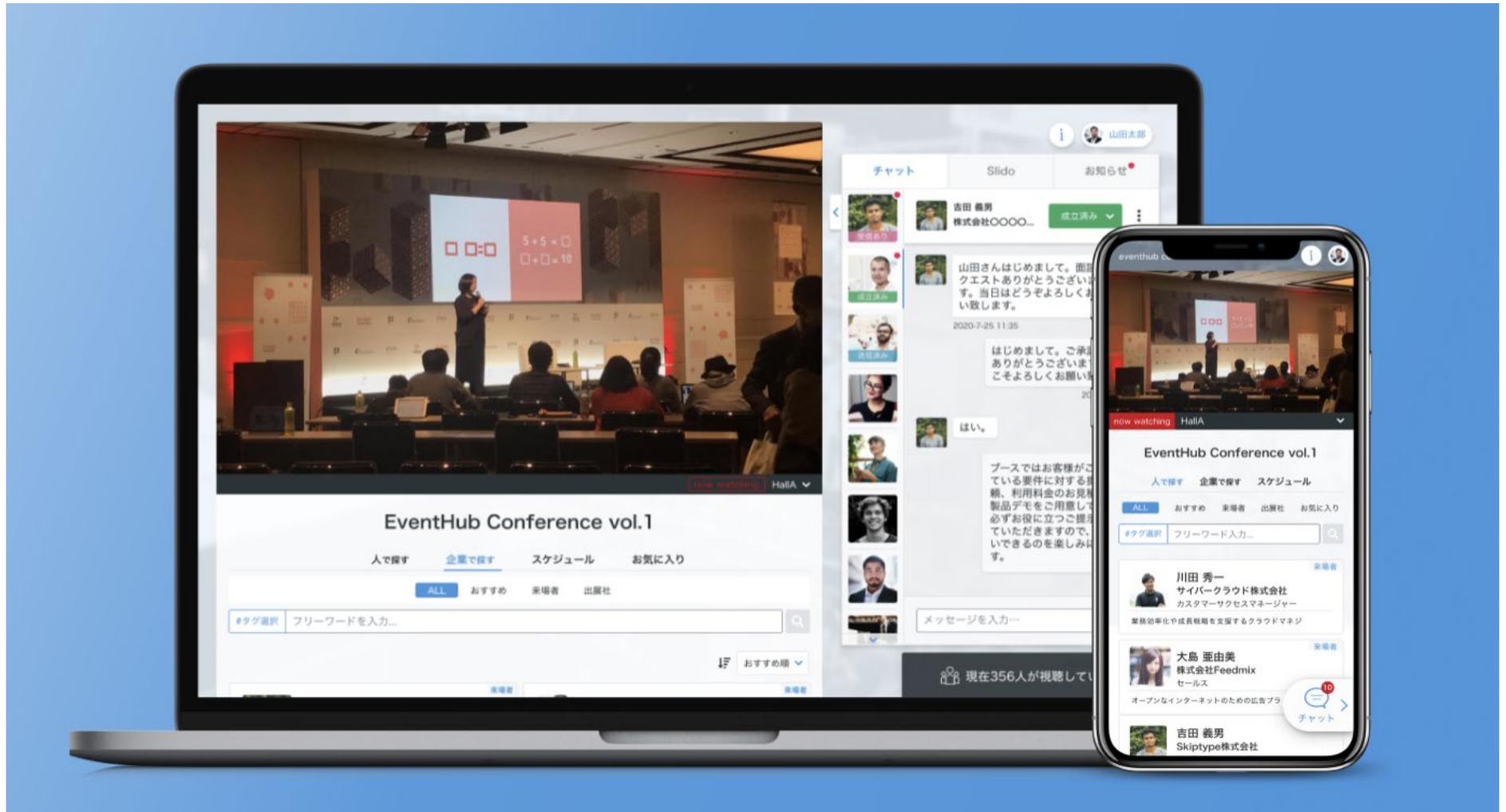# Online Matching Platform "Event Hub" User Manual

The 3RD
B2B Meetings with
Bangladesh Companies
- Online -

24 Feb – 15 March 2022
12:00-20:00 (JST)
09:00-17:00 (BST)

eventhub

B2B Meetings with Bangladesh Companies (Online)

An online event platform for B2B meetings for 24 February – 15 March 2022

Index

1. Sign up and fill in your company profile

Set up your password from the e-mail

Sample

Thank you for your participation to Bangladesh B2B Meetings (Online)

To complete your company's profile, please **carefully read the manual** as well as Terms of Use before proceeding.

