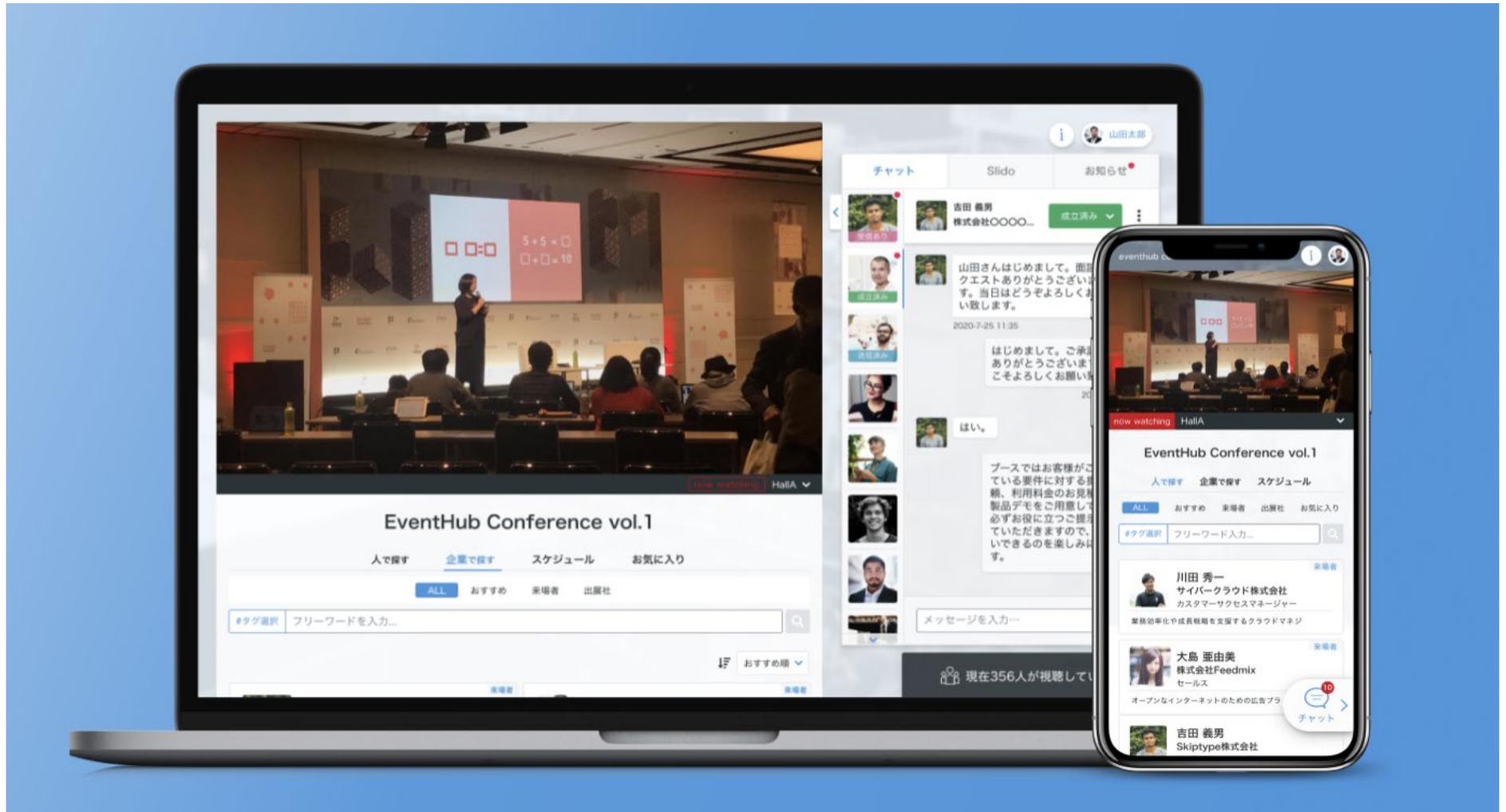


## The 3<sup>RD</sup> B2B Meetings with Bangladesh Companies - Online -

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

# B2B Meetings with Bangladesh Companies (Online)

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



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# How to use the online platform "EventHub"

**1. Sign up and fill in your company profile**

# Set up your password from the e-mail

Click “Agree and login” button on the received e-mail



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

Set your preferred password



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)

Click your name on the top right corner and click "Edit company"

The image shows a screenshot of a B2B meeting platform interface. On the left, there is a sidebar with a blue background and a network diagram. The main content area displays "B2B Meetings with Bangladesh Companies" with tabs for "People", "Companies", and "Schedule". Below this, there are filters for "ALL", "Recommend", "Attendee", "Exhibitor", and "Favorites", along with a "Keyword search" field. On the right, a user profile menu is open, showing options like "Name", "Account settings", "Settings", "Test", "Q&A", and "Logout". The "Name" option is highlighted with a red box, and the "Test" option is also highlighted with a red box. A red arrow points from the "Test" box to a text box on the right. A yellow arrow points from the "Test" box towards the right side of the image.

