



Host Ministry:



Supporting Agency:



Host Utilities:



In Partnership With:



9-11 September 2025
BITEC, Bangkok, Thailand

ENLIT ASIA 2025

BUSINESS MATCHING APP



ATTENDEE USER GUIDE



APP FEATURES



**SUMMIT
AGENDA**



**KNOWLEDGE HUB
AGENDA**



**WORKSHOPS
AND FORUMS**

Explore our programme agenda
to plan your sessions.



SPEAKERS
View the full
speaker list



**BUSINESS
MATCHING**
Schedule your 1:1
meetings



EXHIBITOR LIST
View the full list of
exhibitors at Enlit
Asia 2025

APP FEATURES



EXHIBITOR LIST

View the full list of exhibitors at Enlit Asia 2025



PRODUCT DIRECTORY

Browse our Product Directory to discover the latest innovations



SPONSORS

View who are the sponsors for Enlit Asia 2025



FLOORPLAN

(Not Yet Published)

Navigate the event venue with the interactive Floorplan



HELP DESK

Provide support with the app

CONTENT



EXHIBITOR USER GUIDE

- LOG INTO THE APP
- UPDATE YOUR COMPANY PROFILE, PRODUCT INFO & CUSTOMISE YOUR INTEREST
- BOOK MEETINGS
- SCAN LEADS
- CUSTOMISATION & ANALYTICS





LOG INTO THE APP

HOW TO LOG IN FOR THE FIRST TIME?

A welcome email will be sent from enlitasia@jublia.co. Open up the email to activate your account.

