



Africa Industrialization Day 2020 in Japan [Online]

20 November – 4 December 2020

Africa Industrialization Day 2020 in Japan [Online]

An online event platform for B2B meetings and a seminar for 20 November – 4 December 2020



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How to use the online platform "EventHub"

- 1. Sign up and fill in your company profile**

Set up your password from the e-mail

Click “Agree and login” button on the received e-mail



Thank you for your participation to Africa Industrialization Day 2020 in Japan [Online]

To complete your company's profile, please carefully read the manual as well as [Terms of Use](#) before proceeding.

Login from the button below, complete your profile, and start networking!

Agree and login

Set your preferred password



Africa Industrialization Day 2020 in Japan [Online]

[Set password](#)

Your email address

ihsan@eventhub.jp

New password

Type your new password

Confirm new password

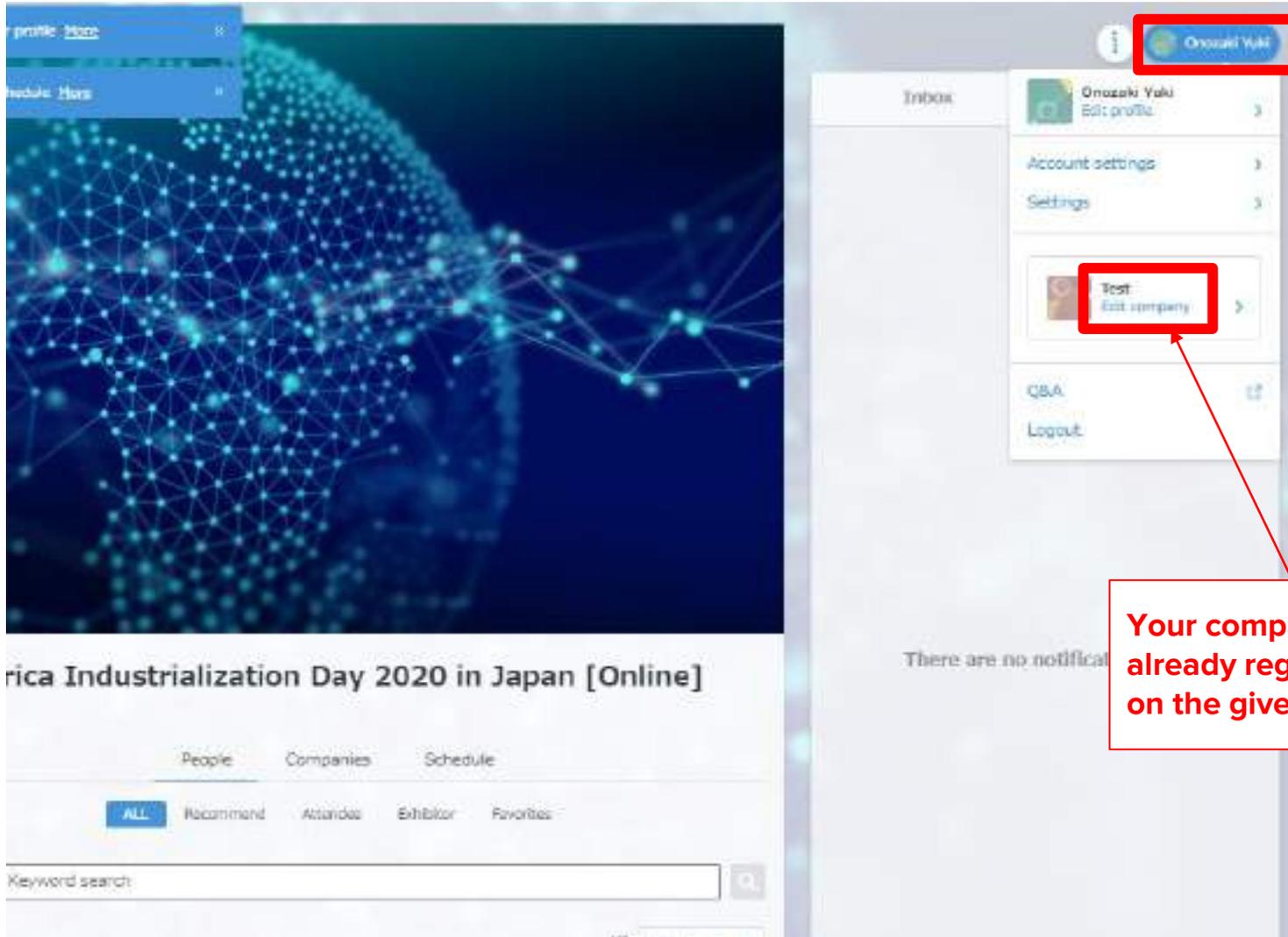
Confirm your password

Login

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

Complete your company's profile (1)

Click your name on the top right corner and click "Edit company"



The image shows a screenshot of a user interface. On the right side, a dropdown menu is open, displaying the user's name 'Onozaki Yuki' at the top, which is highlighted with a red box. Below the name are several menu items: 'Edit profile', 'Account settings', 'Settings', 'Test', 'Edit company', 'Q&A', and 'Logout'. The 'Test' and 'Edit company' items are grouped together and highlighted with a red box. A red arrow points from this box to a text box on the right. A large yellow arrow points from the right side of the image towards the right.

