Global Startup Program
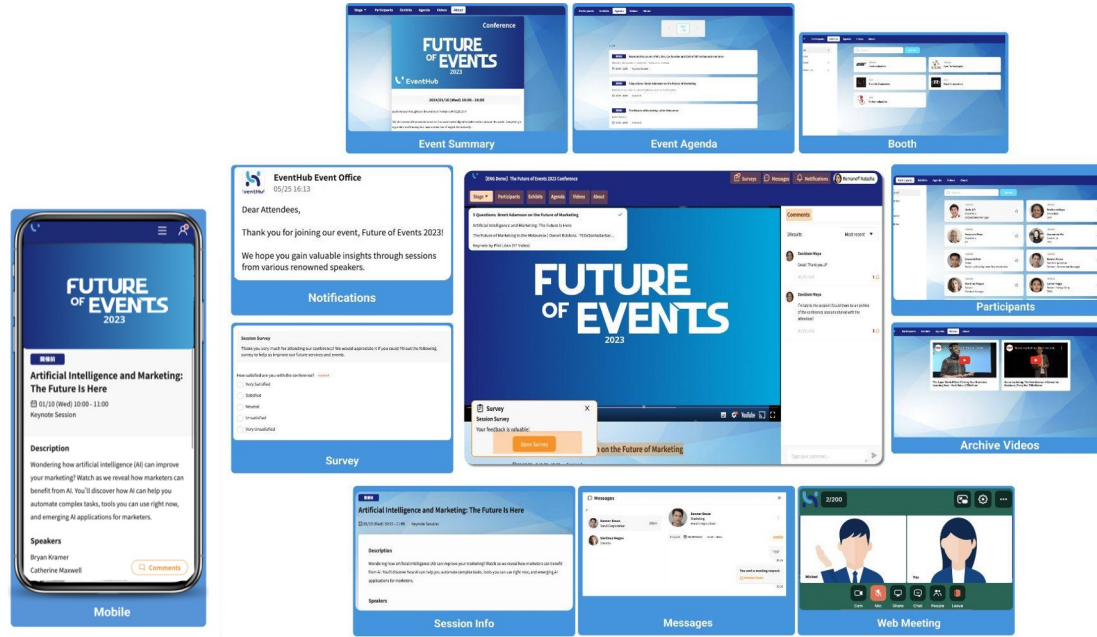
■Purpose of this material
✓ This document is a compilation of explanations focusing on points for business matching meeting setting up (Eventhub).

Meetings(Eventhub) User Guide

Overview

Meetings (EventHub) is a matching platform that allows you to interact with each other at events.

You can access it through the SusHi Tech Tokyo app or from your own PC.

Registration

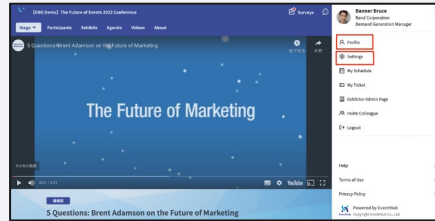Register and Edit Your Profile!

CASE 1: Self-Registration

After entering the required information in the registration form, confirm acceptance of the Terms of Use and Privacy Policy. Click "Register" to complete. You may log in to the event page to update your profile, email, and password at any time.
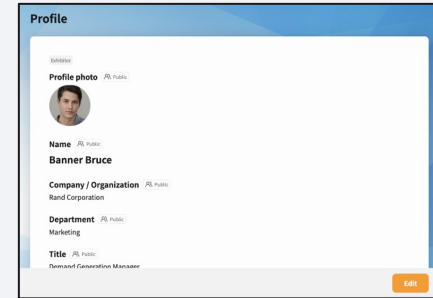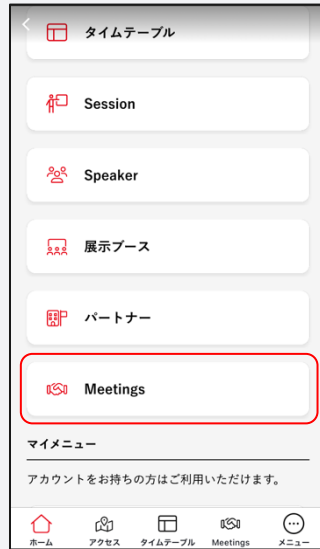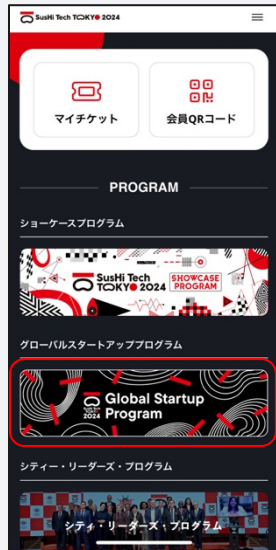
Register

