



Food ingredients  
Europe



Health ingredients  
Europe

co-located with

# Visitor How-to Guide



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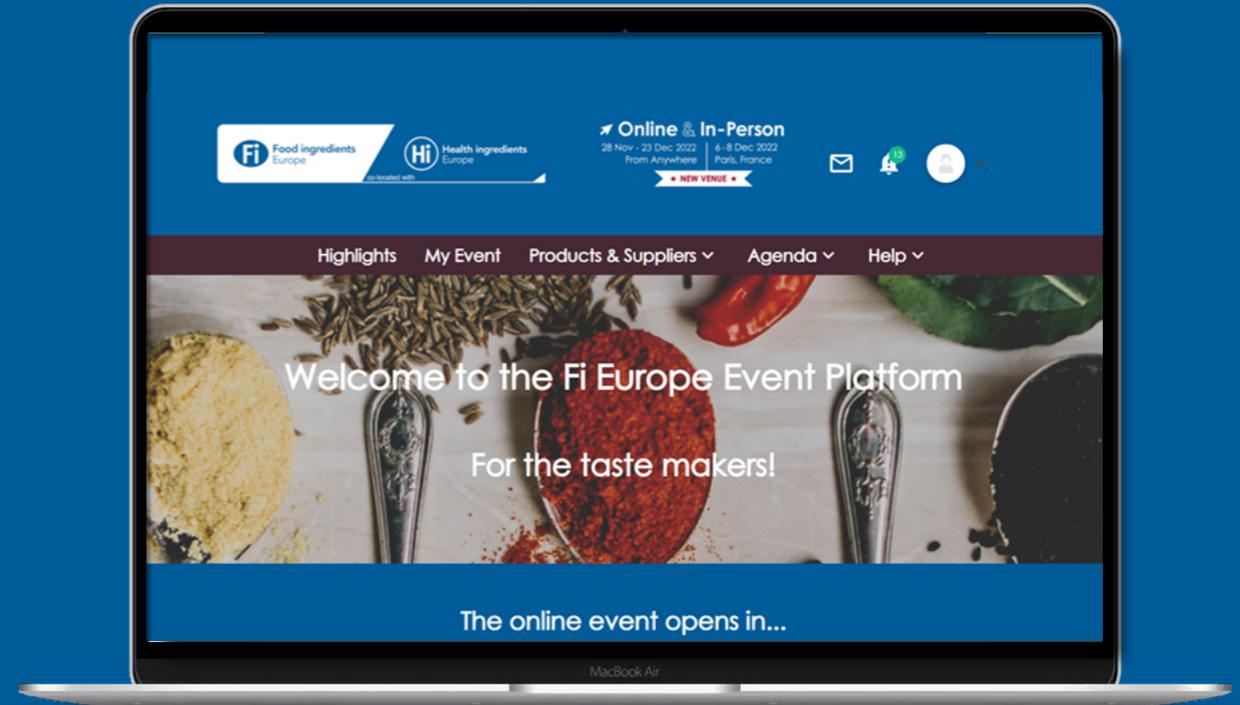


# Introduction

Our on-line event platform has been re-designed to give you a more rewarding event experience. You can now discover the most relevant companies, products, peers and content with ease, before you have even set foot on the event floor!

We know that navigating a new platform can be difficult. This guide will help you to make the most of what it can offer. Read on to find out how to:

- Update your personal profile.
- Find and favourite companies, products and speakers relevant to you.
- Interact with exhibitors through in-platform meetings and messages.
- Participate and interact in online learning sessions.



