

F&B Networking Hub

SELLER

User Guide



F&B
Networking Hub

by SIAL Middle East
E-Summit & Meetings

Table of Contents

Click on any subject and you will be directed to the page.

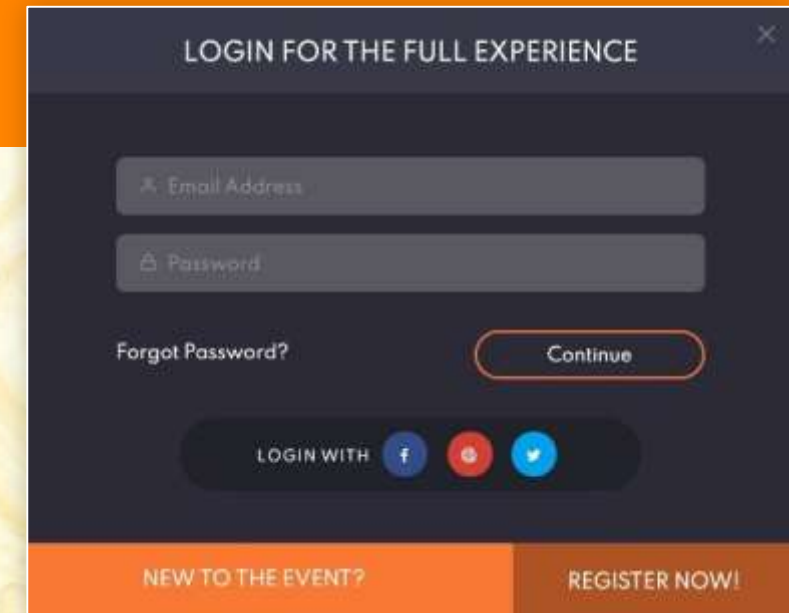
1. [Log-In](#)
1. [Main Dashboard](#)
2. [Seller Control Panel](#)
3. [Supplier Control Panel](#)
4. [Switch between the Dashboards](#)
2. [Build Virtual Profile](#)
1. [Adding Account/Company and Supply Info](#)
2. [Uploading Media and Branding](#)
3. [Adding Team Members](#)
4. [Profile Settings](#)
3. [My Products](#)
1. [My Uploaded Products](#)
2. [Add Products](#)
3. [Product Details](#)
4. [Leads](#)
1. [RFQ's](#)
2. [Product Enquiries](#)
5. [Networking](#)
1. [Connections](#)
2. [Meeting Request](#)
3. [Messaging](#)
4. [Video Meetings](#)
6. [Meetings and Schedule](#)
1. [My Meetings](#)
2. [Setting Meeting Availability](#)
3. [My Schedule](#)
7. [Go Live](#)
1. [Creating a Live Session](#)
2. [Adding Products/Forms/Media](#)
3. [Running a Live Session](#)
- 7.2 [Creating a Meeting Room](#)
8. [Your Online Status](#)
9. [Notifications](#)
1. [In-App notifications](#)
2. [EDM notifications](#)
10. [Matchmaking](#)

Seller Log-in

Accessing the F&B Networking Hub is easy. After registration you will receive your username and password via Email.



Step 2. Click the sign-in button.

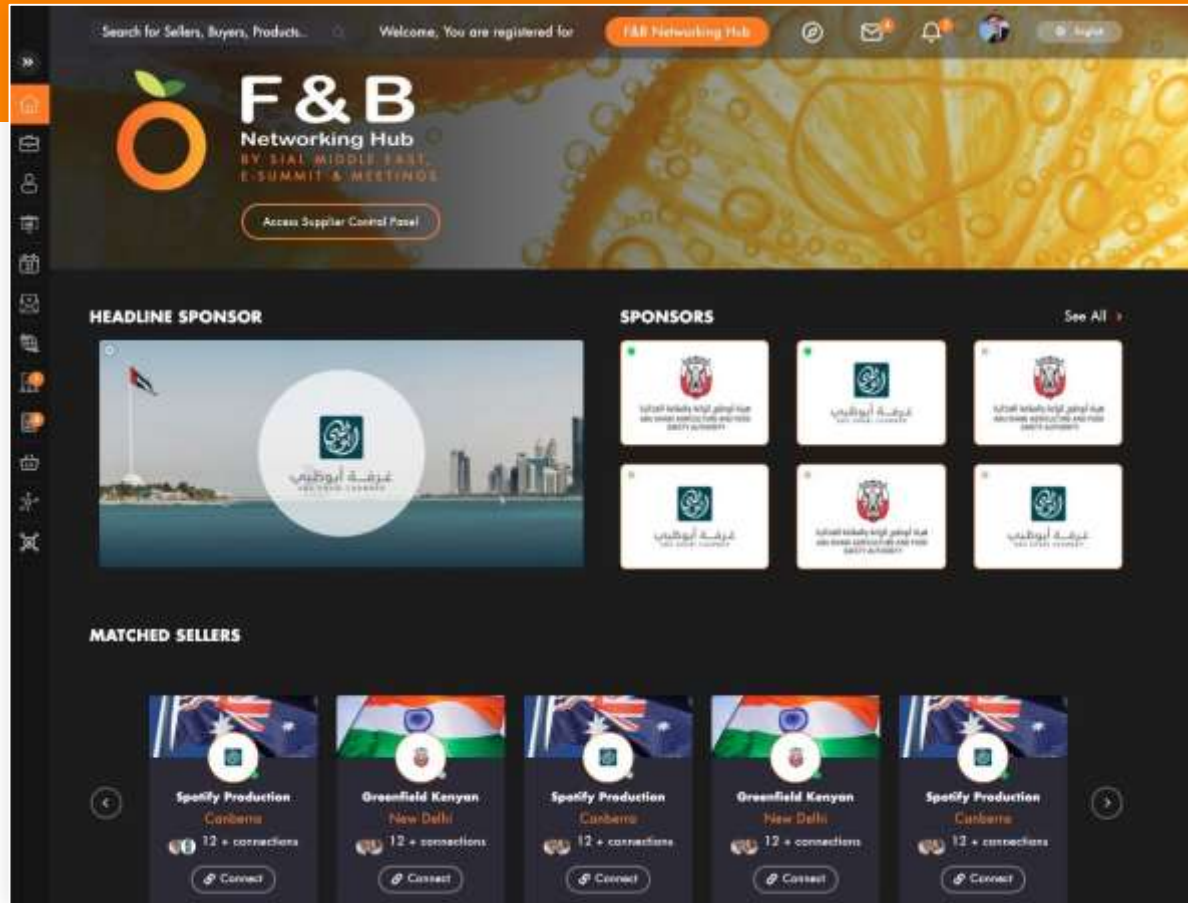


Step 3. Enter your log-in details and continue.

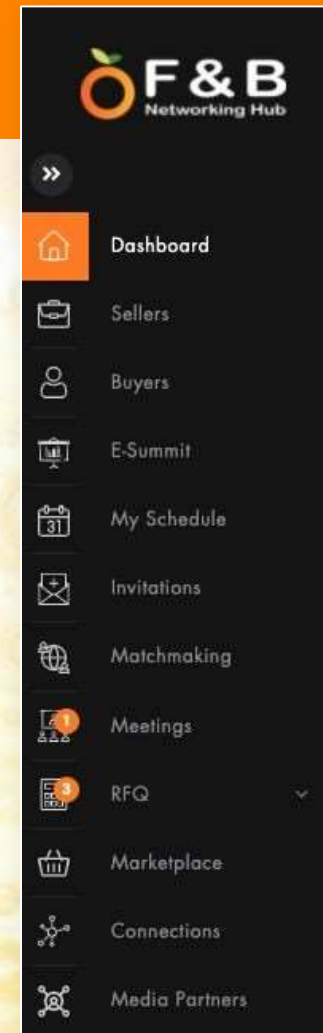
Step 1. Click on the log in URL to direct you to the Platform.

Event Dashboard

After logging in you will be situated in the event dashboard with all account features enabled. The 'Main Dashboard' shows all event content from an attendees point of view. The side menu will provide access to many of the networking functions.



Scroll down the Event Dashboard to view all the Event Content or Navigate using the Side Menu.



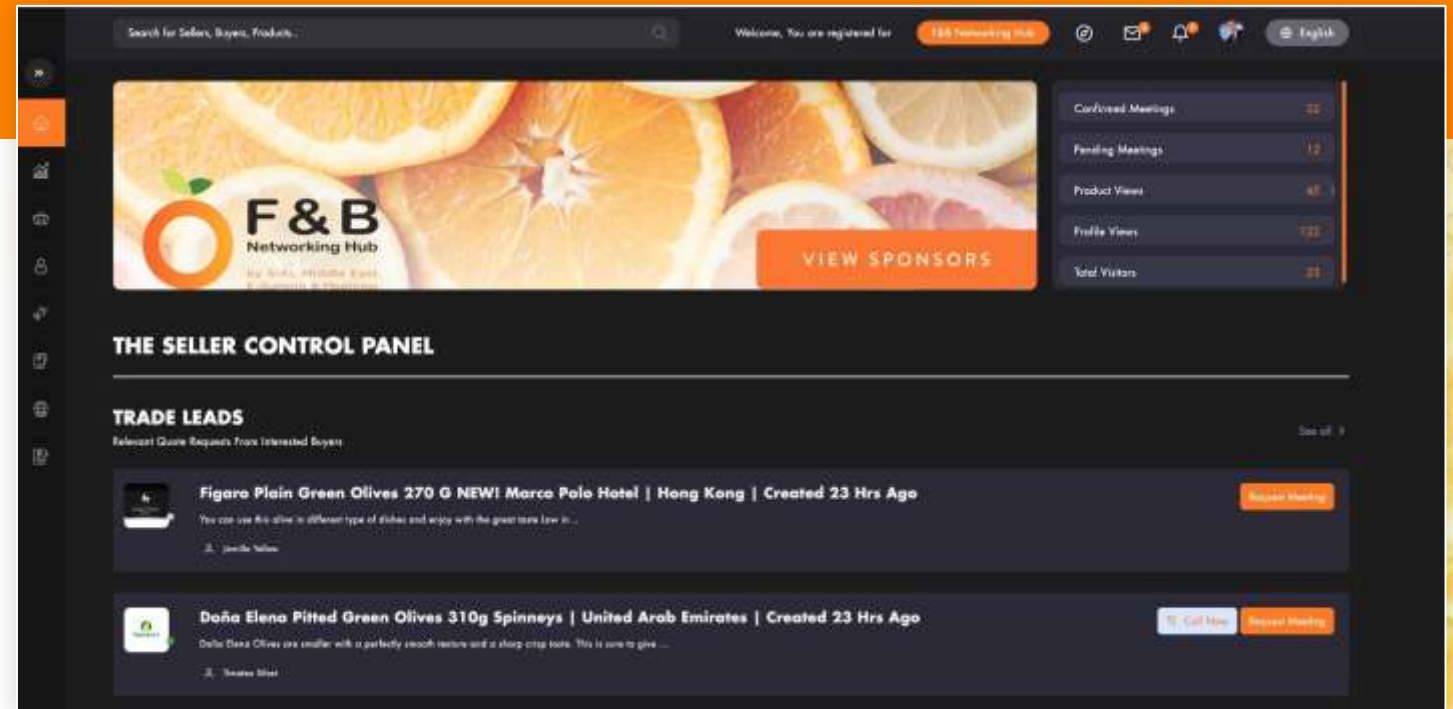
All Networking Features are available in the Side Menu of the Event Dashboard.

Supplier Control Panel

The Supplier Control Panel provides specific features for the seller. Such as Profile settings, Product uploads and access to Leads.



To access the supplier features. Click the 'Supplier Control Panel' button on the Main Dashboard.



You will now be in the Supplier Control Panel. The Side Menu has changed to show a list of specific features for the Seller.

Note* To switch back to the Event Dashboard. Simply click the Event Logo on the Side Menu.

