Host Ministry: กระทรวงพลังงาน MINISTRY OF ENERGY

Supporting Agency:

Host Utilities: EGAT การไฟฟ้านครหลวง Metropolitan Electricity Authority PEA

In Partnership With: WORLDEX Group of Exhibition Companies

Enlit Asia

9-11 September 2025
BITEC, Bangkok, Thailand

ENLIT ASIA 2025

BUSINESS MATCHING APP

EXHIBITOR USER GUIDE

APP FEATURES

Explore our programme agenda to plan your sessions.

SUMMIT AGENDA

KNOWLEDGE HUB AGENDA

WORKSHOPS AND FORUMS

SPEAKERS
View the full speaker list

BUSINESS MATCHING
Schedule your 1:1 meetings
(Only available in the week of 4 Aug)

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

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Information updated as of 14 July 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

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Information updated as of 14 July 2025

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

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HOW TO LOG IN FOR THE FIRST TIME?

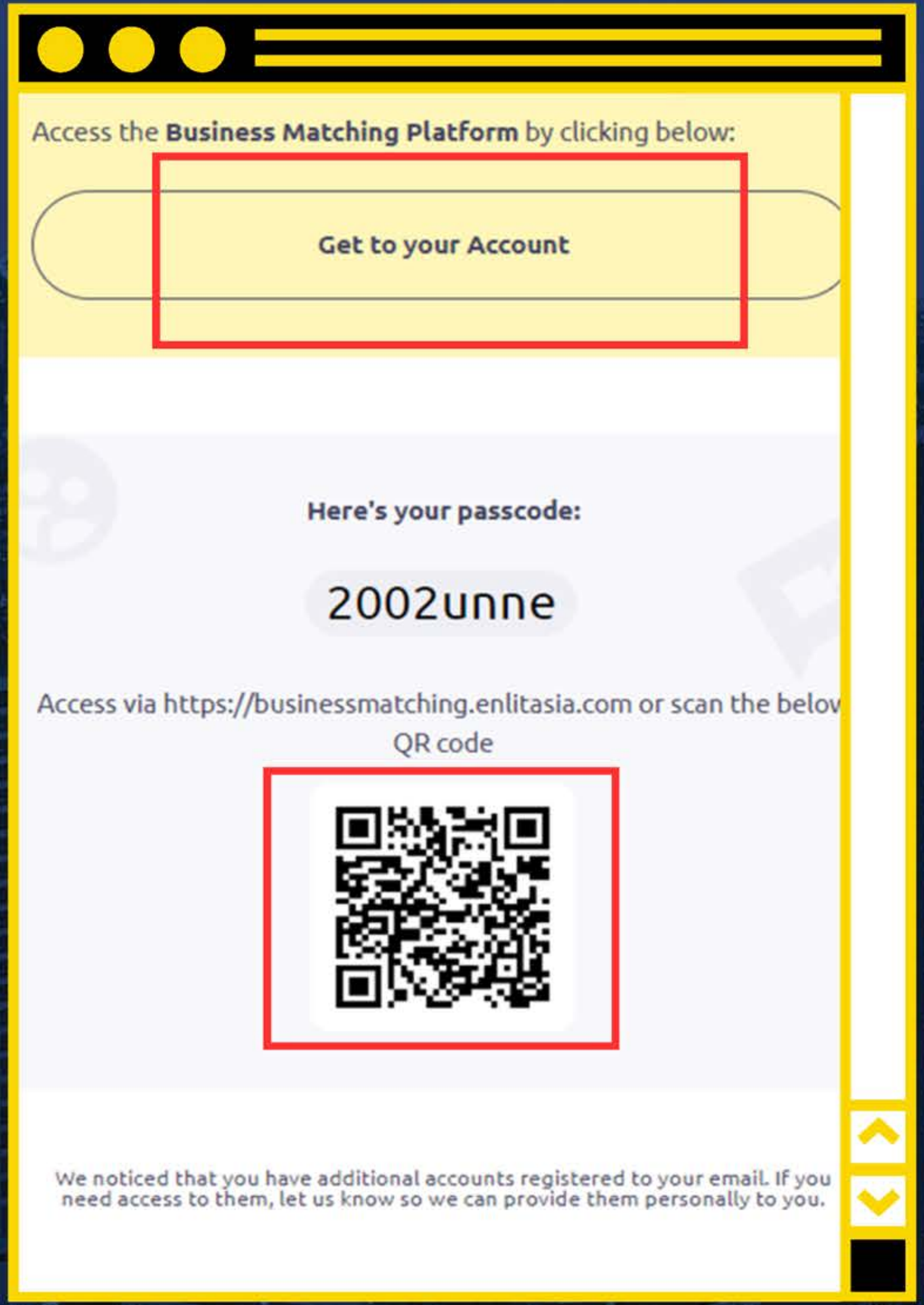
A welcome email will be sent from enlitasia@jublia.co. Open up the email to activate your account.

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.



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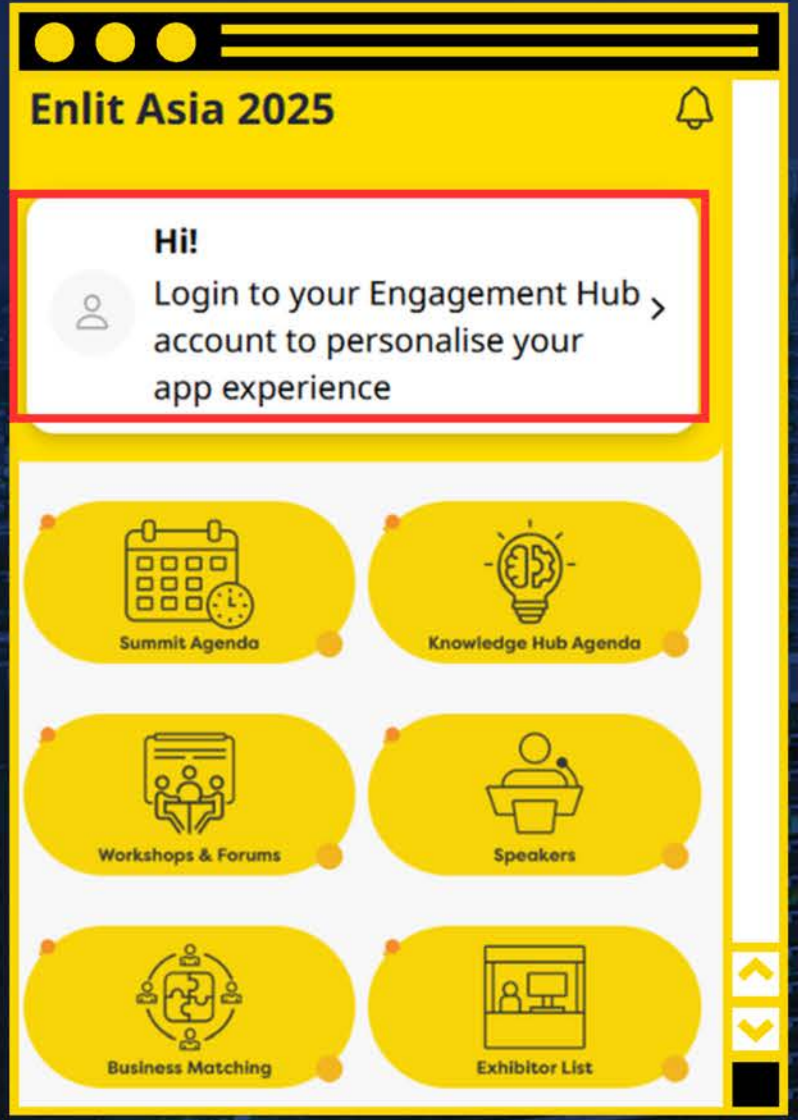
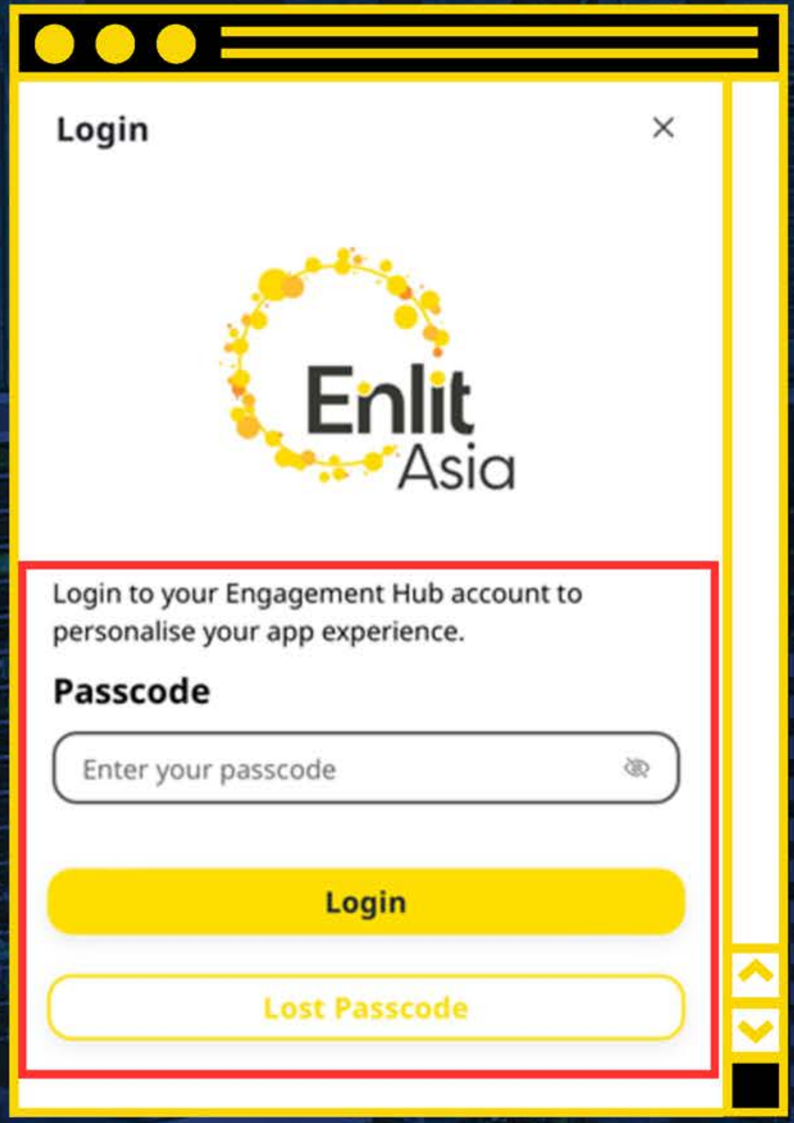
ACCESS THE APP ON YOUR MOBILE





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.

