



India-Japan B2B Meetings



5 – 17 July 2021
12:30-20:30 (JST)
09:00-17:00 (IST)

India-Japan B2B Meetings (Online)

An online event platform for B2B meetings for 5 – 17 July 2021



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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 India-Japan B2B Meetings (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



India-Japan B2B Meetings

[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 screenshot shows a web application interface. On the left, there is a large image of a blue network graph with a 'Sample' label. Below it, the text 'India-Japan B2B Meetings' is visible, along with tabs for 'People', 'Companies', and 'Schedule'. A search bar labeled 'Keyword search' is at the bottom. On the right, a user profile dropdown menu is open, showing options like 'Name', 'Account settings', 'Settings', 'Test', 'Q&A', and 'Logout'. The 'Test' option is highlighted with a red box, and a red arrow points to it from a text box. A yellow arrow points from the text box to the right.

Sample

India-Japan B2B Meetings

People Companies Schedule

ALL Recommend Attendee Exhibitor Favorites

Keyword search

Name
Edit profile

Account settings

Settings

Test
Edit company

Q&A


Logout

There are no notifications

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

Complete your company's profile (2)

Edit profile



Company name *Required 4/100

Test

Company detail 0/2000

Type your company description...

Web Site 0/100

Type your company website...

Image and video attachments

File attachments

- MAX. 3 files
- Up to 50MB per file

• 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 labels

Please write your company detail.

Please write 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) :

