B2B Meetings with Bangladesh Companies (Online)

eventhub

B2B Meetings with Bangladesh Companies (Online)

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

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
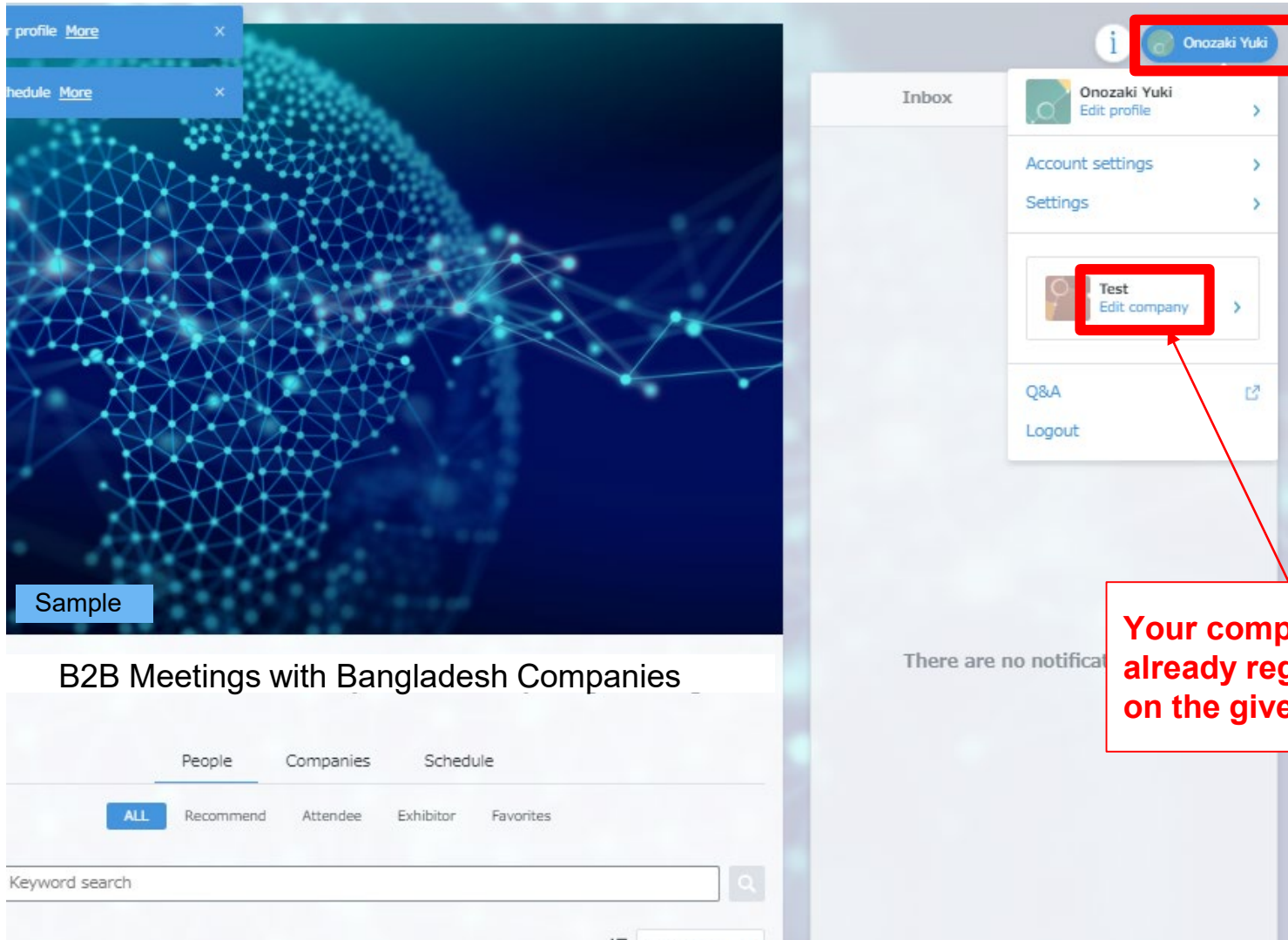
Confirm new password

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)

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

Sample

B2B Meetings with Bangladesh Companies

People   Companies   Schedule

ALL   Recommend   Attendee   Exhibitor   Favorites

Keyword search

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···

Please check and amend as necessary

Web Site   0/100

Type your company website···

Please your company's website.