Build your Virtual Profile

The Seller Profile is your virtual booth. This is where your buyers and attendees view and engage with your business and team. Be sure to have it well-branded and fully stocked with content.



To start building your profile. Click on the Profile Icon on the top right corner of the Dashboard, then select 'My Profile'



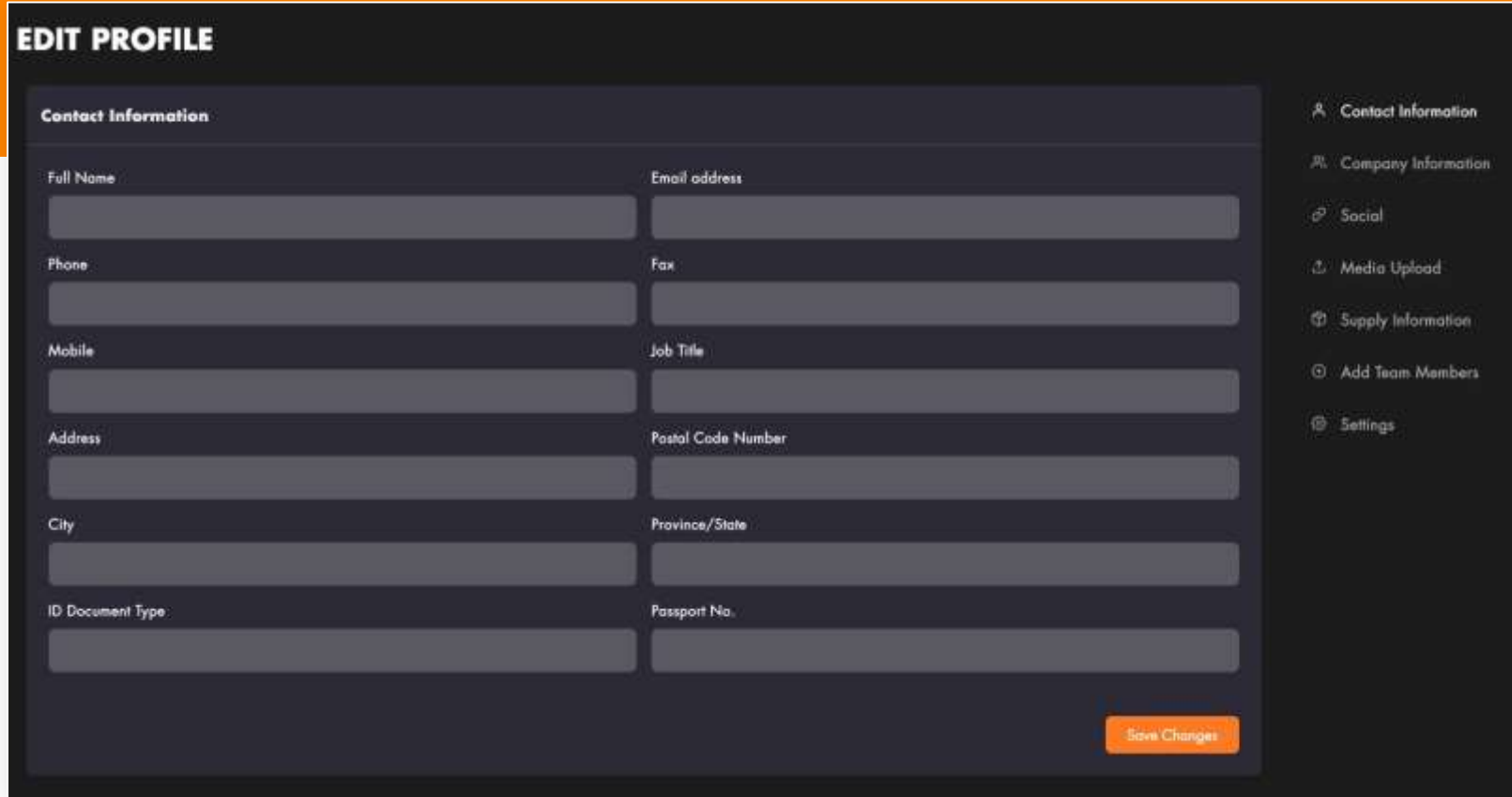
Once in 'Your Profile' page. Click the 'Edit Profile' Button. (On the right).

You can now start to add your seller information and content.

Buyers will see your content and be able to network and engage with you directly from your profile.

Adding Business Information

Start Building your profile by inputting information for each of the tabs under 'profile edit'



The screenshot shows a dark-themed 'EDIT PROFILE' interface. The main content area is titled 'Contact Information' and contains several input fields arranged in two columns. The fields are: Full Name, Email address, Phone, Fax, Mobile, Job Title, Address, Postal Code Number, City, Province/State, ID Document Type, and Passport No. Each field is represented by a dark gray rectangular input box. At the bottom right of the form is an orange button labeled 'Save Changes'. To the right of the form is a vertical sidebar with a list of tabs: Contact Information, Company Information, Social, Media Upload, Supply Information, Add Team Members, and Settings. The 'Contact Information' tab is currently selected and highlighted.

Contact Information	
Full Name	Email address
Phone	Fax
Mobile	Job Title
Address	Postal Code Number
City	Province/State
ID Document Type	Passport No.

Save Changes

- Contact Information
- Company Information
- Social
- Media Upload
- Supply Information
- Add Team Members
- Settings

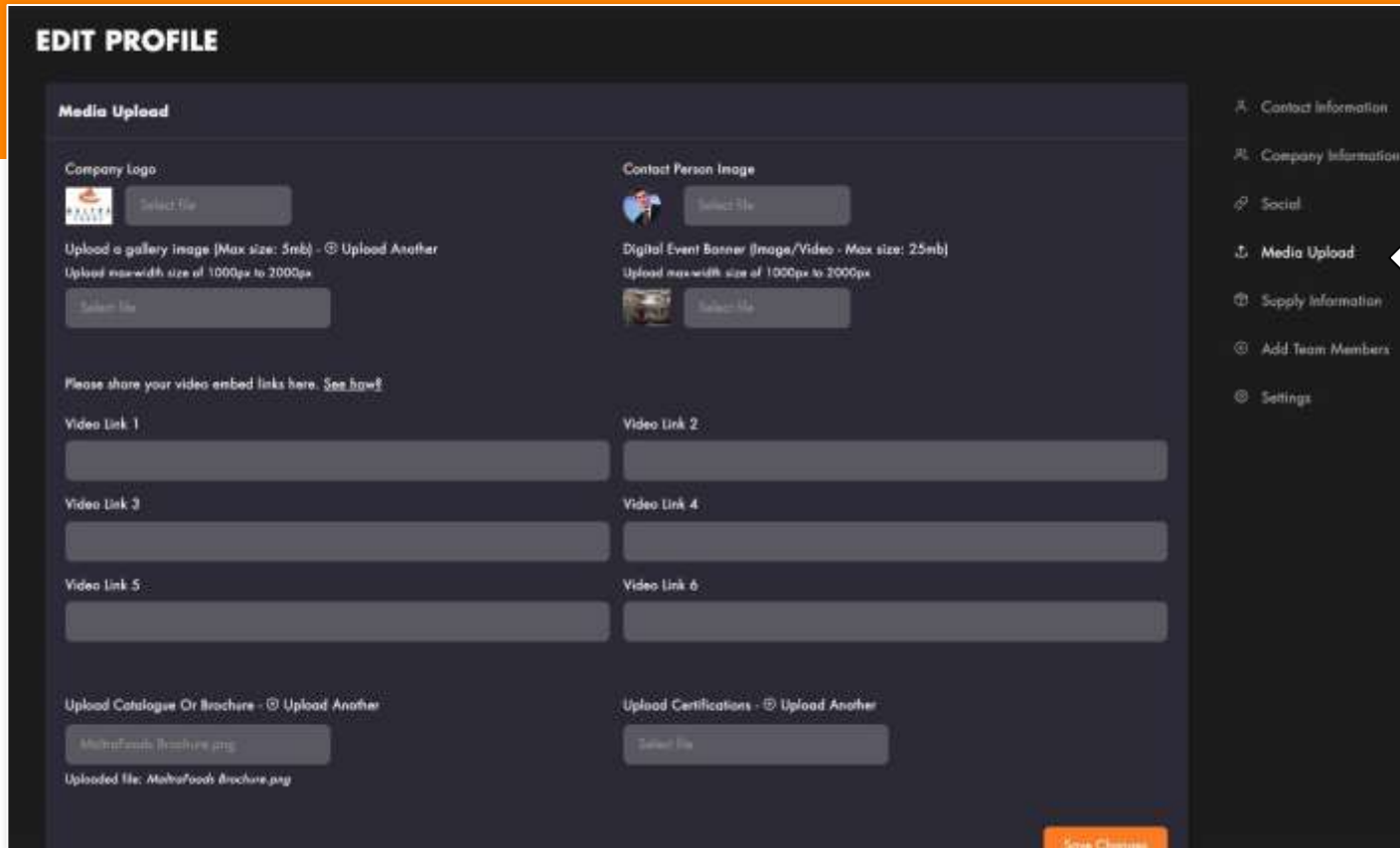


Go through each tab in the 'Edit Profile' Section to complete your profile. Some fields may already be populated based on your registration information.

Update or enter your account, company and supply information in the respective fields. It's important you enter as much information possible so the system can provide accurate buyer matches for you.

Upload Media and Branding

The platform provides multiple branding and content uploading options viewable by all attendees. Be sure to promote your business by including brand images, catalogues, videos and banners.



The 'Media Upload' tab in the Edit Profile section is where you can start uploading branding and content.

Company Logo: Appears on the Seller Cards and profile in the Hub.

Upload Specs: Height 600px x 600px Width, Max size 5mb

Contact Person Image: Image of the primary seller account holder.

Upload Specs: Height 650px X Width 650px

Image upload: Upload promotional or relevant business images that will appear on rotation within your profile.

Upload Specs: 5mb Max. Height 1000px X Width 2000px max.

Digital Event Banner Image/Video: Upload a branded image or share a video URL and it will be shown as the primary banner in your profile.

Upload Specs: 5mb Max. Height 1000px X Width 2000px max.

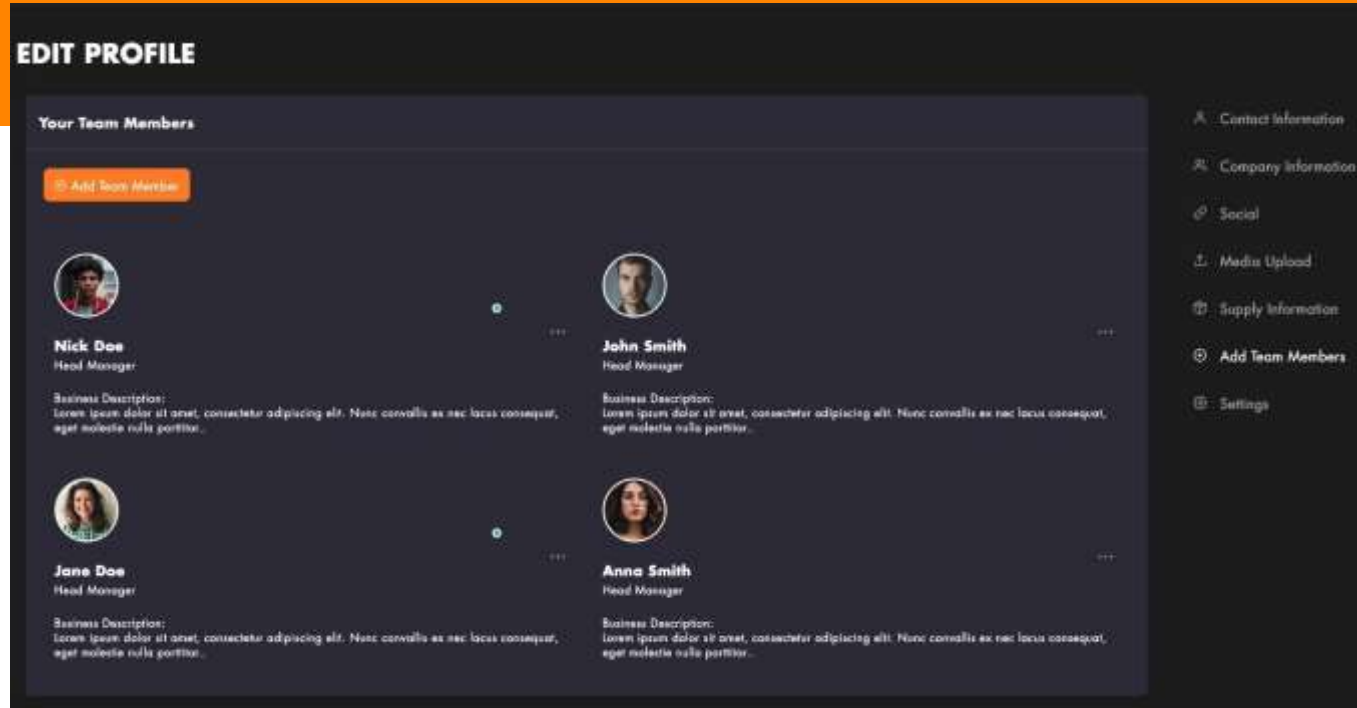
Upload Catalogue: Upload a variety of business or product catalogues/brochures for attendees to view.

