



Africa Industrialization Day 2020 in Japan [Online]

**Online Matching Platform “Event Hub”
User Manual**

Africa Industrialization Day 2020 in Japan [Online]

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

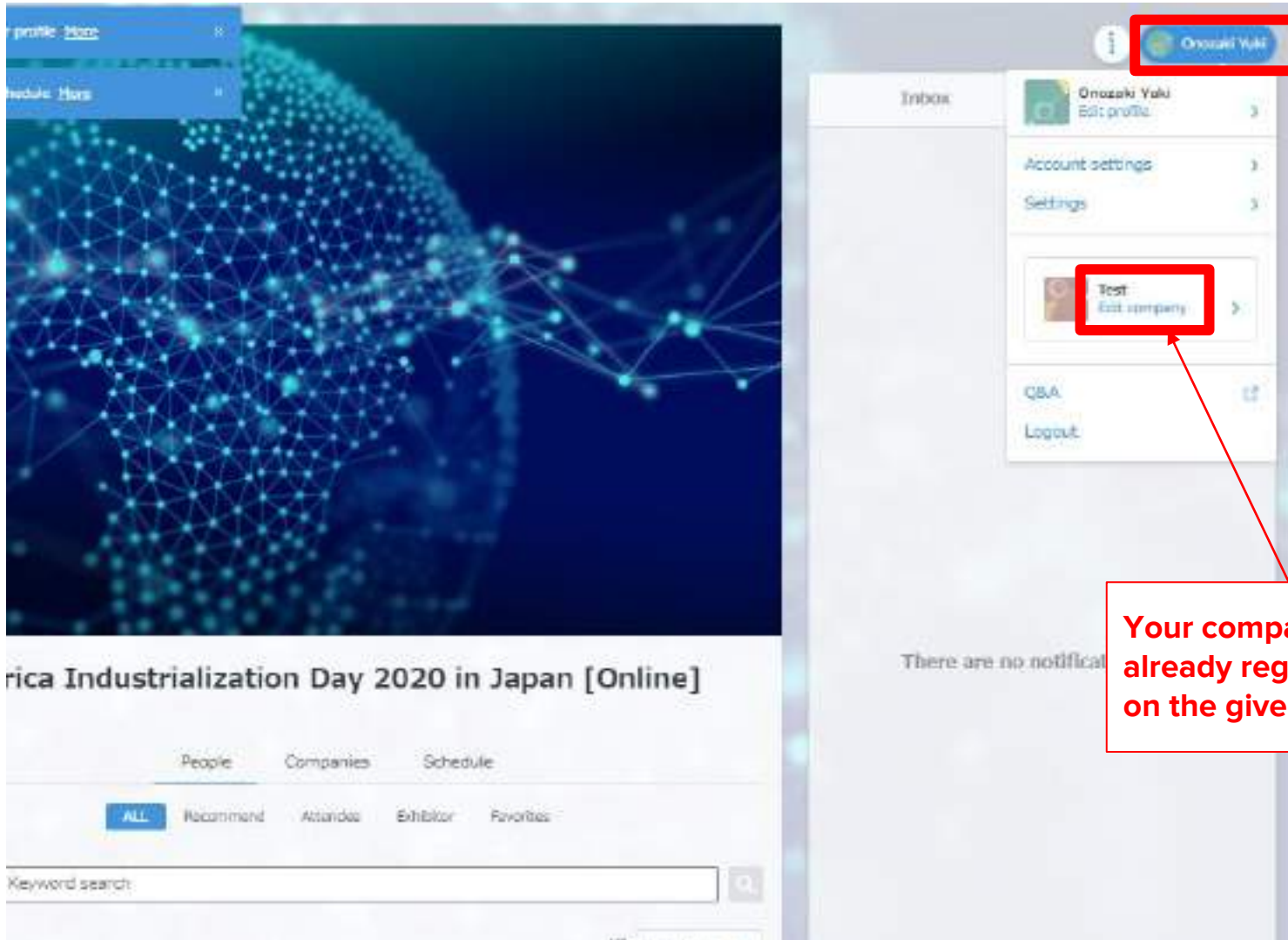
Confirm your password

Login

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

Complete your company's profile (1)

