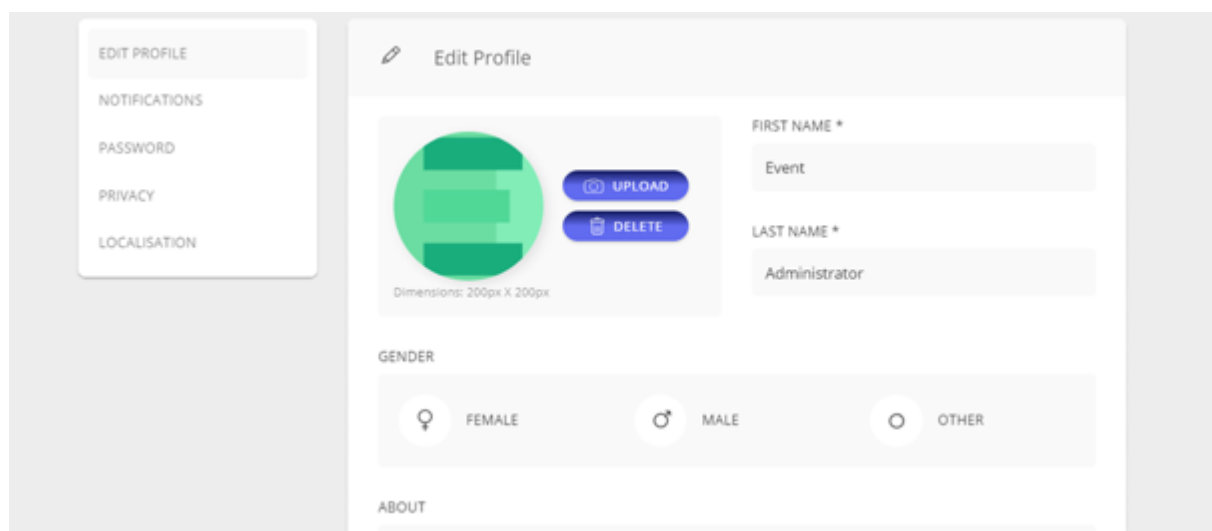**Sinergie-SIMA MANAGEMENT Conference 2021**
University of Palermo, 9- 10 - 11 June 2021
Platform for Digital Events User Guide by effe erre congressi
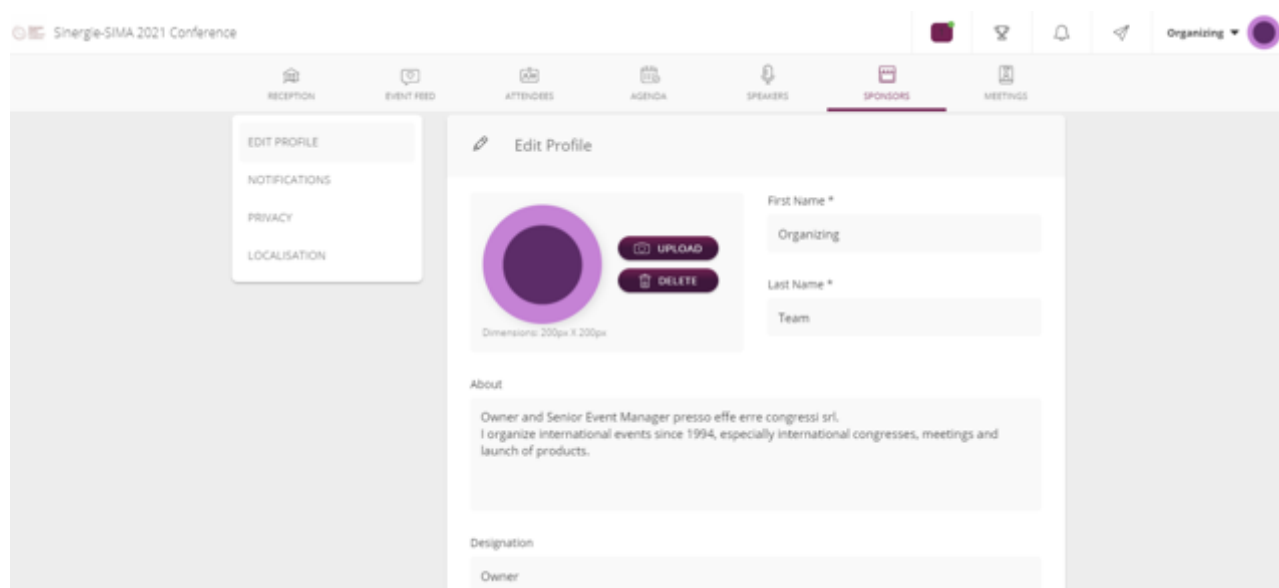
How to manage the Session: go to page 13.
How To Create an Account

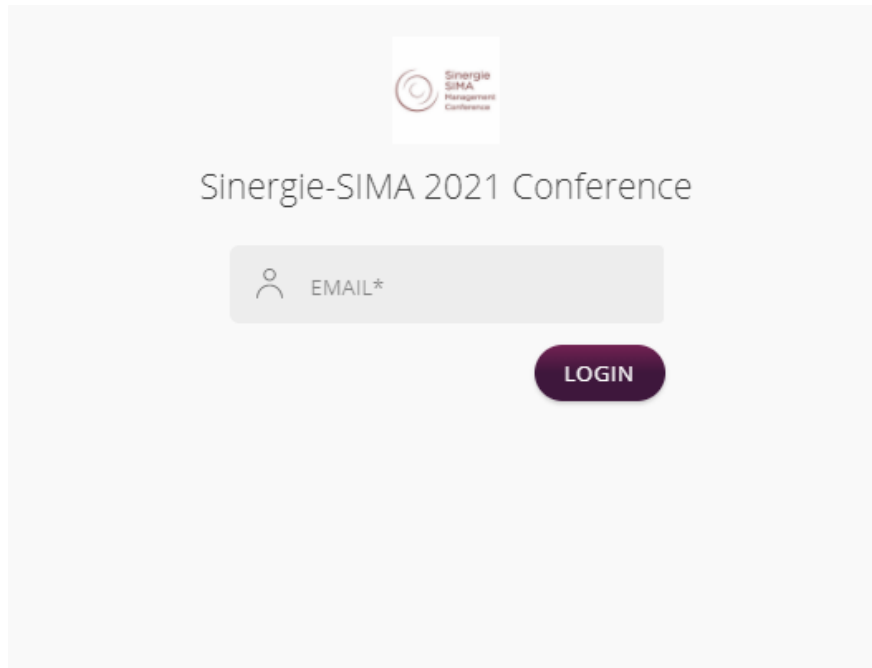After you login to the platform, you will see a screen where you can edit your profile information.

You can fill in the necessary information in this field, upload your photo and after filling in the required fields on this page, you can finish editing your profile by clicking the "Finish" button.

How Can I Re-access the event platform?

If you want to log in again after logging out of the event page, click on the conference link.

https://sinergie-simaconference2021.hubilo.com/community/#/login

You will see a screen where you need to enter your e-mail address. After entering your email, you can continue by clicking the 'Login' button.

After entering your email address, you will see a password screen that says "Enter OTP". The password you need to enter in this field will be sent to the e-mail address you have registered on the platform.

Don't forget that you will follow the same procedure every time you login to the system and a different password will be sent to your email.

