Enlit Asia

Formerly: POWERGEN ASIA — Asian Utility Week

Supporting Ministry:
MINISTRY OF ENERGY TRANSITION AND WATER TRANSFORMATION

Official Utility Partner:
TENAGA NASIONAL
Better. Brighter.

SPONSOR & EXHIBITOR USER GUIDE

8–10 October 2024

MITEC
Kuala Lumpur
Malaysia

Enabling a Multidimensional Energy Transition in ASEAN

Contents

Log In for the First Time

Welcome Email

A welcome email will be sent from enlitasia@jublia.co. Open up the email to activate your account and gain access to the platform. There are 3 options for you to log in to your account.

Option 1: Open the email, click on the "**Get to your Account**" button as shown on the side to log in to your account.

Option 2: Scan the **QR code** to automatically log in to your account.

Option 3: If you are accessing via http://businessmatching.enlitasia.com, you will need to click the **top right corner log in button** and key in the provided **passcode** in the email.

Note: If you don't see this email, please check your spam inbox.

Access the **Business Matching Platform** by clicking below:

Get to your Account

Here's your passcode:

2002unne

Access via https://businessmatching.enlitasia.com or scan the below QR code

We noticed that you have additional accounts registered to your email. If you need access to them, let us know so we can provide them personally to you.

Access Our Platform on Your Mobile

When opening the event app for the first time, you will be directed to Guest access (if available), providing you with general content about the event. On the first page, you will see a **login section** in the middle where you can access your account.

Step 1: Click on that section to login.

Step 2: Enter the passcode provided to you via email.

Note: If you forget your passcode, simply click on "Lost Passcode" and input your email address, it will be promptly sent to your email.
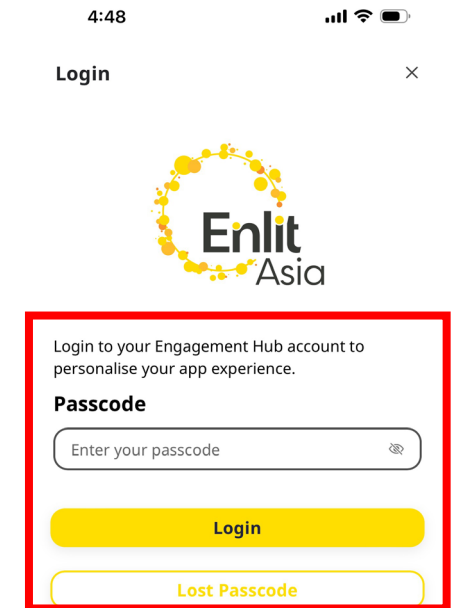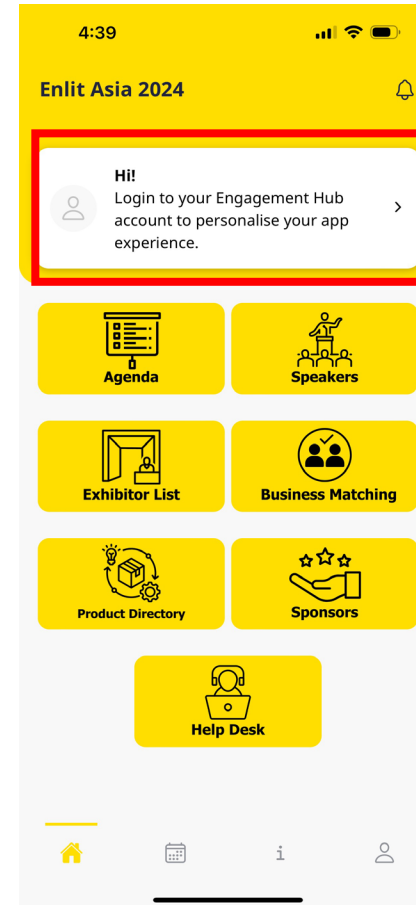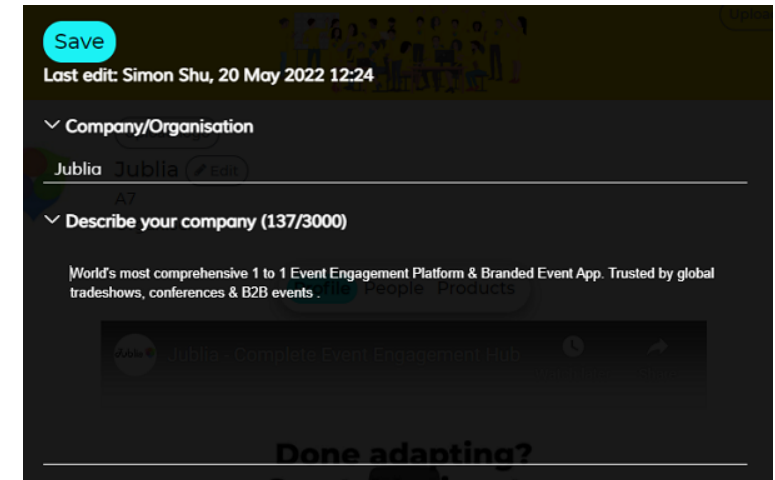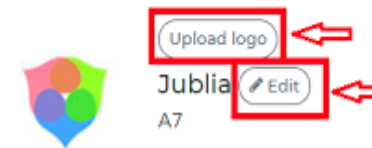
Update Your Company Profile

On Web

Step 1: Click on the top right-hand corner of the page and select **My Company**.

- You may notice a **red dot** beside the menu or your profile indicating that it is **incomplete**.

Step 2: Updating Company Information:

a) Company Banner: Recommended to use an image with dimensions of 1200px x 150px and a maximum file size of 1 MB. In PNG or JPEG formats.

b) Company Logo: Optimal logo size is 250px x 250px, with a maximum file size of 1 MB. In PNG or JPEG format.

c) Company Name and Description: 3000-character limit.

d) HTML IFrame Embed Content: You can include videos, presentations, and other multimedia content.

e) Social Media Accounts: Link your company's social media accounts to your profile by providing the corresponding URLs.

Update Your Company Profile

Showcasing Your Products

To upload and highlight your products on our platform, follow these steps:

Step 1: Accessing My Products: Click on the top right icon again and select "**My Products**."

Step 2: Adding Products: Click on the "**Add Product**" button and enter the product name and description.

Step 3: Including Multimedia: You can enhance your product listings by adding videos and images that showcase your products effectively.

