Africa Industrialization Day 2020 in Japan [Online]

Online Matching Platform "Event Hub"
User Manual

An online event platform for B2B meetings and a seminar for 20 November – 4 December 2020

Index

1. Sign up and fill in your company profile

Set up your password from the e-mail

Thank you for your participation to Africa Industrialization Day 2020 in Japan [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

Africa Industrialization Day 2020 in Japan [Online]

Set password

Your email address

ihsan@eventhub.jp

New password

Type your new password
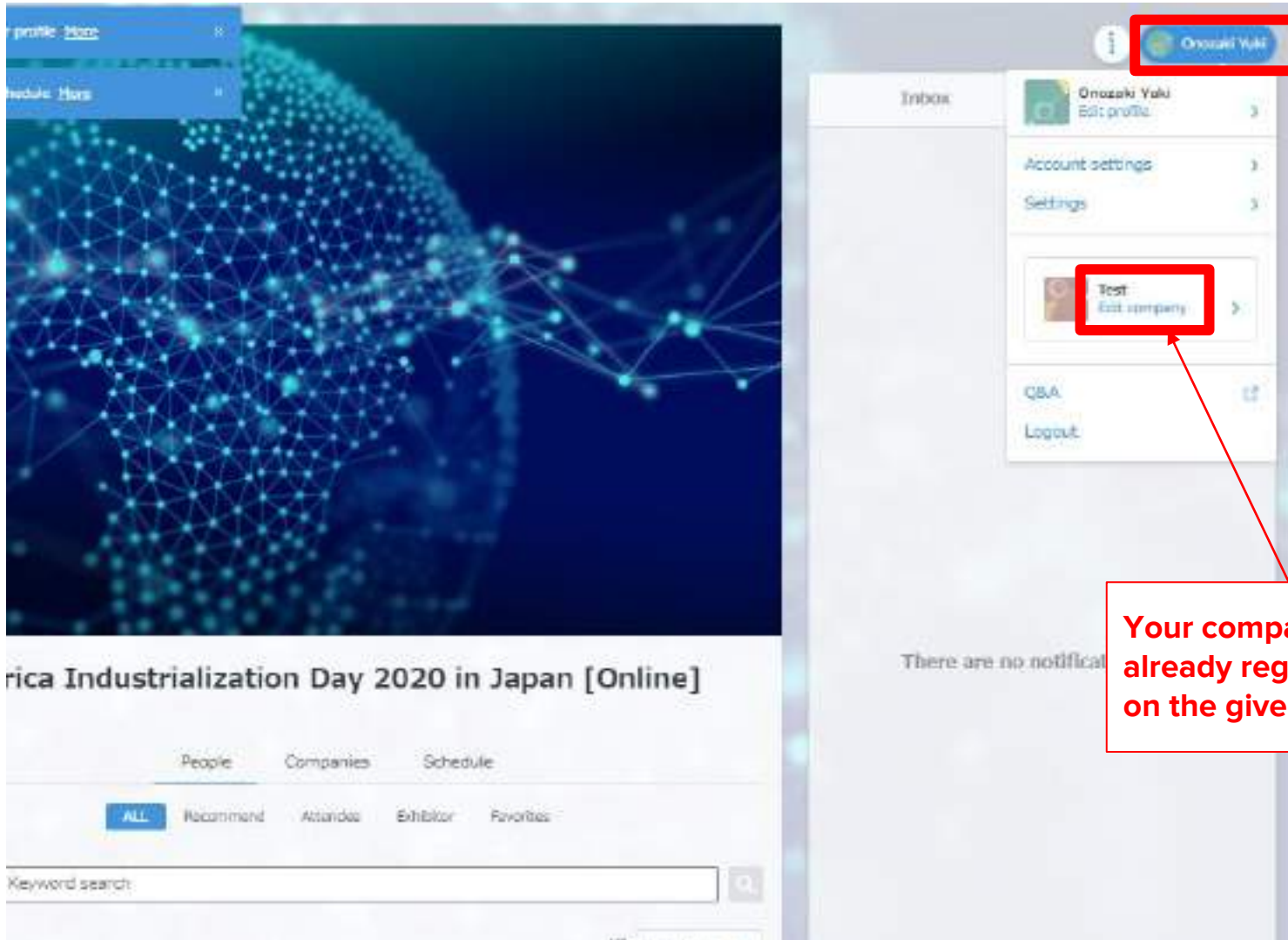
Confirm new password

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)

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

Text

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

Save Changes

Please put your company detail including:

・Summary of Company Activity:
・Capital:
  - in local currency
  - equivalent USD
・Establishment (MM/YYYY):
・Existing Japanese or Foreign Partners:
・Additional Information:
  -Past Experience with Japan
  -ISO/Quality Certification
  -Memberships
      (Chamber of Commerce etc.)
  -Overseas location

You can copy and paste the template in the received e-mail.

