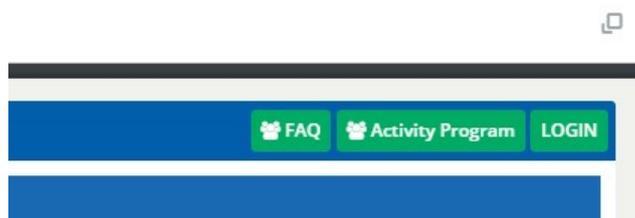


Getting started

Enter to

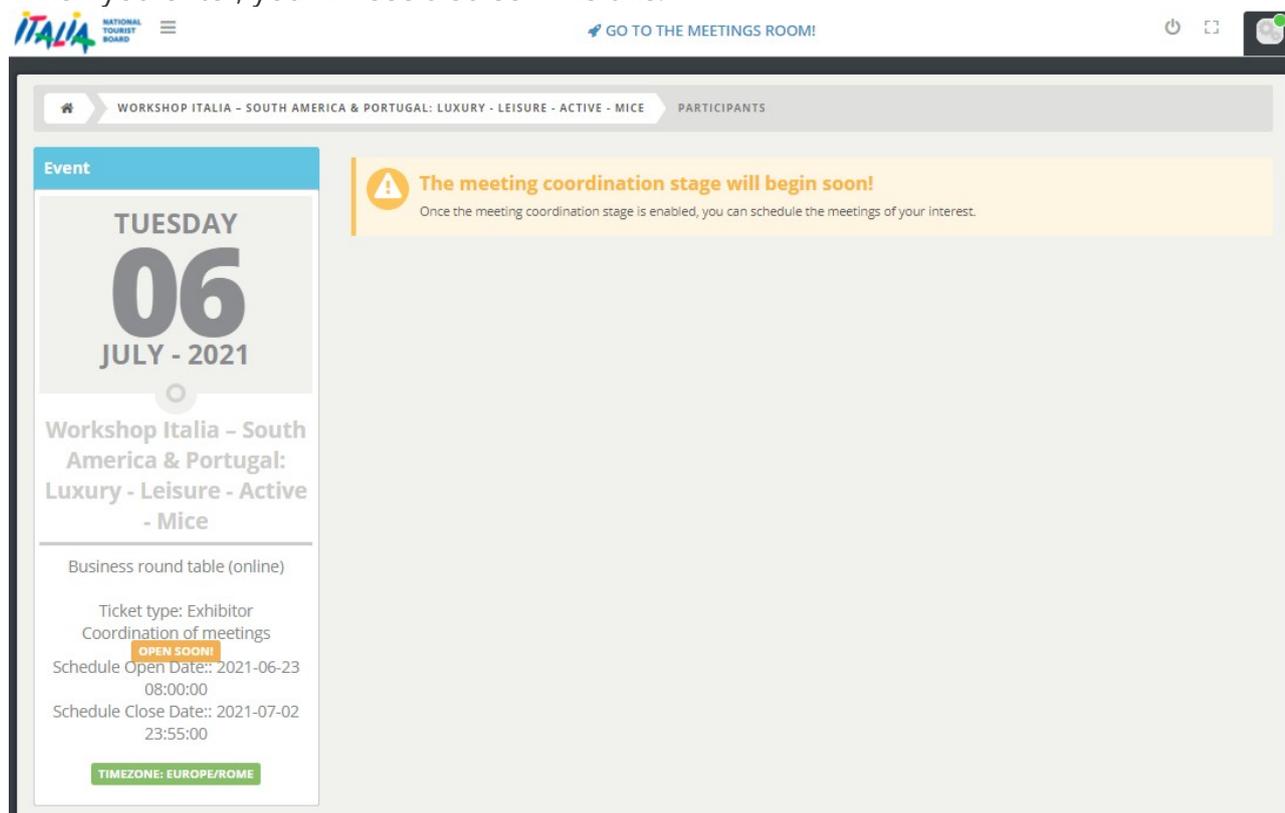
<https://globiz.com/enitworkshop>

at the top right corner, you will find a login button



Your access credentials were sent by email, with subject "Welcome! Login data: Workshop Italia - South America & Portugal: Luxury - Leisure - Active - Mice "

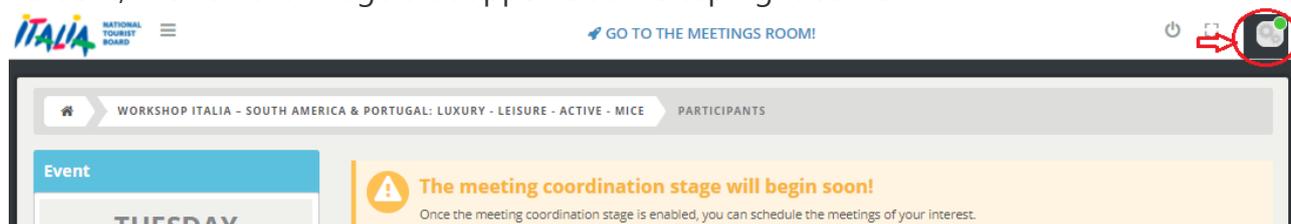
When you enter, you will see a screen like this.