Log In

Edit Profile

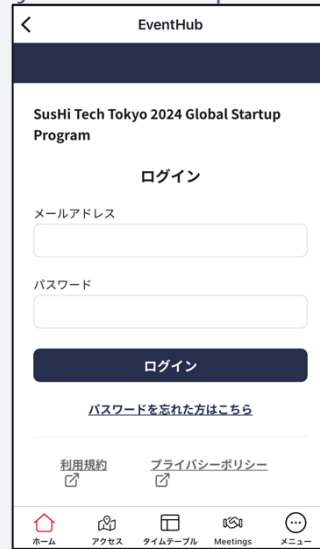# CASE 2: Log in via SusHi Tech Tokyo app！

You can also log in via the SusHi Tech Tokyo app.

After downloading the app, please log in by going to the portal top → Global Startup Program → Meetings.

Click on Meetings from the "Global Startup Program" within the app.

Log in using the email address and password you have set up.

Login completed.

How to Change Your Email Address and Password
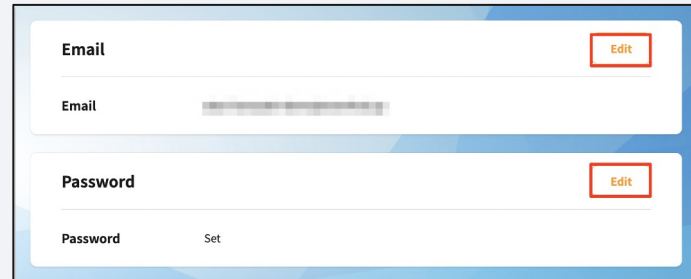
You may change your email address and password at any time as shown below. Your email serves as your login ID. Notifications and messages from event organizers, exhibitors, and other participants will be sent to this email address.

Users Settings
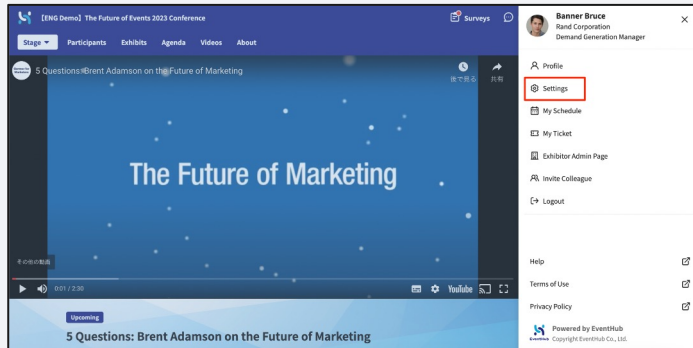
Change Email and Password

Participant Networking

Exchange Messages and Schedule Breakout Meetings
with Other Participants

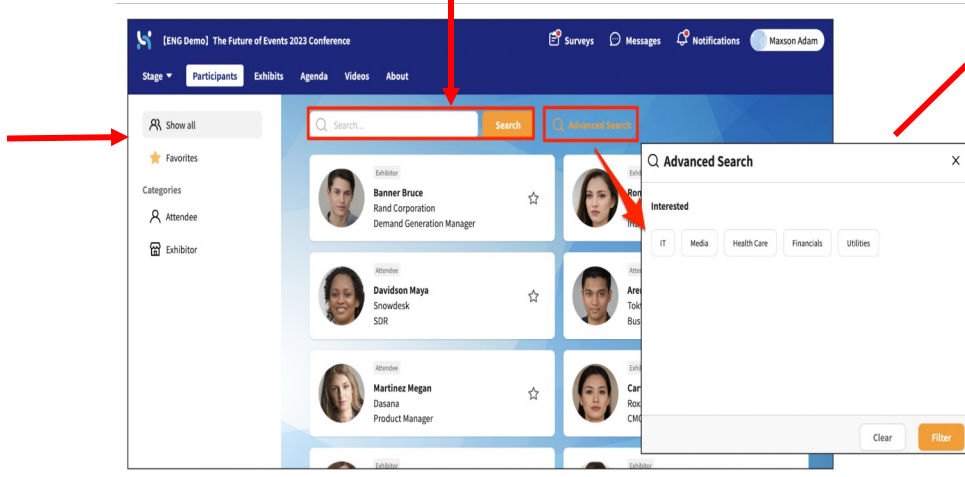# Search for Other Participants (Exhibitors and Attendees)

From the **[Participants]** tab, you search for other people (exhibitors and attendees). Search by name, title, company, or use keywords to search across they profile and attachments. You can also filter by participant type.

