



Partner workspace

The user guide to getting to grips with the partner workspace



Overview

What is the Partner Workspace?

You are **exhibiting at Seanergy 2025**.

This platform provides you with an exhibitor space named “Partner Workspace”, allowing you to manage your entire participation from A to Z: **company information, team management, additional orders, B2B meetings, and more.**

This guide will help you set it up and understand how to use it to **optimize your participation as a partner.**



Table of contents

- **Technical requirements**
- **Partner workspace pages**

Technical

requirements

⚙️ Technical requirements

For the best browsing experience, make sure to use a modern and up-to-date web browser

A limited number of companies, through their IT services, **may restrict certain features** (such as video playback or video conferencing).



⇒ In this case, it is recommended **to switch to a different browser**, if possible.

and/or use **an alternative connection method** (access the site via another computer, mobile device, etc.).



Examples of compatible browsers



Microsoft Edge



Opera



Google Chrome



Firefox



Safari



Example of an outdated browser



Internet Explorer

Partner pages



Accessing your partner workspace for the first time



Hello Nathalie,

As **Bluesign** is showcasing at **Seenergy 2025**, you have now exclusive access to your exhibitor workspace, where you can:

- Complete your company's information for the official catalogue
- Manage your team's members and badges
- Find your to-do list and useful documents
- Order your extra services
- Track the usage of your invitation codes

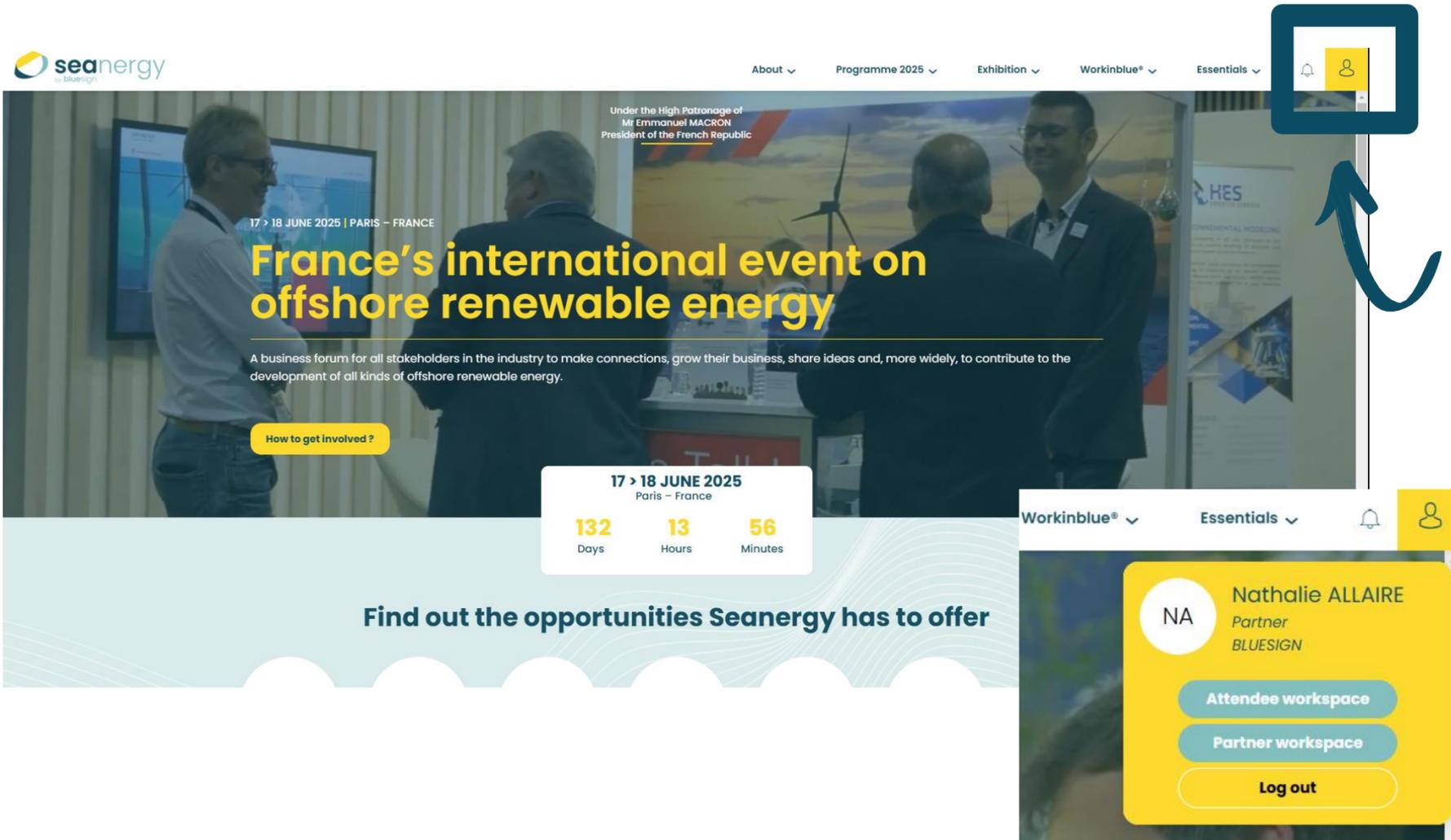
Click on the button below to log into your partner workspace:

[Access to your Exhibitor Workspace](#)



- ✓ You were added as an **Administrator to a partner's team**, you have received an email granting you access to your partner space on the event's website.
- ✓ Click on the "**Access your Exhibitor Workspace**" button in the email.
- ✓ You will be directed to a **login page** where you will need to create a password.
- ✓ Once the password is created, you will be **logged in and have access to the Partner Workspace**.

Accessing your partner workspace once your account is created



The screenshot shows the Seenergy website interface. At the top left is the Seenergy logo. The main navigation bar includes links for About, Programme 2025, Exhibition, Workinblue®, and Essentials. A user profile icon is highlighted with a blue box and an arrow pointing to a dropdown menu. The dropdown menu displays the user's name, Nathalie ALLAIRE, Partner at BLUESIGN, and three buttons: Attendee workspace, Partner workspace, and Log out. The main content area features a banner for the event "France's international event on offshore renewable energy" on 17-18 June 2025 in Paris, France. A countdown timer shows 132 days, 13 hours, and 56 minutes remaining. A call-to-action button "How to get involved?" is visible.

To access your partner workspace once your account is created: :

- ✓ Click on the login icon at the top right.
- ✓ Enter your email address and password that you used to create your account.
- ✓ Click on the icon at the top right, then select the "Partner Workspace" button.

Bluesign

Stand: A632



Discover your exhibitor workspace

Click below to access the different modules

<p>Fill in</p> <p>Your company information</p> <p>Fill in the information on your company and improve your visibility on the event website.</p> <p>Fill in company information</p>	<p>Add</p> <p>Team members badges</p> <p>Add team members, give them an access to the event and make them administrators of your exhibitor workspace.</p> <p>Manage team members</p>	<p>Check out</p> <p>Your to-do list and event deadlines</p> <p>Ensure that you sent all the required documents and order additional furniture for your stand.</p> <p>Take control of your calendar</p>
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Contacts
Your organisation team

 <p>Guillemot Constance Manager Communication +33 (0)6 63 66 92 02 c.guillemot@bluesign.eu</p> <p>Contact</p>	 <p>Nathalie Allaire Office Manager - Exhibitors support +33 (0)1 85 09 68 53 n.allaire@bluesign.eu</p> <p>Contact</p>	 <p>Help desk Exhibitors support +33 (0)1 85 09 68 53 hello@seanergy-forum.com</p> <p>Contact</p>
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- ✓ **The welcome banner** (specific to each partner), which contains:
 - Company name and logo
 - Booth number
 - Social media links and website
- ✓ **The modules:**
An overview of the different modules available in your partner workspace and how to access them.
- ✓ **The organizing team to contact:**
These are the members of the team organizing the event and are available to assist you.