Login from the button below, complete your profile, and start networking!

Agree and login

Sample

B2B Meetings with Bangladesh Companies

Set password

Your email address

ihsan@eventhub.jp

New password

Type your new password

Confirm new password

Confirm your password

Login

Your email address is your ID. You may change this email address after logging in.

Complete your company's profile (1)

Sample

B2B Meetings with Bangladesh Companies

People   Companies   Schedule

ALL   Recommend   Attendee   Exhibitor   Favorites

Keyword search

Name

Name
Edit profile

Account settings

Settings

Test
Edit company

Q&A

Logout

Inbox

There are no notificat

Your company name is already registered based on the given information.

Complete your company's profile (2)

Edit profile

📷 Photo

Company name ※Required   4/100

Test

Company detail   0/2000

Type your company description···

← **Please write your company detail.**

Web Site   0/100

Type your company website···

← **Please write your company's website.**

Image and video attachments

＋ Add image or video

File attachments
· MAX. 3 files
· Up to 50MB per file

＋ Add file

ⓘ · All members registered under this company can edit the company profile. Please note that your edits will be reflected across all members' company profile information.
· Only the organizer can change exhibitor labels

Save Changes

Please upload photos and videos related to your business.

Please upload your promotion materials (e.g. company brochure, product brochure etc) :
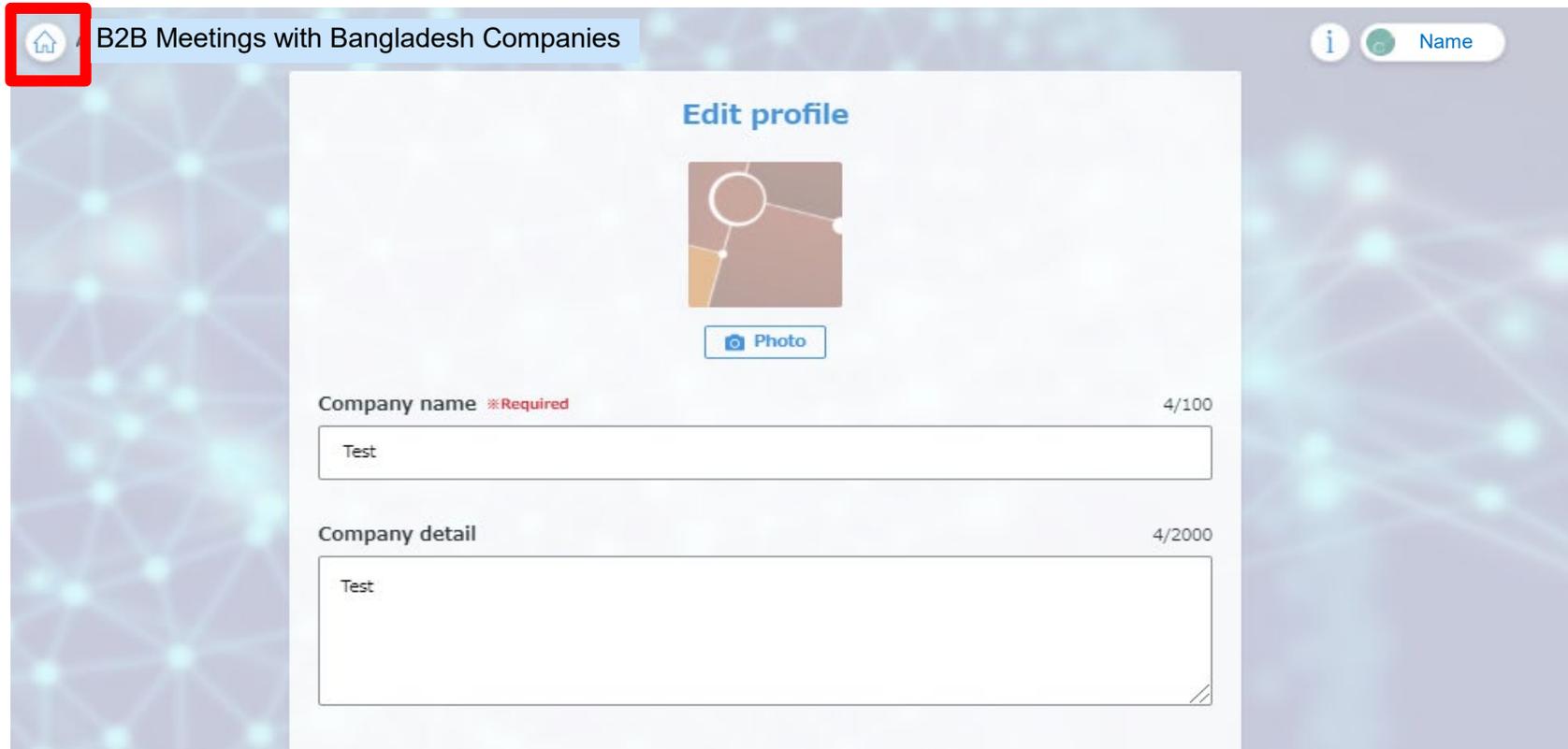・ **Max. 3 files**
・ **Up to 50MB per file**

