

Hosted by: G2E ASIA

Welcome to **G2E Asia Online Expo & Conference**. This visitor guide is to facilitate your visit to G2E Asia Online Expo & Conference. This will lead you step-by-step to enhance your visit experience.

- First, be sure you've already registered the event.
- Not yet? <u>Register now</u>
- After registered, you'll have a visitor account to log-in the website.
- You can access to main functions by quick links.

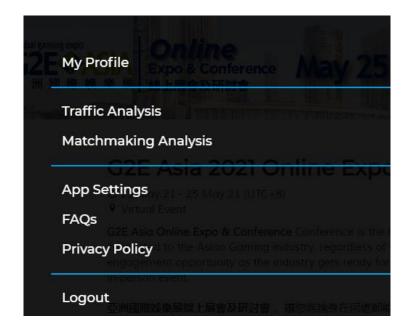


### Set Up Your Own Profile

Click on [ME] button to access your own page.

- My Profile: To update your profile image, name, job title, company to help others connect to you easier.
- **Traffic Analysis:** To know how others interested on your business information.
- **Matchmaking Analysis:** Show clearly your meeting status.
- **APP Setting:** You can change notification frequency here.
- **FAQs:** Feel free to find answers frequently asked questions here.







### **Visit Exhibition**

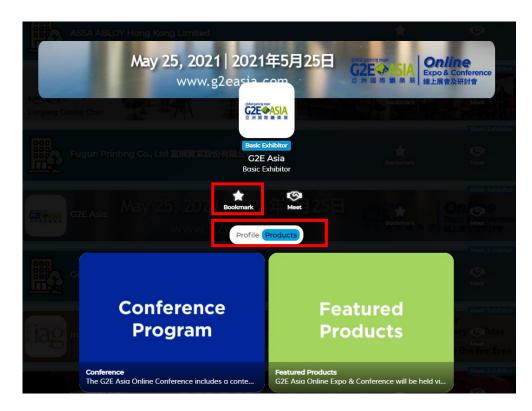
#### **How to Visit Exhibitors?**

Click on [Explore] back to homepage, click Exhibitor List. You can find exhibitor by company name or products.

Click on exhibitor's booth to discover their products and services. Live, video, pictures will be displayed on each booth.

- ✓ Bookmark the booth
- ✓ Watch live / or Video
- ✓ Find their contact person
- ✓ Set matchmaking meeting





#### **Attend Conference**

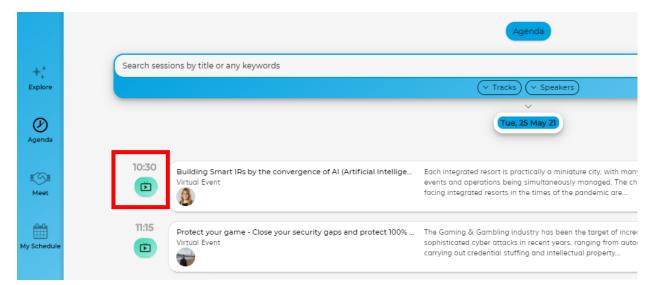
#### **How to Attend Conference?**

Click on [Agenda] or [Conference Program], You can find G2E Asia Online Conference agenda