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UPDATE YOUR COMPANY PROFILE, PRODUCTS & BOOKMARK YOUR INTEREST

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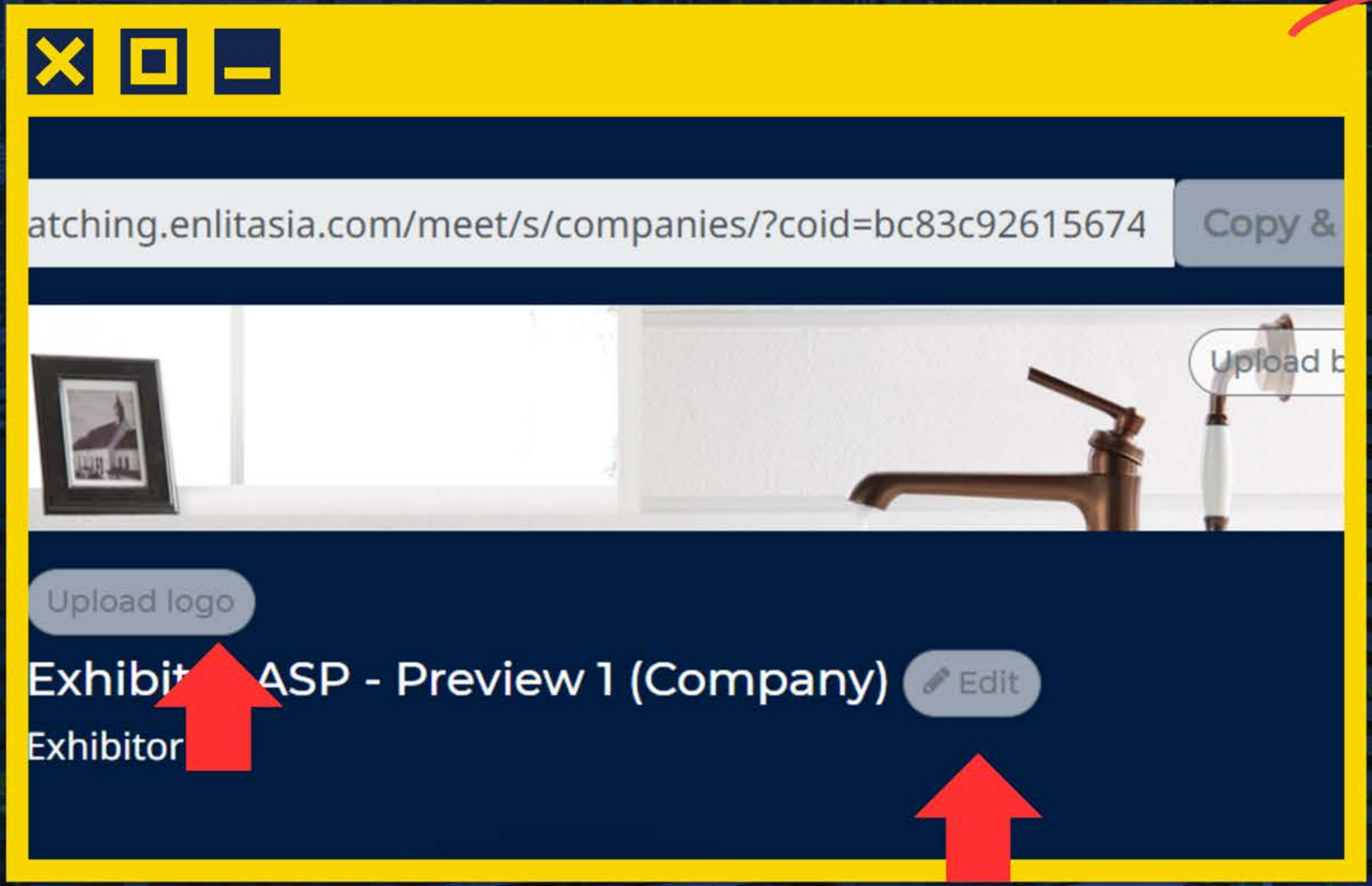
Update Your Company Profile

This only needs to be done if you haven't uploaded them in the e-zone yet. If you've already done so, you should be able to see your uploaded collaterals in the app.

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.

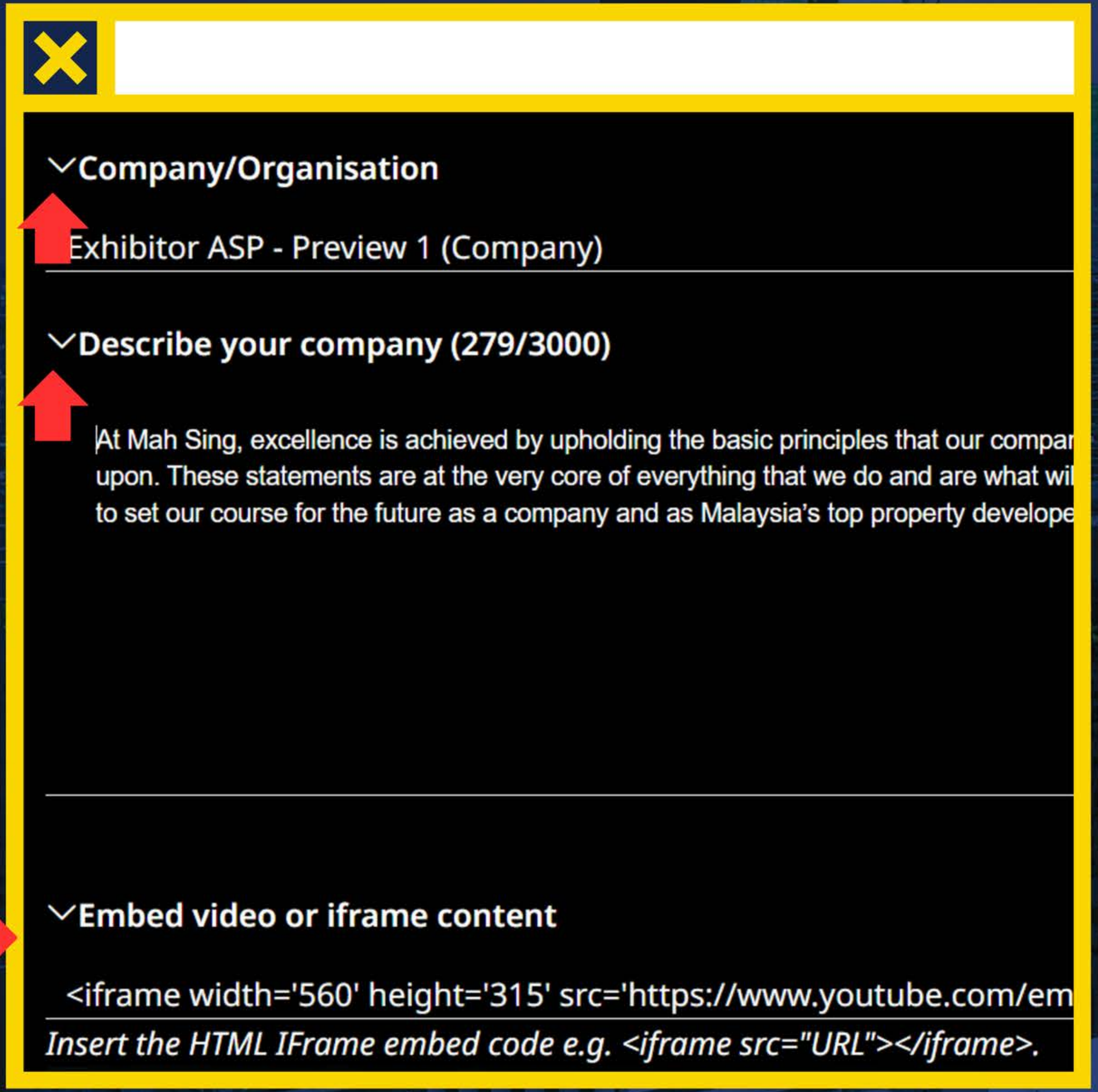


Share your company profile with others:
Use this link to let attendees view your profile directly in the app.

To update:

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

Update Your Company Profile



3. **Company Name and Description:** 3000-character limit.
4. **HTML IFrame Embed Content:** You can include videos, presentations, and other multimedia content.