Sample

B2B Meetings with Bangladesh Companies

People Companies Schedule

ALL Recommend Attendee Exhibitor Favorites

Keyword search

Inbox

Name i

Edit profile >

Account settings >

Settings >

Test >

Edit company >

Q&A >

Logout

There are no notifications

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

# Complete your company's profile (2)

**Edit profile**



**Company name** \*Required 4/100

Test

**Company detail** 0/2000

Type your company description...

**Web Site** 0/100

Type your company website...

**Image and video attachments**

**File attachments**

- MAX. 3 files
- Up to 50MB per 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

**Please write your company detail.**

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

**Please upload photos and videos related to your business.**

**Please upload your promotion materials (e.g. company brochure, product brochure etc) :**

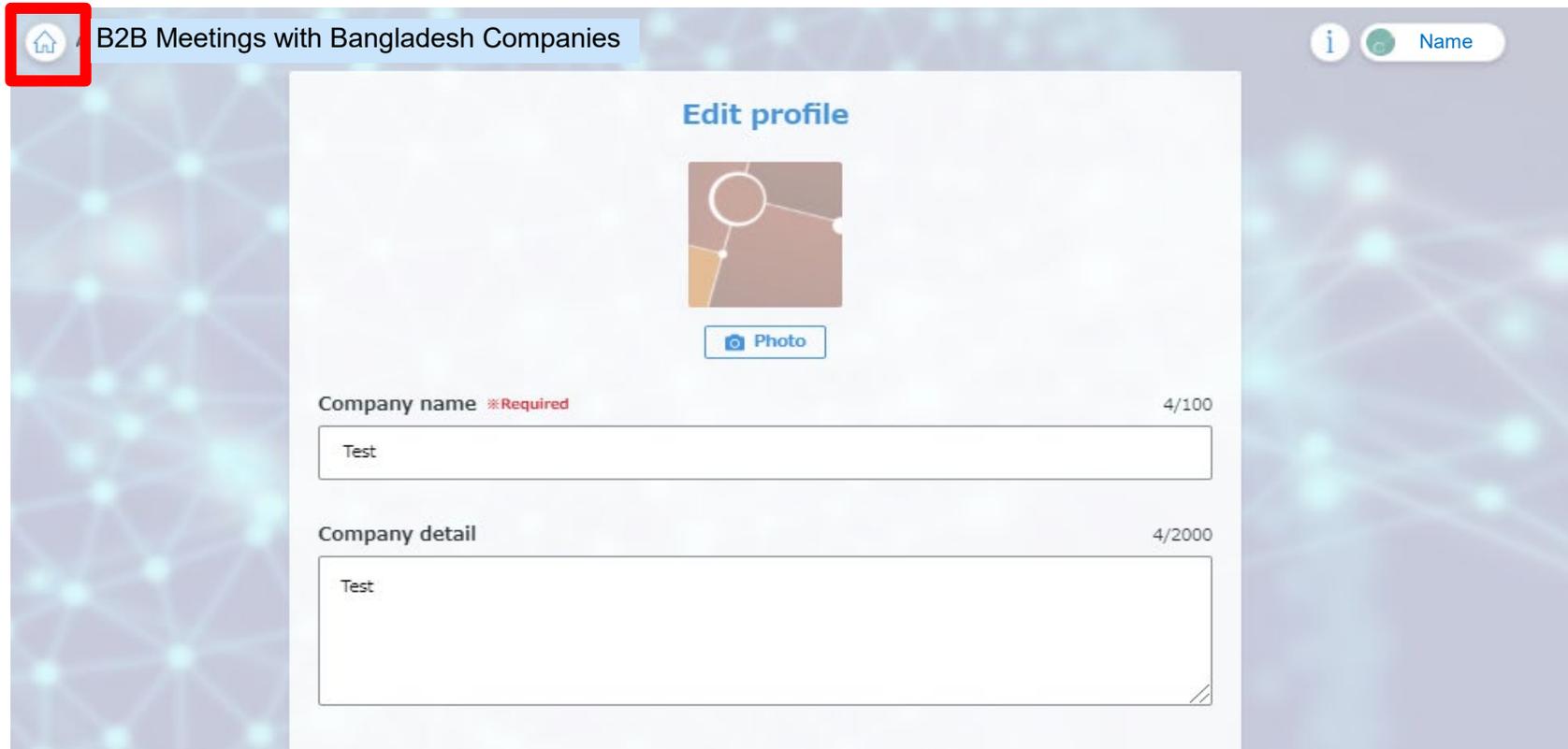
- Max. 3 files
- Up to 50MB per file

# How to use the online platform "EventHub"

**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.



B2B Meetings with Bangladesh Companies

 B2B Meetings with Bangladesh Companies

  Name

### Edit profile



 Photo

Company name **※Required** 4/100

Test

Company detail 4/2000

Test

# 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.**

The screenshot shows the 'B2B Meetings with Bangladesh Companies' interface. At the top, there are tabs for 'People', 'Companies', and 'Schedule'. Below these, there is a date navigation bar with dates from 11/20 (Fri) to 11/30 (Mon). The '11/24 (Tue)' date is selected and highlighted. Below the date bar, there is a 'Session' section with an 'Availability' tab. The main area displays a list of time slots from 10AM to 4PM. The 10:00 - 10:50 slot is highlighted in blue. To the right of each slot is a toggle switch. A 'Select All' button is located at the top right of the slot list. A 'Sample' label is visible at the bottom left of the slot list.

Time Slot	Availability
10AM~ 10:00 - 10:50	Available (Blue)
11AM~ 11:00 - 11:50	Available (Blue)
12PM~ 12:00 - 12:50	Available (Blue)
1PM~ 13:00 - 13:50	Available (Blue)
2PM~ 14:00 - 14:50	Available (Blue)
3PM~ 15:00 - 15:50	Available (Blue)
4PM~ 16:00 - 16:50	Available (Blue)
Sample 17:00 - 17:50	Available (Blue)

