SHOPTALK LUXE

February 2 - 4, 2027 · Abu Dhabi

SPONSOR ADMIN ROLE

WHAT IS THE SPONSOR ADMIN?

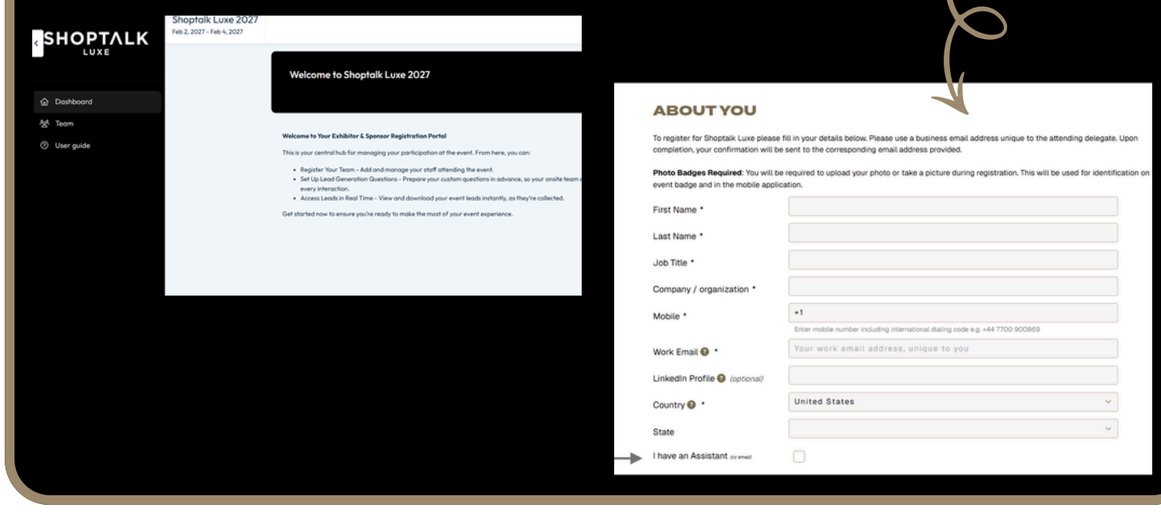
The Sponsor Admin is your organization's main point of contact for Shoptalk Luxe. This role can be assigned if the individual is attending onsite or not, and has full access to your organization account in the Meetup platform.

KEY RESPONSIBILITIES

WHAT TO DO PRE-MEETUP

Register Your Team on the Visit Connect registration portal, or send individual invitations so each team member can complete their own registration. **Don't forget to register your team by 11 December**!

You can also add an **"Assistant"** to each attendee's profile which will allow them to receive all-important Meetup communications from our team in the lead-up to the event. An "Assistant" can be added to each individual team member's registration.



WHAT TO DO ONCE MEETUP OPENS

Assign Meeting Reps – Select the individuals from your team who will be taking your paid-for Hosted Meetings during Meetup. Meeting Reps can also take general meetings on-site.

Complete Your Organization Profile – Add your company logo, bio and key company details. This information is important to complete as it will be visible to all Meetup participants and in the event app.

Sponsor Admins – Sponsor Admins are automatically able to complete the Meetup actions (making requests and opting in to requests) on behalf of their team, if required, with the exception of completing individual team member profiles.

DUAL ROLE ACCESS

If you are the only attendee from your organization attending and need both admin access to manage your organization account (Parent Company) and the ability to action the required steps in the Meetup process, you will need dual role access.

Please ensure you are registered using the link provided by the registration platform (email from noreply@registration.shoptalk.com with the subject line ***"Register and manage your team."***

This guarantees your details are correctly recorded and that you have access to the Meetup platform.

Meetup platform: Click **'Profile'** (top right), then select **'Parent Company'** to manage your organization profile. You can switch between both profiles at any time.

