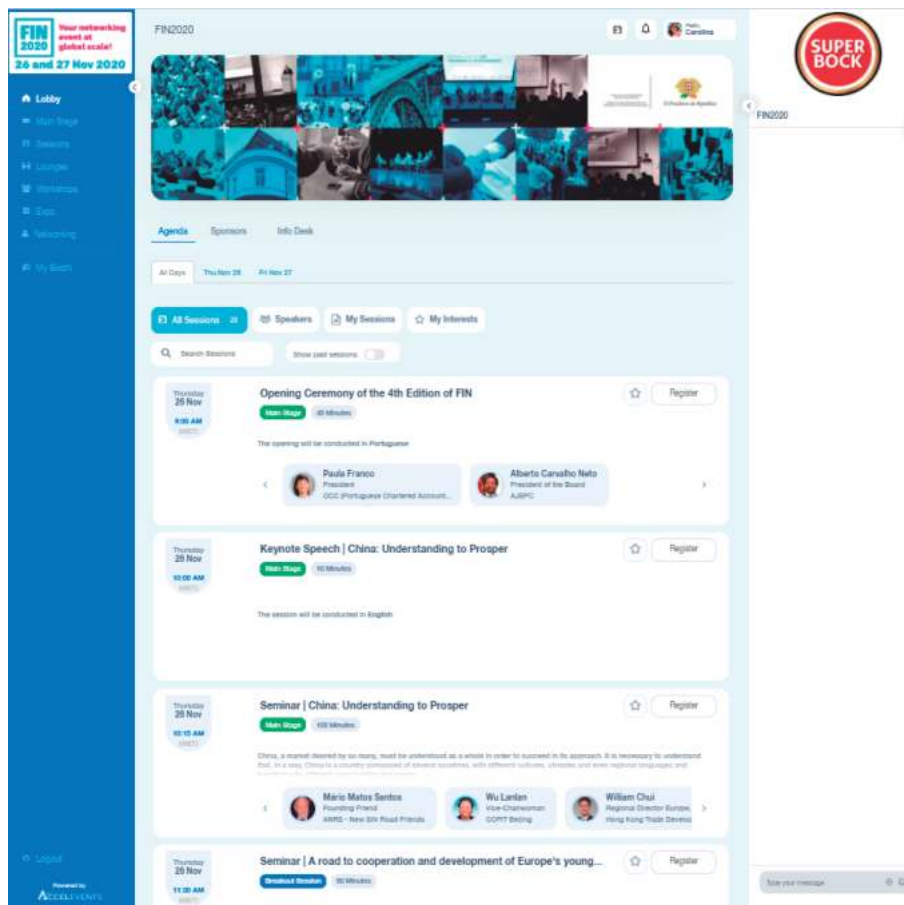




# Virtual Event Hub Features

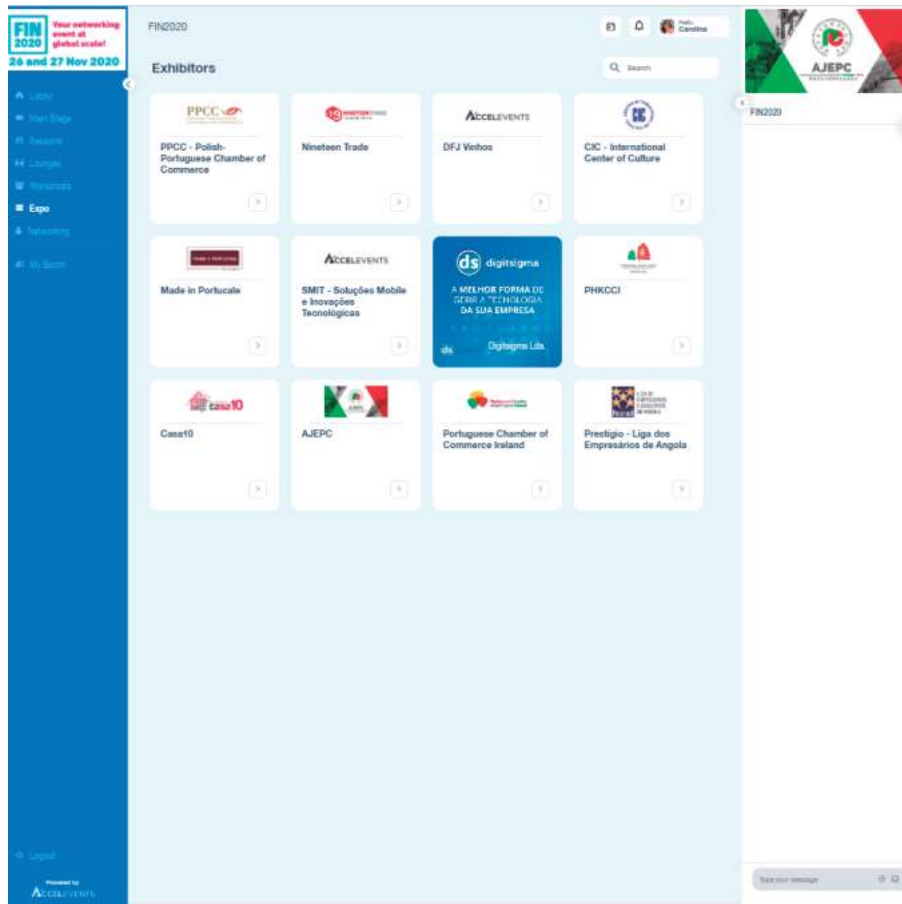


LOBBY

When you enter the virtual event hub, you will see the menu on the right, and the event's program at the middle.

Regarding the program, the activities are sub-divided by main stage, sessions and workshops depending on what they are.

Please note that, **to join any program activity, you need to press the button register first.**