**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.**

## Update your available time slots for online meetings (3)

**\*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	<input type="checkbox"/>
11AM~	11:00 - 11:50	<input type="checkbox"/>
12PM~	12:00 - 12:50	<input type="checkbox"/>
1PM~	13:00 - 13:50	<input type="checkbox"/>
2PM~	14:00 - 14:50	<input type="checkbox"/>
3PM~	15:00 - 15:50	<input type="checkbox"/>
4PM~	16:00 - 16:50	<input type="checkbox"/>
Sample	7:50	<input type="checkbox"/>

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)

# How to use the online platform "EventHub"

## 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

The screenshot shows a web interface for "B2B Meetings with Bangladesh Companies". At the top, there is a "Sample" header with a network diagram. Below it, the title "B2B Meetings with Bangladesh Companies" is displayed. A navigation bar includes tabs for "People", "Companies", and "Schedule", with "People" highlighted. Below the navigation bar, there are buttons for "ALL", "Recommend", "Attendee", "Exhibitor", and "Favorites". A search bar is labeled "Tags" and "Keyword search". Below the search bar, there are three participant cards: "Participant A" (Exhibitor), "Participant B" (Attendee), and "Participant C" (Exhibitor). Red boxes highlight the "People" tab and the "Tags" search bar.

The screenshot shows a "Tags" search interface. At the top, there is a "Search" button. Below it, the "Sector" section is displayed. The "Agriculture, Forestry" tag is highlighted with a red box. Other tags include "Fishery", "Mining", "Construction", "Manufacturing", "Electricity, Gas, Heat supply and Water", "Information and communications", "Transport and postal activities", "Wholesale and Retail trade", "Finance and Insurance", "Real estate and goods rental and leasing", "Scientific research, professional and technical services", "Accommodations, eating and drinking services", "Living-related and personal services and amusement services", "Education, learning support", "Medical, health care and welfare", "Services", "Other Private Sector", "Investment Promotion Agencies", "Other Public Organizations", and "UNIDO (incl. Africa Advisor)". A yellow arrow points from the "Agriculture, Forestry" tag to the right.

You can search Japanese companies by sectors.



