

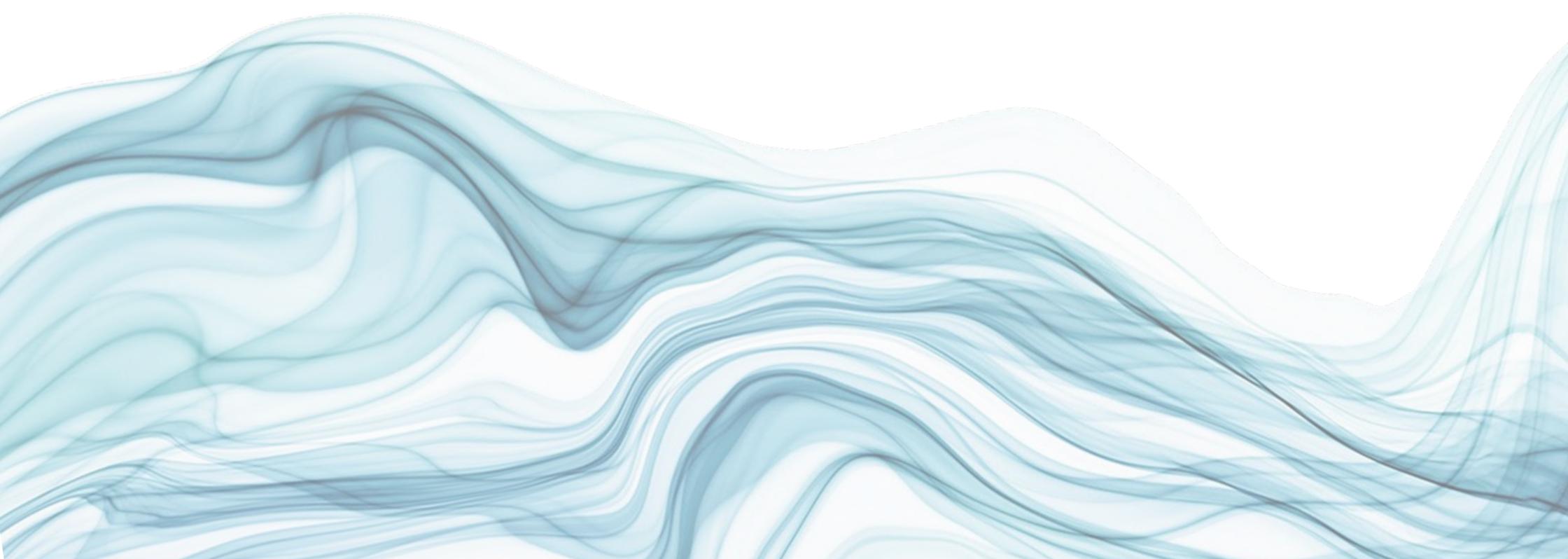
SHIP MACHINERY & EQUIPMENT  

# MALAYSIA-JAPAN

## Online Business Matching Forum 2020

27th November - 18th December

User Manual



# EventHub

An online event platform for B2B conferences, seminars, job fairs and expos.



# How to use EventHub

**Sign up and fill in your profile**

# How to register

If the event you're participating has given you a registration form to register from, simply fill out your information on the form and sign up

## Fill out the form....

**Email address** **※Required**  
Type your Email address...

**Confirm email address** **※Required**  
Confirm your Email address...

**Last Name** **※Required** 0/100  
Type your Last Name...

**First Name** **※Required** 0/100  
Type your First Name...

**Affiliation** **※Required** 0/100  
Type your Affiliation...

**Department or Division** **※Required** 0/100  
Type your Department or Division...

**Occupation or Title** **※Required** 0/100  
Type your Occupation or Title...

**Tel** **※Required** 0/100  
Type your Tel...

## You'll be taken to the event page

① プロフィール情報を充実させましょう 移動 ×

① スケジュールを設定しましょう 移動 ×

プロフィール情報

EventHubカンファレンス2019

検索 スケジュール お気に入り

ALL おすすめ 来場者 出展者

# タグ選択

フリーワード検索

山田太郎  
株式会社EventHub  
代表取締役  
東日本リンク化学創薬株式会社の代表です。弊社の素材技術...

長野大輔13  
eventhub  
a  
ぜひお気軽にお声がけください

大宮貴  
アレンジメント  
成立済み

リクエストが送信されました  
お相手の承認を待っています

会う約束が成立しました！  
次は会う場所を決めましょう

会う場所を設定しました  
11/05 (Tue) 12:00 - 12:25  
table2

確認

メッセージを入力してください...

運営会社 eventhub  
Copyrighteventhub

You can always update your profile information from "Edit Profile"

Yamamoto Rie

Yamamoto Rie  
Edit profile

Account settings

Settings

株式会社Event...  
Edit company

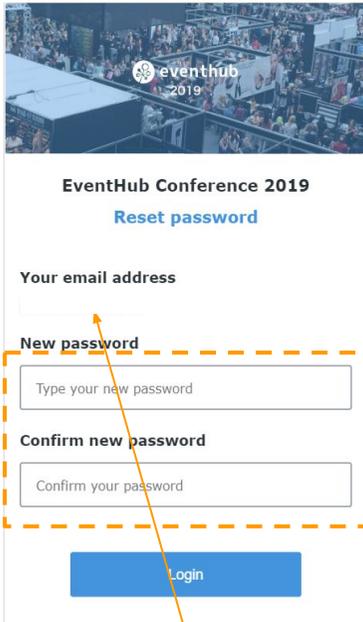
Q&A

Logout

# When your organizer registers you on your behalf

When the event organizer registers you on your behalf, you will receive an email to set up your password to log in