Step 4: Categorising Your Products: Expand the "**Categories**" section and select the category that best represents your product.
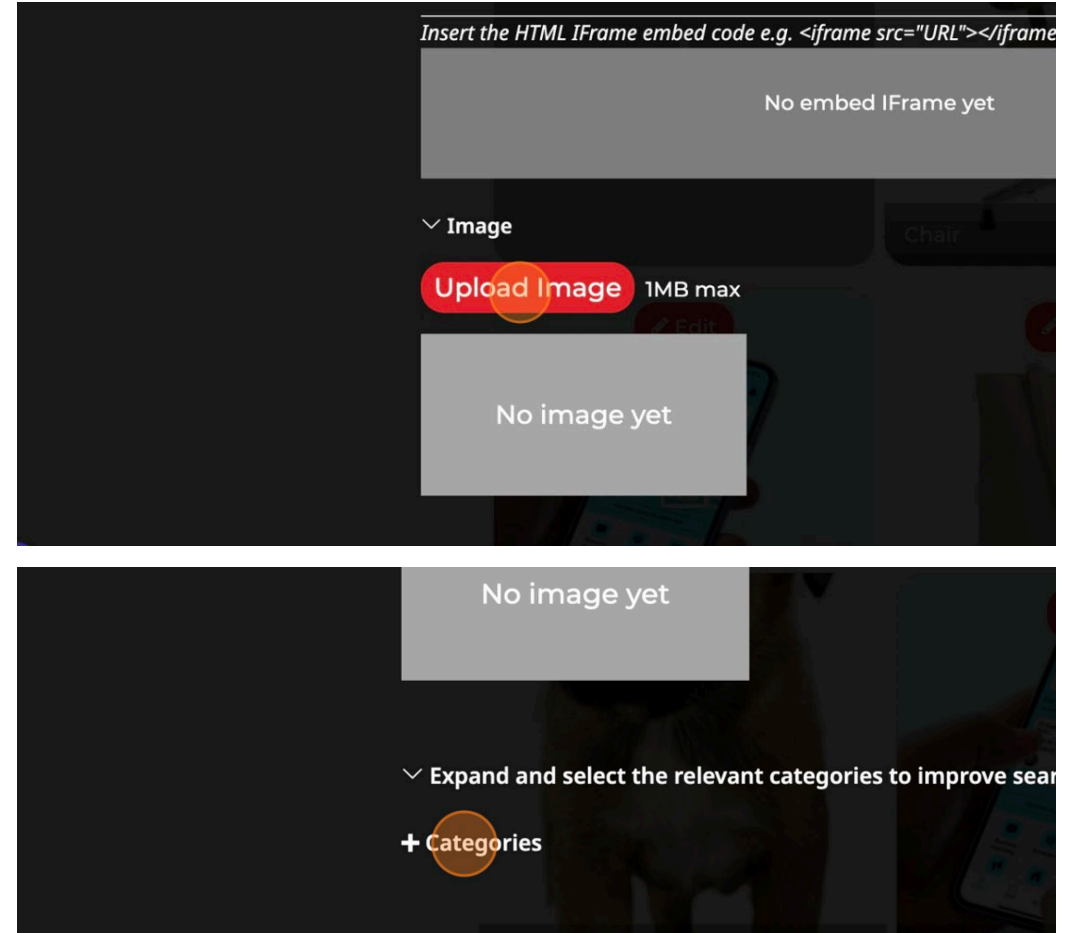
Update Your Company Profile

Uploading PDF Files

Step 1: Click on your profile icon located at the top right corner of the page.
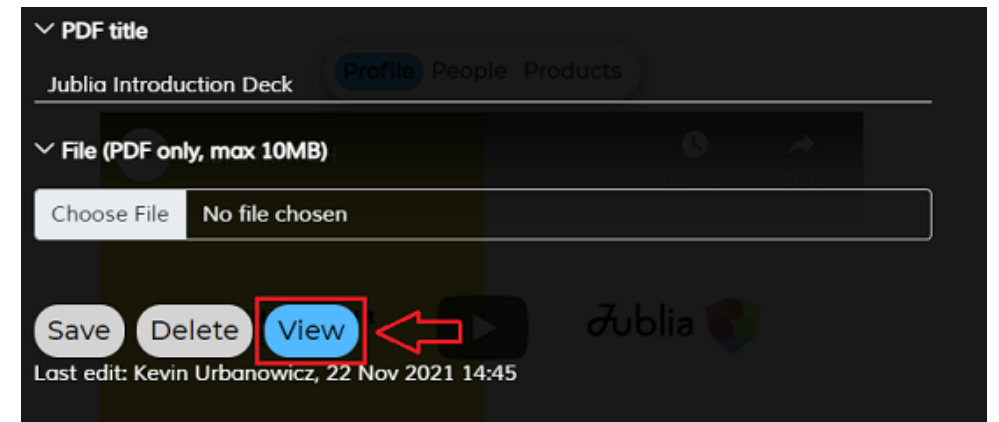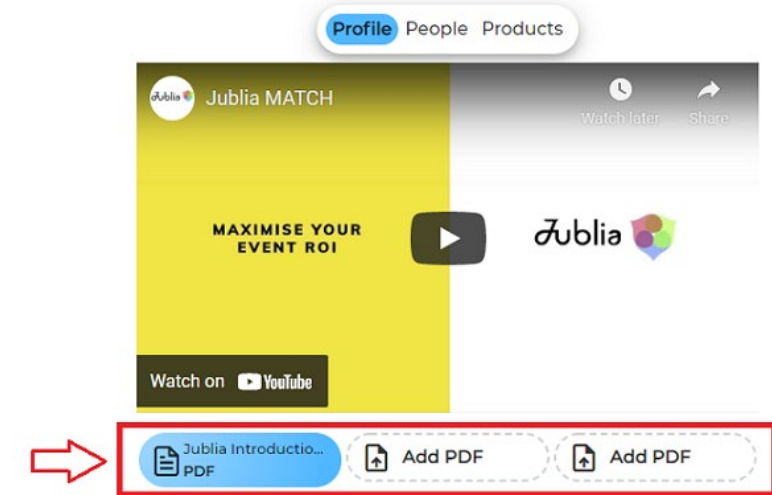
Step 2: Select "**My Company**" from the menu that opens

Step 3: Click on "**Add Brochure (PDF)**" as shown in the example image.

Step 4: Enter the title of your PDF and upload the file (max size: 10MB), then click "**Save**".

Step 5: Once the upload is successful, the file will be displayed on the page

Step 6: To preview the PDF, click on "**View**"

Update Your Company Profile

On Your Mobile

Step 1: To change your profile details, click on the bottom right corner figure and select "**My Profile**" from the setting.