# Search participants/ companies (2)

Click the name to check the detail profile

**B2B Meetings with Bangladesh Companies**

People Companies Schedule

ALL Recommend Attendee Exhibitor Favorites

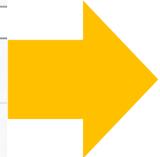
#Japan, #Tags Keyword search

Search results Reset

Participant A Exhibitor #Japan

Participant B Attendee #Japan

You can search participants by key words



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 国建大学本部ビル6階

Sector  
#UNIDO (incl. Africa Advisor)

Number of employees  
501-1,000

Type of partnership you are interested in

Sample

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

# 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

UNIDO A

UNIDO B

You can visit the profile page of participants.

# How to use the online platform "EventHub"

## **4. Send messages and online meeting requests**

# Send messages

To send messages to participants and/or exhibitors, simply open their profile page, fill in your message and click send.

Industrial Development Organization (UNIDO)  
Investment and Technology Promotion Office (ITPO), Tokyo Programme

学本部ビル8階

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	<b>MEET</b>
12PM~	12:00 - 12:50	<b>MEET</b>
1PM~	13:00 - 13:50	<b>MEET</b>
2PM~	14:00 - 14:50	<b>MEET</b>
3PM~	15:00 - 15:50	<b>MEET</b>
4PM~	16:00 - 16:50	<b>MEET</b>
5PM~	17:00 - 17:50	<b>MEET</b>



**Send a message**

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

**Message**

Insert your message here. Let me them know why you want to say hi!

Cancel Next



**Sent a message**

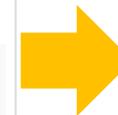
Your message has been sent!  
You can continue your conversation on the message thread.

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

**Message**

test

**Go to thread**



You can communicate in the chat box.

Inbox From Organizer

UNIDO A Availability

test  
2020-10-14 17:54

Type a message...

# 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.

The process is shown in four steps:

- Profile Page:** The user is on the profile page of '株式会社EventHub'. Under 'Send a meeting request', a calendar grid shows available slots. The 10:30 - 10:55 slot is highlighted with a red box.
- Meeting Request Form:** The user is prompted to enter a message. The text input field is highlighted with a red box.
- Inbox:** The request is sent and appears in the 'Inbox' as 'Sent'. A dropdown arrow is highlighted with a red box.
- Request Details:** The user taps the dropdown arrow to view details, including the date and time (11/06 (Wed) 10:30 - 10:55). The dropdown arrow is again highlighted with a red box.

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.



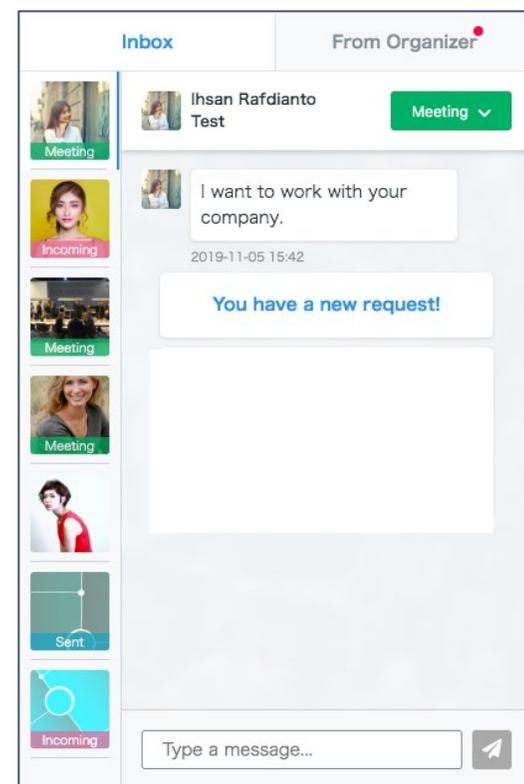
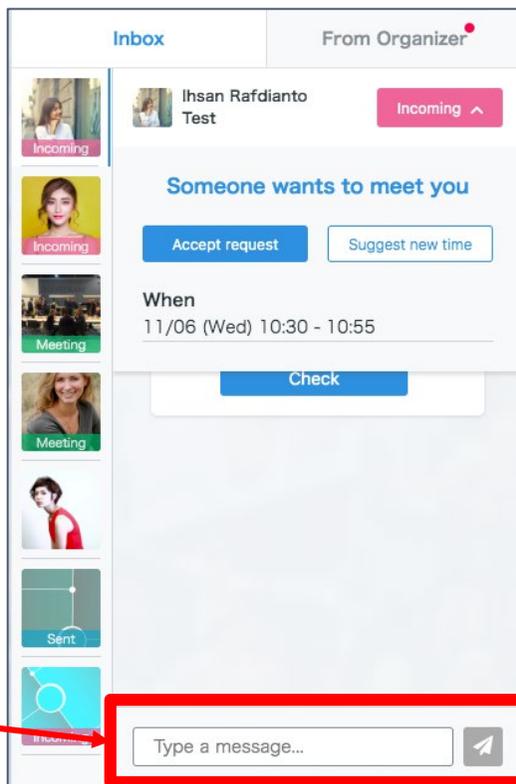
Michelle Lindberg,