2. Set up your available time slots to receive online meeting requests

Update your available time slots for online meetings (1)

After completing and saving your company's profile, please go back to Home by clicking the button on the top left corner.

Update your available time slots for online meetings (2)

Click ∨Schedule∧ > Date >∨Availability∧ tab to set up your availability.
Participants can choose from these slots and send meeting requests to you.

All the slots are selected as "available" by default.

Please click "Select All" button to change the availability of all of the slots in one day.

You can also change the availability of each slot.

Slots in blue means that you are available on this slot.

The time slots are indicated in Bangladesh time

B2B Meetings with Bangladesh Companies

People　　Companies　　Schedule

‹　11/20 (Fri)　11/24 (Tue)　11/25 (Wed)　11/26 (Thu)　11/27 (Fri)　11/30 (Mon)　›

Session　Availability

Select All

10AM~	10:00 - 10:50	
11AM~	11:00 - 11:50	
12PM~	12:00 - 12:50	
1PM~	13:00 - 13:50	
2PM~	14:00 - 14:50	
3PM~	15:00 - 15:50	
4PM~	16:00 - 16:50	
Sample	7:50	

The time zone indicated on the Eventhub system is your local time (when you access from Bangladesh, Bangladesh time is shown).

However, there are some exceptions:
・If you use IE browser, the time is indicated based on UTC (ex. UTC+9)
・If the setting of your device is different from the actual time zone and/or language, the time is indicated based on GMT (ex. GMT+9)

3. Search participants/ companies

*Japanese companies will start to register around 15 February, and they are able to see your company profile once they register.

*Japanese companies are also able to send meeting requests and messages to you before the event starts. Please check your email and this platform regularly and respond if there are any meeting requests or inquires.

Search participants/ companies (1)

Click ∨People∧ tab -> "ALL" to search participants

You can search Japanese companies by sectors.

Search participants/ companies (2)

B2B Meetings with Bangladesh Companies

People   Companies   Schedule

ALL   Recommend   Attendee   Exhibitor   Favorites

#Japan,

Tags   Keyword search

Search results Reset

Exhibitor

Participant A

#Japan

#Japan

Attendee

Participant B

#Japan

Sample

Exhibitor

UNIDO A
United Nations Industrial Development Organization (UNIDO)
Investment and Technology Promotion Office (ITPO), Tokyo Programme Assistant

Web Site
http://www.unido.or.jp/

One-line Pitch
unfilled

Country
Japan

Postal Code
151-0001

Address
東京都渋谷区神宮前5丁目53-70 国連大学本部ビル8階

Sector

#UNIDO (incl. Africa Advisor)

Number of employees
501-1,000

Type of partnership you are interested in

⏱ Send a meeting request

Choose a time and tap the MEET button

💬 Or simply send a message   Inbox

‹   11/20 (Fri)   11/24 (Tue)   11/25 (Wed)   11/26 (Thu)   11/27 (Fr ›

10AM~	10:00 - 10:50	H/she's busy
11AM~	11:00 - 11:50	MEET
12PM~	12:00 - 12:50	MEET
1PM~	13:00 - 13:50	MEET
2PM~	14:00 - 14:50	MEET
3PM~	15:00 - 15:50	MEET
4PM~	16:00 - 16:50	MEET

You can send a message (refer to 4. Send messages and online meeting requests)

You can send a meeting request from the slots

You can search participants by key words

Search participants/ companies (3)

You can see all Participants (Japanese companies) by "People" tab.