If you don't receive your e-mail within 1 minute, please check your spam folder.
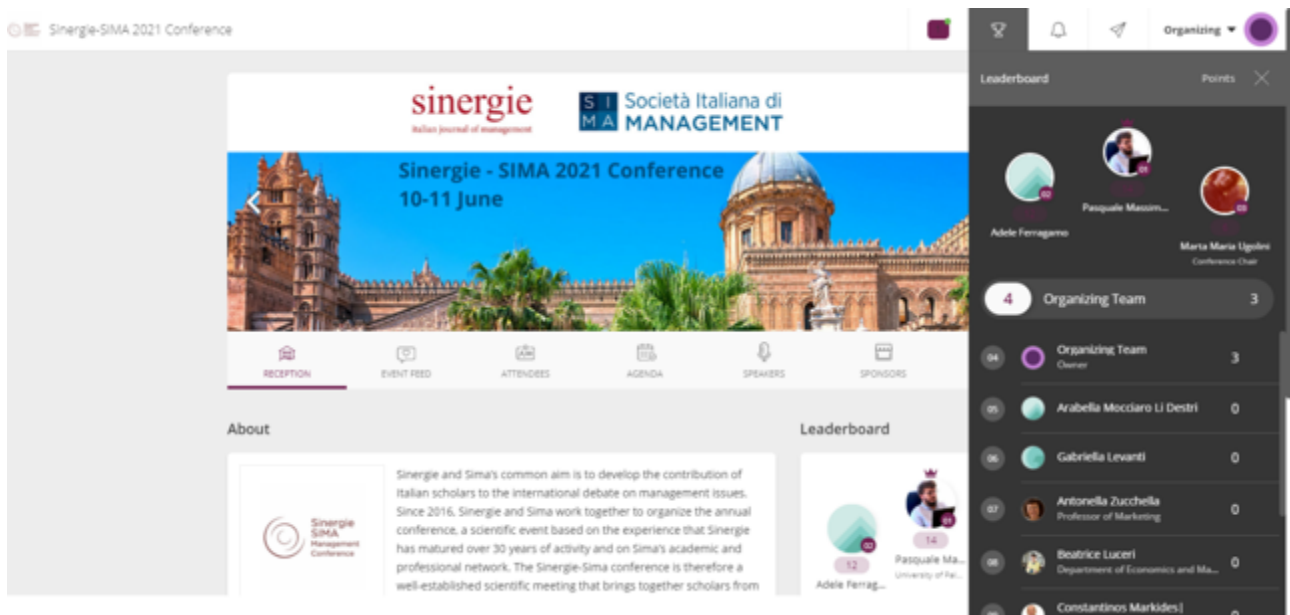
Technical Requirements

In order to get the best experience Online Event Platform:

- Use Chrome on Desktop.
- Your internet speed should be at least 500 Kbps to watch livestreams.
- Remember to ready a headset in order to avoid any sound problems in the meetings you attend.

Things You Should Know After Logging into Online Event Platform

After logging into the platform, you will see 3 icons representing Leaderboard, Notifications and Conversations in the upper right corner.

When you click on the "Leaderboard" icon in the form of a cup, you can see the score you have received according to your activities on the platform and the scores of other people.

When you click on the 'Notifications' field on the left of the Leaderboard, you can see all your incoming notifications.
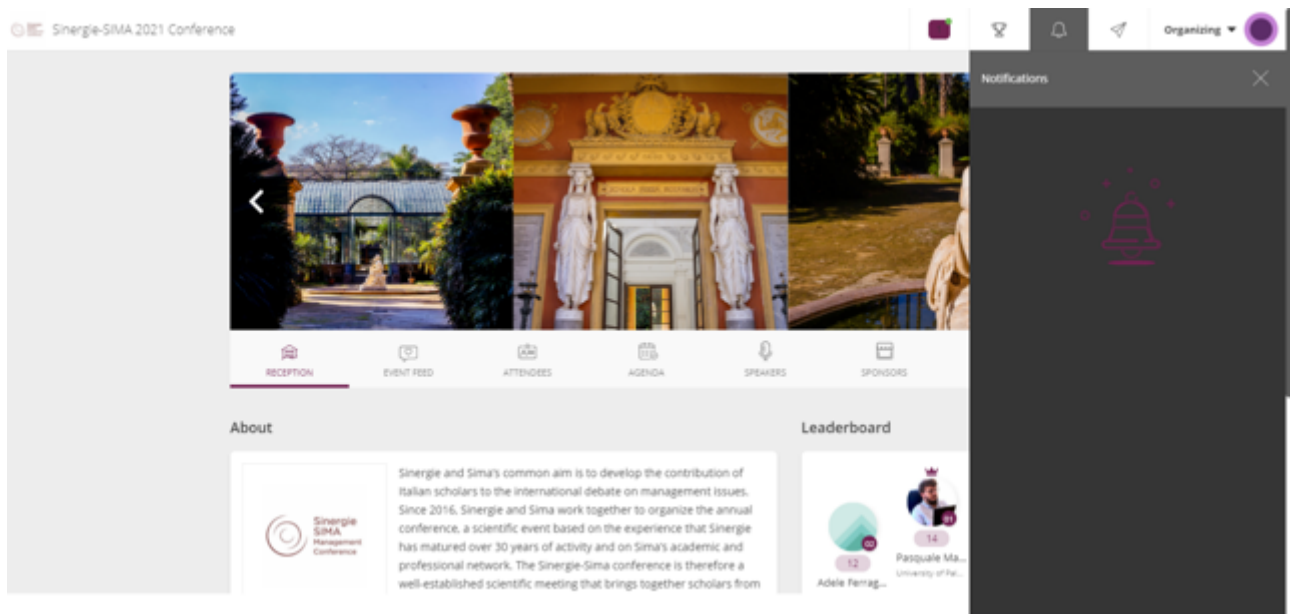
You will receive an email every time attendees contact you, view your profile, or send you a meeting request.

You will continue to receive emails for all your notifications even if you are not online on the platform. If you do not want to receive emails for every notification, you can read the section that says 'Manage Notifications' in the 'Profile Editing' section of the guide.

When you click on the "Conversations" field on the left of "Notifications", you can see your previous conversations or communicate with the participants of the event.
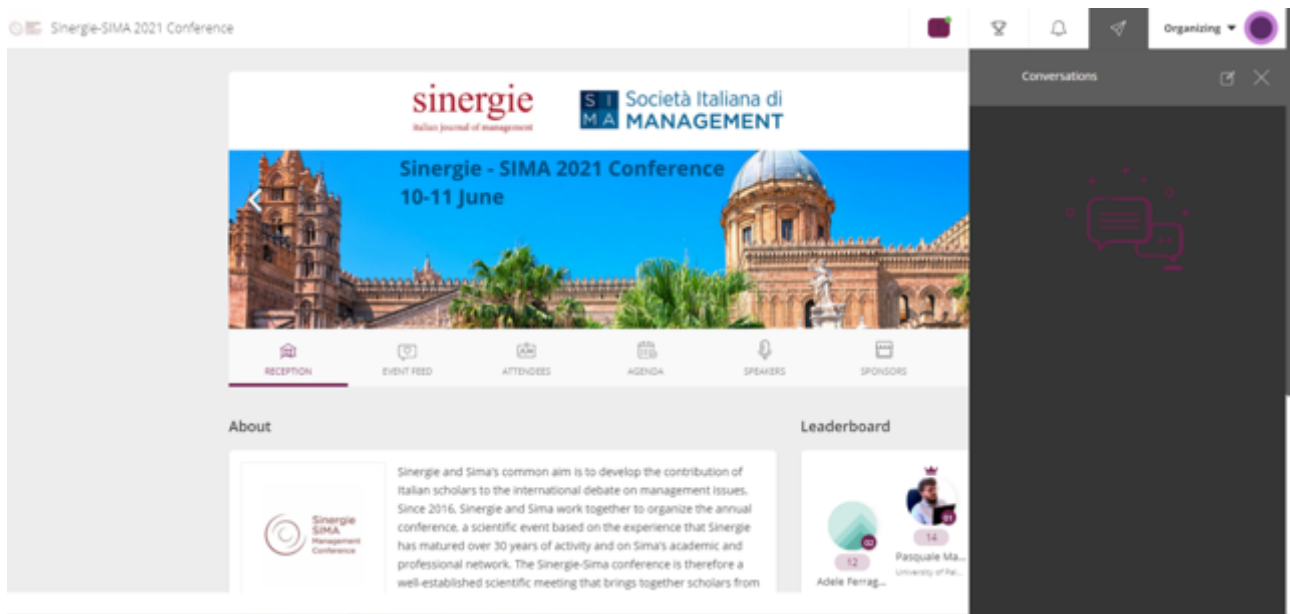
Profile Editing