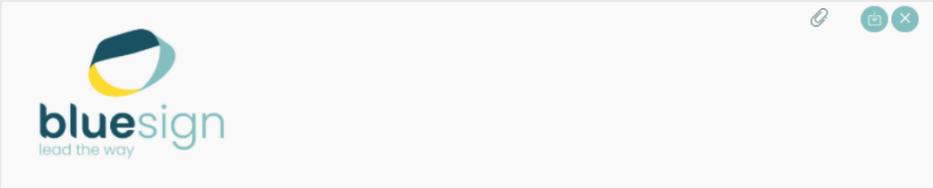
Partner profile

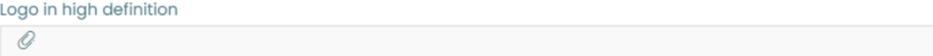
Your information

Complete your company's information in order to boost your visibility for this event. The information that you fill in will appear on the website and on the online catalogue.

Company name *
Bluesign

Description
description
11 / 250

Logo in low definition *


Logo in high definition


Website
www.bluesign.eu
Required format: https://www.mywebsite.com

Linkedin
https://www.linkedin.com/company/bluesign-bs

You can update the information that will be visible on your detail page on Seanergy website (section “our exhibitors”) directly from the partner workspace:

- A brief description of your company
- Your company logo
- Your social media links and website
- Your Videos
- Your expertises

The sales contact informations will be posted when the show opens



Save :

It is essential to click the “Save” button at the bottom of the page to ensure your completed information is saved.

Our Advice:

When you add a **document or video**, we recommend also adding a thumbnail image to make the content more visible on your detail page to participants.



Partner profile

Our Advice on how to add a video

In the Media Gallery field, you can either upload a video stored on your computer or embed a video from YouTube or another platform.

We recommend embedding a link rather than uploading a video to avoid participants having to wait several minutes for the video to download.

How to embed a video ?

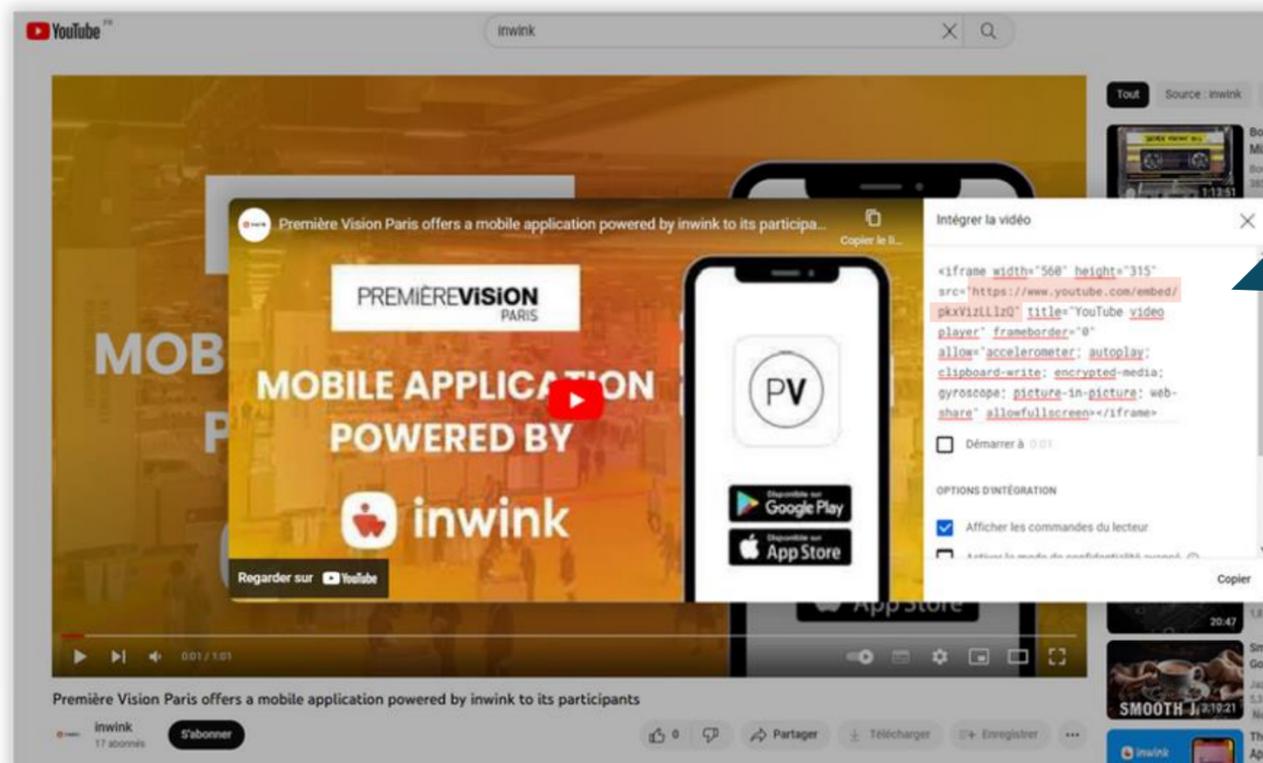
To insert a link from a platform like YouTube or Vimeo, you must use the embed link, not the URL, for your video to work.