Your company name is already registered based on the given information.

Complete your company's profile (2)

The screenshot shows an 'Edit profile' page with several input fields and buttons. Red boxes highlight the following elements:

- Company name:** A text field with a character count of 4/100.
- Company detail:** A large text area with a character count of 0/2000.
- Web Site:** A text field with a character count of 0/100.
- Image and video attachments:** A button labeled '+ Add image or video'.
- File attachments:** A button labeled '+ Add file'.
- Save Changes:** A blue button at the bottom of the page.

At the top of the page, there is a profile picture placeholder with a 'Photo' button below it. At the bottom, there is a small disclaimer: 'All members registered under this company can edit the company profile. Please note that your edits will be reflected across all members' company profile information. (Only the organizer can change exhibitor info)'.

Please put your company detail including:

- Summary of Company Activity:
- Capital:
 - in local currency
 - equivalent USD
- Establishment (MM/YYYYY):
- Existing Japanese or Foreign Partners:
- Additional Information:
 - Past Experience with Japan
 - ISO/Quality Certification
 - Memberships
(Chamber of Commerce etc.)
 - Overseas location

You can copy and paste the template in the received e-mail.

Please put your company's website.

Please upload photos and videos related to your business.

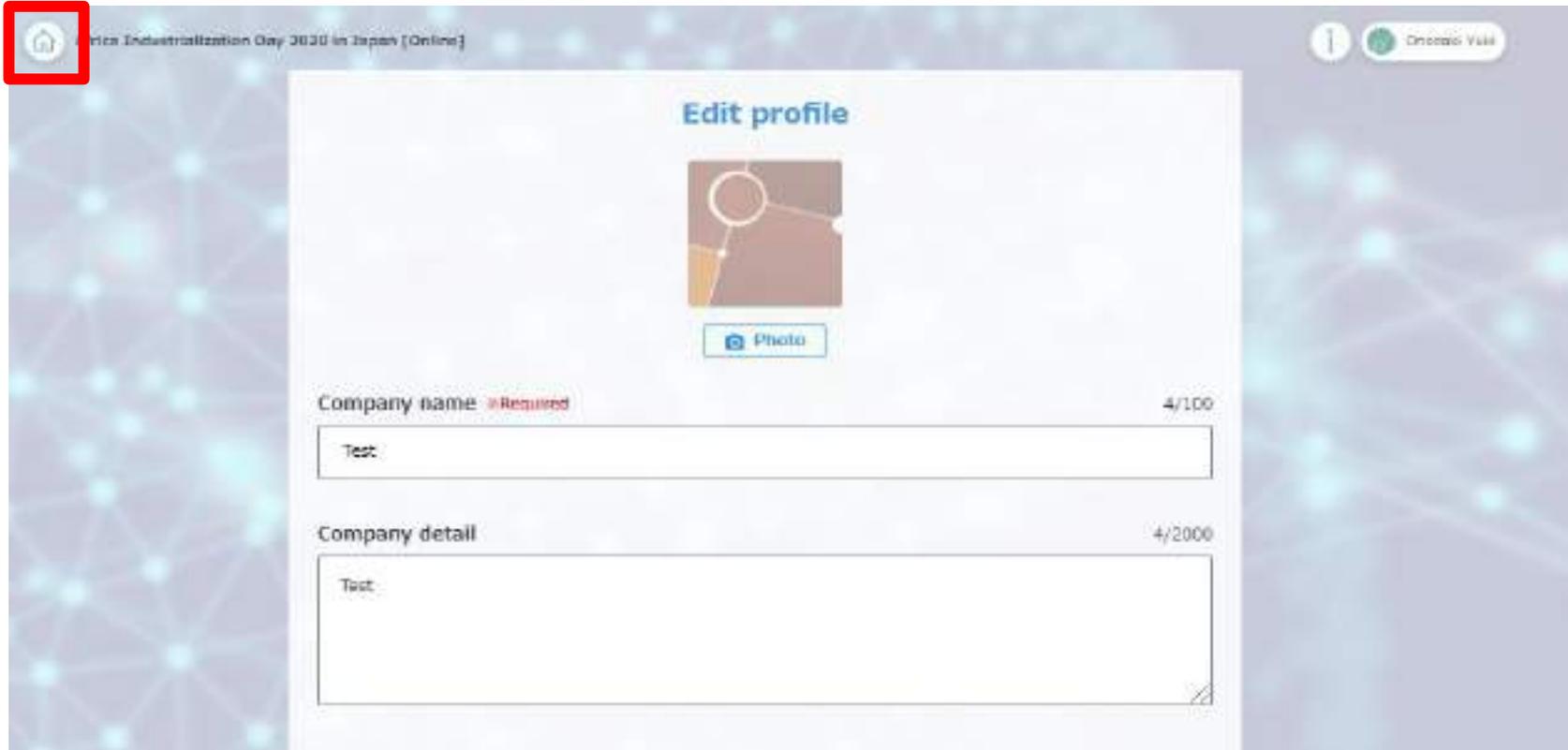
Please upload your promotion materials (e.g. company brochure, product brochure etc)

How to use the online platform "EventHub"

2. Setup your available slots for receiving online meetings

Update your available time slots for online meetings (1)

After completing and saving your company's profile, please go back to Home by clicking the button on the top left corner.