## Set your password



EventHub Conference 2019  
Reset password

Your email address

New password

Type your new password

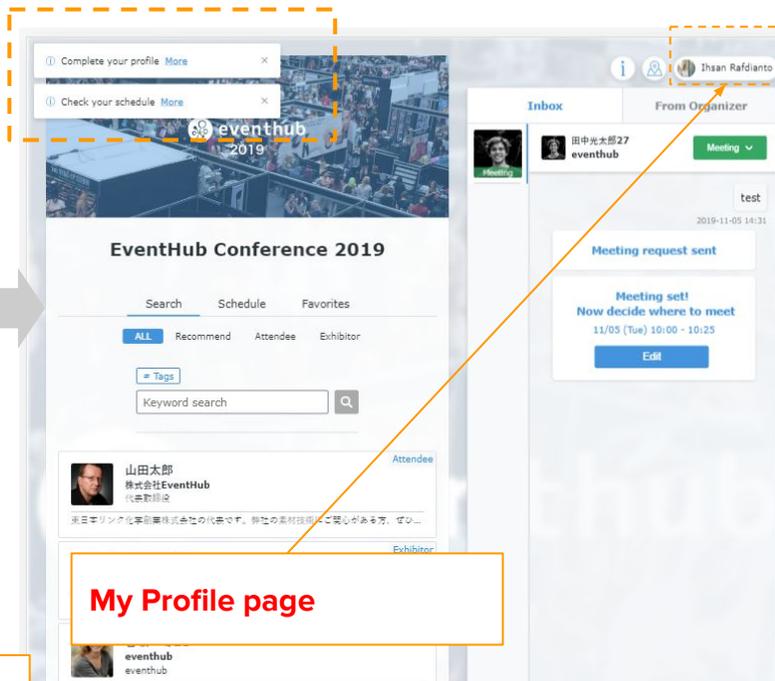
Confirm new password

Confirm your password

Login

Your ID is your email address. You may change this address after logging in.

## Click on your name and edit your profile



EventHub Conference 2019

Search Schedule Favorites

ALL Recommend Attendee Exhibitor

Tags

Keyword search

Attendee

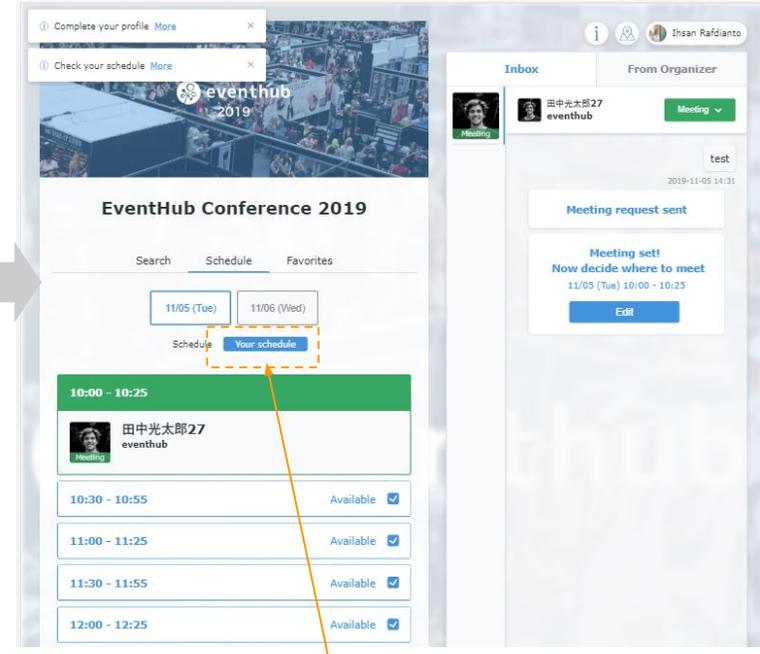
山田太郎  
株式会社EventHub  
代表取締役

Exhibitor

eventhub  
eventhub

**My Profile page**

## Set your available times on the Schedule tab



EventHub Conference 2019

Search Schedule Favorites

11/05 (Tue) 11/06 (Wed)

Schedule Your schedule

Time Slot	Availability
10:00 - 10:25	Available <input checked="" type="checkbox"/>
10:30 - 10:55	Available <input checked="" type="checkbox"/>
11:00 - 11:25	Available <input checked="" type="checkbox"/>
11:30 - 11:55	Available <input checked="" type="checkbox"/>
12:00 - 12:25	Available <input checked="" type="checkbox"/>

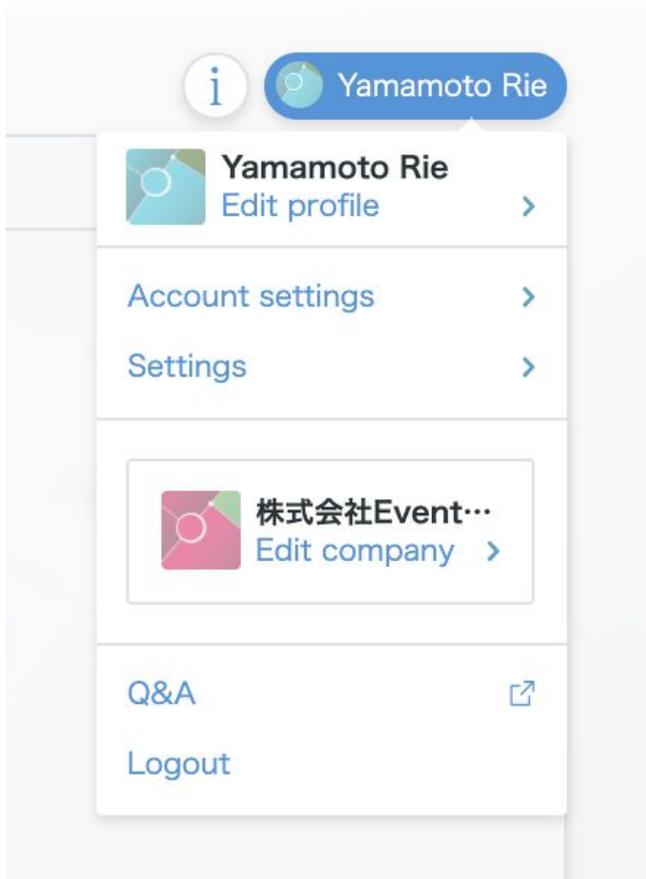
**Set your schedule**  
This comes into play when you send and receive meeting requests with other participants. Show which time slots you are available.