Freeword Search:
Type anything into the search box to search by name, title, company, or any other content in the users public profile. This includes readable attachments such as word documents and PDFs.

Keyword Filter:
Filter users based on keywords in the users public profile. The keywords are set by the event organizer.

Category Filter:
Filter users based on primary categories such as Attendees, Exhibitors, or participants that you have already marked as "Favorites".
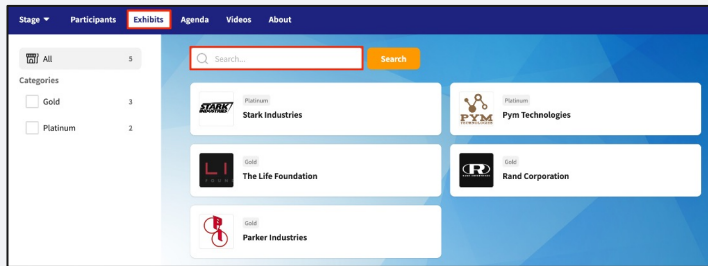
Browse Exhibitor Pages and Contacts (Booths)

From the **[Booths]** tab, you can view information about exhibiting and sponsoring companies. Browse, search, and filter for exhibitors you are interested in. Click on the company to see more information, download files, and watch videos the exhibitor may have included. On the right side of the page you will find participants related to the company. Click on these contacts for more details. You can also send messages and schedule meetings if enabled for the event.

Browse Exhibitors


Browse Exhibitor Contacts
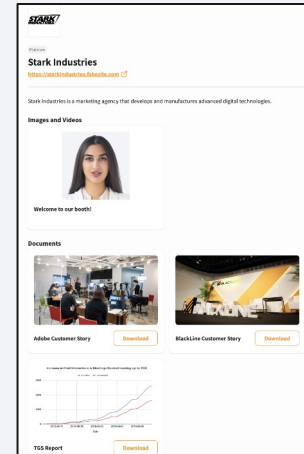
Send Messages and Request Meetings

Click on the participant to open their profile. From here you can see all public details about the participant, send messages, and request meetings. When they reply, a pending message notification (red dot ▪) will be shown on the **[Messages]** button and a notification will be sent to your email. Notifications can be enabled and disabled from your settings.
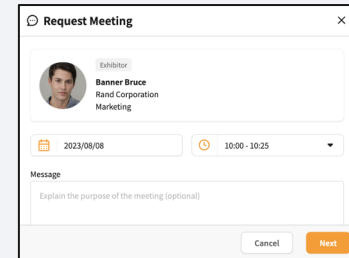
Click on a Profile
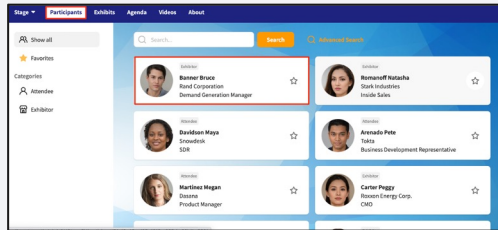
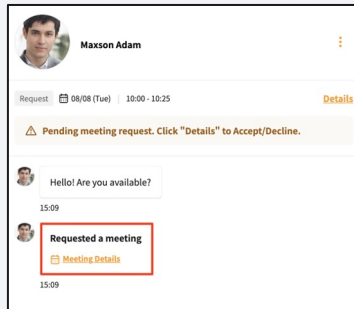## Click "Send Message" or Select a Meeting Time
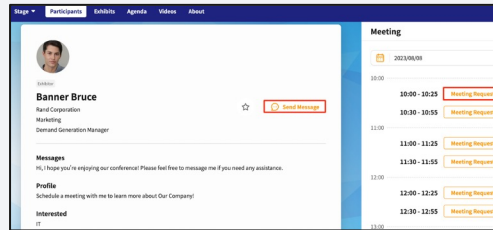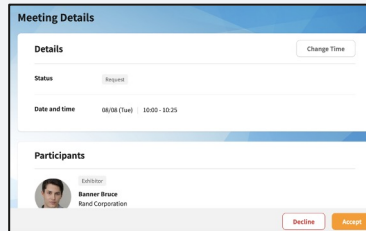

Fill in details and send

Accept Meeting Requests, Suggest Another Date/Time, or Decline.