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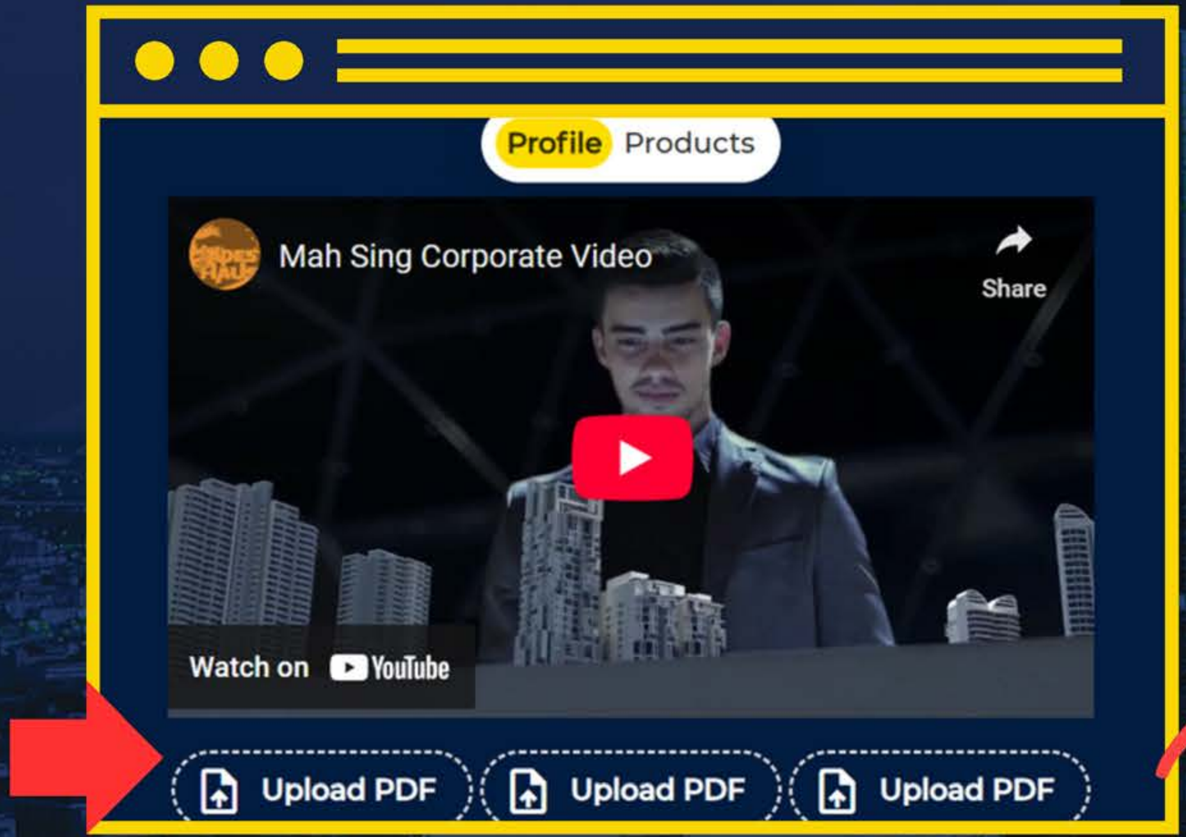
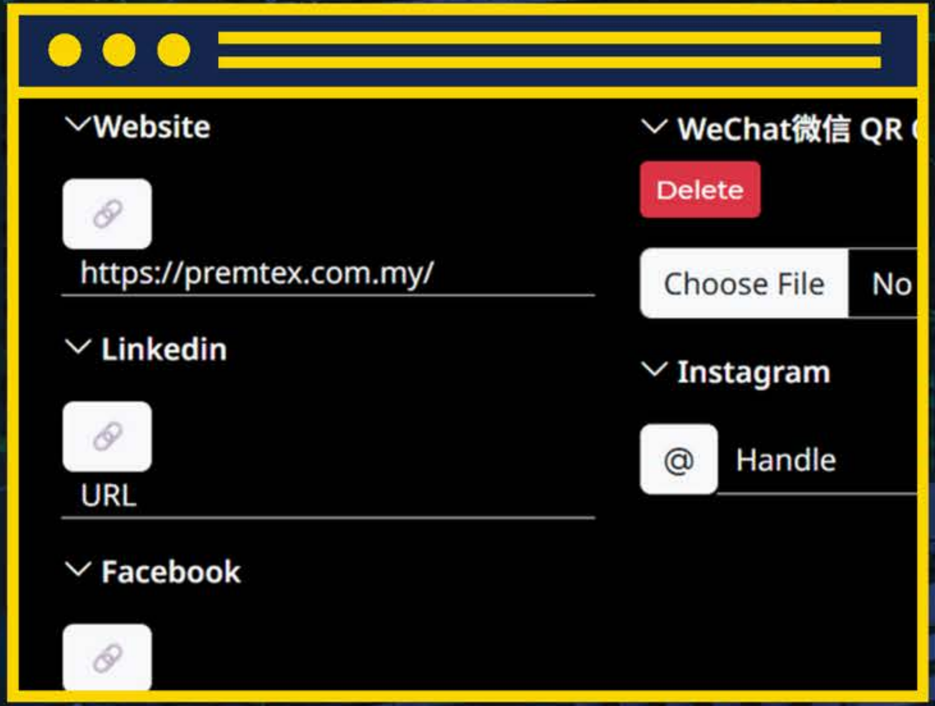
Update Your Company Profile



5. **Uploading PDF Files:** Click “Add Brochure (PDF),” enter a title, upload your file (max 10MB), and click “Save”.
5. **Social Media Accounts:** Link your company's social media accounts to your profile by providing the corresponding URLs.
6. Remember to click **“SAVE”** at the top after updating.



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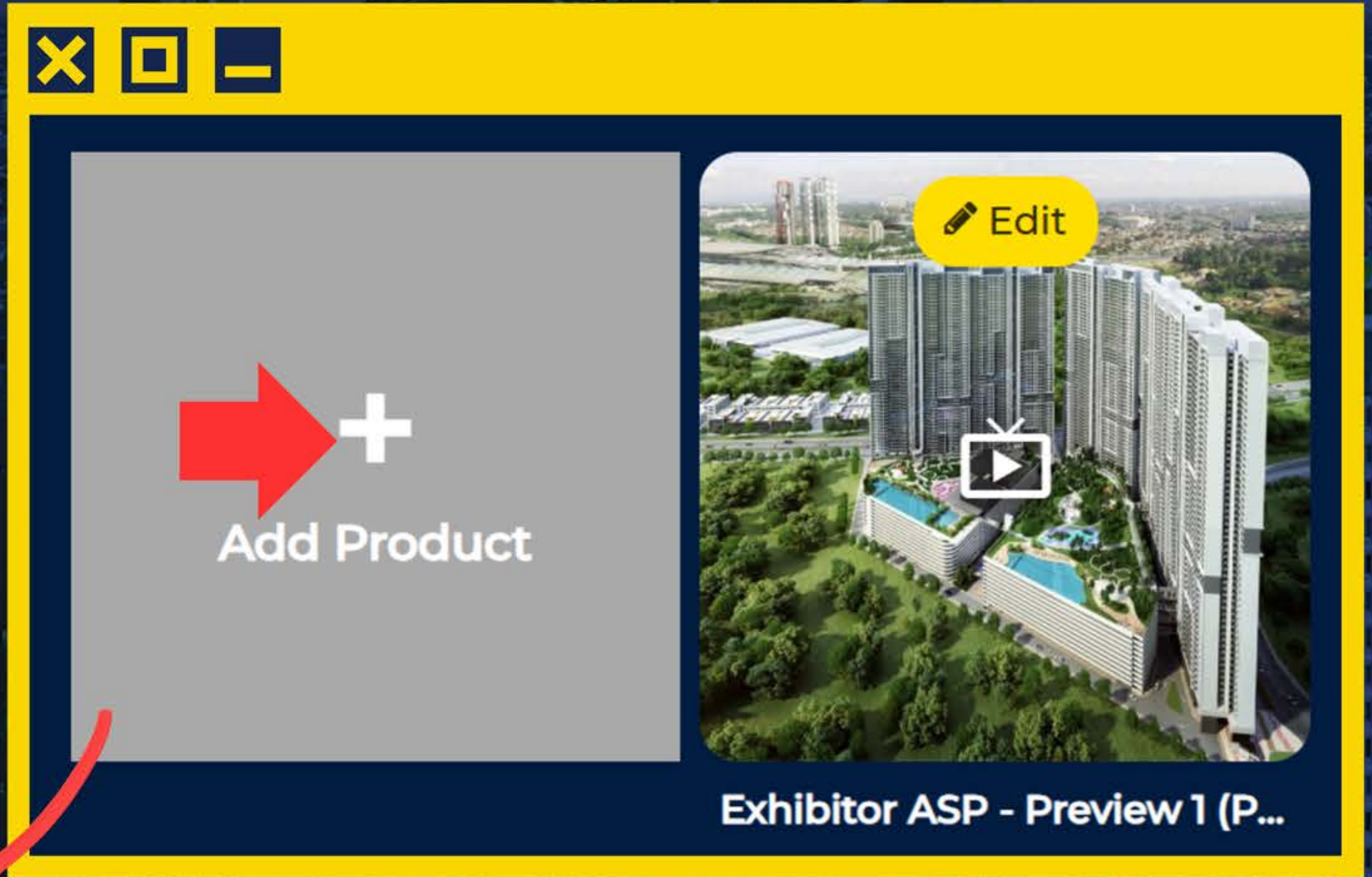
Update Your Product Details

To upload your product's info, follow these steps:

1. **Accessing My Products:** Click on the top right **icon** again and select "My Products."
2. **Adding Products:** Click on the "Add Product" button.
3. **Name & Description:** Enter the product name and description (limit to 3000 characters).