The screenshot shows the 'Edit profile' interface. At the top left, a home icon is highlighted with a red square. The page title is 'Africa Industrialization Day 2020 in Japan [Online]'. The main content area is titled 'Edit profile' and contains a profile picture placeholder with a 'Photo' button below it. There are two text input fields: 'Company name' (marked as 'Required' and with a '4/100' character count) and 'Company detail' (with a '4/2000' character count). Both fields contain the text 'Test'. In the top right corner, there are icons for help and a user profile labeled 'Ono Ono Yuki'. A large yellow arrow points from the right side of the screenshot towards the right edge of the slide.

Update your available time slots for online meetings (2)

Click “Schedule” > Date > “Availability” tab to set up your availability.
Other companies can choose from these slots and send meeting requests to you.

Africa Industrialization Day 2020 in Japan [Online]

People Companies **Schedule**

11/20 (Fri) **11/24 (Tue)** 11/25 (Wed) 11/26 (Thu) 11/27 (Fri) 11/30 (Mon)

Availability

Select All

10AM~	10:00 - 10:50	<input checked="" type="checkbox"/>
11AM~	11:00 - 11:50	<input checked="" type="checkbox"/>
12PM~	12:00 - 12:50	<input type="checkbox"/>
1PM~	13:00 - 13:50	<input type="checkbox"/>
2PM~	14:00 - 14:50	<input checked="" type="checkbox"/>
3PM~	15:00 - 15:50	<input type="checkbox"/>
4PM~	16:00 - 16:50	<input type="checkbox"/>
5PM~	17:00 - 17:50	<input type="checkbox"/>

All the slots are selected as “available” by default.

Please click “Select All” button to change the availability of all of the slots in one day.

You can also change the availability of each slot.

Slots in blue means that you are available on this slot.

Update your available time slots for online meetings (3)

****Please note that the time slot is in Japanese time****

Africa Industrialization Day 2020 in Japan [Online]

People Companies **Schedule**

11/20 (Fri) 11/24 (Tue) 11/25 (Wed) 11/26 (Thu) 11/27 (Fri) 11/30 (Mon)

Availability

Time Slot	Availability
10AM~ 10:00 - 10:50	<input checked="" type="checkbox"/>
11AM~ 11:00 - 11:50	<input checked="" type="checkbox"/>
12PM~ 12:00 - 12:50	<input type="checkbox"/>
1PM~ 13:00 - 13:50	<input checked="" type="checkbox"/>
2PM~ 14:00 - 14:50	<input checked="" type="checkbox"/>
3PM~ 15:00 - 15:50	<input checked="" type="checkbox"/>
4PM~ 16:00 - 16:50	<input checked="" type="checkbox"/>
5PM~ 17:00 - 17:50	<input checked="" type="checkbox"/>

Please calculate your local time from the list blow:

Algeria:	-8 hours
Burundi:	-7 hours
Ethiopia:	-6 hours
Ghana:	-9 hours
Kenya:	-6 hours
Mauritius:	-5 hours
Mozambique:	-7 hours
Rwanda:	-7 hours
Senegal	-9 hours
Tunisia:	-8 hours
Uganda	-6 hours

How to use the online platform "EventHub"

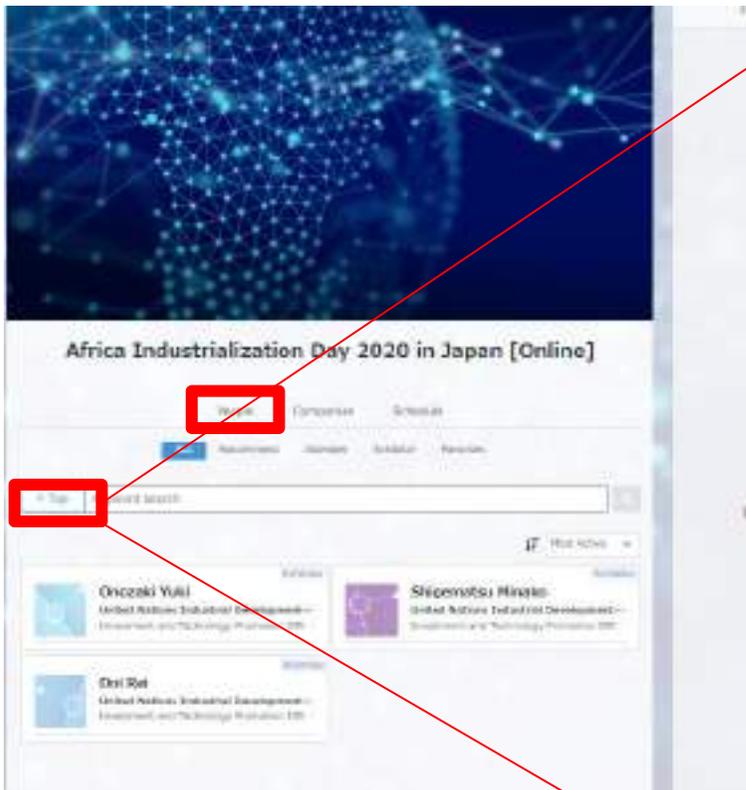
3. Search participants/ companies

***Japanese companies will start to register around 25 October so please wait until their registration.**

***We recommend to check regularly this platform as we expect more Japanese companies will be registered toward the event period.**