Upload Specs: 15mb Max. (If you're PDFs too large, consider reducing it at <https://smallpdf.com/compress-pdf/>)

Video Link: Share a video link from your website or youtube to promote in your profile. Click the 'See How?' button to show a pop up of how to share a video link.

Adding Team Members

Add specialised Team Members to your account. They will receive unique log-in details connected to the Seller account and can participate in networking and meetings. All Team Members will be displayed in the Seller Profile.



The 'Add Team Member' tab in the Edit Profile section is where you can start Adding/Removing Team members.

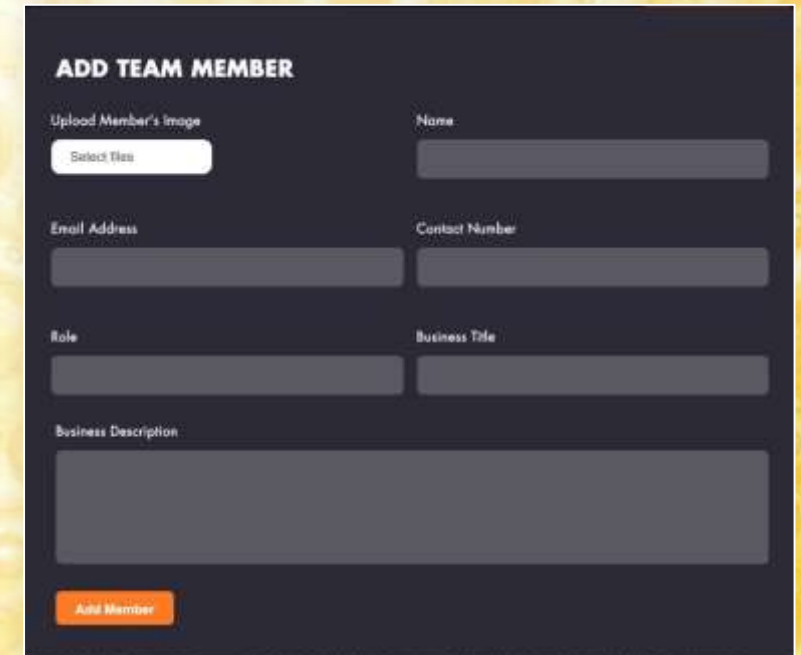
Step 1.



Click the 'Add Team Member' Button to register a new team member.

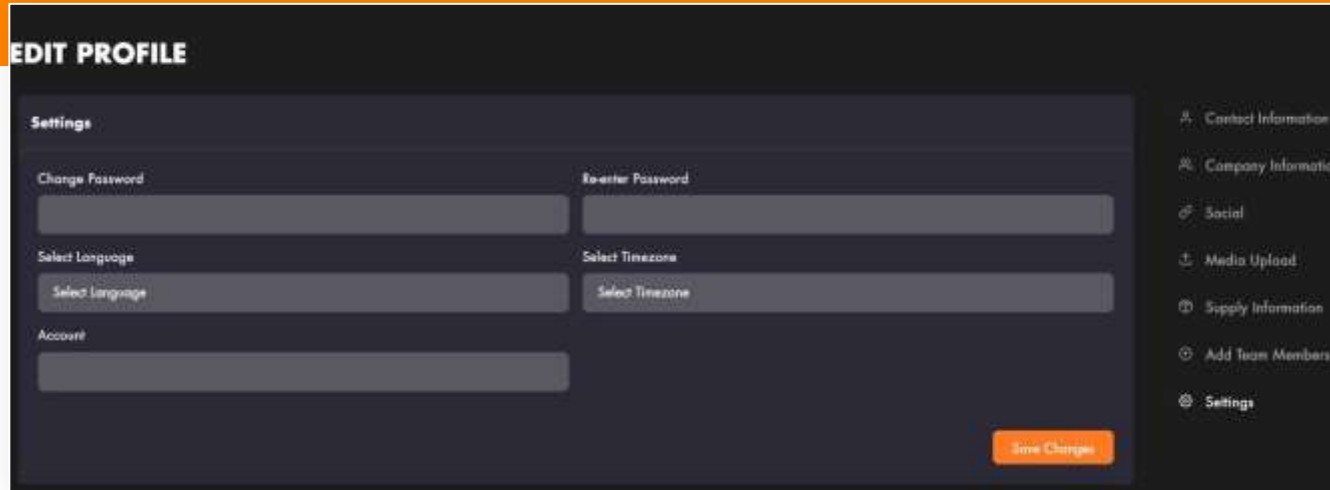
Step 2.

Complete the fields and submit with the 'Add Member'. Your designated Member will receive and Email within 24 hours.

A screenshot of the 'ADD TEAM MEMBER' form. It contains several input fields: 'Upload Member's Image' with a 'Select File' button, 'Name', 'Email Address', 'Contact Number', 'Role', 'Business Title', and a large 'Business Description' text area. An orange 'Add Member' button is at the bottom.

Profile Settings

Be sure to optimise your profile settings. Change Timezone, Password, Platform Language or Disable/Delete Account if required.



EDIT PROFILE

Settings

Change Password: [Text Field]

Re-enter Password: [Text Field]

Select Language: [Dropdown Menu]

Select Timezone: [Dropdown Menu]

Account: [Text Field]

Save Changes

Sidebar:

- Contact Information
- Company Information
- Social
- Media Upload
- Supply Information
- Add Team Members
- Settings**

The 'Settings' tab in the Edit Profile section is where you can start adjust profile settings.

Select Timezone: Choose your relevant timezone. All time related content (meetings/sessions) will show under the specified time zone.

Select Language: The Organiser will provide a list of available languages. You can choose from this list and the platform text will revert to the chosen language.

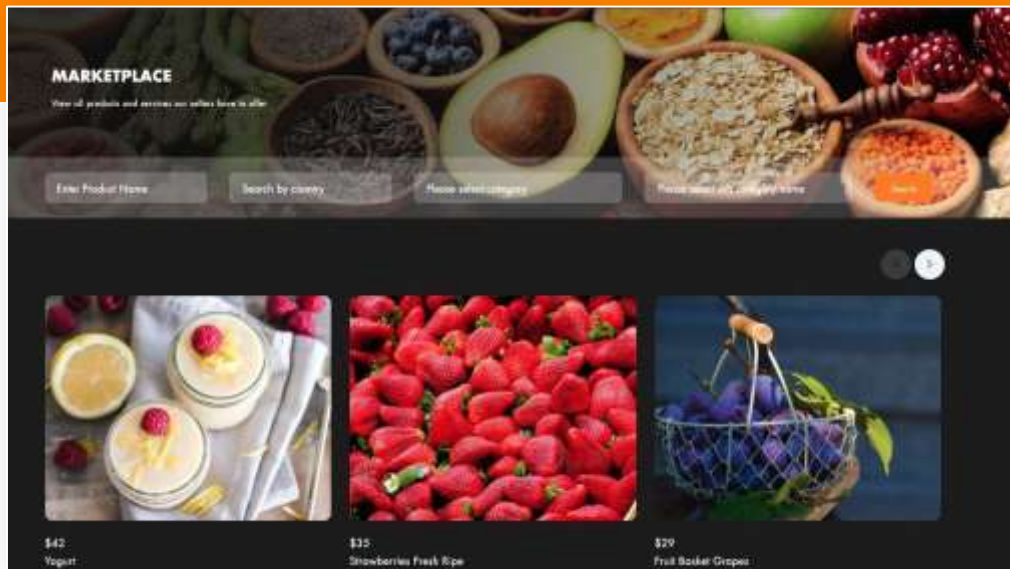
Account Status: The option to disable or delete your account.

Choosing Disable will remove your account from an active status and the inability to network.

Choosing Delete will remove your account from the system database. (Speak to Organiser before undertaking option).

My Products

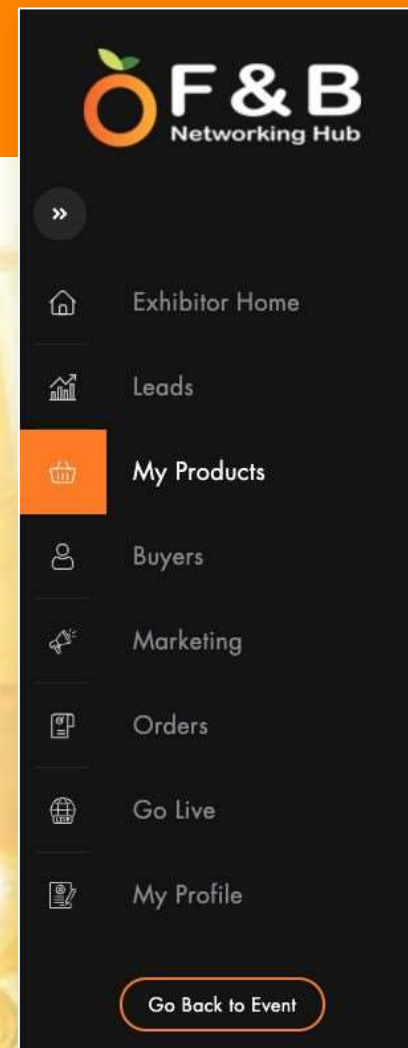
Add products you want to showcase to buyers and attendees. Include multiple images, product videos, specifications and more to let them know everything they need to know about your products. Buyers will be able enquire with you directly about your uploaded products.