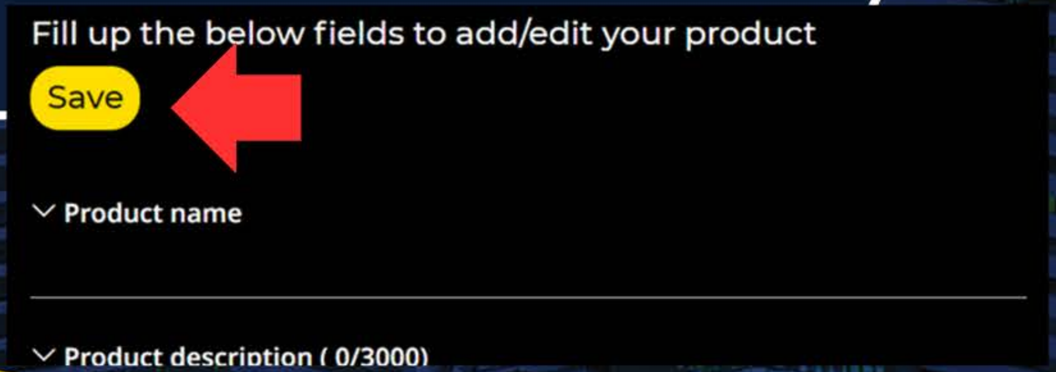


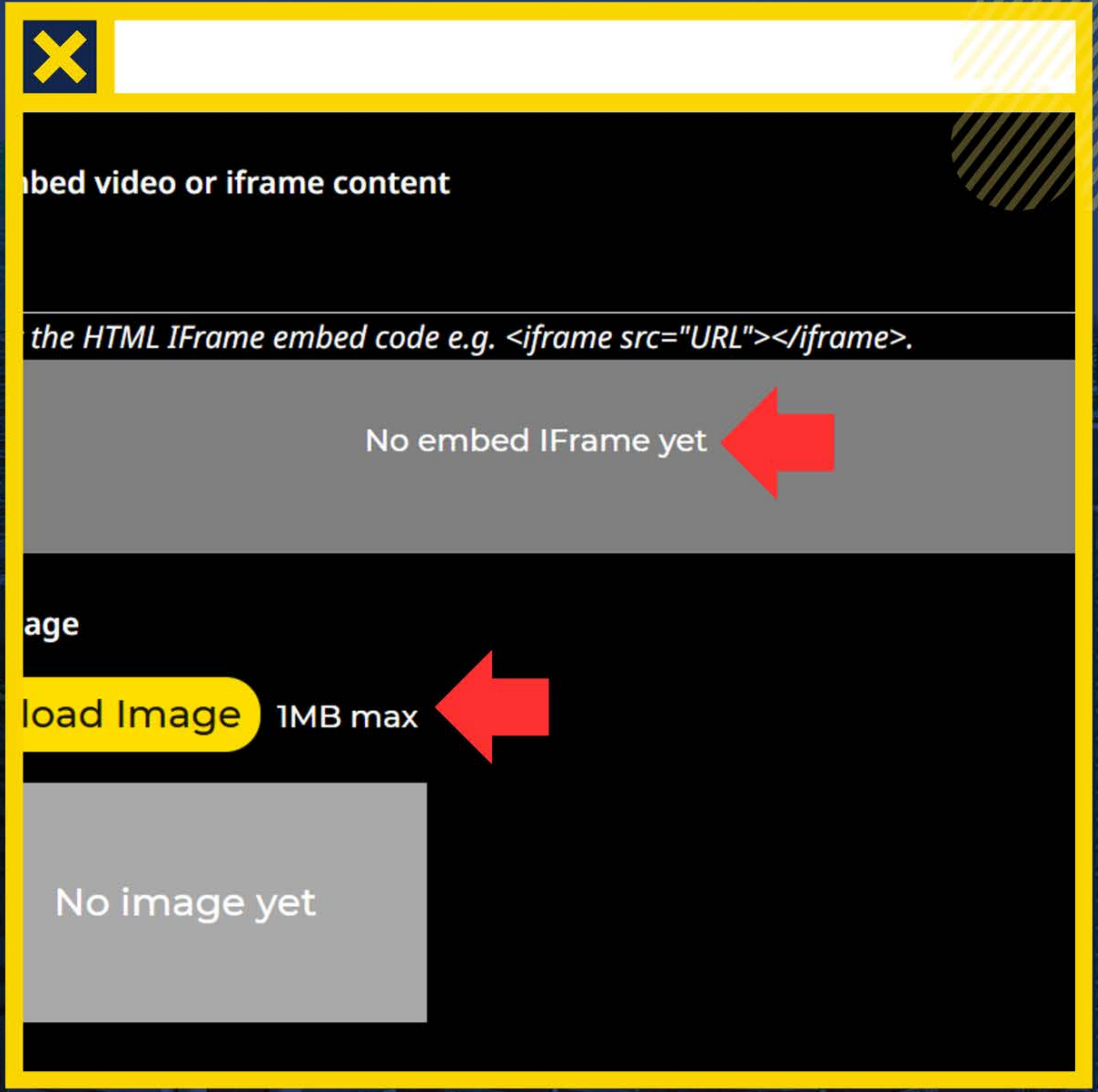
*You can add multiple products.

Update Your Product Details

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

5**. Save your product information:** Click save after updating your product.