# Setting up your Personal Profile

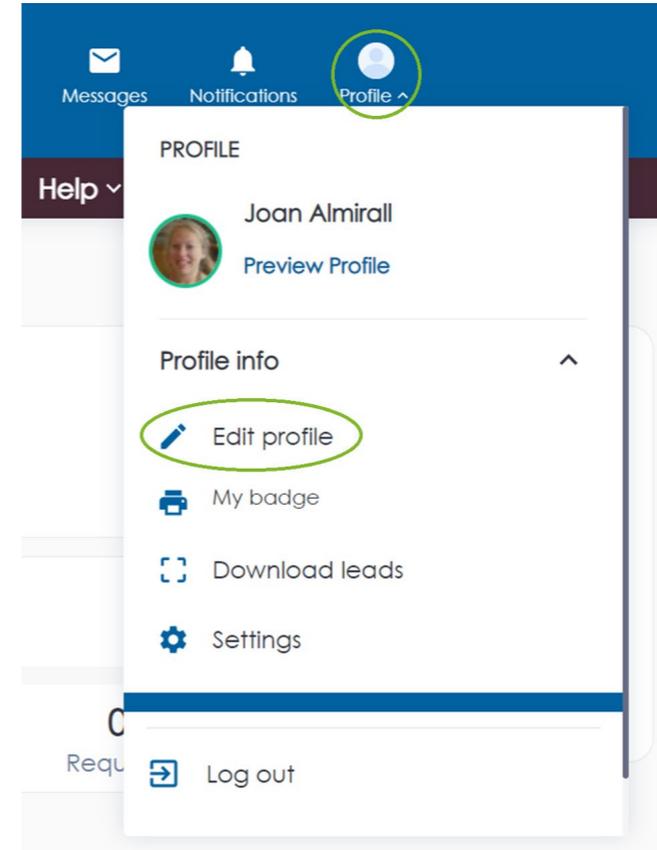
## Set up your profile

**Optimise your event experience by taking a few minutes to update your profile. A complete profile ensures that you're getting the most relevant search results.**

You can edit your profile by clicking on your profile picture in the upper right-hand corner then selecting Edit Profile.

Within your profile you can:

- Update your information and contact details
- Answer questions to let us know what you're looking for
- Add a photo so your connections can recognise you
- Change your notification settings
- Access your badge



# Discovering Exhibitors & Products

# Browse exhibitors & products

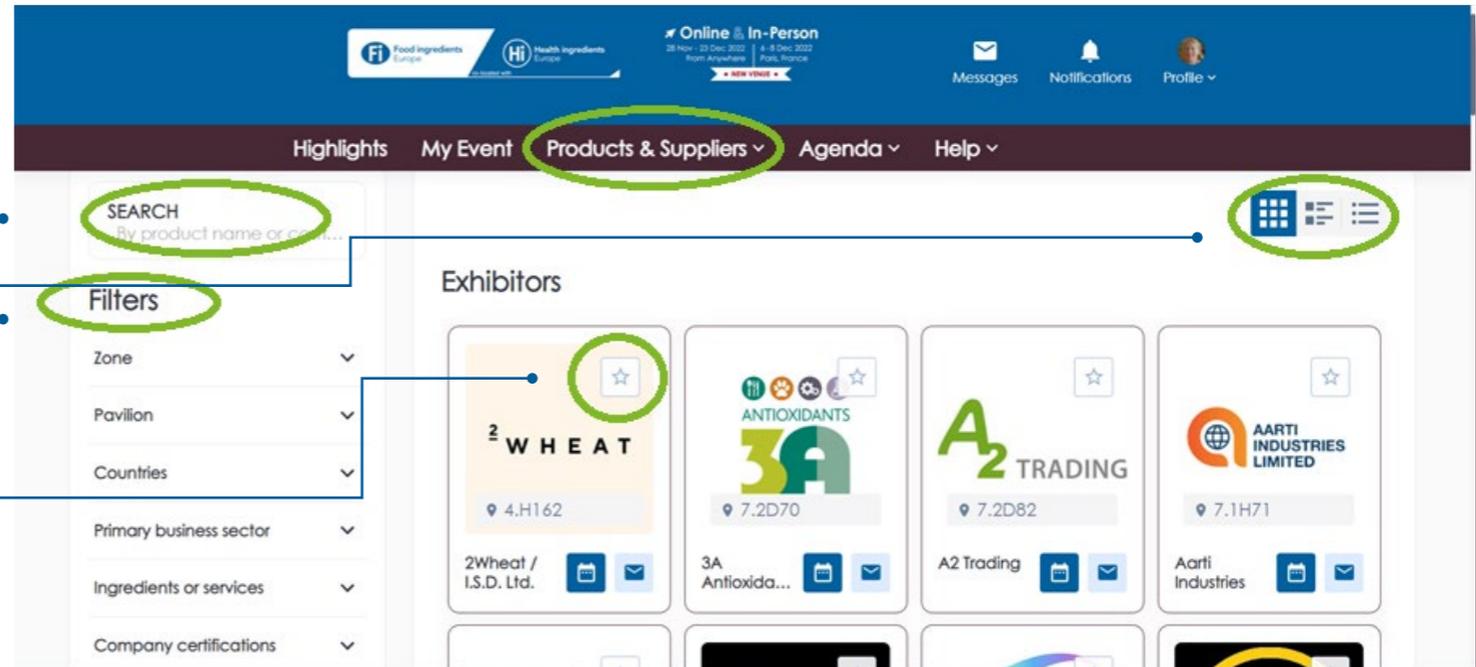
Discover the global food community at your fingertips by clicking on **Products & Suppliers** in the top navigation. Here you can browse all the exhibitors and products at the event. To find out more about an exhibitor, click on their profile.