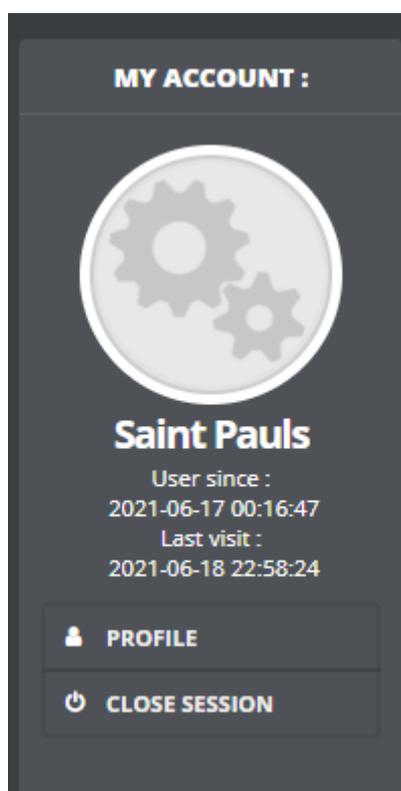
You will be able to see the participants list when the meeting coordination stage starts. Meanwhile, it's important that you **complete your profile**.

Updating your profile

To do it, click on the image that appears at the top right corner

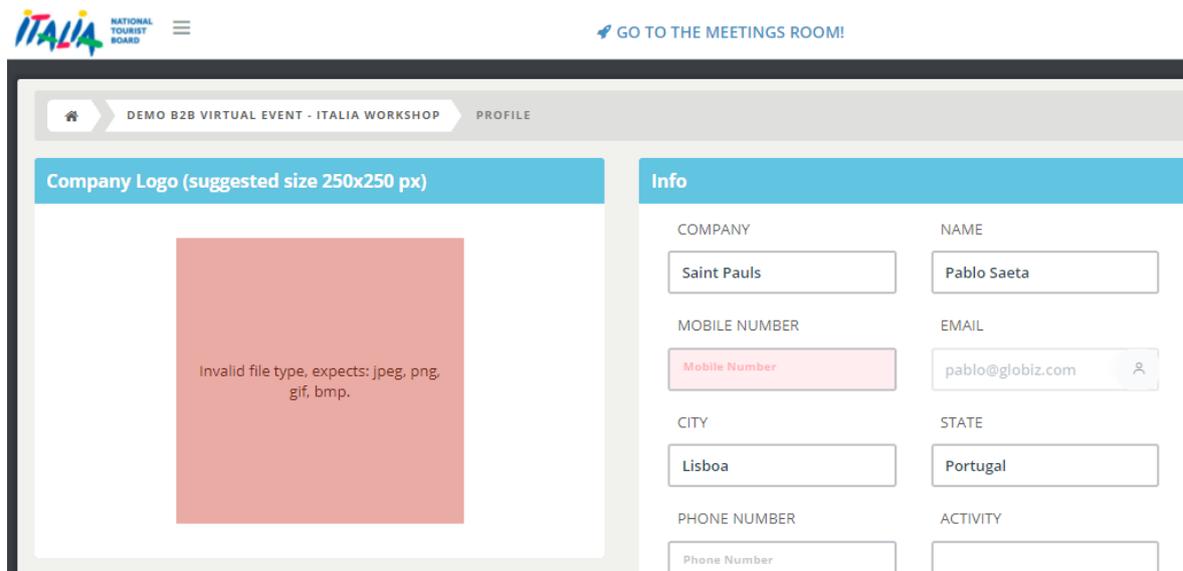


By clicking there, your brief profile will be show



Click on **"Profile"** to view and edit all your data.

This information and images are what your counterparts are going to see about you, so it's very important to complete with accurate data and representative images.




GO TO THE MEETINGS ROOM!

HOME
DEMO B2B VIRTUAL EVENT - ITALIA WORKSHOP
PROFILE

Company Logo (suggested size 250x250 px)

Invalid file type, expects: jpeg, png, gif, bmp.