- ✓ Select the session you want to bookmark
- ✓ Click the [Favorite] button

Click on the [Video] button to access the live conference session

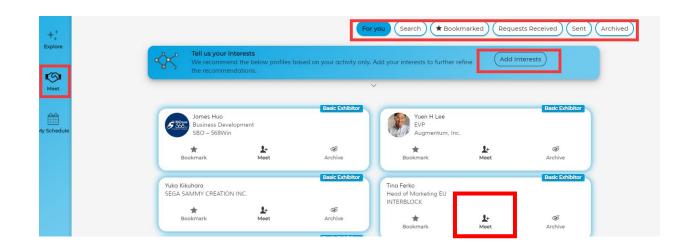


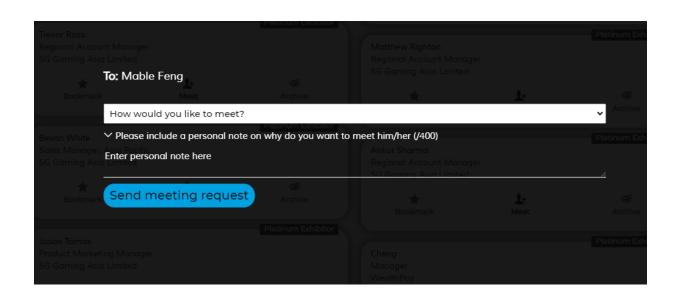


## Matchmaking

#### How to Arrange Matchmaking?

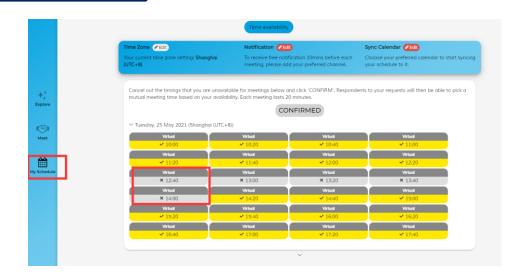
- Go to Meet, [Add Interests] to load the best recommended profiles to meet, customized just for you!
- Your starred exhibitor can be found.
- Click on [Meet] to send meeting request.
- The meeting invitation you sent will be displayed on the [Sent] tab. If you need to edit the message that has been sent or cancel the meeting invitation, you can select [Request Sent] to modify it.
- If you want to check whether you have received a meeting invitation, you can toggle the "Requests Received".

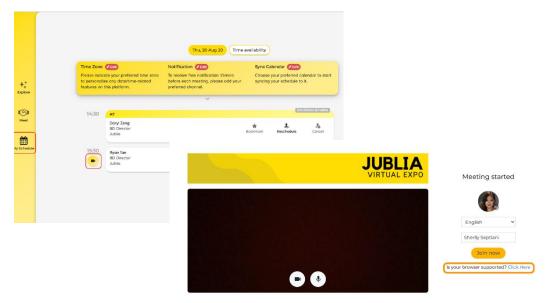




## How to Arrange Matchmaking?

- Go to "My Schedule": Confirm your schedule for the day of the event so that meetings will not be scheduled during your unavailable slots.
- The confirmed meeting information will be displayed on the "My Schedule" page. If necessary, you can reschedule or cancel the meeting on the same page.
- To join the video call, click on the [Camera]
  icon next to the scheduled meeting after
  which click on [Join Now] to enter the
  video meeting.



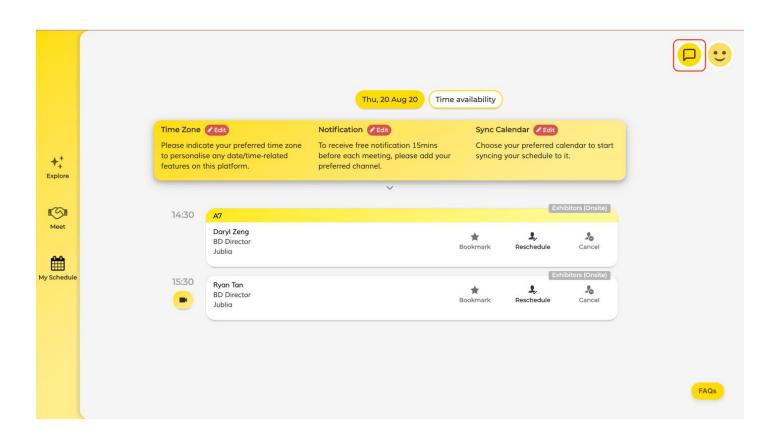


## How to Arrange Matchmaking?

In [Messages], you can communicate with the other party you have successfully arranged a meeting with!

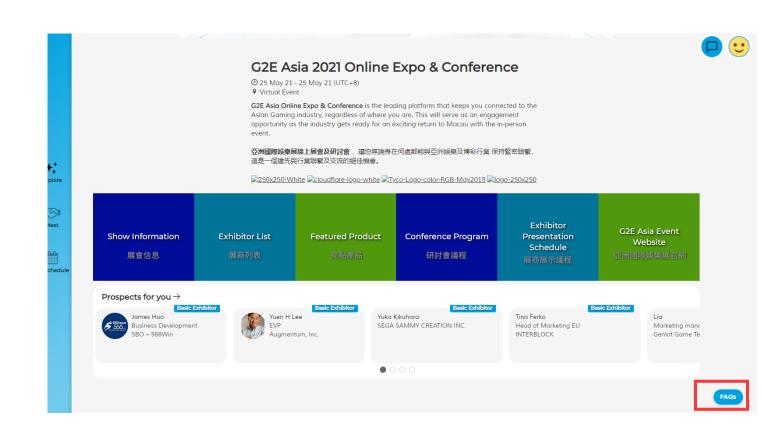
#### **Chat Features:**

- Sending images / documents
- Virtual Contact Card
- Manage Meeting Details
- Instant Video Call



## **FAQs**

Don't forget you can always go to FAQs on the page to find help.



We wish you a successful and fruitful time at G2E Asia Online Expo & Conference 2021

For any question, feel free to contact Sabrina Hu E: sabrina.hu@reedexpo.com.cn, T: +86 755 2383 4527