B2B Meetings with Bangladesh Companies

People | Companies | Schedule

Keyword search

Participant A · | Participant B

Test

You can search Participants (Japanese companies) by keywords

United Nations Industrial Development Organization (UNIDO)

Web Site

2 Members

Exhibitor
UNIDO A

Exhibitor
UNIDO B

You can visit the profile page of participants.

4. Send messages and online meeting requests

Send messages

You can communicate in the chat box.

Sending meeting requests

You can also send meeting requests to participants / exhibitors by choosing an open slot on their calendar. Go to their profile page, choose an open slot, and hit send.

Click 「▼」 on the right to see the request details.

Receiving meeting requests

When you receive a meeting request, you will be notified on the event page and via email. Please open the incoming request and approve, reschedule, or decline.
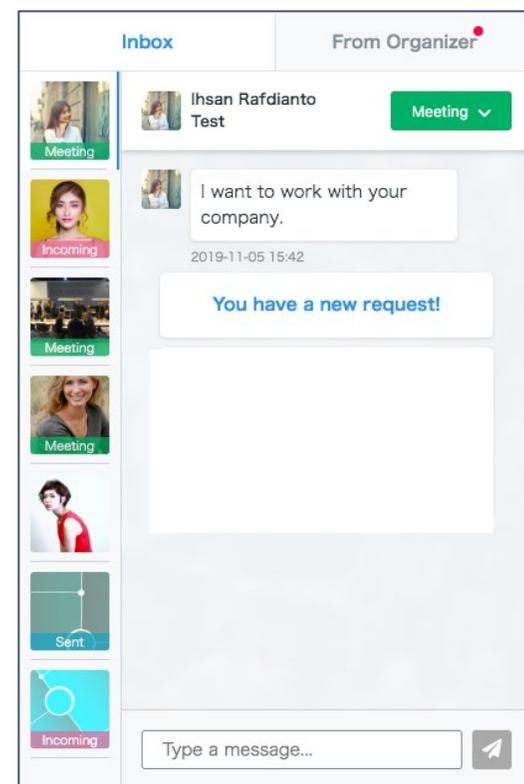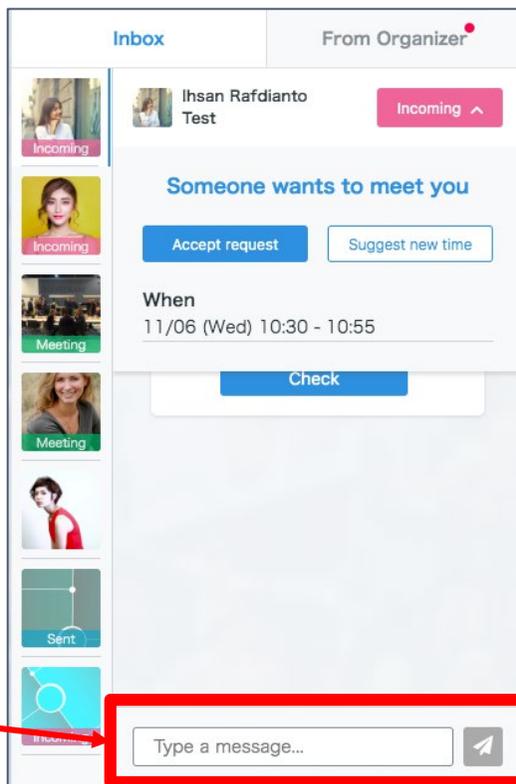**Once the request is approved, your meeting is confirmed.**

Michelle Lindberg,

Taro Yamada says he/she wants to meet you at EventHub Conference 2019.
Click the button below to respond:

Respond

Use this link if you the button doesn't work： https://qa-

You can also send / receive messages before setting up a meeting

Inbox   From Organizer

Ihsan Rafdianto Test   Incoming ⌃

Someone wants to meet you

Accept request   Suggest new time

When
11/06 (Wed) 10:30 - 10:55

Check

Type a message...

Inbox   From Organizer

Ihsan Rafdianto Test   Meeting ⌄

I want to work with your company.

