

ONLINE DIRECTORY
FEATURING

 **COSMOPROF
MY MATCH**

VISITORS
HOW-TO GUIDE

COSMOPROF
NORTH AMERICA **LAS VEGAS**

• **THE LEADING B2B BEAUTY EVENT IN
THE AMERICAS, DEDICATED TO ALL
SECTORS OF THE INDUSTRY**

• **LAS VEGAS**
MANDALAY BAY CONVENTION CENTER

• **JULY 15 – 17, 2025**

COSMOPROF NORTH AMERICA **COSMOPACK** NORTH AMERICA

• **COSMOPROFNORTHAMERICA.COM**

Organizer – Usa Beauty LLC

informamarkets

Bologna
Fiere

PBA Professional
Beauty
Association
NON-PROFIT · ADVOCACY · COMMUNITY

A new world for beauty

Bologna, Hong Kong, Las Vegas,
Mumbai, Bangkok, Miami



GET STARTED

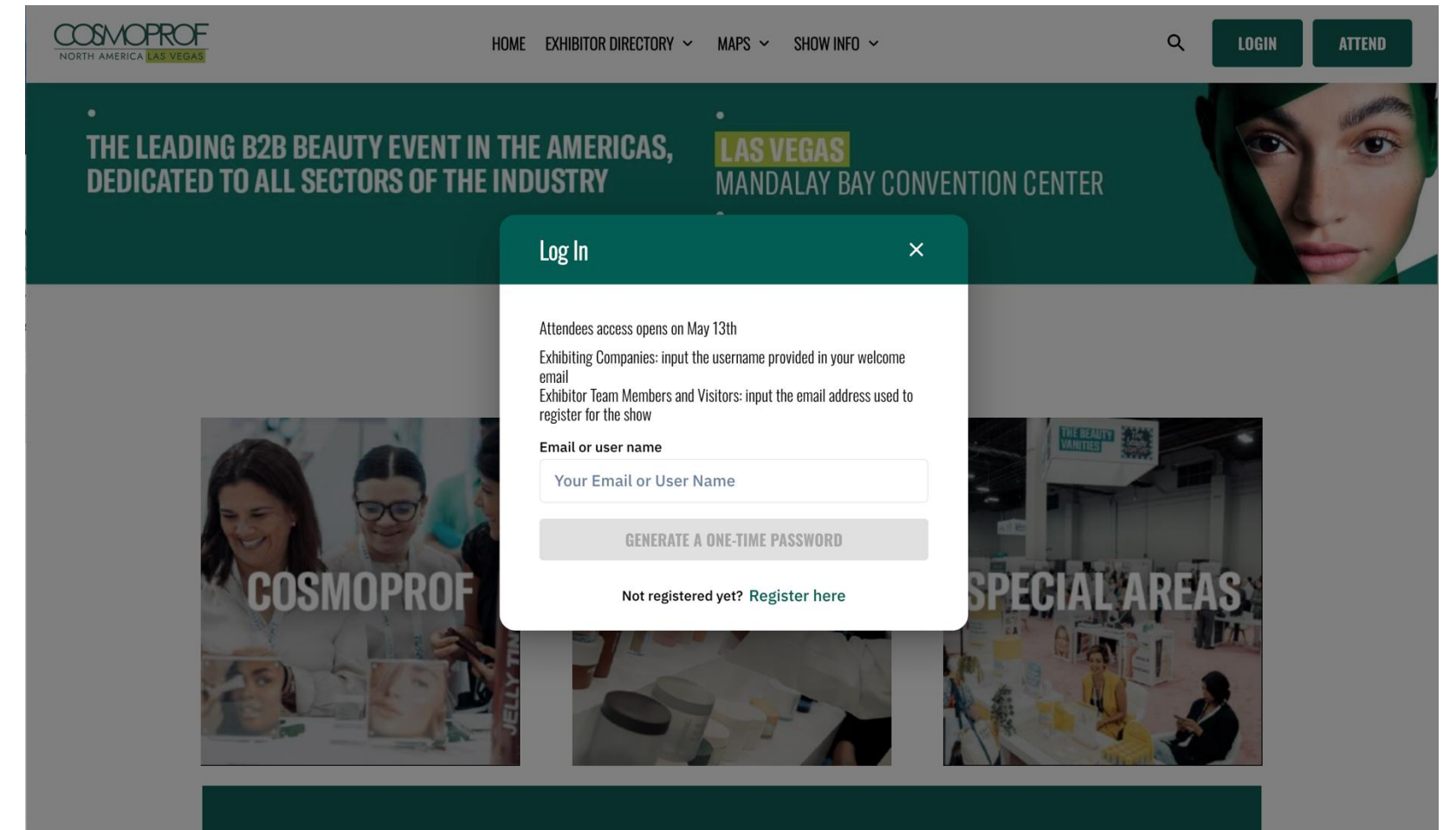
Access The Online Directory, featuring My Match, [here >>](#)

Login Credentials

All registered Cosmoprof North America Las Vegas visitors will receive a welcome email to the platform from cosmoprofna@expoplatform.com, with the subject line: ATTN: Your Online Directory Login.

Input the email address you used to register for the show to request your one-time password. If you log out, you will need to request a one-time password again. You will not set your own password.

If you do not receive a welcome email by May 23rd or within 24 hours of registering, please contact customer.service@cosmoprofna.com





CREATE YOUR PROFILE

Upon logging in, navigate to **Edit Profile**.

Photo or Logo

Upload your photo or a logo for your profile. Supported formats include png, jpg and jpeg. The aspect ratio is 1:1.

First & Last Name

You may edit your first and last name if needed.

Website

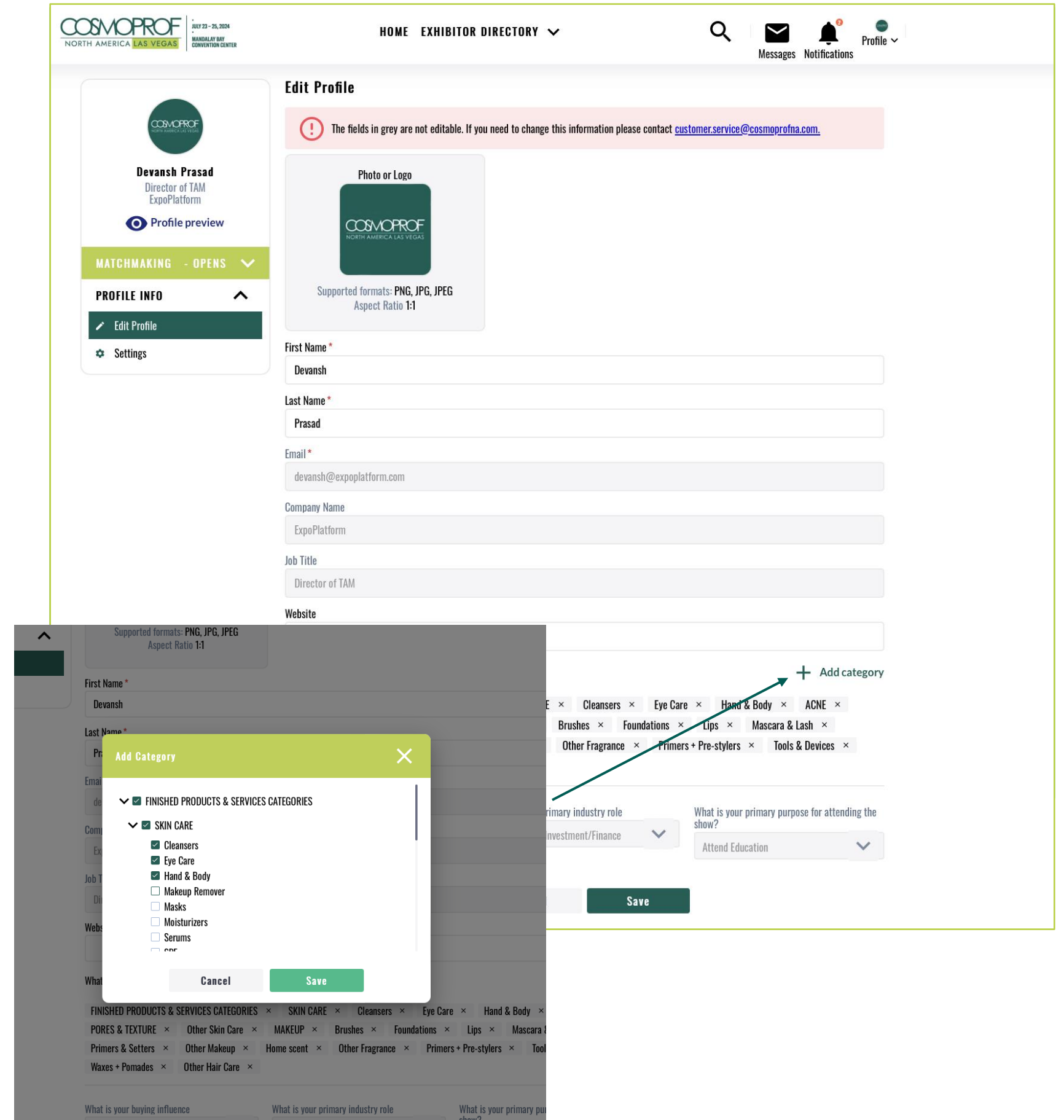
Add the website for the brand or business that you represent.