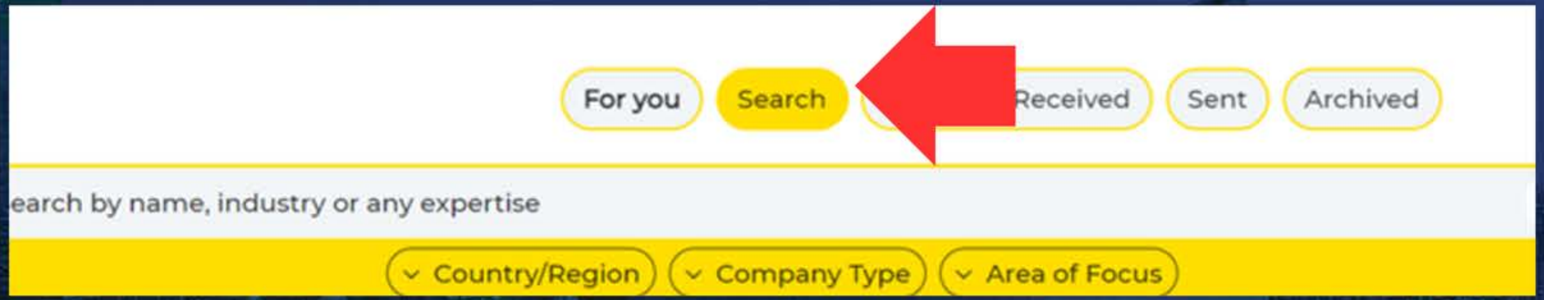




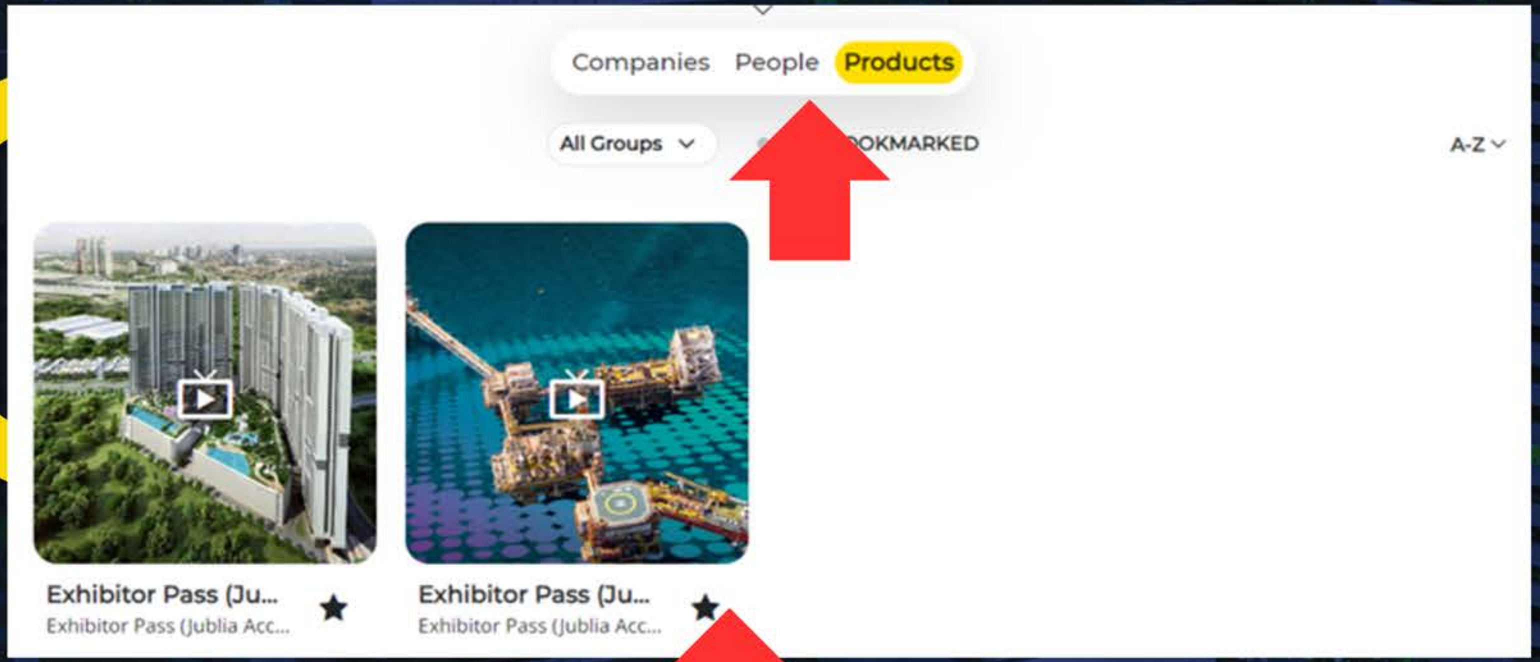
Bookmark Your Interest

STEP 1: Click on Meet Tab

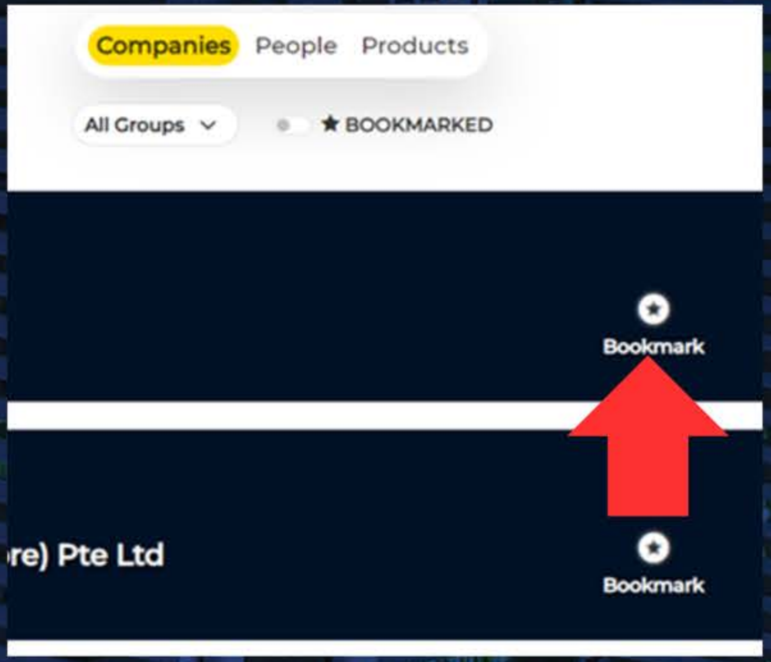
STEP 2: Click on Search

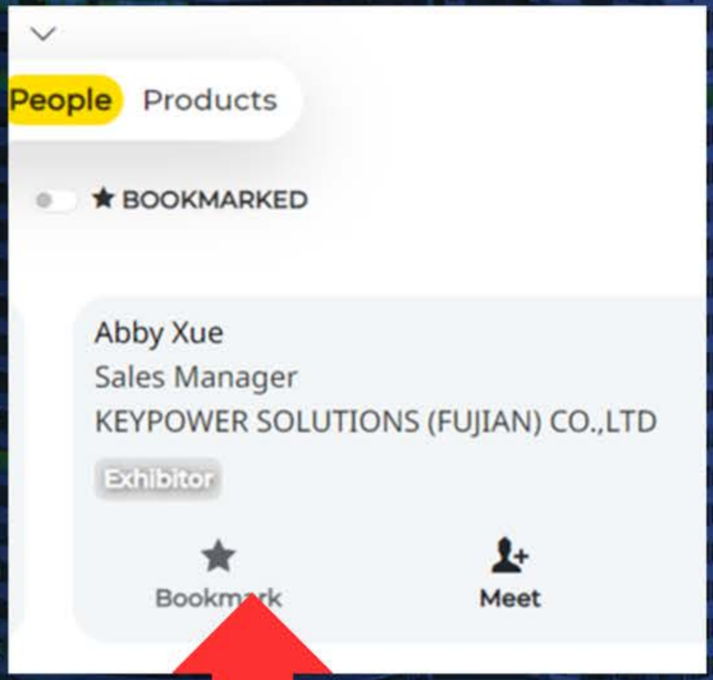


STEP 3: Click on Company/People/Products



STEP 4: Bookmark





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BOOK MEETINGS

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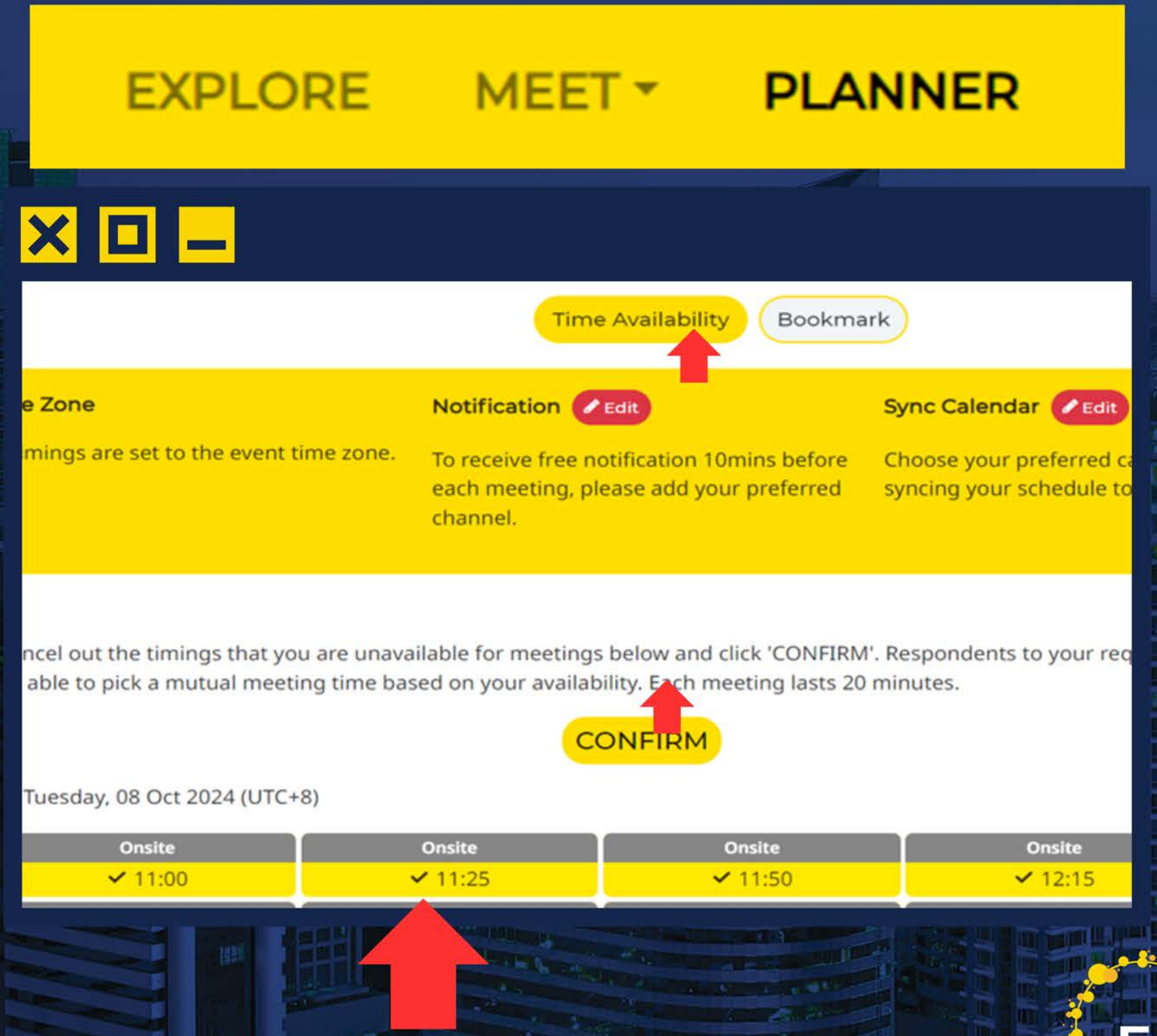
Managing Your Schedule

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.