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

**2 options for you
to log in to your
account:**

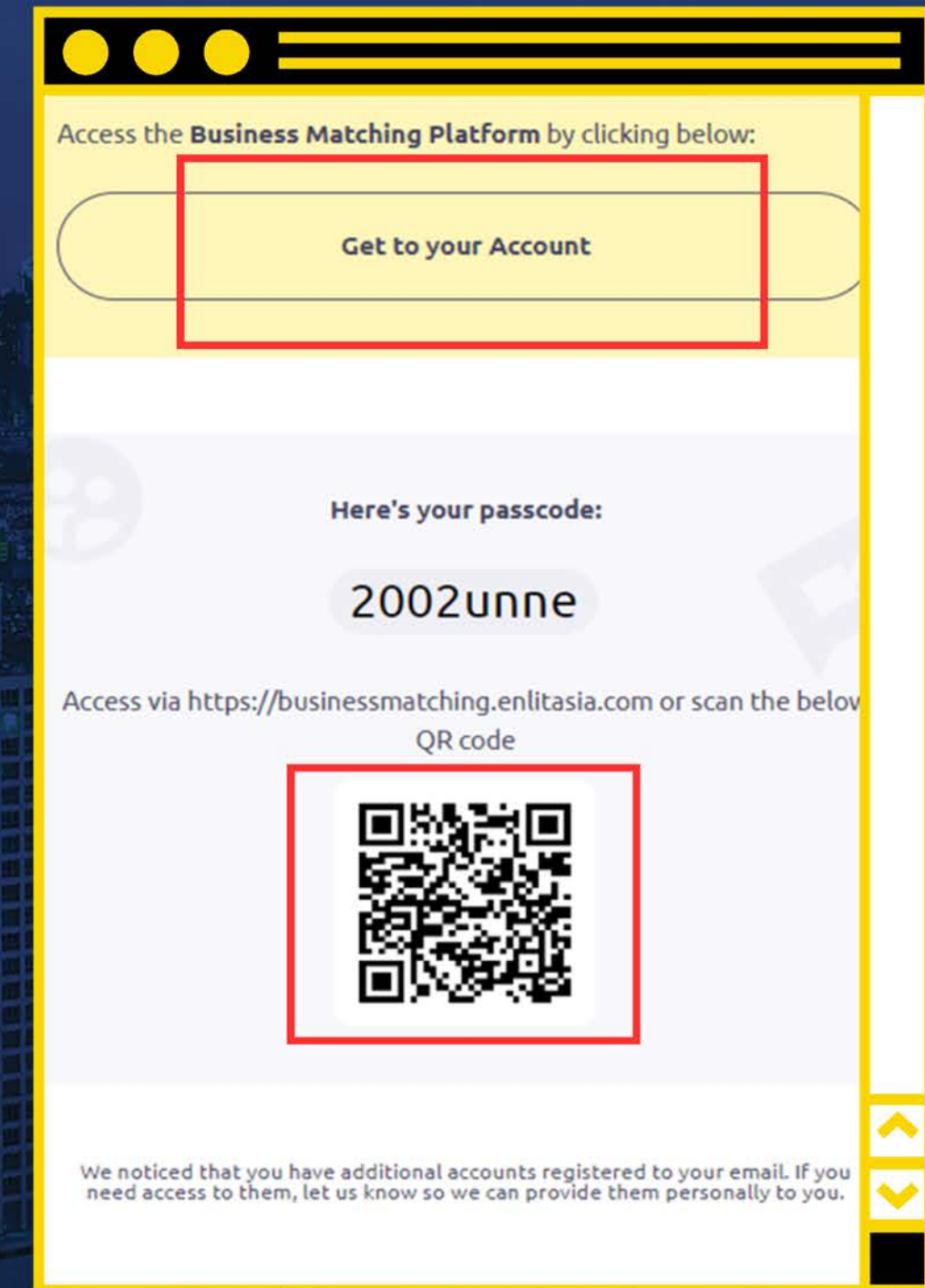
1

**Click on
"Get to your
Account"**

2

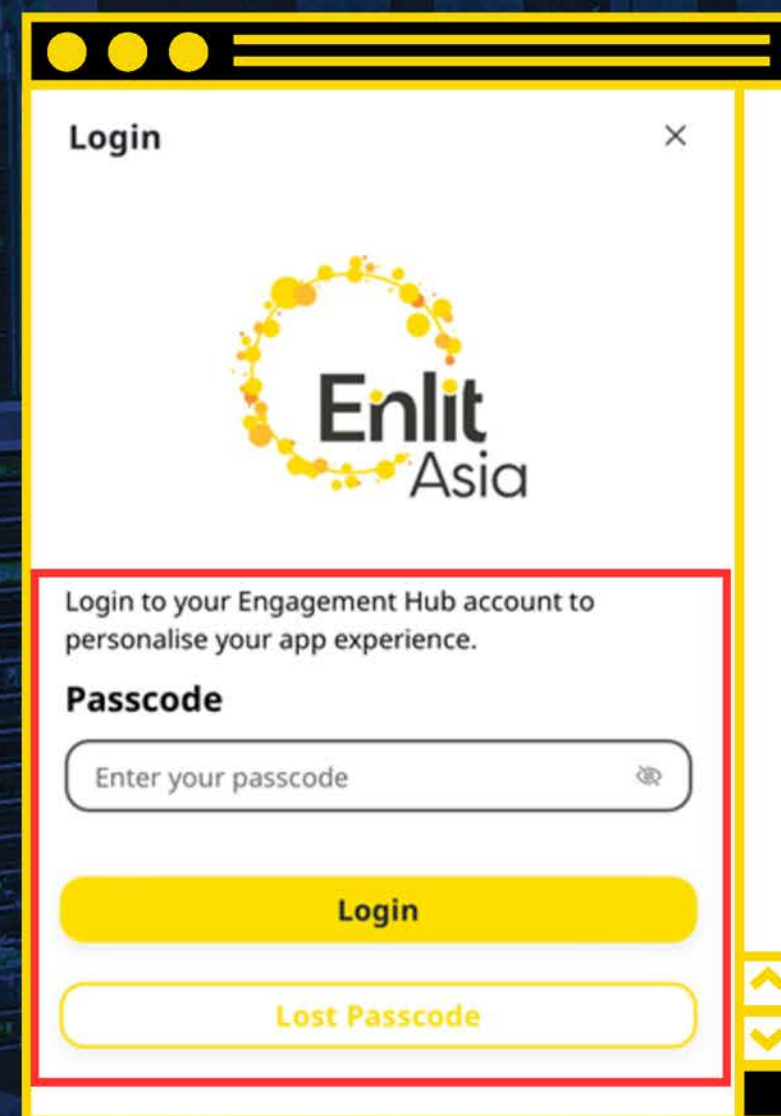
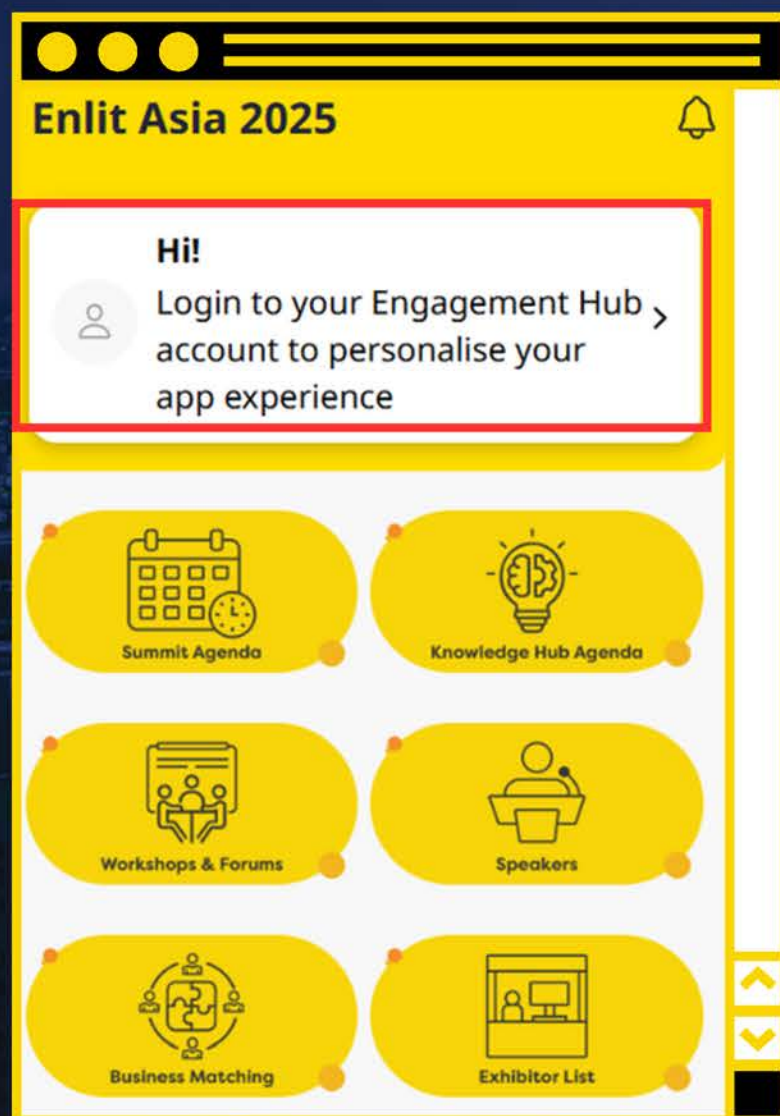
**Scan the
QR Code**

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.



ACCESS THE APP ON YOUR MOBILE

Download the app from the
Apple App Store (iOS) or
Google Play Store (Android)
— just search “Enlit Asia 2025.”



The first time you open the event app, you'll land on Guest access. Simply use the login section on the first screen to sign in.

Step 1: Click on that section to login.

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

Note: If you forget your passcode, click “Lost Passcode”, enter your email, and it will be sent to you.



Information updated as of 14 July 2025



**UPDATE YOUR PROFILE &
BOOKMARK YOUR INTEREST**



Information updated as of 14 July 2025

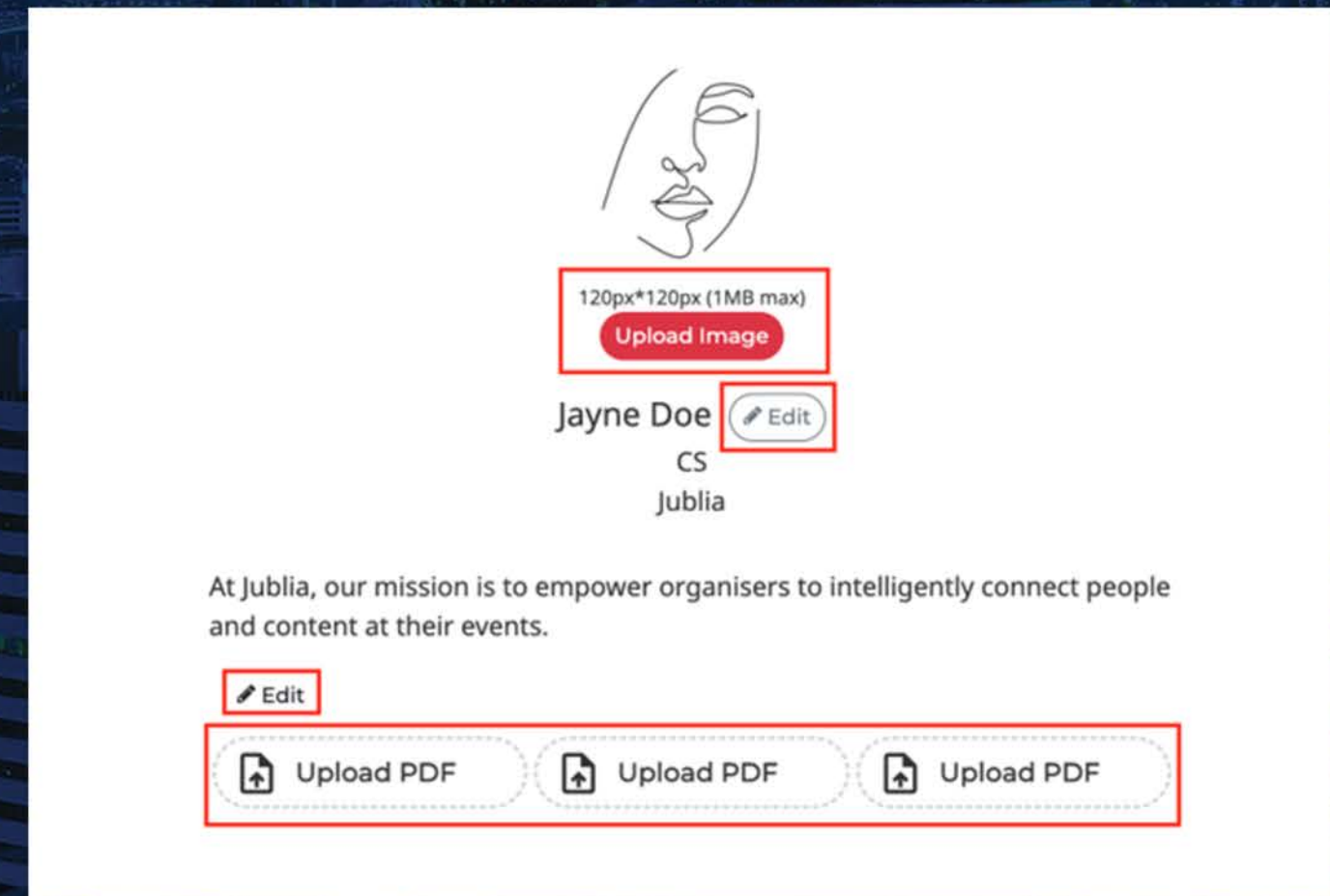
Update Your Profile

On Web

Step 1: To update your profile, click on the top right corner of the App and select "My Profile" from the menu.