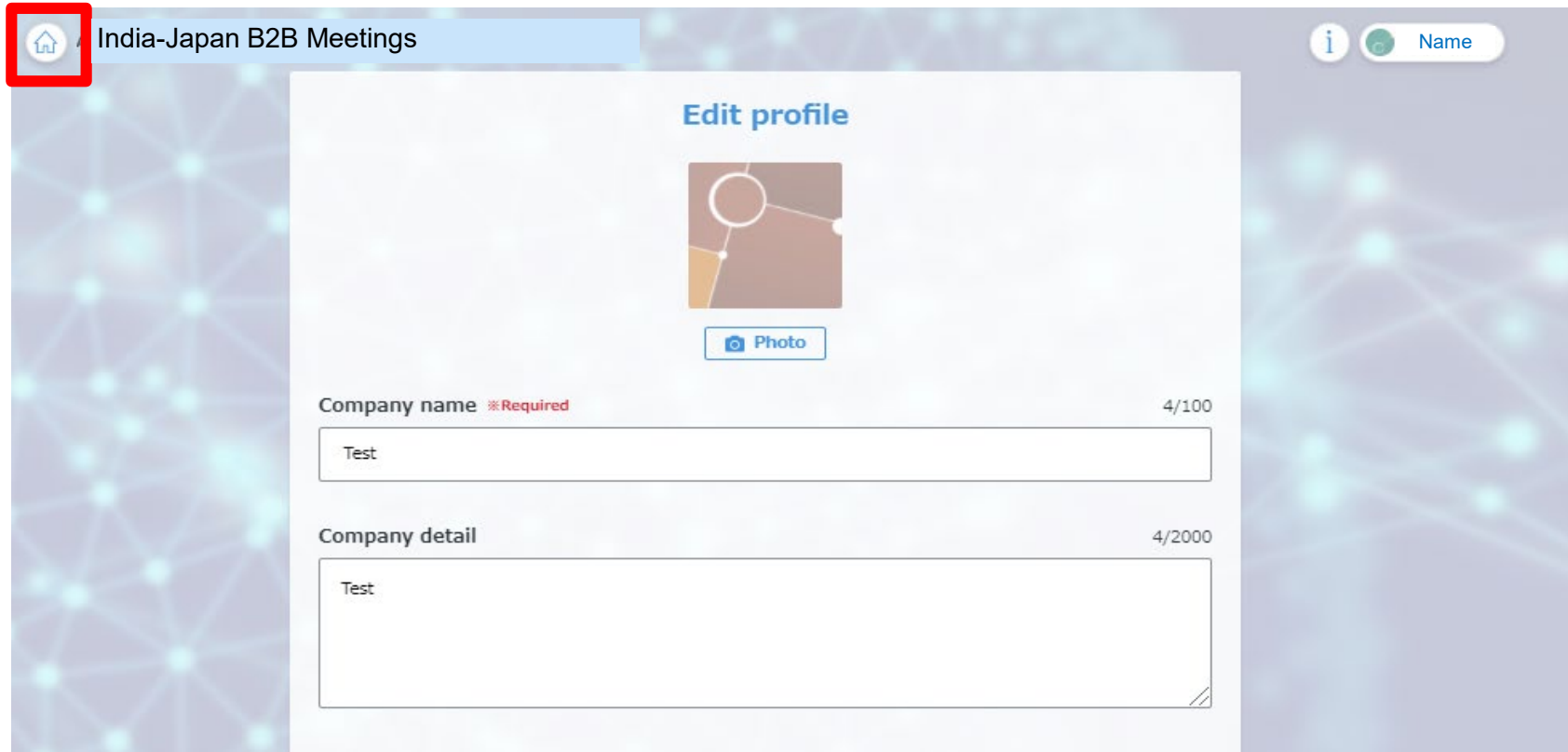
- Max. 3 files
- Up to 50MB per file

How to use the online platform "EventHub"




2. Set up your available time slots to receive online meeting requests

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.




India-Japan B2B Meetings

   Name

Edit profile



 Photo

Company name **※Required** 4/100

Test

Company detail 4/2000

Test

Update your available time slots for online meetings (2)

Click **^Schedule^ > Date > ^Availability^** tab to set up your availability.
Participants can choose from these slots and send meeting requests to you.

The screenshot displays the 'India-Japan B2B Meetings' interface. At the top, there are tabs for 'People', 'Companies', and 'Schedule'. Below these, a date navigation bar shows dates from 11/20 (Fri) to 11/30 (Mon), with 11/24 (Tue) selected. A 'Session' dropdown is set to 'Availability'. A 'Select All' button with a toggle switch is visible. Below this, a list of time slots is shown, each with a toggle switch. The slots from 10:00 - 10:50 to 16:00 - 16:50 are highlighted in blue, indicating they are available. A 'Sample' label is located at the bottom left of the interface.

Time Slot	Availability
10AM~ 10:00 - 10:50	Available (Blue)
11AM~ 11:00 - 11:50	Available (Blue)
12PM~ 12:00 - 12:50	Available (Blue)
1PM~ 13:00 - 13:50	Available (Blue)
2PM~ 14:00 - 14:50	Available (Blue)
3PM~ 15:00 - 15:50	Available (Blue)
4PM~ 16:00 - 16:50	Available (Blue)
Sample 17:00 - 17:50	Available (Blue)

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)

****The time slots are indicated in Indian time****

The screenshot shows the 'India-Japan B2B Meetings' interface. At the top, there are tabs for 'People', 'Companies', and 'Schedule', with 'Schedule' highlighted. Below the tabs is a calendar navigation bar with dates: 11/20 (Fri), 11/24 (Tue), 11/25 (Wed), 11/26 (Thu), 11/27 (Fri), and 11/30 (Mon). The date 11/24 (Tue) is selected. Below the calendar is a 'Session Availability' section with a 'Select All' checkbox. The session availability is shown as a list of time slots with toggle switches:

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"/>
Sample 7:50	<input checked="" type="checkbox"/>

The time zone indicated on the Eventhub system is your local time (when you access from India, Indian time is shown).

