



## B2B Meetings with Bangladesh Companies (Online)



# B2B Meetings with Bangladesh Companies (Online)

An online event platform for B2B meetings for 11 – 30 November 2020



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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

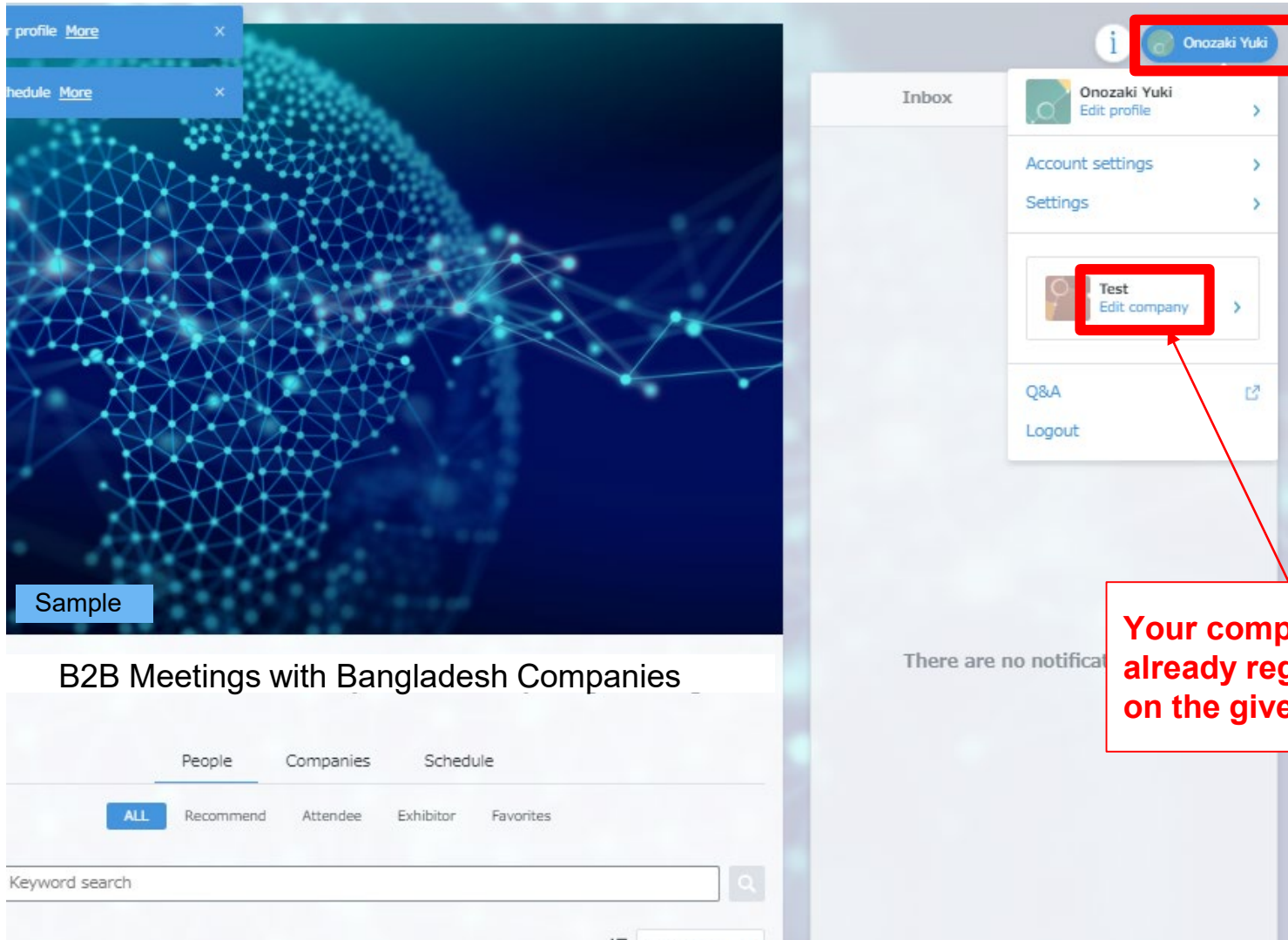
Login

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 user interface for a B2B meeting platform. On the left, there is a profile card for 'Onozaki Yuki' with a blue background and a network diagram. Below the card, the title 'B2B Meetings with Bangladesh Companies' is visible, along with tabs for 'People', 'Companies', and 'Schedule'. A search bar labeled 'Keyword search' is at the bottom. On the right, a user menu is open, showing options like 'Inbox', 'Onozaki Yuki Edit profile', 'Account settings', 'Settings', 'Test Edit company', 'Q&A', and 'Logout'. The 'Test Edit company' option is highlighted with a red box. A red arrow points from this box to a text box on the right. A large yellow arrow points from the right side of the menu towards the text box.

Sample

B2B Meetings with Bangladesh Companies

People Companies Schedule

ALL Recommend Attendee Exhibitor Favorites

Keyword search

Inbox

Onozaki Yuki  
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**

  
[Photo](#)

**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**  
[+ 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 check and amend as necessary**

**Please enter 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 i Onozaki Yuki

### 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 are date selection buttons for 11/20 (Fri), 11/24 (Tue), 11/25 (Wed), 11/26 (Thu), 11/27 (Fri), and 11/30 (Mon). The '11/24 (Tue)' button is highlighted. Below the date selection, there is an 'Availability' tab. The main area shows 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)

***\*Please note that the time slot is in Japanese 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 checked="" type="checkbox"/>
11AM~	11:00 - 11:50	<input checked="" type="checkbox"/>
12PM~	12:00 - 12:50	<input type="checkbox"/>
1PM~	13:00 - 13:50	<input checked="" type="checkbox"/>