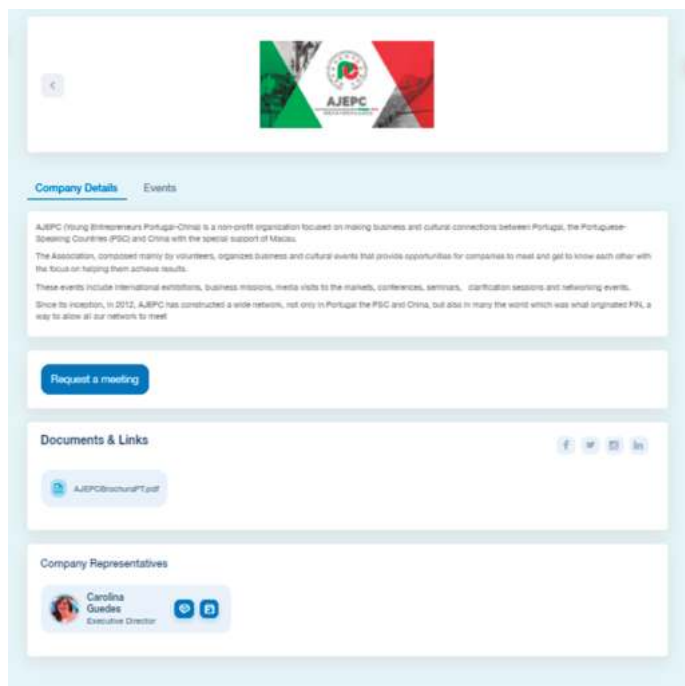


**EXPO**

When you access the Expo tab, you will see all the exhibitors present at the event but, unlike at the public event website, when you click on one of the exhibitors you will access, not their website, but a dedicated exhibitor page with all their specific information.

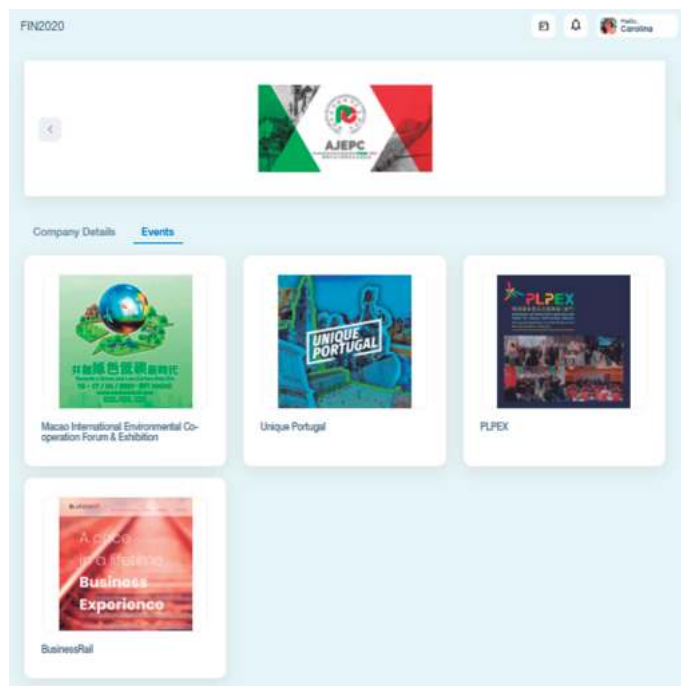
**Each exhibitor can customize their page, even to the tabs shown at the page.**