Type the company name or product name into the search bar, then press enter to view your search results.

Switch from the exhibitor profile view to a detailed list view or a simple list view.

Use the filters to narrow down your search

Click the star icon to save a company or product to your list of favourites for easy access later. You can find your favourites clicking **My Event** in the top navigation bar, then **My Favourites** in the right menu.



# **Messaging & Meetings**

# Send & view messages

Networking has never been easier. Connect with members of Fi Europe before, during and after the event by sending them a message. This is a great way to initiate potential business relationships.

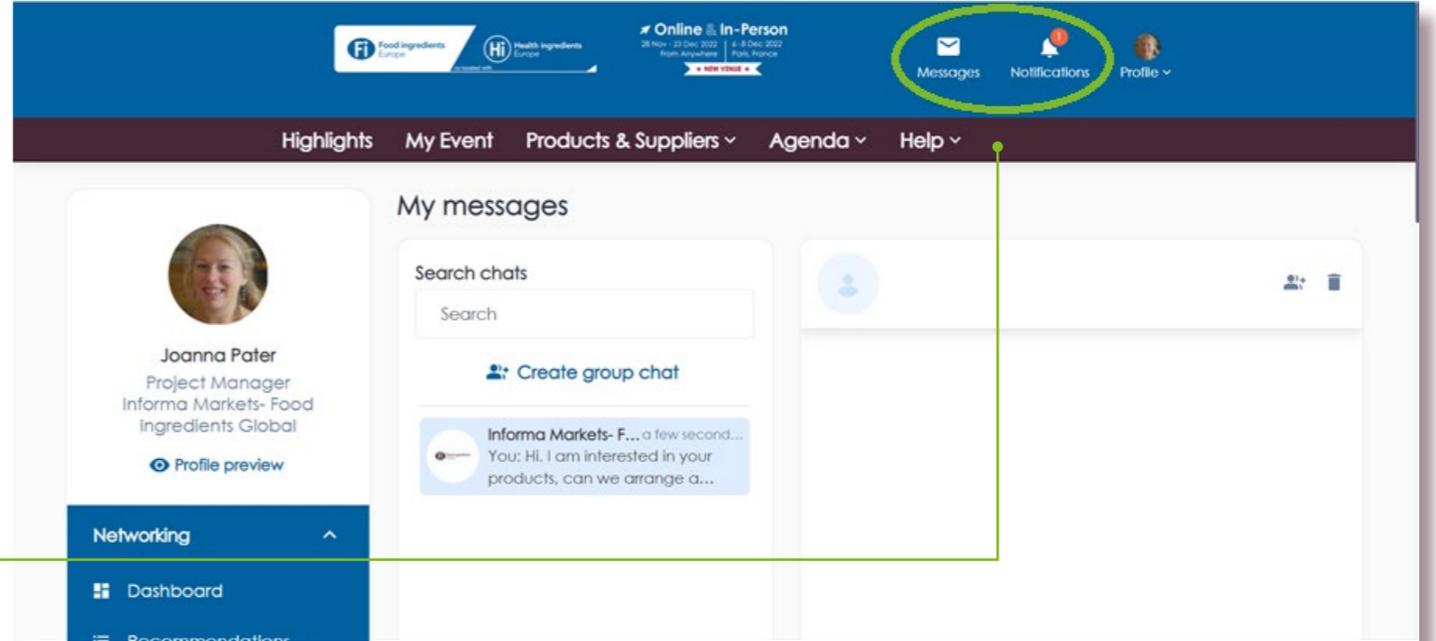
## To send a message:

1. Click on the message icon  This can be found throughout the platform on all company, product and people cards.
2. A messenger box will appear. You can type your message at the bottom and send it using the icon on the right.