When a meeting request is received from another participant, you can choose to accept it, suggest another date, or decline it.
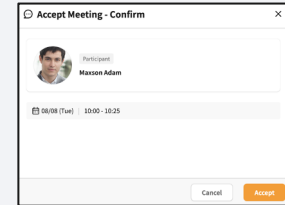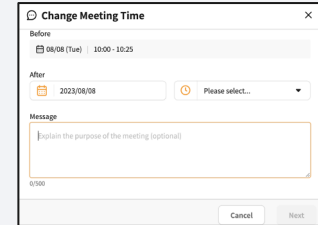
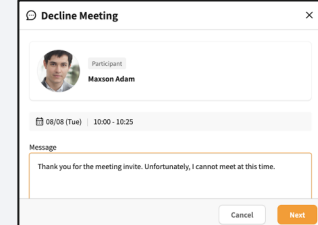## Click on a Profile

Options are Displayed

Approve

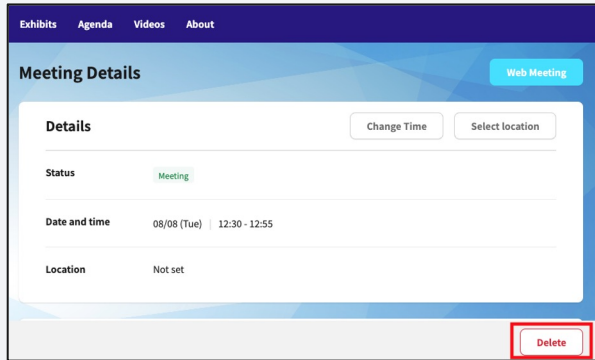### Suggest Another Date

Decline

Change or Cancel an Existing Meeting

You can cancel or change the meeting details (date, time, and location*) of a meeting that has already been confirmed.

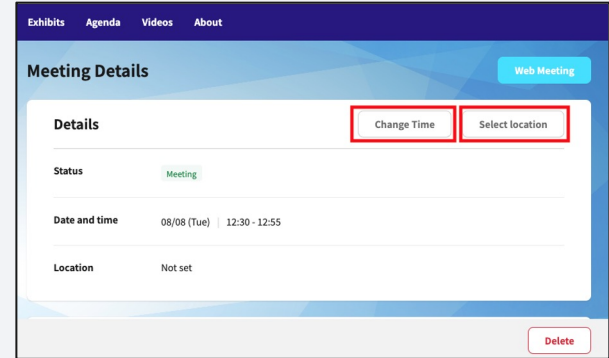(*Location is only used for physical events)

Change Meeting Day, Time, or Location

Click **"Change Time"** to modify day and time, and **"Select Location"** to change location. Changes made to a previously confirmed meeting will be applied without acceptance from the other party. Please make sure you communicate changes to the other party.

Cancel a Meeting

Click **"Delete"** at the bottom of the browser window to cancel an existing meeting. The other party will be informed about the cancellation.

12

Exchange Contact Info

Exchange Professional Profiles URLs with Other Participants (LinkedIn, Sansan, etc)

What is a Profile URL?

A **Profile URL** is a link to your preferred professional profile. This can be LinkedIn, Facebook, Sansan/Eight, or any web based profile that you use. When connecting with other event participants, you can easily exchange Profile URLs through the EventHub networking feature. The URL you share is up to you.
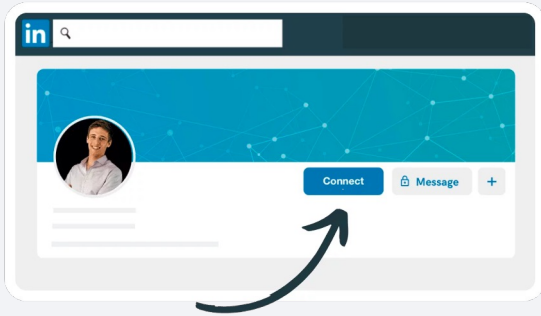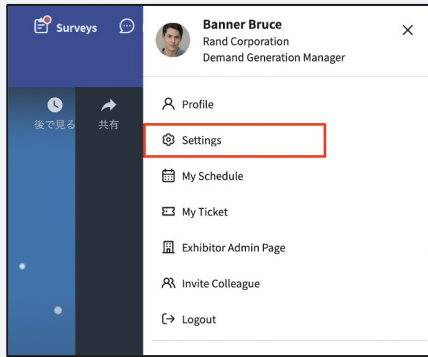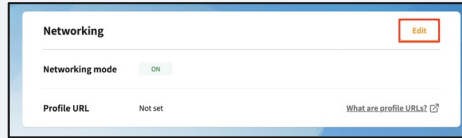
Add Your Profile URL Information

Before you can exchange your Profile URL, set the URL in your account settings.

