

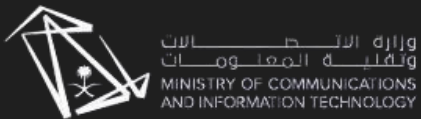
**LEAP EAST**

8-10 July 2026  
HKCEC, HONG KONG

**INTO NEW WORLDS**

# Lead Retrieval Guide

**CO-ORGANISED BY:**



# Agenda

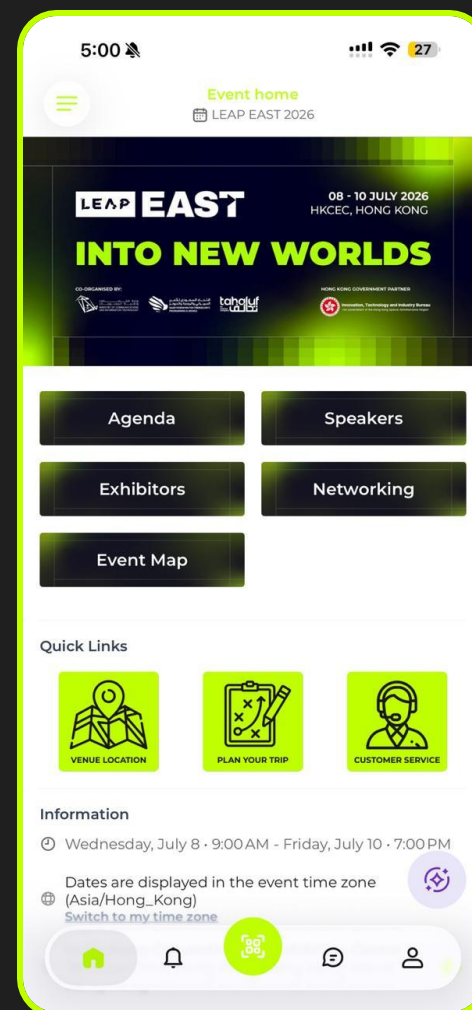
- ACCESSING YOUR DIGITAL BADGE
- ACCESSING THE LEAD RETRIEVAL TOOL AND COLLECTING LEADS
- LEAD QUALIFICATION
- SETTING UP QUALIFICATION QUESTIONS
- EXPORTING LEADS
- AI RECOMMENDED LEADS DASHBOARD

# ACCESSING YOUR DIGITAL BADGE

You can access your digital badge directly through the **Cityscape Global 2026 app**.

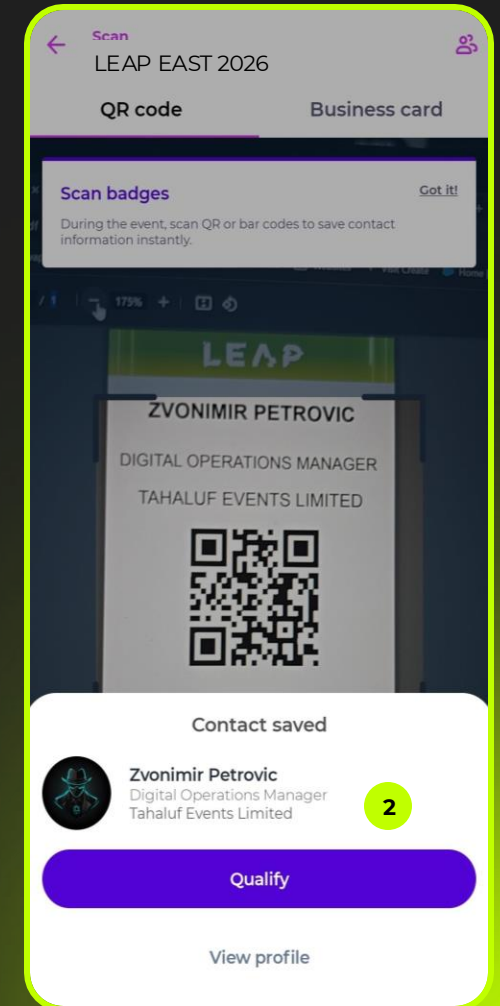
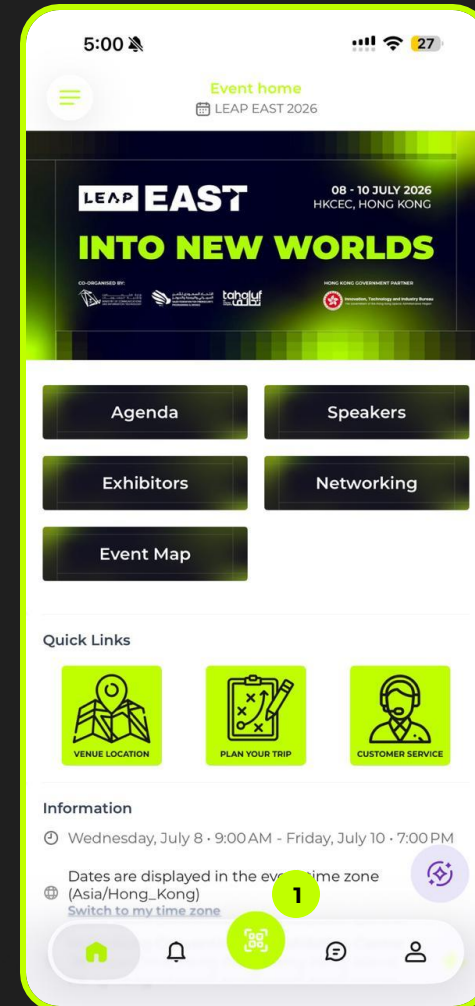
Use your **badge to gain access** to the exhibition halls and to share your details with other exhibitors.