# Changing your ID (email) and password

You can always change your ID address and password from the top right corner

Go to “Account settings”

Change your ID (email address) and password



## Account settings

Email address  
rie@eventhub.jp

Edit

Password  
Password set

Edit

# For Exhibitors - Register and invite your colleagues

Invite your colleague to join your exhibitor booth, and he/she will receive an invitation email

Go to “Edit Profile”

Click on “Invite”

Type in their email address

The screenshot shows a user profile menu for Yamamoto Rie. At the top, there is an information icon and the name 'Yamamoto Rie'. Below this, there are several menu items: 'Yamamoto Rie Edit profile' with a right-pointing arrow, 'Account settings' with a right-pointing arrow, 'Settings' with a right-pointing arrow, '株式会社EventHub Edit company' with a right-pointing arrow, 'Q&A' with an external link icon, and 'Logout'.

The screenshot shows the exhibitor profile page for Yamamoto Rie. At the top, there is a profile picture and the name 'Yamamoto Rie' with the title 'Exhibitor'. Below the name, it says '株式会社EventHub' and 'Co-Founder and CEO'. There is a button that says 'Invite colleagues to start matching' and an 'Invite' button. Below this, there are privacy settings: 'PRIVATE' and 'PUBLIC' with a lock icon. The profile details are as follows: 'Tel' with a lock icon and the number '0362228133', 'Web Site' with a lock icon and the text 'unfilled', 'One-line Pitch' with a lock icon and the text 'unfilled', and 'Profile' with a lock icon and the text 'unfilled'.

The screenshot shows an invitation modal dialog. At the top, there is a close button (X) and the text 'Invite colleagues to start matching'. Below this, there is a section titled 'Send an invitation email' with a text input field containing the placeholder text 'Type his/her email address'. There is a blue 'Send' button and a 'Close' button. At the bottom, there is a section titled 'One-line Pitch' with a lock icon and the text 'unfilled'.

# How to use EventHub

## **Event Page features**

# Participating in seminars via video

You will see seminar videos available at the top of the event page.

Please make sure that the player is in playing mode and not on mute.



If there are multiple stages available, you can switch between different stage channels.  
When playing, please make sure that your player is not on mute.



Videos not available yet are labeled “Coming soon”,  
those already over are labeled “DONE”



# Checking what's on the calendar

Click on the “Schedule” tab underneath the video player to see what's available when

## Schedule tab

Event Hub Conference2020

探す 企業一覧 **スケジュール** 紹介動画

< 11/05 (Tue) 11/06 (Wed) 11/27 (Wed) 11/28 (Thu) **04/30 (Thu)** 05/26 (Tue) >

**セッション** アポ管理

10AM~ 10:00 - 13:00 | オンライン  
meeting1 meeting1  未設定

12PM~ 12:00 - 13:00 | オンライン  
まだ間に合う！これからのデータ活用の未来  
大久保弘明 株式会社ABC/加藤隆 株式会社データ活用  参加

Click on the toggle button to save seminars you want to attend

## Schedule details

2020-10-29 8:15 | roomA

### オフラインマーケティングのKPIとは

本セッションでは、セミナー・イベント・カンファレンスなどのオフラインマーケティングを実施している企業のマーケティング担当者に、効果測定をどうされているか、お話しいただきます。KPI設定はどうしているのか？オフライン環境においてどう測定しているのか？KPI改善の仕組みは？など最先端でオフラインマーケティングを実施している企業様に、運営のコツをお教えいただきます。

**登壇者**  
山本 理恵 (株式会社EventHub/代表取締役)  
井関 正也

**詳細URL**  
<https://eventhub.jp>

資料のダウンロードはこちらから

そのイベント、イベントハブで eventhub  活用事例集

EventHubが選ばれる理由がわかる！

過去のイベントの事例を知りたい！

# Update your availability for meeting requests

Click on the “Schedule” > “Availability” tab to set up your availability. Other participants/exhibitors can choose from these slots and send meeting requests to you

People Companies Schedule

< 07/13 (Mon) 08/11 (Tue) >

Session Availability

Select All

10AM~	10:00 - 10:30	<input type="checkbox"/>
	10:30 - 11:00	<input type="checkbox"/>
11AM~	11:00 - 11:30	<input type="checkbox"/>
	11:30 - 12:00	<input type="checkbox"/>

# List of exhibitors

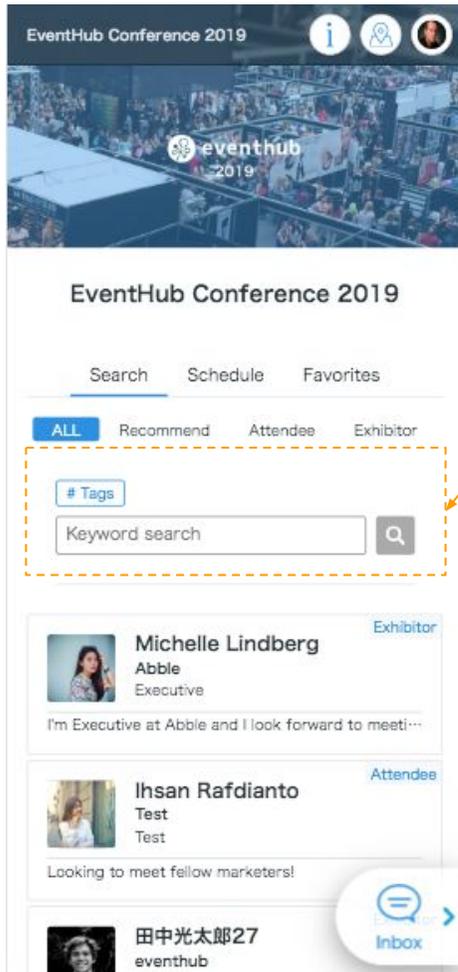
Click on the “Companies” tab to check the list of exhibitors. You can reach out to representatives manning the booths.



You can contact representatives at the booth

# Search for companies and participants

From the "Search" tab, search through participants and exhibitors using tags and free word search



You can search participants using tags and keywords.