Interests - **IMPORTANT**

Select the product and services that you are interested in exploring at the show by clicking the **+ Add category**. This will help the platform recommend exhibitors and sessions you should visit as well as suggest matches.

Click save when complete.

Fields in grey reflect information provided during show registration. If you need to change this information please contact customer.service@cosmoprofna.com.





CREATE YOUR PROFILE

Dashboard

Your Dashboard shows all your notifications and the completeness of your profile.

Settings

→ Notification Settings

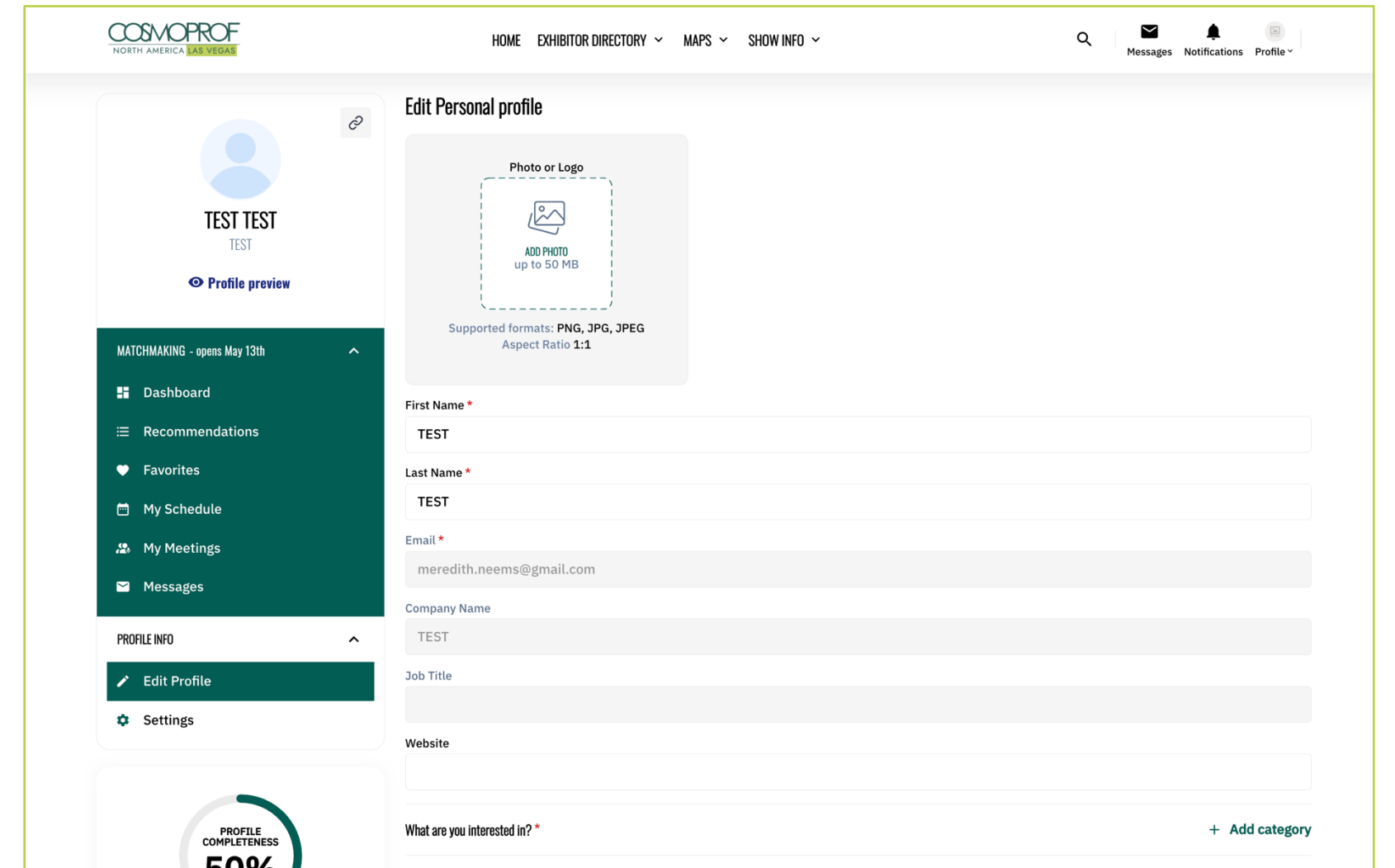
You can toggle off and on your notifications for meetings and messages. These notifications will come via email.

→ Connection Settings

You can toggle off and on settings that allow other users to interact with you.

→ My Data

You can remove your account from the platform here and see your account data. Please note: The cancel registration link does not cancel your show registration, it is just your access to this platform.





SEARCH EXHIBITING COMPANIES

Exhibitor Directory

Navigate to the Exhibitor Directory in the main menu. You can search by All Exhibitors or a specific sector of the show.