## To send a message:

1. New messages will be flagged here in the upper right of your screen 
2. To view your messages, go to the My Messages page. This can be found by clicking on your profile picture and selecting My Messages in the Networking section of the drop-down menu.

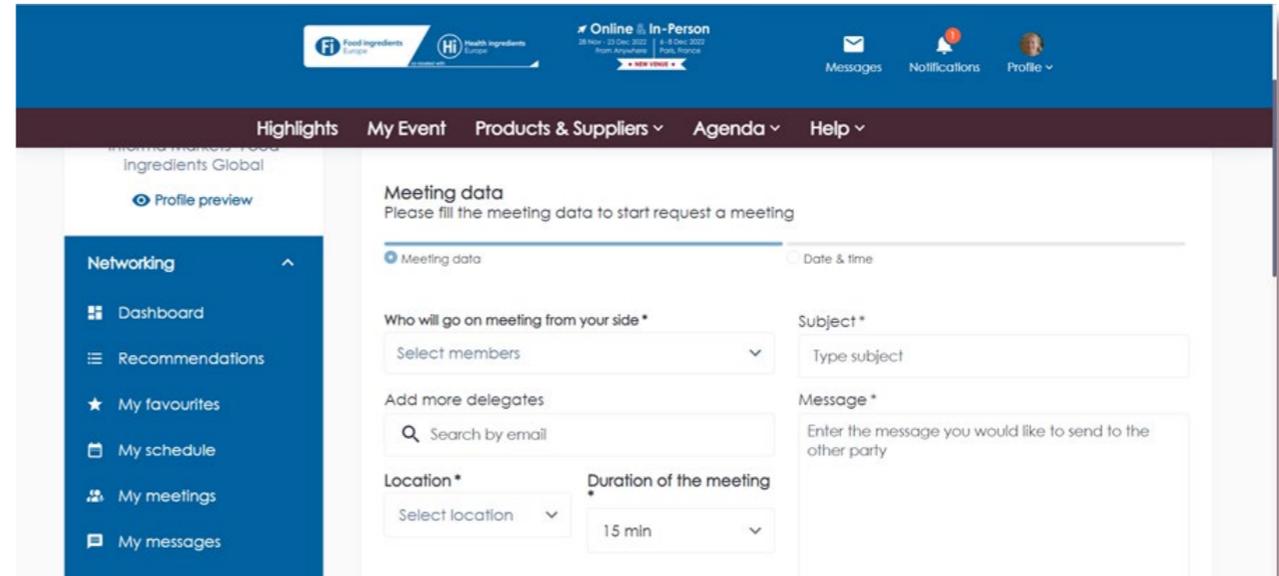
You can also create group chats. Head to My Messages and click on, Create Group Chat.



# Request a meeting

Optimise your in-person event by booking your meetings in advance and prioritising time for making important connections with the right people.

1. Click on the meeting icon to request a meeting 
2. Fill out the meeting request form. You will need add a subject, message, location and meeting duration.
3. Select a date and time for your meeting.
4. Click Request Meeting to send your request.



The screenshot shows the 'Request a Meeting' form in the Ingredients Global app. The form is titled 'Meeting data' and includes the following fields:

- Meeting data** (selected tab)
- Date & time** (tab)
- Who will go on meeting from your side\*** (dropdown menu with 'Select members' option)
- Add more delegates** (search bar with 'Search by email' text)
- Location\*** (dropdown menu with 'Select location' option)
- Duration of the meeting\*** (dropdown menu with '15 min' option)
- Subject\*** (text input field with 'Type subject' placeholder)
- Message\*** (text input field with 'Enter the message you would like to send to the other party' placeholder)

The app interface includes a top navigation bar with 'Highlights', 'My Event', 'Products & Suppliers', 'Agenda', and 'Help'. A left sidebar menu shows 'Networking' (selected), 'Dashboard', 'Recommendations', 'My favourites', 'My schedule', 'My meetings', and 'My messages'. The top right corner features 'Messages', 'Notifications', and 'Profile' icons.