## Tags

Search

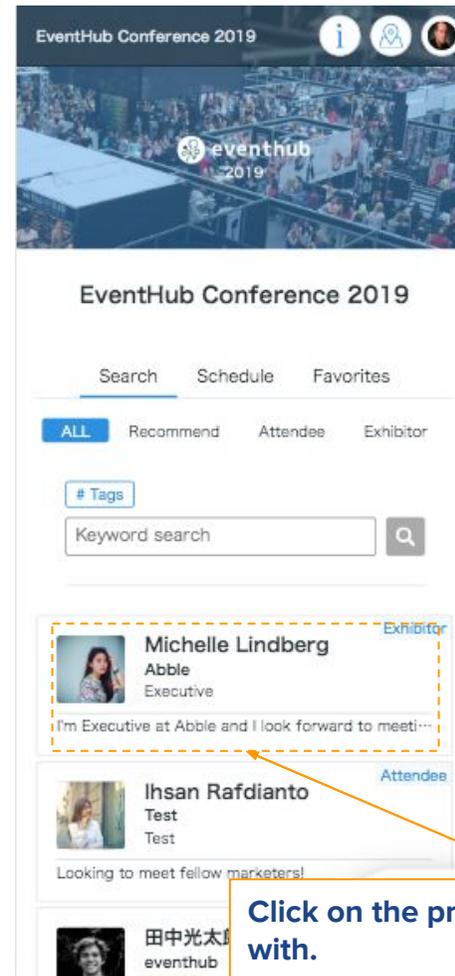
### Purpose

Casual Meeting

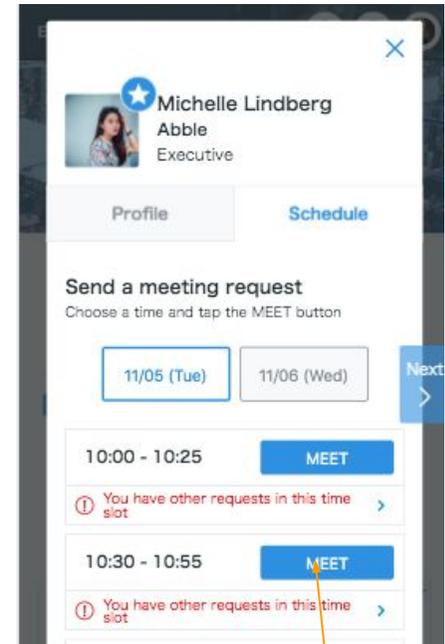
情報交換をしたい

しっかり商談をしたい

他社の取り組み・事例を知りたい



Click on the profile you want to meet with.



# Sending messages

To send messages to other participants and/or exhibitors, simply open their profile page, fill in your message and click send.

来場者  
田中 一郎  
eventhub  
課長

一言メッセージ  
IT企業に勤めている田中と申します。よろしくお願ひします。

企業・サービス・自己紹介  
お気軽にお声がけください。

参加目的  
#気軽に話をしたい #情報交換をしたい

職種  
エンジニア

業種  
IT

都道府県  
未設定

自由に相手とメッセージできるようになりました  
出展者・参加者との交流にお役立てください。  
オンライン名刺を持っている方はお相手と名刺交換ができます  
オンライン名刺交換とは？

メッセージを開始する

メッセージを開始

来場者  
田中 一郎  
eventhub  
課長

メッセージ  
お相手との初めてのメッセージです。どんなことをお話ししたいか記入しましょう。

キャンセル 次へ

メッセージを送信しました

お相手からのメッセージはメッセージ内に表示されます！  
引き続きメッセージよりご利用ください

来場者  
田中 一郎  
eventhub  
課長

メッセージ  
初めまして！

メッセージへ

小林 大輔

メッセージ slido お知らせ

田中 一郎  
eventhub

初めまして！  
2020-06-17 13:41

成立済み

送信済み

受信あり

メッセージを入力してください...

# Sending meeting requests

You can also send meeting requests to other participants / exhibitors by choosing an open slot on their calendar. Go to their profile page, choose an open slot, and hit send.

The process is shown in four stages:

- Profile Page:** User profile for 山田太郎 (Yamada Taro), 株式会社EventHub (EventHub Co., Ltd.), 代表取締役 (Representative Director). A **Schedule** button is visible.
- Send a meeting request:** User selects a time slot. The 10:30 - 10:55 slot is highlighted with a dashed orange box.
- Meeting request:** User enters a message: "Tell them why you want to meet up". The message input field is highlighted with a dashed orange box. A **Next** button is visible.
- Inbox:** The request is sent. A **Sent** status is shown with a dropdown arrow. A callout box points to this arrow with the text: "Click [▼] on the right to see the request details."

Click [▼] on the right to see the request details.

# Receiving meeting requests

When you receive a meeting request, you will be notified on the event page and via email. Please open the incoming request and approve, reschedule, or decline.

Once the request is approved, your meeting is set and ready to go.