Image and video attachments

[+ Add image or video]

Please upload photos and videos related to your business.

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

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

[Save Changes]

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

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.

Update your available time slots for online meetings (3)

Please note that the time slot is in Japanese time

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.

*<u>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.</u>
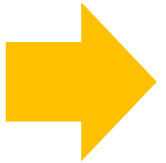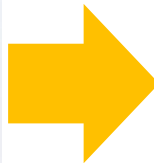
Search participants/ companies (1)

Sample

B2B Meetings with Bangladesh Companies

People   Companies   Schedule

ALL   Recommend   Attendee   Exhibitor   Favorites

Tags   [word search]

Most Active

Onozaki Yuki   Exhibitor
United Nations Industrial Development···
Investment and Technology Promotion Offi···

Shigematsu Minako   Exhibitor
United Nations Industrial Development···
Investment and Technology Promotion Offi···

Doi Rei   Attendee
United Nations Industrial Development···
Investment and Technology Promotion Offi···

Tags   Search

Sector

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

Scienteific research, professional and technical services

Accomodations, 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   UNIDO (incl. Africa Advisor)

You can search Japanese companies by sectors.

Search participants/ companies (2)

Click the name to check the detail profile

You can search participants by key words

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.

You can search Participants (Japanese companies) by keywords
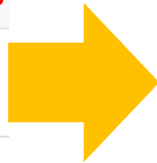
You can visit the profile page of participants.

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.

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.
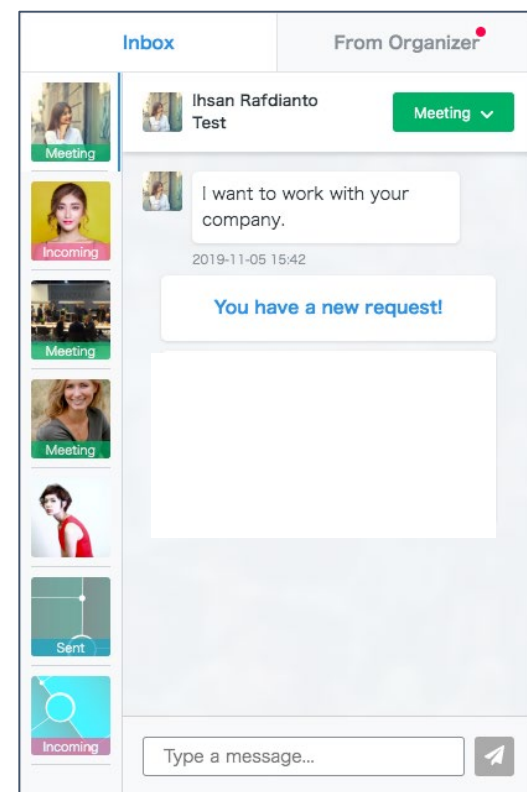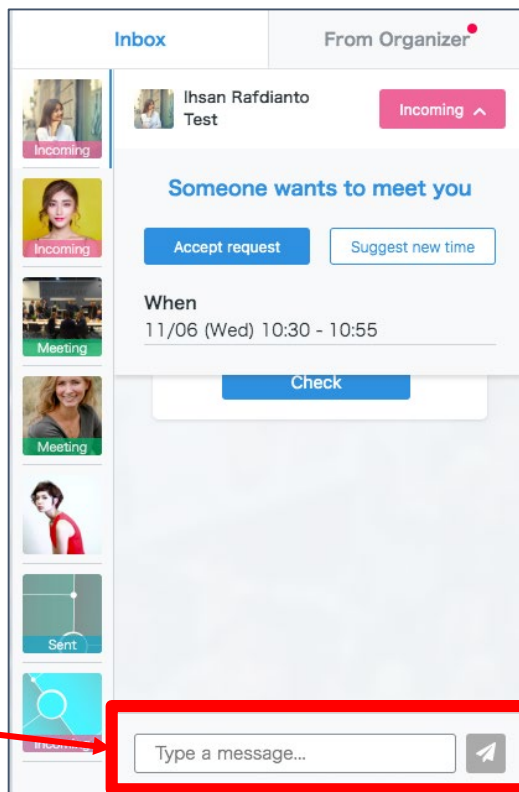Once the request is approved, your meeting is confirmed.