2019-11-05 15:42

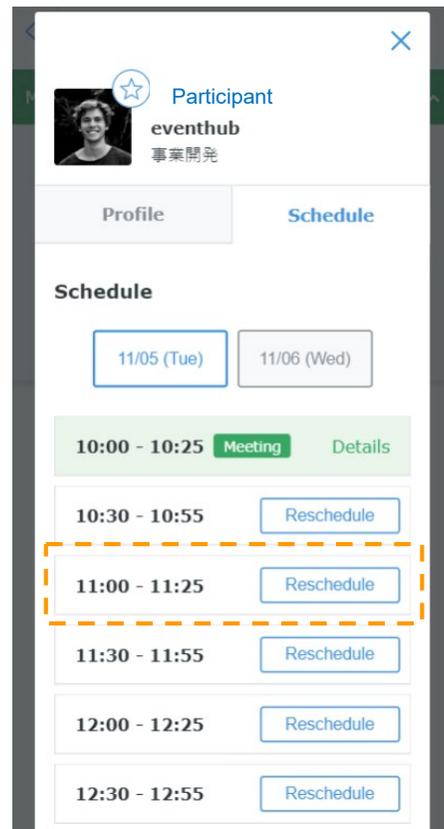You have a new request!

Type a message...

Rescheduling meetings

If you wish to reschedule a meeting, simply go to their profile page again, choose an alternative time slot, and click "send"
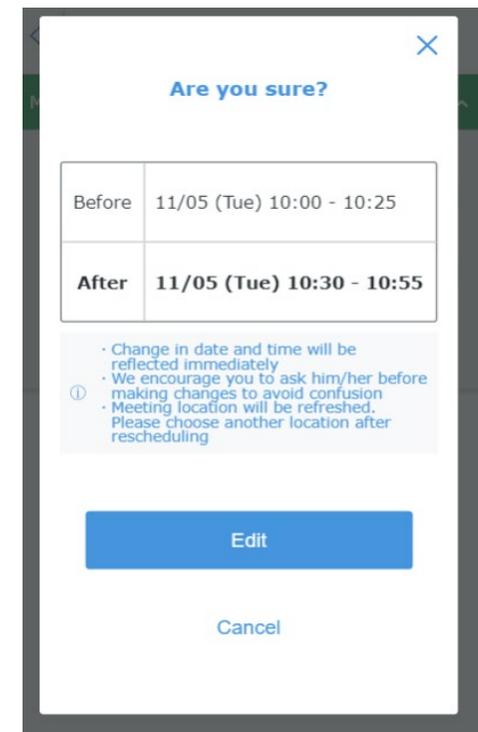
You can change the date and time by clicking ˅edit˄
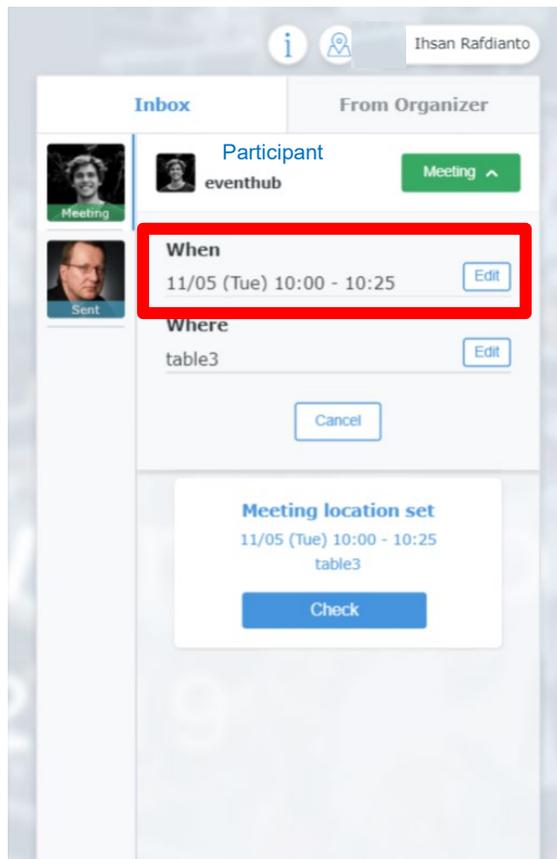
Please select an alternative time slot

【Note】
Changes in date and time will take effect IMMEDIATELY so we encourage you to communicate with your counterpart before you make any changes.