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

Step 2: Update your profile information (e.g. upload an image, name, job role, and descriptions).

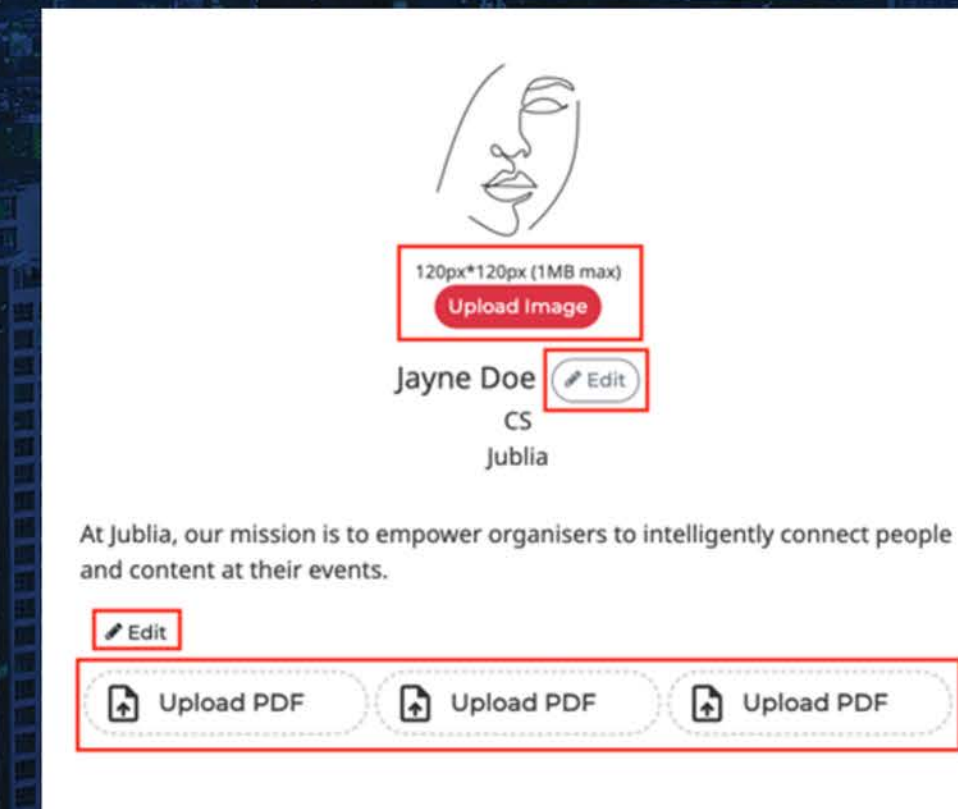
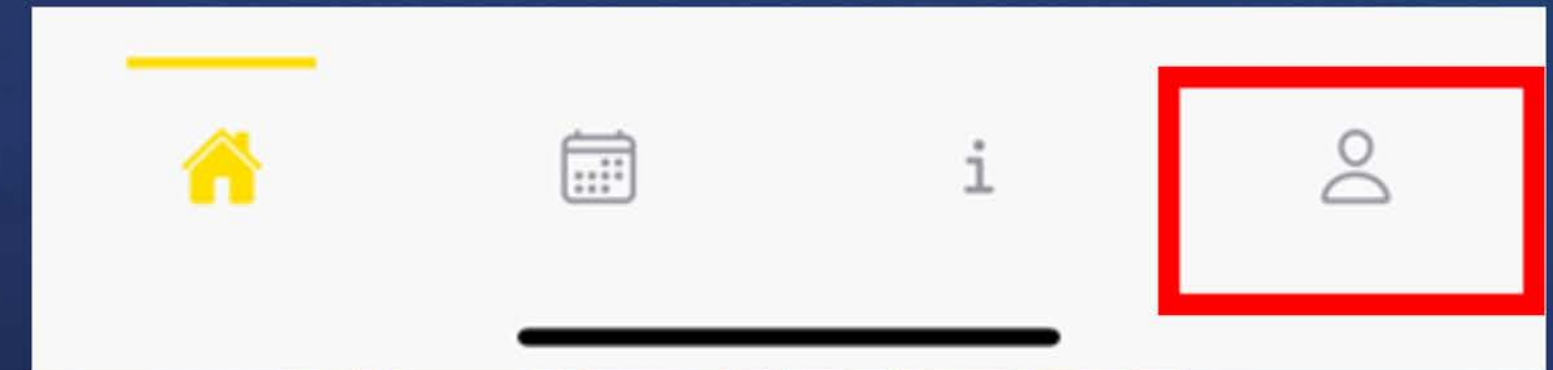


Update Your Profile

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 profile information (e.g. upload an image, name, job role, and descriptions).