2PM~	14:00 - 14:50	<input checked="" type="checkbox"/>
3PM~	15:00 - 15:50	<input checked="" type="checkbox"/>
4PM~	16:00 - 16:50	<input checked="" type="checkbox"/>
Sample	7:50	<input checked="" type="checkbox"/>

**Please calculate your local time**

**Bangladesh : -3 hours**

***\*The time slots are indicated in JST(Japanese time)\****

# How to use the online platform "EventHub"

## 3. Search participants/ companies

**\*Japanese companies will start to register around 28 October, 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 even before the event starts. Please check your email and this platform regularly (even before the event) and respond if there are any meeting requests or inquires.**

**\*Actual event days (meeting days) are between Nov. 11 – 30, but Japanese companies are able to make appointments with you from October 28. Please respond if you get any requests.**

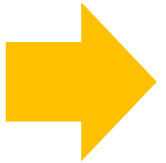
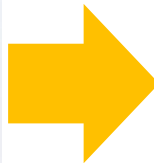
# Search participants/ companies (1)

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

The screenshot shows a web interface for "B2B Meetings with Bangladesh Companies". At the top left, there is a "Sample" label. Below it, the title "B2B Meetings with Bangladesh Companies" is displayed. A navigation bar contains tabs for "People", "Companies", and "Schedule", with "People" highlighted. Below the navigation bar, there are filters for "ALL", "Recommend", "Attendee", "Exhibitor", and "Favorites". A search bar is labeled "Tags" and "Keyword search". Below the search bar, there is a dropdown menu set to "Most Active". The main content area displays a list of participants, including "Onozaki Yuki" (Exhibitor), "Shigematsu Minako" (Exhibitor), and "Doi Rei" (Attendee), all associated with the "United Nations Industrial Development-- Investment and Technology Promotion Off--".

The screenshot shows the "Tags" section of the interface. It features a "Search" button at the top right. Below the "Sector" heading, there is a grid of industry sectors: "Agriculture, Forestry", "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)". The "Agriculture, Forestry" tag is highlighted with a red box.

