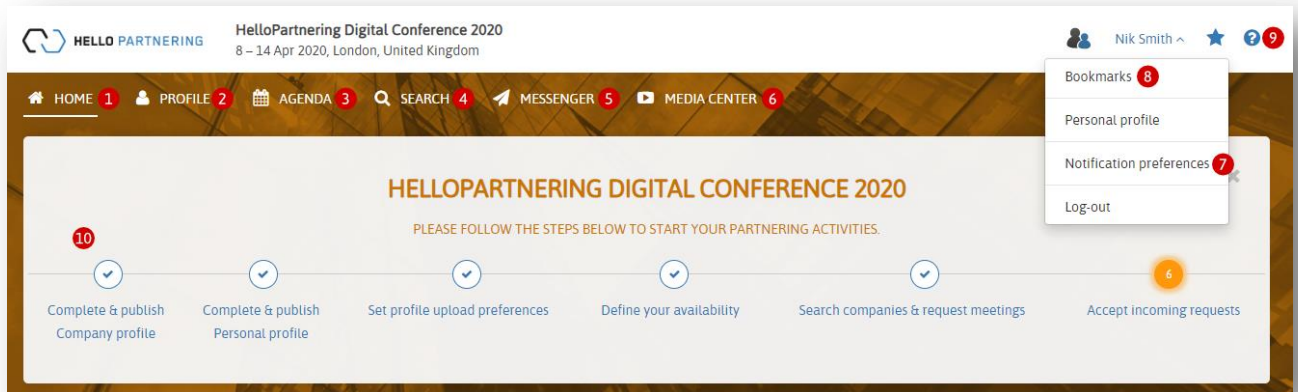


## Quick User Guide

HelloPartnering is a conference and partnering platform that allows you to contact other delegates, request meetings and have the system schedule them for you.



### (1) Home

Your HelloPartnering starting page and overview/dashboard of all your partnering activities

### (2) Profile

- Review and complete your personal and company profile
- Add your conference goals as well as assets, products and services

### (3) Agenda

- Define your availability, i.e. the times you are available for one-on-one meetings during the conference
- Print or download a schedule of your meetings and import them into your Outlook

### (4) Search

- Search for other delegates/companies attending the conference: search by company, assets/products or delegates name
- Request a meeting by clicking "Send request" next to the search result and then fill out the request box accordingly

### (5) Messenger

- Reply to messages from other delegates and accept or decline incoming meeting requests
- Send messages to other participants and manage your own requests (e.g. add a colleague to a meeting, etc.)

### (6) Media Center

- Upload your company presentations for other participants to view
- Watch previous workshops and sessions held during the event

### (7) Notification preferences

Choose the frequency and type of your notification emails (e.g. instant notification about new requests)

(8) **Bookmarks**

View your bookmarked companies, assets and delegates

(9) **Help**

Click to see the help section including documentations and tutorial for different sections of the partnering platform.

(10) **“Step-by-step” - Wizard**

Follow these steps to start and manage your partnering activities