Please put your company's website.
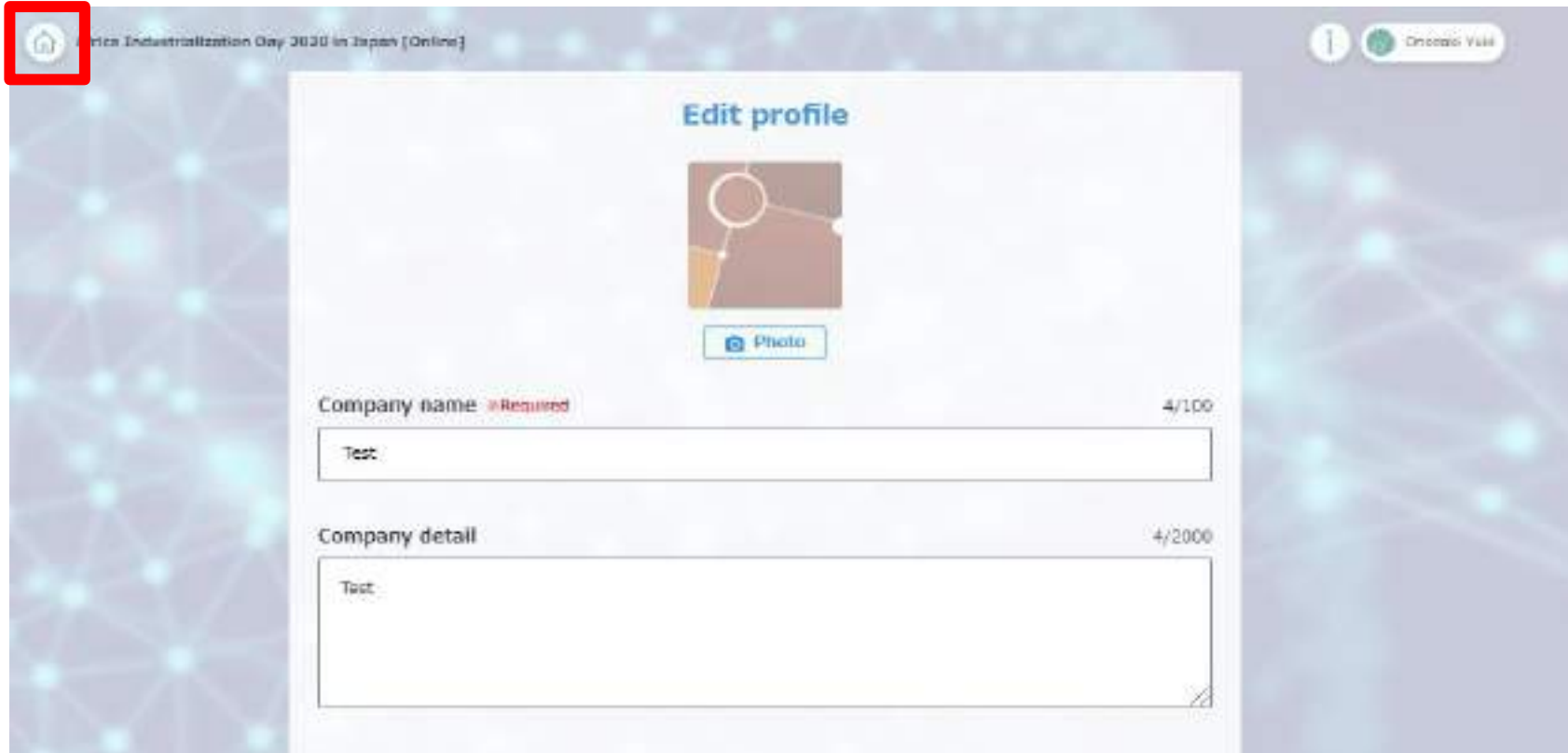
Please upload photos and videos related to your business.