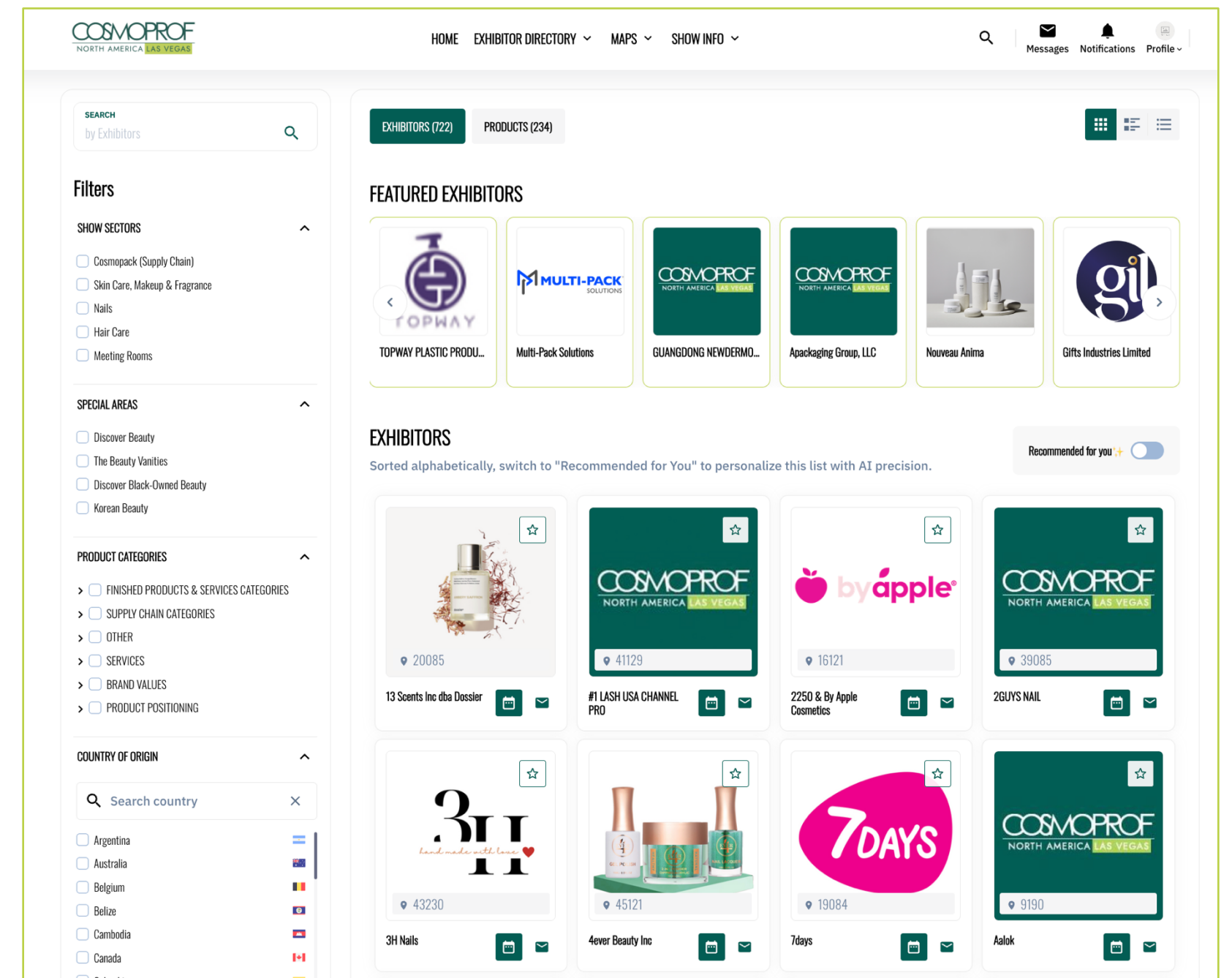
Filters

Use the filters on the left side bar to search for exhibitors by:

- SHOW SECTOR
- SPECIAL AREAS
- PRODUCT CATEGORIES
 - FINISHED PRODUCTS & SERVICES
 - SUPPLY CHAIN CATEGORIES
 - OTHER
 - SERVICES
 - BRAND VALUES
 - PRODUCT POSITIONING
- COUNTRY OF ORIGIN

Search Tool

The search field can also be used to search for specific exhibitors or keywords.



EXHIBITOR PROFILES

Learn About The Exhibitor

Learn about an exhibitor by reviewing the provided information in the profile, including:

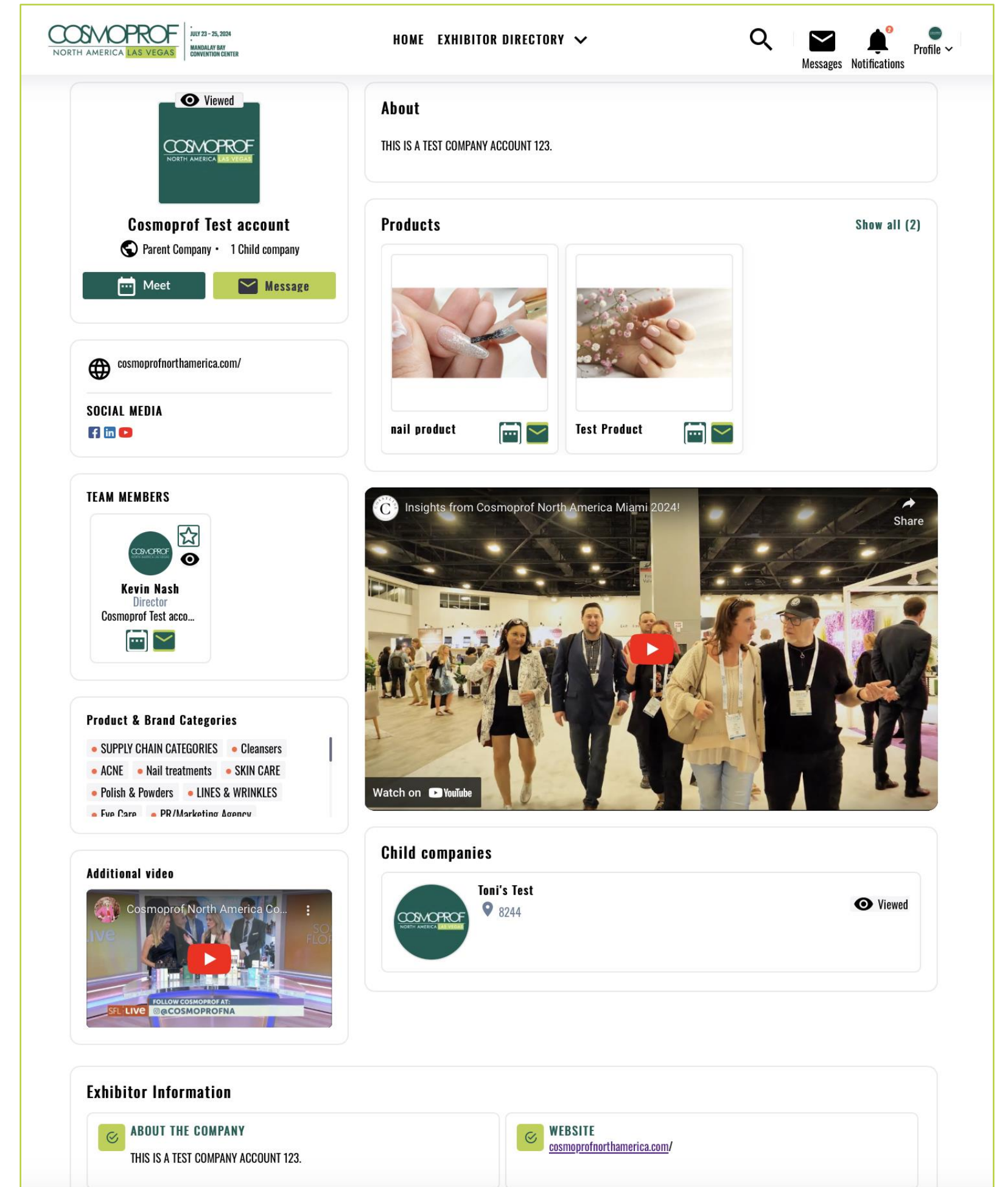
- About
- Website
- Social Media
- Product & Brand Categories
- Brands

Review Products & Marketing Content

Dive deeper into an exhibitor's offerings through the Products and Marketing Content sections.

Team Members

Staff that will be in the exhibitor's booth during the show will show up in this section. You can click into their profiles to learn more about them and send messages or request meetings.