Michelle Lindberg,

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

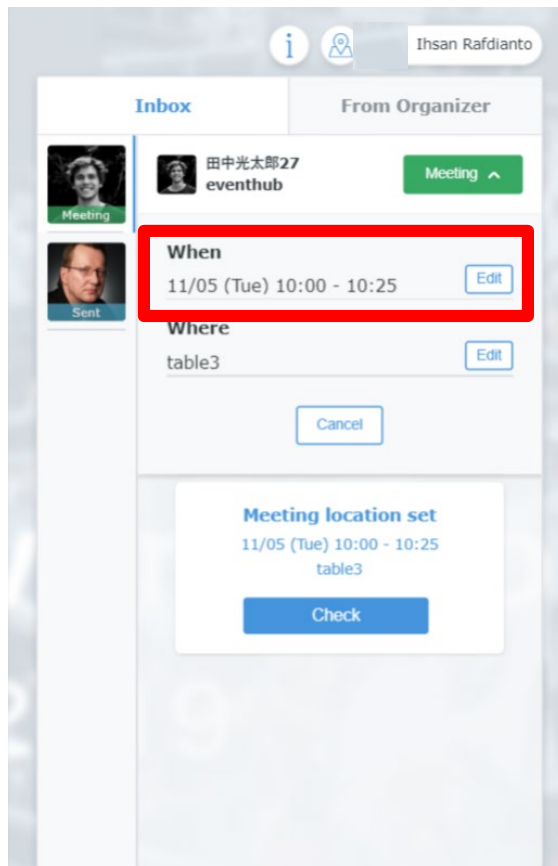**Respond**

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...
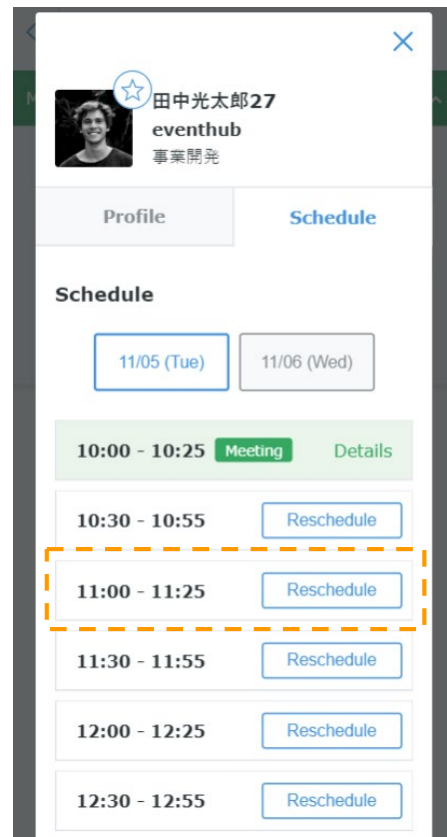
Rescheduling meetings

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

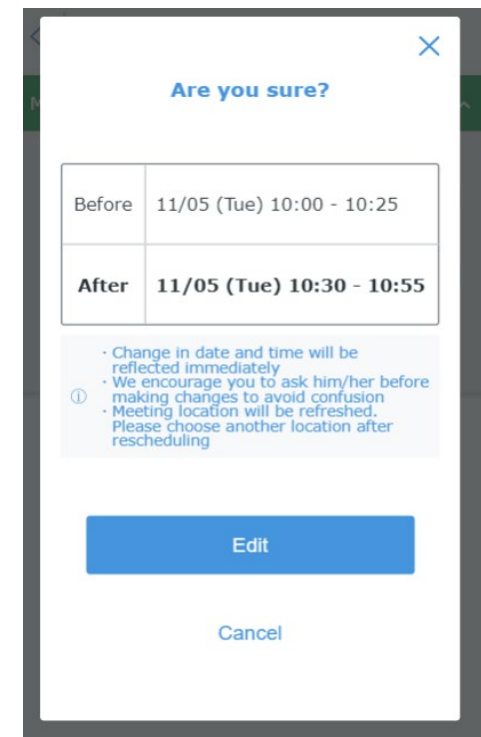**You can change the date and time by clicking "edit"**