Search participants/ companies (1)

Click "People" tab -> "ALL" to search participants



Tags

Country

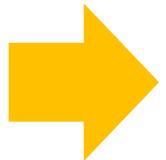
Industry

Number of employees

Type of partnership you are interested in

Your expectation

Please select the tags which describes your interests and click "Search" button



Search participants/ companies (3)

You can see all of the registered companies by “Companies” tab.



The screenshot shows the website interface for 'Africa Industrialization Day 2020 in Japan [Online]'. At the top, there are three tabs: 'People', 'Companies', and 'Schedule'. The 'Companies' tab is highlighted with a red box. Below the tabs is a search bar labeled 'Keyword search' with a red border. Below the search bar, there are two search results: 'United Nations Industrial Development Organization (UNIDO)' and 'Test Company'. A red arrow points from the search bar to the 'United Nations Industrial Development Organization (UNIDO)' result.

You can search companies by keywords but you cannot search by tags in the “Companies” tab.



The screenshot shows the profile page for the 'United Nations Industrial Development Organization (UNIDO)'. The page includes a profile picture, the organization's name, and a 'Web Site' link. Below the profile information, there is a section for '2 Members'. Two member profiles are listed: 'Onozaki Yuki' and 'Shirayabu Masako'. The 'Onozaki Yuki' profile is highlighted with a red box. A red arrow points from the 'Onozaki Yuki' profile to the profile page.

You can visit the profile page of the registered participants of the company.

How to use the online platform "EventHub"

4. Send messages and online meeting requests

Send messages

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

Embroid Development Organization (EMDO)
Technology Innovation Office (TIO), Tokyo Programme

EMDO Logo

EMDO in

Send a meeting request

Choose a time slot for the next session

Or simply send a request

Time Slot	Time	Action
10:00 - 10:30	10:00 - 10:30	Request
10:30 - 11:00	10:30 - 11:00	Request
11:00 - 11:30	11:00 - 11:30	Request
11:30 - 12:00	11:30 - 12:00	Request
12:00 - 12:30	12:00 - 12:30	Request
12:30 - 13:00	12:30 - 13:00	Request
13:00 - 13:30	13:00 - 13:30	Request
13:30 - 14:00	13:30 - 14:00	Request
14:00 - 14:30	14:00 - 14:30	Request
14:30 - 15:00	14:30 - 15:00	Request
15:00 - 15:30	15:00 - 15:30	Request
15:30 - 16:00	15:30 - 16:00	Request
16:00 - 16:30	16:00 - 16:30	Request
16:30 - 17:00	16:30 - 17:00	Request



Send a message

Onozaki Yuki
United Nations Industrial Development Organization (UNIDO)
Smart and Sustainable Technology Programme (STP), Tokyo Programme Manager

Message

Insert your message here. Say hello to the person you want to say hi to.

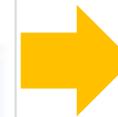


Sent a message

Your message has been sent.
You can continue your conversation in the message thread.

Onozaki Yuki
United Nations Industrial Development Organization (UNIDO)
Smart and Sustainable Technology Programme (STP), Tokyo Programme Manager

Message text



You can communicate in the chat box.

Chat interface showing a message from Onozaki Yuki and a text input field at the bottom.

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 steps:

- Profile Page:** The user is on the profile page of '山田太郎' (Yamada Taro), 株式会社EventHub (EventHub Co., Ltd.), 代表取締役 (Representative Director). The 'Schedule' button is highlighted.
- Send a meeting request:** The user is prompted to 'Send a meeting request' and choose a time. The calendar shows slots from 10:00 to 12:25. The 10:30 - 10:55 slot is selected, and the 'MEET' button is highlighted.
- Meeting request form:** The user is prompted to 'Tell them why you want to meet up'. The 'Next' button is highlighted.
- Inbox:** The meeting request is sent. The status is 'Sent'. A dropdown arrow is visible next to the 'Sent' status.

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.



Michele Lindberg,

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

Respond

Use this link if you the button doesn't work: [https://bit.ly/2G11111](#)

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

Inbox From Organizer

Ihsan Rafdianto Test Meeting

Someone wants to meet you

Accept request Suggest new time

When 11/06 (Wed) 10:30 - 10:55

Check

Type a message...

Inbox From Organizer

Ihsan Rafdianto Test Meeting

I want to work with your company.

2019-11-06 10:42

You have a new request!