# View & manage personal meetings

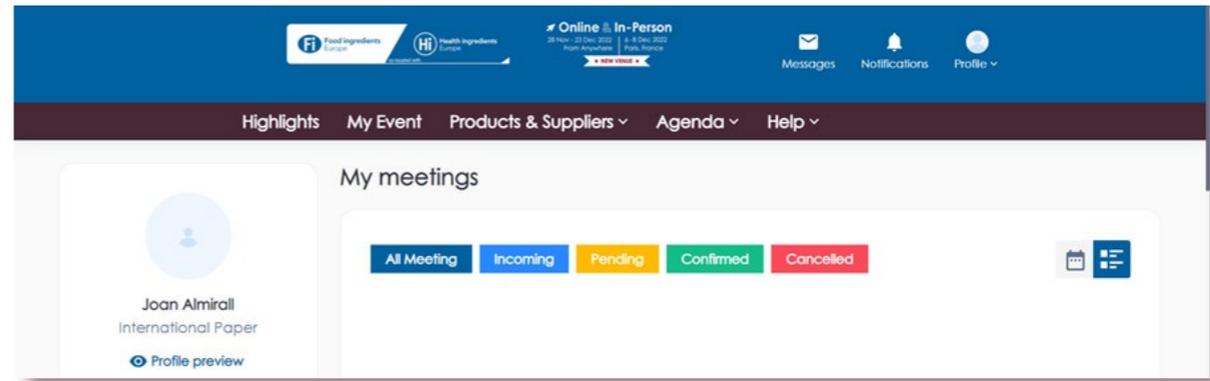
It is good business etiquette to action all meeting requests that you receive. You can do just that on the My Meetings page.

## To navigate to My Meetings:

1. Click on the profile picture in the upper right.
2. Click on My Meetings in drop-down menu under Networking

On this page you can accept or decline a meeting request, as well as reschedule or cancel a confirmed meeting.

There is both a list view and a calendar view.

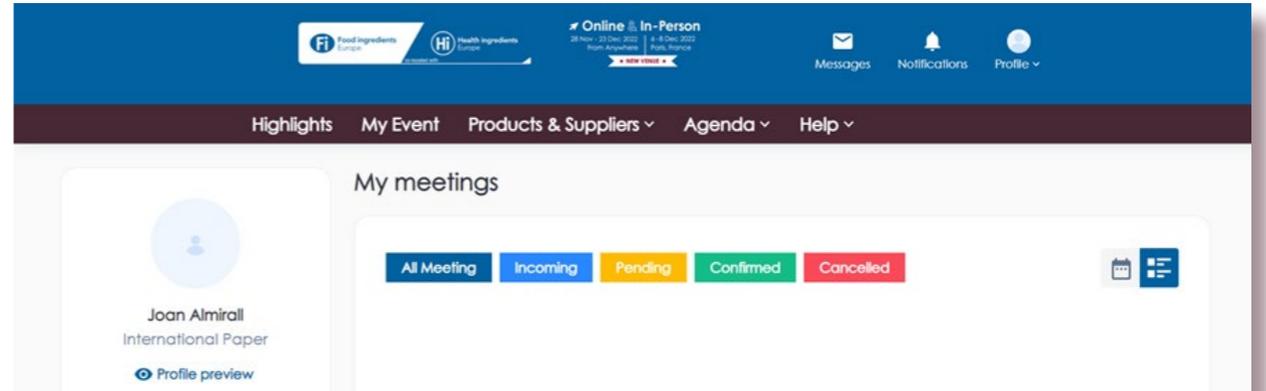


# Start your virtual meeting

You can join your scheduled meetings from the My Meetings page.

1. Navigate to the My Meetings page. Here you will see a countdown clock for each of your meetings.
2. At the scheduled time, the Join Room button will turn green. Click to join your meeting.
3. On the next screen, click Continue to do a microphone and camera check.
4. Click Join Room.

Please note, you can join up to 10 minutes before the start of your meeting. The meeting room will also stay open should the meeting run over.



