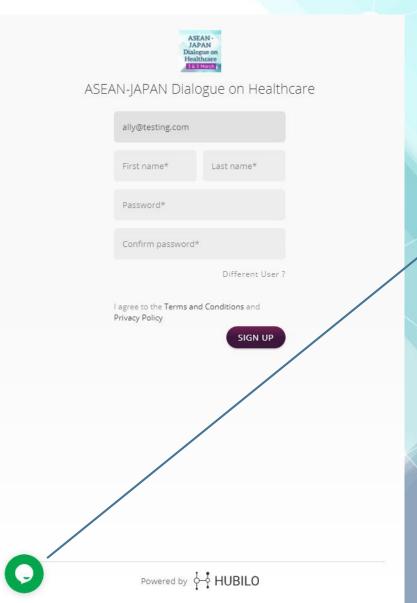
ASEAN – JAPAN Dialogue on Healthcare

Platform User Guide

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How do I login to the event platform?



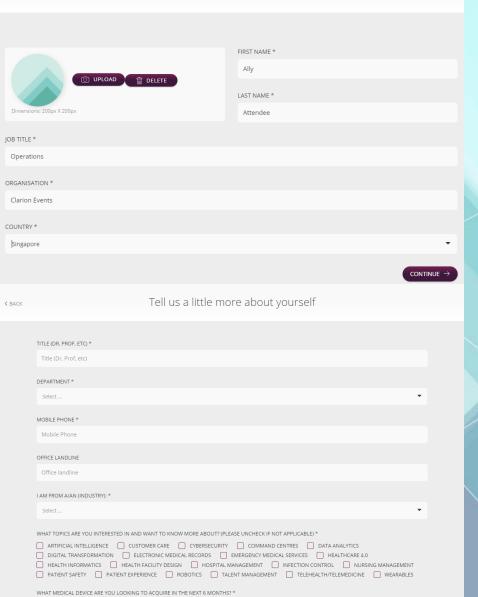
• Enter the event URL:

https://asean-japan-healthcare.hubilo.com/

- To sign up for the event, please enter your details in the page here and click sign up.
- There is a chat bubble on the bottom left hand corner of the screen, if you face any technical difficulties you connect with the organisers here.
- Why is the platform not loading?
 - i. We suggest you check and clear the cache in your browser. You can click on settings in the browser toolbar on the top, and you can access your settings there.
 - ii. Best to view from Google Chrome.

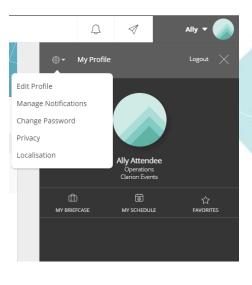
How do I login to the event platform?

Create your profile

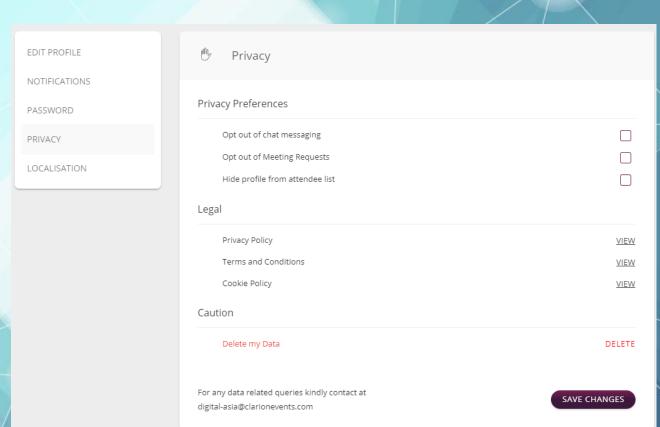


- After signing up with your email address, you will be directed to creating your profile.
- Then you will be asked about the topics of your interest selecting these will enable you to meet and connect with people of similar interests.
- After successfully logging into the platform, you will be looking at the Home page. The highlights of our event are listed on this page, such as our esteemed speakers and key partners.