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



The image shows a screenshot of a user interface. On the right side, a dropdown menu is open, displaying the user's name 'Onozaki Yuki' at the top, which is highlighted with a red box. Below the name are several menu items: 'Edit profile', 'Account settings', 'Settings', 'Test', 'Edit company', 'Q&A', and 'Logout'. The 'Test' and 'Edit company' items are grouped together and 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.

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

Complete your company's profile (2)

The screenshot shows an 'Edit profile' page with the following sections highlighted in red boxes:

- Company name:** A text input field with a character count of 4/100.
- Company detail:** A large text area with a character count of 0/2000. An arrow points from the instruction box to this field.
- Web Site:** A text input field with a character count of 0/100. An arrow points from the instruction box to this field.
- Image and video attachments:** A section with a '+ Add image or video' button. An arrow points from the instruction box to this button.
- File attachments:** A section with a '+ Add file' button. An arrow points from the instruction box to this button.
- Save Changes:** A blue button at the bottom of the page.

At the bottom of the page, there is a small disclaimer: "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 info)"

Please put your company detail including:

- Summary of Company Activity:
- Capital:
 - in local currency
 - equivalent USD
- Establishment (MM/YYYYY):
- 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.

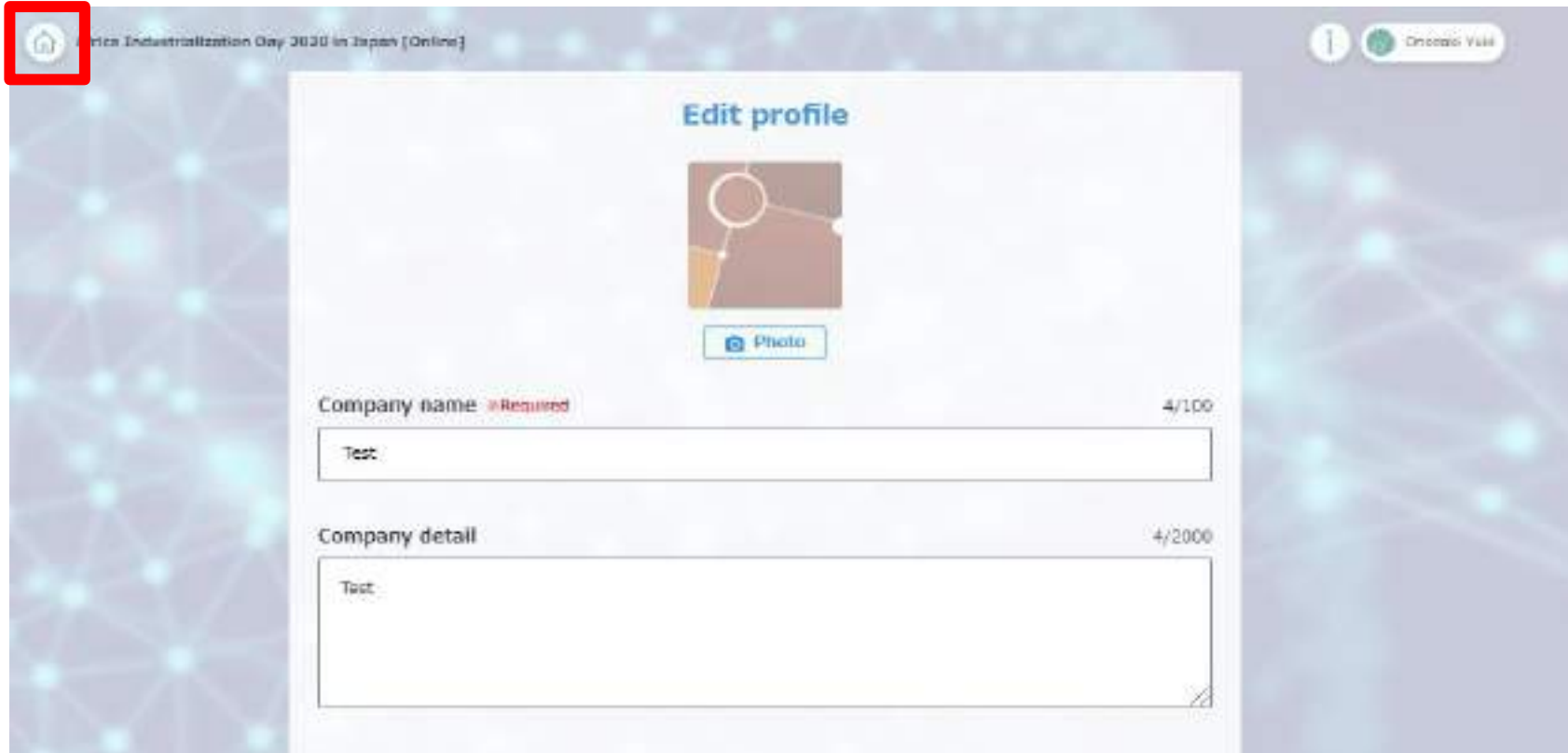
Please upload your promotion materials (e.g. company brochure, product brochure etc)