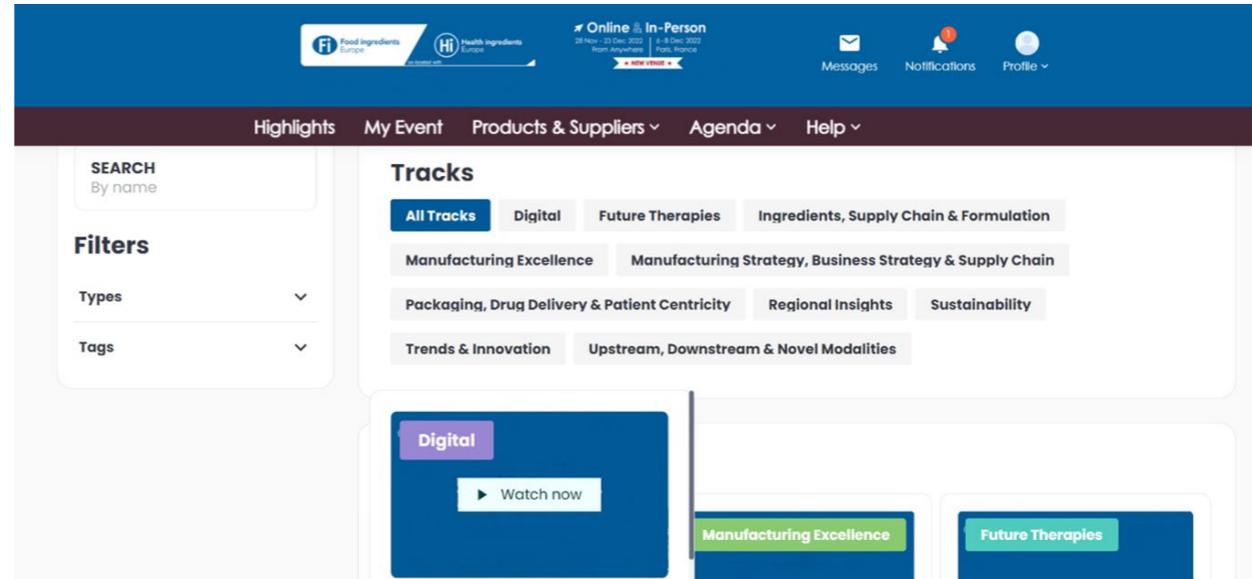
# Sessions & Speakers

## Find & add sessions

At Fi Europe Online you have access to industry insights and unrivalled knowledge all in one place. Benefit from our online webinars and find the conference sessions that interest you in the **Content Agenda page**.

Here you can:

- Search for sessions relevant to you using the search bar.
- View sessions by track, type, tags and days.
- Save time and see your personalised session recommendations.
- Add sessions to your personal schedule by clicking on the + My Schedule button at the bottom of the session card.



# Join your session

You can join your scheduled sessions from the My Schedule page. To navigate here, click on your profile picture in the upper right then choose My Schedule under the Networking drop-down menu.

1. Navigate to the My Schedule page. Here you will see a countdown clock for each of your sessions.
2. When it's time for a session, the Join Room button will turn green. Click to join your session.
3. On the next screen, click Continue to do a permissions check.
4. Click Join Room.

Please note, you can join up to 10 minutes before the start of your session.

The screenshot displays the 'My Schedule' interface. At the top, there are logos for 'Food Ingredients Europe' and 'Health Ingredients Europe', along with event dates: 'Online 28 Nov - 03 Dec 2022 from Anywhere' and 'In-Person 4 - 8 Dec 2022 Paris, France'. Navigation icons for Messages, Notifications, and Profile are visible. A dark navigation bar contains 'Highlights', 'My Event', 'Products & Suppliers', 'Agenda', and 'Help'. The main content area shows a session card for 'Upstream, Downstream & Novel Modalities' with a '+ My Schedule' button. The session details include: 'Chairperson's Opening Remarks', 'BioProduction Theatre', 'Tuesday, 01 Nov 2022', '10:55 - 11:00 | Europe/Berlin', 'BioProduction Hall 9', and 'English'. A 'Starts in' timer shows 1 week, 0 days, 21 hours, and 57 minutes. Below this, another session card for 'Manufacturing Strategy, Business Strategy & Supply Chain' is partially visible.



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