To view 'My Products'. Goto the Supplier Control Panel

Access Supplier Control Panel

Click on the 'My Products' tab in the Side Menu



My Uploaded Products

This section you can view the status of all the products you have currently uploaded into the system. Remember, The Product section is under the 'Supplier Control Panel'

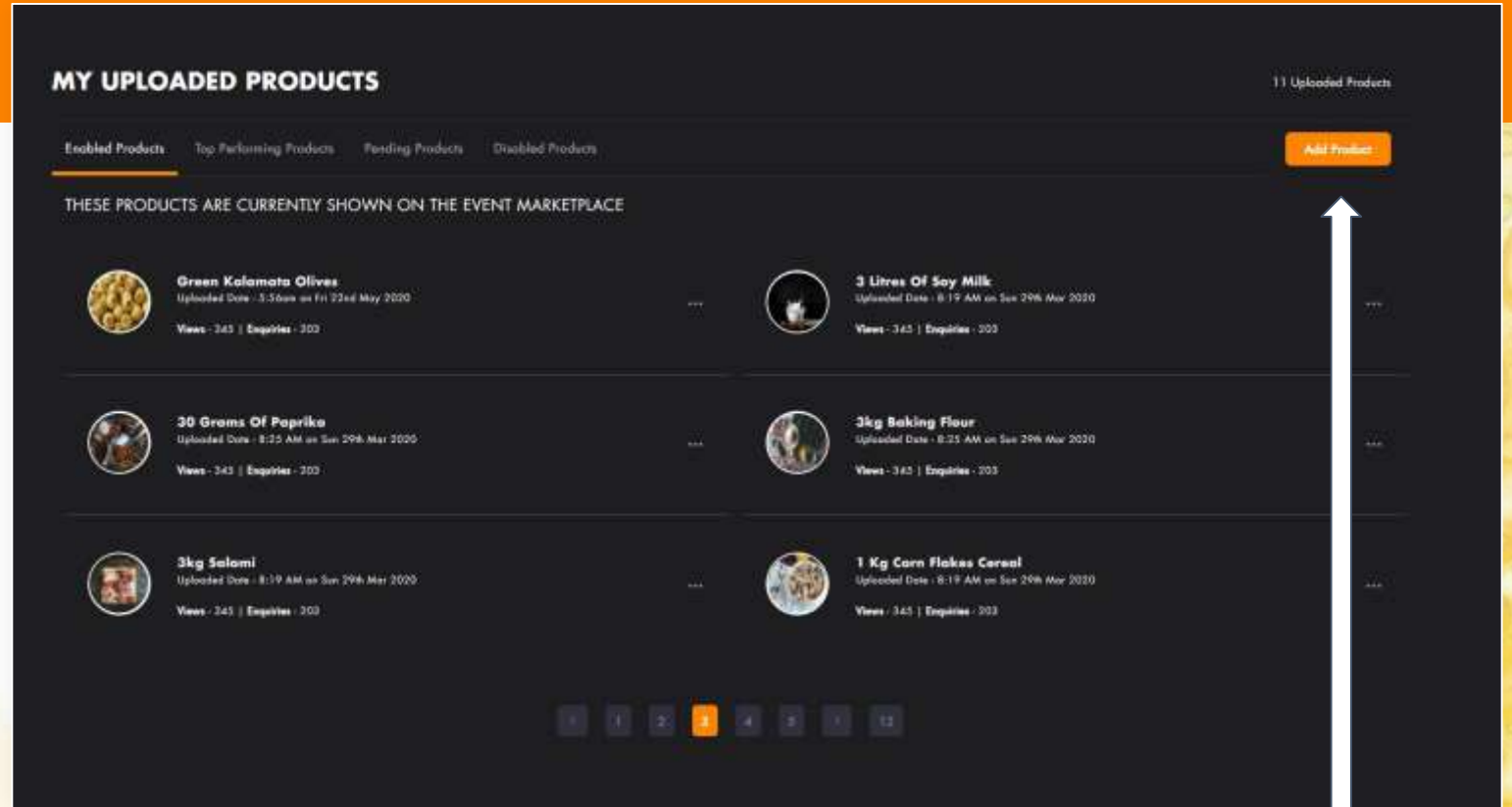
There are Four Tabs to view in this area.

Enabled Products: Lists active products being shown in the Marketplace and in your profile.

Top Performing Products: Lists your products that are receiving the most attention. (views, enquiries).

Pending Products: Lists the products that are currently pending approval from the organiser. Once the organiser approves, the product will be placed in the enabled section.

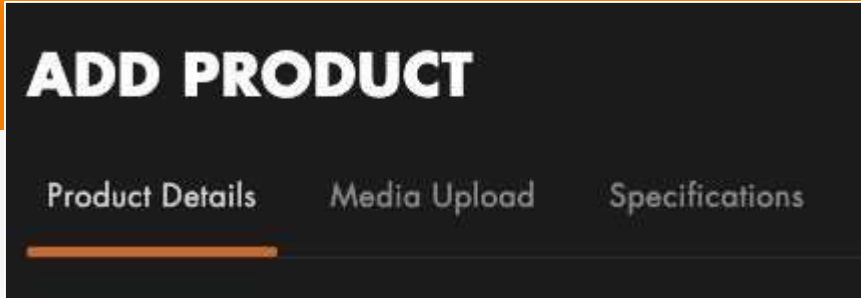
Disabled Products: Lists the products you have uploaded but have decided to 'disable' which will remove them from the marketplace and seller profile.



Add Product: Click the 'Add Product' to begin the product upload process.

Add Products

Adding Products is important in both completing your Digital Profile and receiving Product enquiries. You will find the option to add products in the 'Seller Control Panel' under the 'My Products' Tab in the Side Menu.



- Step 1. Go to 'Seller Control Panel'
- Step 2. Go to 'My products' in the Side Menu
- Step 3. Click the 'Add Products' Button

Media Upload

Product Image: *Upload multiple images per product. The images will display in order of upload sequence. 5mb size Max. Please use a square dimension for the image. i.e 1000w x1000h or 650w x 650h.*

Upload Catalogue: *Upload a specific brochure regarding the product. This will be available to view in the product profile page.*

Upload Certifications: *Upload any certification for the product.*

Add Product Video URL: *Input the URL for a video relevant to the product. I.e product launch or promotional video. This will be displayed in the product profile page.*

Product Details

Product Name: *Name of the Item you are adding.*

Product Highlight: *A short promotional description of the product.*

Long Description: *The full description of the product.*

Price: *The price or price range you wish to display.*

Quantity in Stock: *The quantity available for this product.*

Min Purchase Quantity: *The minimum order quantity a buyer needs to place.*

In-Stock: *Yes/No option to advise buyer if product is in stock.*

Select Category: *Select the relevant category for the product.*

Status: *Active/Inactive option for the product to determine if it will display immediately or held in the disabled product section.*

Specifications

There can be multiple fields shown under the specifications tab. Input only information that is relevant to your product and it will appear in the product profile page. All other fields that are empty will not be shown.

SUBMIT

Once submitting a product for upload, it may require an approval by the organiser before the upload is enabled. You can view all pending product approvals in the 'My uploaded products' section under the 'pending products' tab.

Leads


The leads section is where an seller receives and views relevant RFQ's or Product Enquiries from potential buyers. It is accessible in the Supplier Control Panel under the 'Leads' tab.

Step 1. Go to 'Seller Control Panel'

Step 2. Go to 'Leads' in the Side Menu

LEADS


[New Leads](#)[Viewed Leads](#)[Product Enquiries](#)




Figaro Plain Green Olives 270 G

Marco Polo Hotel | Hong Kong | Created 23 Hrs Ago

You can use this olive in different type of dishes and enjoy with the great taste Low in ..

 Jamilla Yellow


[Request Meeting](#)[Dismiss](#)



Doña Elena Pitted Green Olives 310g

Spinneys | United Arab Emirates | Created 23 Hrs Ago

Doña Elena Olives are smaller with a perfectly smooth texture and a sharp crisp taste. This is sure to give ...

 Timoteo Silver

[Call Now](#)[Request Meeting](#)[Dismiss](#)

There are two types of leads. Request for Quotations and Product Enquiries.

RFQ's (Request for Quotation)

Request for Quotations are submitted by potential buyers periodically during the event. Sellers will automatically receive any RFQ that is related to their specific category. These RFQ's will be placed under the 'New Leads' tab in the Leads section.

The image displays a three-part interface for handling Request for Quotation (RFQ) requests.

- REQUEST FOR QUOTATION REQUEST DETAILS:** This section lists the specifics of the RFQ:
 - Product Name:** Figoro Plain Green Olives 270 g
 - Product Description:** You can use this olive in different type of dishes and enjoy with the great taste Low in cholesterol Low in fat Good for health
 - Certified Product:** Yes
 - Target Order Quantity:** 500
 - Enquiry Type:** Small Quantity
 - Attachment:** An image of a jar of Figoro Plain Green Olives.
 - Categories:** ORGANIC PRODUCTS
- BUYER DETAILS:** This section provides information about the buyer:
 - Company:** Marco Polo Hotel
 - Contact:** Jamilla Yellow - Head of Business Operations | Hong Kong
 - Description:** Marco Polo Hotels embody the ethos to explore, discover and experience a destination creating unique guest experiences ... See More
 - Actions:** Buttons for 'Call' and 'Respond'.
- Chat Window:** A messaging interface with Stella Johnson (Online) dated 28 June, 2019. It shows an 'ENQUIRY: RFQ' card with the product details from the first section. Below the card is a message from the system: "Thank you for your interest in our products/services. In response to your enquiry, please find the worksheet for requested details. I hope this information addresses your needs. If you require further clarifications, please do not hesitate to contact us at anytime. We look forward to hear from you soon." The chat window also includes a typing indicator and a message input field.

A white arrow points from the 'Respond' button in the Buyer Details section to the chat window, indicating the workflow for responding to an RFQ.

Simply click on a 'New Lead' to view the RFQ.

If you want to respond to the RFQ. Click the 'Respond' button. This will prompt the messaging system and showcase the RFQ in the chat window with the buyer that submitted the RFQ. You can now discuss potential business in detail and perhaps make a meeting/video call.

Product Enquiries

Product enquiries are submitted by buyers directly from the product page either from the marketplace or from the sellers profile. sellers will receive the enquiries in the Leads section under the 'product enquiries' tab.

PRODUCT ENQUIRIES

REQUEST DETAILS

Product Name	Bashayer Tomato Paste
Product Description	You can use this olive in different type of dishes and enjoy with the great taste Low in cholesterol Low in fat Good for health
Certified Product	Yes
Target Order Quantity	500
Enquiry Type	Small Quantity
Attachment	
Categories	ORGANIC PRODUCTS

BUYER DETAILS

Holiday Inn Abu Dhabi
Lovely Black - Head Managers | Abu Dhabi

...
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur iaculis consequat massa, quis vehicula nulla rutrum ut. Nam sagittis leo at turpis cursus, non pulvinar arcu molestie. Nunc id pellentesque metus. Sed ut augue in enim consequat congue ut sed lectus. Sed eget ligula a nisi placerat porttitor nec eu arcu. Donec vel leo quis ipsum tempor consectetur. See More

[Call](#) [Respond](#)

Chat Window:

Stella Johnson
Online

28 June, 2018

ENQUIRY: RFQ

Marco Polo Hotel
Figaro Plain Green Olives 270 g

Certified Product: Yes
Order Quantity: 3kg
Item Location: Africa
Delivery Terms: FOB
Enquiry Type: Super Market

Yesterday

Thank you for your interest in our products/services. In response to your enquiry, please find the worksheet for requested details. I hope this information addresses your needs. If you require further clarifications, please do not hesitate to contact us at anytime.

We look forward to hear from you soon.

Typing...


Simply click on 'Product Enquiries' tab in the Leads page.

To respond to a product enquiry. Click the 'Respond' button. This will prompt the messaging system and showcase the enquiry in the chat window with the buyer. You can now discuss potential business in detail and perhaps make a meeting/video call.

Networking


There are many Networking features provided for sellers and Buyers. You will find options to connect and engage in various ways through the platform.

CONNECT WITH EVENT BUYERS




MARK SMITH
Chile | HR Manager

Connect




ANNA SAGE
Denmark | HR Manager

Connect



JAMES WOOD
France | HR Manager


Connect




TOMAS SAWYER
Greece | HR Manager

Connect


ALL VISITORS




Spinneys
Timoteo Silver
VIP




Al Maya Mart
Atiqah Violet
Hosted Buyer




Holiday Inn Abu Dhabi
Lovely Black
Hosted Buyer




Emirates Grand
Aka Orange
VIP



Visit Profile



Send message



Request Meeting



Alex Dolgove
Online



28 June, 2018



How likely are you to recommend our company to your friends and family?