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.
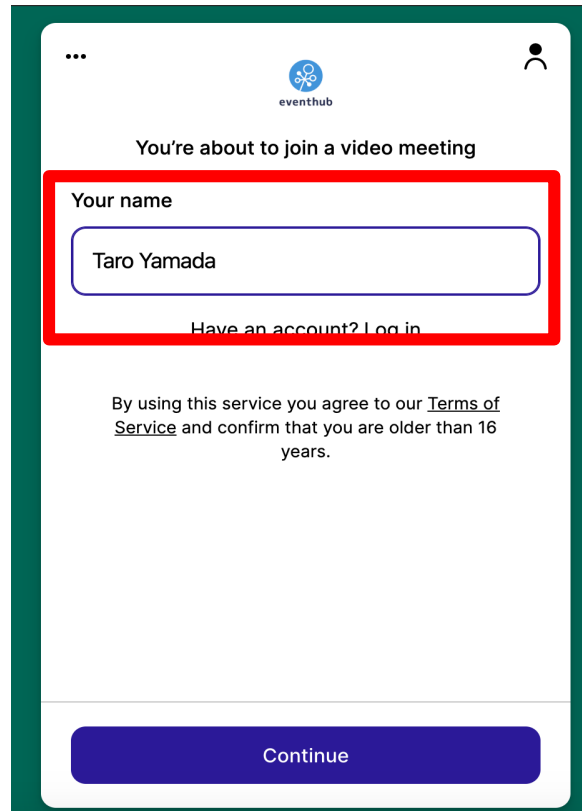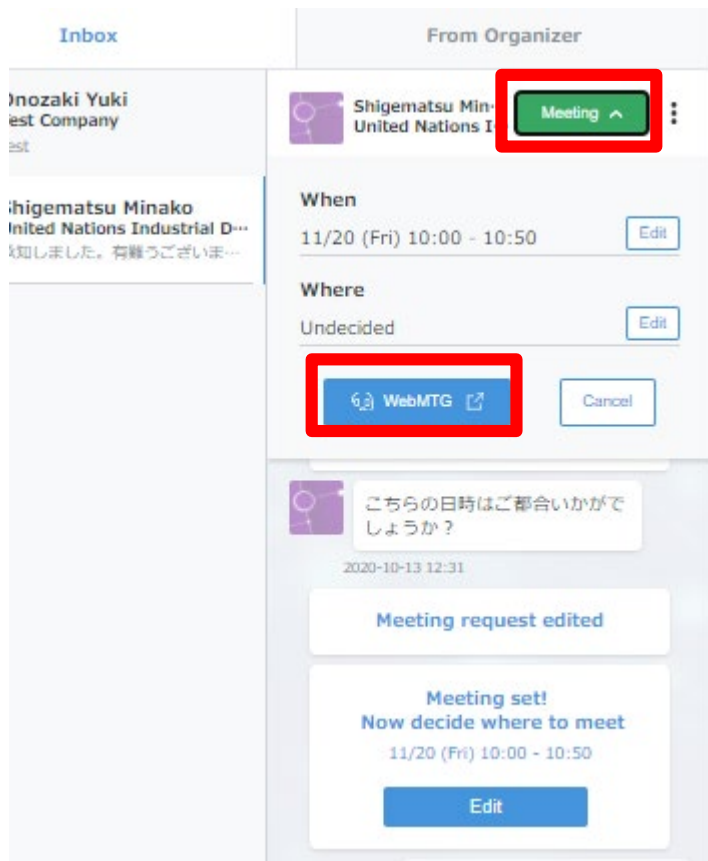
Please fill in your name
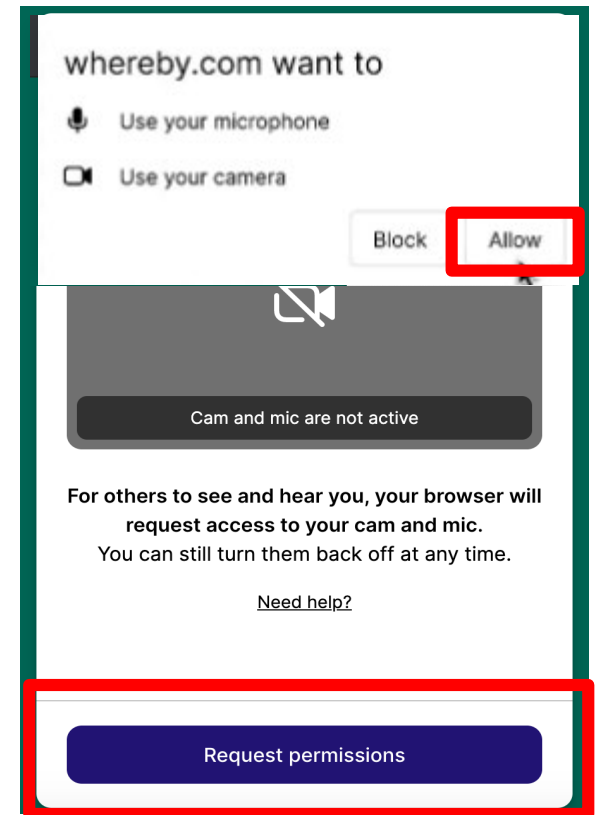
Make sure you allow mic and camera to access your browser