After logging into the platform, click on the field with your name at the top right. You can edit your profile by clicking on 'Edit Profile' under the gear icon to the left of where it says 'My Profile'.
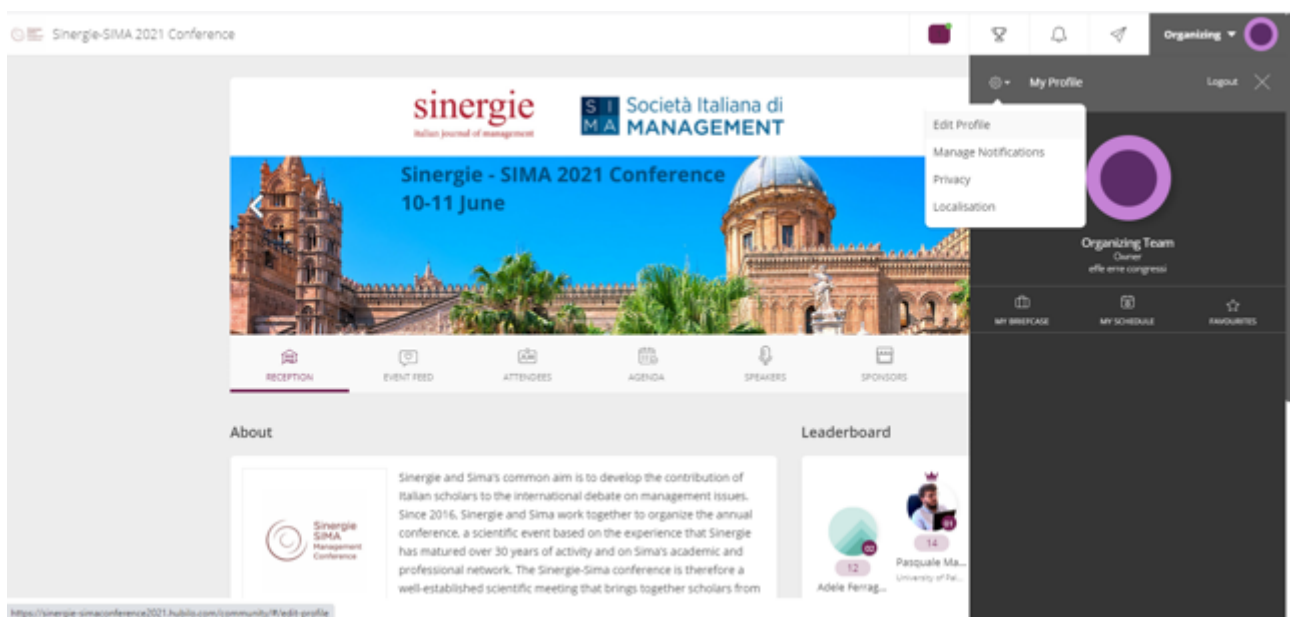
When you click on "Manage Notifications"; You can edit the notification settings such as profile views, message notifications, meeting notifications, or email notifications, etc.

Reception

Reception is the area where the prominent sessions, and general information are shown.

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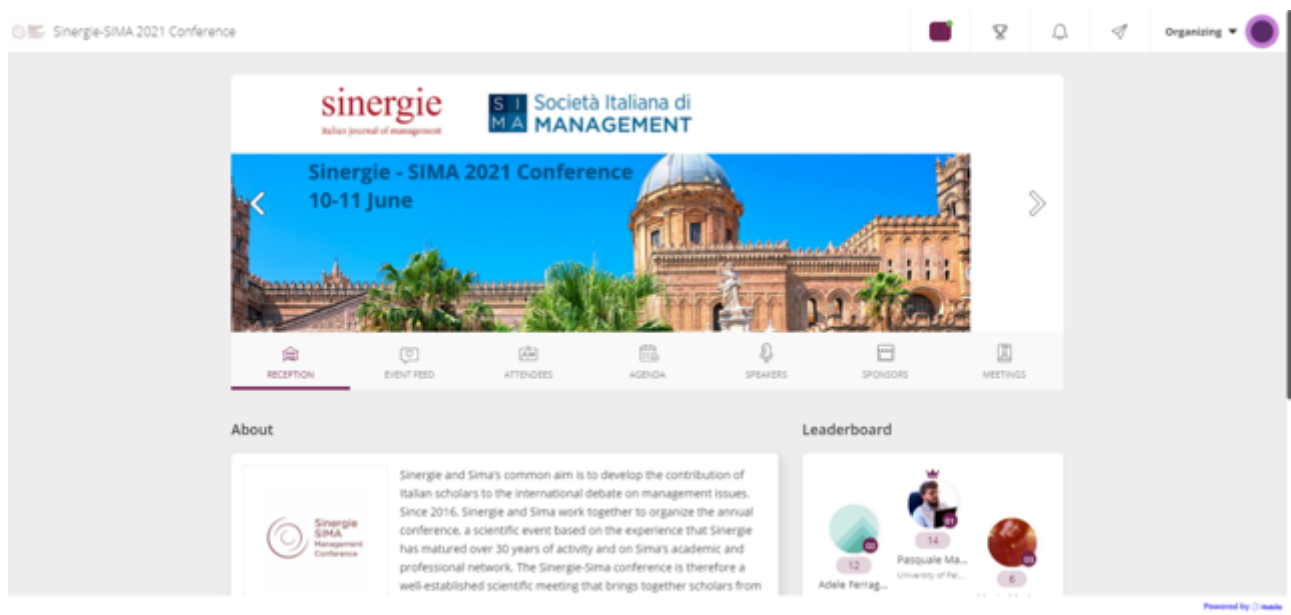
On the right side you can see the score you have received according to your activities on the platform and the scores of other people on the "Leaderboard" panel on the right side of the screen.
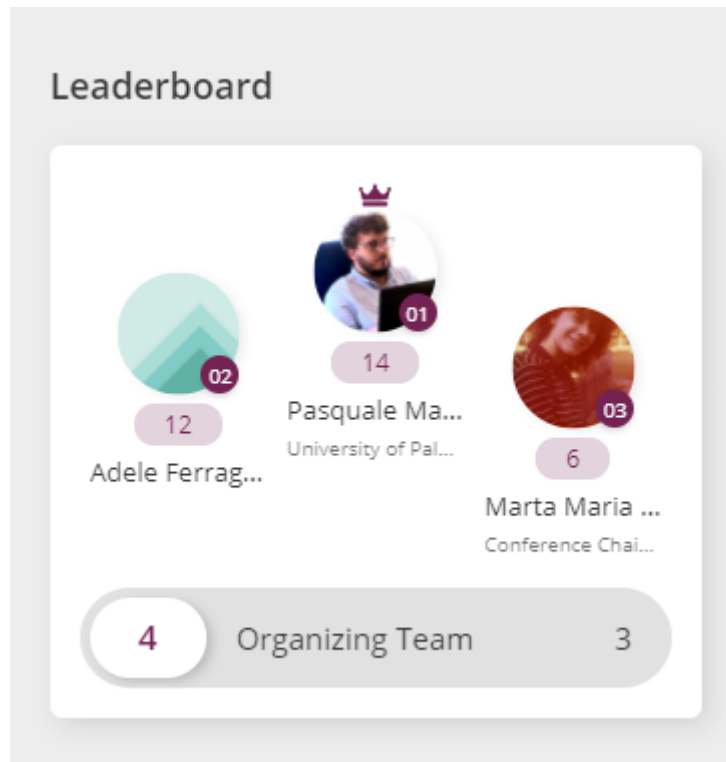
Then you can see all your pending and upcoming meetings in the area under the 'Leaderboard' panel.

Event Feed

When you click on the Event Feed, you can see what other people in the event shared, like or comment on their posts, just like on Twitter.
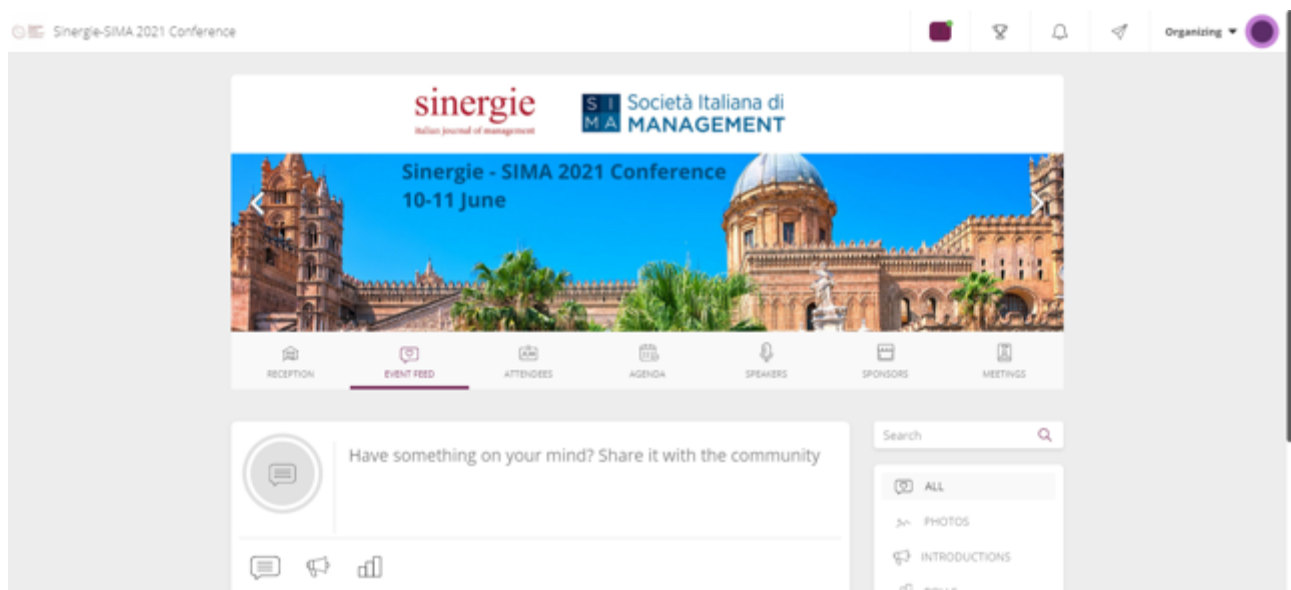
Attendee