The screenshot shows the exhibitor profile for 'Cosmoprof Test account' on the COSMOPROF MY MATCH platform. The profile includes the following sections:

- Header:** COSMOPROF NORTH AMERICA LAS VEGAS 2024, MONDAY MAY 13, CONVENTION CENTER. Navigation: HOME, EXHIBITOR DIRECTORY. User actions: Messages, Notifications, Profile.
- Profile Card:** 'Cosmoprof Test account' (Viewed), Parent Company · 1 Child company. Actions: Meet, Message.
- Website:** cosmoprofnorthamerica.com/
- SOCIAL MEDIA:** Facebook, LinkedIn, YouTube icons.
- Products:** 'nail product' and 'Test Product' (Show all (2)).
- TEAM MEMBERS:** Kevin Nash, Director, Cosmoprof Test acco... (Viewed, Message).
- Product & Brand Categories:**
 - SUPPLY CHAIN CATEGORIES: Cleansers
 - ACNE: Nail treatments, SKIN CARE
 - Polish & Powders: LINES & WRINKLES
 - Fun Care: PR/Marketing Agency
- Additional video:** Cosmoprof North America Co... (YouTube embed).
- Child companies:** Toni's Test (8244, Viewed).
- Exhibitor Information:**
 - ABOUT THE COMPANY: THIS IS A TEST COMPANY ACCOUNT 123.
 - WEBSITE: cosmoprofnorthamerica.com/

COSMOPROF MY MATCH

CONNECT WITH EXHIBITORS - MESSAGES

Send A Message

Exchange messages with exhibitors via the Messages icon  found on an Exhibitor profile, Team Member profile or Product page.

A message box will appear, allowing you to type in your message and send.

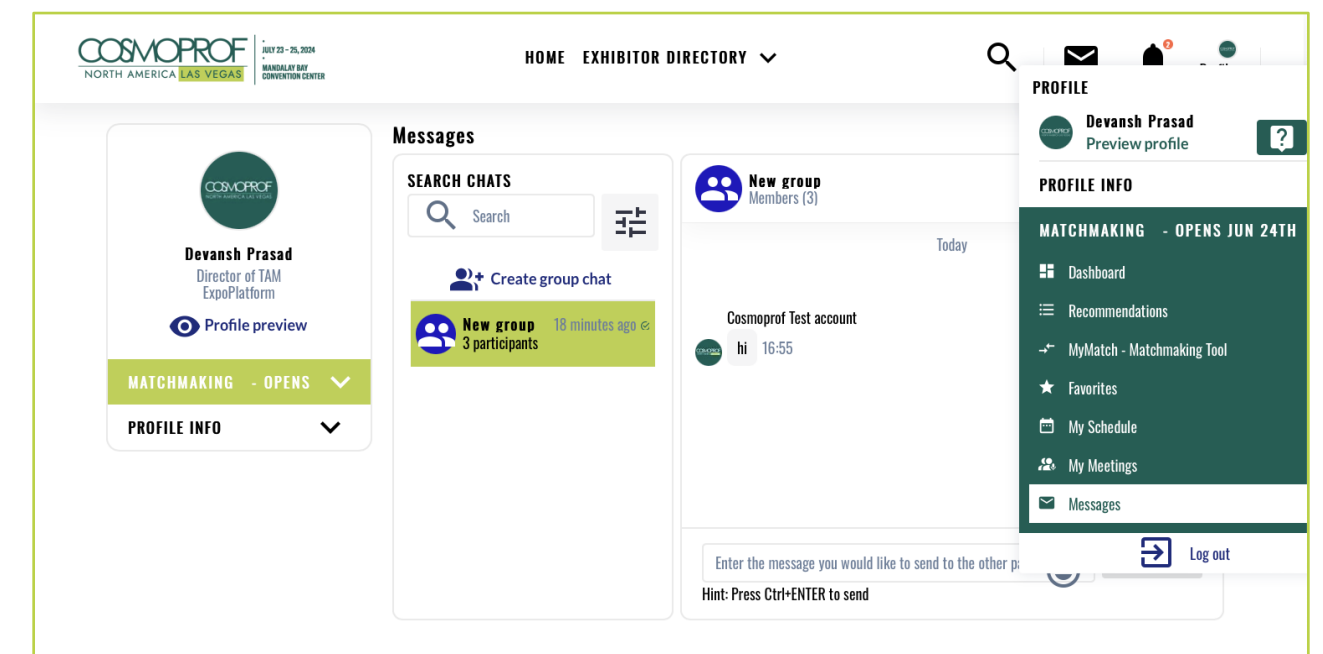
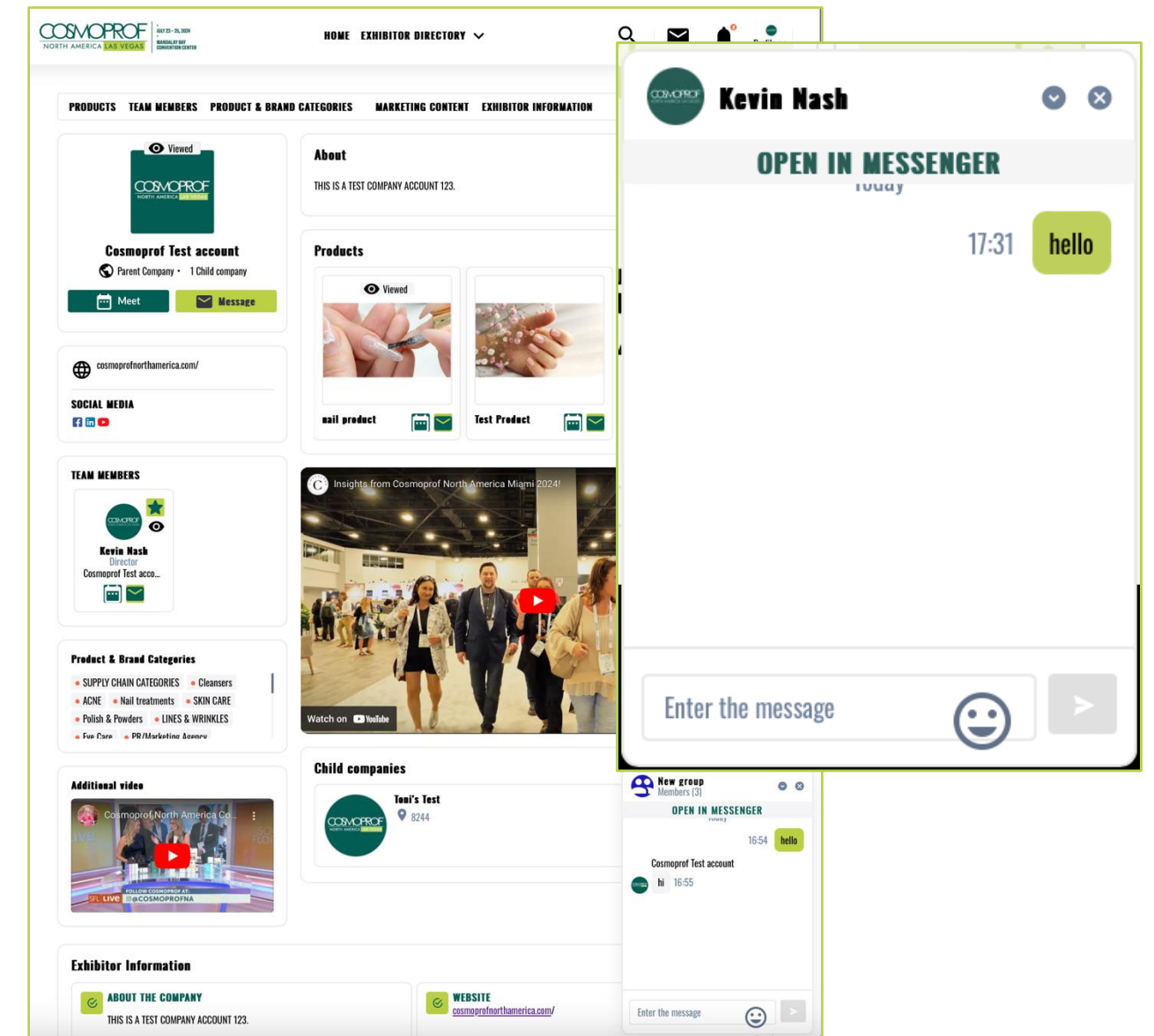
A message sent via the Exhibitor profile or a Product page will go to the Exhibitor Administrator and Team Members. Alternatively, you can send a message to a single Team Member via the Team Member profile.