Web conferencing

Please check your video and mic status when logging in
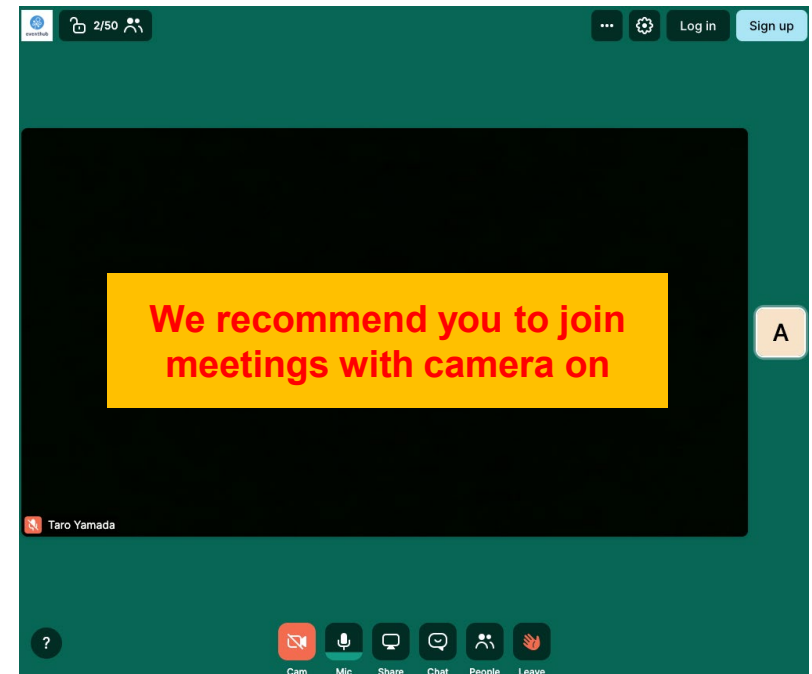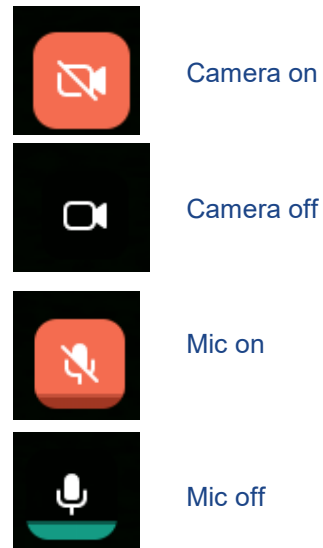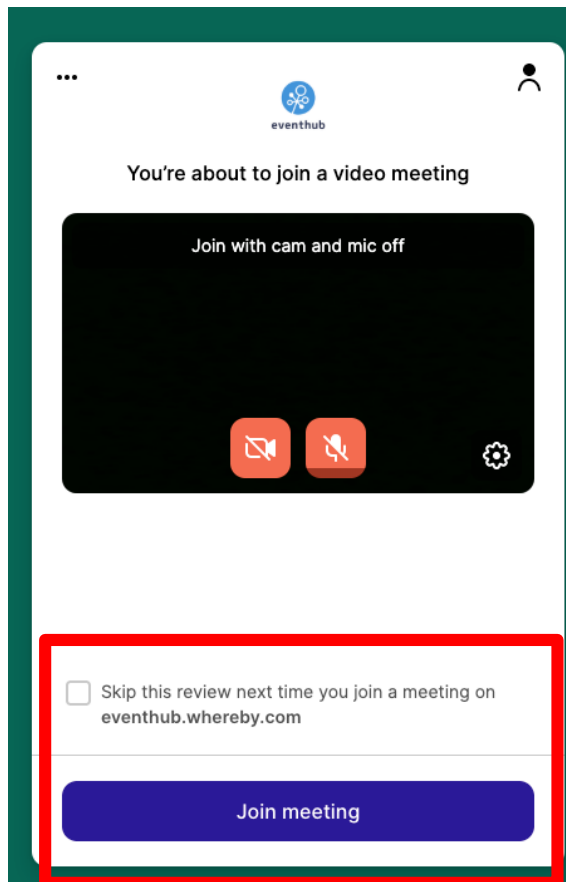
You're about to join a video meeting