However, there are some exceptions:

- If you use IE browser, the time is indicated based on UTC (ex. UTC+9)
- If the setting of your device is different from the actual time zone and/or language, the time is indicated based on GMT (ex. GMT+9)

How to use the online platform "EventHub"

3. Search participants/ companies

***Japanese companies will start to register before the event date, and they are able to see your company profile once they register.**

***Japanese companies are also able to send meeting requests and messages to you before the event starts. Please check your email and this platform regularly and respond if there are any meeting requests or inquires.**

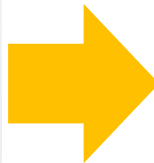
Search participants/ companies (1)

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

The screenshot shows the 'India-Japan B2B Meetings' interface. At the top, there is a 'Sample' banner. Below it, the title 'India-Japan B2B Meetings' is displayed. A navigation bar contains 'People' (highlighted with a red box), 'Companies', and 'Schedule'. Below this, a secondary navigation bar has 'ALL' (highlighted with a red box), 'Recommend', 'Attendee', 'Exhibitor', and 'Favorites'. A search bar with a magnifying glass icon is present, with 'Tags' and 'Keyword search' labels. Below the search bar, there is a filter dropdown set to 'Most Active'. The main content area displays a list of participants: 'Participant A' (Exhibitor), 'Participant B' (Attendee), and 'Participant C' (Exhibitor).

The 'Tags' section is shown, featuring a 'Search' button (highlighted with a red box) at the top right. Under the 'Sector' heading, various industry categories are listed as buttons: 'Agriculture, Forestry' (highlighted with a red box), 'Fishery', 'Mining', 'Construction', 'Manufacturing', 'Electricity, Gas, Heat supply and Water', 'Information and communications', 'Transport and postal activities', 'Wholesale and Retail trade', 'Finance and Insurance', 'Real estate and goods rental and leasing', 'Scientific research, professional and technical services', 'Accommodations, eating and drinking services', 'Living-related and personal services and amusement services', 'Education, learning support', 'Medical, health care and welfare', 'Services', 'Other Private Sector', 'Investment Promotion Agencies', 'Other Public Organizations', and 'UNIDO (incl. Africa Advisor)'.

You can search Japanese companies by sectors.



Search participants/ companies (2)

Click the name to check the detail profile

India-Japan B2B Meetings

People Companies Schedule

ALL Recommend Attendee Exhibitor Favorites

#Japan, # Tags Keyword search

Search results Reset

Participant A Exhibitor

Participant B Attendee

You can search participants by key words

UNIDO A
United Nations Industrial Development Organization (UNIDO)
Investment and Technology Promotion Office (ITPO), Tokyo Programme Assistant

Web Site
<http://www.unido.or.jp/>

One-line Pitch
unfilled

Country
Japan

Postal Code
151-0001

Address
東京都渋谷区神宮前5丁目53-70 国建大学本部ビル6階

Sector
#UNIDO (incl. Africa Advisor)

Number of employees
501-1,000

Type of partnership you are interested in

Send a meeting request

Choose a time and tap the MEET button

Or simply send a message Inbox

11/20 (Fri)	11/24 (Tue)	11/25 (Wed)	11/26 (Thu)	11/27 (Fr)
10AM~	10:00 - 10:50			H/she's busy
11AM~	11:00 - 11:50			MEET
12PM~	12:00 - 12:50			MEET
1PM~	13:00 - 13:50			MEET
2PM~	14:00 - 14:50			MEET
3PM~	15:00 - 15:50			MEET
4PM~	16:00 - 16:50			MEET

You can send a message (refer to 4. Send messages and online meeting requests)

You can send a meeting request from the slots

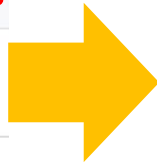
Search participants/ companies (3)

You can see all Participants (Japanese companies) by “People” tab.



The screenshot shows the 'India-Japan B2B Meetings' website. At the top, there is a navigation bar with three tabs: 'People', 'Companies', and 'Schedule'. The 'People' tab is highlighted with a red box. Below the navigation bar is a search bar labeled 'Keyword search', also highlighted with a red box. Below the search bar, there are two participant cards: 'Participant A' and 'Participant B'. A red arrow points from the search bar to a text box at the bottom left.