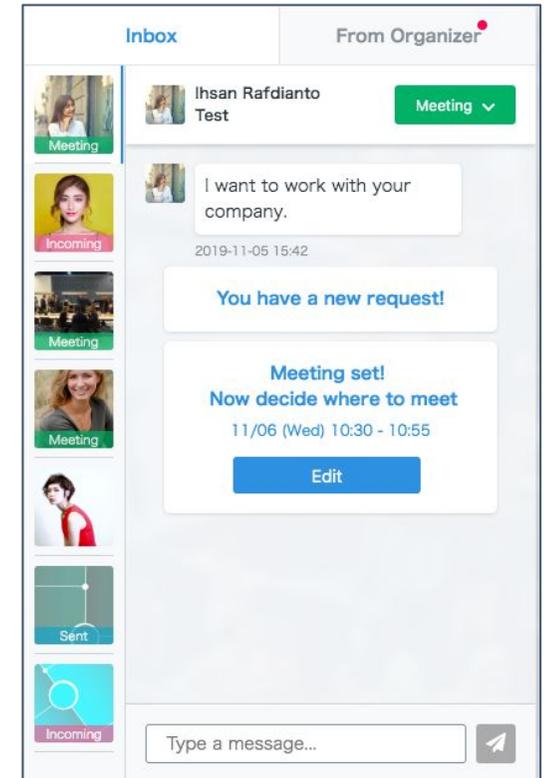
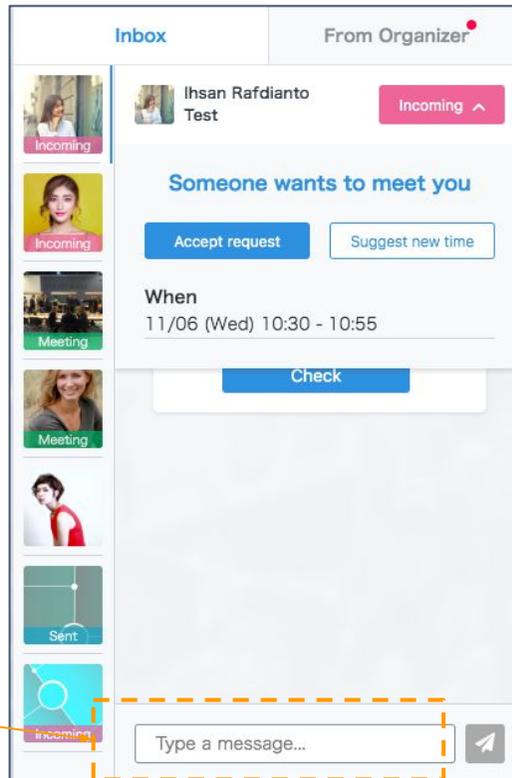
Michelle Lindberg,

Taro Yamada says he/she wants to meet you at EventHub Conference 2019.  
Click the button below to respond:



Use this link if you the button doesn't work : <https://qa->

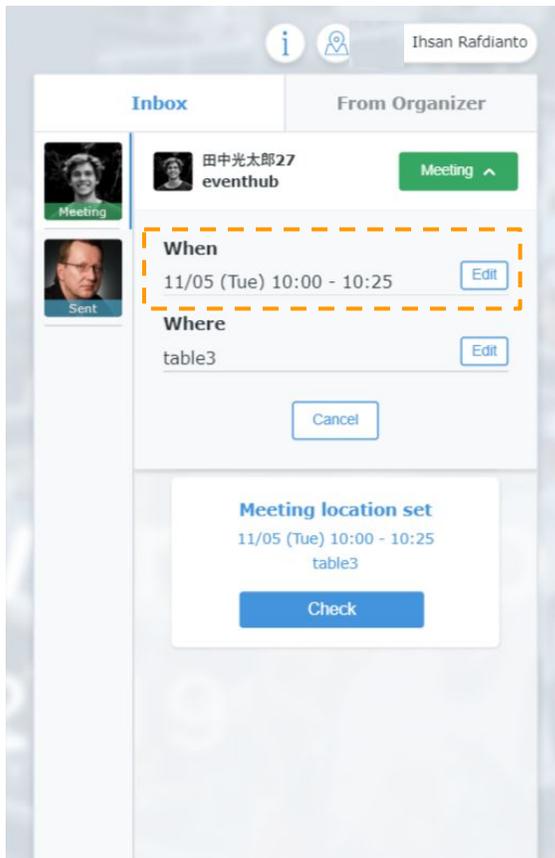
**You can also send / receive messages before setting up a meeting**



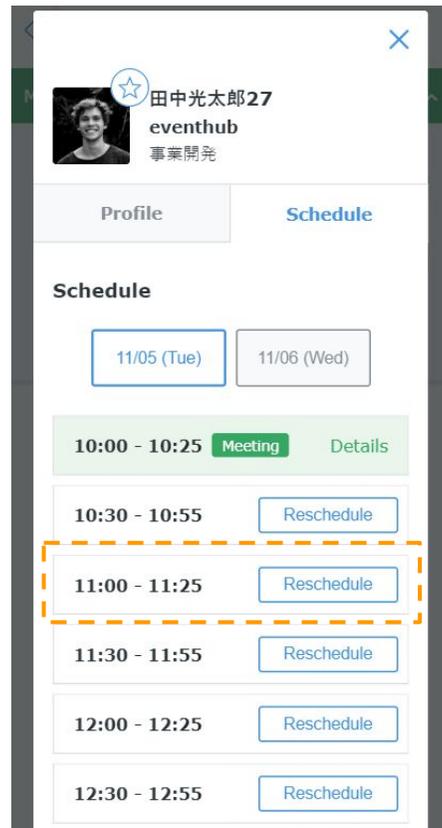
# Rescheduling meetings

If you wish to reschedule a meeting, simply go to their profile page again, choose an alternative time slot, and click send

You can change the date and time by clicking “edit”

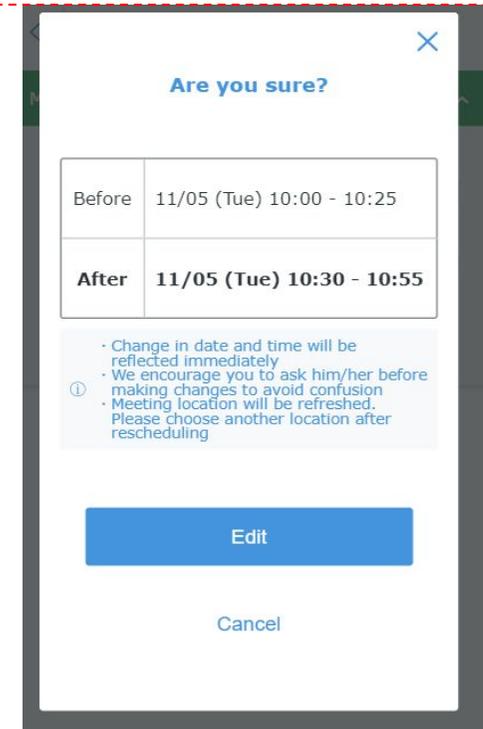


Please select an alternative time slot



## **[Note]**

Changes in date and time will take effect **IMMEDIATELY** so we encourage you to communicate with the other person ahead of time. Any physical tables / rooms you have booked for that slot will be canceled at the same time.