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

2. Setup your available slots for receiving online meetings

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.
Other companies 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.

Please note that the time slot is in Japanese time

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People   Companies   Schedule

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

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
5PM~	17:00 - 17:50

Please calculate your local time from the list blow:

Algeria:	**-8 hours**
Burundi:	**-7 hours**
Ethiopia:	**-6 hours**
Ghana:	**-9 hours**
Kenya:	**-6 hours**
Mauritius:	**-5 hours**
Mozambique:	**-7 hours**
Rwanda:	**-7 hours**
Senegal:	**-9 hours**
Tunisia:	**-8 hours**
Uganda	**-6 hours**

3. Search participants/ companies

*Japanese companies will start to register around 25 October so please wait until their registration.
*We recommend to check regularly this platform as we expect more Japanese companies will be registered toward the event period.

Search participants/ companies (1)

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

Please select the tags which describes your interests and click "Search" button

Click the name to check the detail profile

You can search participants by putting key words
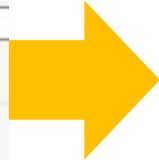
You can check his/ her company's detail

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

You can send a meeting request from the slots

Please be aware again that the time slot is in Japanese time

Search participants/ companies (3)

You can see all of the registered companies by "Companies" tab.

You can search companies by keywords but you cannot search by tags in the "Companies" tab.

You can visit the profile page of the registered participants of the company.

4. Send messages and online meeting requests

Send messages

To send messages to other 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 other 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 set and ready to go.

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 : [link]

You can also send / receive messages before setting up a meeting
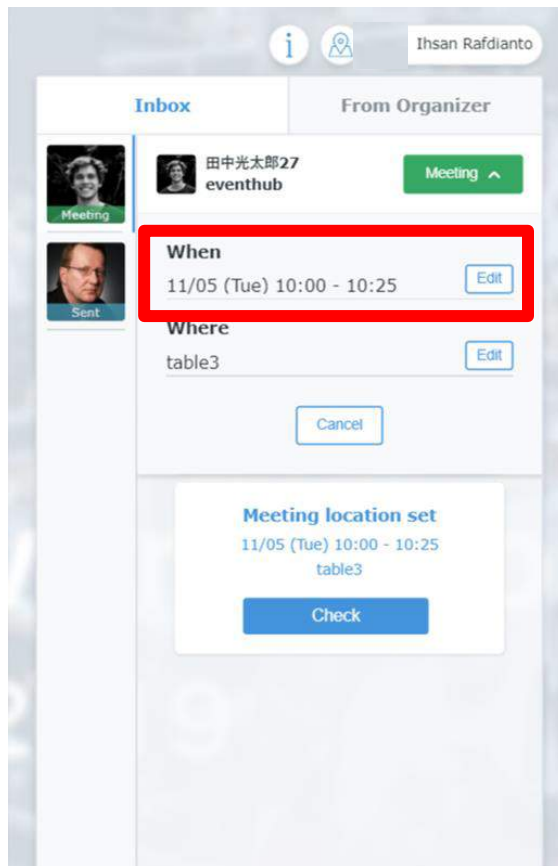
Please ignore this button. (This is for physical meetings)

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
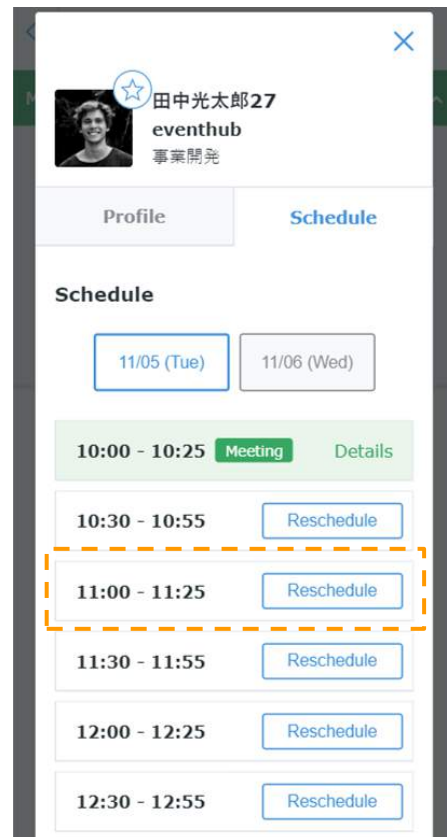
【Note】
Changes in date and time will take effect IMMEDIATELY so we encourage you to communicate with the other person ahead of time. Any physical tables / rooms you have booked for that slot will be canceled at the same time.