You can search Participants (Japanese companies) by keywords



The screenshot shows the profile page for the United Nations Industrial Development Organization (UNIDO). The page features the UNIDO logo and name, a 'Web Site' link, and a list of members. Two members are listed: 'UNIDO A' and 'UNIDO B', both labeled as 'Exhibitor'. A red box highlights the 'UNIDO A' member card, and a red arrow points from this box to a text box at the bottom right.

You can visit the profile page of participants.

How to use the online platform "EventHub"

4. Send messages and online meeting requests

Send messages

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

Industrial Development Organization (UNIDO)
Investment and Technology Promotion Office (ITPO), Tokyo Programme

学本部ビル8階

Interested in

Send a meeting request

Choose a time and tap the MEET button

Or simply send a message **Inbox**

< 11/20 (Fri) 11/24 (Tue) 11/25 (Wed) 11/26 (Thu) 11/27 (Fr) >

10AM~	10:00 - 10:50	H/she's busy
11AM~	11:00 - 11:50	MEET
12PM~	12:00 - 12:50	MEET
1PM~	13:00 - 13:50	MEET
2PM~	14:00 - 14:50	MEET
3PM~	15:00 - 15:50	MEET
4PM~	16:00 - 16:50	MEET
5PM~	17:00 - 17:50	MEET



Send a message

Exhibitor
UNIDO A
United Nations Industrial Development Organization (UNIDO)
Investment and Technology Promotion Office (ITPO), Tokyo Programme Assistant

Message

Insert your message here. Let me them know why you want to say hi!

Cancel Next



Sent a message

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

Exhibitor
UNIDO A
United Nations Industrial Development Organization (UNIDO)
Investment and Technology Promotion Office (ITPO), Tokyo Programme Assistant

Message

test

Go to thread



You can communicate in the chat box.

Inbox From Organizer

UNIDO A Availability

test
2020-10-14 17:54

Type a message...

Sending meeting requests

You can also send meeting requests to 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:** A user profile for '株式会社EventHub' is shown. Under 'Send a meeting request', a calendar for 11/06 (Wed) is displayed. The 10:30 - 10:55 slot is highlighted with a red box.
- Meeting Request Form:** A form titled 'Meeting request' is shown. The 'Message' field is highlighted with a red box. A 'Next' button is visible at the bottom.
- Inbox View:** The 'Inbox' shows a message from '株式会社EventHub' with the status 'Sent'. A red box highlights the 'Sent' status, which has a small downward arrow.
- Request Details:** The details of the sent request are shown, including the 'When' field (11/06 (Wed) 10:30 - 10:55) and a 'Check' button. A red box highlights the 'Sent' status in the header, and a red arrow points from this box to the details view.

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 confirmed.



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->

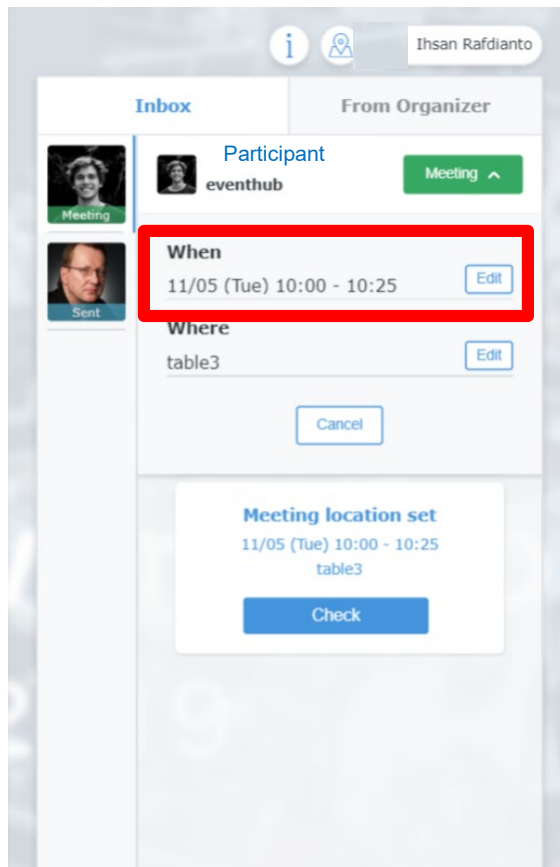
You can also send / receive messages before setting up a meeting