Bookmark Your Interest

STEP 1: Click on Meet Tab

EXPLORE MEET PLANNER

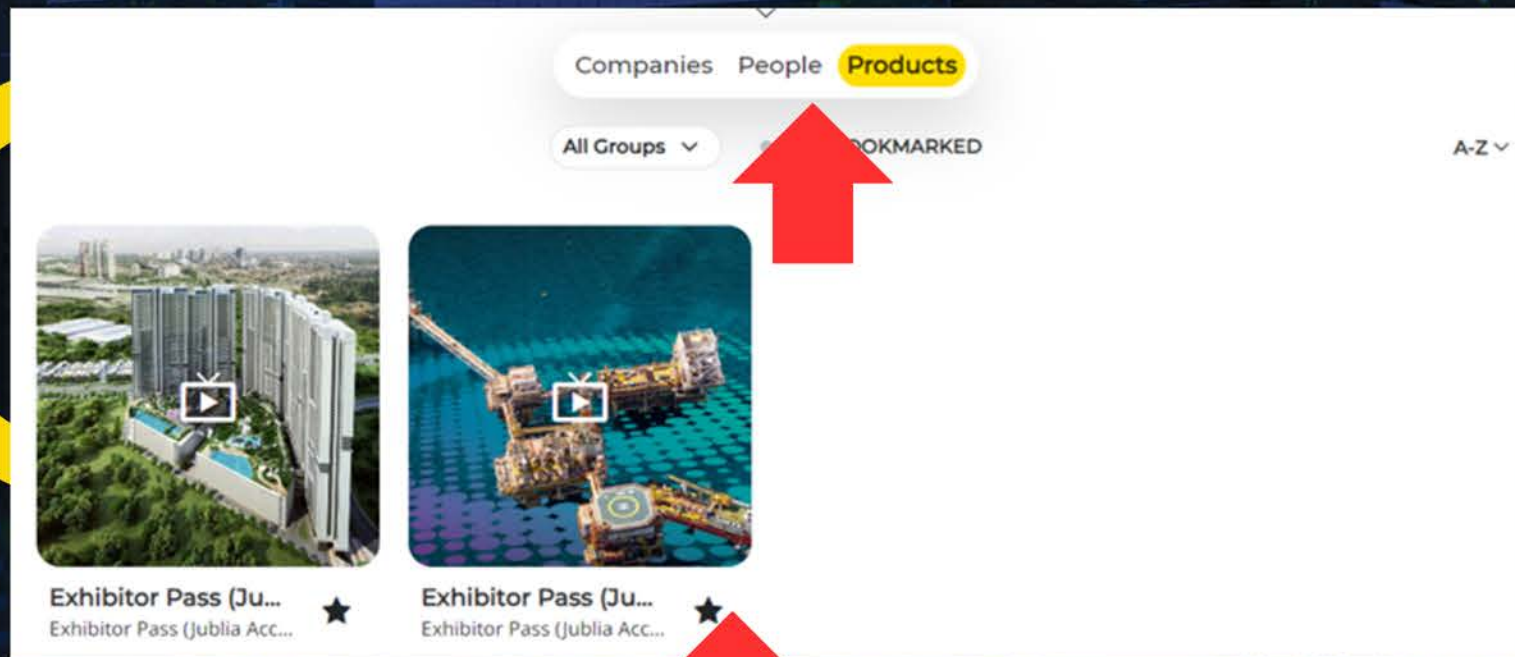
STEP 2: Click on Search

For you Search Received Sent Archived

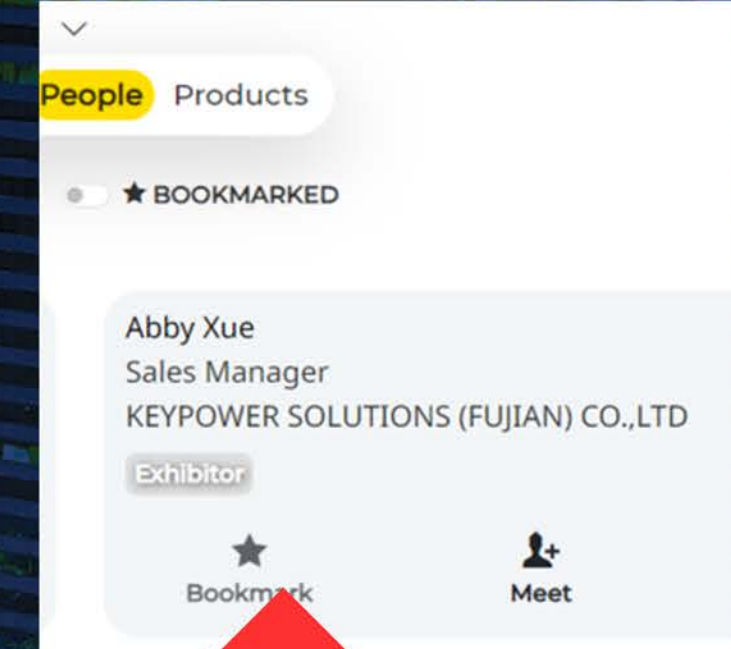
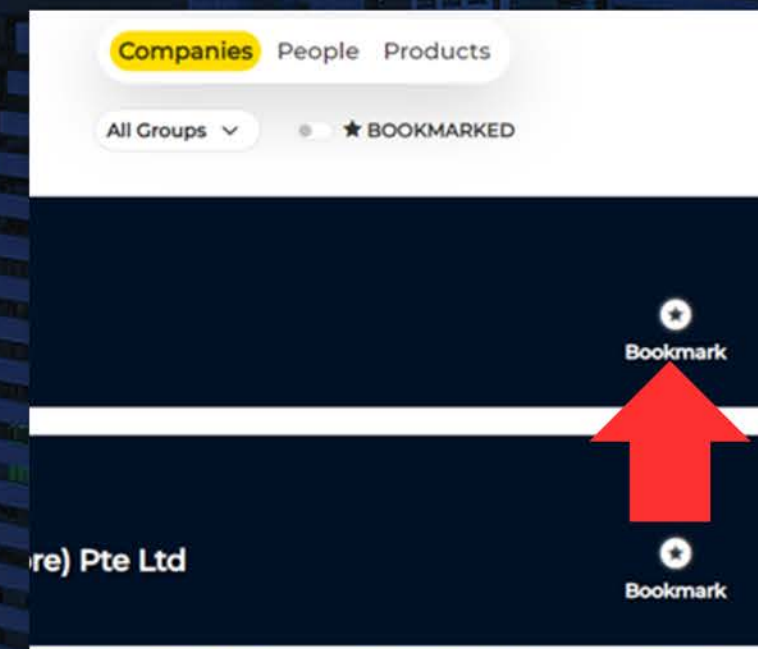
Search by name, industry or any expertise

Country/Region Company Type Area of Focus

STEP 3: Click on Company/People/Products



STEP 4: Bookmark



BOOK MEETINGS

Managing Your Schedule

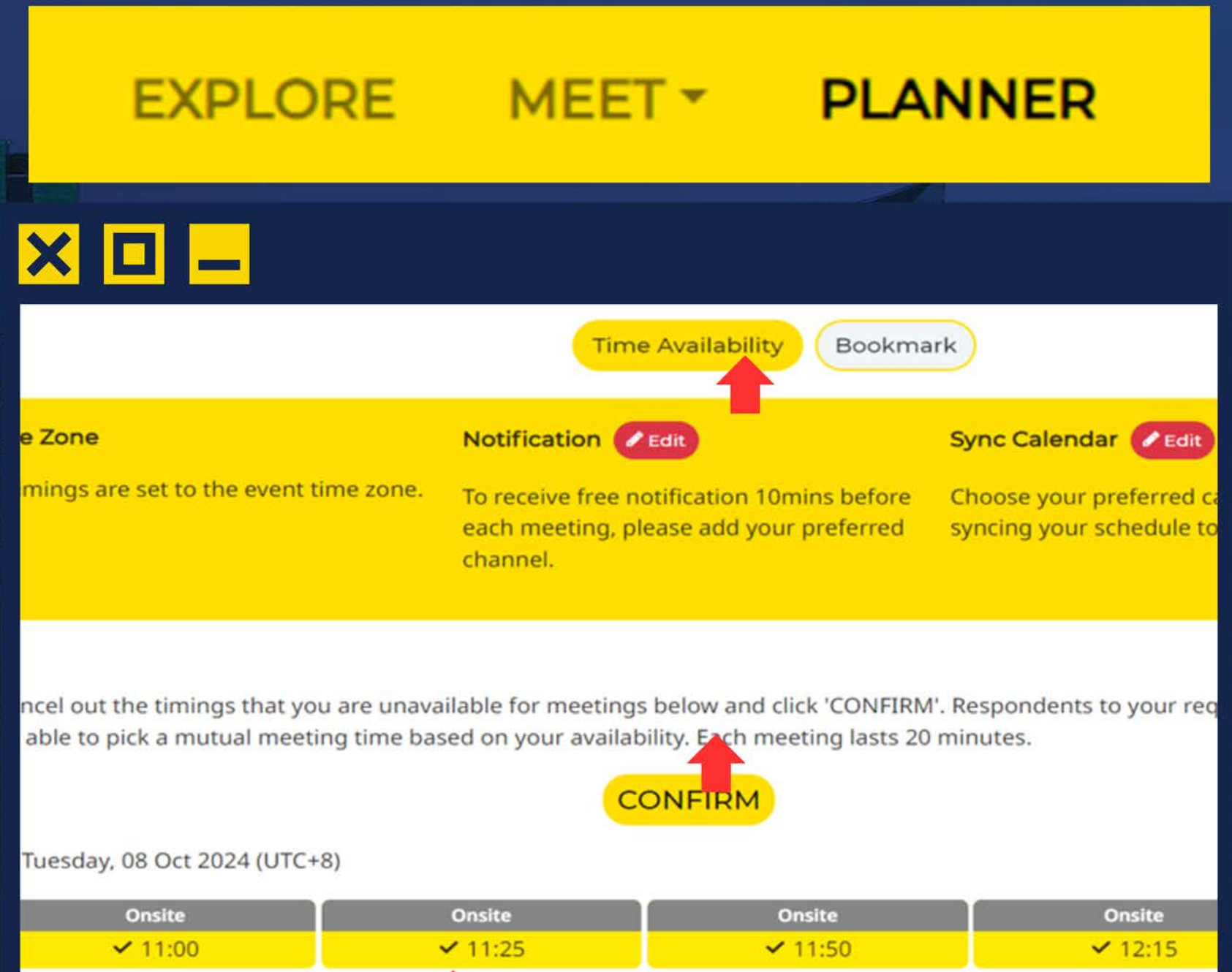
Edit Your Available Timing

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).

- **Green Colour** indicate that the time is scheduled for a meeting.
- **Yellow Colour** indicate that the time is available.
- **Grey Colour** indicate that the time is not available.