When you click on Attendee, you will see a list of attendees.
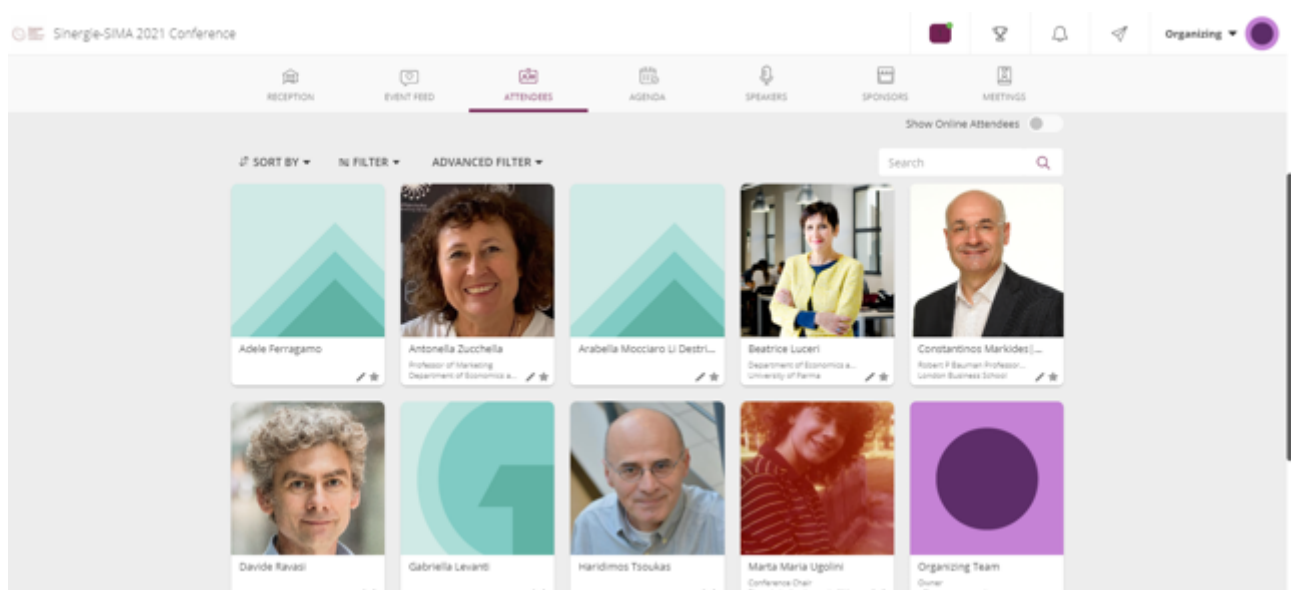
You can reach people who meet the criteria you want by using filters such as company name and country, etc.

If you have found the right attendee to establish a network with, click on the photo of the attendee. On the page that opens, you will find detailed information about the attendee, and options such as "Meet" and "Chat".

If you wish, you can send a meeting request to the other party by clicking the "Meet" button, and choosing the day and time, or you can communicate from the chat window that will open by clicking the "Chat" button.

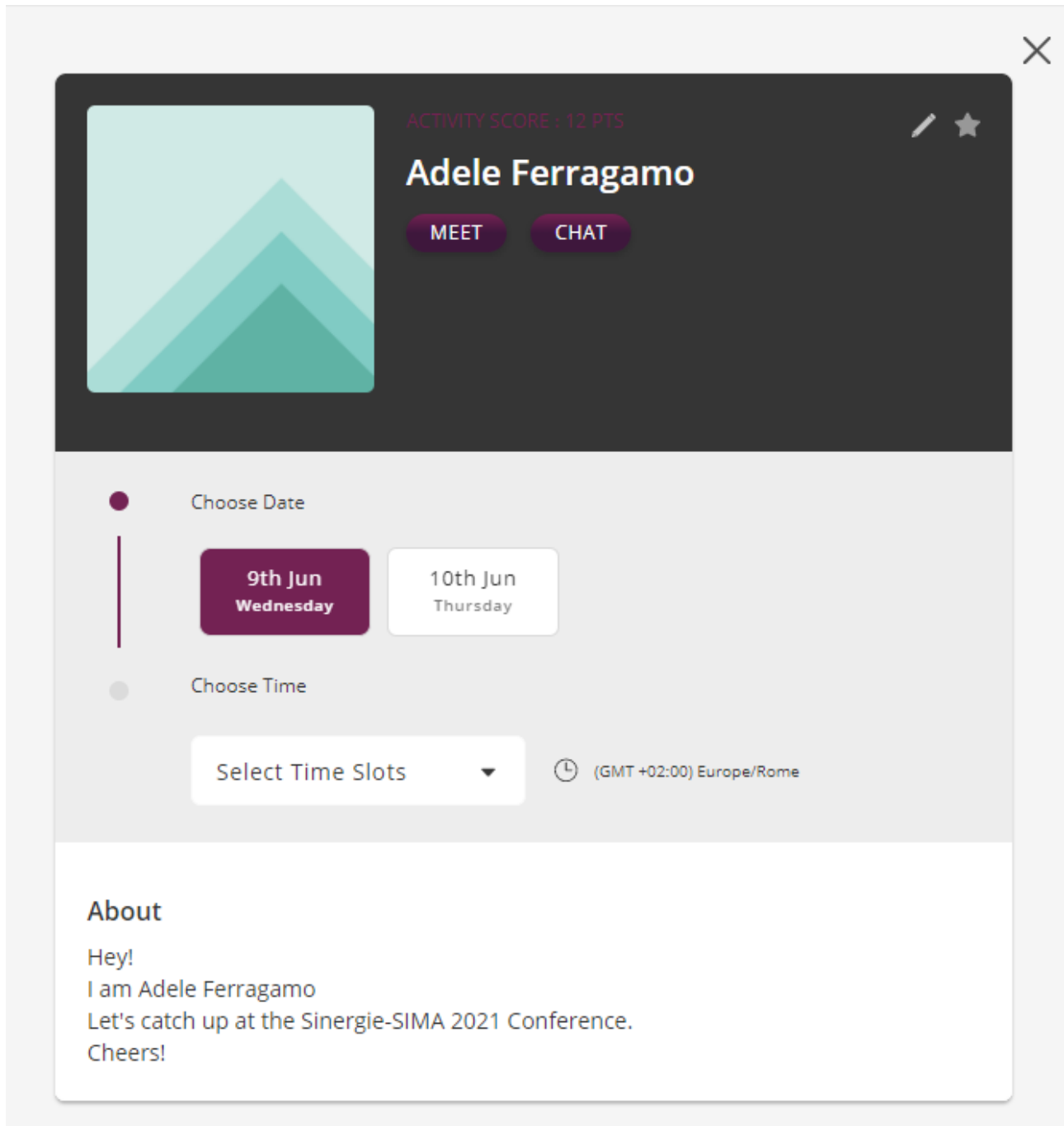As soon as you click the "Meet" button and select the date and 15-minute meeting time for the person you want to send a meeting request, this will be sent to the e-mail and notifications field of the person to whom the meeting request is sent.

Selahaddin Uyanik sent you a message

Hello **Sibel,**

Selahaddin Uyanik from the **CloudTalk Online | MatchMaking Summit** community sent you a message.