Please note, your main stand holder **MUST have registered you for an exhibitor badge** using your unique work email via the Customer Centre in order for you to login to the app as an Exhibitor.



# ACCESSING THE LEAD RETRIEVAL TOOL AND COLLECTING LEADS

- 1 Click on the **scan button** at the middle of the navigation bar to activate the lead retrieval tool
- 2 Scan the **QR code** from a printed badge or the Event app

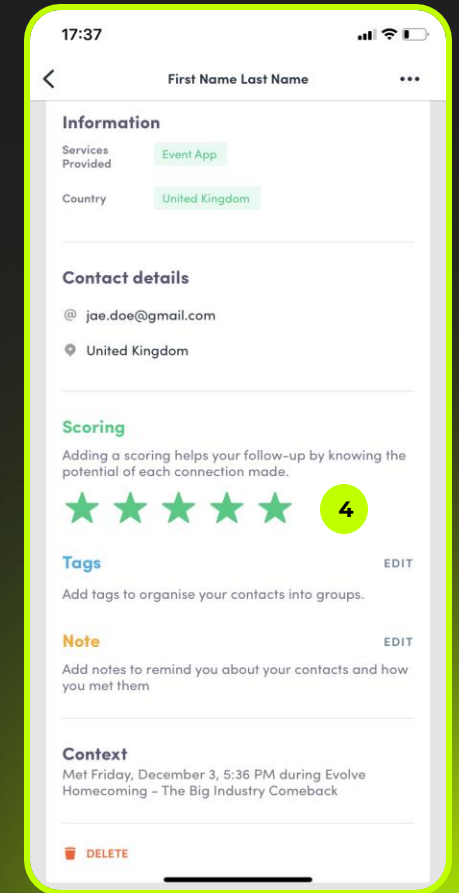
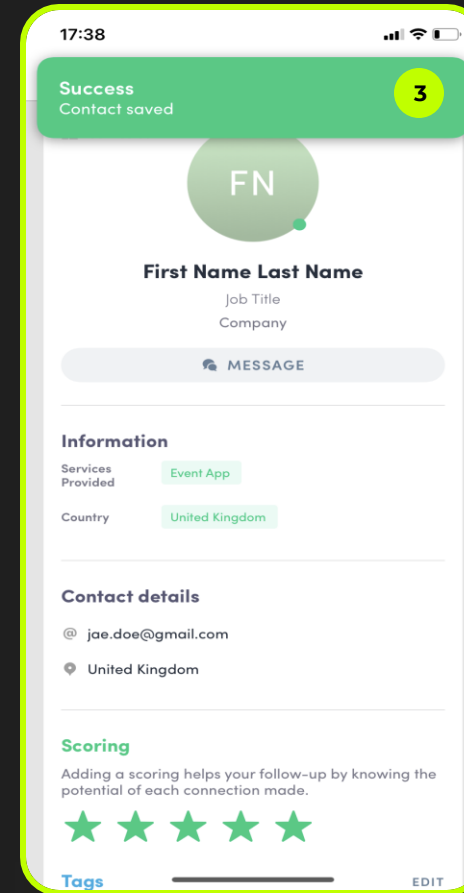


# LEAD QUALIFICATION

3 Scanning will automatically **create a connection** between you and the person you scan. They will then land in your own contact list as well as the team's contact list.

4 **After scanning you have the option to:**

- Score the Lead from 1 to 5
- Qualify the lead with your own custom questions
- Add a tag
- Add a note
- Print/Export a pdf with all information
- Export the contact details directly into your mobile phone contacts



# SETTING UP QUALIFICATION QUESTIONS

Create custom qualification questions to help your team assess and prioritize leads efficiently.

**1 Drag and drop** qualification fields to customize the order and structure of your questions.

**2 Different question types:**

- single choice answers
- multiple choice answers
- long text fields.

All responses are stored and available for export, ensuring easy access and follow-up.

The screenshot shows the LEAP EAST EXHIBITOR interface. On the left, there is a sidebar with navigation options: Home, Company profile, Team members, Leads, Team's contacts, AI Recommended leads, Lead qualification (highlighted), Export, Meetings, and Network. The main content area displays the 'LEAP EAST 2026' event details and a 'Create a qualification field' dialog box. The dialog box is titled 'Create a qualification field' and contains the instruction 'Drag and drop qualification fields at the desired position.' Below this instruction, there are three options: 'Single choice', 'Multiple choices', and 'Long text'. The 'Multiple choices' option is selected. A yellow arrow points from the 'Multiple choices' option in the dialog box to the 'Multiple choices' section in the main interface. A yellow circle with the number '1' is placed over the 'Single choice' option in the dialog box.