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



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

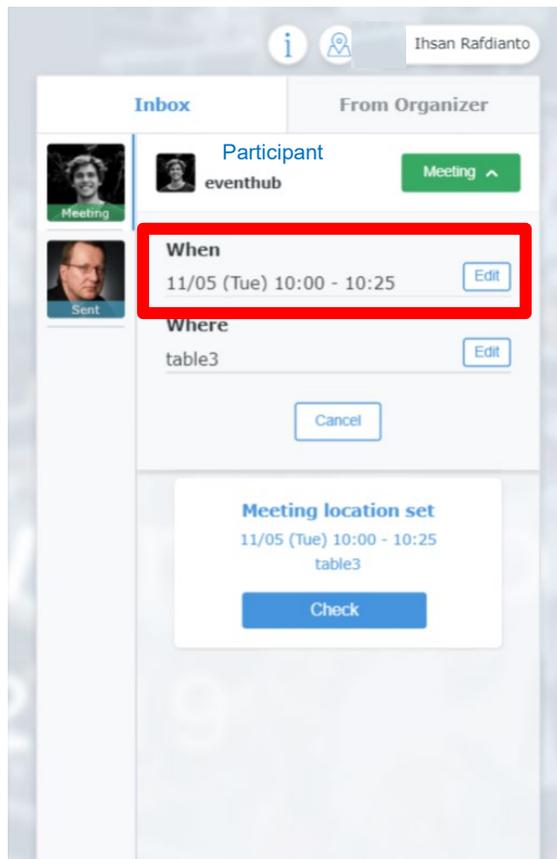
You can also send / receive messages before setting up a meeting



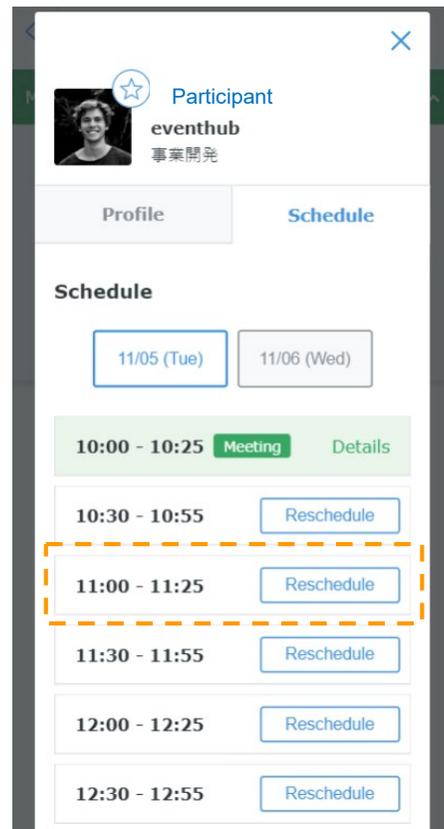
# Rescheduling meetings

If you wish to reschedule a meeting, simply go to their profile page again, choose an alternative time slot, and click “send”

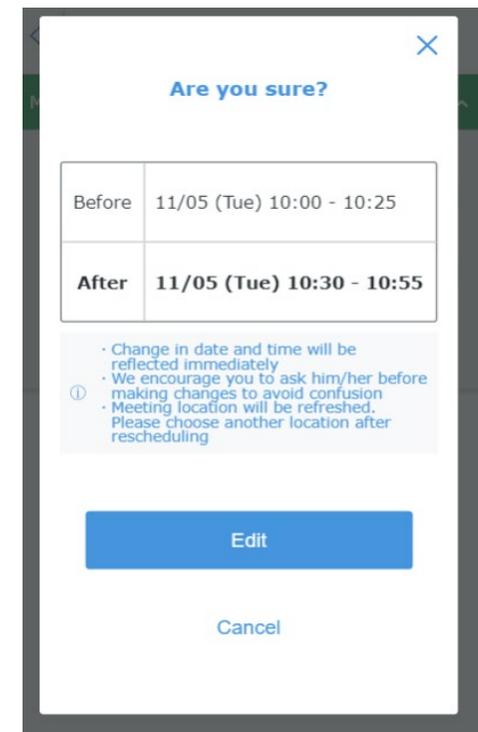
You can change the date and time by clicking **edit**



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.