# Web conferencing

For meetings scheduled on the platform, you can use the embedded web conferencing tool to conduct the meeting. Simply click on the “webMTG” button on the top.

The screenshot shows a meeting invitation interface. At the top, there are tabs for 'メッセージ' (Message), 'slido', and 'お知らせ' (Notice). Below the tabs, there is a header for 'Yamada Taro'. The main content area shows a meeting invitation from '小林 大輔 株式会社EventHub' (Ryosuke Kobayashi, EventHub Co., Ltd.) with a '成立済み' (Completed) status. The meeting details include the date and time '6/5 (TUE) 12:30~13:00' and the location 'ブース1'. A blue button labeled 'WebMTG' is highlighted with a dashed orange box, indicating where to click to start the meeting. Below the invitation, there is a confirmation message: '会いたいリクエストが届きました' (We received your request to meet) and '会う約束が成立しました! 次は会う場所を決めましょう' (The meeting agreement is complete! Let's decide on the meeting location next), with a '設定' (Settings) button.

The screenshot shows the 'You're about to join a video meeting' screen. At the top, there is a header with the 'eventhub' logo. Below the header, the text reads 'You're about to join a video meeting'. A dashed orange box highlights the 'Your name' field, which contains the text 'Taro Yamada'. Below the name field, there is a link 'Have an account? Log in'. At the bottom of the screen, there is a large blue button labeled 'Continue'.

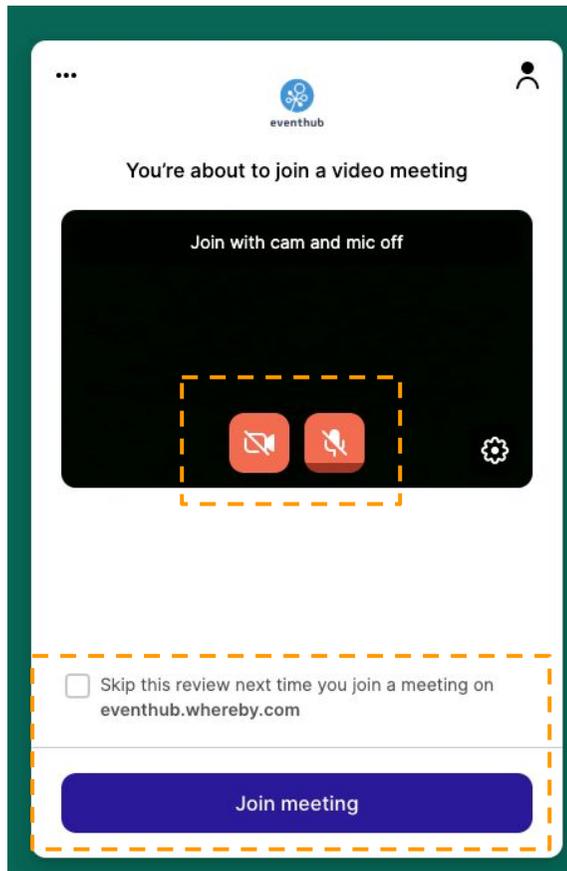
Please fill in your name

The screenshot shows a browser permission dialog box. At the top, there is a header with the text '...hereby.com が次の許可を求めています' (...hereby.com is asking for the following permissions). Below the header, there are two permission options: 'マイクを使用する' (Use microphone) and 'カメラを使用する' (Use camera). Below the permission options, there are two buttons: 'ブロック' (Block) and '許可' (Allow). A dashed orange box highlights the '許可' button. Below the dialog box, there is a large blue button labeled 'Request permissions'.

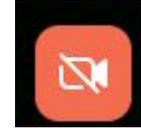
Make sure you allow mic and camera to access your browser

# Web conferencing

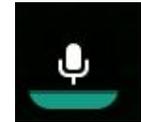
Please check your video and mic statuses when logging in