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

- Onozaki Yuki** Exhibitor  
United Nations Industrial Development Organization (UNIDO)  
Investment and Technology Promotion Office (ITPO), Tokyo Programme Assistant  
#Japan
- Shigematsu Min**  
United Nations Industrial Development Organization (UNIDO)  
Investment and Technology Promotion Office (ITPO), Tokyo Programme Assistant  
#Japan
- Doi Rei** Attendee  
United Nations Industrial Development Organization (UNIDO)  
Investment and Technology Promotion Office (ITPO), Tokyo Programme Assistant  
#Japan

**You can search participants by key words**

**Sample**

**Onozaki Yuki** Exhibitor  
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6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

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		<input type="button" value="MEET"/>	
12PM~	12:00 - 12:50		<input type="button" value="MEET"/>	
1PM~	13:00 - 13:50		<input type="button" value="MEET"/>	
2PM~	14:00 - 14:50		<input type="button" value="MEET"/>	
3PM~	15:00 - 15:50		<input type="button" value="MEET"/>	
4PM~	16:00 - 16:50		<input type="button" value="MEET"/>	

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

**You can send a meeting request from the slots**

***\*Please note that the time slot are in Japanese time\****



# Search participants/ companies (3)

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

B2B Meetings with Bangladesh Companies

People Companies Schedule

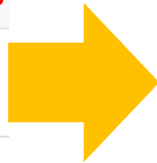
Keyword search

Participant 1

Participant 2

Test

You can search Participants (Japanese companies) by keywords



United Nations Industrial Development Organization (UNIDO)

Web Site

2 Members

Onozaki Yuki Exhibitor

Shigeo Minako Exhibitor

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**  
Onozaki Yuki  
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**  
Onozaki Yuki  
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

Onozaki Yuki  
United Nations I... 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 山田太郎 (Yamada Taro), 株式会社EventHub (EventHub Co., Ltd.), 代表取締役 (Representative Director). The 'Schedule' button is visible.
- Send a meeting request:** The user chooses a time slot. The 10:30 - 10:55 slot is selected, and the 'MEET' button is highlighted with a red box.
- Meeting request:** The user enters a message: "Tell them why you want to meet up". The 'Next' button is visible.
- Inbox:** The meeting request is sent. The 'Sent' button is highlighted with a red box. A red box at the bottom right contains the instruction: "Click 「▼」 on the right to see the request details."

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.



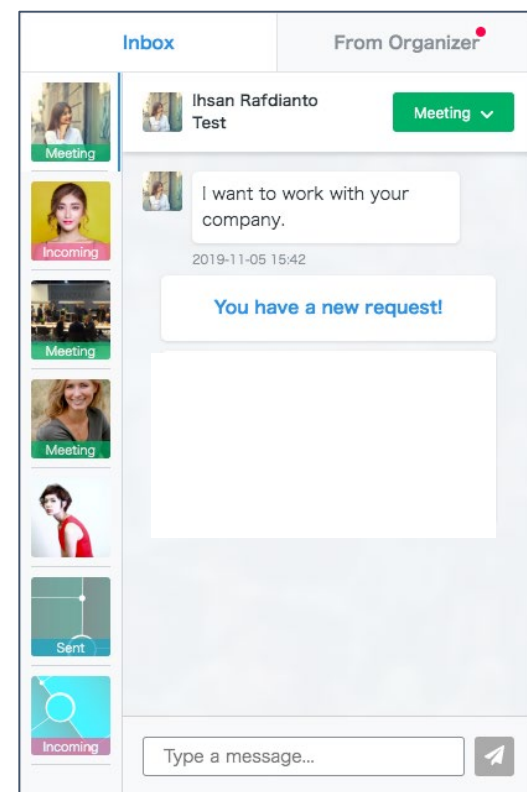
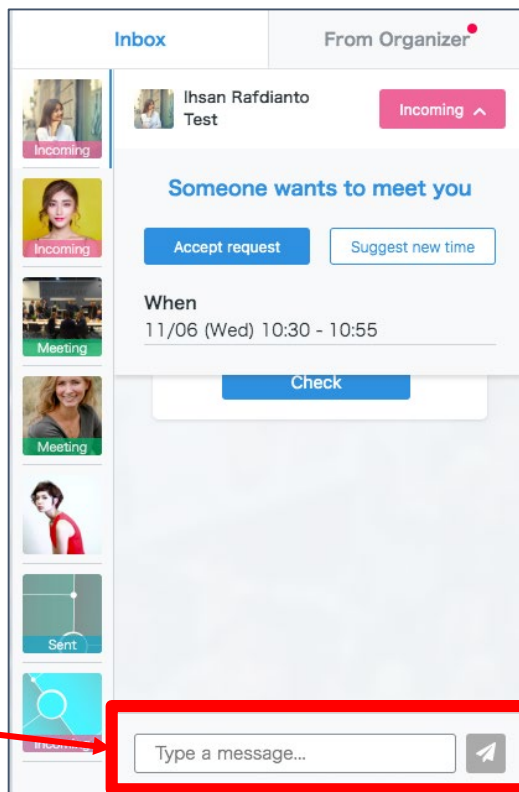
Michelle Lindberg,