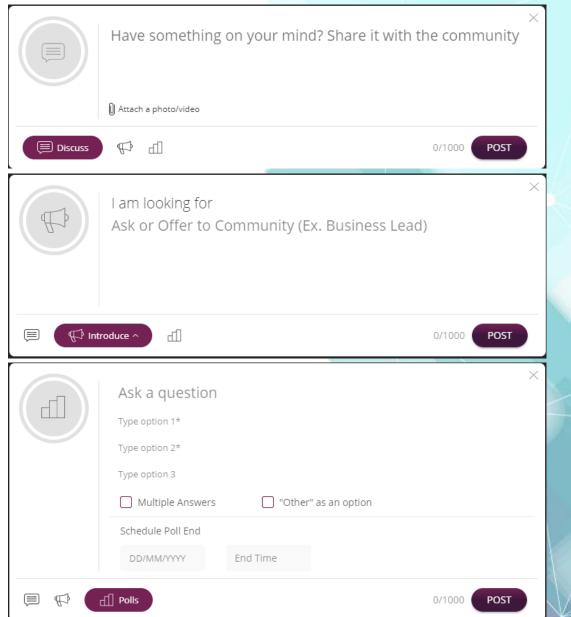
My account settings



- After you create your account, you can customise and edit your privacy settings.
- Click on the arrow next to your name at the top right hand corner of the screen.
- Here, you can choose to update the privacy settings of your account.



What is the event feed, and how do I use it?

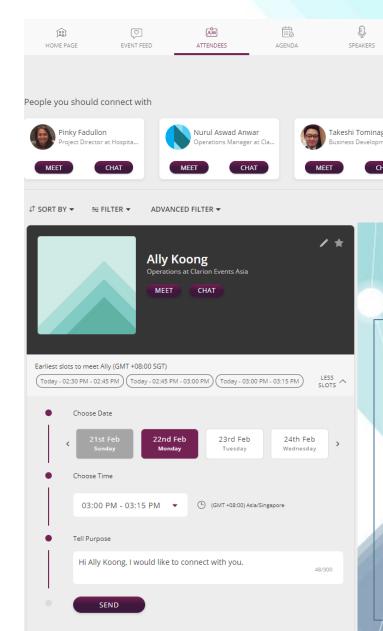


On event feed, attendees can interact with other participants by posting photos or videos on the feed or engage with other attendees by liking or commenting on their post. You can even create live polls to gather industry insights, or click on the 'Introduce' Icon to ask or offer anything to the community.

Attendees – what are the functions here?

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View all >

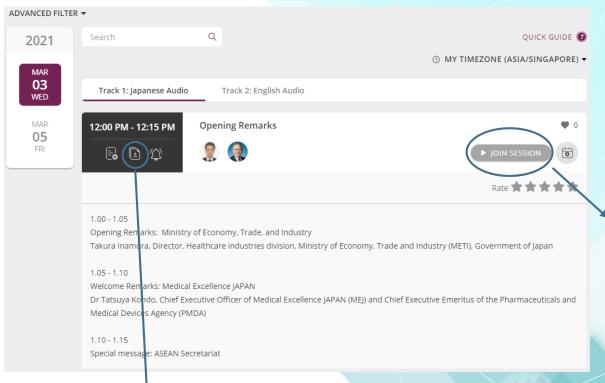


- You can see people that are recommended for you to connect with prompted on the top of this page, matched based on the options you have selected when you were setting up your profile.
- Below that, there are a few ways for you to find people in the event space. Simply use the filter function to see who has viewed your profile. You can also utilise the advanced filter to narrow your search.

Attendees can interact with fellow attendees either via chat or meeting.

- i. To send out a message via chat:
- ii. Click on the chat button, type message & click on send.
- iii. To connect with the fellow attendee:
- iv. Click on the meet button \rightarrow Select the date & time
- v. Enter a message along and click on send.
- vi. A meeting request will be sent to the attendee, once it is accepted by the later, both the attendees will get a confirmation notification and a meeting will be recorded in your MEETINGS tab.