Click on the User Settings icon at the upper right corner of the screen and follow the directions below.
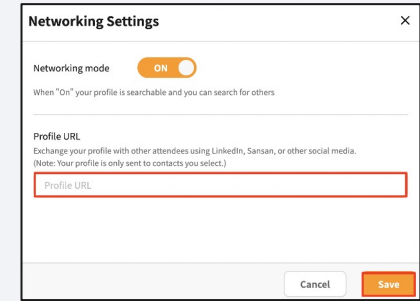
Click on "Settings"

Click on "Edit"

Enter your Profile URL

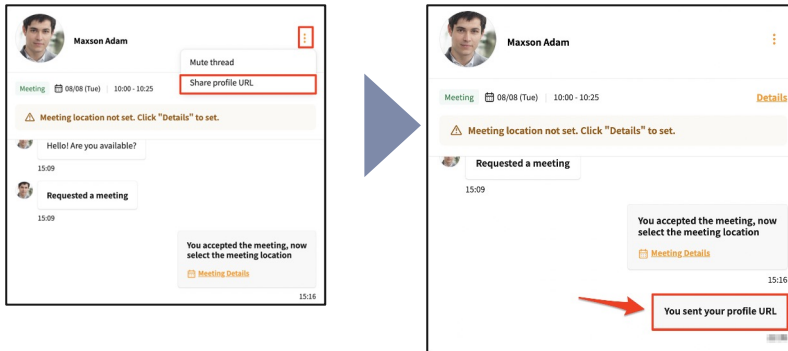The following are tips on where to find your Profile URL in various professional social media apps.
LinkedIn - How to get your profile URL on LinkedIn
Facebook - Simply go to your own profile page and copy the link from your browser
Sansan - How to get your profile URL on Sansan

Send and Receive Profile URLs

Send Profile URL

Go to the message thread of the user you want to share the profile with. Click **"Share profile URL"** from the menu in the upper right corner.

Receive Profile URL

You will be notified when you receive a profile from another user. Go to the message thread and click **"Open profile URL"**. You will be redirected to the respective website. You can choose to connect or not connect with the other user from that site.

Other Functions

Event Outline
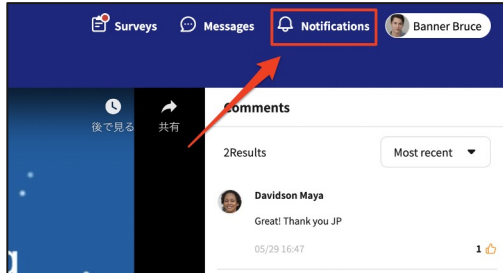Introduction and Informational Videos (Archived Videos)
Event Notifications
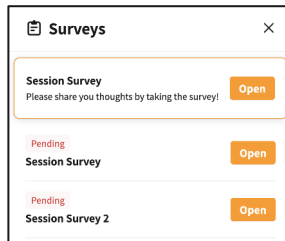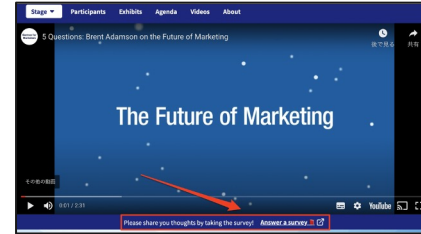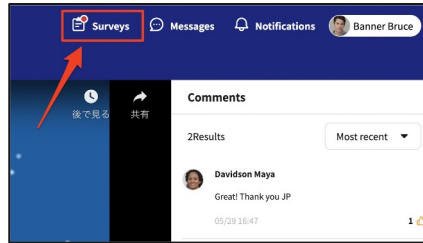Surveys

Notifications and Surveys

Notifications

Notices and important messages from the event organizer can be seen by clicking **[Notifications]**. A red dot will appear above the button if there are pending messages.

Surveys

Click the **[Surveys]** button to view and answer surveys shared by the event organizer. Surveys related to specific sessions may also be posted below the video on the session page in the **[Stage]** tab.

Click **"Open"** to answer the corresponding survey. Surveys will be marked as "Pending" or "Completed".