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->

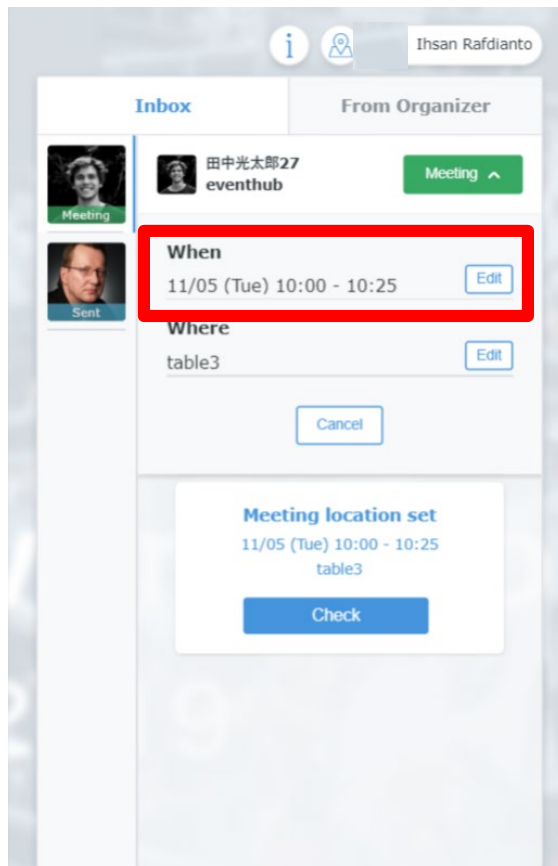
You can also send / receive messages before setting up a meeting



# Rescheduling meetings

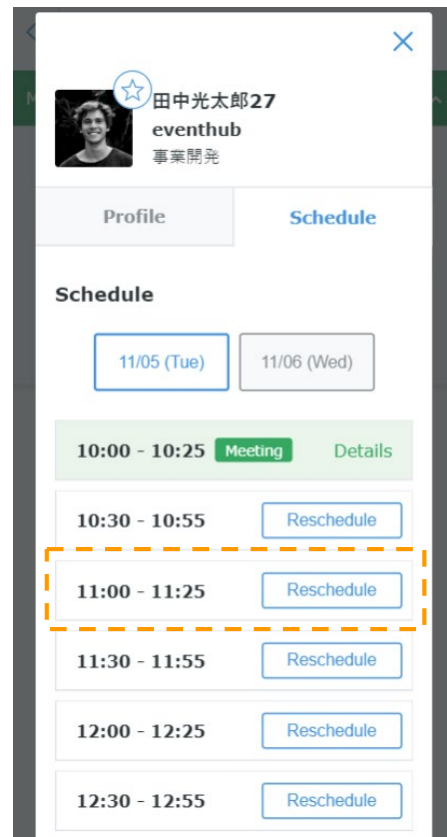
If you wish to reschedule a meeting, simply go to their profile page again, choose an alternative time slot, and click “send”