How to use the online platform "EventHub"

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.



The screenshot shows a web interface for editing a profile. At the top left, a home icon is highlighted with a red square. The page title is "Africa Industrialization Day 2020 in Japan [Online]". In the top right, there are an information icon and a "Onepage View" button. The main content area is titled "Edit profile" and features a profile picture placeholder with a "Photo" button below it. There are two text input fields: "Company name" (with a "Required" label and a "4/100" character count) and "Company detail" (with a "4/2000" character count). Both fields contain the text "Test". A large yellow arrow points from the right side of the form towards the right edge of the image.

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.

Africa Industrialization Day 2020 in Japan [Online]

People Companies **Schedule**

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

Availability

Select All

Time Slot	Availability
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"/>
5PM~ 17:00 - 17:50	<input checked="" type="checkbox"/>

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****

Africa Industrialization Day 2020 in Japan [Online]

People Companies **Schedule**

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

Availability

Time Slot	Availability
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"/>
5PM~ 17:00 - 17:50	<input checked="" type="checkbox"/>

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

How to use the online platform "EventHub"

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



Tags

Country

Algeria Brazil Ethiopia Ghana Japan Kenya
Madagascar Mozambique Rwanda Senegal South Africa Uganda Zambia

Sector

Agriculture, Forestry, Fishing, Mining, Construction
Manufacturing Electricity, Gas, Heat, Water supply and waste
Information and communication Transport and postal activities
Wholesale and retail trade Finance and insurance
Real estate and goods rental and leasing
Scientific research, professional and technical services
Accommodation, eating and drinking services
Living-innate and personal services and entertainment services
Education, health support Medical, health care and welfare
Services Other Private Sector Government/Non-profit Agencies
Other Public Organizations UN/IO/IMC (incl. Africa Advisor)

Number of employees

<=0 01-100 101-500 501-1,000 1,001+

Type of partnership you are interested in

Investment Joint Venture Export/Import
Joint Agent (Local Distributor) Technical Cooperation
Licensing Agreement Others

Your expectation

Business discussion at specific trade Information exchange
Networking Not interested in both sectors Organizer

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



Search participants/ companies (2)

Click the name to check the detail profile

Africa Industrialization Day 2020 in Japan [0]

People Companies Schedule

ALL Alliances Advertis Exhibs Favorites

Filters

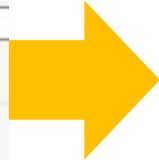
Keyword search

Search results (1/1)

Onozaki Yuki
United Nations Industrial Development Organization (UNIDO)
Investment and Technology Promotion (ITP)