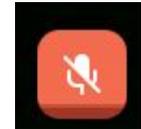
Camera on



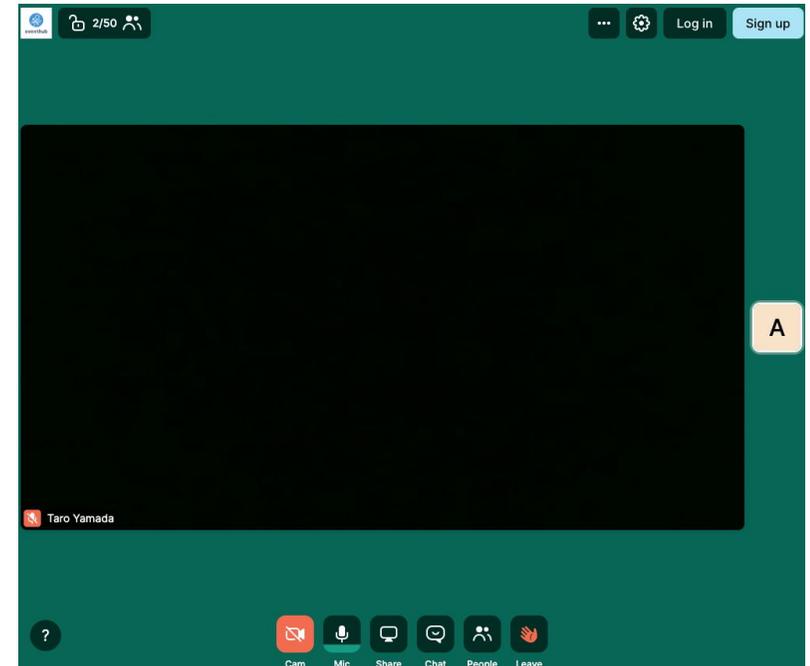
Camera off



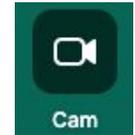
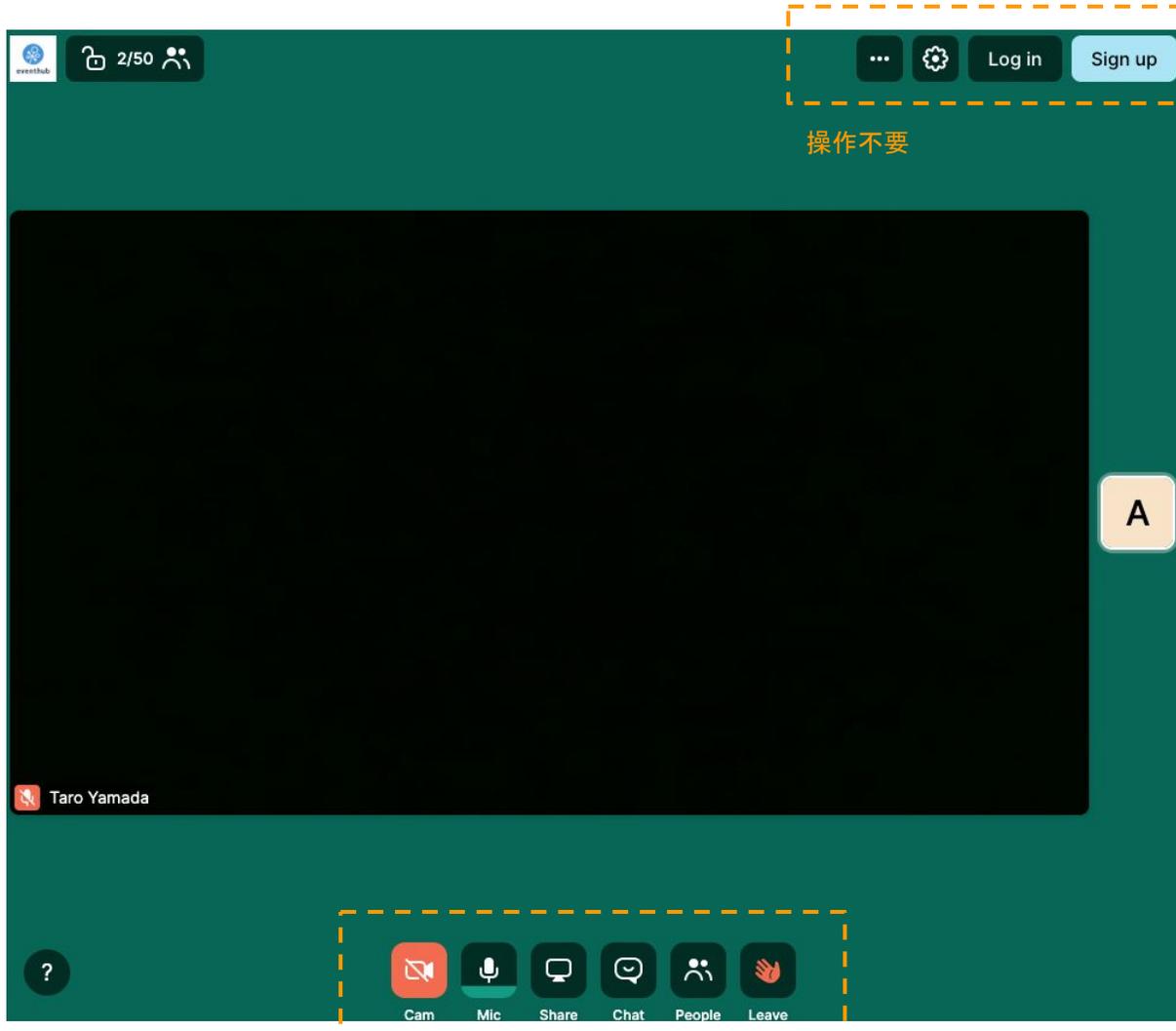
Mic on



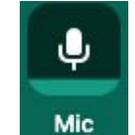
Mic off



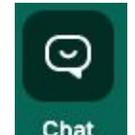
# Web conferencing



Camera



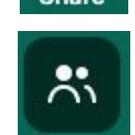
Mic



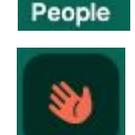
Chat: You can send messages and emojis to other participants



Share screen



People: Check who else is in the room

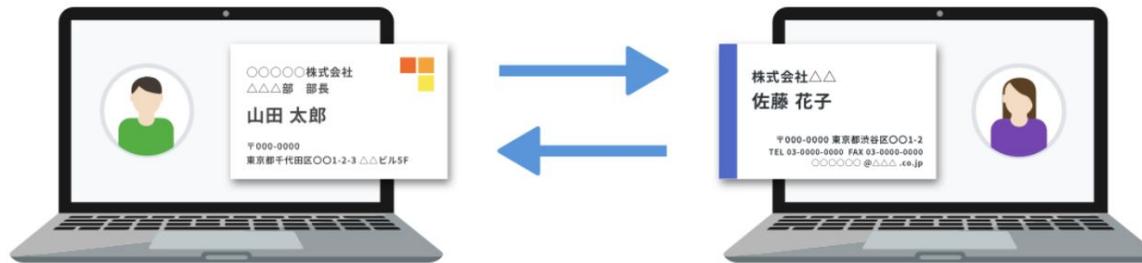


Leave: Leave the web meeting room

\*There are no recording features

# Online Interaction: Virtual Business Card Exchange

You can exchange your virtual business card registered in Sansan or Eight account.



After registering your virtual business card URL of Sansan or Eight on EventHub, you can send your virtual business card by clicking “Send business card” by messaging.

# Online Interaction : Register Your Virtual Business Card URL

Firstly, register your virtual business card URL on EventHub.

\* To obtain your virtual business card URL, please check Sansan or Eight Official Website.

## User Basic Information/Profile



## Registering Virtual Business Card URL



▶ For your reference

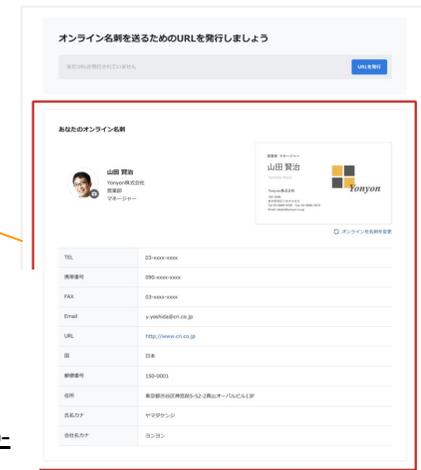
• Sansan

<https://jp-help.sansan.com/hc/en-us/articles/900000921606-How-to-set-up-your-Virtual-Card-Web-App->

• Eight (Website written only in Japanese)

<https://eight.zendesk.com/hc/ja/articles/360001605115>

## Sansan (Reference)



## Desktop Website of Eight (Reference)



# Online Interaction: Send Your Virtual Business Card

You can send your virtual business card by messaging.