Step 2: Update your company information as mentioned in slide 5
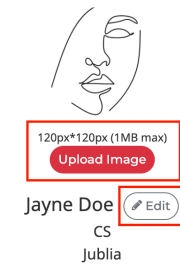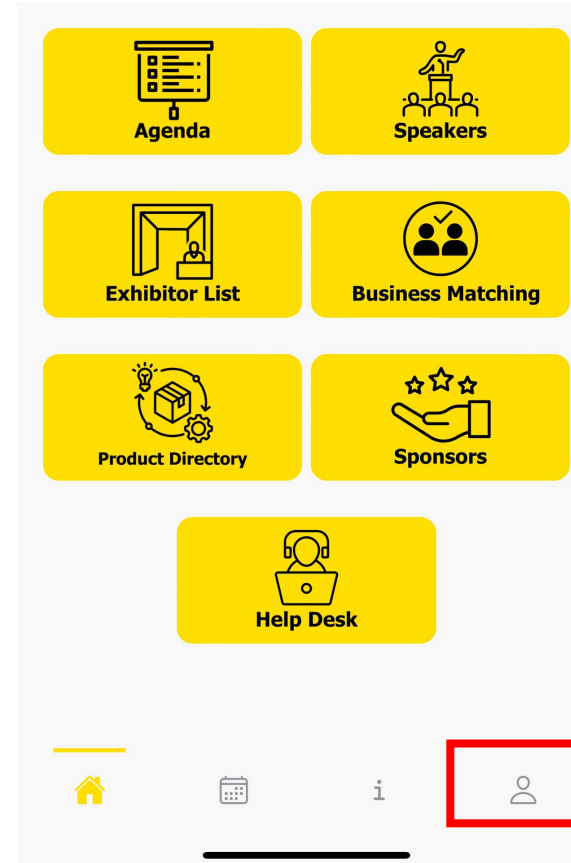
Explore The Features

Agenda
Explore our **Agenda** to plan your sessions!

Product Directory
Browse our **Product** Directory to discover the latest innovations!

Business Matching
(ONLY ON MOBILE APP)
Tap in to schedule your **1-1 meeting**!

Speakers
Tap in to see who are our **Speakers**!

Sponsors
View who are our **Sponsors**!

Exhibitor List
View who are our **Exhibitors**!
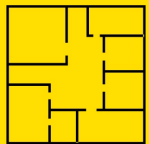
Floor Plan
Navigate the event venue with the interactive **Floorplan**!

Bookmark Your Interest

Bookmark Companies and Products
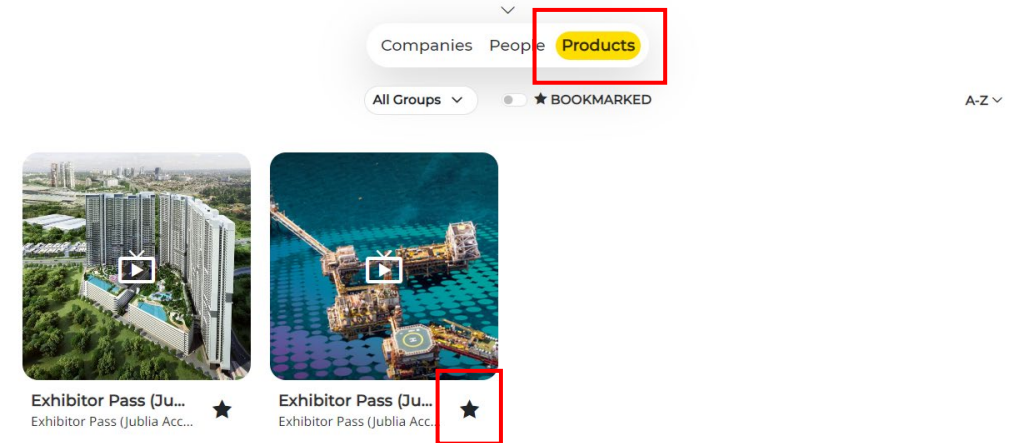
Step 1: Click on the **Meet** tab.

Step 2: Click on **Search**.

Step 3: Click on **Company** or **Product**.

To bookmark a company, click on **Bookmark**.
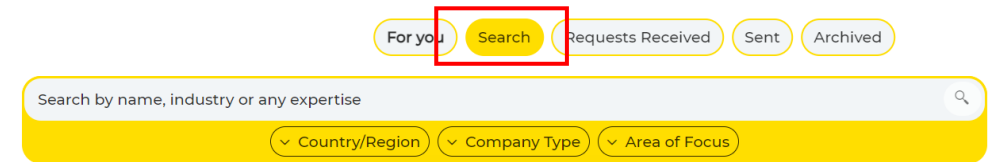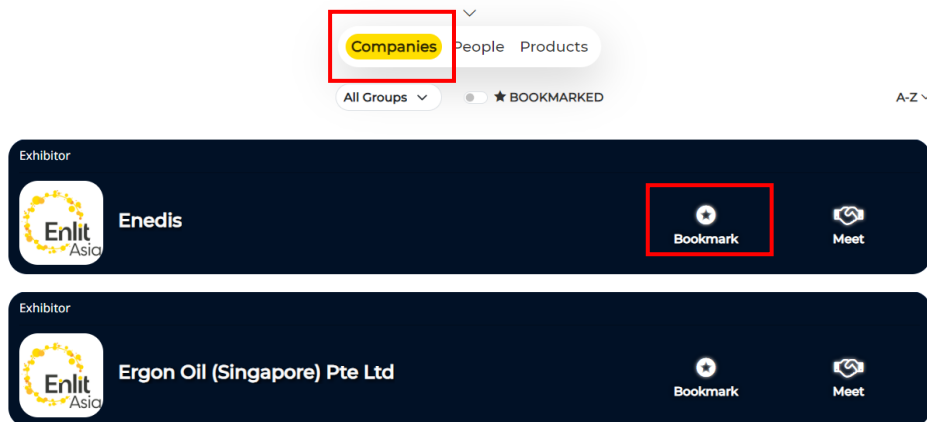
To bookmark a product, click on the **star icon**.
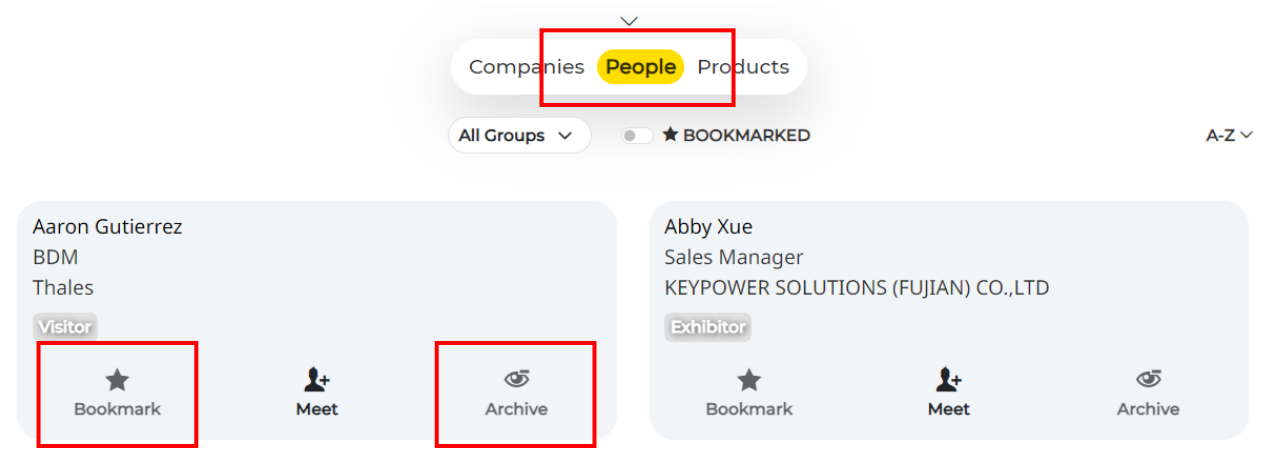
Bookmark Your Interest