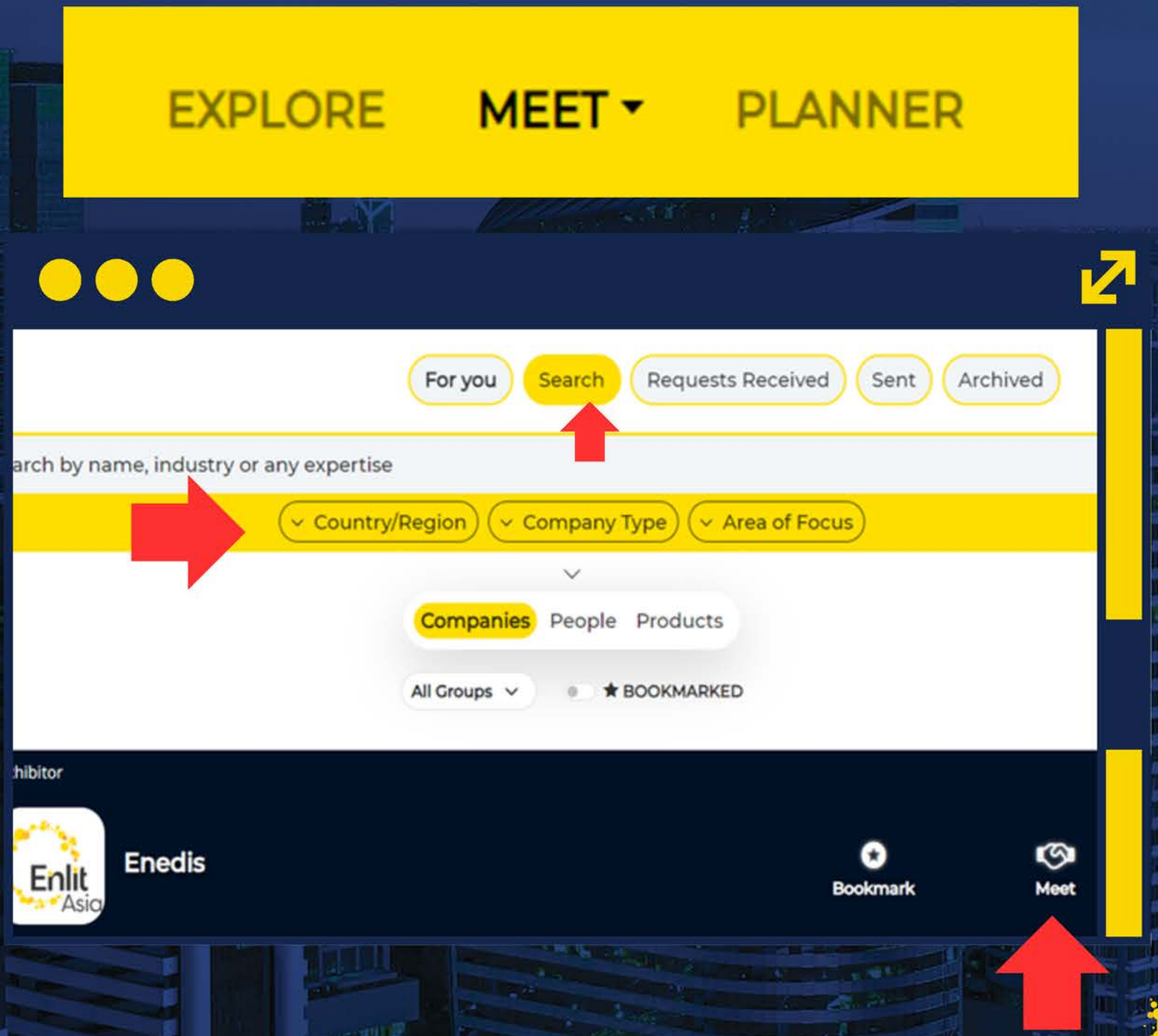


Schedule Your Meetings

WEB

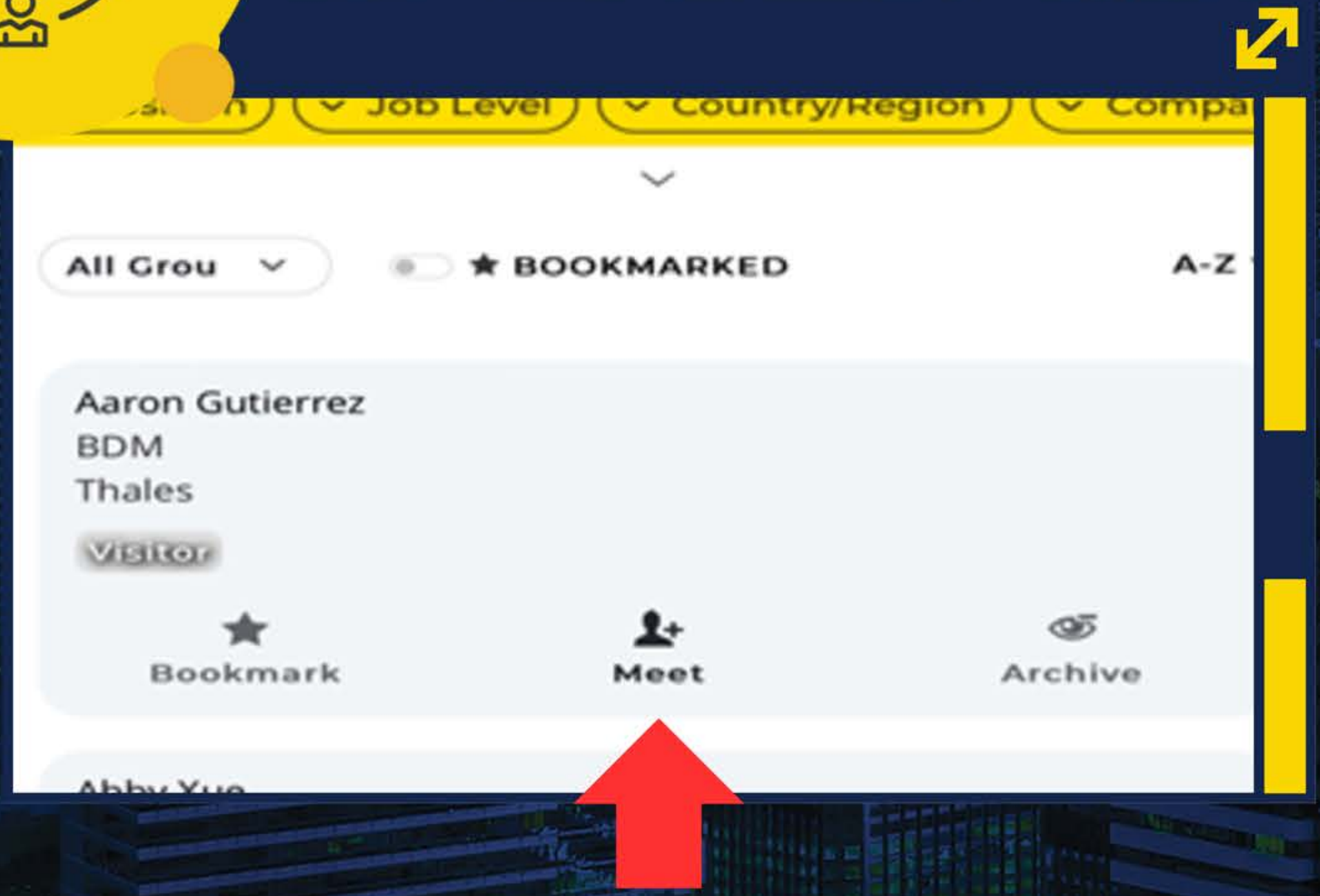
Step 1: Go to the Meet tab to search for profiles by country, company type, and area of focus.

Step 2: Click on the Meet Icon on the right and select the company representative you want to meet.



Information updated as of 14 July 2025

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

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Send Your Meeting Request

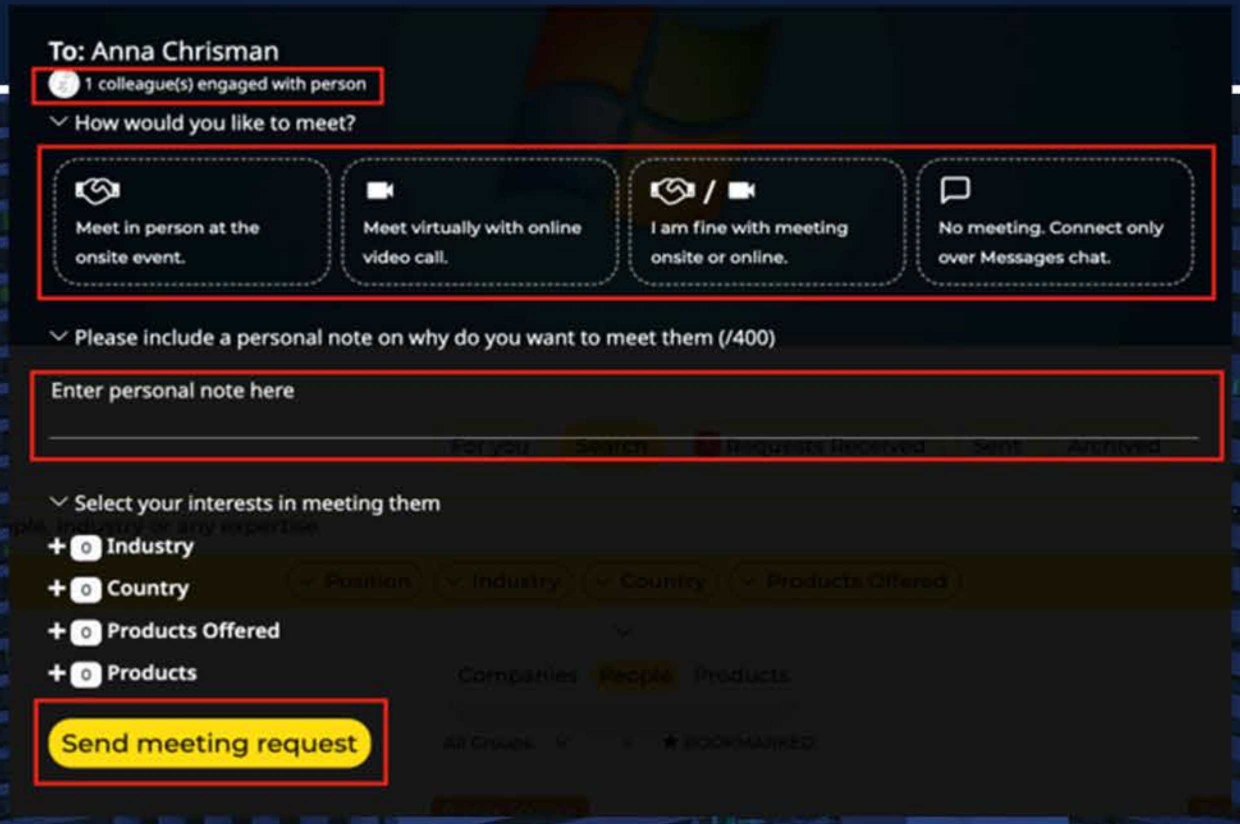
After clicking the Meet Icon, follow the following steps to send a meeting request:

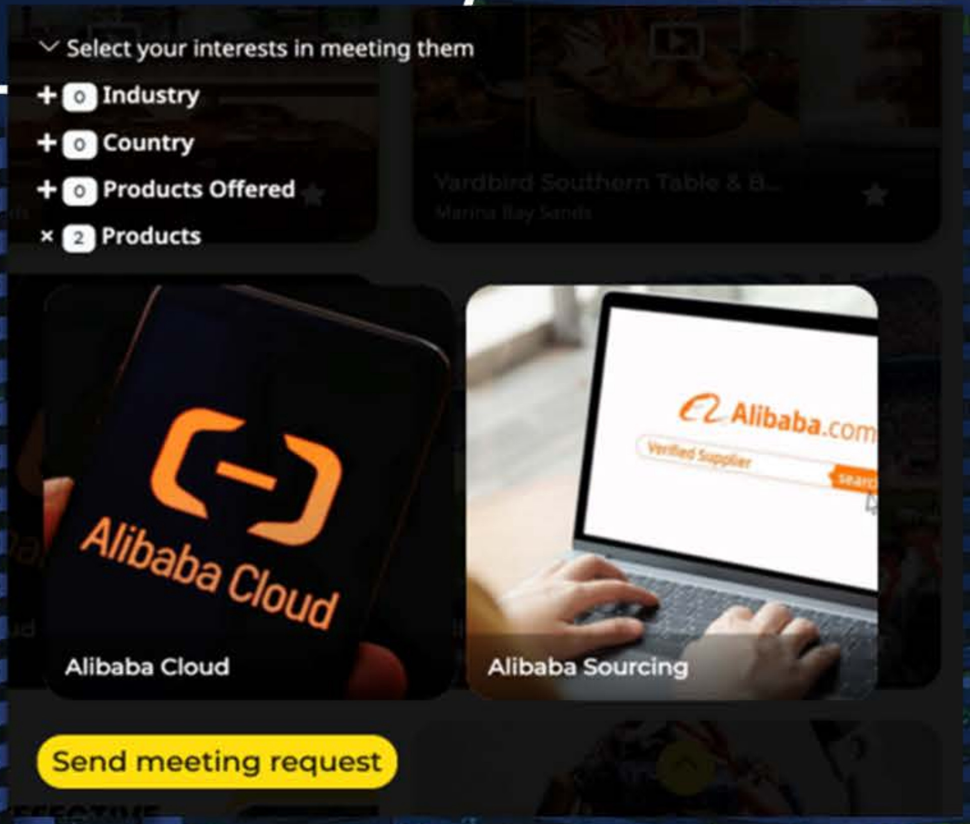
Step 1: Enter an optional message to the other party.

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.





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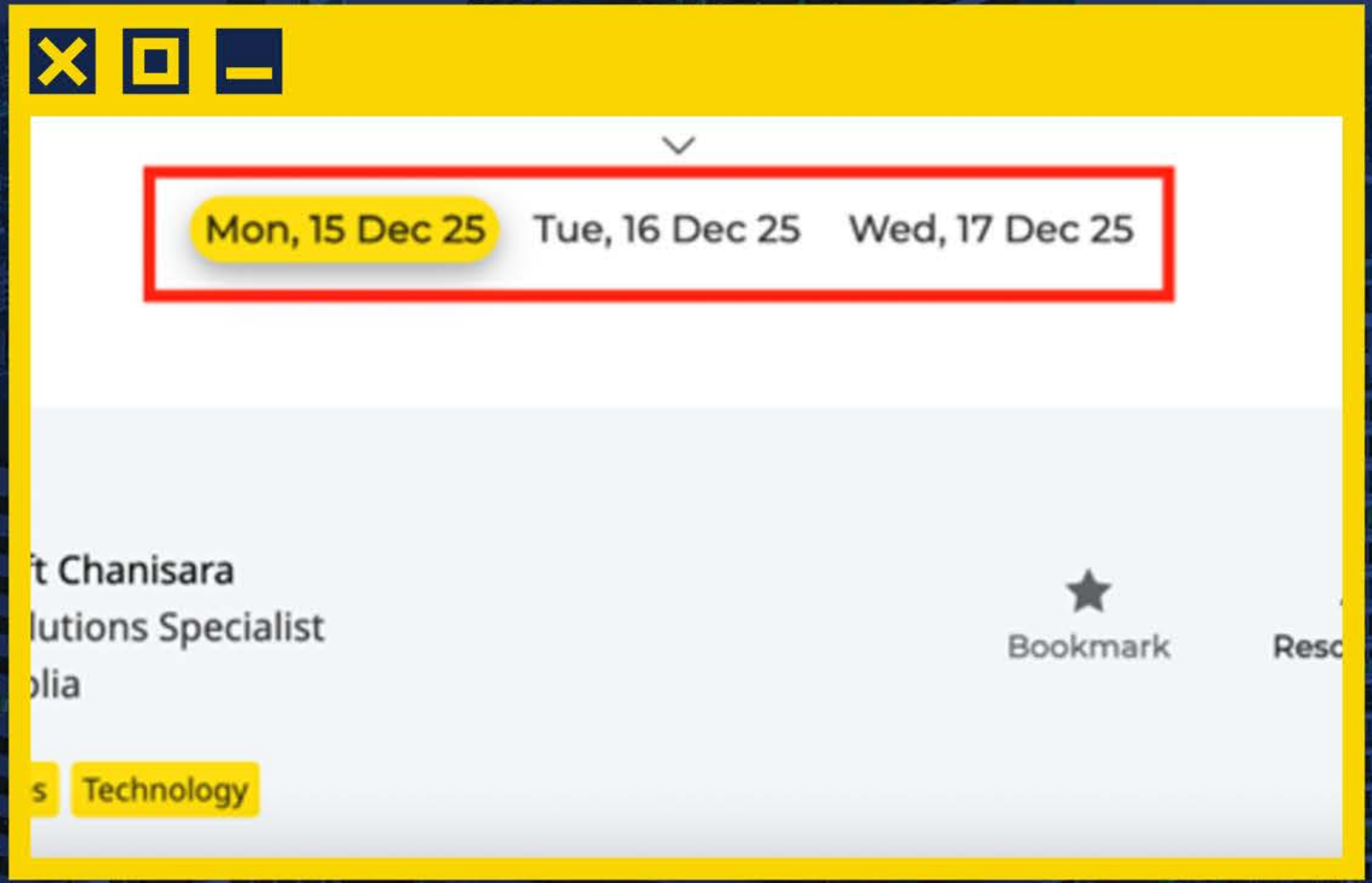
Check Your Schedule