Doi Rei
United Nations Industrial Development Organization (UNIDO)
Investment and Technology Promotion (ITP)

You can search participants by putting key words



United Nations Industrial Development Organization (UNIDO)
Investment and Technology Promotion (ITP) - Africa Region

Web Site
http://www.unido.org/

One-line Pitch
without

Country
Japan

Postal Code
100-0001

Address
8-20-10, Kojimachi, Chiyoda-ku, Tokyo, Japan

Sector
ITP (Investment and Technology Promotion)

Number of employees
301-500

Type of partnership you are interested in

You can check his/her company's detail

Send a meeting request

or simply send a message

	TUE (Tue)	WED (Wed)	THU (Thu)	FRI (Fri)
10:00-10:50				
11:00-11:50		MEET		
12:00-12:50				
13:00-13:50				
14:00-14:50				
15:00-15:50				
16:00-16:50				

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.

How to use the online platform "EventHub"

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.

Industrial Development Organization (INDO)
Technology Innovation Office (TIO), Tokyo Programme

SEARCH

SEARCH

Send a meeting request

Choose a date and time for your meeting

Or simply send a request

Time	Day	Time	Day	Time	Day
10:00	Fri	10:00	Tue	10:00	Tue
10:00		10:00 - 10:30			
10:00		11:00 - 11:30		<input type="button" value="REQUEST"/>	
12:00		12:00 - 12:30		<input type="button" value="REQUEST"/>	
1PM		12:00 - 12:30		<input type="button" value="REQUEST"/>	
2PM		14:00 - 14:30		<input type="button" value="REQUEST"/>	
3PM		15:00 - 15:30		<input type="button" value="REQUEST"/>	
4PM		16:00 - 16:30		<input type="button" value="REQUEST"/>	
5PM		17:00 - 17:30		<input type="button" value="REQUEST"/>	



Send a message

Onozaki Yuki
United Nations Industrial Development Organization (UNIDO)
Industrial and Technology Innovation Office (TIO), Tokyo Programme Assistant

Message

Insert your message here. Let the other know who you want to say to.



Sent a message

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

Onozaki Yuki
United Nations Industrial Development Organization (UNIDO)
Industrial and Technology Innovation Office (TIO), Tokyo Programme Assistant

Message text



You can communicate in the chat box.

From Organizer

Onozaki Yuki
United Nations Industrial Development Organization (UNIDO)

Message text

Type a message

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.

The process is shown in four steps:

- Step 1:** Profile page for 山田太郎 (Yamada Taro) at 株式会社EventHub. The "Send a meeting request" section shows a calendar grid. The 10:30 - 10:55 slot is highlighted with a red box.
- Step 2:** "Meeting request" form. The "Message" field is highlighted with a red box.
- Step 3:** "Inbox" view showing the request sent. The "Sent" status bar is highlighted with a red box.
- Step 4:** Detailed view of the sent request. The "Sent" status bar is highlighted with a red box.

Red arrows indicate the flow from the selected slot to the message form, then to the inbox, and finally to the request details. A red box at the bottom contains the instruction: **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.



Michele 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://bit.ly/2G81111](#)

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

Inbox From Organizer

Ihsan Rafdianto Test Meeting

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.

2019-11-06 10:42

You have a new request!