Bookmark Profiles

Step 1: Go to the **Meet** tab located at the top.
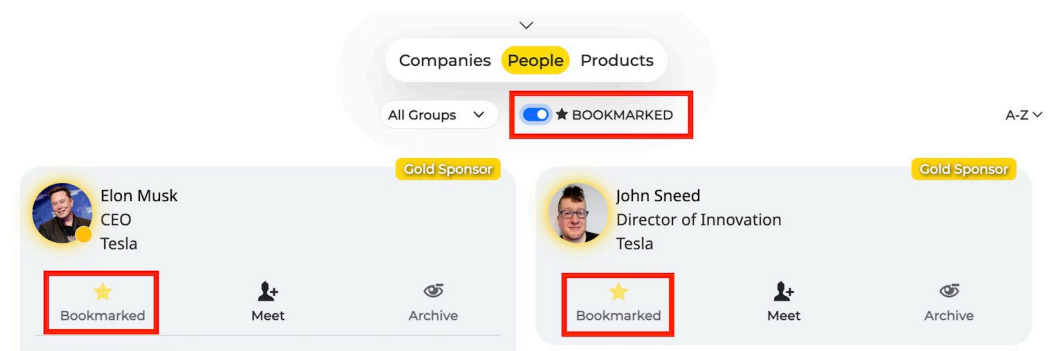
Step 2: Click on the **Search** Tab.

Step 3: Click on **People**.

Step 4: When you have found an attendee's profile of your interest, click on the "**Bookmark**" star to save the attendee's profile to your bookmarks.

Step 5: If you want to archive an attendee's profile from, you could click "**Archive**".

Access your Bookmarks by enabling the "Bookmarked" option

Managing Your Schedule (Via Web)

How to Edit Your Time Availability?

Step 1: Go to **Planner** and then **Time Availability**.

Step 2: You can set your available and unavailable time slots by clicking on the cross or tick marks (At the side of the timings).

   a) The **green marks** indicate that the time is scheduled for a meeting.

   b) The **yellow marks** indicate that the time is available.

   c) The **grey marks** indicate that the time is not available.

Step 3: Click the **CONFIRM** button to save your time availability.
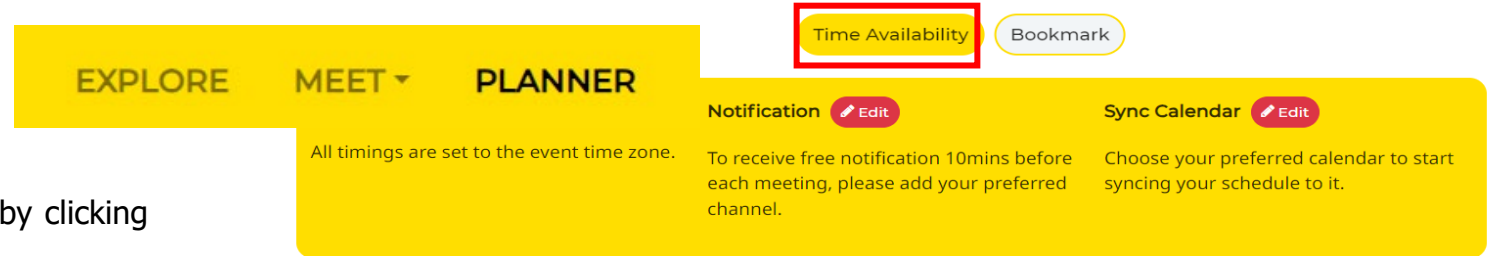
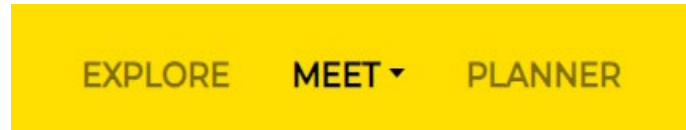## How to Check the Location and Time of Your Meetings?

Step 1: Click on **Planner** to view your confirmed and pending meetings on the day you have selected.