Info

COMPANY	NAME
<input type="text" value="Saint Pauls"/>	<input type="text" value="Pablo Saeta"/>
MOBILE NUMBER	EMAIL
<input type="text" value="Mobile Number"/>	<input type="text" value="pablo@globiz.com"/>
CITY	STATE
<input type="text" value="Lisboa"/>	<input type="text" value="Portugal"/>
PHONE NUMBER	ACTIVITY
<input type="text" value="Phone Number"/>	<input type="text"/>

You can add a Company Logo by clicking on the square or dragging the image into the box. You can do the same with product's or service's photos.

Photos of the company / products

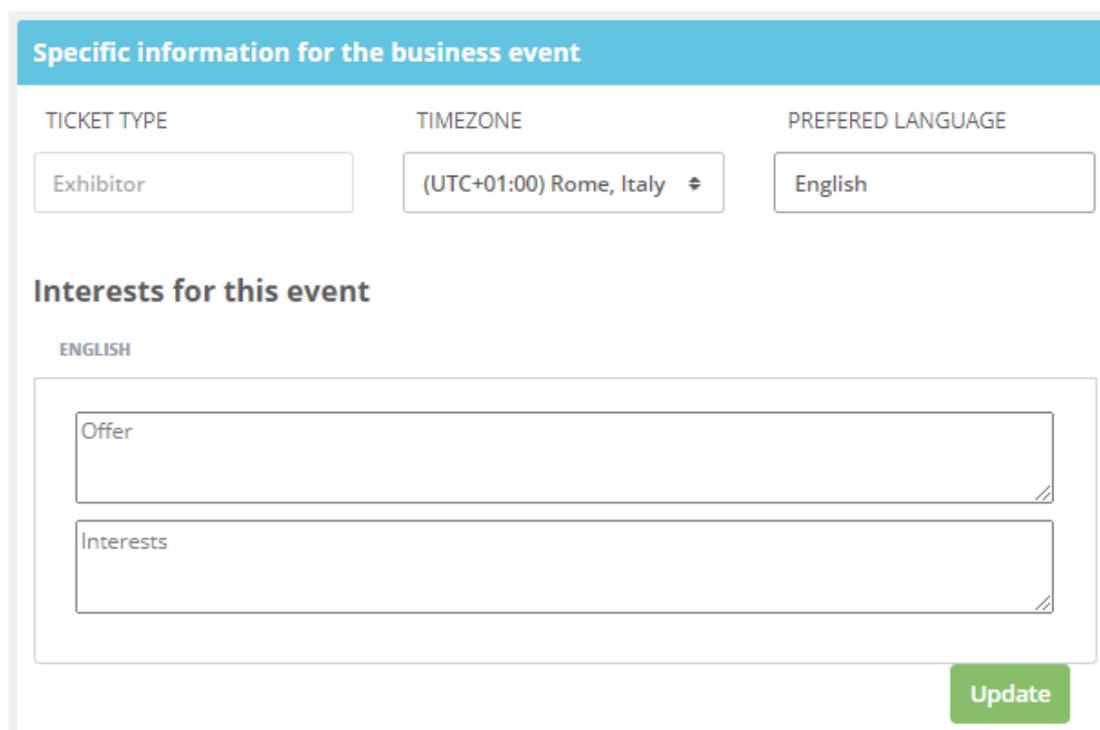
Post up to 5 photos of your company, products and / or services!

- 
- Click here or drag & drop the image

If you have a **website**, profile in **social networks** or **videos** published on internet, you may supply this information in the corresponding fields under section "Website and social media"

Under section "**Specific information for the business event**" it's very important that you check over the **time zone**. You have to select your current time zone in order to view meetings schedule according to your time zone and to avoid confusion with you final agenda times.

Under label "**Interest for this event**" you should supply **information about your company and interest** at this event so your counterparts can view it and choose you for a meeting.



Specific information for the business event

TICKET TYPE: Exhibitor

TIMEZONE: (UTC+01:00) Rome, Italy

PREFERRED LANGUAGE: English

Interests for this event

ENGLISH

Offer

Interests

Update

When you are done, click on "**Update**" button

Time slabs availability

As default, all the event's time slabs are going to be shown to your possible counterparts as available to schedule a meeting. If you know that you are not going to be able to have a meeting in certain days / times, you can tick those slabs in order not to be shown as available, so no one will request a meeting there.

To do it, click on "**Manage**" button that appears at the bottom of your profile

Time slabs availability

manage

Over each specific time slab that you are not going to be available, click on "available"

Time Slab 3

2021-05-13
16:20 - 16:27

✓ available



so the slab state changes to "not available"

Time Slab 3

2021-05-13
16:20 - 16:27

✗ not available