Meeting set!
Now decide where to meet
11/06 (Wed) 10:30 - 10:55

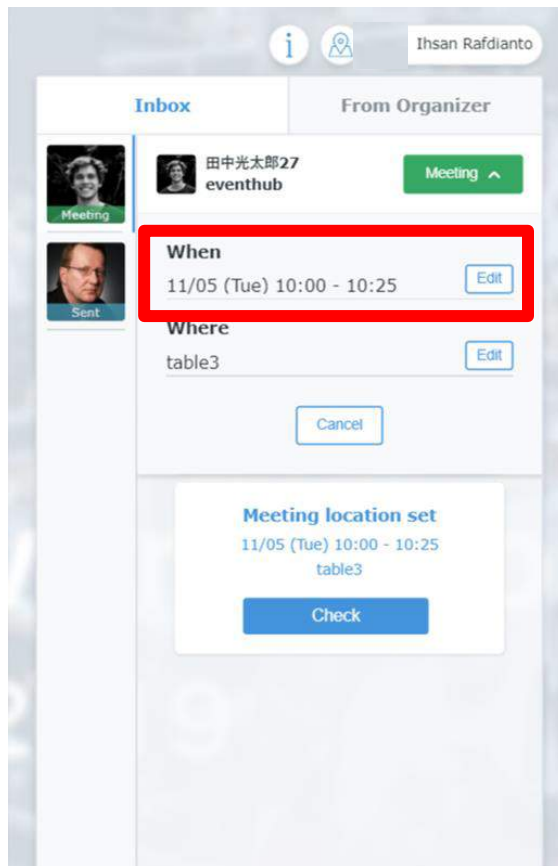
Edit

Please ignore this button. (This is for physical meetings)

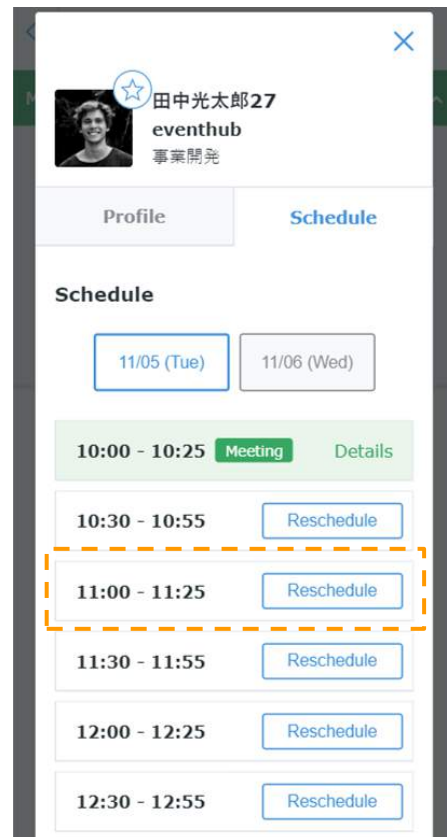
Rescheduling meetings

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”

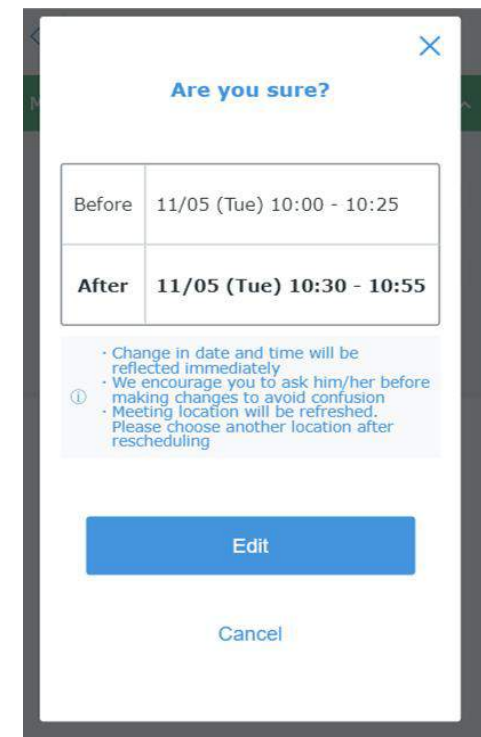


Please select an alternative time slot



【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.

