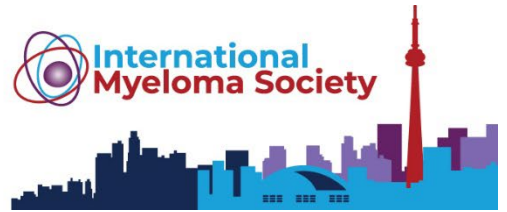


# 22nd Annual MEETING & EXPOSITION

September 17-20, 2025 • Toronto, Canada



## Log in to the Exhibitor Resource Center and Complete Your Exhibitor Directory Profile

The Exhibitor Resource Center is open. We request that you follow the outlined steps below for logging in and successfully setting up your Exhibitor Directory Profile. Your listing information will be used online and in the printed directory.

### LOGGING IN TO THE EXHIBITOR RESOURCE CENTER FOR THE FIRST TIME

1. Go to <https://ims25.myexpoonline.com/home>
2. Click the “**Login**” button
3. Enter your email and click “**Forgot Password/First Time Login**” You must enter your Booth Contact email address. An email will be sent, and you will need to create a password. If you are not the Booth Contact, you will not have access to create an account.

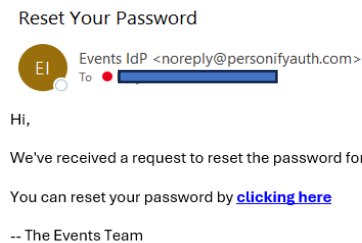
A screenshot of a web login form titled "Login". It contains two input fields: "Email" and "Password". Below the password field is a checkbox labeled "Remember my Login". A link labeled "Forgot Password/First Time Login" is positioned below the checkbox and is circled in red. At the bottom of the form are two buttons: "Login" (blue) and "Cancel" (grey).

4. Enter your email address in the new window and click “**Submit.**”

### Forgot Password/First Time Login

A screenshot of a form for "Forgot Password/First Time Login". It has a label "Email" above a single text input field. Below the input field are two buttons: "Submit" (blue) and "Cancel" (grey).

5. You will receive an automated email from “Events IdP <noreply@personifyauth.com>” with the subject line “Reset Your Password.” Be sure to check your junk folder if you do not see the email. Click the link in the email to be sent to a page to create your password.



6. Create your password and click “**Submit.**”

### Reset Password

A screenshot of a "Reset Password" form. It has two labels: "Password" and "Confirm Password", each above a text input field. Below the second input field is a blue "Submit" button.

7. Return to the login page at <https://ims25.myexpoonline.com/home> and log in with your email and password.



# Exhibitor Directory Profile Instructions

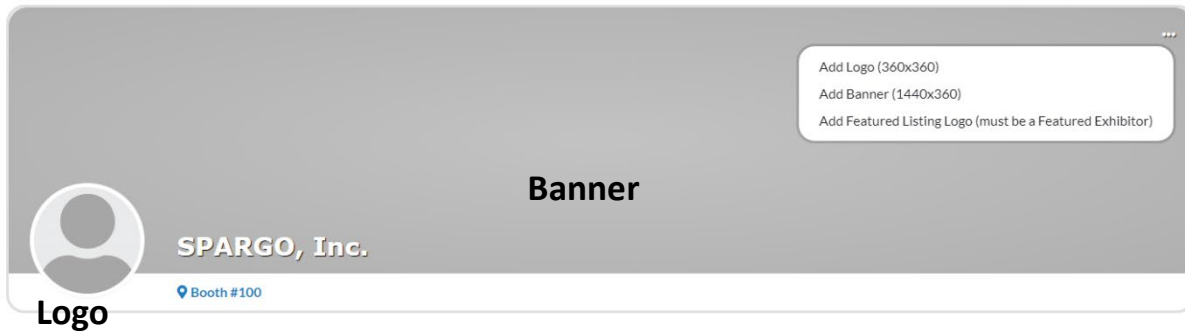
Please follow the outlined steps below for logging in and successfully setting up your Exhibitor Directory profile. Your listing information will be used online and in the printed directory. **The deadline to update your information for the printed directory is Friday, August 29, 2025.**

## ADD COMPANY INFORMATION ON THE EXHIBITOR DIRECTORY LISTING PAGE

1. Once logged in to the Exhibitor Resource Center, you will land on the **DASHBOARD** page. Click the **“Complete Your Exhibitor Directory Listing”** button.

2. Add a corporate banner and corporate or product logo. Click the three dots in the top right corner of the banner and click “Add Logo” and “Add Banner.”

- Corporate Banner Specifications:
  - 1440 px wide x 360 px high
  - png or jpg files only
- Corporate Logo Specifications:
  - 360px wide x 360 px high
  - png or jpg files only



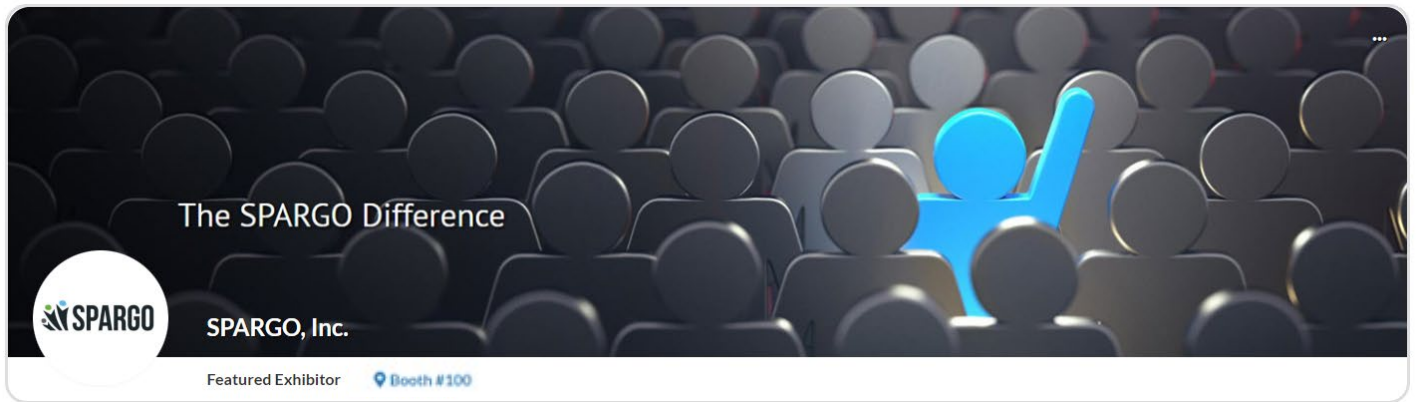
3. In the **About** section, you will add your website URL. Featured Exhibitors will also add a company description (max 500 characters including spaces and punctuation). Click “Edit” in the right corner to start making edits.



4. In the **Company Information** section you will add your company details. Click “Edit” in the right corner to start making edits.



5. Once you've completed each section, be sure to click **"Save."**



We are here to help! For questions please contact:

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