You can change the date and time by clicking “edit”



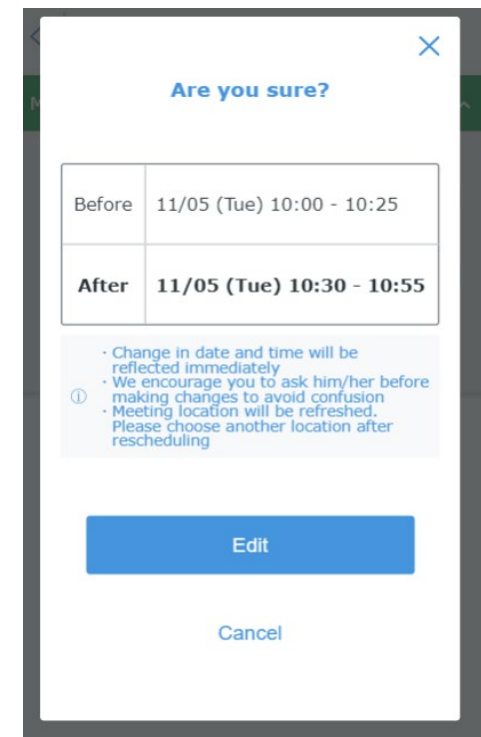
The screenshot shows a meeting invitation interface. At the top, there is an 'Inbox' section with a profile picture and name 'Ihsan Rafdianto'. Below it, there is a meeting card for '田中光太郎27 eventhub' with a green 'Meeting' button. The 'When' field is highlighted with a red box and contains the text '11/05 (Tue) 10:00 - 10:25' and an 'Edit' button. Below the 'When' field is the 'Where' field with the text 'table3' and an 'Edit' button. At the bottom, there is a 'Meeting location set' section with the text '11/05 (Tue) 10:00 - 10:25 table3' and a blue 'Check' button.

Please select an alternative time slot



The screenshot shows a meeting rescheduling interface. At the top, there is a profile picture and name '田中光太郎27 eventhub' with a star icon and the text '事業開発'. Below it, there is a 'Schedule' section with two tabs: 'Profile' and 'Schedule'. The 'Schedule' tab is active and shows a list of time slots. The current time slot is '10:00 - 10:25' with a green 'Meeting' button and a 'Details' button. Below it, there are several other time slots, each with a 'Reschedule' button. The '11:00 - 11:25' slot is highlighted with a dashed orange box.

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



The screenshot shows a confirmation dialog for rescheduling a meeting. At the top, there is a title 'Are you sure?' and a close button. Below it, there is a table with the following content:

Before	11/05 (Tue) 10:00 - 10:25
After	11/05 (Tue) 10:30 - 10:55

Below the table, there is a list of bullet points:

- Change in date and time will be reflected immediately
- We encourage you to ask him/her before making changes to avoid confusion
- Meeting location will be refreshed. Please choose another location after rescheduling

At the bottom, there is a blue 'Edit' button and a 'Cancel' button.