Join with cam and mic off

☐ Skip this review next time you join a meeting on eventhub.whereby.com

Join meeting

Camera on

Camera off

Mic on

Mic off

We recommend you to join meetings with camera on

Taro Yamada

Cam Mic Share Chat People Leave

Web conferencing

You do not need to change settings

Camera

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

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"
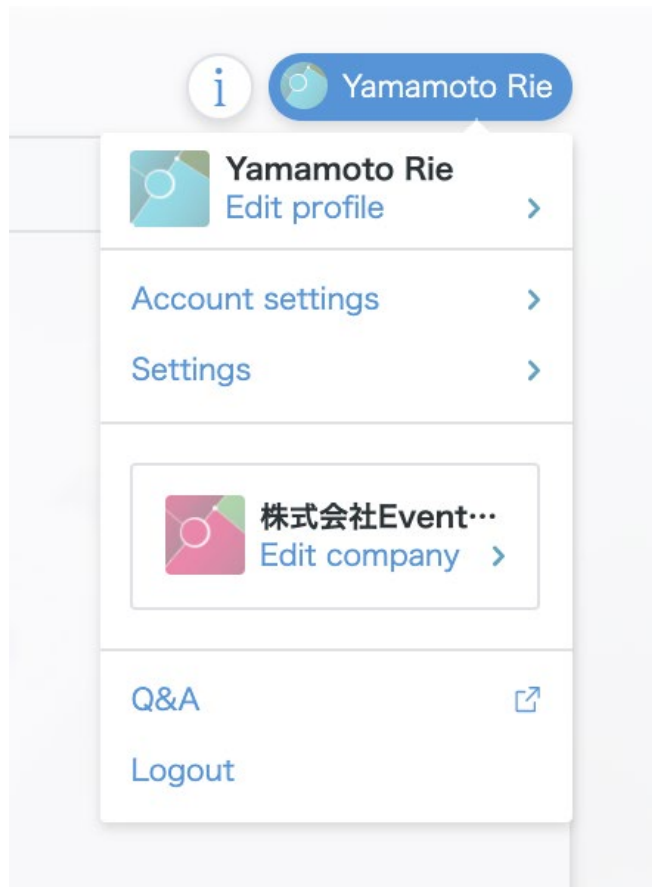

Change your ID (email address) and password

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