



### HOW TO USE THE ONLINE SERVICES FOR BOOTH RESERVATION

- Visit the following link:  
<https://services.aimgroup.eu/ASPClient/home2.asp?eventoid=3699&TypeIN=S>



- Click on **COMPANY AREA – STAND AND SYMPOSIA SERVICES**

#### Company Area Stand & Symposia services

Company already registered

Company User ID :

Password:

Home

Login

- Insert your ID and Password and **LOG IN**

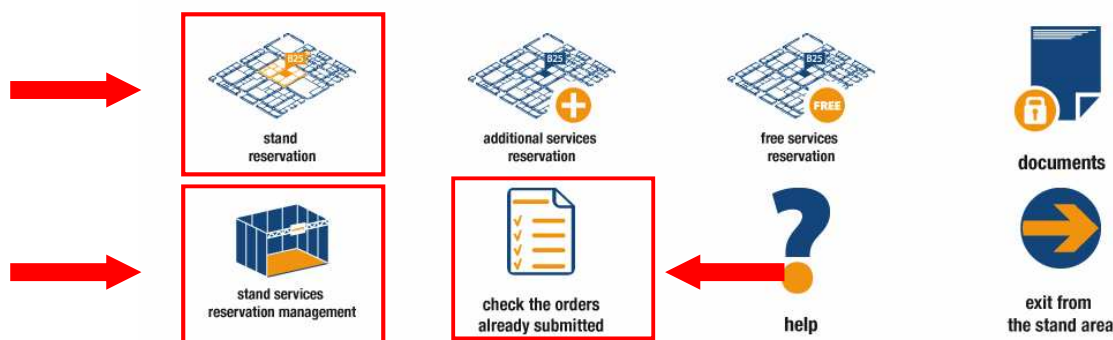


Company Home Page	
<b>Welcome</b> AIM ROMA (ITALY) VAT number: 0000	<b>Company Details:</b> Company / Institution: AIM Address: VIA FLAMINIA 00100 ROM
<a href="#">Edit Company details</a> ⓘ <a href="#">Change your password</a> ⓘ <a href="#">Edit Invoice details</a> ⓘ	The Group registration is offered when a single individual even without the list of participants must be included in the between early and onsite registration fees must be p
<a href="#">Stand / Booth Booking</a> ⓘ	
<a href="#">Logout</a> ⓘ	All registrations pre-paid at the early registration fee is due by the Organi:



In the **HOME PAGE** you can check your company data

- Click on **EDIT COMPANY DETAILS** in order to submit your company description
- Click on **EDIT INVOICE DETAILS** to update your company details for the invoice you will receive once the payment will be done
- Click on **STAND/BOOTH BOOKING** in the left menu to go to the reservation of booth



- Click on **STAND RESERVATION** to check the floor plan, shows the list of stands on offer indicating which are available, to view the costs and the technical details. From here, it is possible to proceed with the reservation.
- Click on **STAND SERVICES RESERVATION MANAGEMENT** to verify the booth optioned (please note that at this stage your orders are not confirmed yet!) and to finalise your orders.
- Click on **CHECK THE ORDERS ALREADY SUBMITTED** to control the services already purchased.

***If you need any help, please contact the Sponsorship and Exhibition Management  
(apimondia2019@aimgroup.eu)***