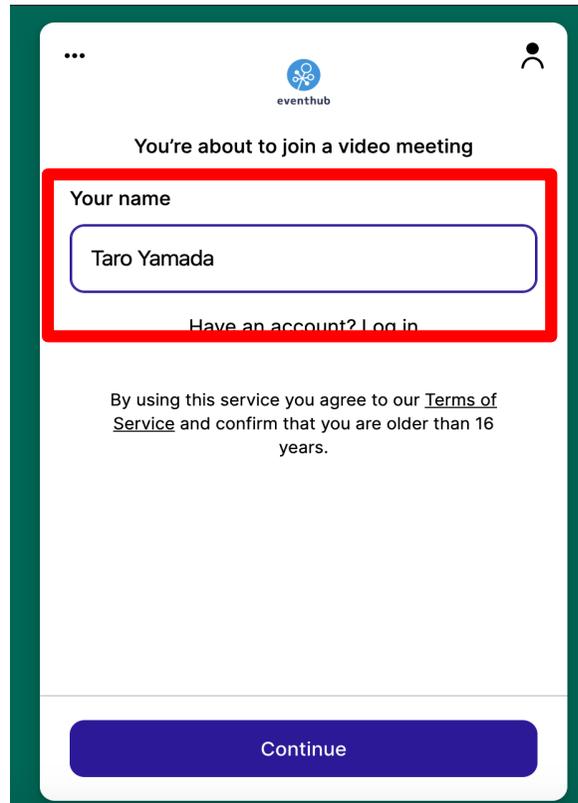
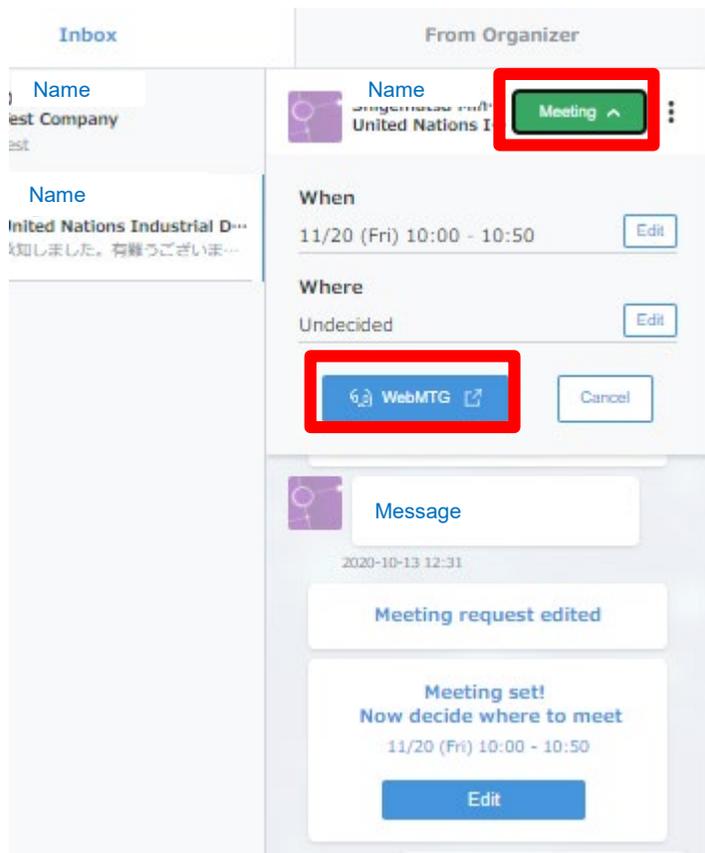