# EXHIBITOR PAGE



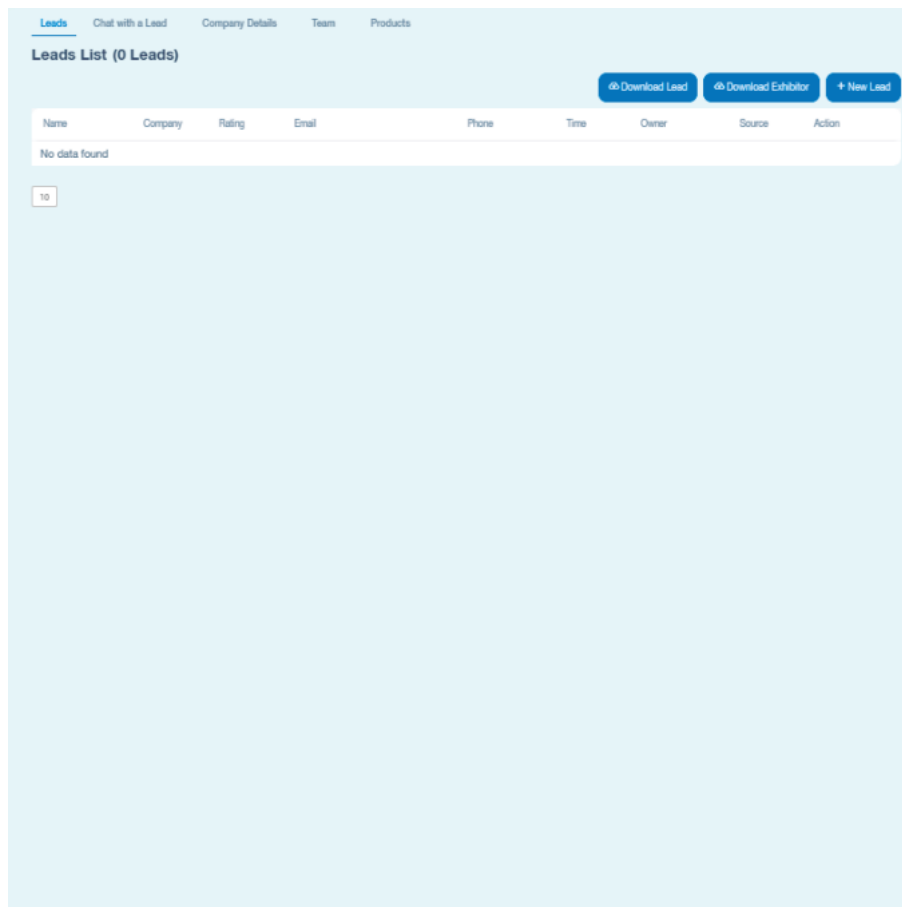
As an Exhibitor, the page will allow you to show all the information from your entity, any documents you may want to add, promotions you want to make for the visitors.

As a Visitor you can request meetings or speak directly with the company's representative inside the exhibitor's page.



As an Exhibitor, you can place your products, services, events, any information regarding your company that you might want to promote at the "products" tab (this tab is customizable, for AJEPC we have changed it into Events).