Meeting set!
Now decide where to meet
11/06 (Wed) 10:30 - 10:55

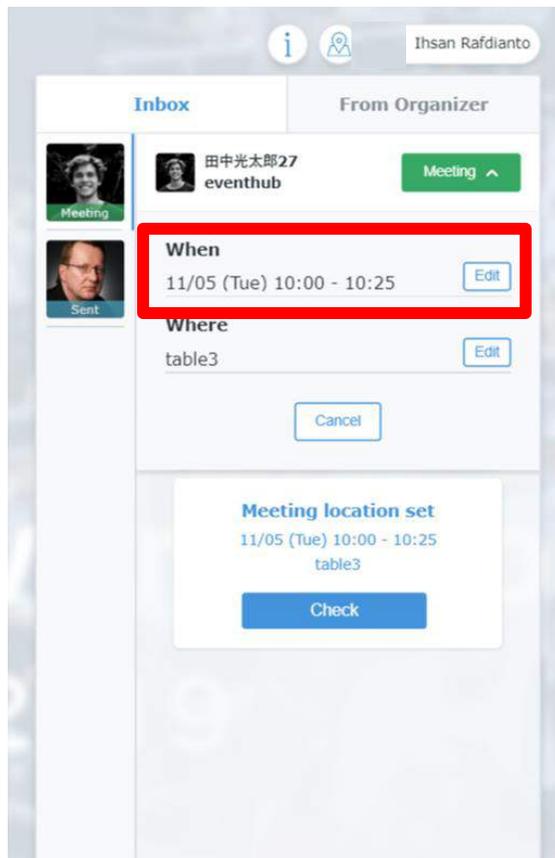
Edit

Please ignore this button. (This is for physical meetings)

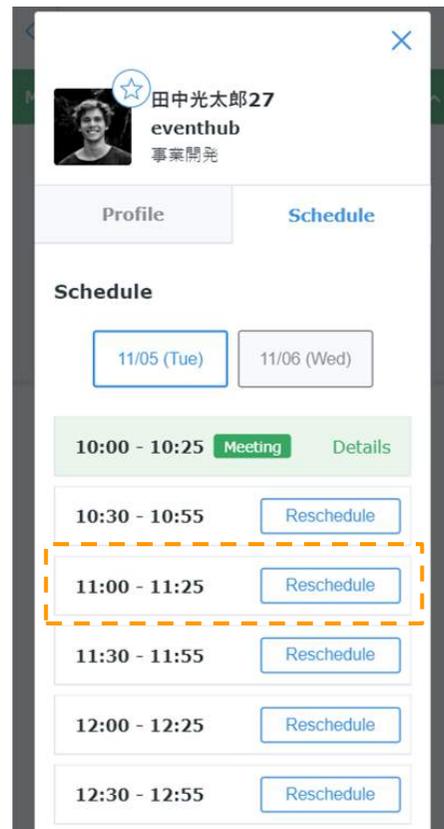
Rescheduling meetings

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”

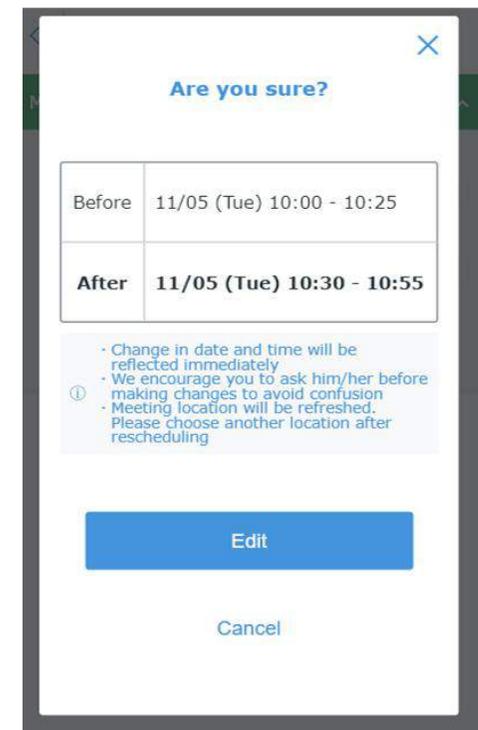


Please select an alternative time slot



【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.