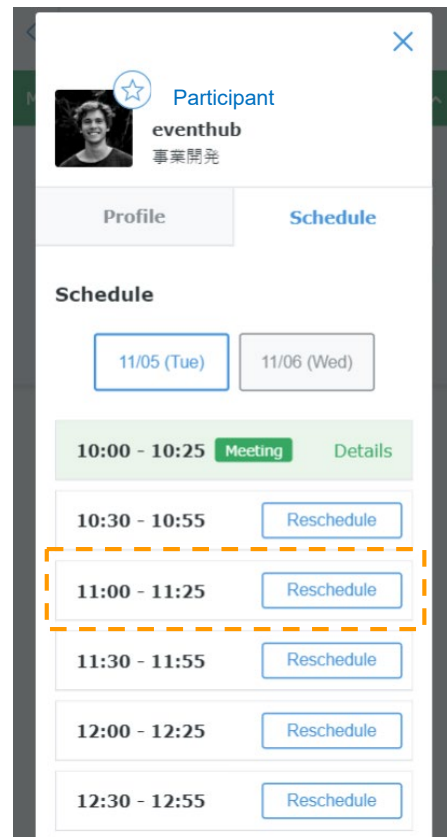
Rescheduling meetings

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

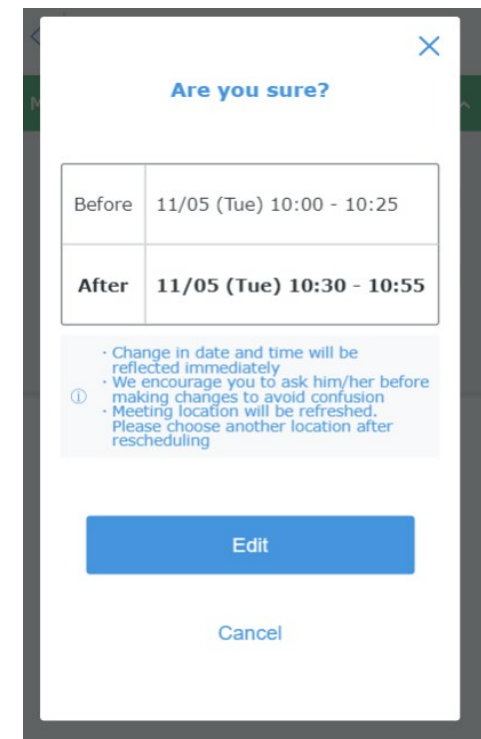
You can change the date and time by clicking **edit**



Please select an alternative time slot



[Note]
Changes in date and time will take effect **IMMEDIATELY** so we encourage you to communicate with your counterpart before you make any changes.