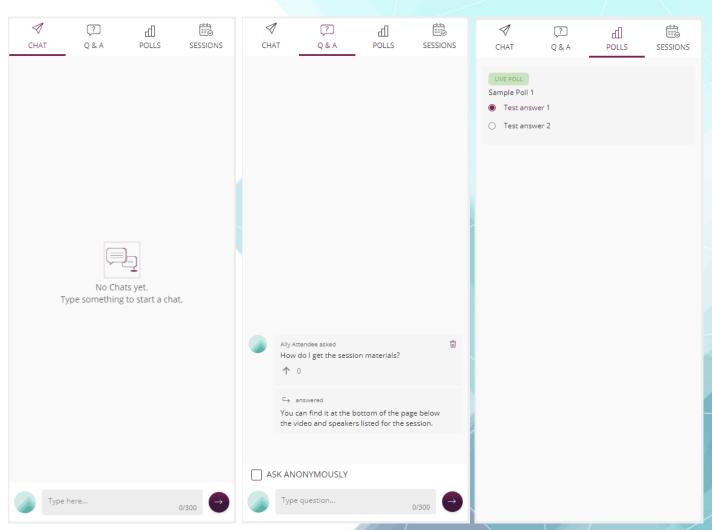
How do I access the Agenda?



- In agenda tab, a complete event agenda will be displayed along with session details such as Topic, Speakers, Host & other relevant details.
- From this tab attendee can also join the content for each session and watch it live & can also interact with speakers.
- The join session button will be green when the session is LIVE – the time stated for session to start.
- If the session is lagging / buffering, it's most likely internet bandwidth issues. Refresh and try again later.

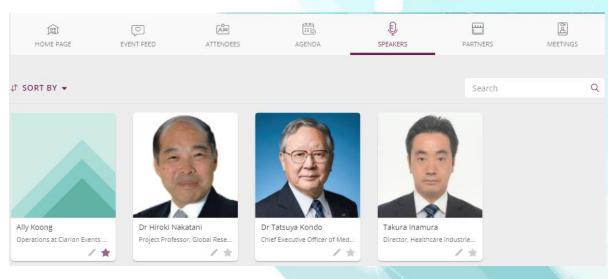
- You can download the session materials (if any) in the button below the session time. Or if
 you click into the session page, it can be found at the bottom.
- If you encounter audio issues, please check your audio output on your speakers. Or you can clear your internet browser cache and refresh the page.

Can I interact and ask questions during the session?



- There are a few ways to interact during the session. You can post in the CHAT area, it's a live chatting system where you can chat with everyone else in the session.
- When you ask questions in Q&A, it will be submitted for approval from the organisers. Once the organisers receive the questions, it will be sent to the speakers.
- Your selected choice will be changed to a purple font. There will not be a submit button, but the results are captured after you click and the choice becomes purple.

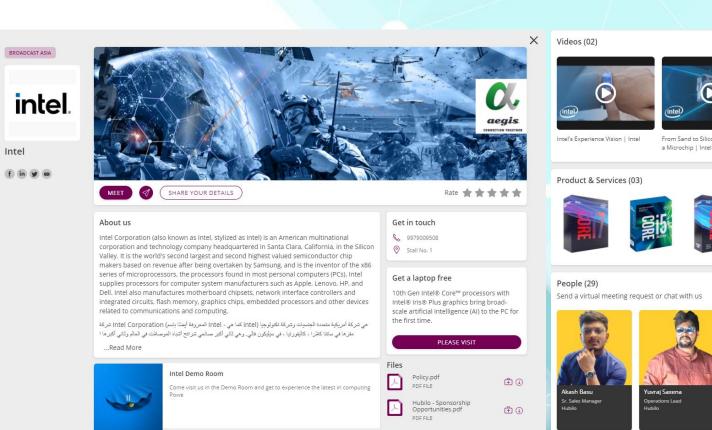
Speakers – How do I find their sessions?





- To view a speaker, click on the picture and the profile as well as the sessions they are speaking on will pop up here.
- You can also write notes you have on the speaker here, as well as click the star button to like the speaker.
- You can rate the speaker. Click on the stars on their profile.