Selamlar Sibel Hanım, İçerik ajansınızdan sitemiz için teklif almak ve sizlerle tanışmak isteriz. Bugün online bir toplantı için size davet ilettim. Bilginize

SEND A REPLY
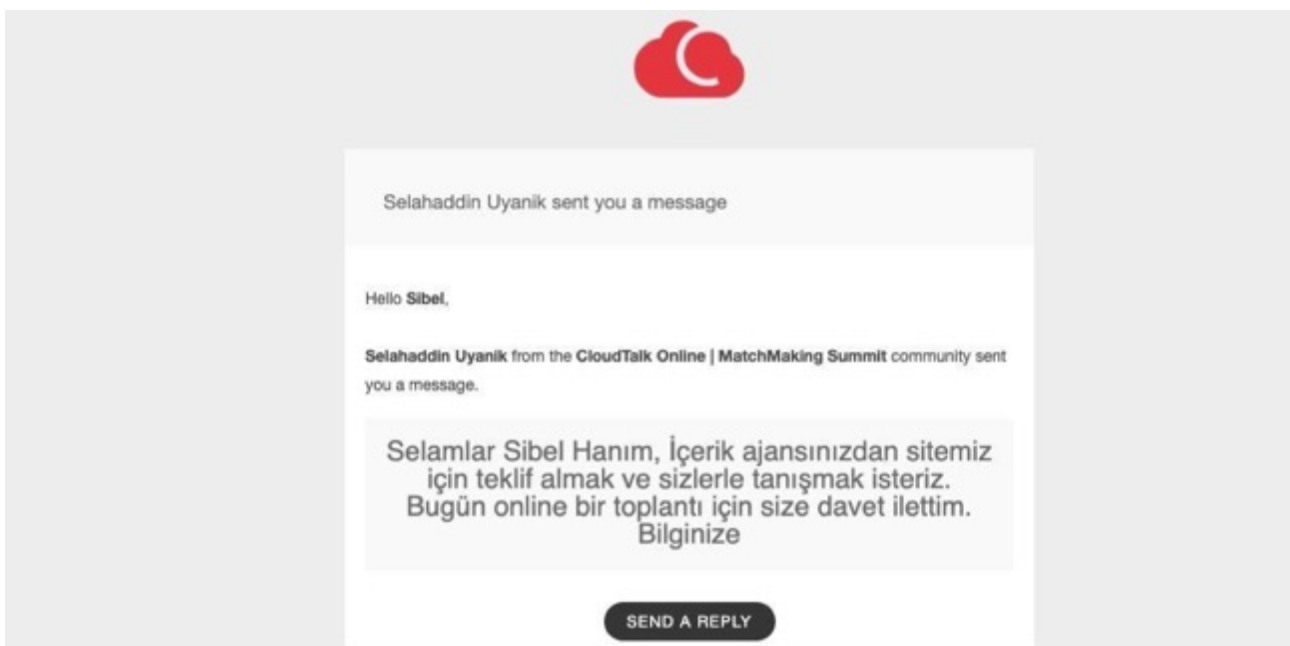
Agenda

When you click on the Agenda, if there are any live sessions, you will see a page with the name of the sessions, topics and speaker details. You can easily join the ongoing sessions by clicking the button that says "Join Session".

Ongoing sessions are listed at the top of the page for convenience.

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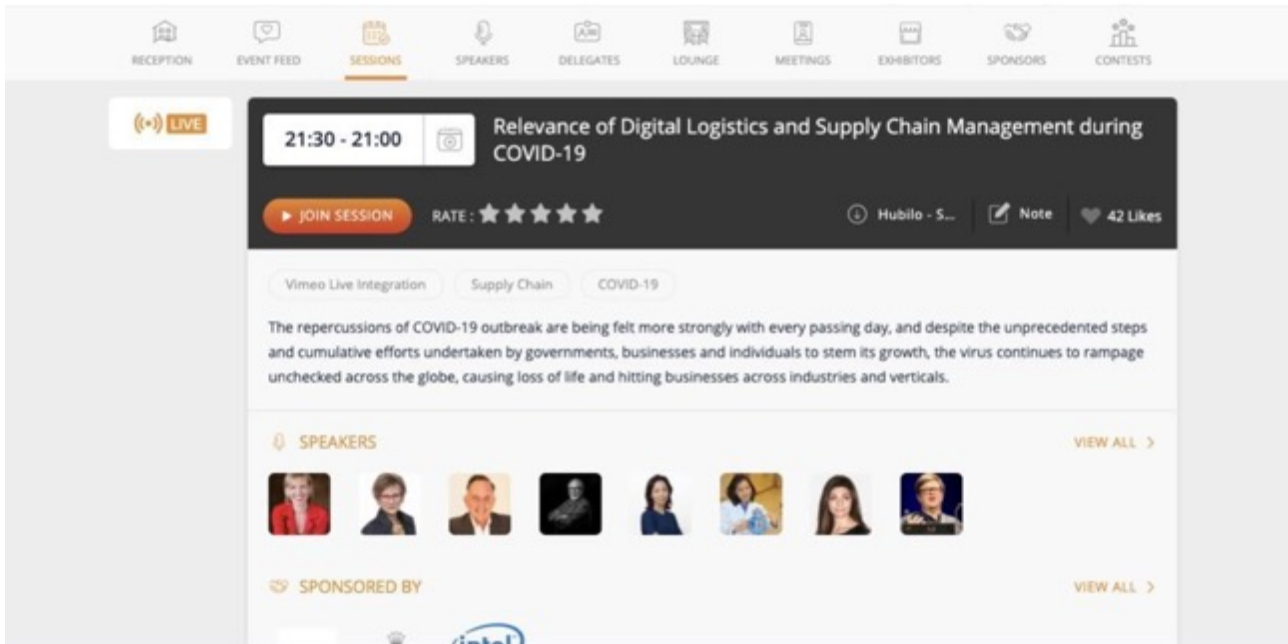
If you participate in a live session, you will see the session name, topic summary and speaker details on the screen that appears; and you will see a chat window on th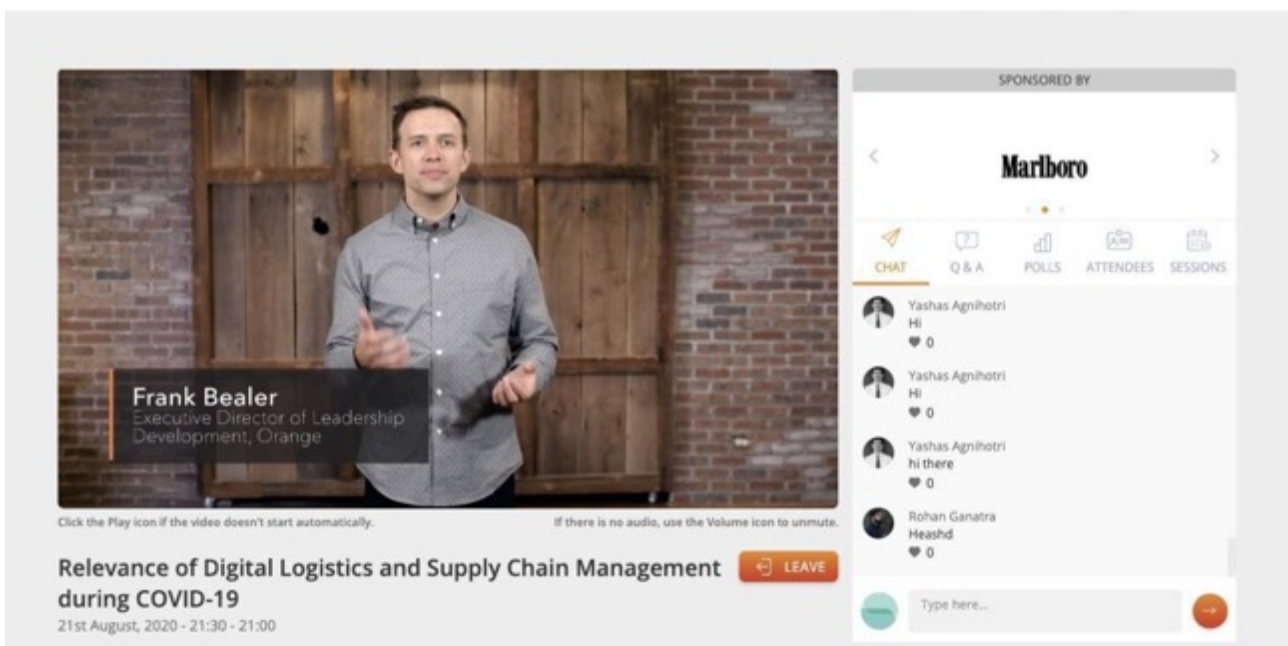e right side of the screen (in the area for sponsors). From this chat window, you can exchange information with the participants of the session, ask questions, answer questionnaires, view the information of the session participants and access the list of other sessions.