Review Messages

To see all your messages in one place, navigate to Profile in the upper right corner, then select Messages in the Matchmaking drop-down.


Message Allotment - **IMPORTANT**

Be purposeful about who you message! Each visitor is allowed a maximum of 50 message sends. This does not include replies after the initial message is sent. The allotment is intended to limit “spamming”.



CONNECT WITH EXHIBITORS - MEETINGS

Request A Meeting

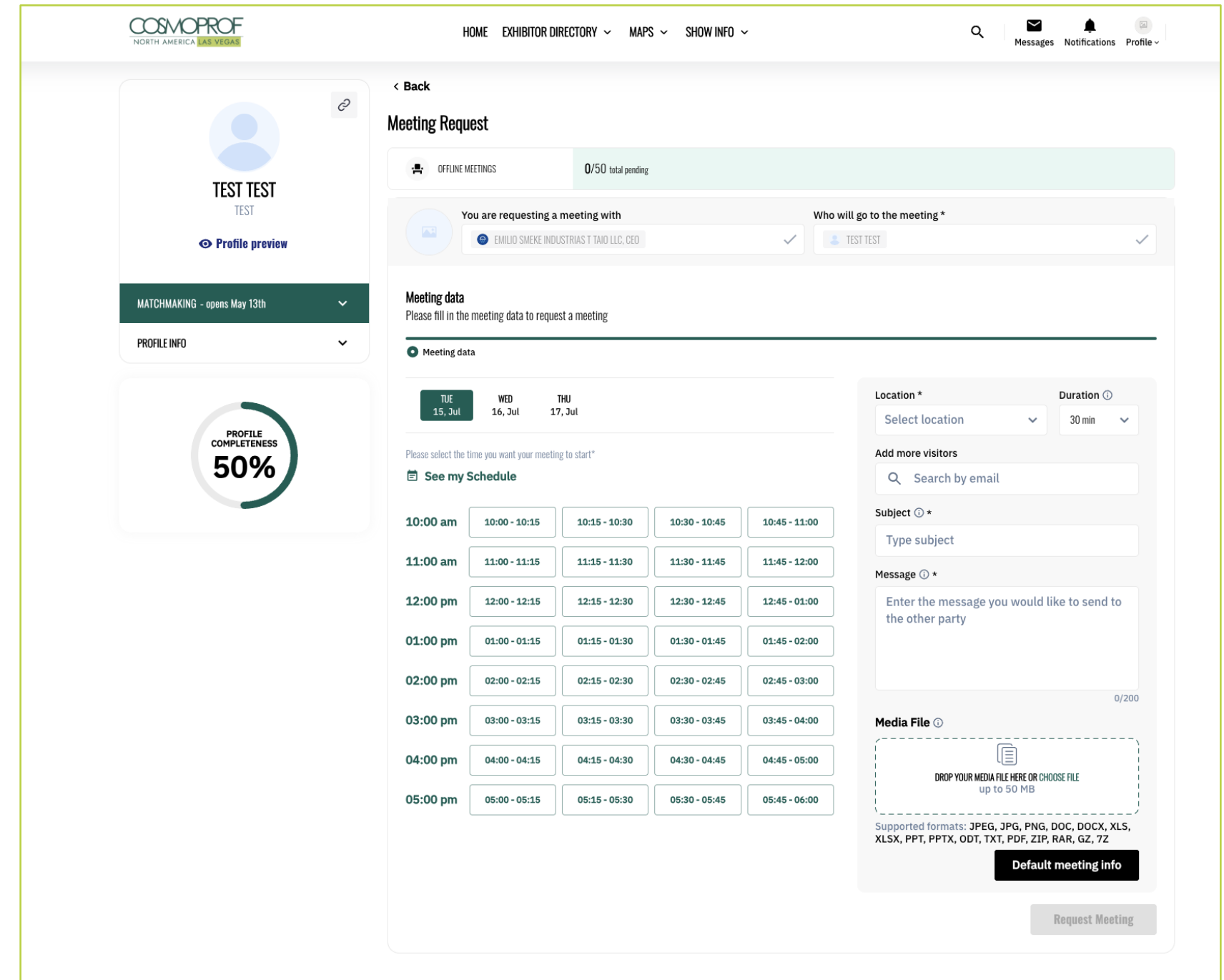
Request to meet with an exhibitor via the Meet icon  found on an Exhibitor profile, Team Member profile or Product page.

Fill in all the required data, including:

- Desired date and time
- Location: select the exhibitor stand/booth
- Duration: select the length of meeting
- Add more visitors to the meeting that you'd like to join
- Meeting subject and details
- Any attachments you wish to include

Meeting Request Allotment - **IMPORTANT**

Be purposeful about who you send meeting requests to! Each visitor is allowed a maximum of 50 meeting requests. This includes all requests sent, whether they are confirmed or declined/cancelled. The allotment is intended to limit “spamming”.



The screenshot shows the 'Meeting Request' form on the COSMOPROF website. The form is titled 'Meeting Request' and shows '0/50 total pending' requests. It includes a 'Back' button and a 'Meet' icon. The form is divided into several sections:

- Meeting Request Summary:** Shows 'OFFLINE MEETINGS' and '0/50 total pending'.
- You are requesting a meeting with:** A dropdown menu showing 'EMILIO SMIKE INDUSTRIAS T TAID LLC, CEO'.
- Who will go to the meeting *:** A dropdown menu showing 'TEST TEST'.
- Meeting data:** A section where users fill in meeting details. It includes a 'Meeting data' section with a 'Meeting data' dropdown, a calendar view for 'TUE 15 Jul', 'WED 16 Jul', and 'THU 17 Jul', and a 'See my Schedule' button.
- Location *:** A dropdown menu for 'Select location'.
- Duration *:** A dropdown menu for '30 min'.
- Add more visitors:** A search bar for 'Search by email'.
- Subject *:** A text input field for 'Type subject'.
- Message *:** A text area for 'Enter the message you would like to send to the other party'.
- Media File *:** A section for uploading files, with a 'Drop your media file here or choose file up to 50 MB' instruction and a list of supported formats: JPEG, JPG, PNG, DOC, DOCX, XLS, XLSX, PPT, PPTX, ODT, TXT, PDF, ZIP, RAR, GZ, 7Z.
- Default meeting info:** A button for 'Default meeting info'.
- Request Meeting:** A button to submit the request.

CONNECT WITH EXHIBITORS - MEETINGS

Review Meetings – Received & Requested

Review meeting requests you have sent and received by navigating to Profile in the upper right corner, then selecting My Meetings. You can filter your meetings by:

→ Incoming:

This is a meeting request sent to you by an exhibitor. If you wish to accept the meeting click Confirm. If you do not wish to have the meeting click Cancel. **Out of courtesy to all show participants we recommend responding to all meeting requests. If you are declining/cancelling the request please provide a brief explanation.**

→ Pending:

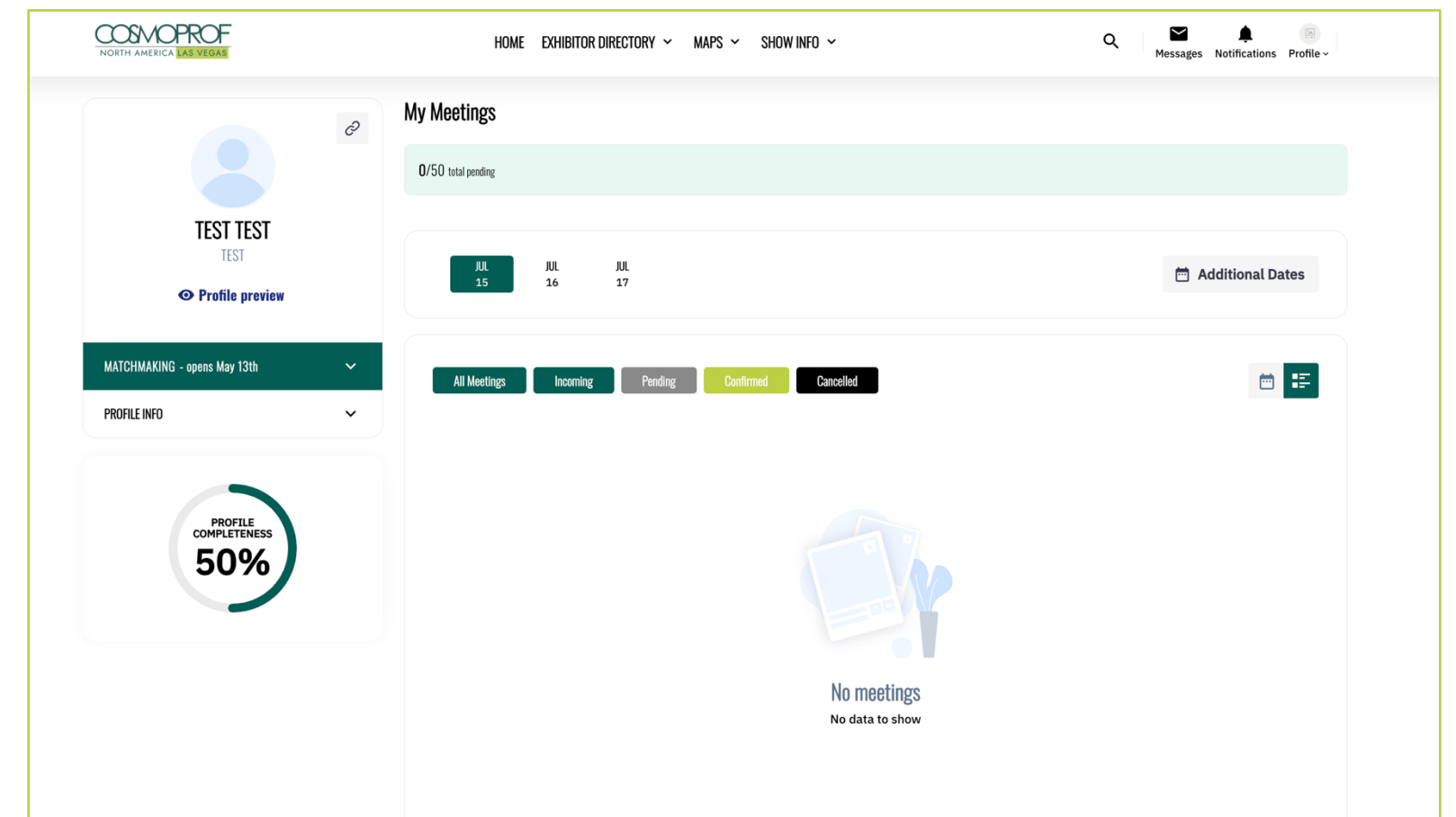
This is a meeting request you sent that has not been confirmed

→ Confirmed:

This is a meeting request you received or sent that is confirmed

→ Cancelled:

This is a meeting request you received or sent that is declined



MY MATCH – MATCHMAKING TOOL

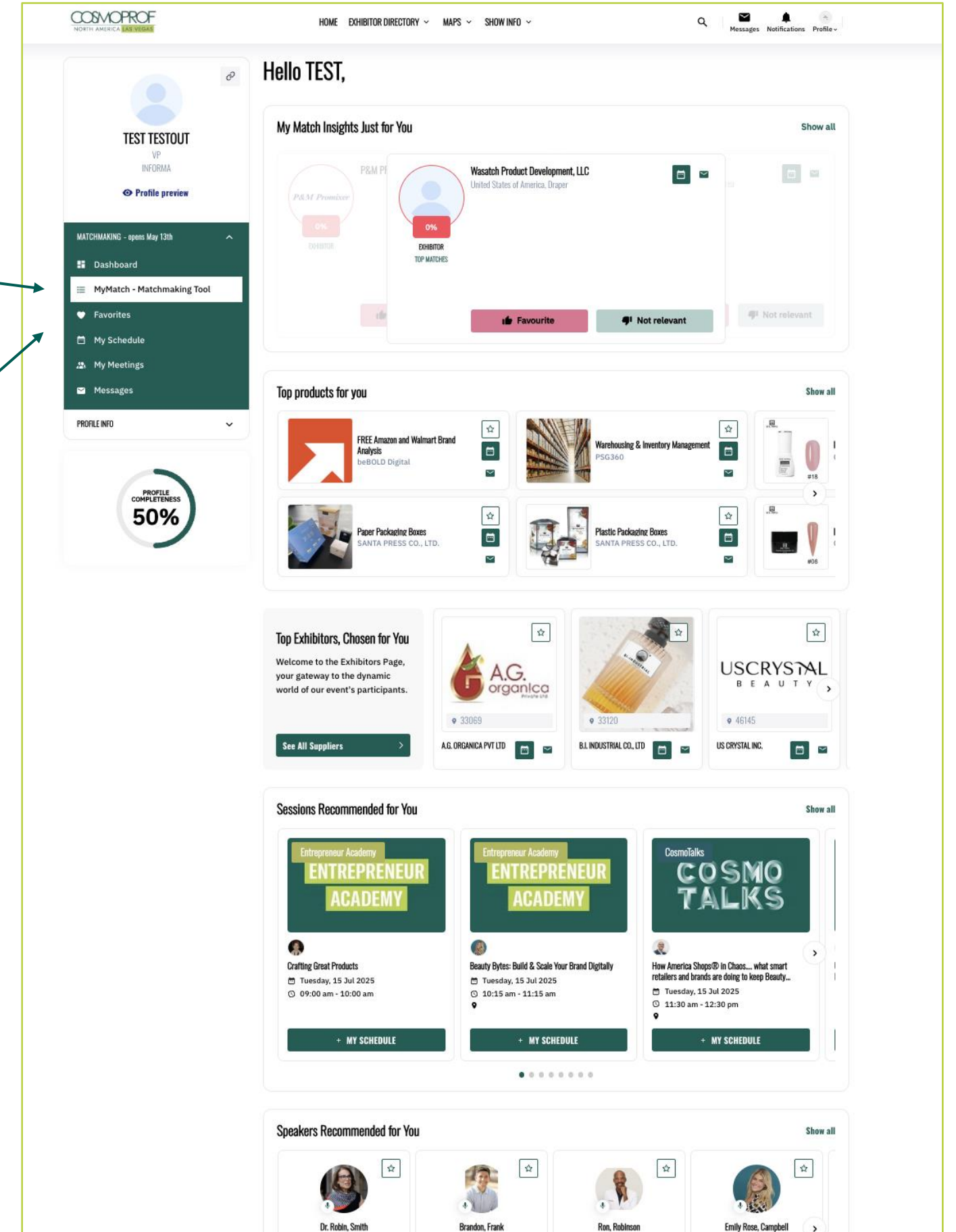
Navigate to the My Match – Matchmaking Tool in the profile menu. The information you provided in your profile and your activity in the platform are used to populate suggested matches, including exhibitors to consider connecting with and products, sessions and speakers to discover.

Favorites

Navigate to Profile in the upper right corner, then select Favorites to view.

Click the star on Exhibitor Team Member profiles and Speaker profiles to favorite them and show on this page.

Your favorites selections in My Match are also saved on this page. You will find mutual My Match favorites, someone you favorited that also favorited you, under the Mutual tab.





MY SCHEDULE

View Meetings

Navigate to Profile and expand the Matchmaking menu to click My Schedule. Here you will find all your confirmed meetings and incoming meeting requests.