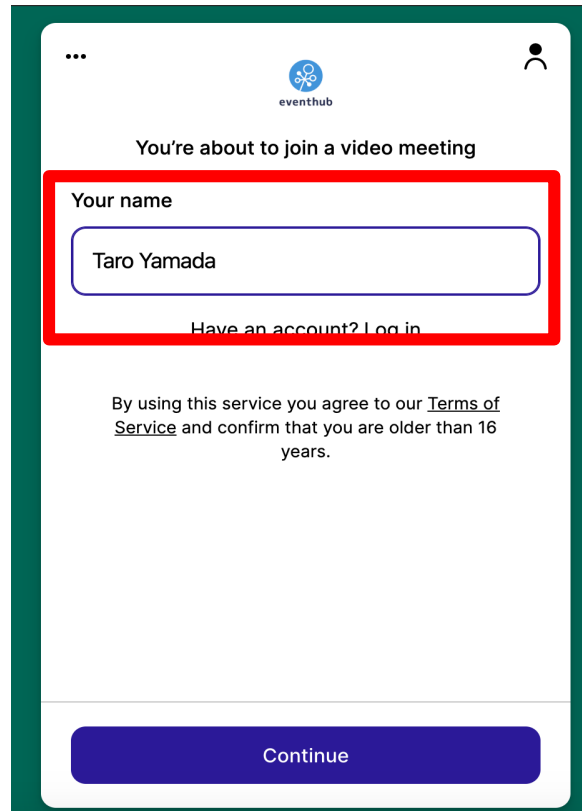
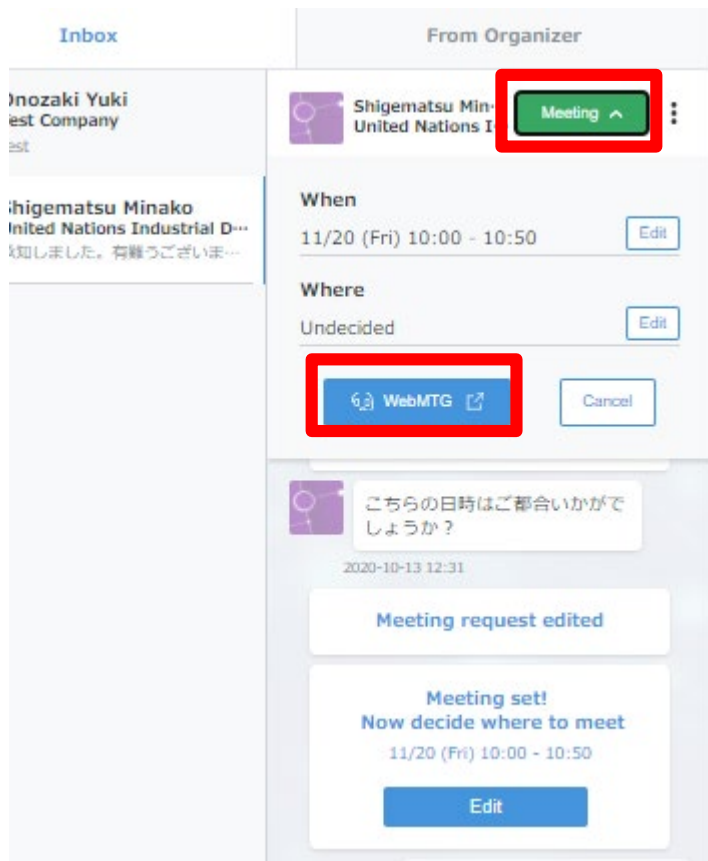