Step 2: A final schedule of all your confirmed meetings will be sent to you about three days before the event date.
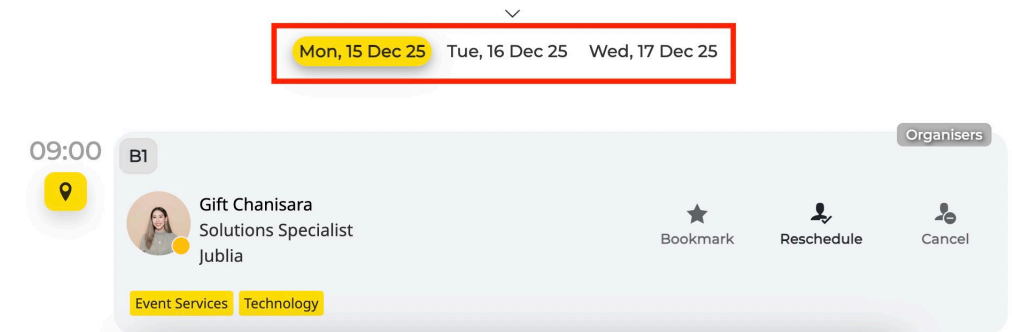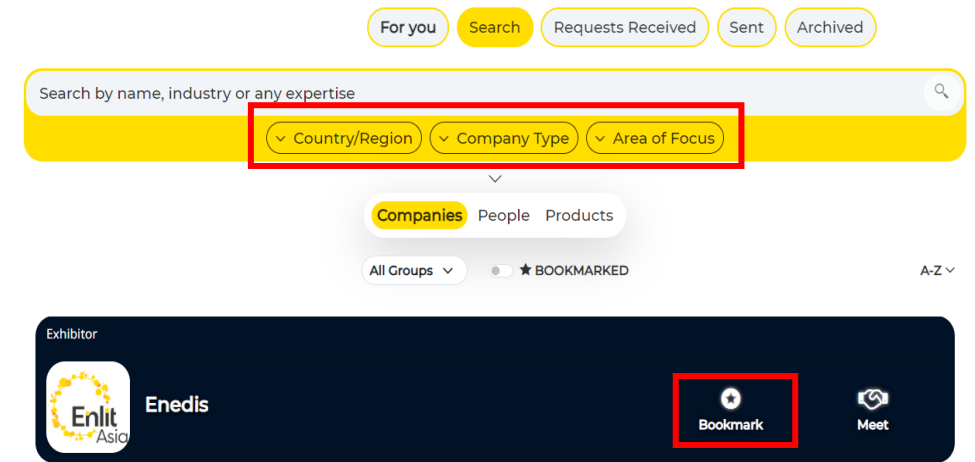
How to Schedule A Meeting?

On Web

Step 1: Go to the **Meet** tab to search for profiles by country, company type, and area of focus.
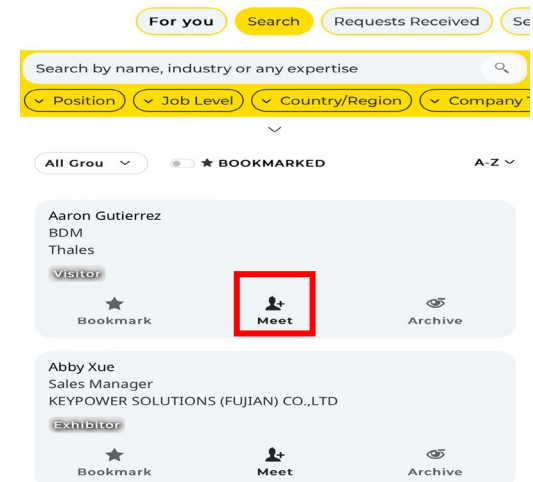
Step 2: Click on the **Meet Icon** on the right and select the company representative you want to meet.

On Your Mobile

Step 1: Click on the **Business Matching Feature** on the App.

Step 2: You'll see a list of profiles with whom you can schedule meetings.

Step 3: Click on the **Meet Icon** in the centre to schedule your meeting.
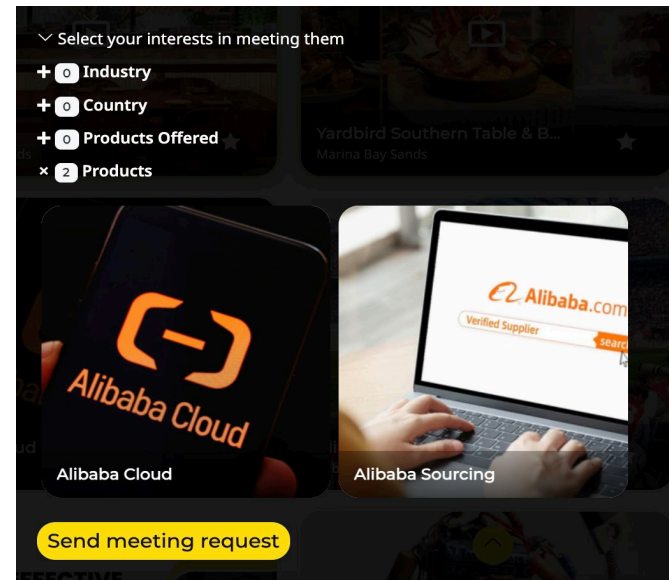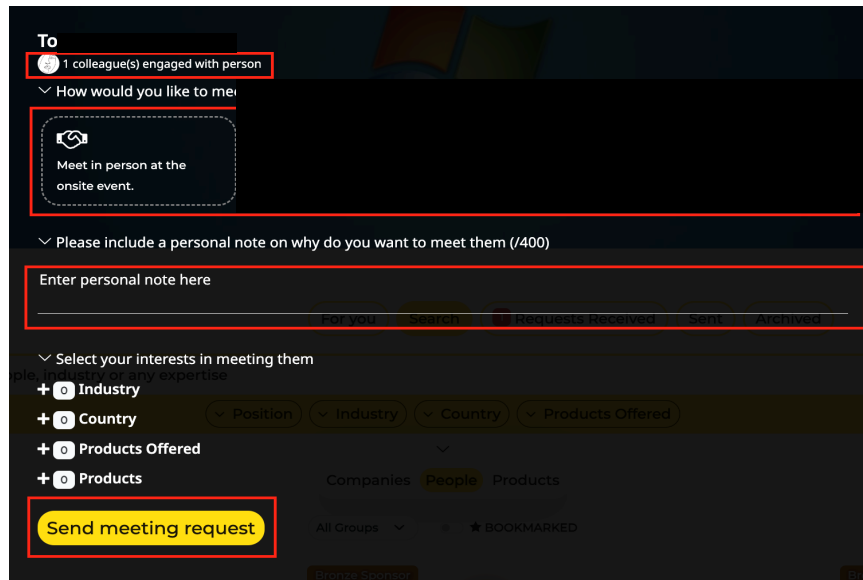

Business Matching

How to Send a Meeting Request?

After clicking the **Meet Icon**, follow the following steps to send a meeting request:

Step 1: Enter an optional message to the other party.

Step 2: Click "**Send meeting request**" to confirm your arrangement.

Step 3: You could specify any interests or products to improve the focus of your meetings, if any.

Note: All your sent meeting requests will be reflected under the **'Sent'** Tab.

Reschedule/Cancel Meeting

How do I reschedule my meetings?