Edit Meetings

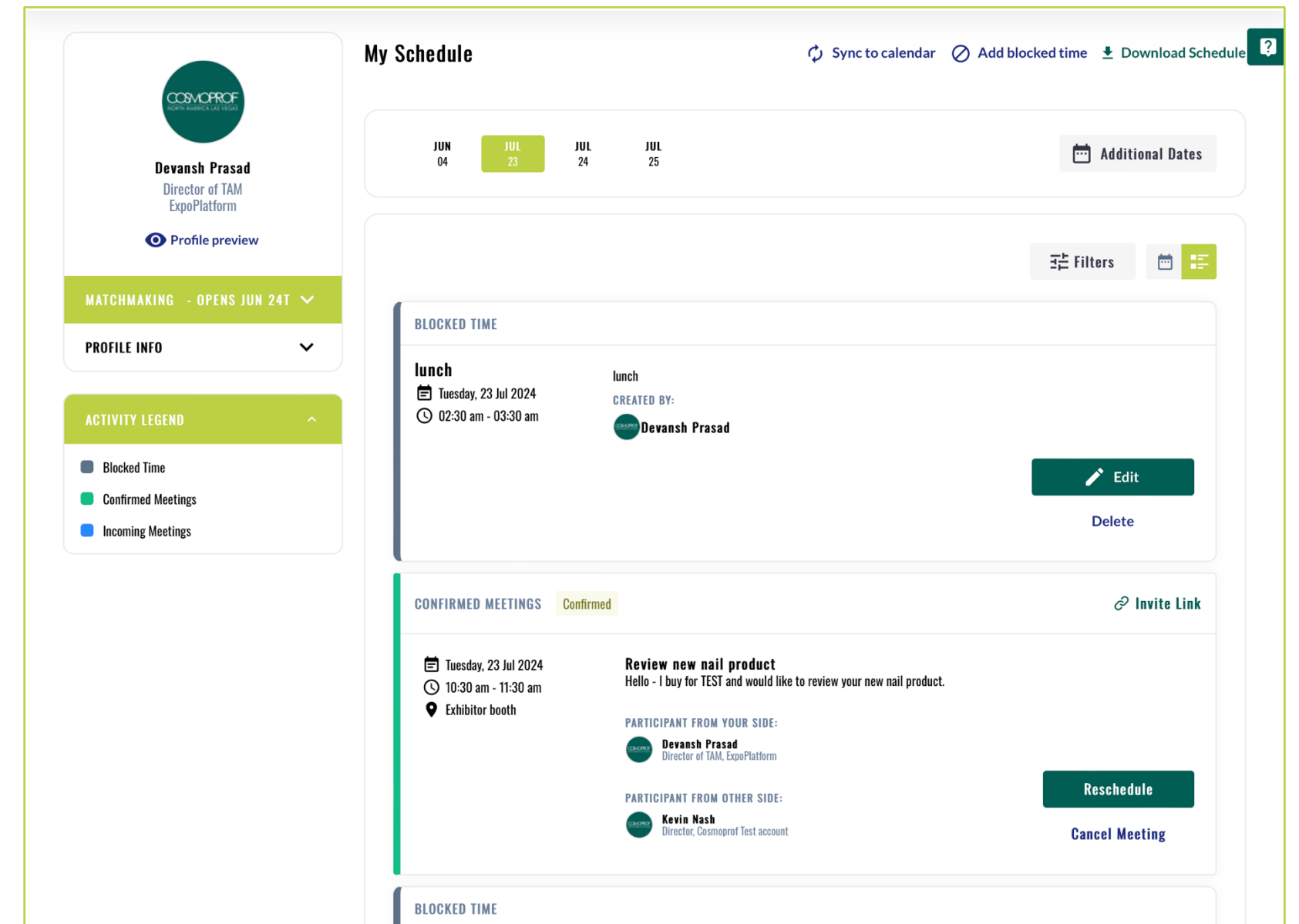
You can click edit, reschedule, confirm or cancel on the meetings to be taken to that meeting request.

Block Time

You can block time slots on your calendar by clicking “Add blocked time” at the top of the page. This will prevent anyone from requesting a meeting with you at this time.

Download & Sync To Calendar

Stay organized by syncing your schedule to your personal calendar or downloading a pdf of it.






EDUCATION SESSIONS & SPECIAL EVENTS

Education Sessions


View CosmoTalks and Entrepreneur Academy and Cosmpack Education sessions by track and or date. You can also filter by complimentary or paid sessions. Click into a session to read the summary and view speakers.

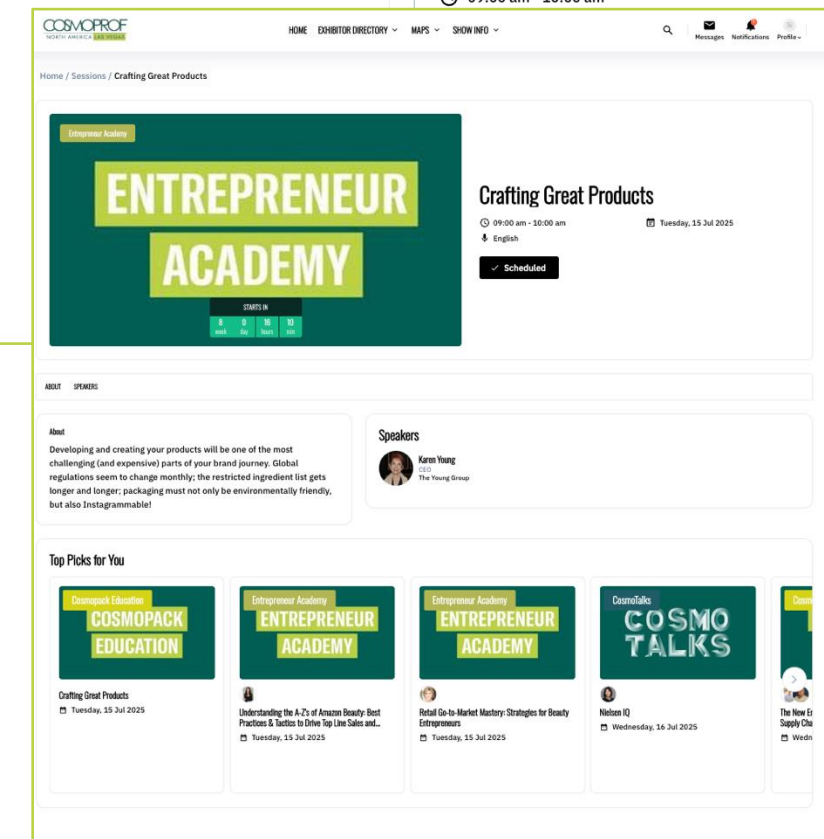
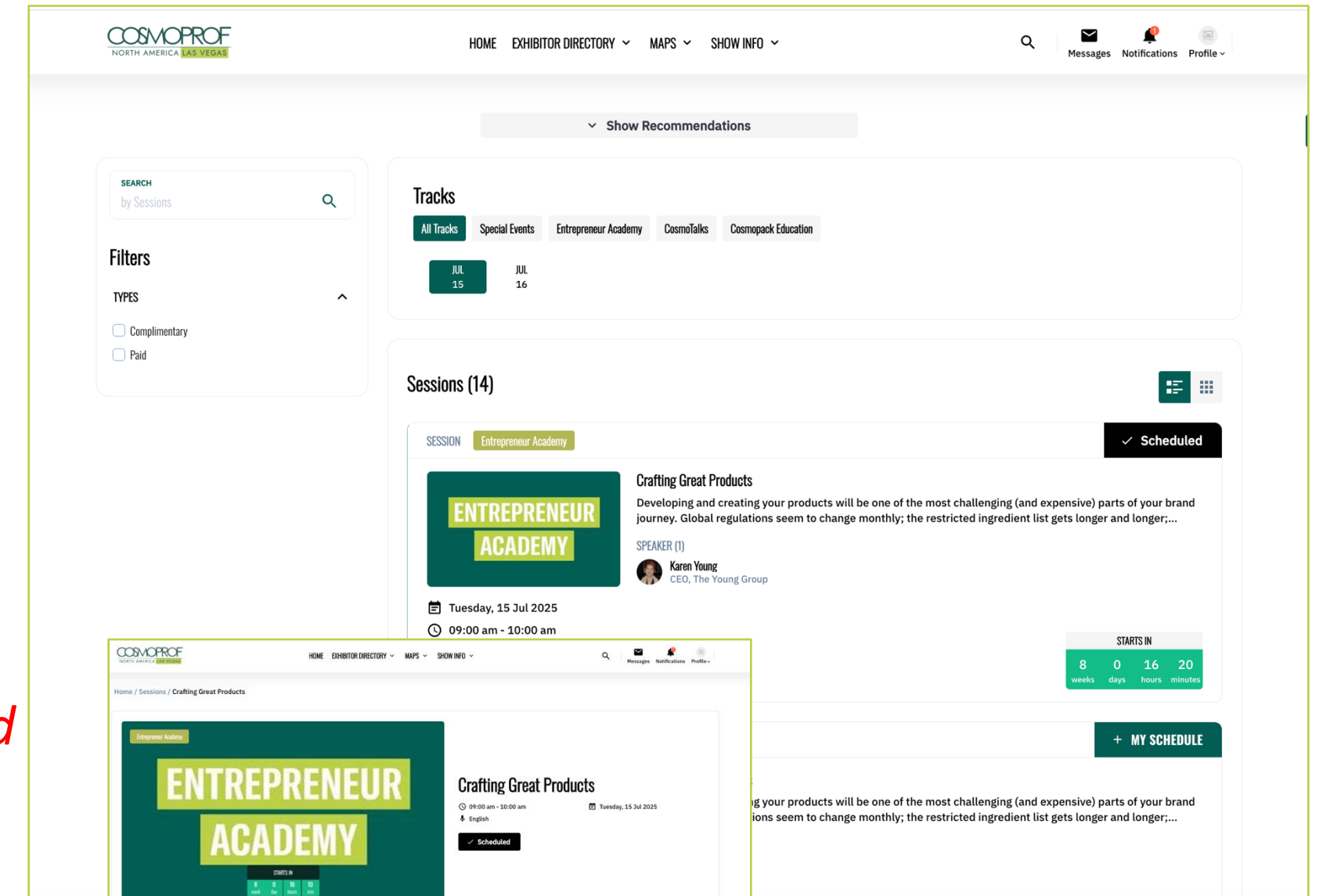
Add sessions to your schedule by clicking the  button. This will be your reminder to attend, not your registration.