Hey there, we're just writing to let you know 👍



Ok, Understood! 🙄

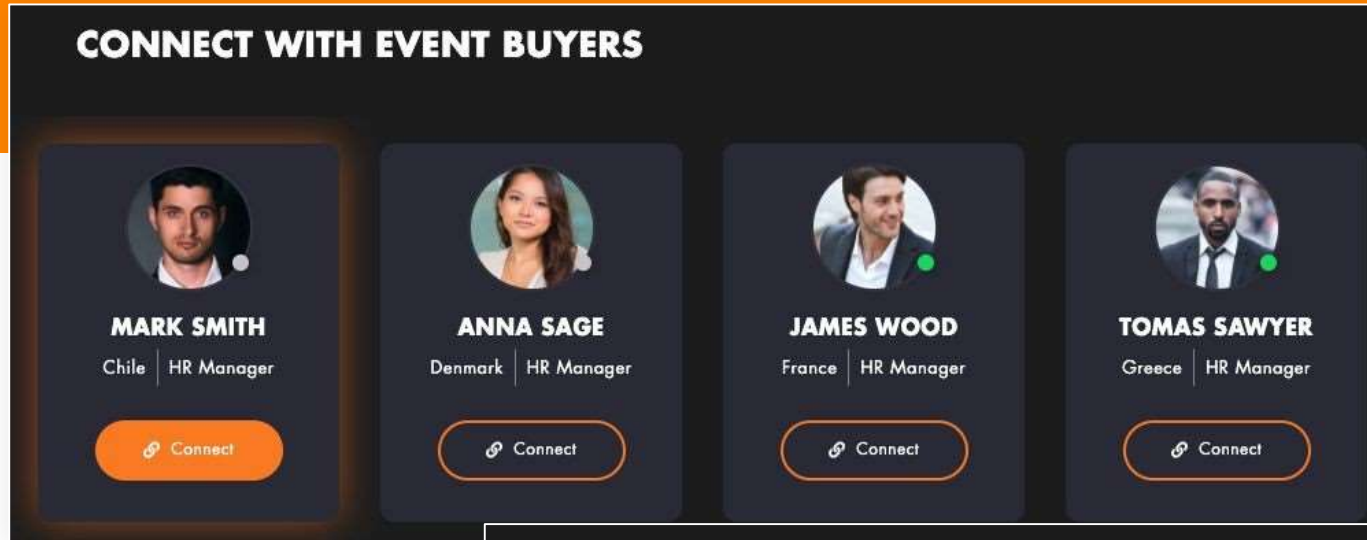


Your Message



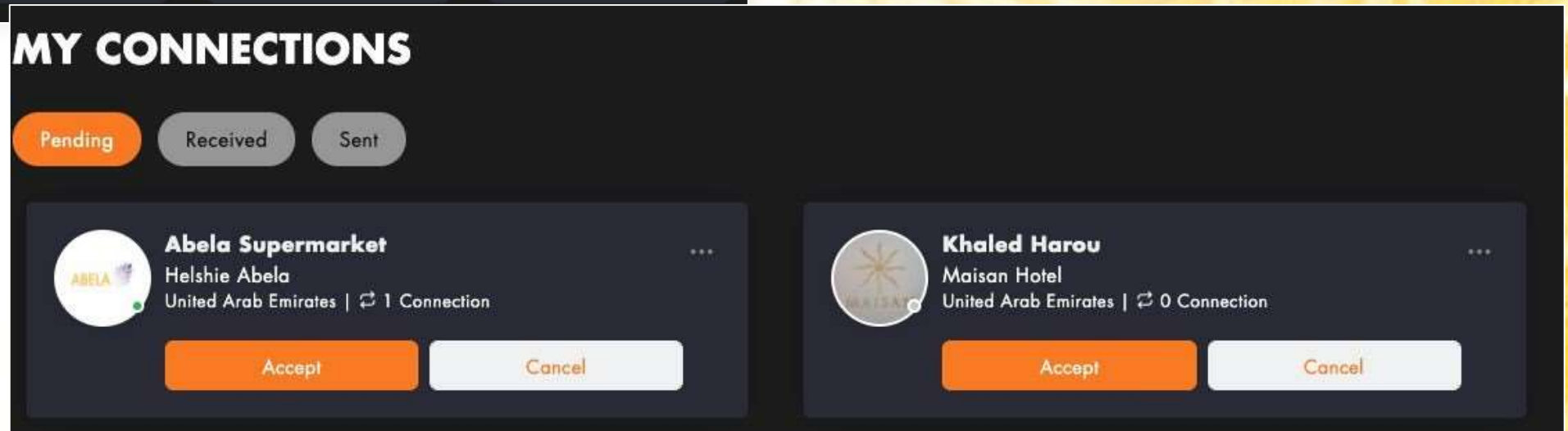
Connections

The 'Connection' Feature is important. All attendees must first accept a connection request before networking features are provided, such as messaging, create meetings or a video call.



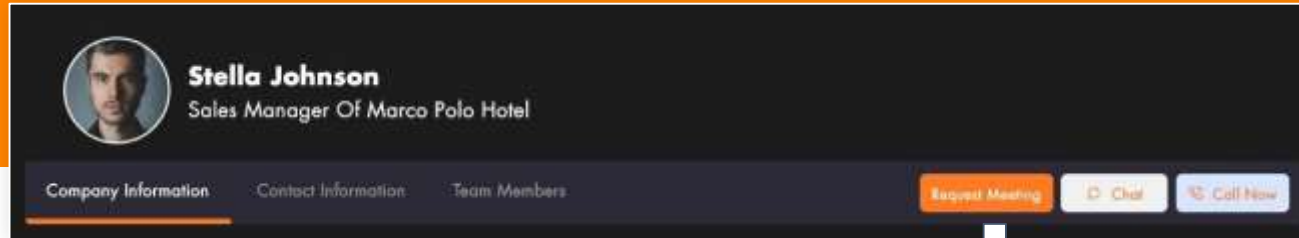
Sending and receiving connection requests is simple. On the attendee card or profile, the option to connect will appear. Once you click 'Connect' the attendee will receive a notification of your request and will approve or reject your request.

sellers will also receive connection requests. Go to 'Connections' in the Event dashboard side menu to view all pending and accepted connections.



Meeting Request

Building your Meeting schedule is a key component for an effective and successful Event. Be sure to connect and request as many meetings with Buyers to populate your meeting schedule.



Once a connection is accepted. You can request a meeting with the attendee. Select 'Request Meeting' and you will be directed to the Meeting request screen.

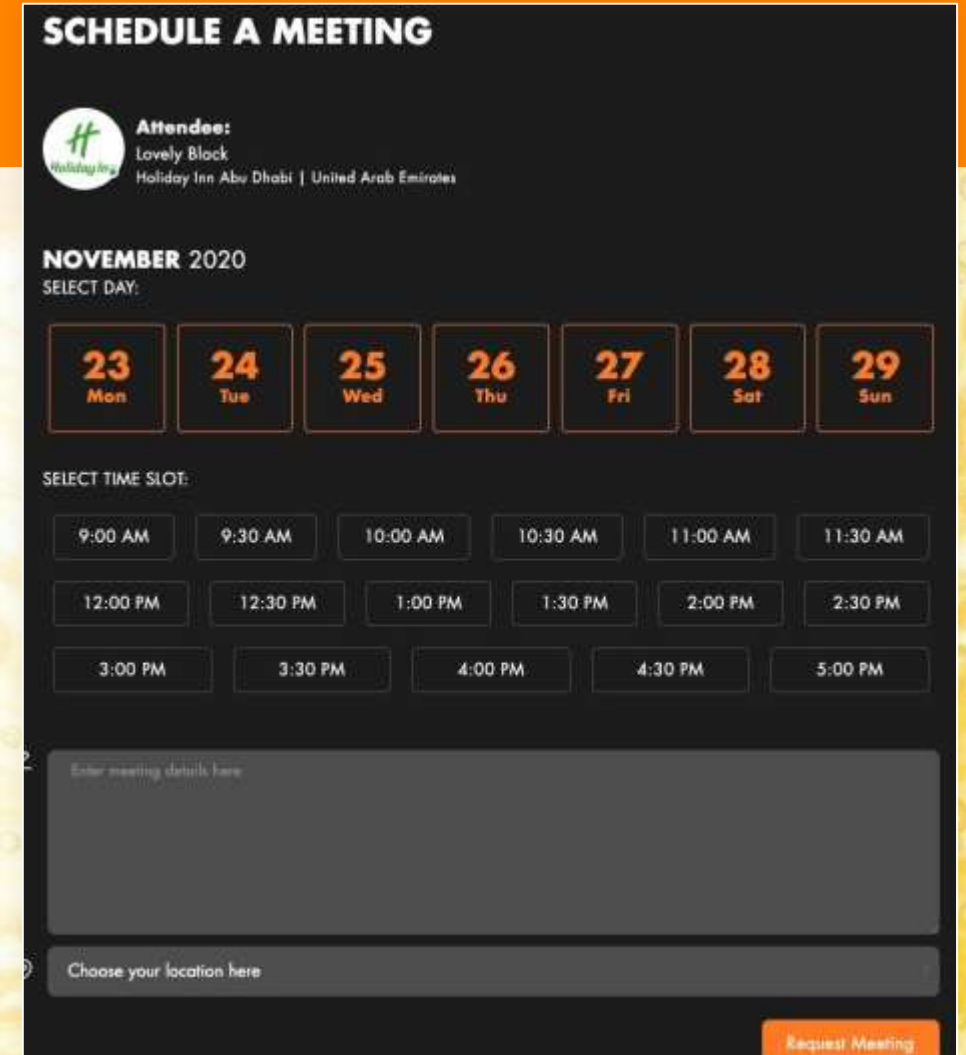
Select the Day and Time slot you would like for the meeting. The system will only show time slots that both attendees have available.

Enter the Meeting Details, a brief explanation of what will be discussed.

Choose your Meeting Location. (As this is a digital event. All meetings will be done Virtually in a Video Meeting).

When you submit the meeting request. The meeting attendee will receive an email notification and be prompted to respond.

You can view all current and pending meetings, in the 'Meetings' area in the Event Menu.



SCHEDULE A MEETING

Attendee:
Lovely Black
Holiday Inn Abu Dhabi | United Arab Emirates

NOVEMBER 2020
SELECT DAY:

23 Mon	24 Tue	25 Wed	26 Thu	27 Fri	28 Sat	29 Sun
-----------	-----------	-----------	-----------	-----------	-----------	-----------

SELECT TIME SLOT:

9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM
12:00 PM	12:30 PM	1:00 PM	1:30 PM	2:00 PM	2:30 PM
3:00 PM	3:30 PM	4:00 PM	4:30 PM	5:00 PM	