# EXPORTING LEADS

You can easily manage your leads in the App Exhibitor Center (<https://exhibitor.leapeast.com>)

**Statistics** about your company's booth and your **team's activity**

**Table with the contacts** made by your fellow team members.

**Download an Excel** with the list of people your team interacted with.

The screenshot displays the LEAPEAST App Exhibitor Center interface. On the left is a navigation sidebar with options: Home, Company profile, Team members, Leads, Team's contacts, AI Recommended leads, Lead qualification, Export, Meetings, and Network. The main content area is titled "Team's connections" and includes a summary of team activity:

- 59 Connections made
- 2 / 59 Connections qualified
- 1 / 59 Connections scored
- 5 / 5 Avg. score of connections

Below the summary is a search bar and a table of team contacts. The table has columns for Lead details, Organization, Interactions score, Connected with, Qualification, and Assigned to.

Lead details	Organization	Interactions score	Connected with	Qualification	Assigned to
Evelyn Cardozo Sales Manager evelyn.cardozo@tahaluf.com	Tahaluf Events Limited	30% <a href="#">View interactions</a>	Thomas Weiner Feb 1, 2025 12:41 PM	Qualified	<a href="#">Search a team member</a>
Thomas Weiner Senior Sales Manager thomas.weiner@informa.com	Tahaluf Events Limited	55% <a href="#">View interactions</a>	Evelyn Cardozo Feb 1, 2025 12:41 PM	Not yet qualified	<a href="#">Search a team member</a>
Abderrahman Mahmoud Managing Director aam@usamif.com	Start Hub	65% <a href="#">View interactions</a>	Priya Kanodia Feb 1, 2025 9:40 AM +1 team members	Not yet qualified	<a href="#">Search a team member</a>
FARAH AHMED Founder & CEO farah@thelabygarage.com	The Baby Garage	70% <a href="#">View interactions</a>	Priya Kanodia Feb 1, 2025 9:40 AM	Not yet qualified	<a href="#">Search a team member</a>

# AI RECOMMENDED LEADS DASHBOARD

Identifies high-potential leads from engagement

**AI Recommended Leads feature** which helps exhibitors identify and prioritize high-potential attendees by **analyzing real-time interaction data**.

## Key Benefits:

- **AI-driven lead recommendations** based on attendee interactions
- **Ranks leads using** interaction and engagement scores
- **Each lead is displayed with profile details**, including their name, job title, organization and last activity.
- **You can also see if a connection request** has been sent and which team member is assigned to the lead.
- **Under "View activities" to see** specific actions they took. This gives you a detailed overview of the lead's interactions with your booth and helps prioritize follow-ups.

The dashboard displays a list of AI-recommended leads. At the top, there are two summary cards: '82 Visits to your company page' and '6 People have bookmarked your company'. Below these is a search bar and a table of leads. The table has columns for Interactions score, Lead details, Organization, Assigned to, and Request sent. A sidebar on the right shows a list of 'Last interaction' events.

Interactions score	Lead details	Organization	Assigned to	Request sent
100% <a href="#">View interactions</a>	Ali Hamdi Operations Director	Next Frame Intelligence	mudasir hamal	Not requested
70% <a href="#">View interactions</a>	Hany Magdy Business Developer		<input type="text" value="Search a team memit"/>	Not requested
59% <a href="#">View interactions</a>	Sheng Dar Chia Managing Director	Brandme Associate Sdn Bhd	<input type="text" value="Search a team memit"/>	Not requested
49% <a href="#">View interactions</a>	Ahmed Abdulhamid null	moon travel agency	<input type="text" value="Search a team memit"/>	Not requested
26% <a href="#">View interactions</a>	Sidra Esmail Engineer	Wijjad	<input type="text" value="Search a team memit"/>	Not requested
21% <a href="#">View interactions</a>	Hanna Bsy Strategic Partnerships Director	Qubstudio	<input type="text" value="Search a team memit"/>	Not requested

**Last interaction** ↓

- Visited your company page  
Feb 20, 2025, 4:39 AM
- Visited your company page  
Feb 17, 2025, 9:18 AM
- Visited your company page  
Feb 15, 2025, 4:27 PM
- Visited your company page  
Feb 14, 2025, 9:59 AM
- Visited your company page  
Feb 12, 2025, 10:44 AM
- Visited your company page  
Feb 12, 2025, 10:22 AM
- Visited your company page  
Feb 12, 2025, 8:27 PM
- Visited your company page  
Feb 11, 2025, 11:56 AM
- Visited your company page  
Feb 10, 2025, 7:43 AM
- Visited your company page



8-10 July 2026

HKCEC, HONG KONG

# THANK YOU

If needed, you can contact our support team  
at [LeapeastCS@tahaluf.com](mailto:LeapeastCS@tahaluf.com)

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