PLEASE NOTE: You can only register for sessions through the show registration platform, not here. To access your show registration and add sessions, [click here](#).

Special Events

View special events happening at the show by clicking on the Special Events track.

Add special events to your schedule by clicking the  button. This will be your reminder to attend.





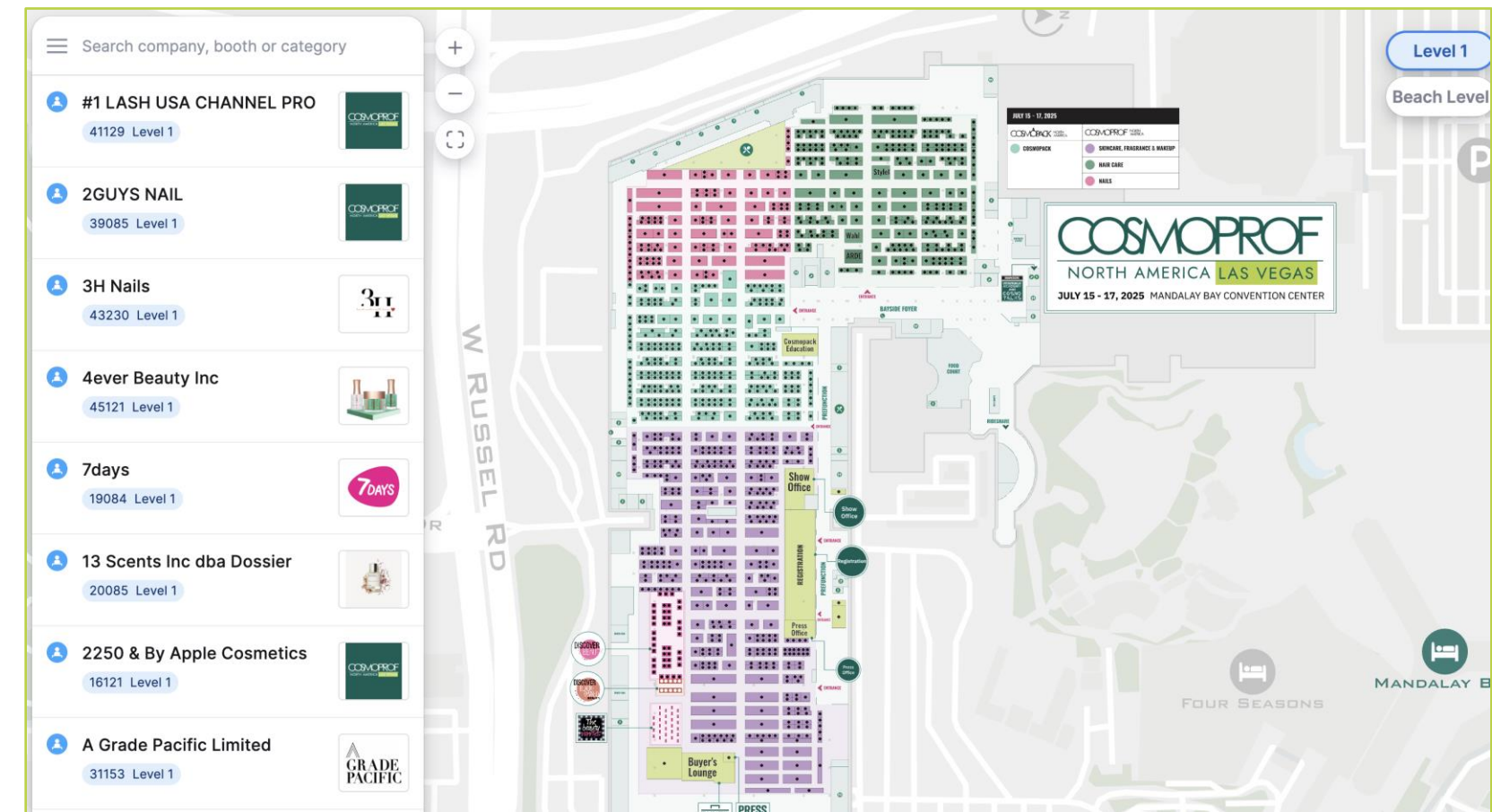
MAPS & SHOW INFO

Maps

Navigate to Maps in the main menu to view the overview map and when available, the interactive floorplan map. The interactive floorplan map displays where each specific booth is located. In the mobile app you can use it to get direction from one booth to another.

Show Info

Under the Show Info section of the main menu you will find links to general show info, hotel and travel, and contacts.





COSMOPROF NORTH AMERICA MOBILE APP

The Cosmoprof North America Mobile App is available to download in the iOS and Google Play app stores.

Login Credentials

Your login to the mobile app will be the same as this platform, and all your activity in this platform will carry over to the mobile app.

Features

- Search Exhibitors & Sessions
- View Maps
- Access My Schedule & Favorites
- Receive Important Notifications

PLEASE NOTE: If you have the mobile app from the 2024 Las Vegas event or 2025 Miami event, open and select "change event" from the menu to find the new Las Vegas 2025 edition.





NEED HELP

If you need help accessing or navigating the platform please review our Digital Tools FAQs [found here](#).

Still need assistance? Contact our customer service team at: customer.service@cosmoprofna.com