4. Start online meeting
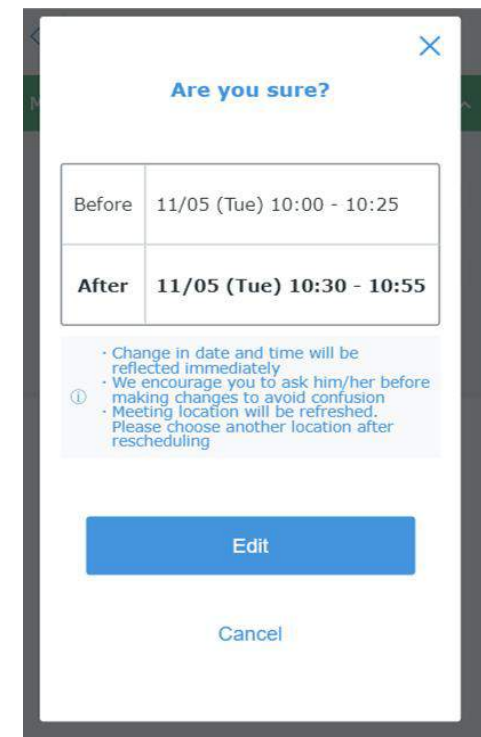
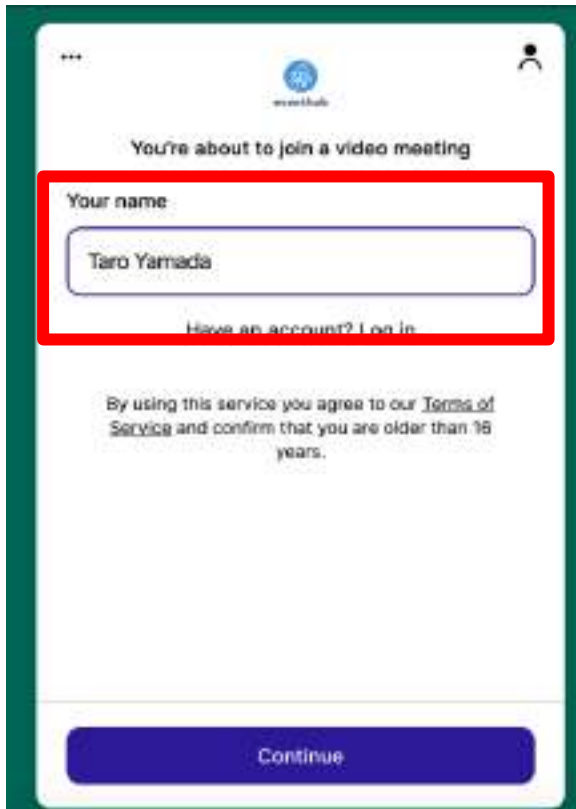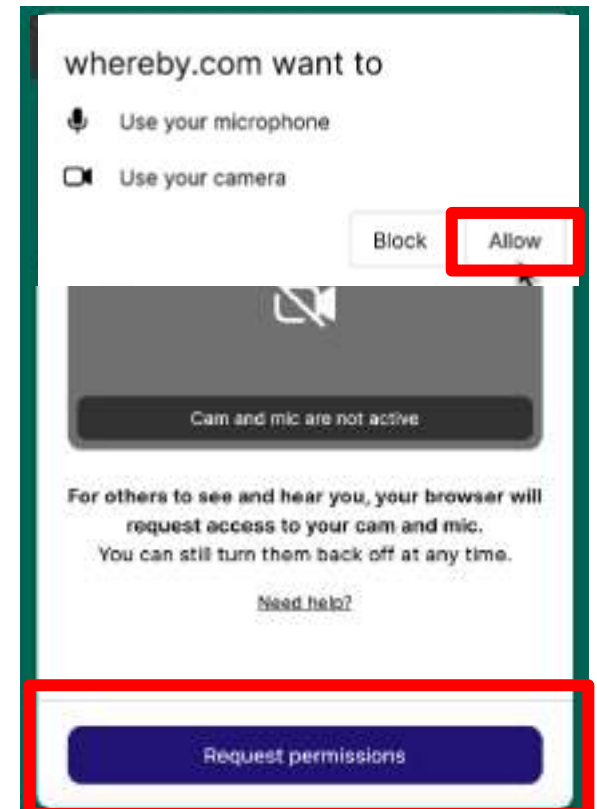# Online meeting