Step 1: Click on **Planner.**

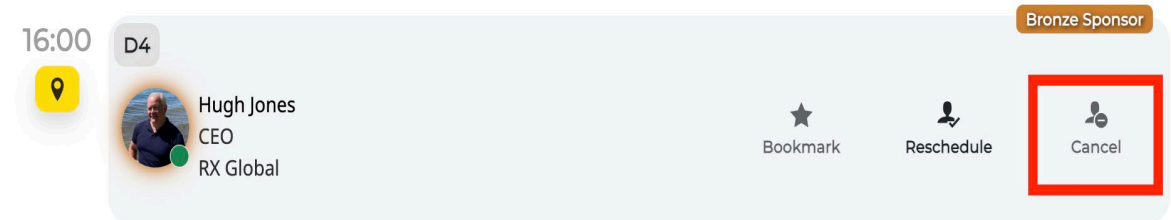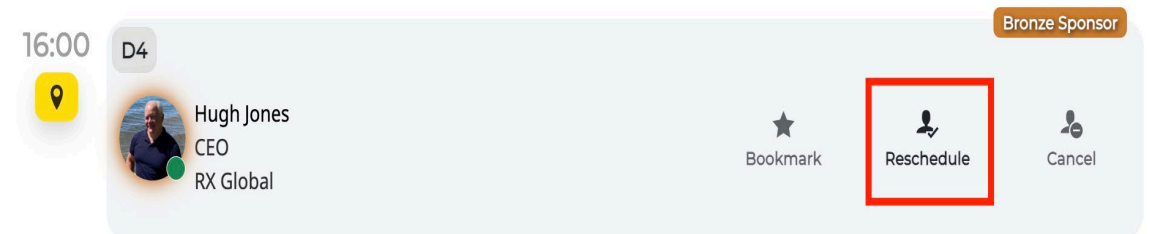**Step 2**: Then click the **Reschedule** button and select an alternative time slot to schedule the meeting.

Step 3: Click **Meet** and **Done** to confirm your new meeting schedule.

How do I cancel my meetings?

Step 1: Click on **Planner**.

Step 2: Select the scheduled meeting you want to cancel.

Step 3: Then click **Cancel** to cancel the video meeting.

EXPLORE   MEET   PLANNER

16:00   D4   Bronze Sponsor
        Hugh Jones
        CEO   Bookmark   Reschedule   Cancel
        RX Global

16:00   D4   Bronze Sponsor
        Hugh Jones
        CEO   Bookmark   Reschedule   Cancel
        RX Global

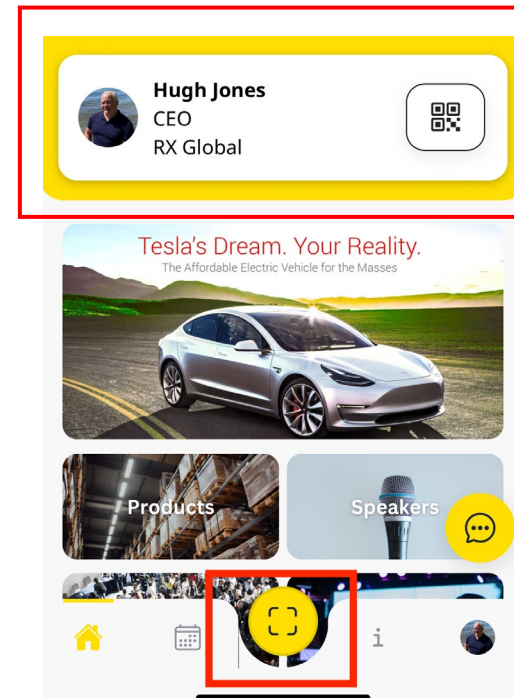# Exhibitor Scan Guide

Only on Mobile App

Scan Access:

- Admin Role: Only eligible users that are assigned as admin who are able to export the analytics.
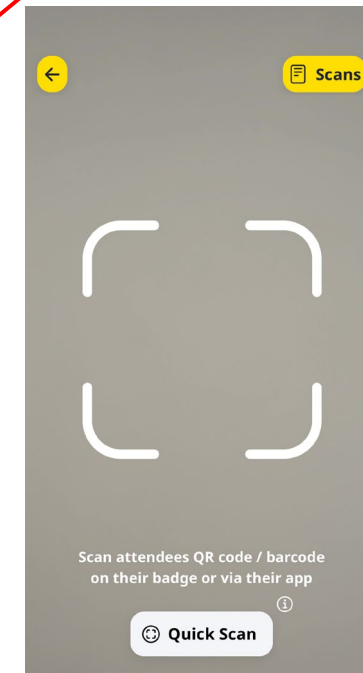- Staff Role: Only allow editing, no export of data

How to Scan QR Code:

Step 1: Click on the Scan option at the bottom of your App

Step 2: Ensure you allow camera access. After which, point your camera at the attendee's QR Code

Tap on this to scan the QR code

Exhibitor Scan Guide

Only on Mobile App

You have the ability to change the scoring: Cold, Warm, Hot OR Unscored

Lead Scoring Definitions

- **Hot**: Having BOTH
    - The target person is inside scanner recommendation list
    - The target person has product handshake interest towards one of our company's products
- **Warm**: Having either one of the condition above
- **Cold**: Having neither of the above
- **Unscored**: The target person is not identified yet by the scanner or does not have any score

Scan Detail ✕

Scanned at 24 May, Fri 13:35

Larry Page
Co-Founder
Google

G **Google**
B3   📍 ☆

Silver Sponsor | Technology | United States

ⓘ Contact details of the scan will be included in your admin's data export. Learn more