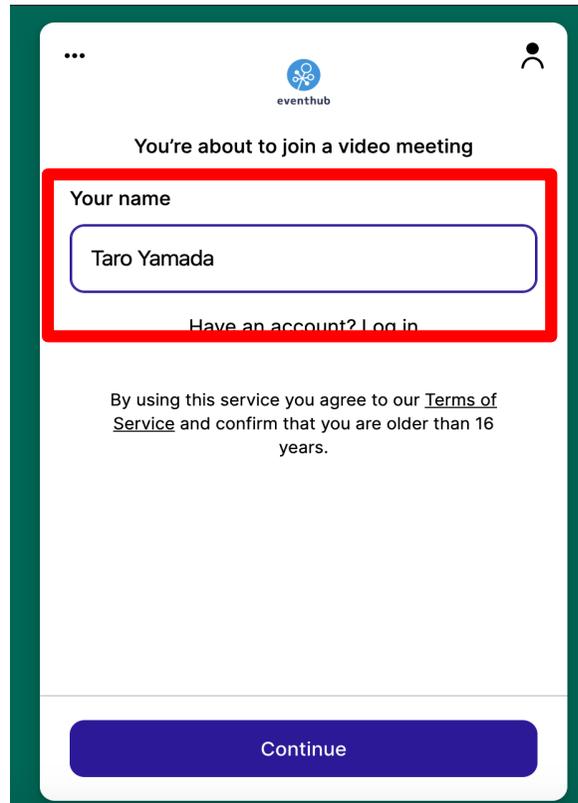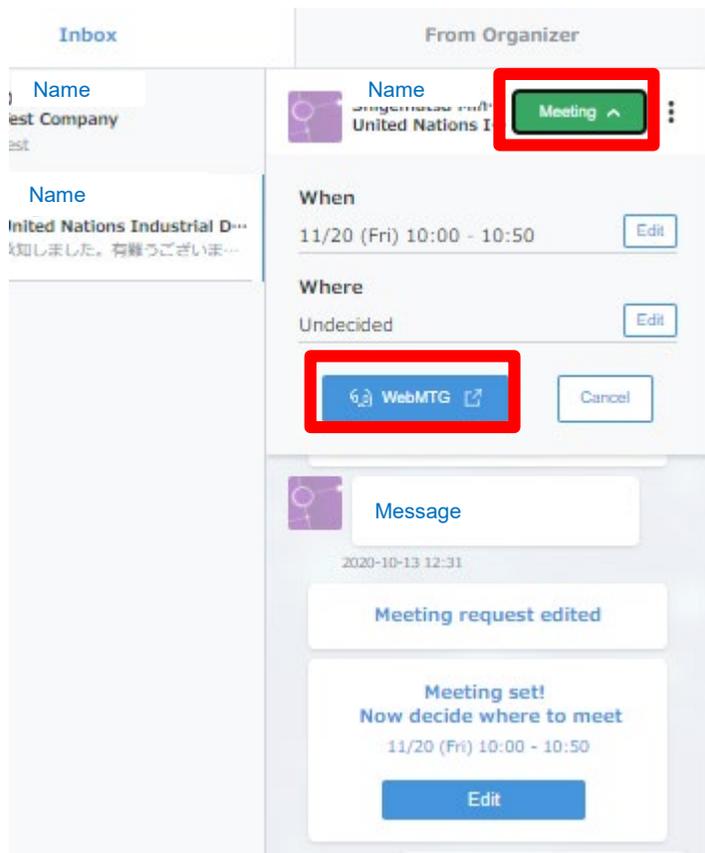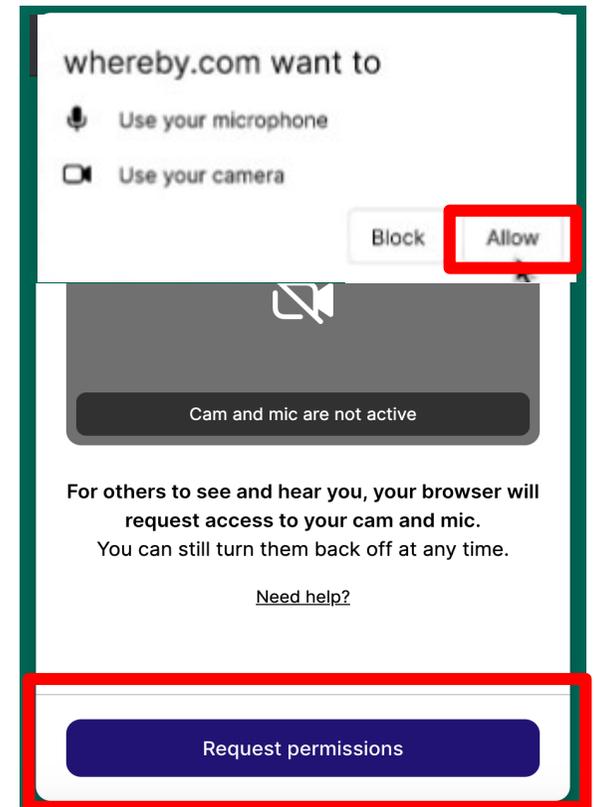**4. Start online meeting**