Here's how to do it on YouTube:

1. Click on "Share" below the video
2. Click "Embed"
3. Copy the embed link.

The link should look like this :

<https://www.youtube.com/embed/pkxVizLLlzQ>



Team – Add a team member

A team member represents a participant associated with your company. To link them, you need to add them directly from your partner area.

To add a member to your team, go to your partner workspace and follow these steps:

- ✓ Go to the "**Team**" menu.
- ✓ Click on the button "**+ Member**"
- ✓ Enter the team member's information, **their role, and whether they need a badge**. If you want to add multiple people at once, you can copy and paste from an Excel list.

Once added, **team members will be able to log in online to access the partner space (only if they have the Administrator role)**.

My team

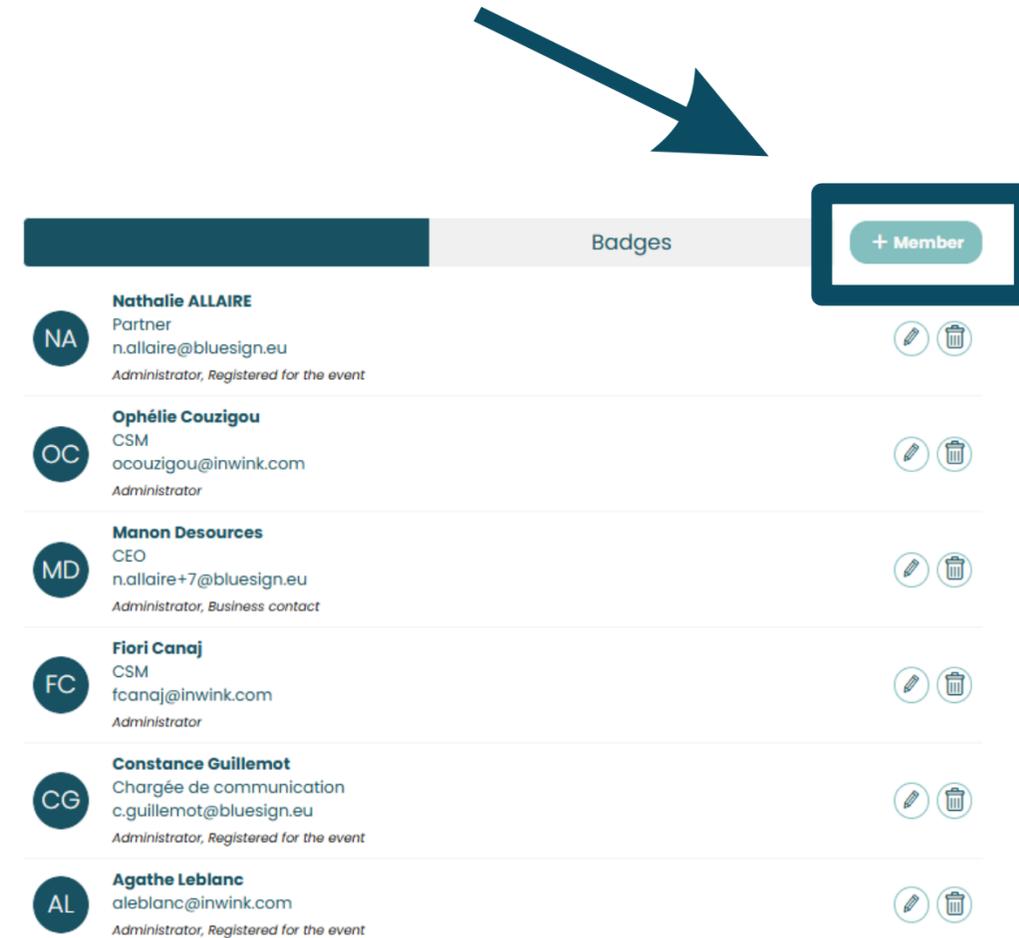
Number of team members: 9

Number of members with partner workspace access: 6

Number of members with badge access: 5

Badge quotas:

2 Exhibitor badges used out of 8



The screenshot shows the 'My team' interface. At the top, there is a 'Badges' tab and a '+ Member' button highlighted with a red box and an arrow. Below this, there is a list of team members with their names, roles, and contact information. Each member has a circular profile picture and a set of edit and delete icons.

Name	Role	Contact	Notes
Nathalie ALLAIRE	Partner	n.allaire@bluesign.eu	Administrator, Registered for the event
Ophélie Couzigou	CSM	ocouzigou@inwink.com	Administrator
Manon Desources	CEO	n.allaire+7@bluesign.eu	Administrator, Business contact
Fiori Canaj	CSM	fcanej@inwink.com	Administrator
Constance Guillemot	Chargée de communication	c.guillemot@bluesign.eu	Administrator, Registered for the event
Agathe Leblanc		aleblanc@inwink.com	Administrator, Registered for the event



Team – Roles

2 roles are available for your team members:

- ✓ **Administrator** : This person **has access to the entire partner workspace** and all partner menus. Note that it's essential to check the "**access badge**" **box to register and be present on the day of the event.**
- ✓ **Badge** : This person will be registered and assigned a badge to access the event. **Without this box checked, they will not be able to attend the event.**

Add team member

Team member's personal information

Your profile

First name *

Last name *

Email *

cbaudelaire@bluesign.eu

Job title *

Position *

Click to select an item

Department *

Click to select an item

Your city *

Your region *

Your country *

Click to select an item

Reasons for participating (2 maximum) *

Click to select an item

✓ Tasks

The organizers list here all the tasks you need to complete for the event.

To indicate that a task has been completed:

- ✓ Click on it
- ✓ Fill it in by checking the box
- ✓ Click on the “Save” button

This task will then move to the "Completed Tasks" status.

Communication

Mark the tasks you need to complete to get ready for your participation. Click on each task to explore and finish it!

Tasks to fulfill

<input type="checkbox"/> Complete your description for catalogue	Show more... <small>Please complete before</small> 04/11/2025
<input type="checkbox"/> Add a banner to your email signature	Show more...
<input type="checkbox"/> Download the official communication kit	Show more...
<input type="checkbox"/> Promote your participation at Seanergy on your social medias	Show more...
<input type="checkbox"/> Add the event to your calendar	Show more...
<input type="checkbox"/> Add the event on your website	Show more...
<input type="checkbox"/> Invite your network to join you during the event	Show more...
<input type="checkbox"/> Send your breaking news (presse release, launch of a product) to the organisation team	Show more...

Technical info

Mark the tasks you need to complete to get ready for your participation. Click on each task to explore and finish it!

Tasks to fulfill

<input type="checkbox"/> Send your files to Julia for print <i>Julia from Expo Ouest will contact you with the detailed plan</i>	Show more... <small>Please complete before</small> 05/16/2025
<input type="checkbox"/> Security certificate	Show more... <small>Please complete before</small> 05/17/2025
<input type="checkbox"/> Insurance certificate	Show more... <small>Please complete before</small>



Documents

We provide all the necessary documents and resources here to ensure the smooth organization of your participation in Seanergy.

You can download the documents by simply clicking on the "Download" button.

Technical information

Find here the documents that were put at your disposal by the organization team of the event

New documents

 Détails formules de stand	Download	Added 02/19/2025
 Mobilier / Furniture catalogue	Download	Added 02/19/2025
 Stand formats	Download	Added 02/19/2025

Consulted documents

 Color carpet chart	Download	Added 01/31/2025 Read 02/07/2025
 Guide technique	Download	Added 01/22/2025 Read 02/11/2025
 Technical Guide	Download	Added 01/22/2025 Read 01/22/2025



Additional services

Here you'll find **all the additional services you can order online.**

Furniture can be ordered directly from our partner Amexpo (the catalogue is available in the partner workspace). A Bluesign invoice will be sent to you by email.

Additional services

You can find all your orders into the buyer space (not into the company space)

Viparistore

From your Viparistore space, order your technical services directly:

- Electrical boxes for raw and pre-equipped stands
- power increase supplied for turnkey stands
- Water
- Rigging
- Wifi/wireless connection and telephone
- Parking tickets

[Click here](#)

Booth fittings

Cleaning
Floor carpet
Storage
Signage
TV screen

[Click here](#)

Meeting rooms

Located on the second level of the pavilion (7.2 floor)

U configuration : 12 or 18 participants
Theatre : 28 or 59 participants

[Click here](#)

A la carte offers

Tailored offers to enhance your visibility within the offshore renewable energy sector.

[Click here](#)

Furniture

Download the furniture catalogue and order directly to our service provider Amexpo (invoiced by Bluesign)

[Click here](#)

Additional exhibitor badge

Is included: access to the exhibition, talks & presentations, B2B meetings, the Welcome drink and Seanergy Party. Lunches are not included.

[Click here](#)

Other services

Security officer

[Click here](#)



Additional services

You will be able to pay either online by credit card or by invoice (option at the end of the order).

Once the order has been paid for, the buyer will receive an invoice by e-mail and will be able to retrieve the order on their personal space (not on the company's space).



Order modification

An order can't be modified if not paid. You need to send an email to hello@seanergy-forum.com

1 Selection 2 Information 3 Ticket(s) information 4 Summary

Order summary

Participant information
Réserve 1 m² + signalétique haute / Storage 1sqm + elevation
Product 1

Buyer information
Nathalie ALLAIRE
BLUESIGN
Partner

Billing information
BLUESIGN
24 rue du Gouverneur
Général Eboué
92130 ISSY LES MOULINEAUX

Please select your payment mode

Payment on billing
You will receive a bill corresponding to your order shortly. Your order will be validated once we receive the payment.

Online payment
Pay online using our secured payment provider.

Previous
Proceed to payment

Basket

Réserve 1 m ² + signalétique haute / Storage 1sqm + elevation	x1	€230.00 excl. VAT
		VAT applicable €46.00
Quantity	1	
Total		€230.00 excl. VAT VAT applicable €46.00

Discount code

Add



Invitation code

The invitation code will be accessible on your partner workspace at a **later date**.

You will receive a message to inform you.

You will find the **discount code** linked to your company so that you can send it by email to the customers and prospects you wish to invite (**5 invitations are included in your contract**).

And you can track the people who have used the discount code.

B2B meetings

The B2B meetings platform will be accessible on your partner workspace at a **later date**.

All participants will receive a message when it opens.