Step 3: Click the CONFIRM button to save your time availability.



EXPLORE MEET PLANNER

Time Availability Bookmark

Event Zone Notification Edit Sync Calendar Edit

Timings are set to the event time zone. To receive free notification 10mins before each meeting, please add your preferred channel. Choose your preferred channel for syncing your schedule to.

Cancel out the timings that you are unavailable for meetings below and click 'CONFIRM'. Respondents to your request will be able to pick a mutual meeting time based on your availability. Each meeting lasts 20 minutes.

CONFIRM

Tuesday, 08 Oct 2024 (UTC+8)

Onsite	Onsite	Onsite	Onsite
✓ 11:00	✓ 11:25	✓ 11:50	✓ 12:15

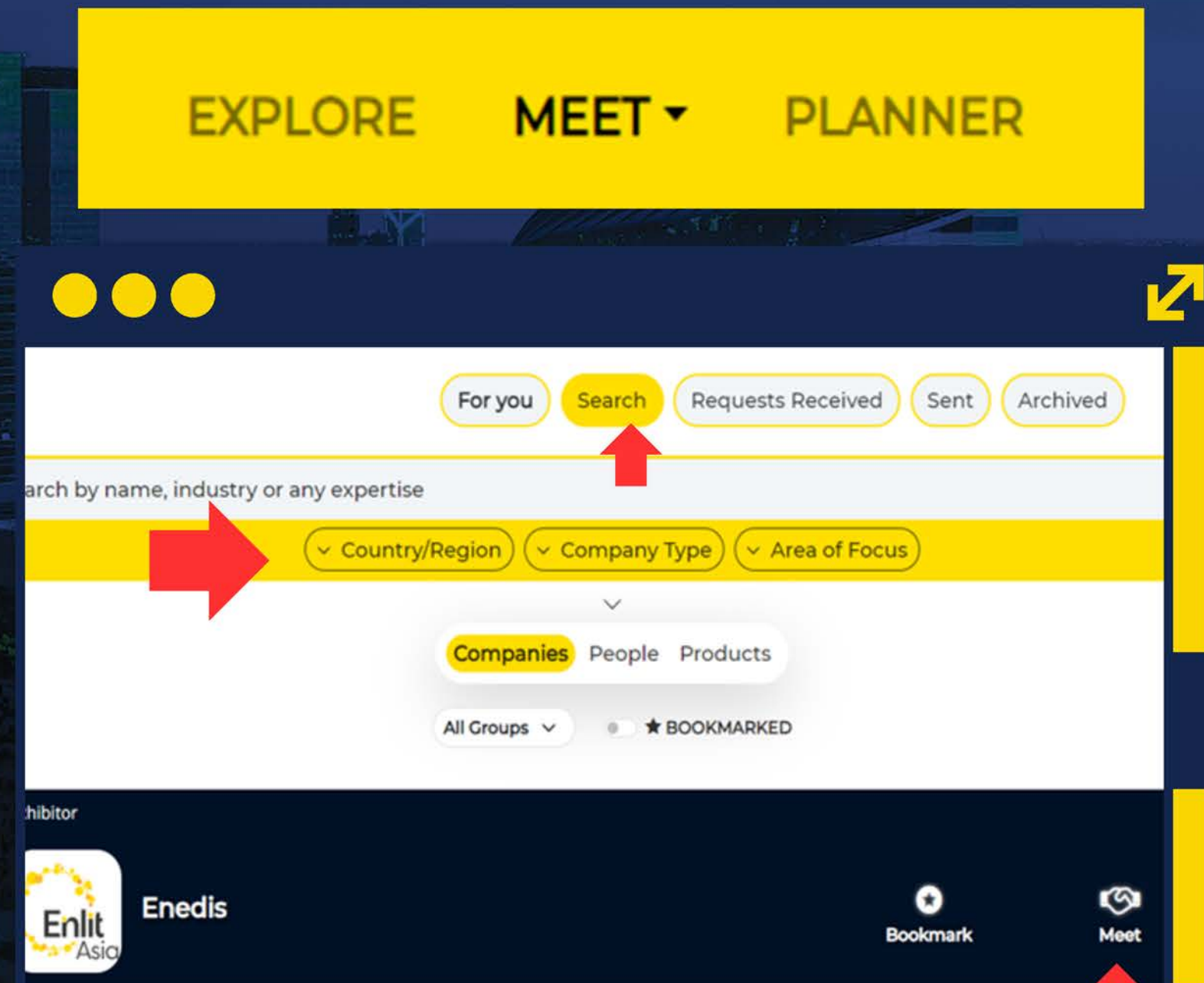
Schedule Your Meetings



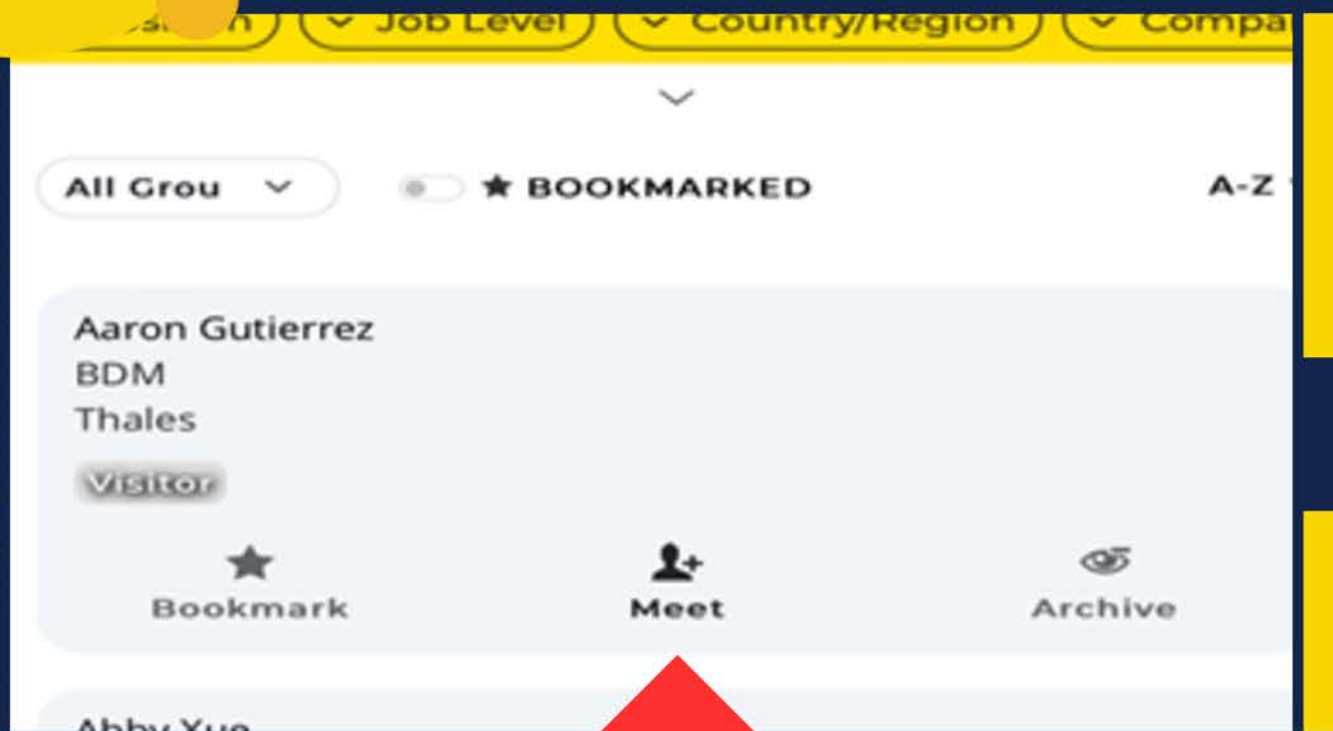
WEB

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.



