Cancel
	Add Qualifier	~	<u> </u> Clear All Qualifie
/ lu	Ilti-Select		Ī
	Required? ☑ Type: ◎Select one ○Selec Title	t all that apply	
	Timeline for Purchase		
	Options		
1	1-3 Months	ā l	
	1-9 Months		
	4-5 Montuis		
	10-16 Months	₩ =	
	Unknown		
	+Add Option		
lu	Ilti-Select		
	Required? 🗹		
	Type: OSelect one OSelect	t all that apply	
	Title Customor Type		
÷	Options New Customer	ā	
	New Customer		
	Returning Customer		
	Unknown		
	+Add Option		
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Rearrange Qualifier order

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

<u>TIP</u>: 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

Changes saved			×
You are viewing: Cu	ustom Qualifiers		
Customize	No Qualifiers	() Revert to Standard	

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.

Customizing Qualifiers		Save & Publish	Cancel
+ Add Qualifier	·	\longrightarrow	Clear All 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. Click the Device Rentals tab.

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

Rent Device		
Lead Retrieval Devic SPIE Optics + Photor	ce Rental nics 2025 Exhibition	\$299.00
Quantity: 1	✔ @ \$299.00	
Quantity: 1 🚄		\$0.00
Quantity: 2		\$299.00
Quantity: 3		
Quantity: 4		
Quantity: 5		
Quantity: 6	nail address for each person renting a device. Last Name* Email*	
Quantity: 7		
Quantity: 8	this device rental, I agree to the <u>Terms and Conditions</u>	

Email*

janedoe@company.com

johndoe@company.com

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**.

Enter your Billing Address and

Payment Information. If paying via credit card or PayPal, a 2.5% processing fee applies.

Contact

1. First Name* Jane

2. First Name* John

Information

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

By proceeding with this device rental, I agree to the Terms and Conditions

Last Name*

Last Name

Doe

Doe

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.

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.

Manage Device Rentals	Order Devices
Only paid device rentals are	sted.
You have 2 device rent	s. Order more devices.

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



<u>API</u>

For exhibitors using a third-party Lead Retrieval service, SPIE offers and 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 <u>leadretrieval@spie.org</u>