# How to use the online platform "EventHub"

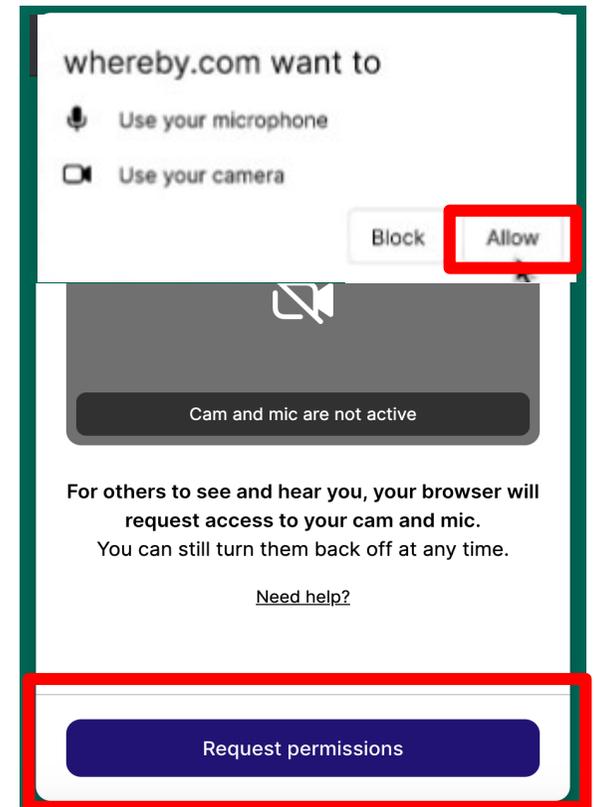
## **4. Start online meeting**

# 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.



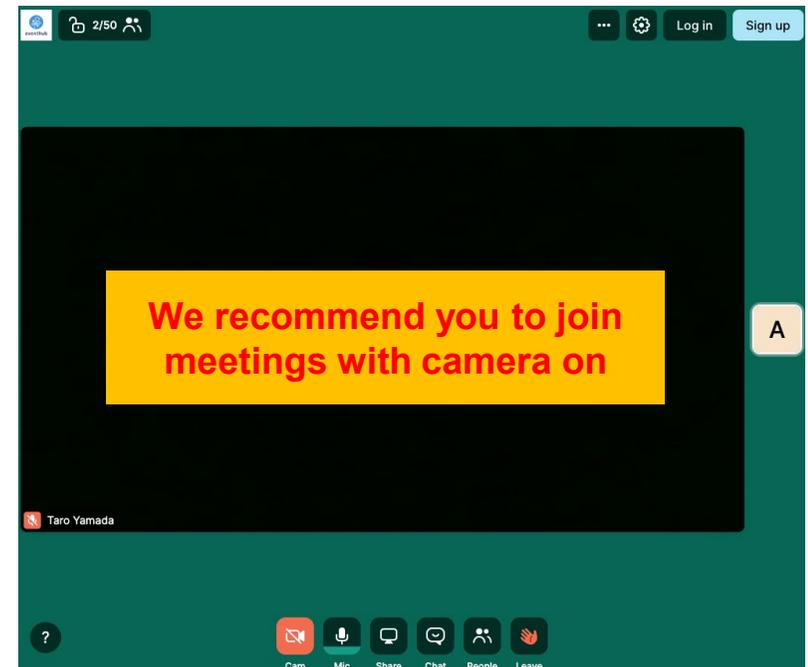
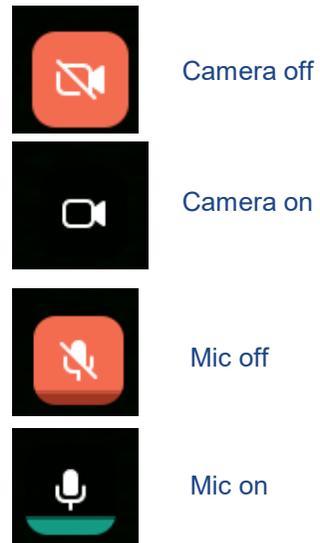
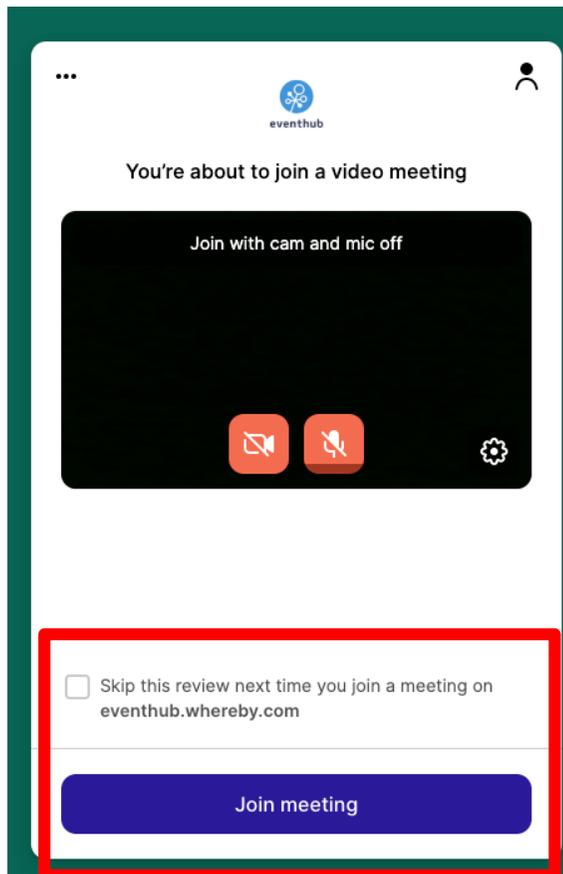
Please fill in your name