Schedule Your Meetings



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

Send Your 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.

The screenshot shows a meeting request form for 'Anna Chrisman'. At the top, it says 'To: Anna Chrisman' and '1 colleague(s) engaged with person'. Below this is a section 'How would you like to meet?' with four options: 'Meet in person at the onsite event.', 'Meet virtually with online video call.', 'I am fine with meeting onsite or online.', and 'No meeting. Connect only over Messages chat.' The third option is selected. Below this is a text area for a personal note, with the placeholder 'Enter personal note here'. At the bottom, there is a section 'Select your interests in meeting them' with checkboxes for 'Industry', 'Country', 'Products Offered', and 'Products'. The 'Products' checkbox is selected. A yellow 'Send meeting request' button is at the bottom.

This screenshot shows the 'Select your interests in meeting them' section of the form. It lists 'Industry', 'Country', 'Products Offered', and 'Products'. The 'Products' checkbox is selected, showing a list of products including 'Yardbird Southern Table & B...' and 'Marina Bay Sands'. Below this, there are two images: one of an 'Alibaba Cloud' logo on a tablet and another of a laptop displaying the 'Alibaba.com' website. A yellow 'Send meeting request' button is at the bottom.

Check Your Schedule

Check the Location and Time

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

A final schedule of all your confirmed meetings will be sent to you about three days before the event date.

EXPLORE

MEET ▾

PLANNER



Mon, 15 Dec 25 Tue, 16 Dec 25 Wed, 17 Dec 25

Dr. Chanisara
Solutions Specialist
Thailand



Resc

Technology

Reschedule & Cancel Meetings

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.

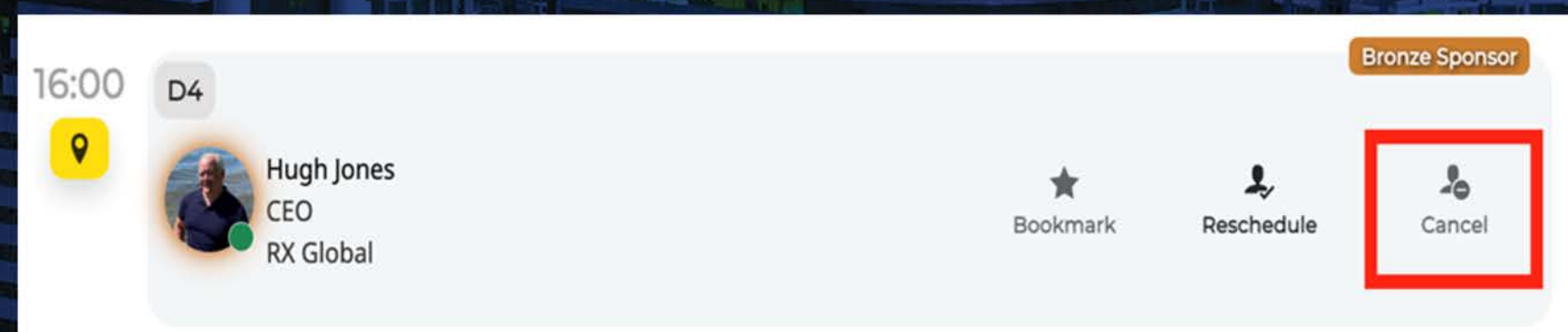
Step 2: Select the scheduled meeting you want to cancel.

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

EXPLORE

MEET ▾

PLANNER



CUSTOMISATION & ANALYTICS

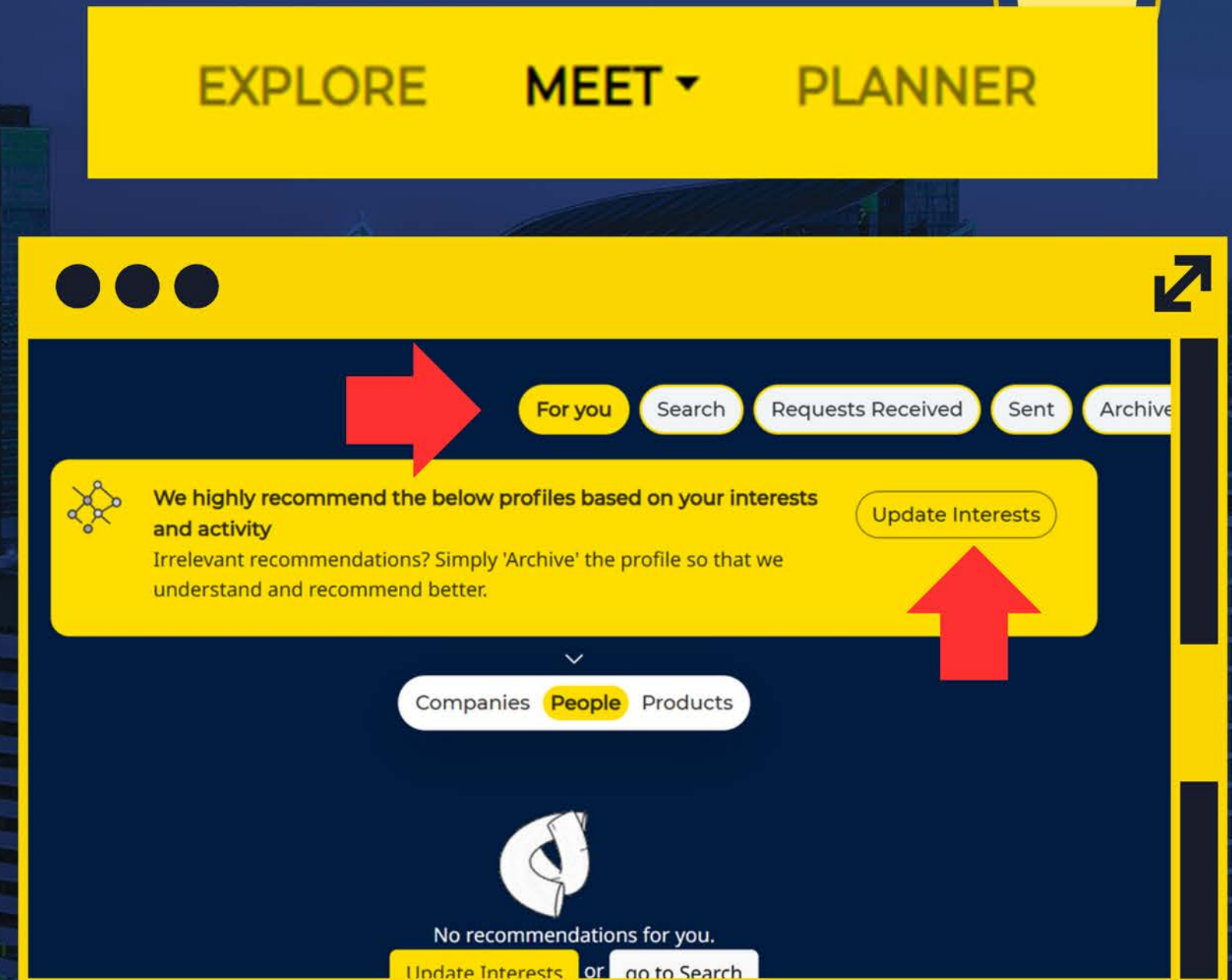
Customise Your Interest

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 Notification (Only on Web)