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If you want to chat one-on-one with the people participating in the session, click on the participant's profile and then on the "Chat" button in the window that opens.
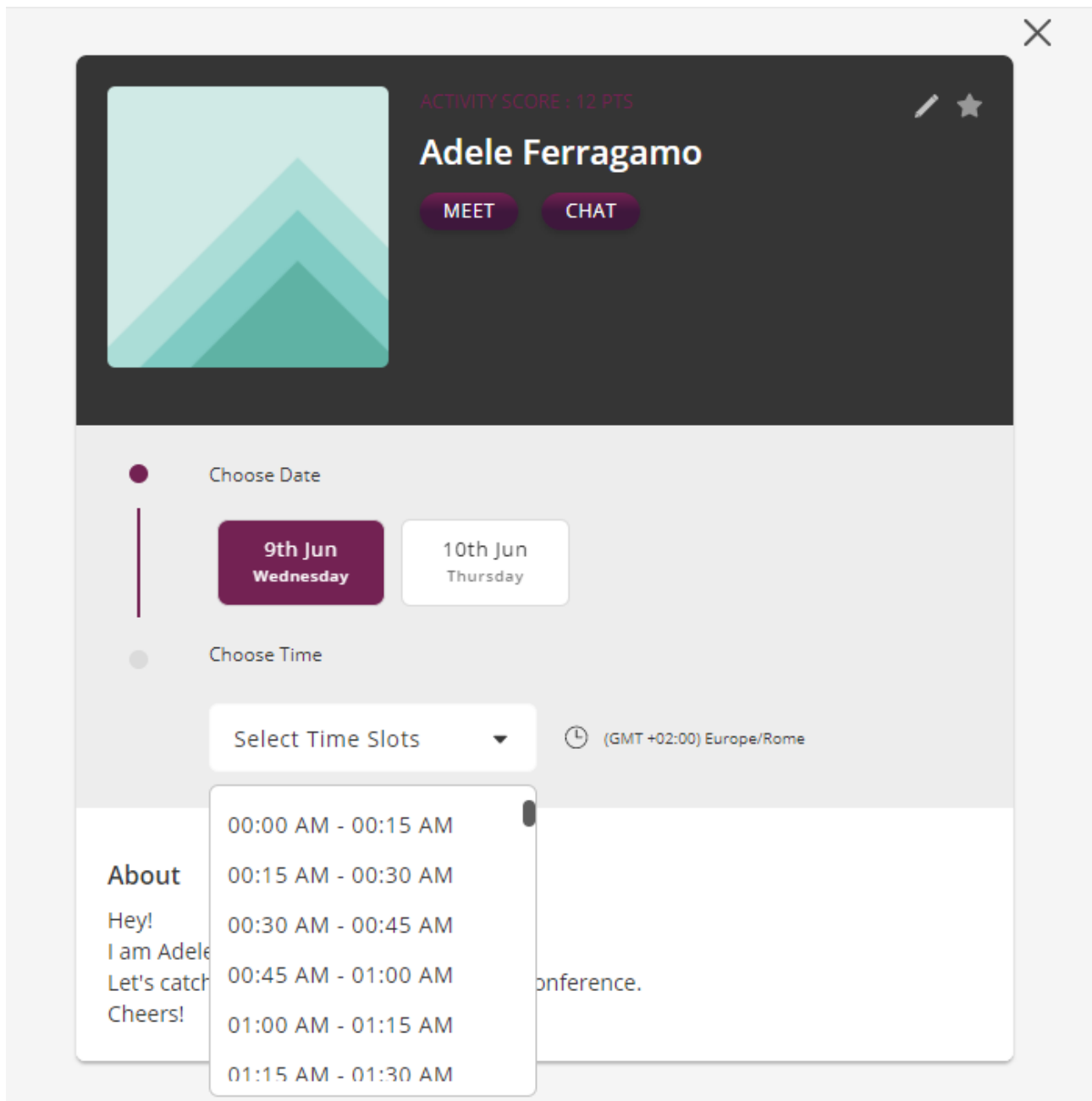

If you want to send meeting requests to people who attend the session, click on the participant's profile. You can send a meeting request to the other party by clicking the 'Meet' button and selecting the day and time in the window that opens.

If the session you want to join is over, scroll down the page. You will see the finished sessions just below the live sessions.

While watching a finished session, you can browse the conversations made during the session in the "Chat" section and contact the people who participated in the session. But since the session is over, you can no longer write anything in the chat section.
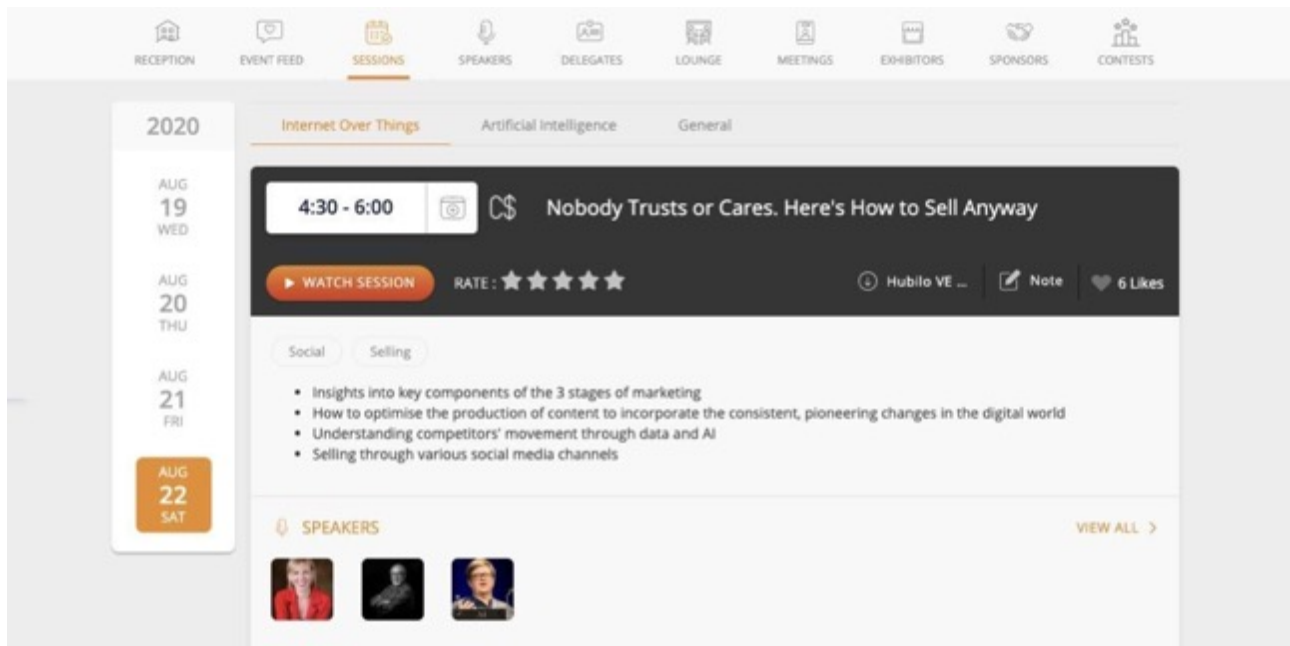
How to Manage a Session (for Chairmen, Conveners and Speakers)

Speakers will receive by email all the links for each session, sent by secretariat a few days before the conference. Please keep the emails received on hand.