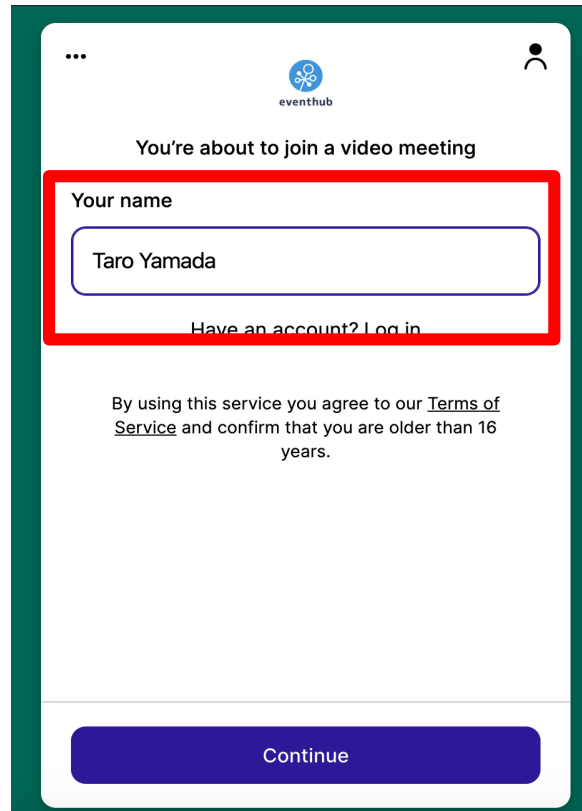
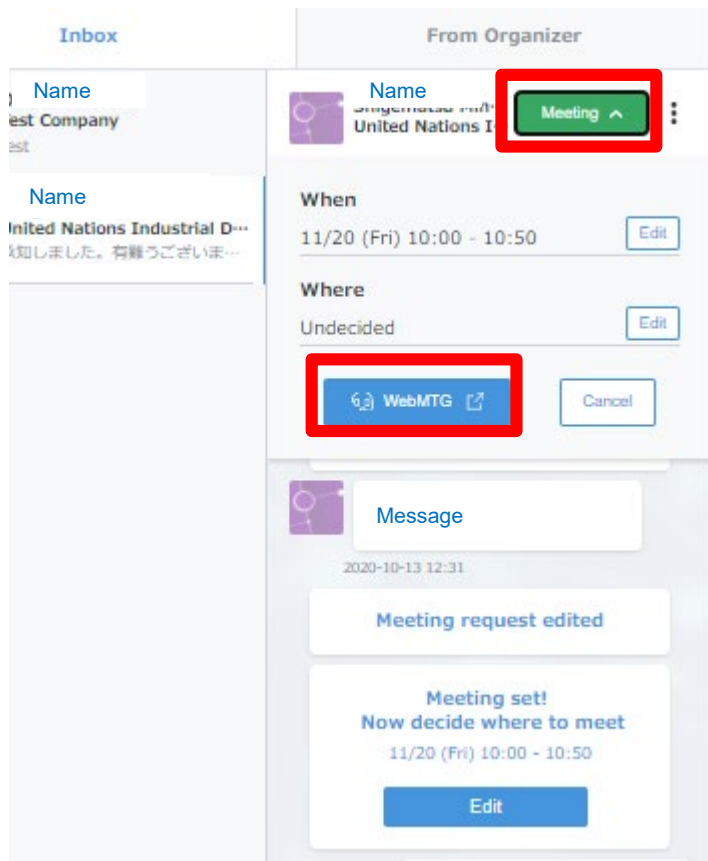


How to use the online platform "EventHub"

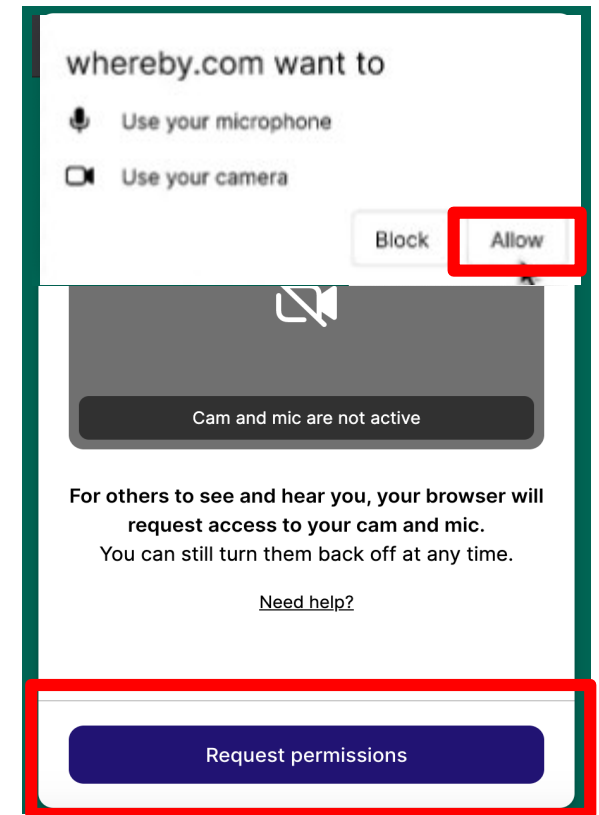
4. Start online meeting

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.



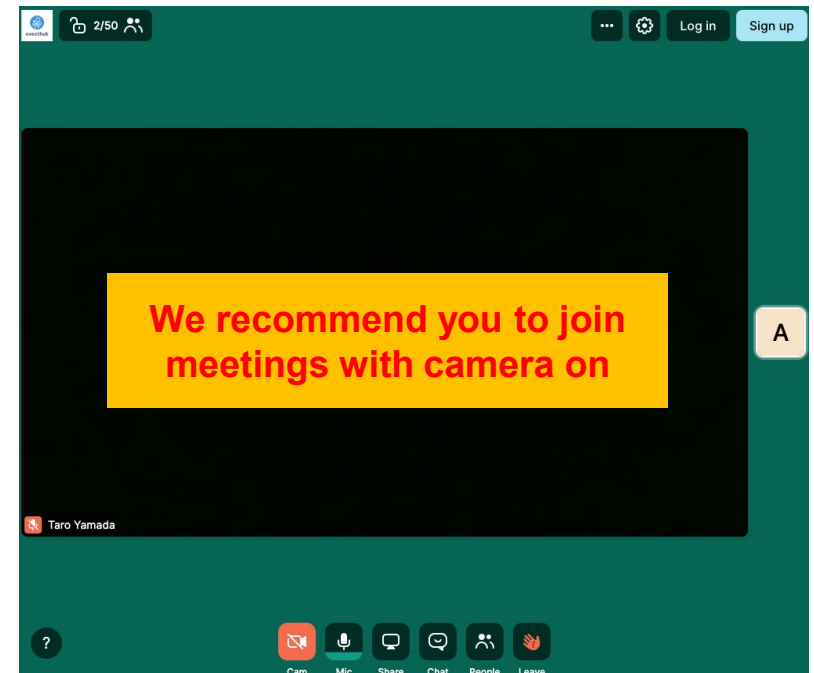
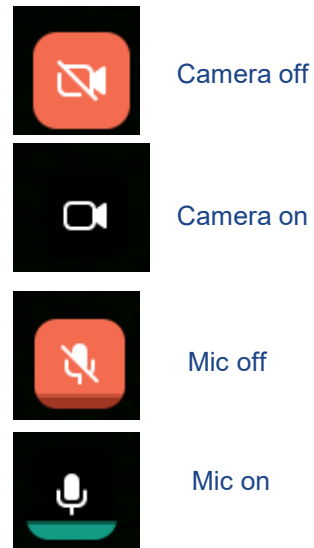
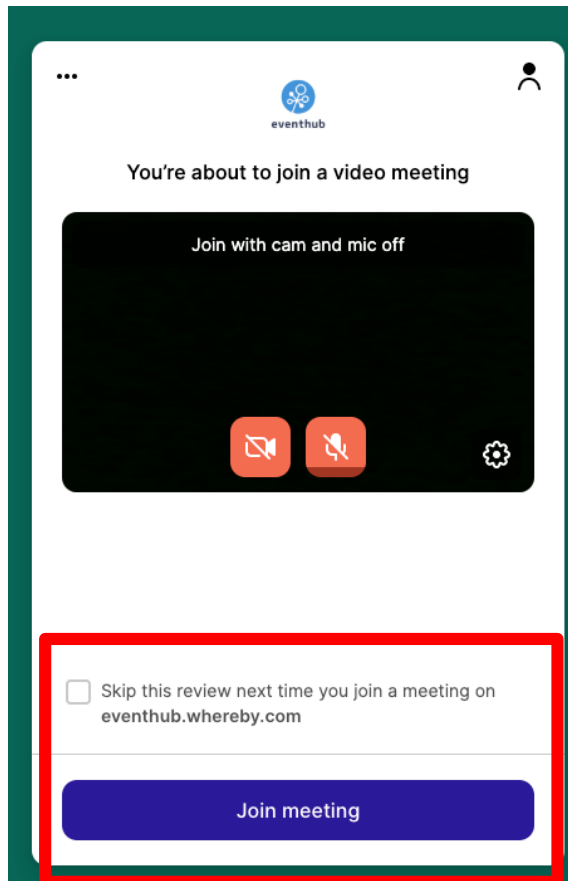
Please fill in your name



Make sure you allow mic and camera to access your browser

Web conferencing

Please check your video and mic status when logging in



Web conferencing

The image shows a web conferencing interface with a dark green background. At the top left, there is a logo and a status bar showing '2/50' and a person icon. A red box highlights the top right corner, containing a menu icon, a settings gear, and buttons for 'Log in' and 'Sign up'. Below this box, red text reads 'You do not need to change settings'. The main area is a large black rectangle representing a video feed, with a small orange icon and the name 'Taro Yamada' at the bottom left. A yellow box with the letter 'A' is positioned to the right of the video feed. At the bottom left, another red box highlights a row of icons: a camera with a slash, a microphone, a screen, a chat bubble, a group of people, and a hand. To the right of the interface is a vertical sidebar with six buttons: 'Cam', 'Mic', 'Chat', 'Share', 'People', and 'Leave'. Each button is accompanied by a text label: 'Camera', 'Mic', 'Chat: You can send messages and emojis to other participants', 'Share screen', 'People: Check who else is in the room', and 'Leave: Leave the web meeting room'. At the bottom right, there is a note: '*There are no recording features'.

2/50

... ⚙️ Log in Sign up

You do not need to change settings

Taro Yamada

A

Cam Mic Share Chat People Leave

Cam

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

How to use the online platform "EventHub"

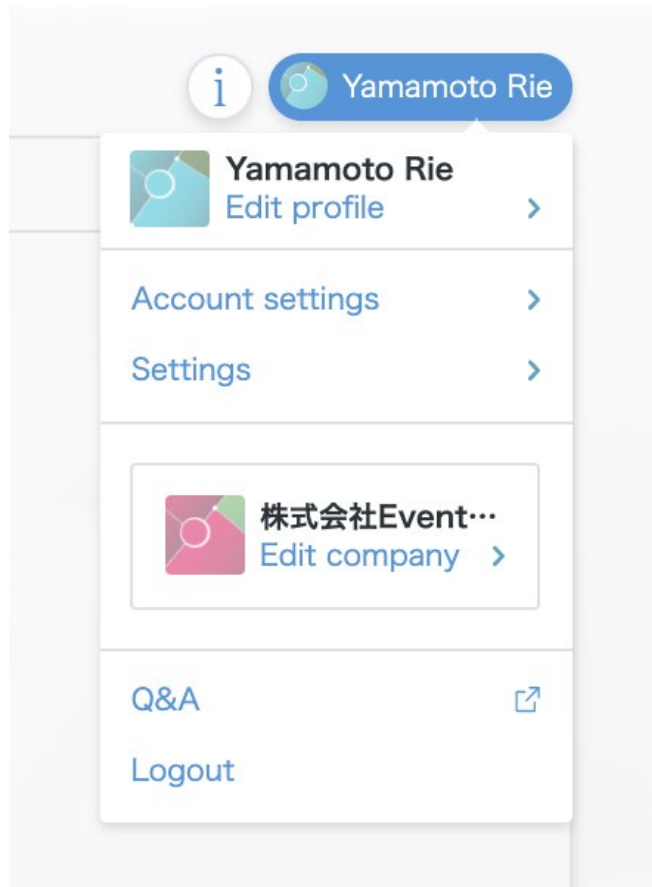
5. Change your account information/ Q&A

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>