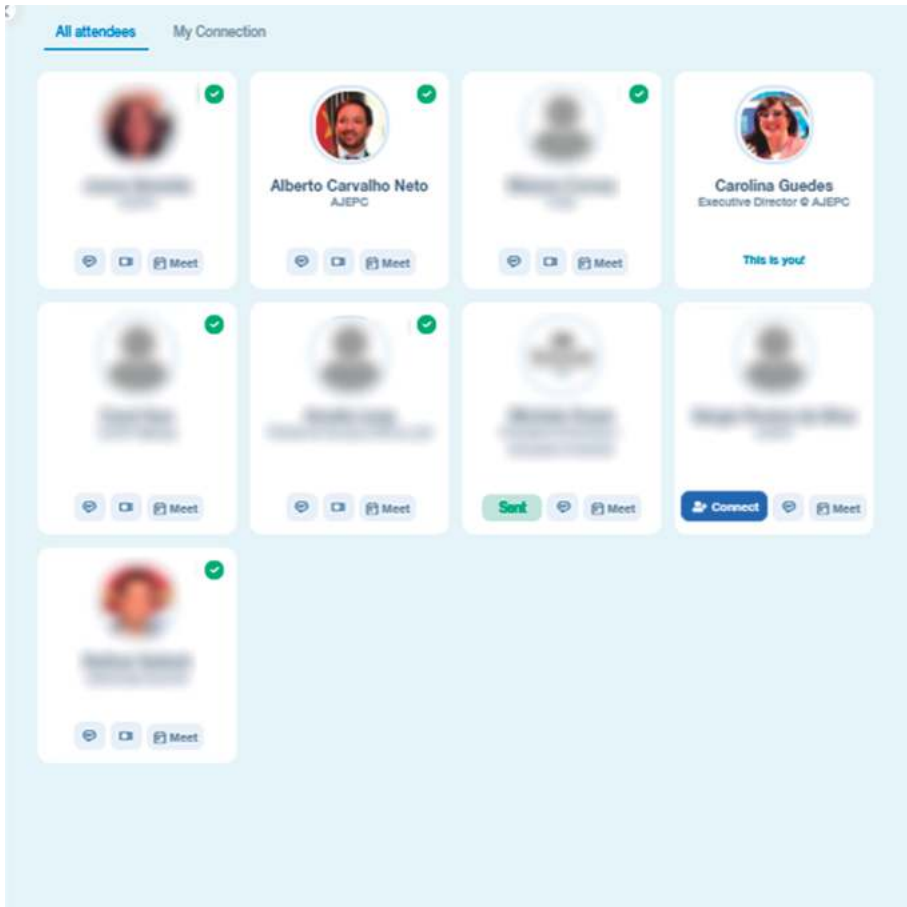
As a Visitor, you can see all the company as to offer and get to know their work.



## MY BOOTH

This is where you manage your booth. You can:

- . see your listing of leads (and download it)
- . chat with a lead
- . edit your company details
- . manage your team
- . add/edit products/services/events



# NETWORKING

The networking page shows everyone present at the event.  
There are 3 ways to make contact: by chat, by scheduling a meeting or by video call.  
**Please note that this last feature is only available after the person connects with you.**




These are the default buttons that will show under each person at the networking page. To connect with someone just press the button Connect.



After the person accepts your connection request, the button for video calls will be enabled and replace the connect (or sent) one.

[← Back](#)



**Carolina Guedes**  
AJEPC  
Executive Director

**About Me**

I am driven, goal oriented and inspired by challenges, especially the ones that start from scratch. Besides possessing a lot of grit, I am a great multitasker who is used to putting out many fires simultaneously. At the same time I am also creative and think out of the box. Over the years I have perfected my personal skills and am very good with people – both managing teams and encouraging partners and clients to cooperate to achieve the goals I and my team are aiming for.

**Tag Line**

**Knows**

**Looking to Meet**

**Wants To Learn**

Everything possible

**Video Intro**

**Wants To Meet**

Anyone interested in making contacts with companies in Portugal, the Portuguese-Speaking Countries and China

## PROFILE

Each participant has a personal profile with information about them.

This is where you can place all the info of what you do, who are you looking to meet, what you are searching for, what do you have to offer or even a presentation video of you, your company or what you are promoting.

Summarizing, this is where you place all the relevant info so that people decide if you are a good match for them.

**This profile is accessible through the Networking page.**





**Any questions?**

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