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.



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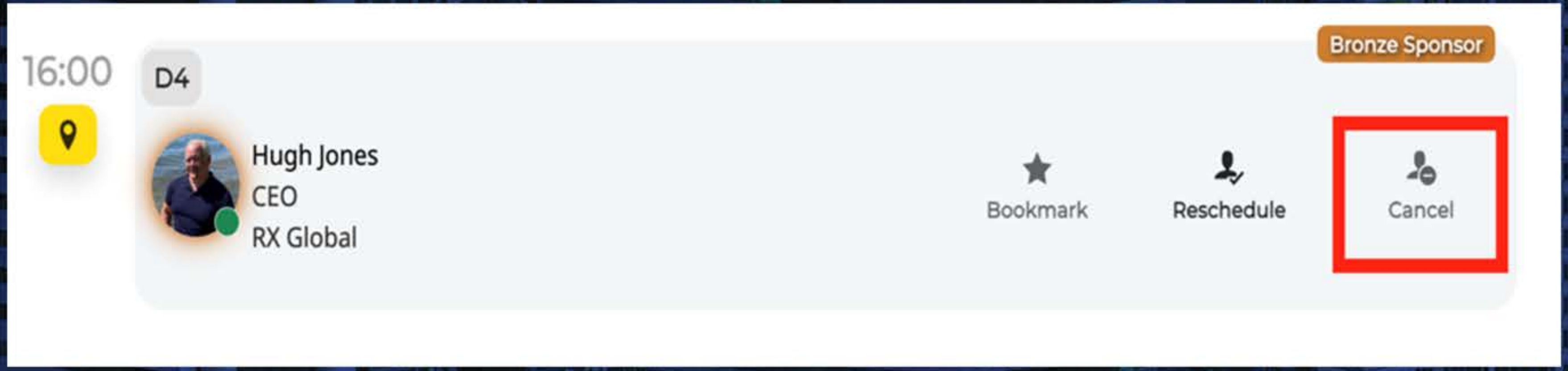
Reschedule & Cancel Meetings

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.



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SCAN LEADS

Only on Mobile App

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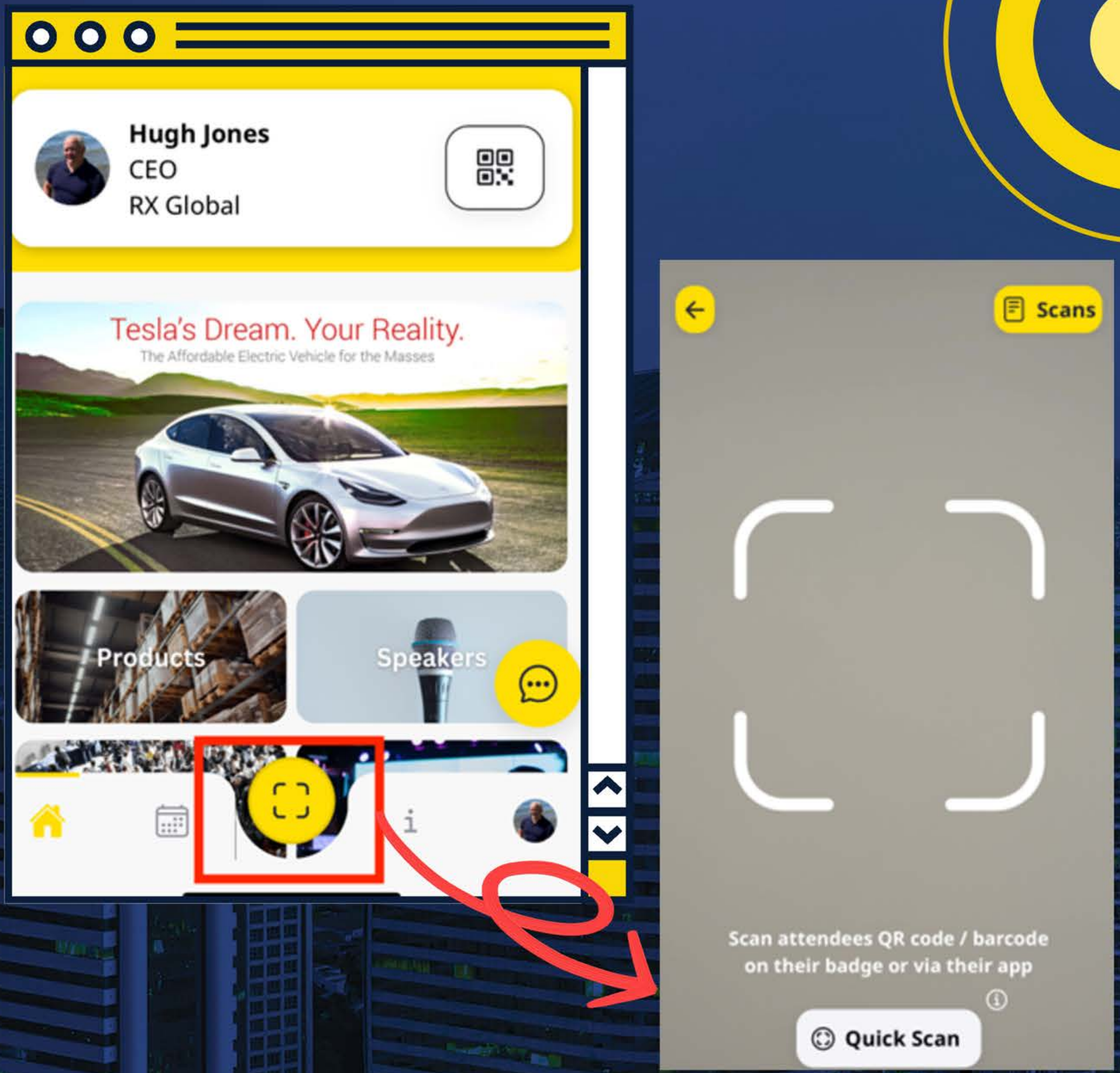
Information updated as of 14 July 2025

Scanning Leads

How to Scan a lead?
Step 1: Tap the Scan icon at the bottom of the app.
Step 2: Allow camera access and point your camera at the other person's QR code (on their badge or 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



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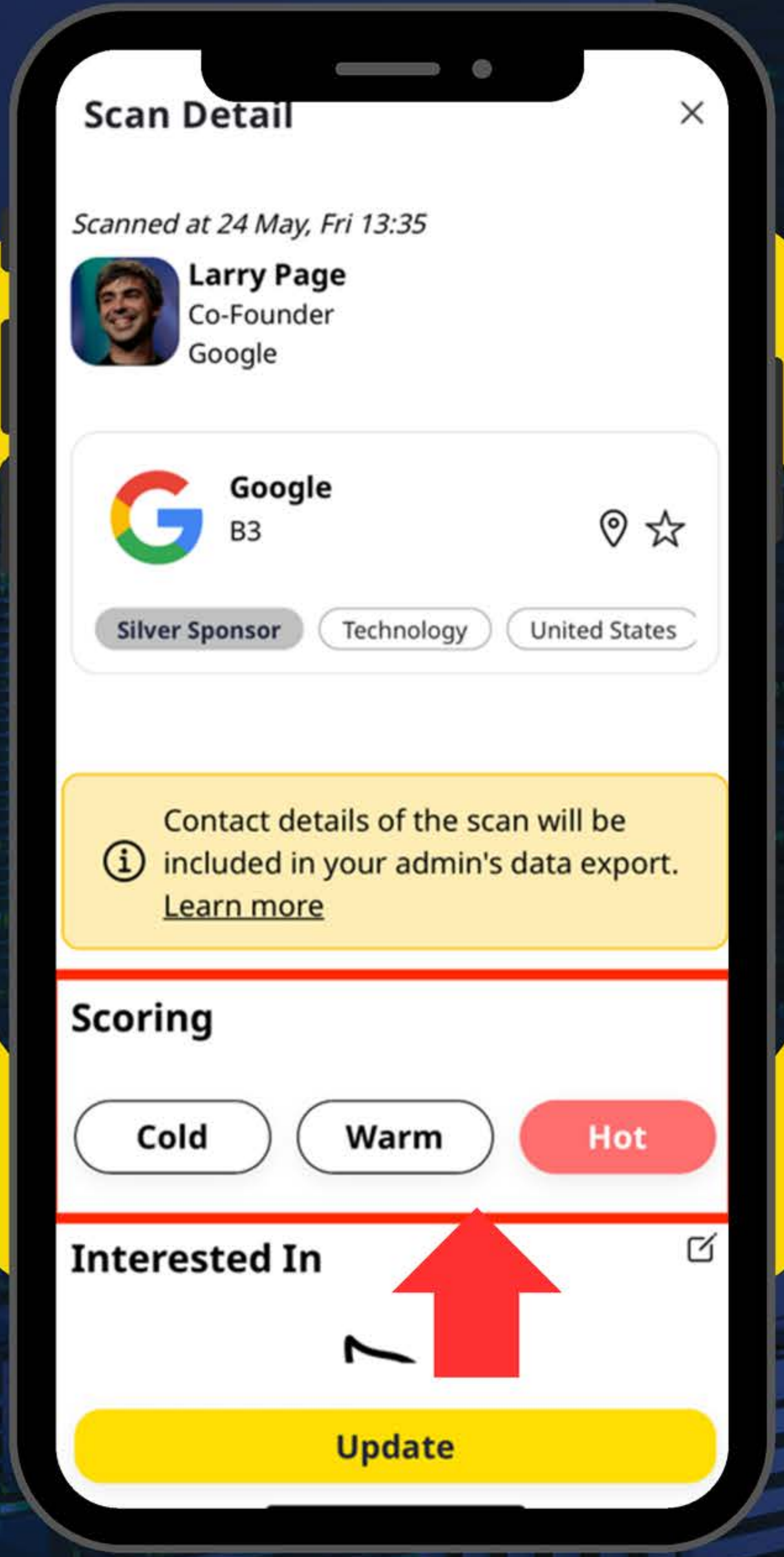
Lead Scoring