Scoring

Cold | Warm | **Hot**

Interested In ✎

Update

Exhibitor Scan Guide

Offline Mode

You will still be able to scan the lead's QR code if you have (1) **Network Disruption** or (2) **No Internet Connection**. The lead which you have scanned would be classified as unsynced data. The app would prompt you that you do not have an internet connection.
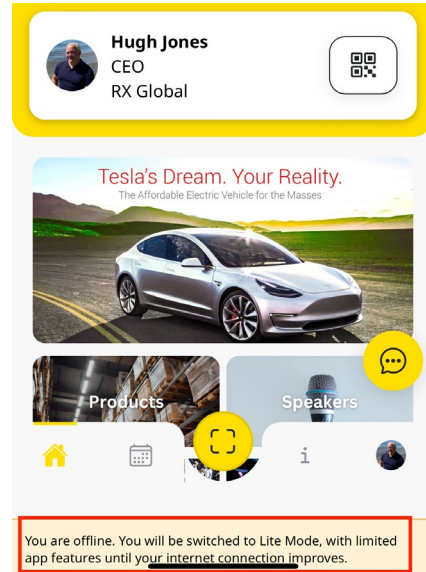
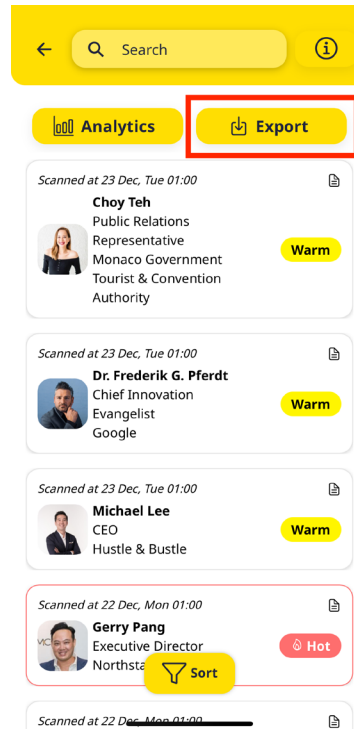**Unsynced** data will be indicated as follows. To sync all your data, click on the **Sync** option
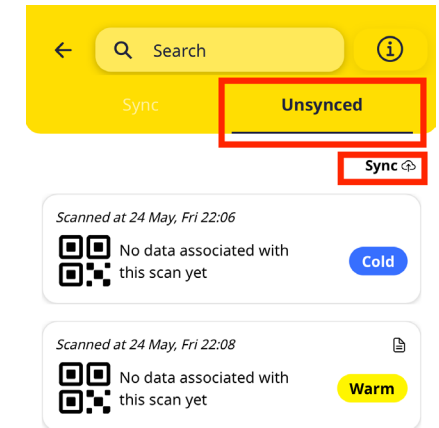
Exhibitor Scan Guide

How to Scan Access Analytics

Step 1: Click on the **Analytics** tab.

Step 2: You will be able to view the analytics from Me and My Company.

How to Export and Download Your Leads

Step 1: Click on the **Export** button.

Step 2: After this message pops up, click on **Export** button. You will receive the exported data to your registered email.
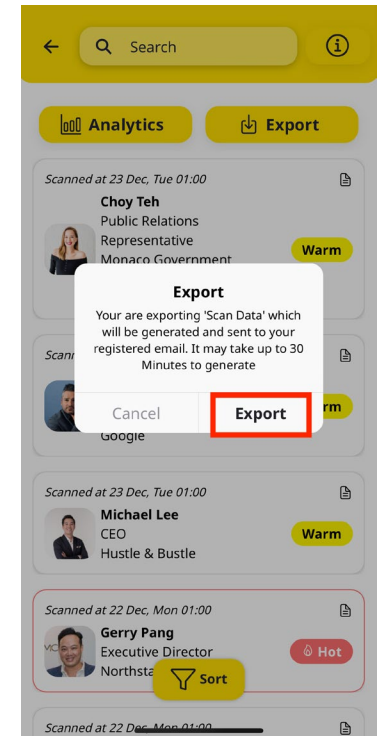
Customise Your Interest

You can customise your interest with the simple steps below:

Step 1: Go to **Meet**.

Step 2: Select **For you**.

Step 3: Click on the **Add Interests** / **Update Interests** button.

Step 4: You can customise your own interests and then click **Save** / **Update**.

Customise Your Notifications

On Web

Notification Frequency

Step 1: Click on your profile button located in the top right-hand corner of the screen, then select "**App settings**" to access your notification settings.

Step 2: Choose your preferred notification frequency.

a) Summary - To receive daily or weekly email summaries of your meeting opportunities.

b) Immediate - To receive an email for each new meeting opportunity.

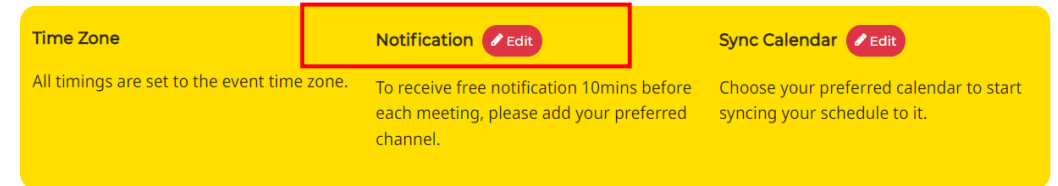c) Disable - To opt out of email notifications altogether.
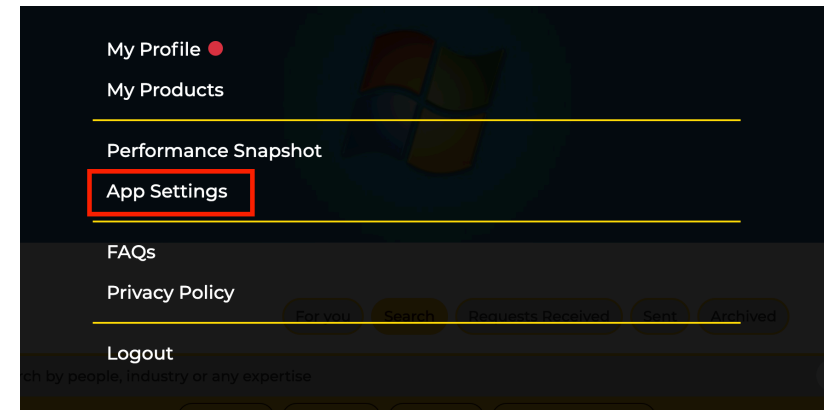
Customise Your Notifications

(You could only do this customisation on Web.)

Preferred Channel for Mobile Notification

Choose your preferred notification settings for your mobile device by clicking **Planner** and click on **Edit Notification** to select your preferred channel to receive your notification.