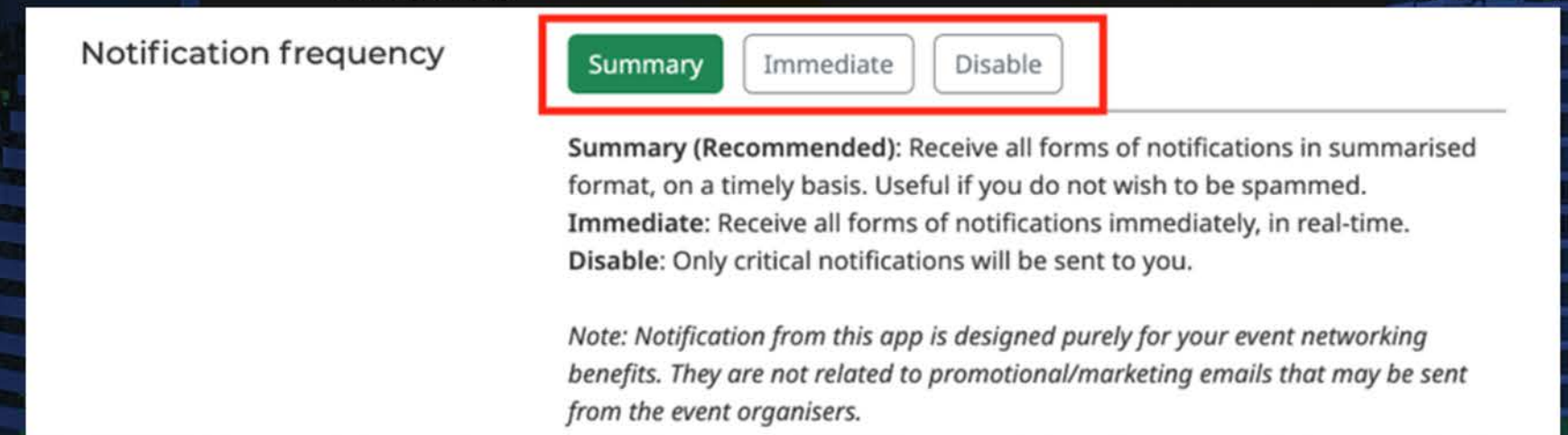
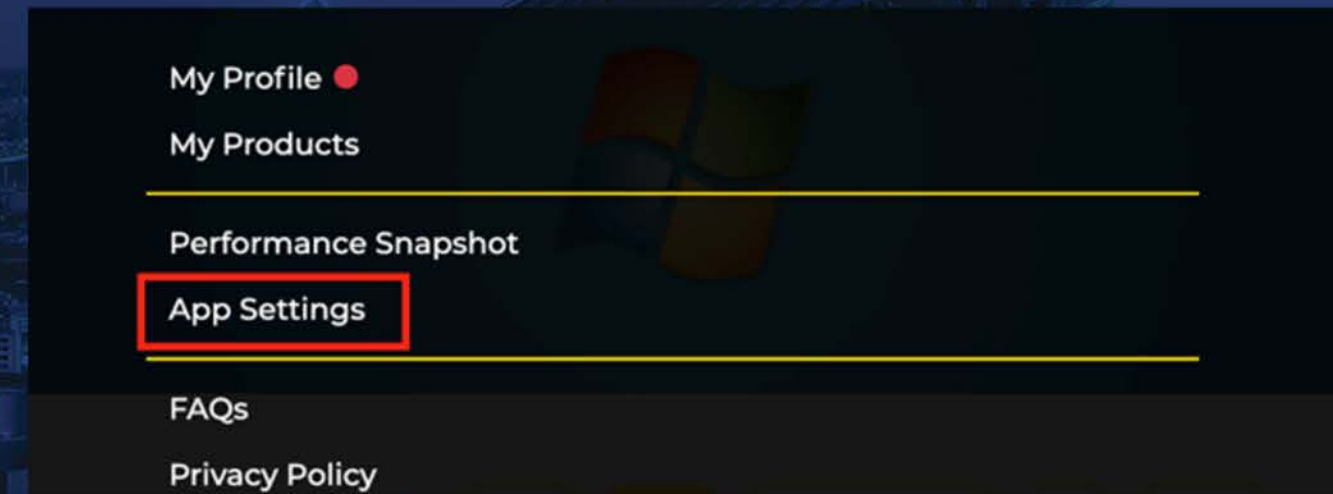


Notification Frequency

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.

- **Summary** – To receive daily or weekly email summaries of your meeting opportunities.
- **Immediate** – To receive an email for each new meeting opportunity.
- **Disable** – To opt out of email notifications altogether.



Preferred Notification Channel (On Web)



Go to 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.

EXPLORE

MEET ▾

PLANNER

Bookmark

Time Availability

Time Zone

All timings are set to the event time zone.

Notification

Edit

To receive free notification 10mins before each meeting, select your preferred channel.

Sync Calendar

Edit

Choose your preferred calendar to start syncing your schedule to it.

Sync Calendar

Choose your preferred calendar to start syncing your schedule to it.

Google Calendar

Outlook Calendar

Notification

Subscribe to real-time notifications with your preferred channel. Take note that all channels require internet connection except SMS (requires mobile network).

Facebook Messenger

WeChat 微信

WhatsApp

SMS

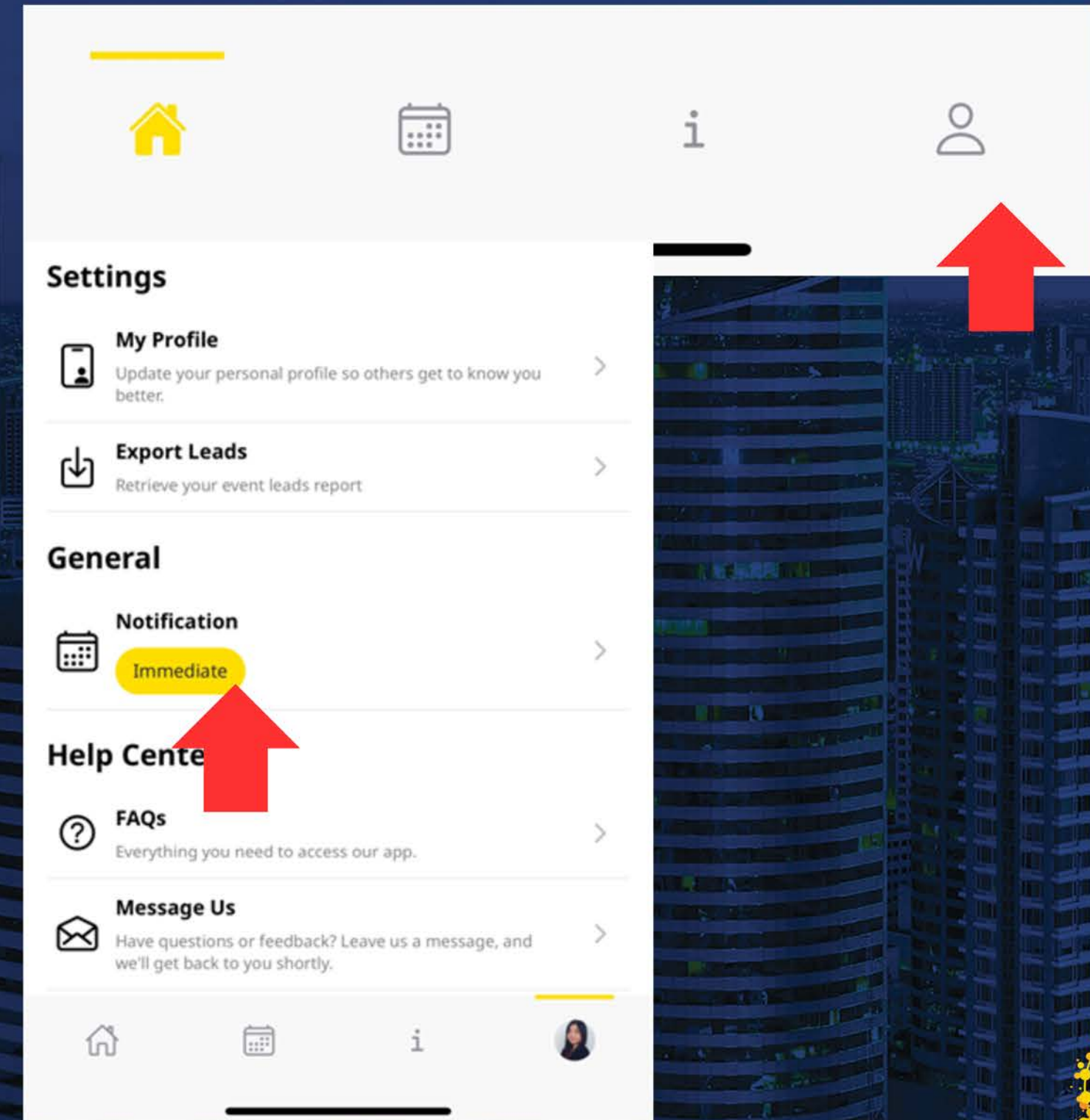
Notification from this app is designed purely for your event networking benefits. They are not related to promotional/marketing emails that may be sent from the event organiser. Your preferred notification channel is kept strictly private and will never be displayed or shared on this platform.