Make sure you allow mic and camera to access your browser

# Web conferencing

**Please check your video and mic status when logging in**



# Web conferencing

The image shows a web conferencing interface with a dark green background. At the top left, there is a logo and a status bar showing '2/50' and a person icon. A red box highlights the top right corner, containing a menu icon, a settings gear icon, and buttons for 'Log in' and 'Sign up'. Below this box, red text reads 'You do not need to change settings'. The main area is a large black rectangle representing a video feed, with a name tag 'A' and a name 'Taro Yamada' at the bottom left. At the bottom, a red box highlights a toolbar with icons for 'Cam', 'Mic', 'Share', 'Chat', 'People', and 'Leave'. On the right side, there is a vertical toolbar with larger icons for 'Cam', 'Mic', 'Chat', 'Share', 'People', and 'Leave', each with a corresponding text label. A red line connects the 'Sign up' button to the 'Leave' button in the bottom toolbar. At the bottom right, there is a note: '\*There are no recording features'.

2/50

... ⚙️ Log in Sign up

You do not need to change settings

Cam

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

# How to use the online platform "EventHub"

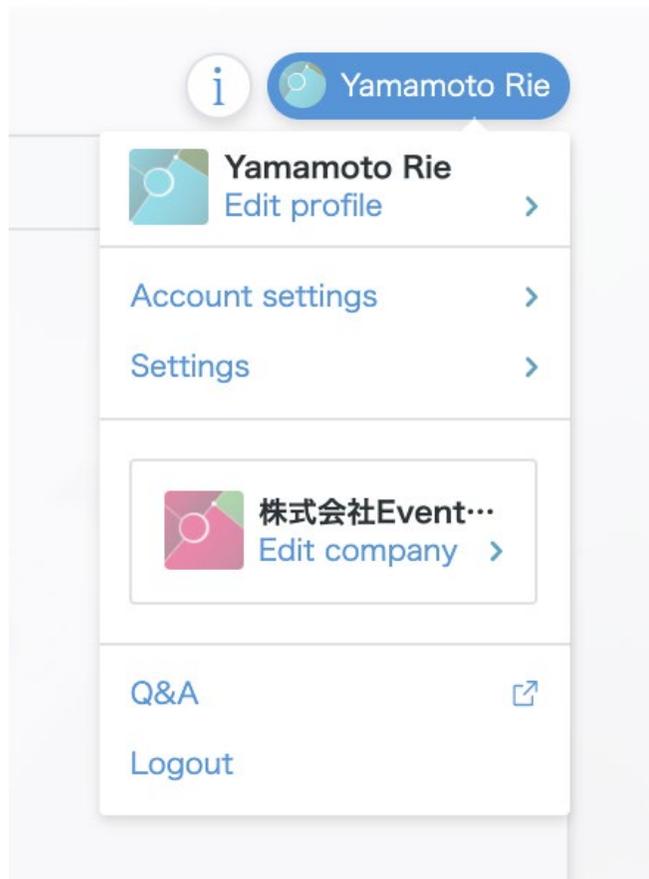
## **5. Change your account information/ Q&A**

# Change your ID (email) and password

You can always change your ID address and password from the top right corner

Go to [Account settings](#)

Change your ID (email address) and password



## Account settings

Email address  
rie@eventhub.jp

Edit

Password  
Password set

Edit

# 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>