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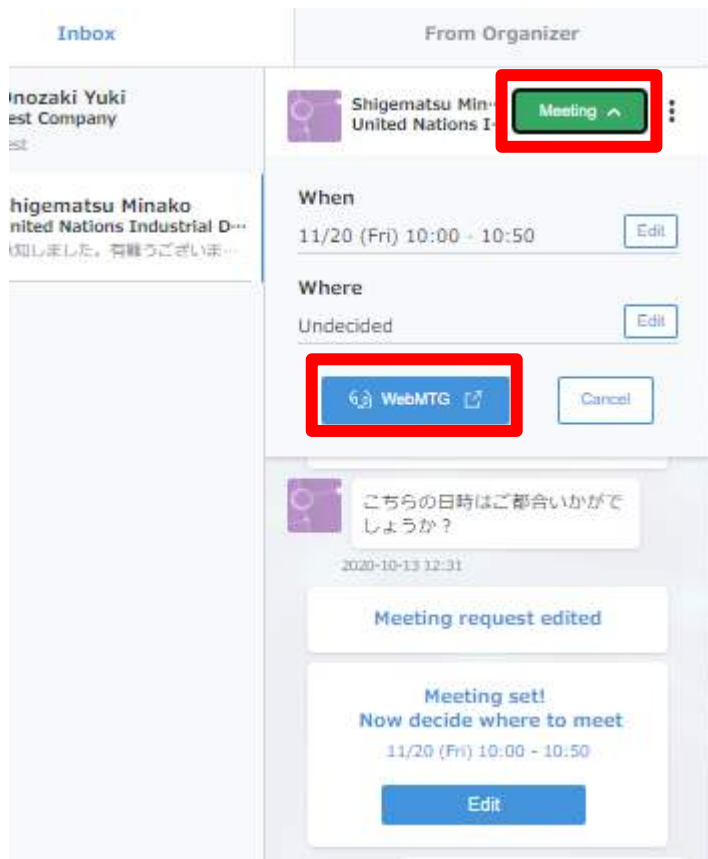
Please fill in your name

Make sure you allow mic and camera to access your browser

Web conferencing

Please check your video and mic statuses when logging in
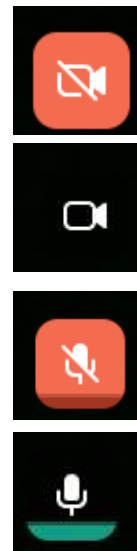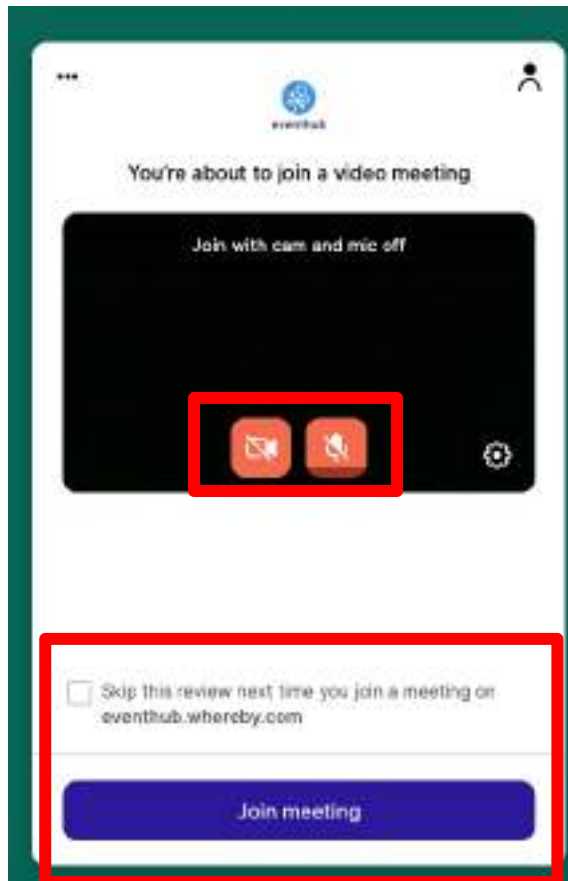
Camera on