# How to use the online platform "EventHub"

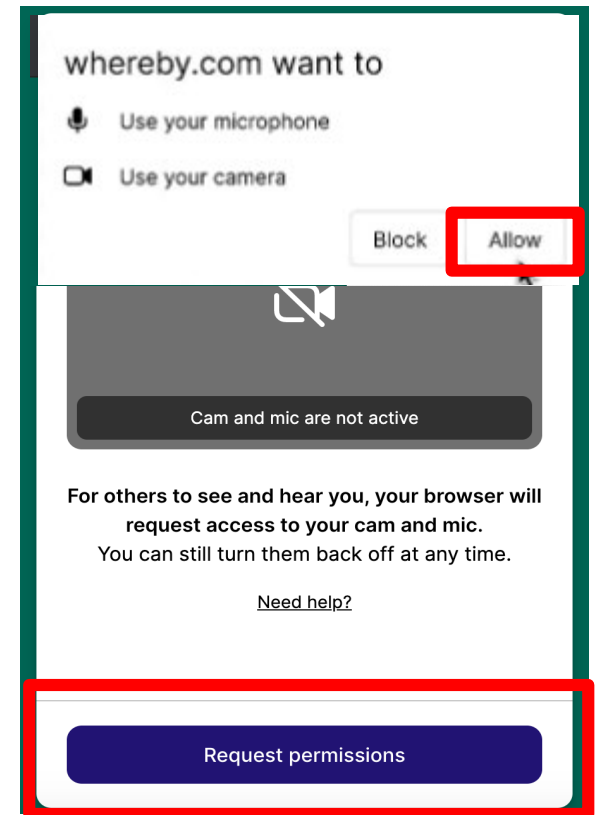
## **4. Start online meeting**

# 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.



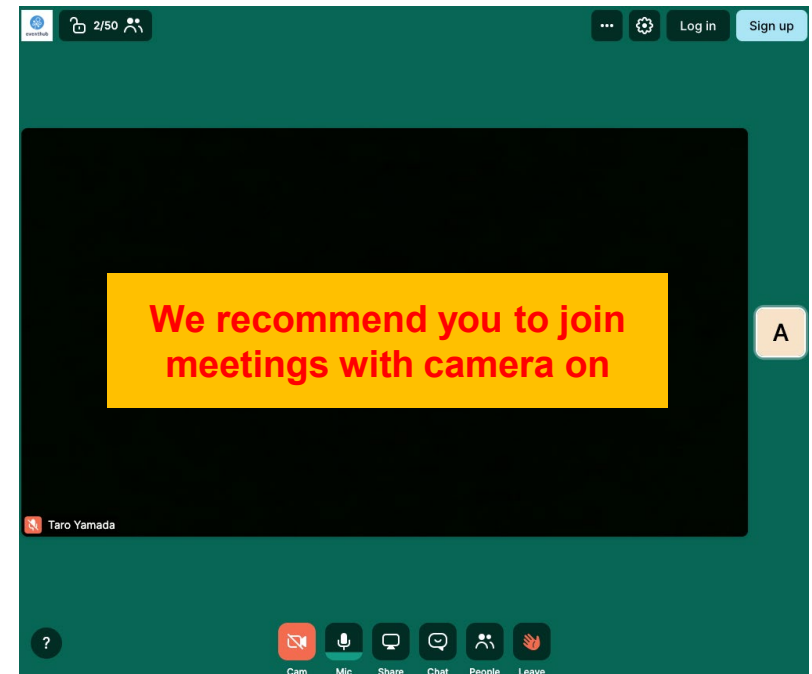
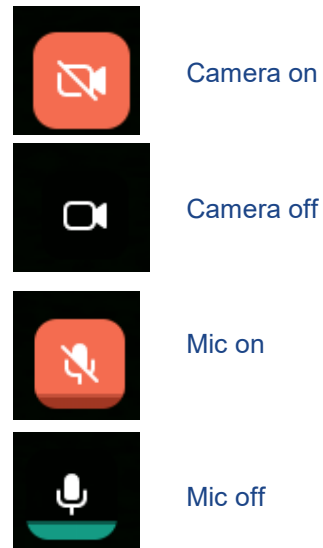
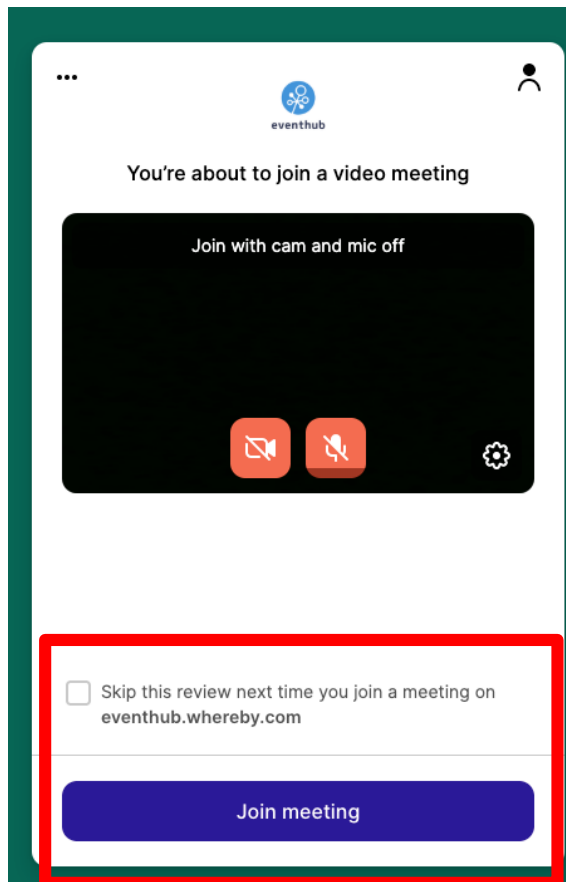
Please fill in your name