Online meeting

For meetings scheduled on the platform, you can use the embedded web conferencing tool.
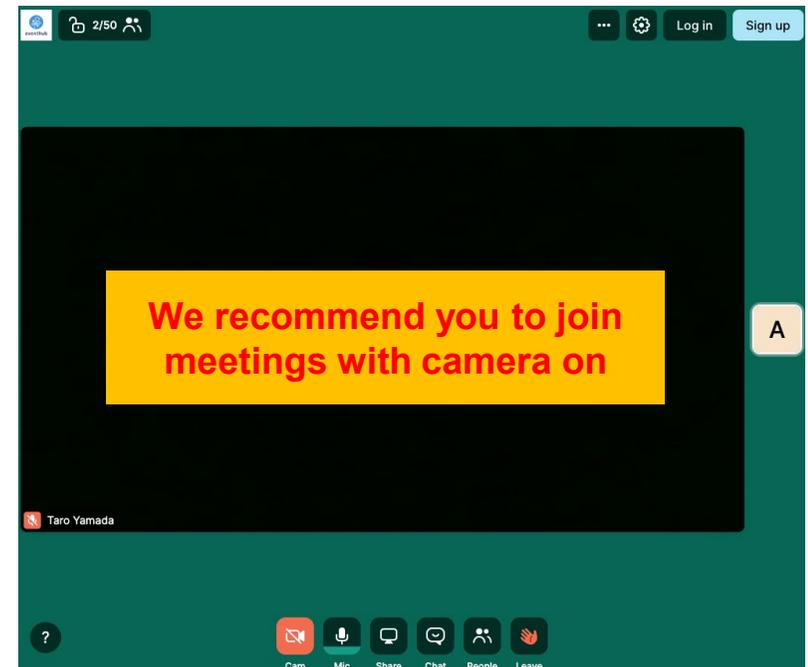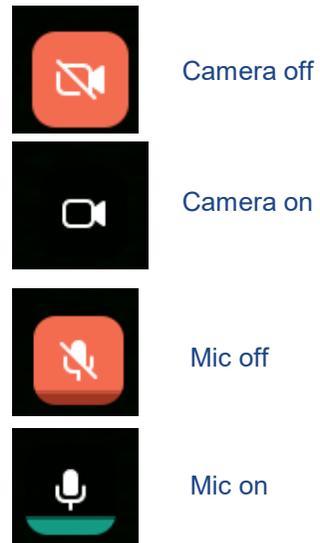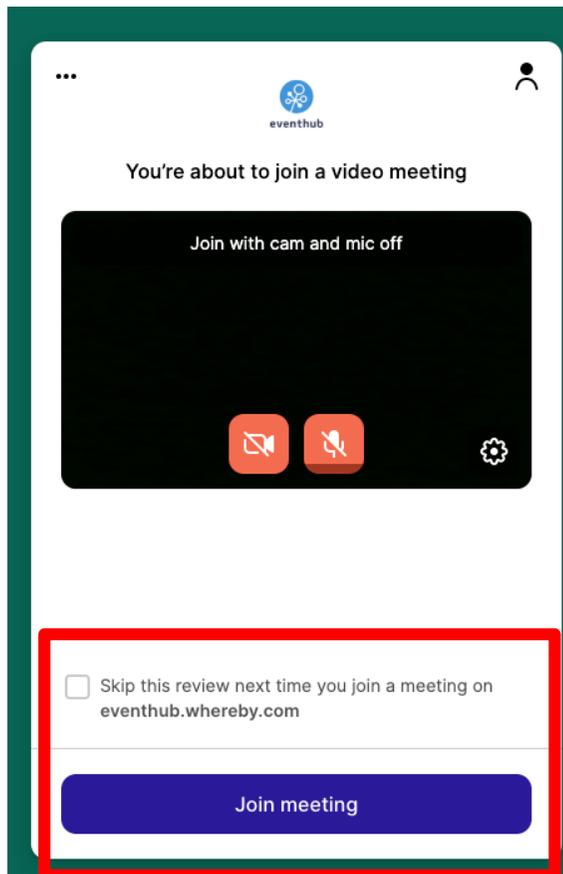Simply click on the "webMTG" button on the top.

Please fill in your name

Make sure you allow mic and camera to access your browser

Web conferencing

Camera off

Camera on

Mic off

Mic on

We recommend you to join meetings with camera on

Web conferencing

You do not need to change settings

Camera

Cam

Mic

Mic

Chat: You can send messages and emojis to other participants

Chat

Share screen

Share

People: Check who else is in the room

People

Leave: Leave the web meeting room

Leave

*There are no recording features

5. Change your account information/ Q&A

Change your ID (email) and password

Go to ∨Account settings∧

Change your ID (email address) and password
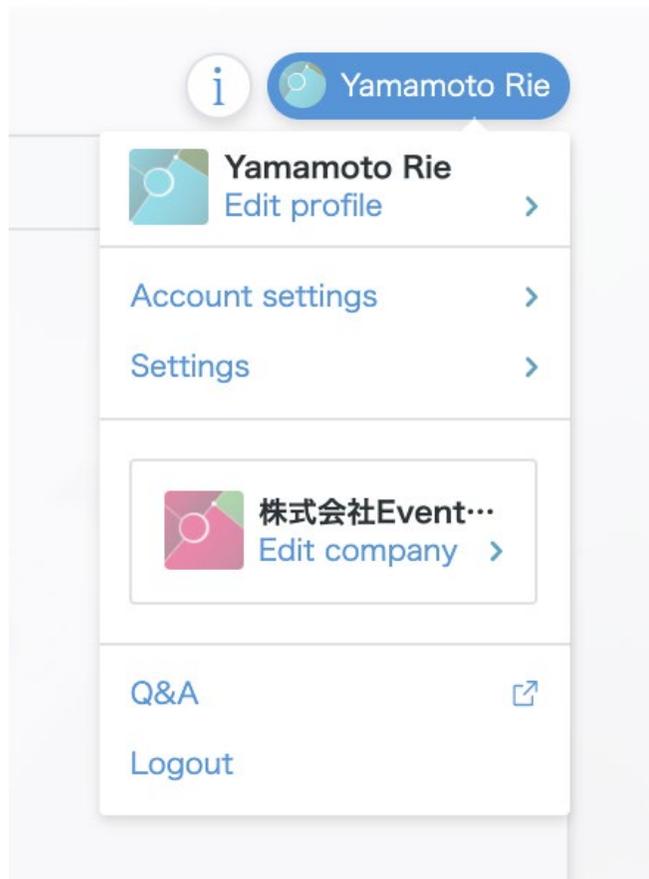
Frequently Asked Questions

Q：Which devices and browsers do you support?
A: EventHub is basically a web service, so it can be used on any computer, smartphone or tablet. No app download required.

Available on web browsers, mobile phones, PCs, tablets
Supported version: Android version 5+, iOS version 11+
Supported browsers: Chrome, Firefox, Safari, Internet Explorer, Microsoft Edge latest version
Support mailer system: Mailer conforming to HTML standard

Q: I haven't received my invitation email.
A: Please check if your registered address is correct. If so, make sure the email from EventHub is not in your spam or junk email folders. If it is in the folder, please add the domain permission of emails sent from "@eventhub.jp". If you are using a mobile operator's e-mail address in particular, please give us domain permission.

Q: I logged in, but I can't watch the video.
A: Depending on the security requirements of your network environment, you may not be able to watch videos. Please log in from a different device.

Q: I cannot use the web conferencing feature
A: Depending on the security requirements of your network environment, you may not be able to use the web conferencing feature. Some functions may be restricted depending on the browser. Please try different browsers or devices.
https://whereby.helpscoutdocs.com/article/415-supported-devices