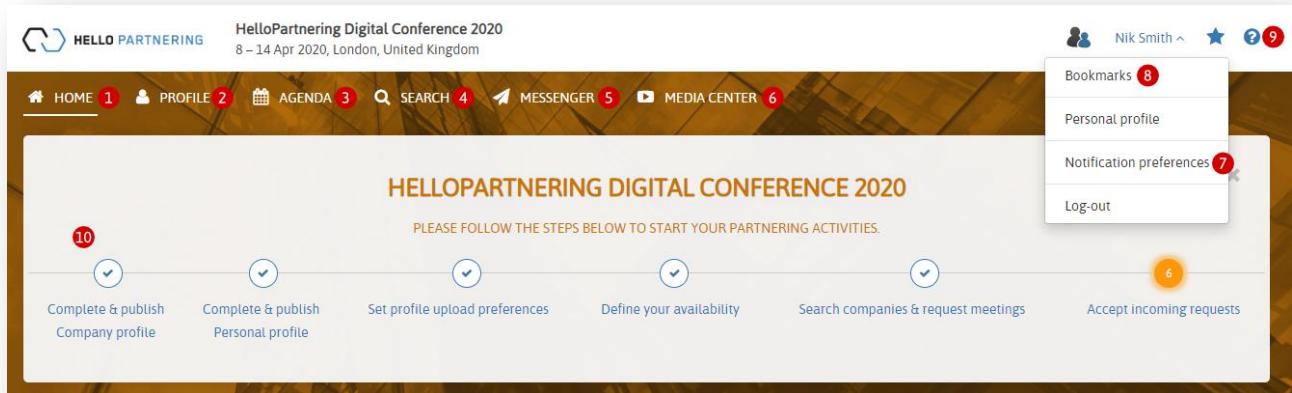


Quick User Guide

HelloPartnering is a conference and partnering platform that allows you to contact other delegates, request meetings and have the system schedule them for you.



(1) Home

Your HelloPartnering starting page and overview/dashboard of all your partnering activities

(2) Profile

- Review and complete your personal and company profile
- Add your conference goals as well as assets, products and services

(3) Agenda

- Define your availability, i.e. the times you are available for one-on-one meetings during the conference
- Print or download a schedule of your meetings and import them into your Outlook

(4) Search

- Search for other delegates/companies attending the conference: search by company, assets/products or delegates name
- Request a meeting by clicking "Send request" next to the search result and then fill out the request box accordingly

(5) Messenger

- Reply to messages from other delegates and accept or decline incoming meeting requests
- Send messages to other participants and manage your own requests (e.g. add a colleague to a meeting, etc.)

(6) Media Center

- Upload your company presentations for other participants to view
- Watch previous workshops and sessions held during the event

(7) Notification preferences

Choose the frequency and type of your notification emails (e.g. instant notification about new requests)

(8) Bookmarks

View your bookmarked companies, assets and delegates

(9) Help

Click to see the help section including documentations and tutorial for different sections of the partnering platform.

(10) “Step-by-step” - Wizard

Follow these steps to start and manage your partnering activities