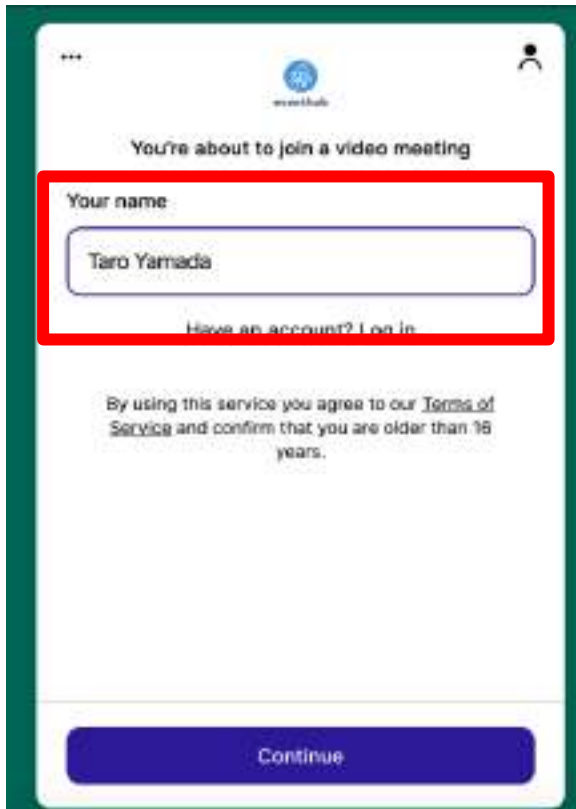
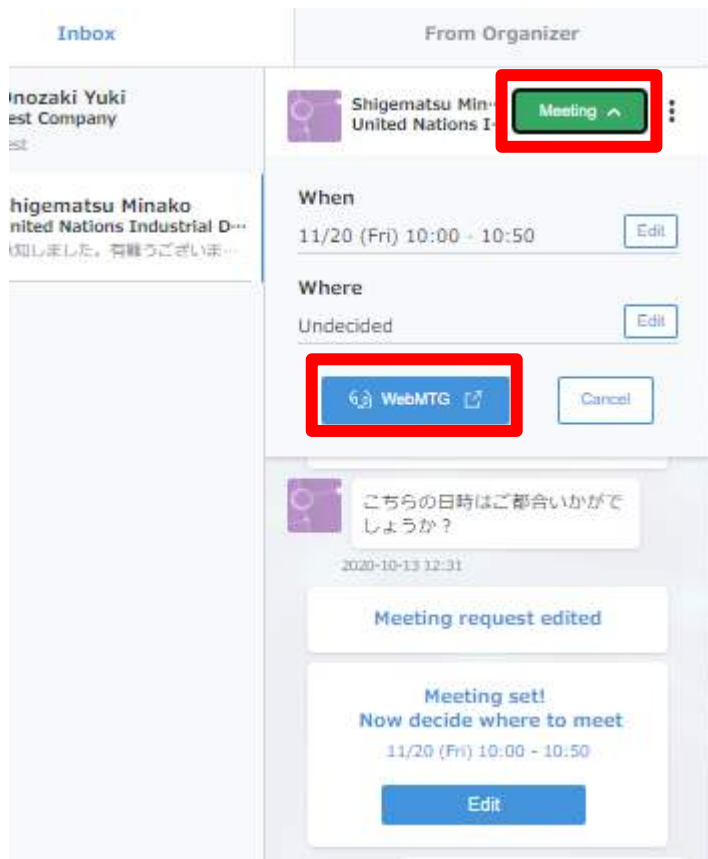


How to use the online platform "EventHub"