15 minutes before each session Chairmen and Speakers can access the session by the link given: please switch on camera and microphone.
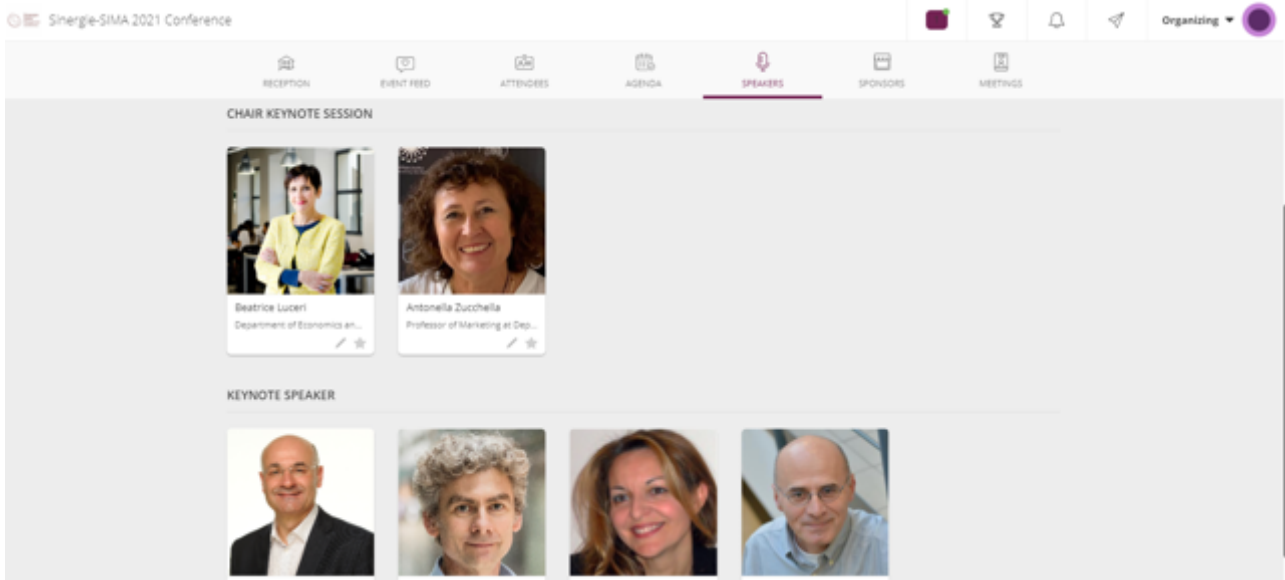
Please keep the audio switched off while not presenting.

If Speakers have to launch videos and share their screen, remember to switch on your audio. To share the video please open the video, share the screen and the audio correctly. For any technical issues please ask the meeting host to start the video.

Attendees can ask any question through the Q&A Zoom.

Speakers

In this section you can see the list of the speakers. Click on the picture of the speaker in order to see the profile and the sessions related.

CHAIR KEYNOTE SESSION

Antonella Zucchella

Professor of Marketing at Department of Economics and Management

È professore ordinario di Marketing nella Università di Pavia. Senior Research Scholar presso Anglia Ruskin University, Cambridge 2013-2019 e visiting presso Università di Strasburgo, Lione, Colorado Denver e Harvard Business School.

Membro dell'Accademia Italiana di Economia Aziendale e della SIMA, dell'Academy of International Business Studies, della European International Business Academy. Autrice di numerose pubblicazioni internazionali sui temi della imprenditorialità sostenibile, della internazionalizzazione delle imprese e del marketing internazionale. Reviewer e membro dell'editorial board di primarie riviste internazionali.

...Show less

Sponsor Area

When you click on "Sponsor" or "Exhibitors", you will see a list of brands that have booths at the event. When you click on the image of any brand that interests you; you can find detailed information about the brand, product demos where you can review the products, videos of the brand and contact addresses.
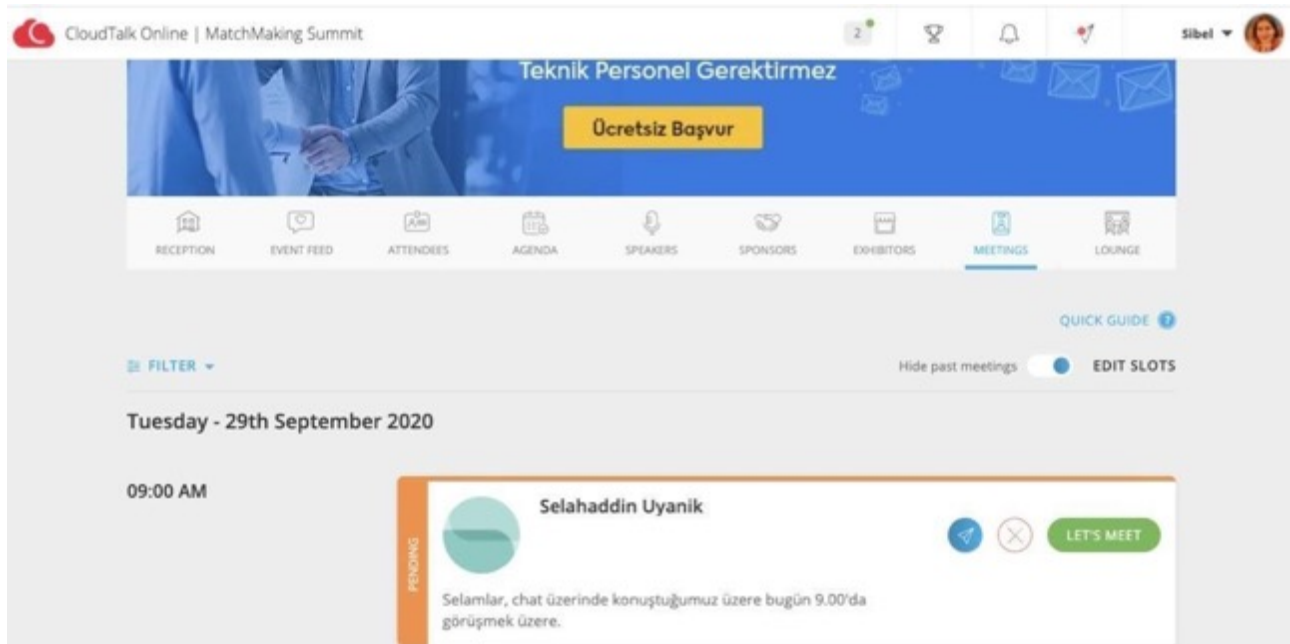
You can share your details with the sponsor when you click on "Share your details".
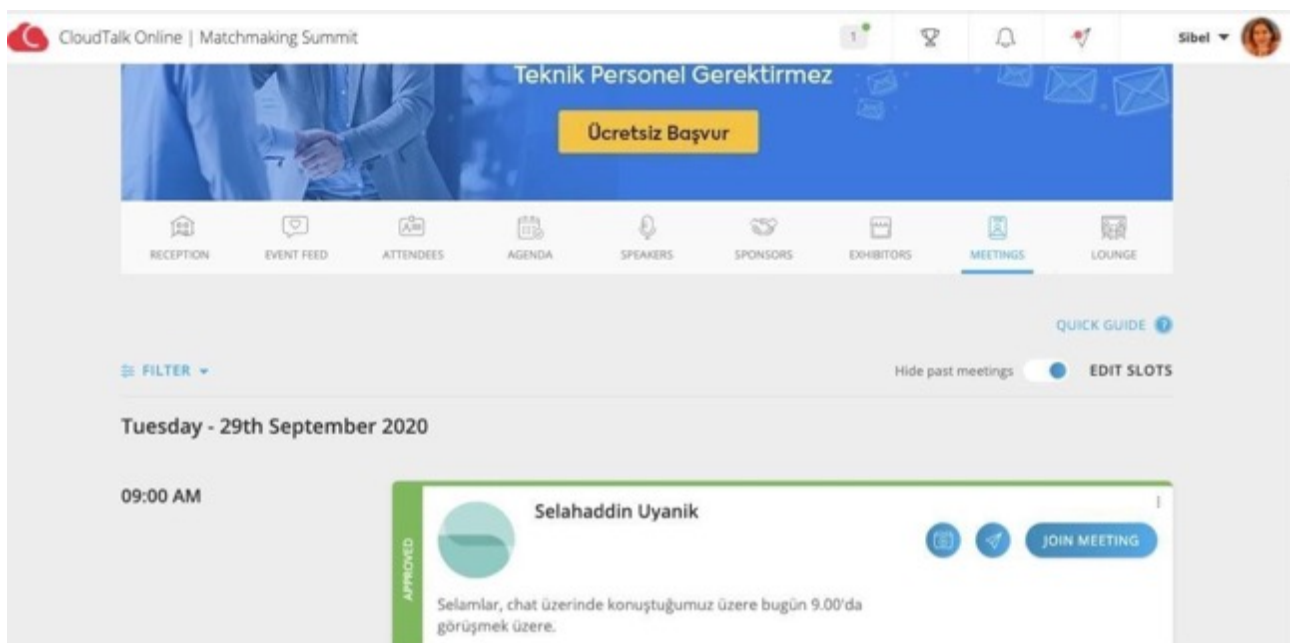
Meetings