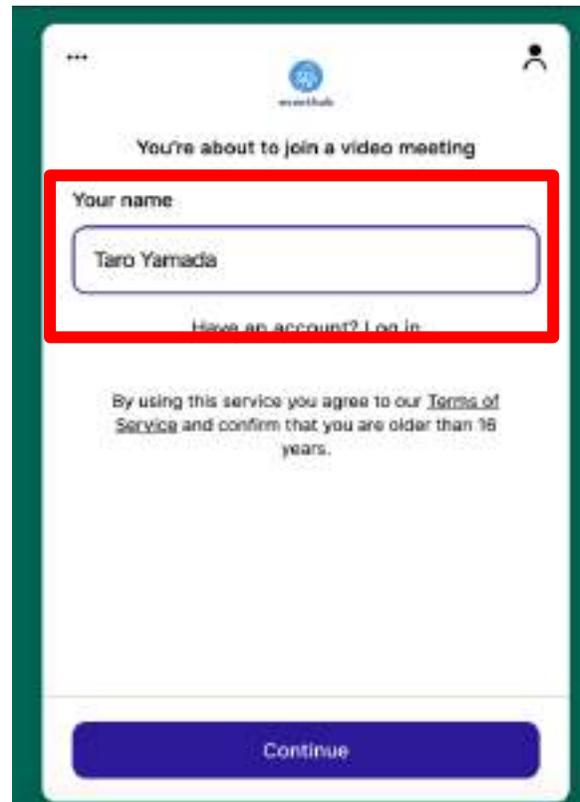
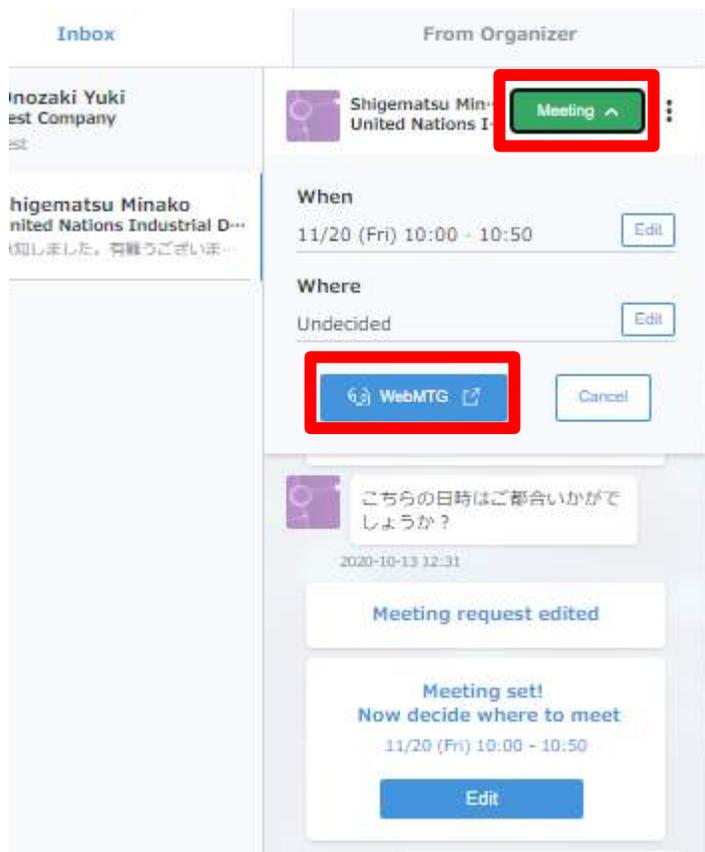


How to use the online platform "EventHub"

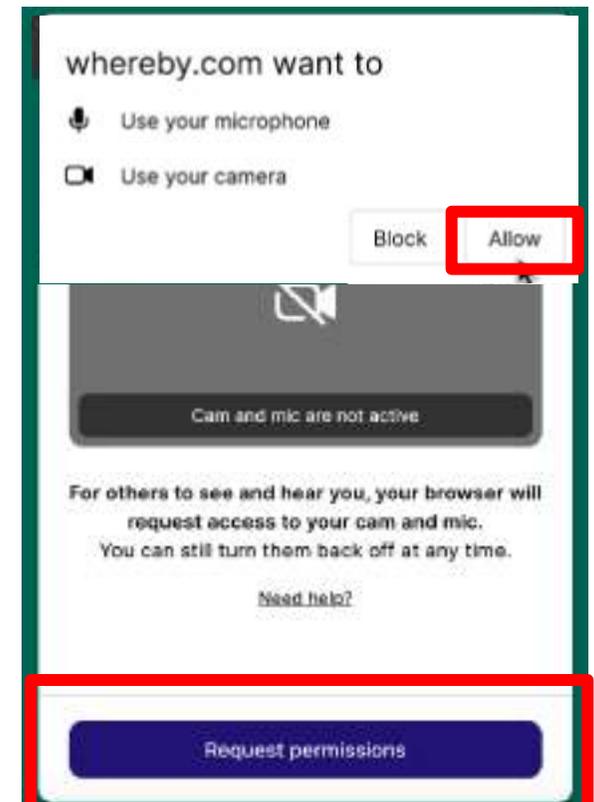
4. Start online meeting

Online meeting

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



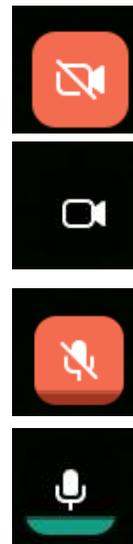
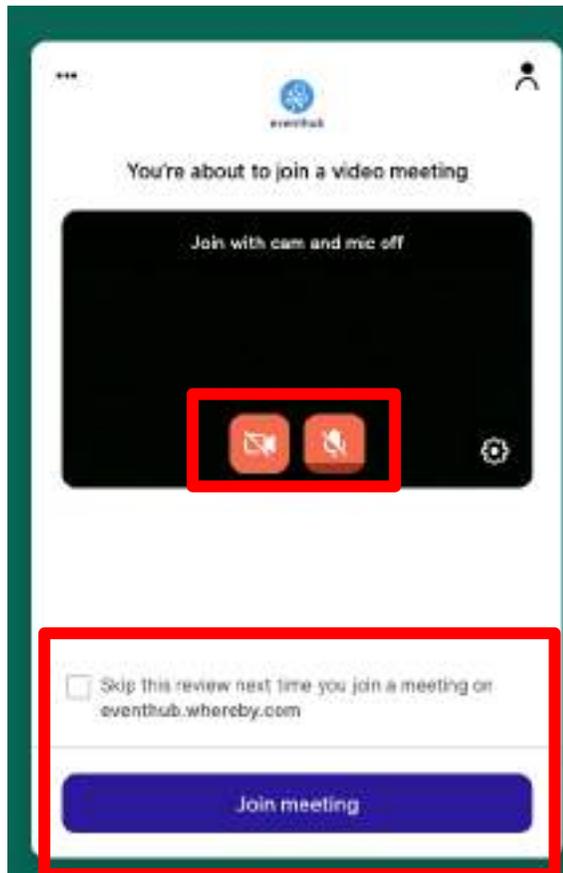
Please fill in your name