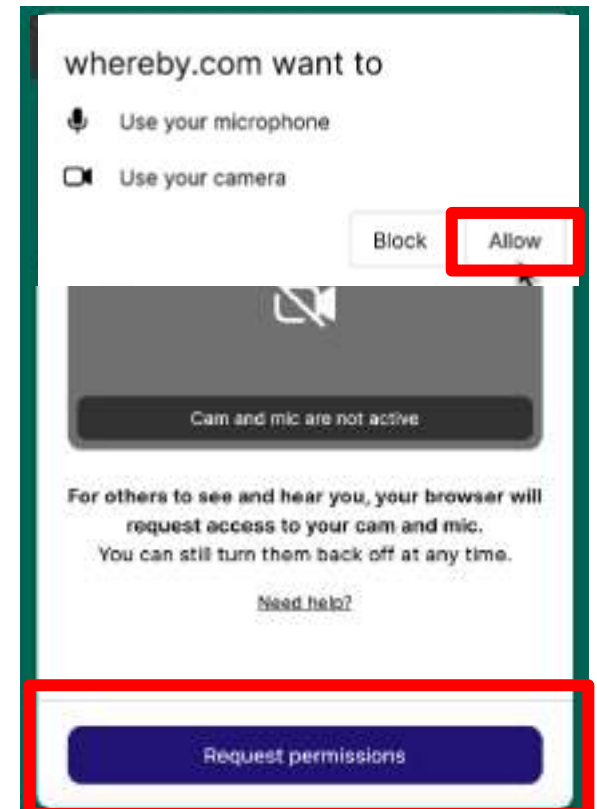
4. Start online meeting

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.



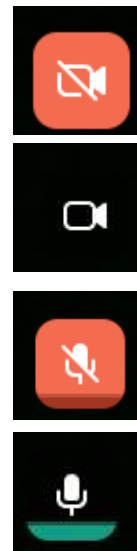
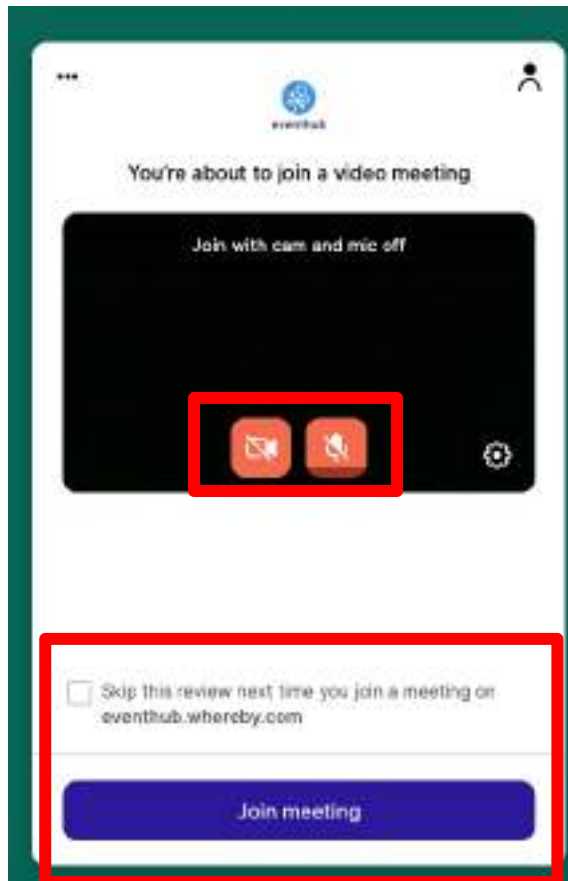
Please fill in your name