- You could also sync your schedule to your preferred calendar.
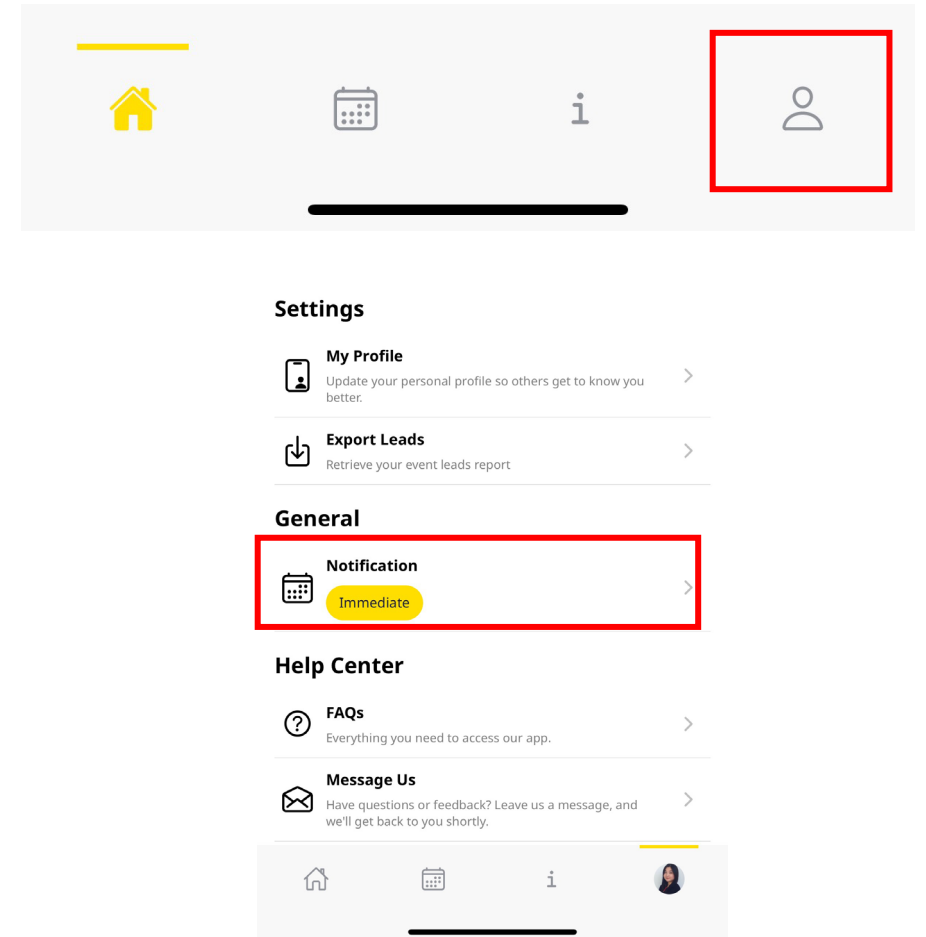
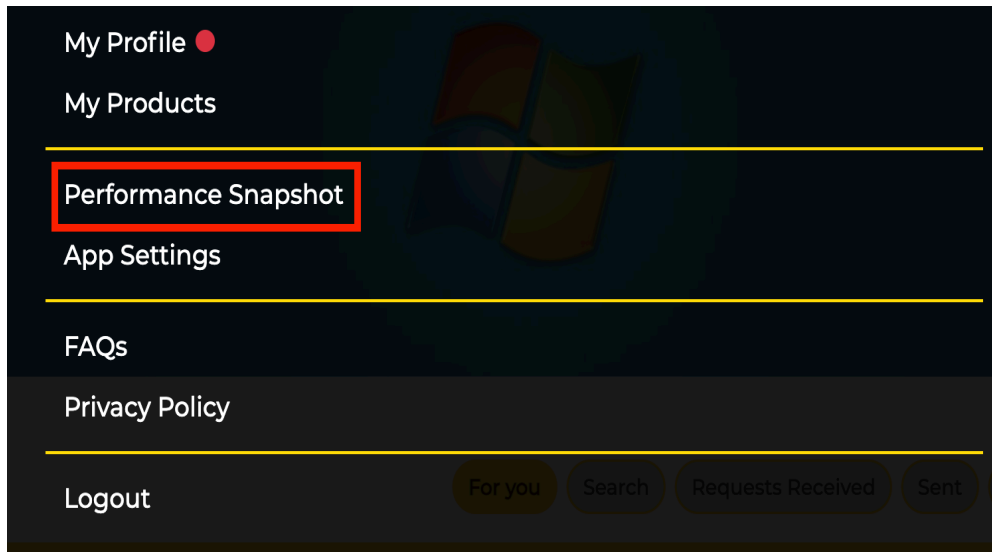# Customise Your Notifications

On Your Mobile

Step 1: Click on the bottom right corner figure and select "**Notification**" from the setting.

Step 2: Choose your preferred notification frequency settings for your mobile device.
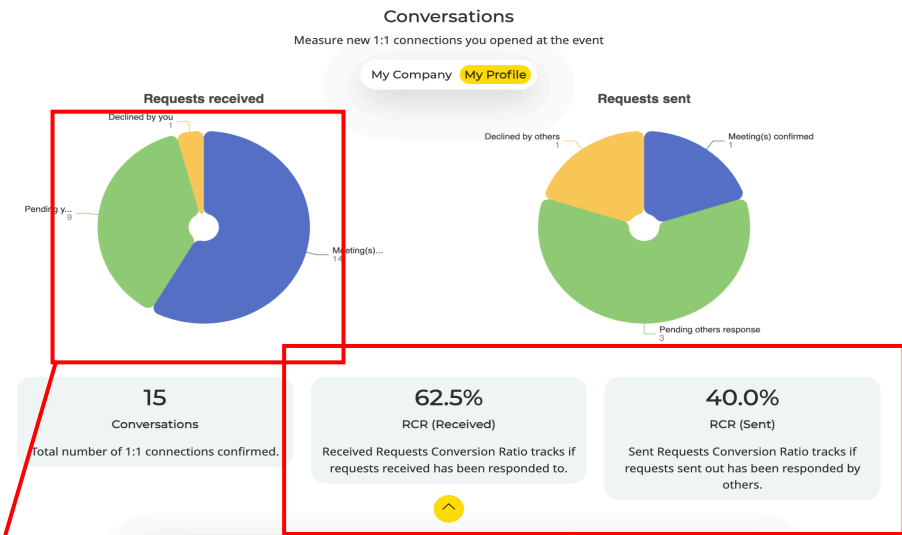
Matchmaking Analysis

To view the Matchmaking Analysis on your profile, simply click on your profile at the top right corner of the page.

Our Matchmaking Analysis helps you visualise the business performance of your profile to gear you in the right direction to boost your ROI.

Pie Chart: Shows a complete picture of your meeting status

Recovered/Sent Requests Conversion: Overview and Conversion rate of received and initiated requests

Need Anymore Assistance?

Check our <u>FAQ</u> for more help with the platform.

Otherwise, please do not hesitate to get in touch by emailing Janice at <u>janicegoh@clarionevents.com</u>