Camera off

Mic on

Mic off
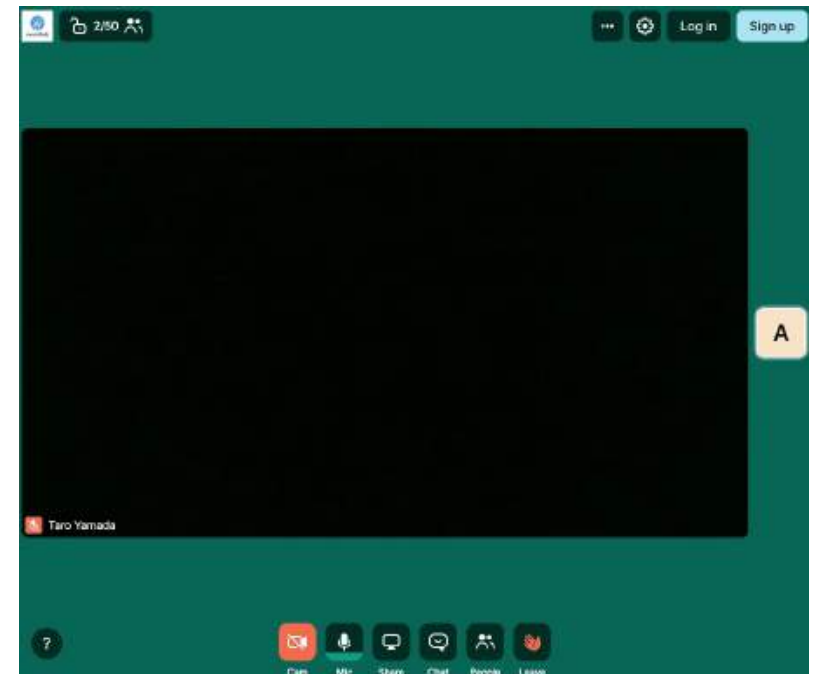
Web conferencing

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

Go to "Account settings"

Change your ID (email address) and password

i Yamamoto Rie

Yamamoto Rie
Edit profile >

Account settings >

Settings >

株式会社Event…
Edit company >

Q&A

Logout
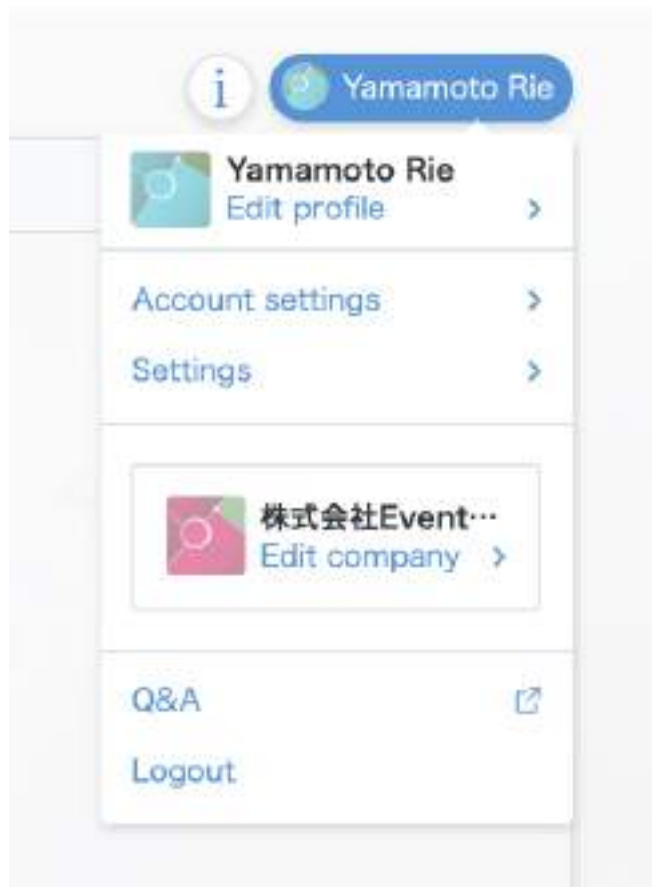
Account settings

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