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' participants. A red box highlights the top navigation area containing a menu icon, a settings gear, 'Log in', and 'Sign up' buttons. Below this, a red text box says 'You do not need to change settings'. The main area is a large black rectangle representing a video feed, with a name 'Taro Yamada' at the bottom left. A yellow box with the letter 'A' is positioned to the right of the video feed. On the right side, there is a vertical toolbar with icons for 'Cam', 'Mic', 'Chat', 'Share', 'People', and 'Leave'. To the right of these icons are text labels: 'Camera', 'Mic', 'Chat: You can send messages and emojis to other participants', 'Share screen', 'People: Check who else is in the room', and 'Leave: Leave the web meeting room'. At the bottom left, another red box highlights a secondary toolbar with icons for 'Cam', 'Mic', 'Share', 'Chat', 'People', and 'Leave'. At the bottom right, there is a note: '\*There are no recording features'.

... ⚙️ Log in Sign up

You do not need to change settings

2/50

Taro Yamada

A

Cam

Mic

Chat: You can send messages and emojis to other participants

Share screen

People: Check who else is in the room

Leave: Leave the web meeting room

\*There are no recording features

Cam Mic Share Chat People Leave

# How to use the online platform "EventHub"

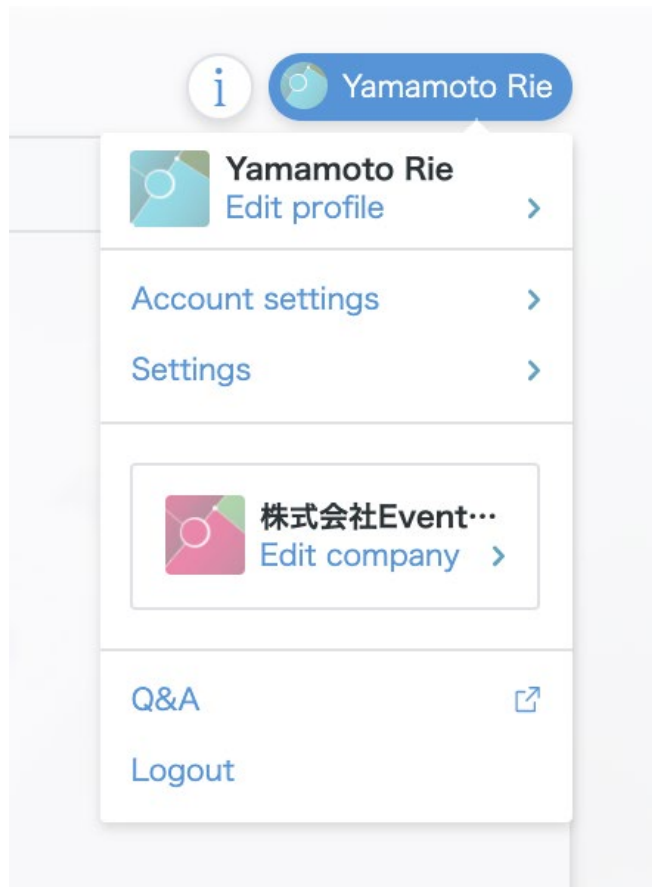
## **5. Change your account information/ Q&A**

# 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>