Make sure you allow
mic and camera to
access your browser

Web conferencing

Please check your video and mic statuses when logging in

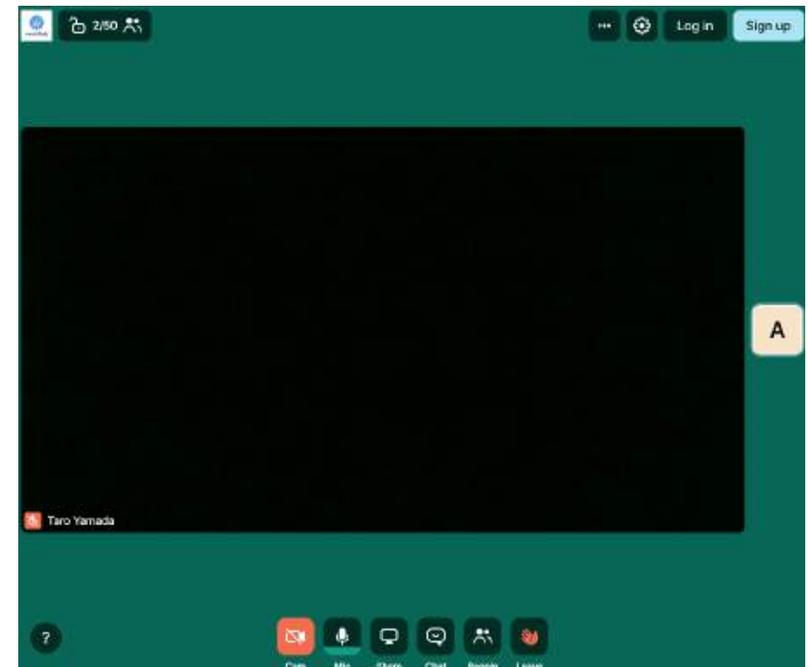


Camera on

Camera off

Mic on

Mic off



Web conferencing

The image shows a screenshot of a web conferencing application interface. The interface is primarily dark green. At the top left, there is a logo and a status bar showing '2/50' and a person icon. At the top right, there are icons for settings, a 'Log in' button, and a 'Sign up' button. A red box highlights the top right area, containing the text: "You do not need to change settings".

The main area is a large black rectangle representing a video feed, with a small orange square containing the letter 'A' on the right side. At the bottom left of the video feed, there is a small orange square with a person icon and the name 'Taro Yamada'. At the bottom left of the entire interface, there is a question mark icon. At the bottom center, there is a row of icons for 'Cam', 'Mic', 'Share', 'Chat', 'People', and 'Leave'. A red box highlights this row.

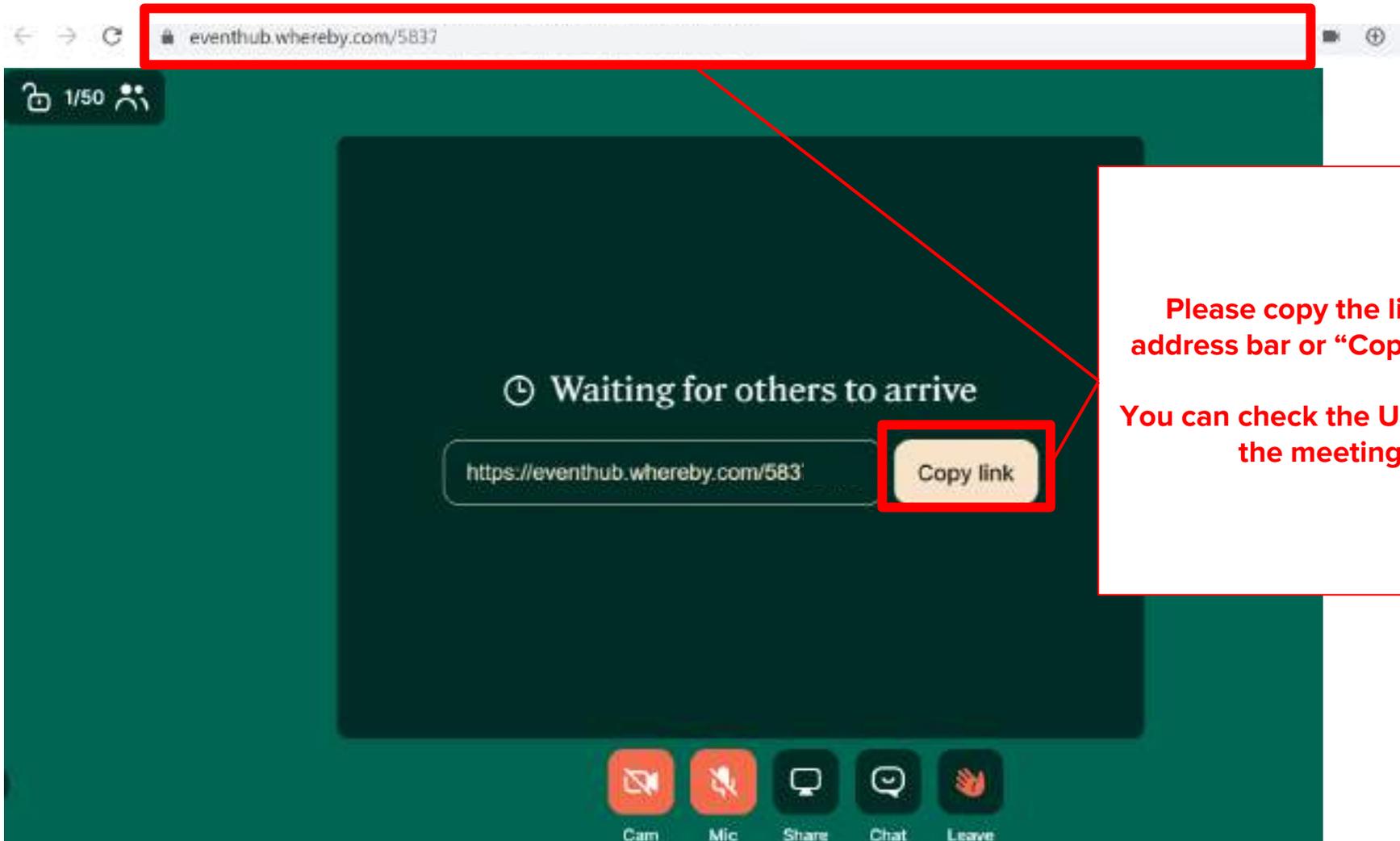
On the right side, there is a vertical toolbar with icons and labels for 'Cam', 'Mic', 'Chat', 'Share', 'People', and 'Leave'. Each icon is white on a dark green background. To the right of each icon is a text label describing its function.

- 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

Invite your colleagues to Web conferencing

By sharing the link of the meeting, you can invite your colleagues or partners who does not have an account on this platform.



The screenshot shows a web browser window with the address bar containing the URL `eventhub.whereby.com/5837`. Below the browser, a dark green interface displays a central message: "Waiting for others to arrive" with a clock icon. Underneath this message is a text box containing the URL `https://eventhub.whereby.com/583` and a button labeled "Copy link". At the bottom of the interface, there are five icons for "Cam", "Mic", "Share", "Chat", and "Leave". A red box highlights the address bar, and another red box highlights the "Copy link" button. A white callout box with a red border points to the "Copy link" button.

Please copy the link from the address bar or “Copy link” button.
You can check the URL even before the meeting starts

How to use the online platform "EventHub"

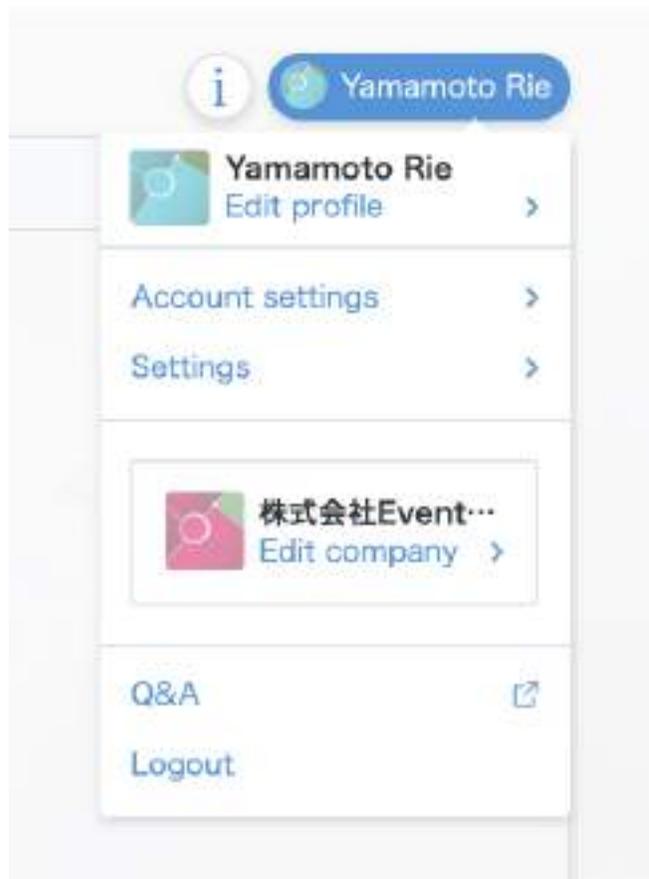
5. Change your account information/ Q&A

Change 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

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>