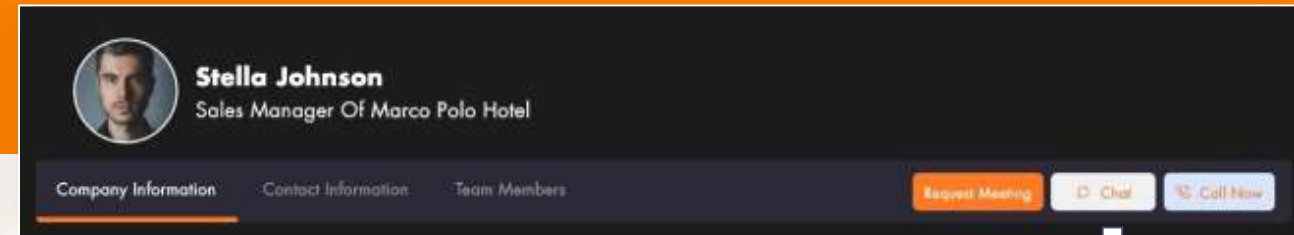
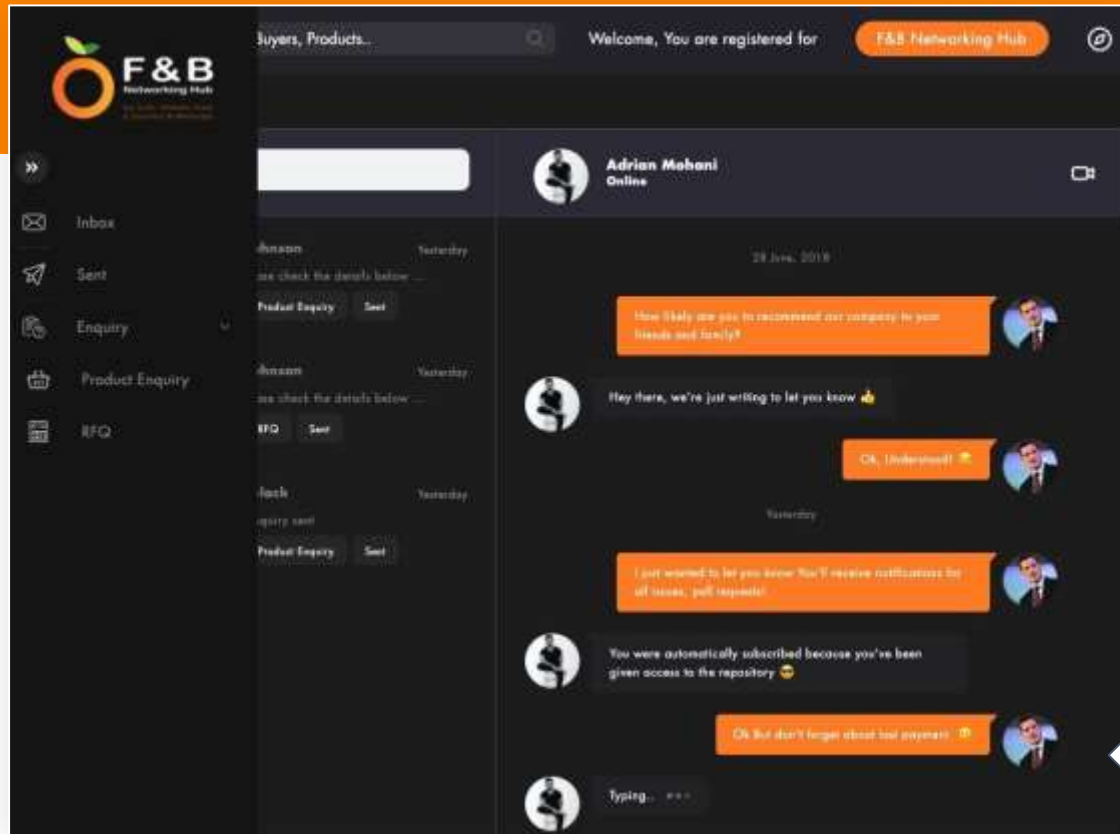
Enter meeting details here

Choose your location here

Request Meeting

Messaging

The Networking Hub provides a centralised Instant Messaging system. This is where all your responses to RFQ and Product enquiries are handled as well as general networking conversations.



Click the 'Message Icon' on the top and select the 'See all Message'. It will direct you to the full message screen where you can view all messages.



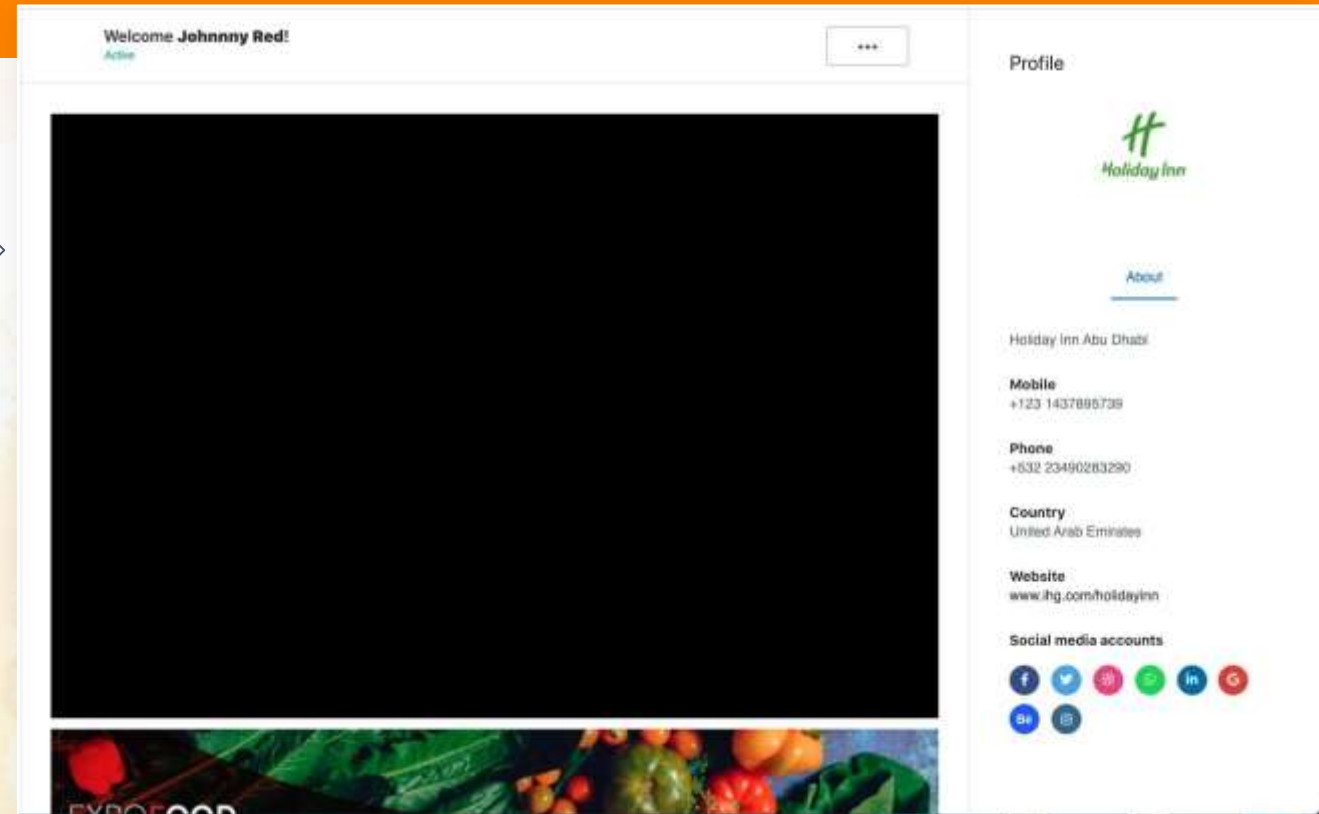
In the 'Messaging Full screen' the Menu changes into the Inbox, Sent and Enquiry chat. To switch back to the Event Dashboard, just click on the F&B icon at the top of the menu.

Video Meetings (1 to 1)

The primary meeting method in a virtual event is a Video Meeting. Once a Meeting is scheduled, simply click the 'Call Now' button at the right time and the system will prompt a Video Call between you and the Buyer. *Note, For 1 to Many Meeting Rooms, see the 'Go Live' function.



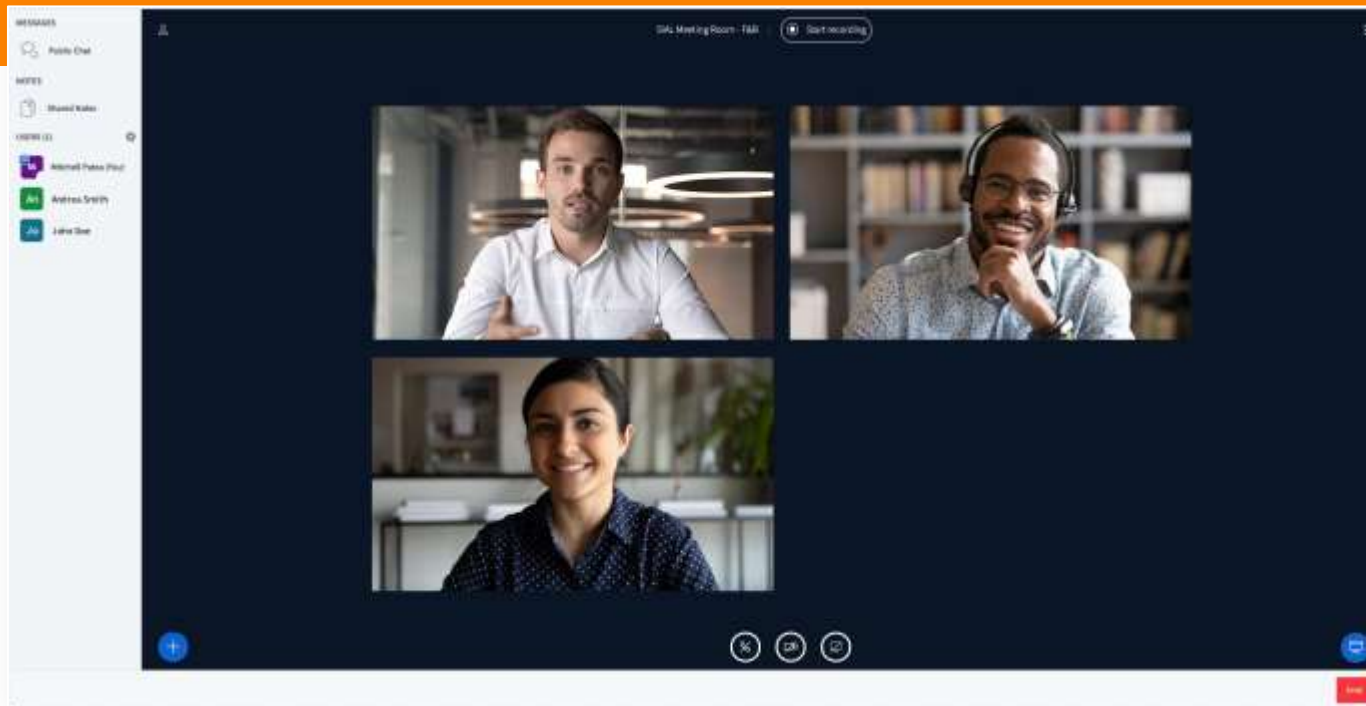
From the Meeting page. Click the 'Call Now' button to Initiate the Video Meeting. (Alternatively, the Buyer may call you first and you will receive the Video call).



The Video Call Screen will show a variety of information. You can make further calls to your Buyer list direct from here if required.

Meetings and Event Schedule

Creating and receiving multiple meetings requires a proper Meeting Planner. sellers can view their Meetings' status (Pending and upcoming) in the Meetings page located in the Event Dashboard Menu. You can also view your Day Planner which includes all your meetings and sessions.