When you click on "Meetings", you will see the meeting requests and a list of people to whom you have previously sent meeting requests.
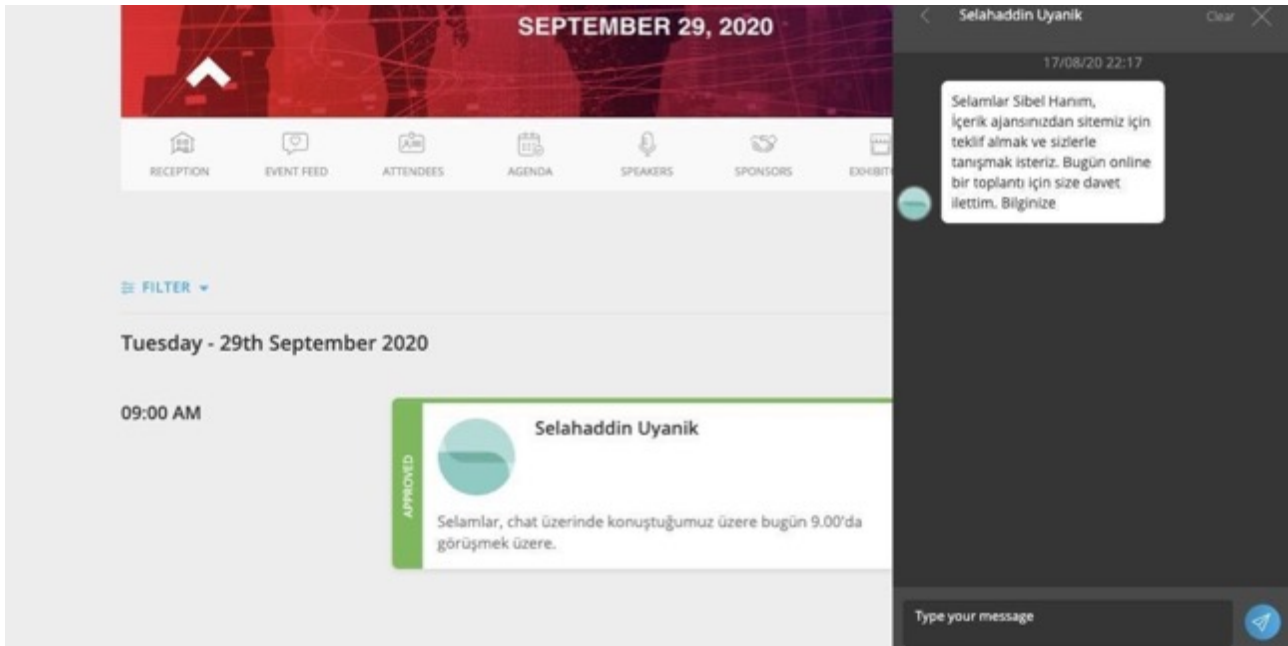
You can approve meeting requests by clicking the 'Let's Meet' button.


You can easily join meetings at the specified meeting time by clicking the "Join Meeting" button.

You can chat with the person that you will meet with in the window that opens by clicking the icon on the left of "Join Meeting". You can add your meetings to the calendar by clicking on "Add to Calendar".

If you click on the "Edit Slots" field at the top right, you can select/remove the hours you are available for the meeting.
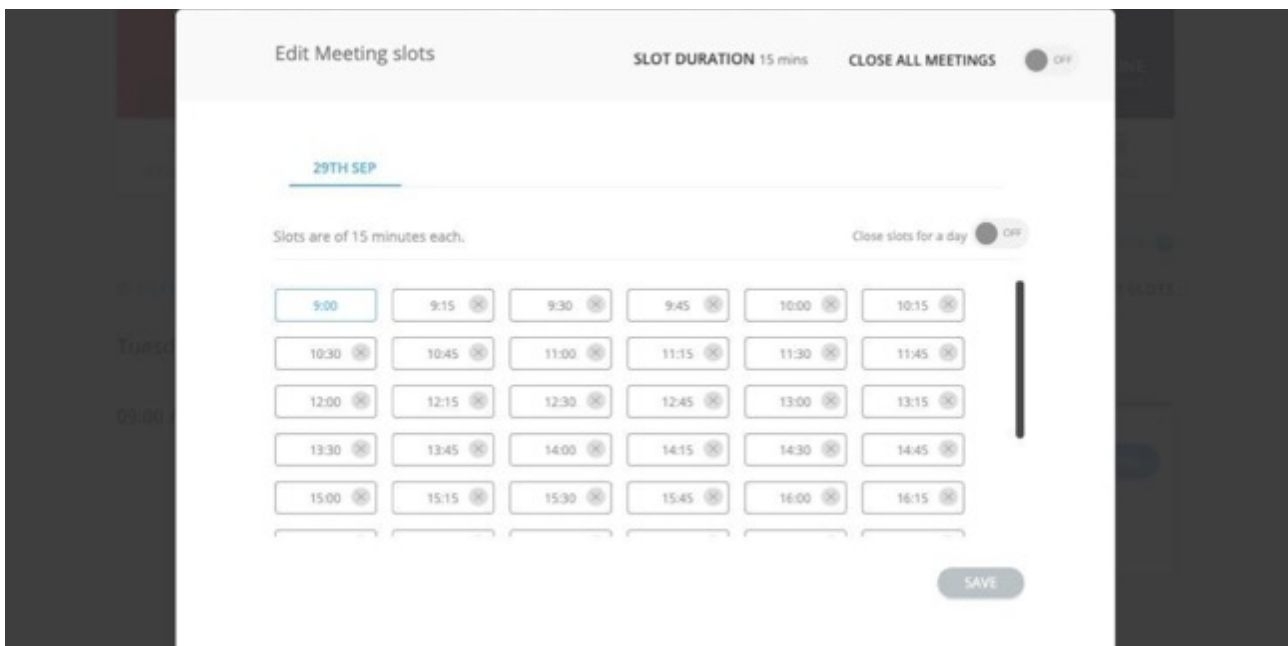
If you click on the "Filter" field at the top left; you can filter meeting requests that are pending, accepted, declined, and cancelled.
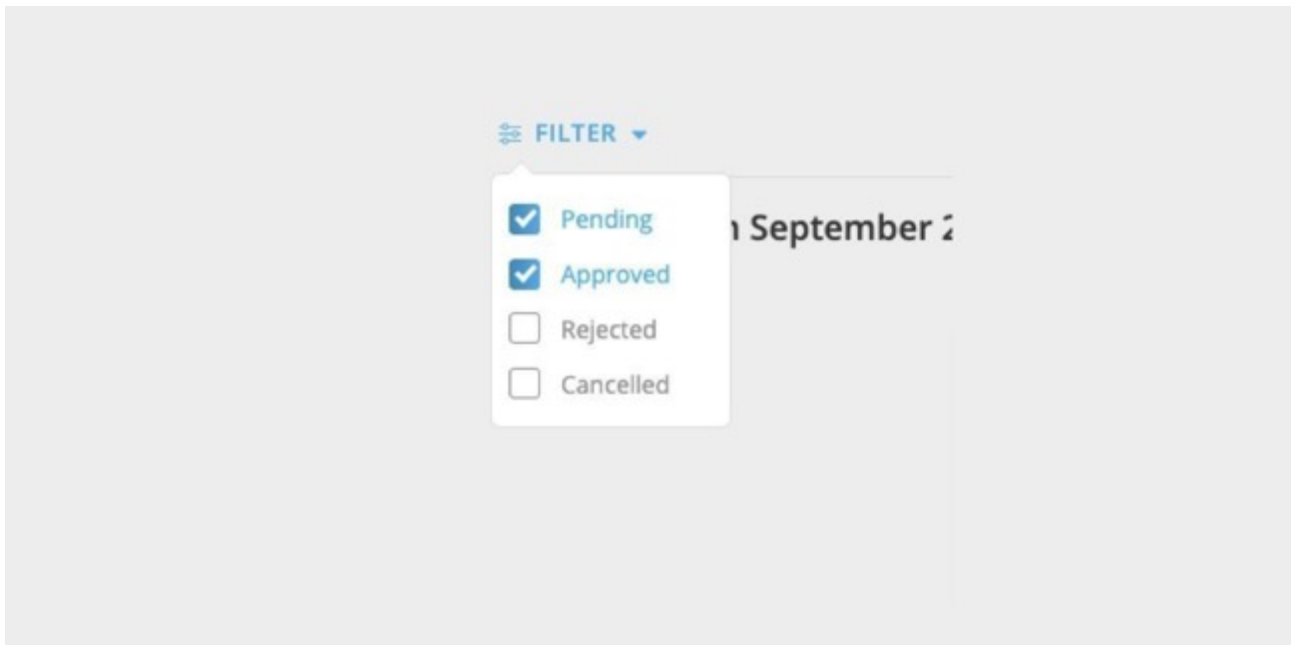
For any assistance please contact us at:

info@frcongressi.it

Stay Safe, Stay Indoor.

#meetingtogetherforsucces