Starting messaging



Sending your business card;  
"Send Business Card"



Receiving business card;  
"Check Business Card"

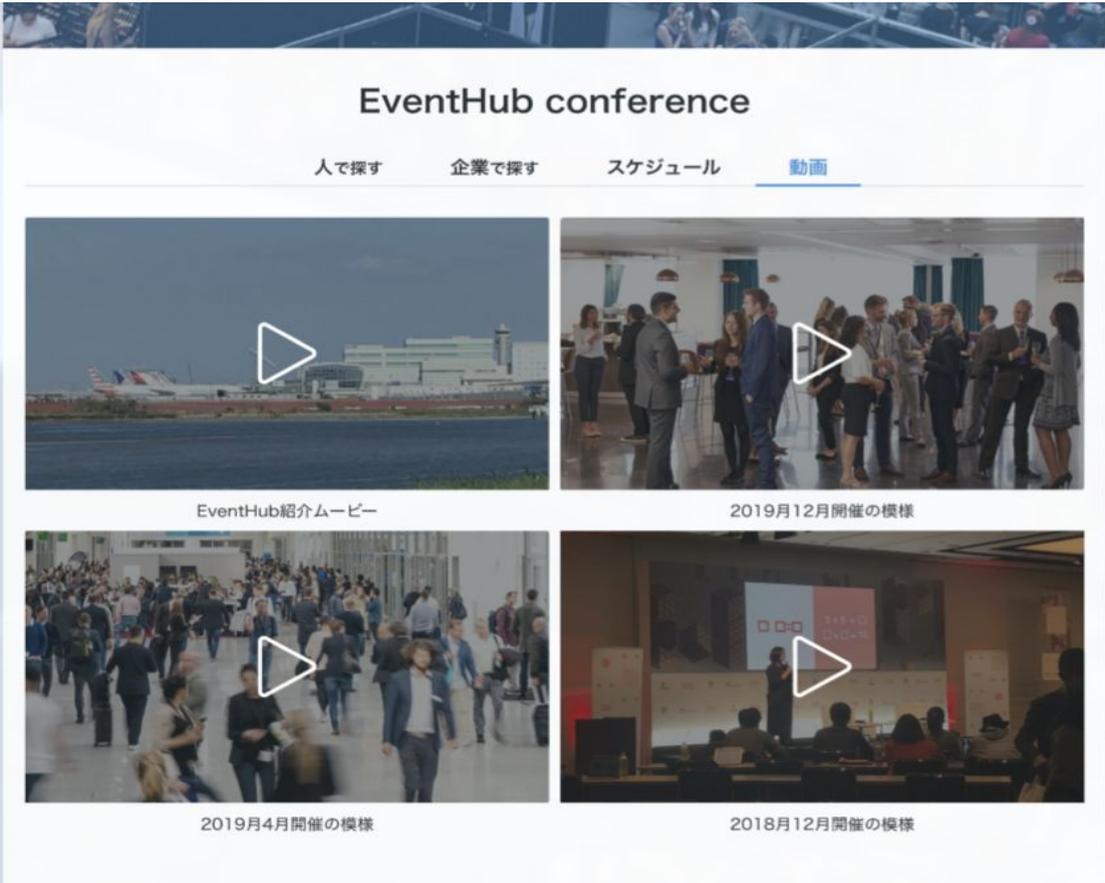


Transferred to  
Sansan/Eight Website



# Archived videos

Check archived videos stored under “Videos” tab underneath the main video player



The screenshot displays the 'EventHub conference' website interface. At the top, the title 'EventHub conference' is centered. Below it, there are four navigation tabs: '人で探す', '企業で探す', 'スケジュール', and '動画'. The '動画' tab is currently selected and highlighted with a blue underline. The main content area features a grid of four video thumbnails, each with a white play button icon in the center. The thumbnails are arranged in two rows and two columns. Below each thumbnail is a caption in Japanese. The top-left thumbnail shows an airport tarmac with an airplane and a building, captioned 'EventHub紹介ムービー'. The top-right thumbnail shows a group of people in business attire networking, captioned '2019年12月開催の様様'. The bottom-left thumbnail shows a large crowd of people walking through a convention hall, captioned '2019年4月開催の様様'. The bottom-right thumbnail shows a speaker at a podium in a conference room, captioned '2018年12月開催の様様'.

EventHub conference

人で探す 企業で探す スケジュール **動画**

EventHub紹介ムービー

2019年12月開催の様様

2019年4月開催の様様

2018年12月開催の様様

# Frequently Asked Questions

## **Q: Which devices and browsers do you support?**

A: EventHub is basically a web service, so it can be used on any computer, smartphone or tablet. No app download required.

Available on web browsers, mobile phones, PCs, tablets

Supported version: Android version 5+, iOS version 11+

Supported browsers: Chrome, Firefox, Safari, Internet Explorer, Microsoft Edge latest version

Support mailer system: Mailer conforming to HTML standard

## **Q: I haven't received my invitation email.**

A: Please check if your registered address is correct. If so, make sure the email from EventHub is not in your spam or junk email folders. If it is in the folder, please add the domain permission of emails sent from "@eventhub.jp". If you are using a mobile operator's e-mail address in particular, please give us domain permission.

## **Q: I logged in, but I can't watch the video.**

A: Depending on the security requirements of your network environment, you may not be able to watch videos. Please log in from a different device.

## **Q: I cannot use the web conferencing feature**

A: Depending on the security requirements of your network environment, you may not be able to use the web conferencing feature. Some functions may be restricted depending on the browser. Please try different browsers or devices.

<https://whereby.helpscoutdocs.com/article/415-supported-devices>