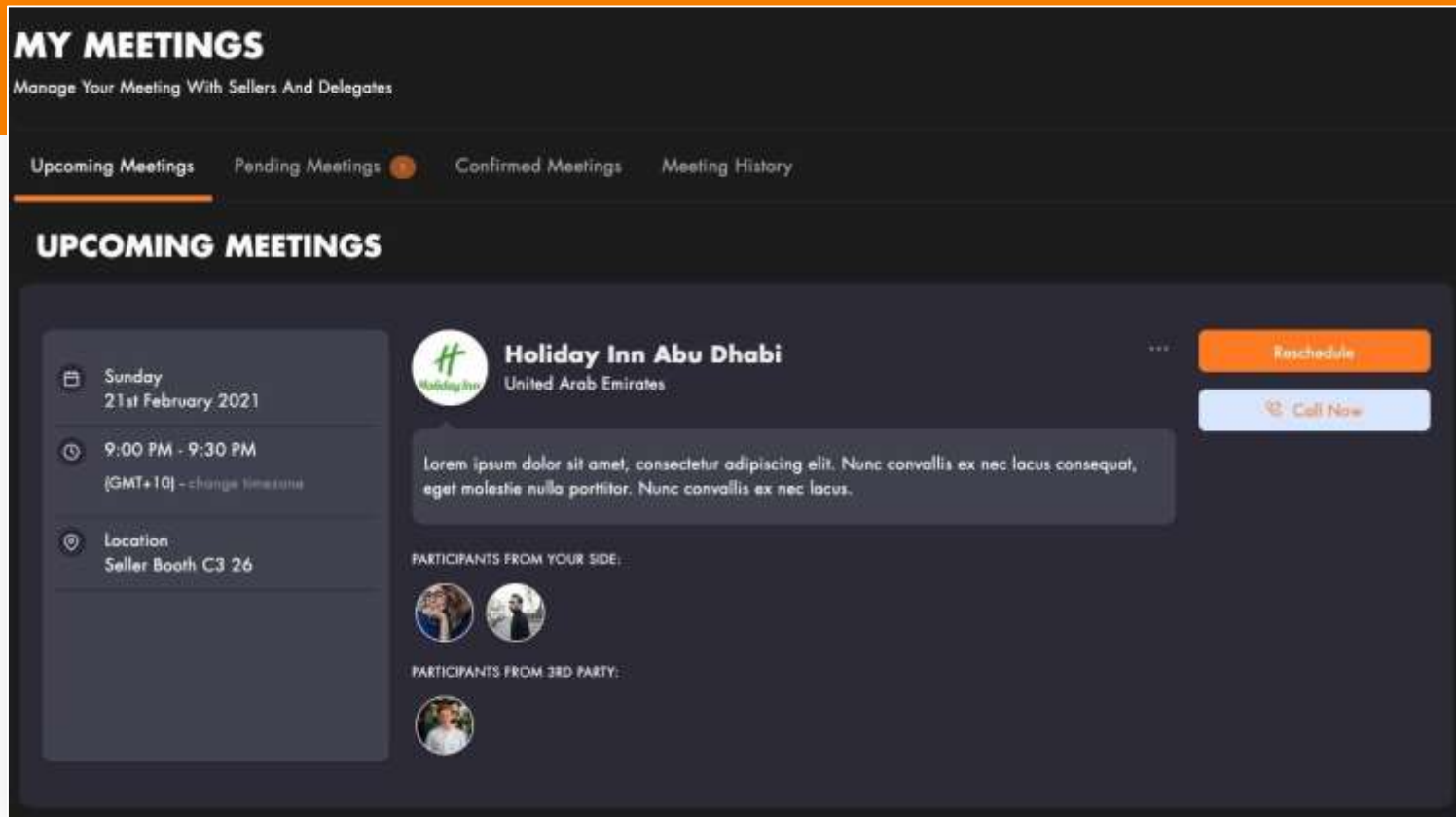


Be sure to build your meeting schedule with as many buyers as possible. You can initiate 1-1 Meetings from the Meeting Page or create a Meeting Room if you have the 'Go Live' feature.



My Meetings

'My Meetings' can be found in the Event Dashboard Side Menu. This where you can accept all pending meetings as well as view all upcoming and confirmed meetings. Typically, this is also where you would initiate a Meeting by 'calling' the Buyer.



Upcoming Meetings: Lists the most recent Meetings currently scheduled.

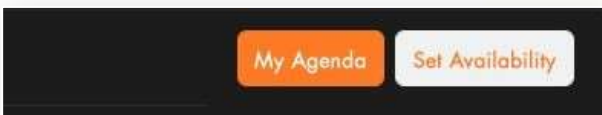
Pending Meetings: Lists all all outstanding meetings that have yet to be accepted. Be sure to accept meeting requests from Buyers here.

Confirmed Meetings: Lists all confirmed Meetings that have yet to take place.

Meeting History: Lists all previous meetings you have undertaken.

RESCHEDULE: In case you can't attend a scheduled meeting. Be sure to suggest a rescheduled time. Click 'Reschedule' for this.

CALL NOW: Click this Button to Start the Meeting. It will call the attendee and prompt a video call screen.



To View your Meetings in a Schedule. Click on 'My Agenda'.

To select your Meeting Availability Time slots. Click on 'Set Availability'

Set Meeting Availability

You may not be available for meetings during the entire networking period. It is best to pre-select your available time slots so all Buyers will be sure to request meetings at relevant times.

The image shows a two-part interface. The top part is a dark-themed header for 'MY MEETINGS' with the subtitle 'Manage Your Meeting With Sellers And Delegates'. It contains four tabs: 'Upcoming Meetings', 'Pending Meetings' (which has a red circle with the number '1' and is underlined), 'Confirmed Meetings', and 'Meeting History'. On the right side of this header are two buttons: 'My Agenda' and 'Set Availability'. An arrow points from the 'Set Availability' button to the bottom part of the image.

The bottom part is the 'EVENT DAY PREFERENCE' screen, titled 'Select Your Available Meeting Time Slots'. It features a calendar grid for the week of November 11-17, 2019. The columns are labeled MON, TUE, WED, THU, FRI, SAT, and SUN. The rows represent time slots from 9:00 AM to 5:00 PM in one-hour increments. In the Tuesday column (12 NOV 2019), the 10:00 AM slot is highlighted in orange. At the bottom center of the grid is a 'Submit' button. In the top right corner of this screen are two buttons: 'Select Date' and 'Back To Meetings'.

	MON 11 NOV 2019	TUE 12 NOV 2019	WED 13 NOV 2019	THU 14 NOV 2019	FRI 15 NOV 2019	SAT 16 NOV 2019	SUN 17 NOV 2019
9:00 AM							
10:00 AM		10:00 AM					
11:00 AM							
12:00 AM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							

In 'My Meetings' Click the 'Set Availability' button. This will direct you to the Event Day Preference screen where you can select the time slots you will be available. All Meeting Requests will now only show the time slots that you have selected as available.

My Schedule

Your Event Schedule is automatically populated with Meetings and Sessions. You will find your Schedule in the Event Dashboard Menu under 'My Schedule'.

EVENT DAY PLANNER

Nov 23, Mon

Nov 24, Tue

Nov 25, Wed


Nov 26, Thur

Nov 27, Fri


Nov 28, Sat

Nov 29, Sun

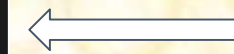
11:30 AM	Session: Opening keynotes: Rethinking food	Registered
VIEW MORE		+
12:00 PM	Session: Startups presentations	Registered
VIEW MORE		+
13:00 PM	Meeting: Christopher white from Al-Khair Exports	Pending
VIEW MORE		+
14:00 PM	Meeting: Jamilla Yellow from Marco Polo Hotel	Confirmed
VIEW MORE		-



Meeting: Jamilla Yellow
from Marco Polo Hotel
Time: 14:00 PM - 14:30 PM

 **Meeting List**

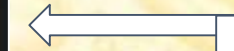
Hear 13 startups present their concepts about food innovation and advancing the food technology across the value chain to 5 esteemed experts. The most enticing ideas to be rewarded with a pool prize of AED 50,000!



Select the event day to view the daily schedule.



E-Summit Sessions you have registered for will automatically appear in your Schedule.



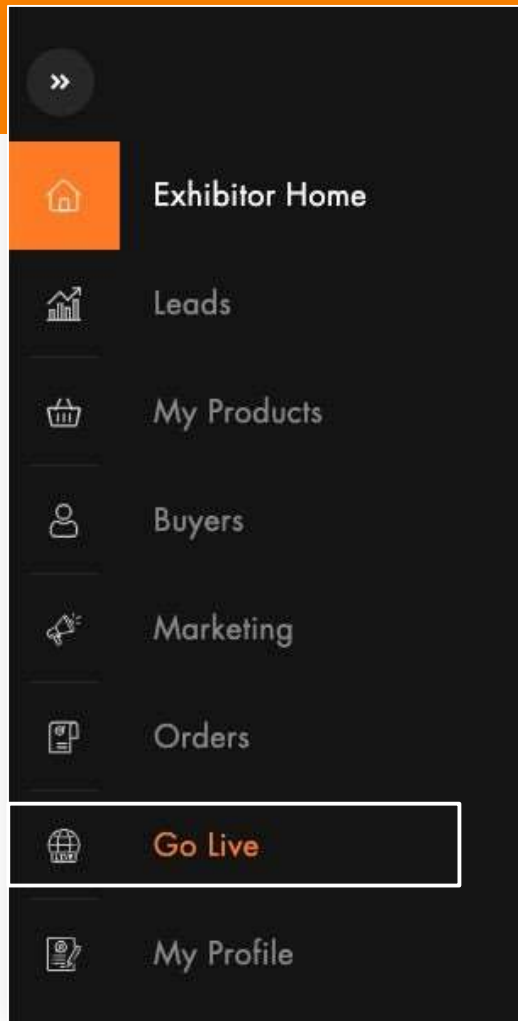
Meetings, including those still Pending will automatically appear in your schedule. You can expand the Itenary to view more details.



You can accept meetings or make calls directly from the schedule if required.

Go Live

If your seller package allows it, you can Stream Live Product Sessions and Create larger Meeting Rooms using the Go Live feature.



To access 'Go Live'. Go to the Supplier Control Panel.

In the Side Menu, select the 'Go Live' option.

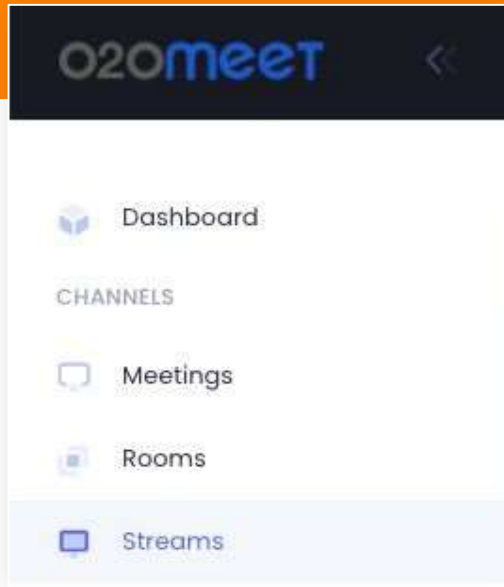


Creating a Live Session

sellers can create Live Sessions (or record them) and promote products directly to an audience of Buyers. The Session has many features for Buyers to interact and generate leads for sellers. Your live session will be connected and promoted in your seller Profile.

After selecting the 'Go Live' option in the Menu you will be directed to the 'O2OMeet' app.

Select 'Streams' in the Side Menu.



Click the 'Create New' to start creating your live session.

A screenshot of the 'Create new stream' form. It has a title 'Create new stream' at the top. Below it, the 'Stream details' section includes: 'Stream name' (a text input field), 'Description' (a larger text area), 'Scheduled for' (a date/time picker), and 'Timezone' (a dropdown menu currently showing 'Australia/Melbourne').

Complete all the relevant fields for your stream. This information will show in the session landing page.



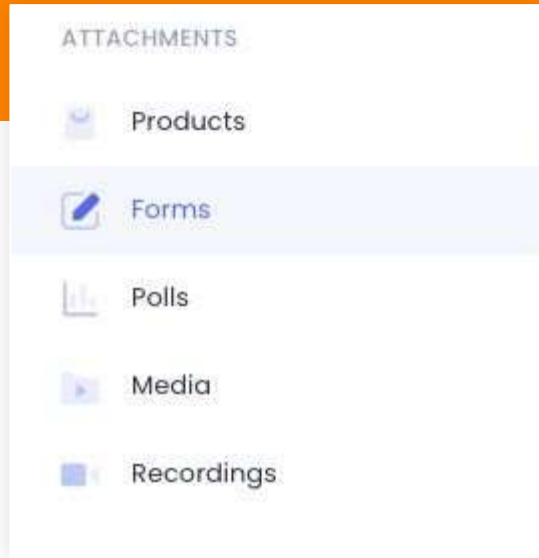
Once the Live Session is created. It will display as a countdown in your seller profile.