Preferred Notification Channel (On Mobile)



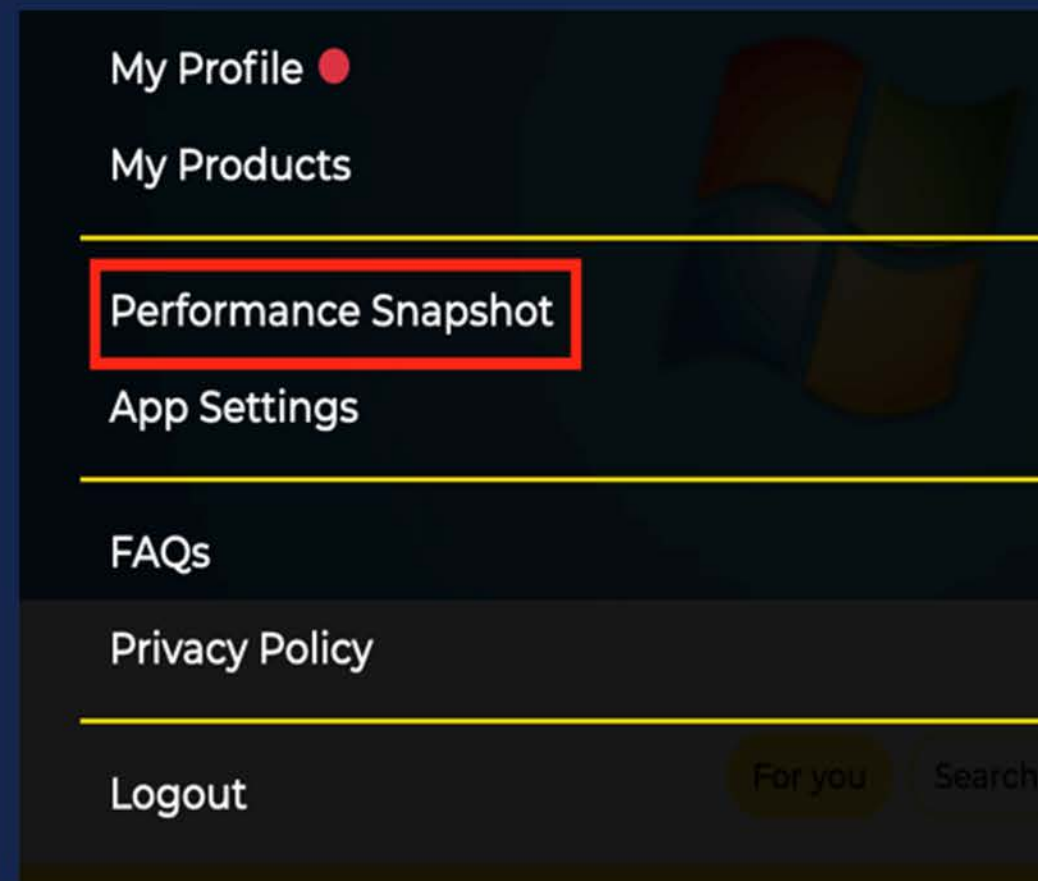
Step 1: Click on the bottom right corner figure and select "Notification" from the setting.

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

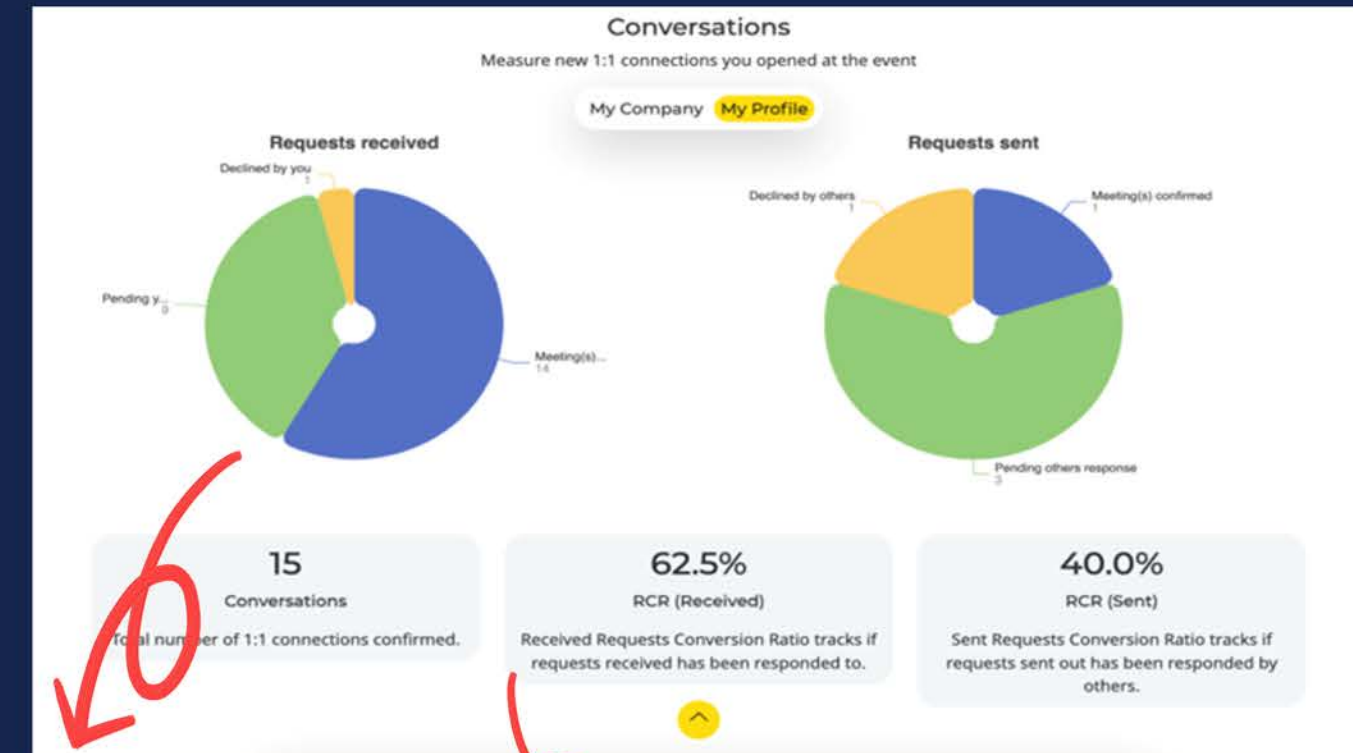


Matchmaking Analysis

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



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



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Need More Help?

Check our FAQ for more platform support.
If you need further assistance, feel free to contact **our**
Help Desk at enlitasia@jublia.co.

Host Ministry:



Supporting Agency:



Host Utilities:



In Partnership With:

