FPM Annual Conference

Badge Scanning

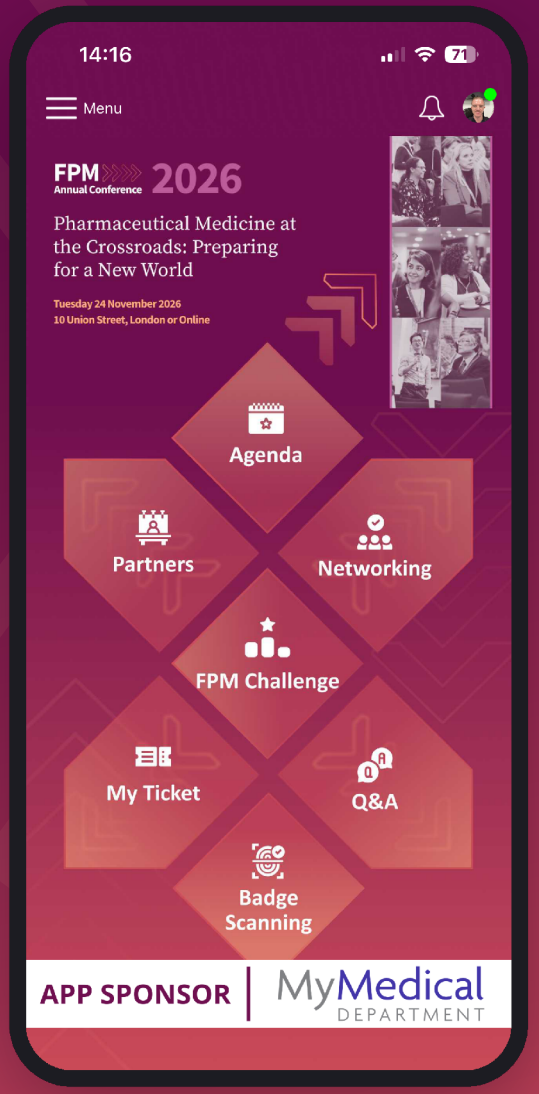
How-To

Pharmaceutical Medicine at the Crossroads:
Preparing for a New World

Attendee & exhibitor guide

FPM Annual Conference · Tuesday 24 November 2026

10 Union Street, London or Online

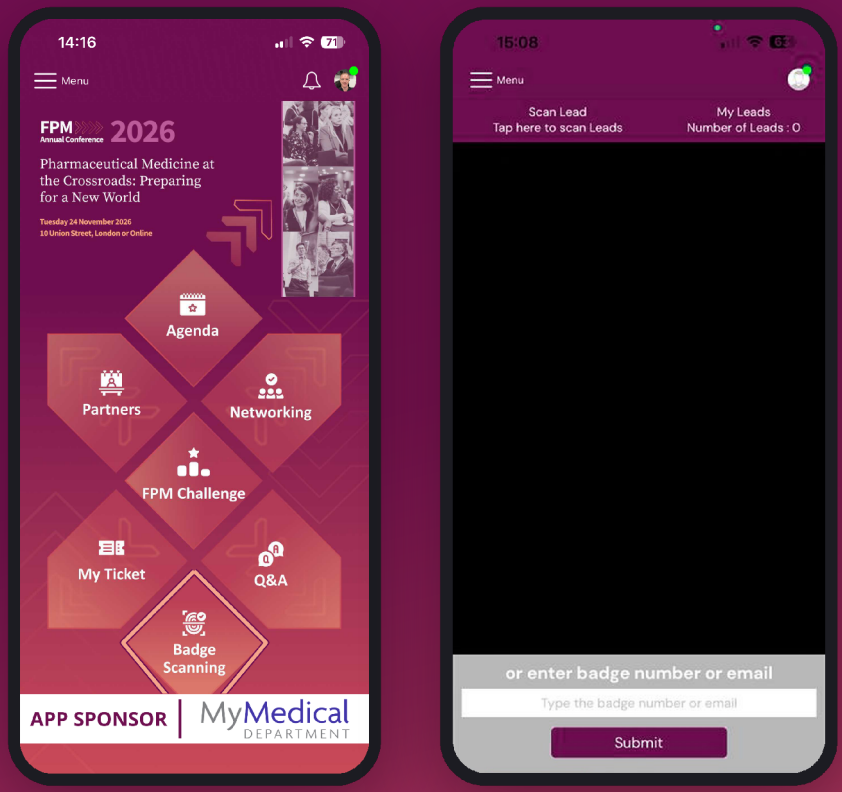


01

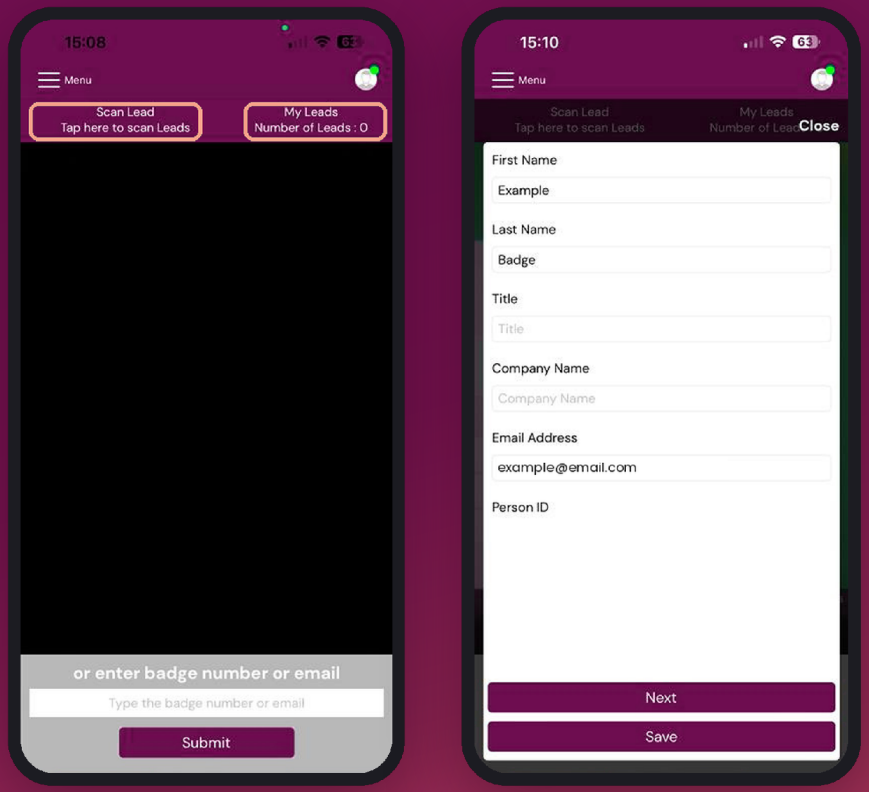
Where can I access badge scanning?

1. From the home screen, tap **Badge Scanning** (bottom tile).
2. Once opened, you can start scanning badges using the in-app scanner.

> **Access:** Badge Scanning is available to attendees and exhibitors at the conference venue, 10 Union Street, London. Each person scans from their own app login.



Left: FPM Annual Conference app home screen, with **Badge Scanning** highlighted. Right: badge scanner.



Scanner with **Scan Lead** and **My Leads** highlighted, and the contact details form.

02

Scanning badges

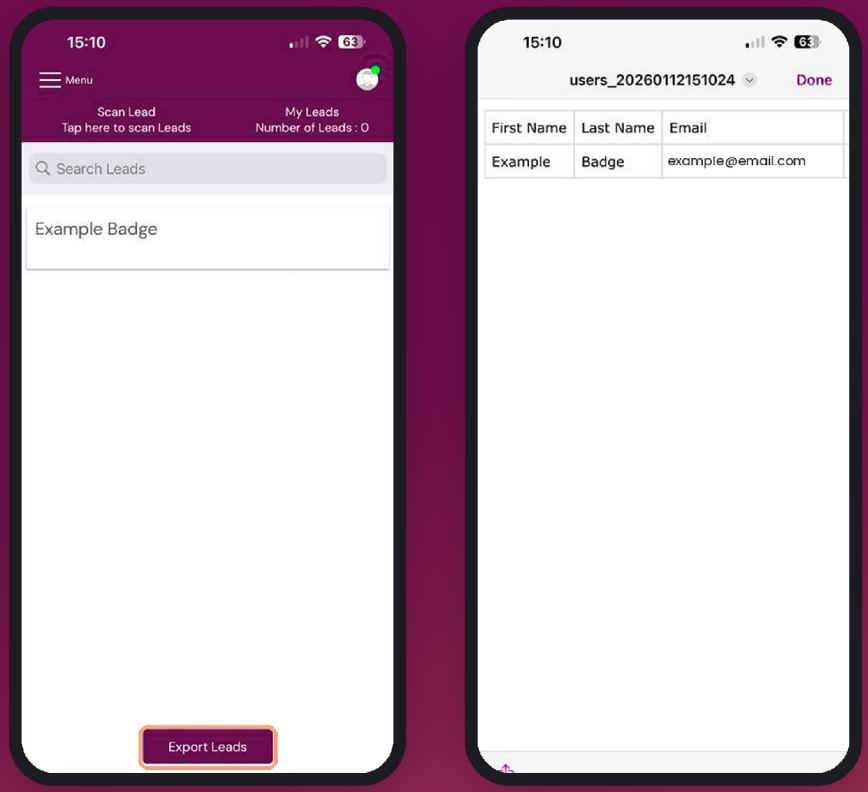
1. To start scanning, simply hold your camera up to the QR code on the attendee's badge.
2. Confirm the details, add notes and tap **Save** to add the attendee to your list.
3. View previous scans by tapping **My Leads** in the top right. Return to the scanner at any time by tapping **Scan Lead**.

> **No scan?** You can also search for an attendee manually using the search bar at the bottom, by entering their badge number or email address, then tapping **Submit**.

03

Exporting your scans

1. Navigate to **My Leads**.
2. Tap the **Export Leads** button.
3. Your list of scanned contacts will download to your device as a **.csv** file.



My Leads with **Export Leads** highlighted, and an example exported .csv file.

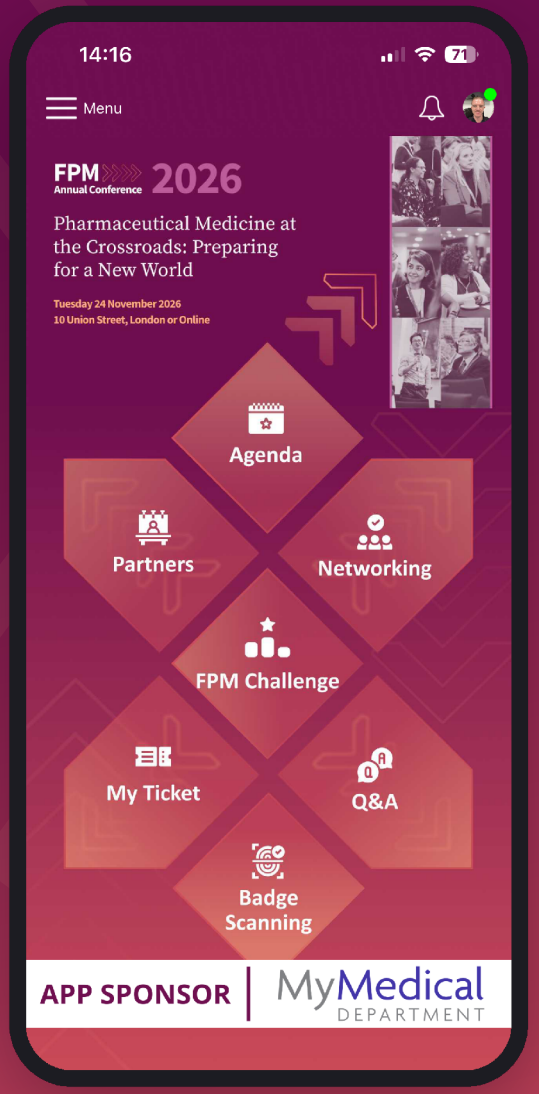
Any questions?

TECHNICAL QUERIES & APP SUPPORT

support@aitl.io

EVENT ENQUIRIES – FACULTY OF PHARMACEUTICAL MEDICINE

events@fpm.org.uk



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Event information: fpm.org.uk/fpm-annual-conference-2026