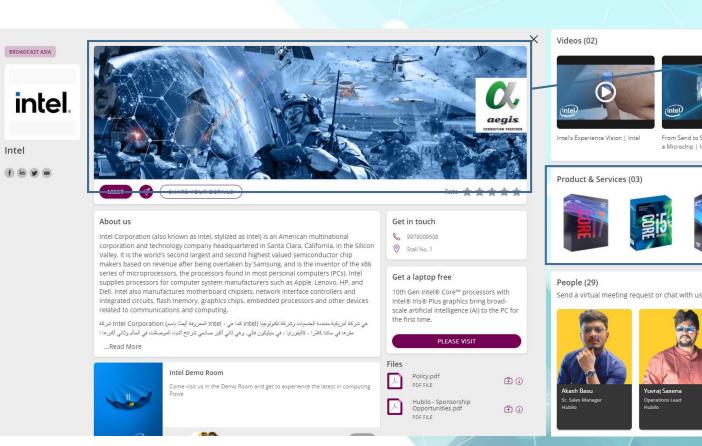
How do I access the Partner's booths



- You can click into any partner you're interested in connecting with, and you can see their profile as well as their offerings.
- You can also connect with the representatives listed at the bottom of their page.

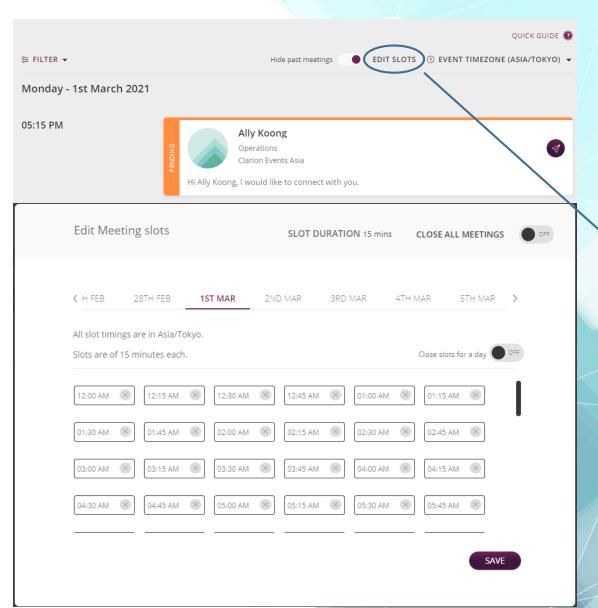
What if I'm a Partner – how do I customise?

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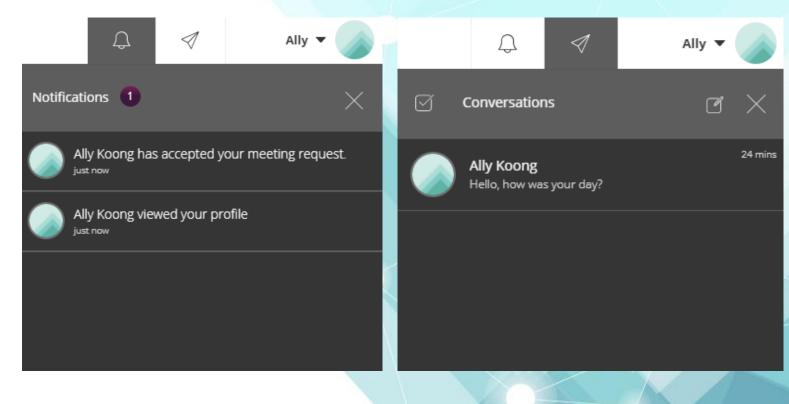
- Spotlight Banner: 1036 x 320px (5mb max)
- You can add up to 20 videos on your page, from Youtube, Vimeo or Youku. Do note that if it contains copyrighted material, the video may not play.
- You can add up to 20 images of your products and services. Maximum size: 1024 x 1024px.

Meetings & Scheduling



- Here, you will be able to see all the meetings you have scheduled with the attendees at this event. This will be filtered by date.
- Click on EDIT SLOTS to manage your own meeting availability. The current meetings are scheduled till 5th March.
- Each attendee can send up to 50 meeting requests only.

My notifications



- On the top right hand corner of your screen, you will see two icons – a bell and an arrow.
- The bell is for notifications, and a red dot will appear next to it when you have new notifications.
- The arrow is for chats, you can find all your conversations here.