Make sure you allow
mic and camera to
access your browser

Web conferencing

Please check your video and mic statuses when logging in

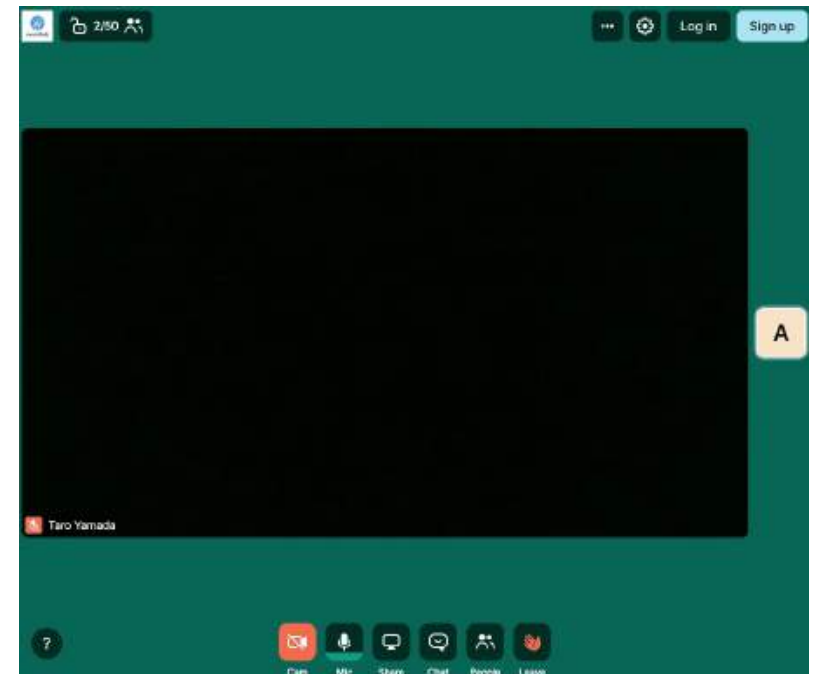


Camera on

Camera off

Mic on

Mic off



Web conferencing

The image shows a screenshot of a web conferencing application interface. The interface is primarily dark green with a central black video area. At the top left, there is a header with a logo and a '2/50' indicator. At the top right, there are buttons for 'Log in' and 'Sign up'. A red box highlights the top right area, containing the text: "You do not need to change settings". On the right side, there is a vertical toolbar with icons for 'Cam', 'Mic', 'Chat', 'Share', 'People', and 'Leave'. Each icon is accompanied by a text label. At the bottom left, there is a 'Taro Yamada' name tag. At the bottom center, there is a row of icons for 'Cam', 'Mic', 'Share', 'Chat', 'People', and 'Leave'. A red box highlights this row. A red line connects the 'Leave' icon in the bottom row to the 'Leave' icon in the right toolbar. At the bottom right, there is a note: "*There are no recording features".

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

How to use the online platform "EventHub"

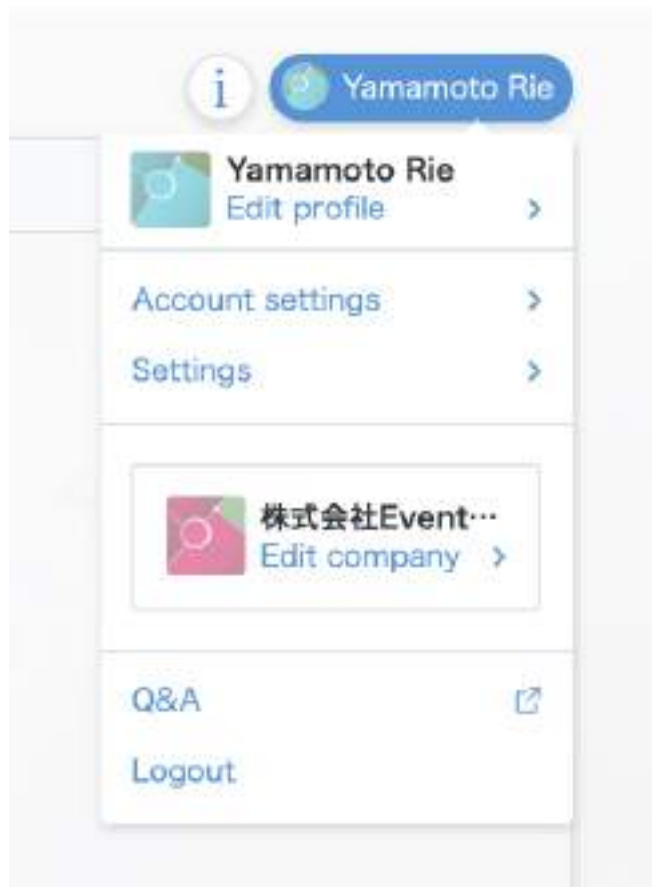
5. Change your account information/ Q&A

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>