A screenshot of the 'Sharing' section. It features a text input field containing the URL 'https://app.o2omeet.com/streams/yPGgDQmoA2'. Below the field, the text 'Stream link' is displayed.

You can also share the link to anyone you wish to watch your session.

Adding Products, Forms, Polls and Videos to Live Sessions

Once you have created a Live Session, you can now start attaching Products, Forms, Polls and Videos so they can be displayed during the live session.



In the 'O2OMeet' Side Menu. You will see a list of attachments you can add.

A screenshot of the 'Create new product' form. It contains several input fields: 'Product name' (a text box), 'Vendor' (a text box), 'Description' (a text box), 'Product image' (a square area with a placeholder image and a pencil icon for editing), 'Product URL' (a text box), and 'Cost (USD)' (a text box). The form is titled 'Create new product' at the top.

Select the type of attachment you want to add.

Then create the attachment by completing the specified fields.



Once you have created your attachment, it's time to add it to your session. To do this, go into your Session settings and look for the attachment you have created.

Example. Click 'attach product' and a list of products you have created will appear for you to select and add to the session.

Running a Live Session

When it's time to run the live session, Be sure to share your link to as many interested buyers through chat. During the session keep pushing products/forms to attendees to obtain leads.



Step 1. Click on the Session form your List of Streams.

Step 2. Click 'start'

Step 3. Enter your name in the prompt box and Join the Stream.

Step 4. Select your camera and Microphone device.

Step 5. Once you are ready, push the green 'Go Live' button. This will make the stream live and all attendees can now enter.

Chat with Attendees

View list of Attendees

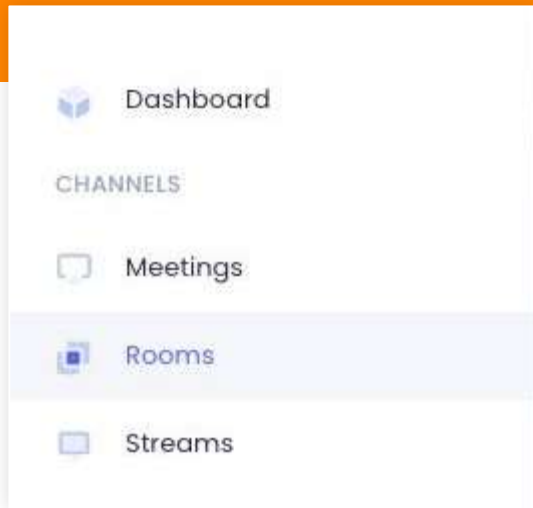
Push Products toAttendees

View Q&A from Attendees



Creating a Meeting Room (Go Live)

With the Go Live Feature, a seller can create and host a larger meeting room up to 50 attendees. This can be used for any purpose either during or outside of the event.



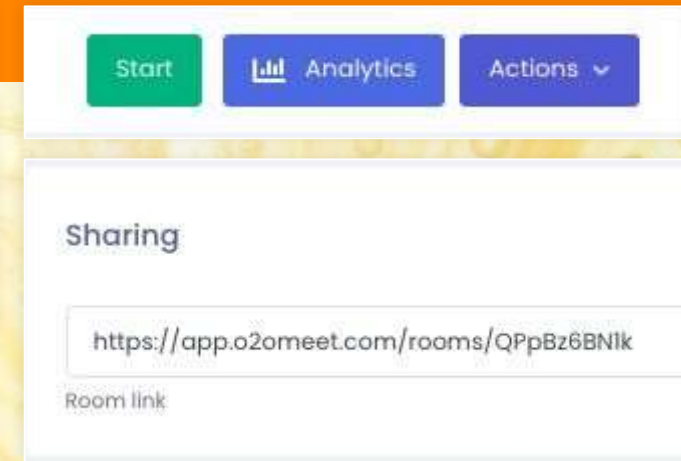
In the O2OMeet Menu, select the Rooms option and click 'Create new'.

A screenshot of the 'Create new room' form. The form is titled 'Create new room' and contains several input fields: 'Room name', 'Description', 'Scheduled for', 'Timezone', and 'Duration (Mins)'. The 'Room name' field is currently empty, and the 'Timezone' field is set to 'Australia/Melbourne'.

Fill the fields in accordance with your meeting room details

A screenshot of the 'Rooms' list. The list has a header with 'Id' and 'Room Name'. Below the header, there is a single row with the ID '1' and the room name 'SIAL Meeting Room - F&B'.

Once the Room is created it will appear in the List of Rooms. Select your Room and it will display the room settings.



To start the Meeting Room, click the start button. You will be prompted to enter your name and Join the room.

Once you have started the Room. Share the link to Buyers and Attendee that you wish to participate in the Meeting. They can simply click on the link to join the meeting.

Online Status

Your 'Online Status' is an important feature to show all buyers and attendees if you are Online and available, Busy or Offline. Your Status will change automatically if you log out or in a meeting. You can manually change it if required.



To change your Online Status, Go to the Profile Icon in the top right. Select the status you wish.

Keep in mind, calls will not be received if your status is set to Busy/Away/Invisible.



Your status symbol appears in multiple locations throughout the platform.

This gives the Buyers an indication to expect a response.




Notifications

Notifications will appear inside the platform and via email. Keep an eye out for notifications as they are important for networking such as meeting requests, leads or messages among others.


Dashboard Notifications will appear at the top under the Bell Icon.




Notifications




Adrian Moh. Has sent you a connection request
11:23 AM | June 20, 2020




Alex Dolgove Has accepted your connection request
11:23 AM | June 20, 2020




Stella John Has sent you a message
11:23 AM | June 20, 2020




Adrian Moh. Has sent you a product enquiry
11:23 AM | June 20, 2020



Alex Dolgove Has sent you a trade lead
11:23 AM | June 20, 2020



Stella John Has sent you a meeting request
11:23 AM | June 20, 2020



Jane Doe Has accepted your meeting request
11:23 AM | June 20, 2020

[See all in Notifications](#)

Email notifications will be delivered each time a connection, message, lead or meeting request is received.



Abu Dhabi
23rd NOVEMBER 2020
SIALMEX.COM #SIALME



Hi `[[receiver_name]]`,

Your connection request has been successfully sent to `[[exhibition]]` visitor `[[sender_name]]`. You will receive a confirmation after the visitor respond to the connection.

Your Connection Details:
Name - `[[sender_name]]`
Exhibition - `[[exhibition]]`

Thank you and good luck

An Event By



INSPIRE FOOD BUSINESS

Strategic Partner



Abu Dhabi GOVERNMENT AND FREE ZONE AUTHORITY

In collaboration with



Abu Dhabi GOVERNMENT AND FREE ZONE AUTHORITY

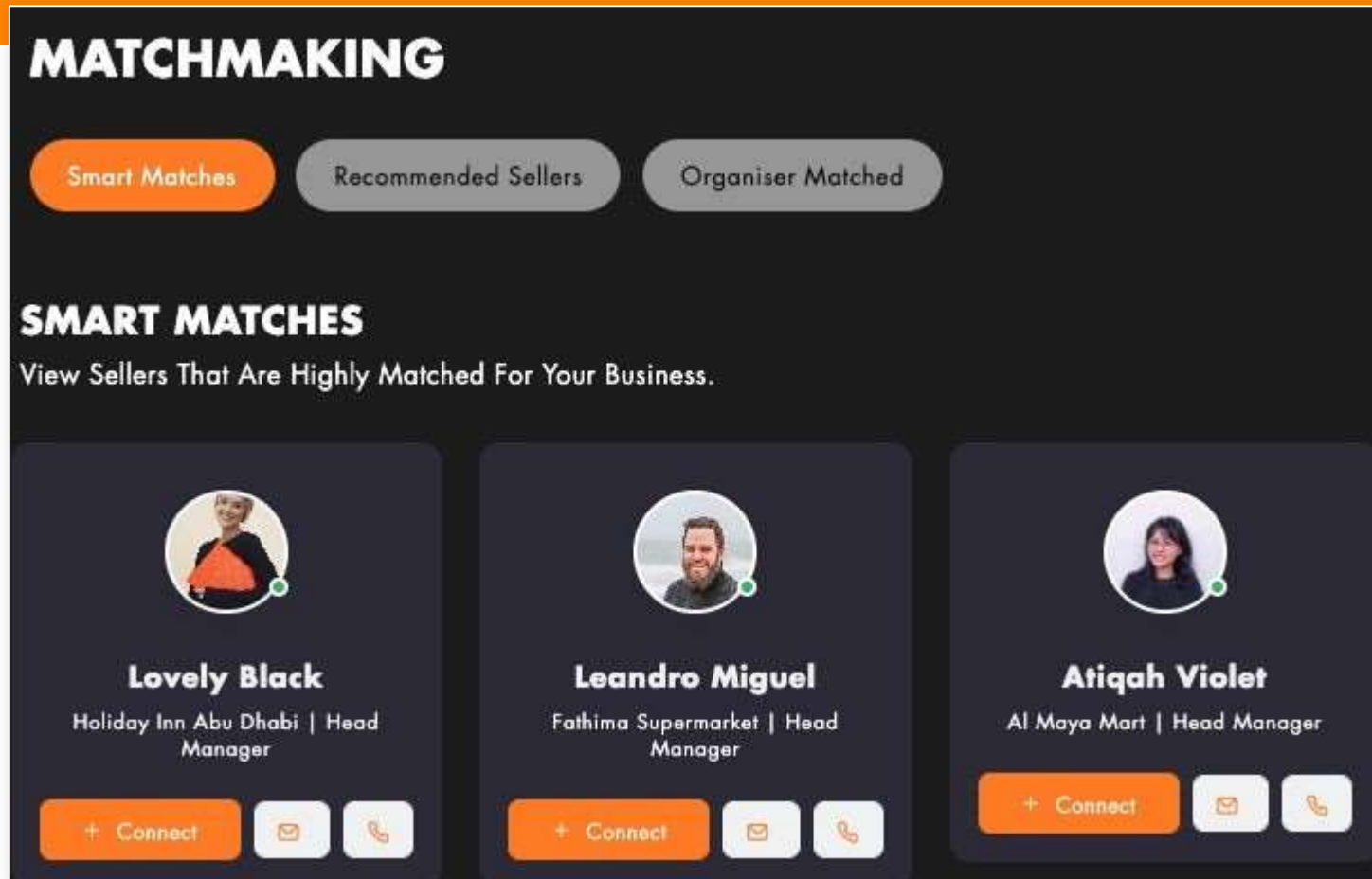
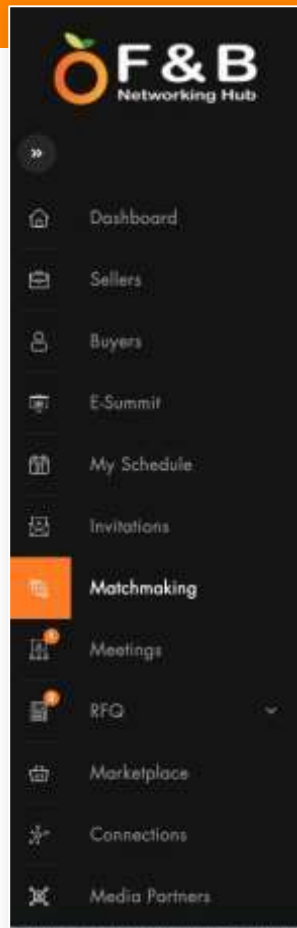
Organised By



COMEXPOSURE

Matchmaking

The System will generate relevant Buyer matches and display them in various Matchmaking locations throughout the platform. The 'Matchmaking' page in the Event Menu will showcase all Matches to your Business. Be sure to Connect and Engage with relevant Buyer Matches.



Smart Matches: Buyers that are relevant across multiple aligned factors i.e. Category, Sector and Position.

Recommended: Buyers that are purchasing in your category or sector.

Organiser Matched: Buyers that the Organiser has specifically chosen for you to connect with.