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

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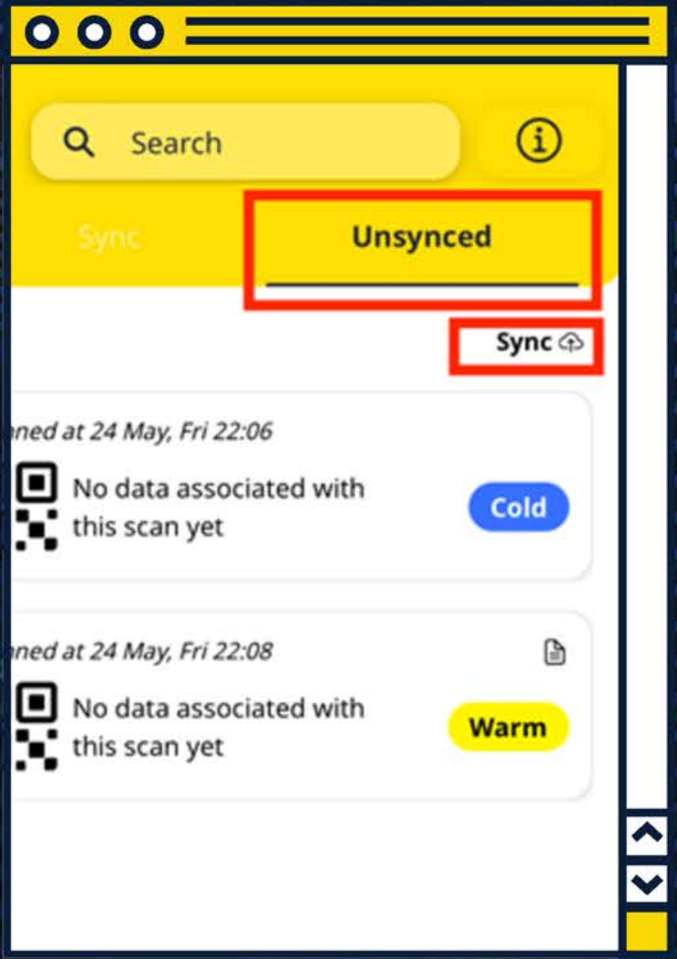
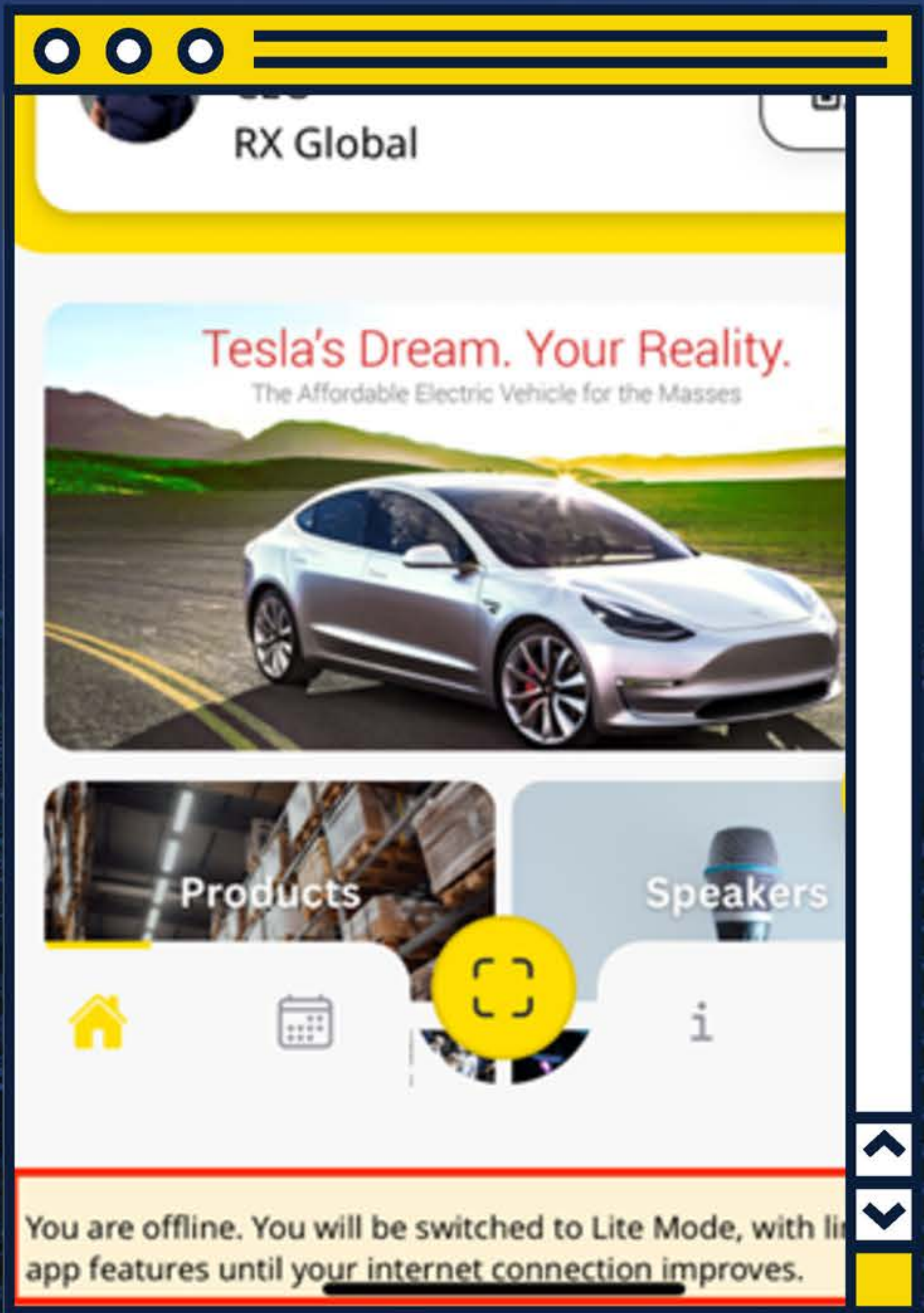
Offline Mode

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



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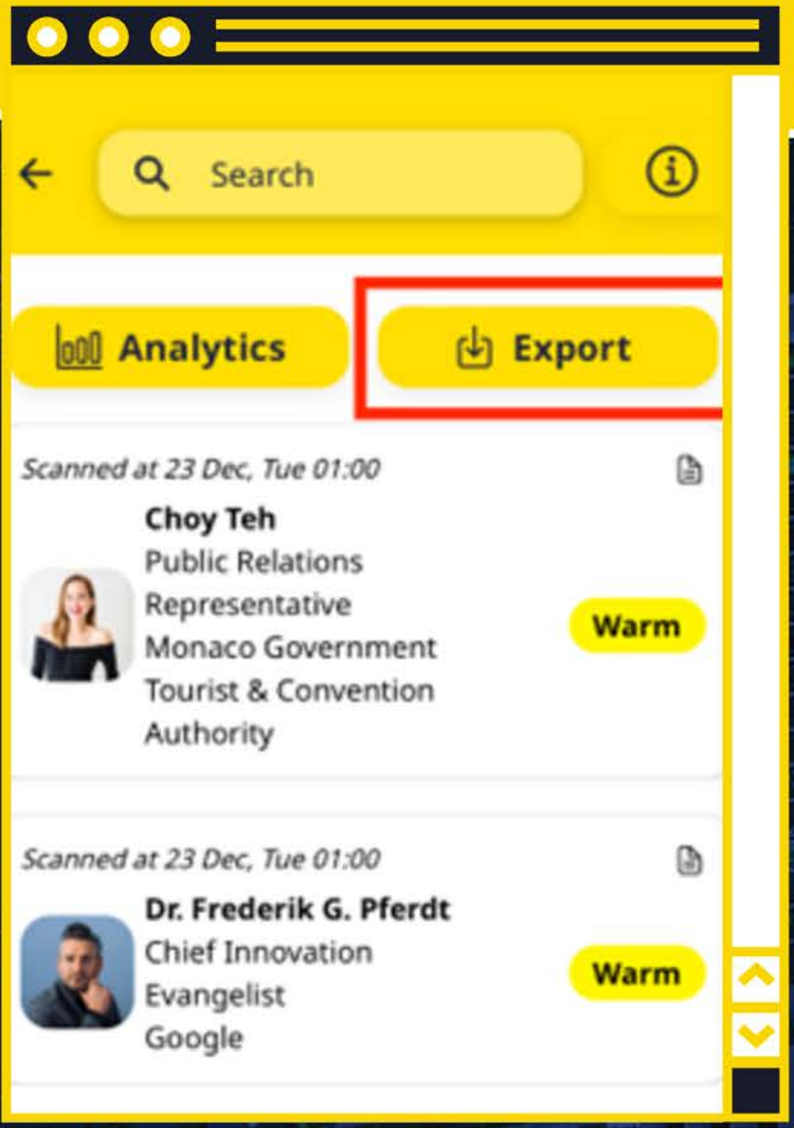
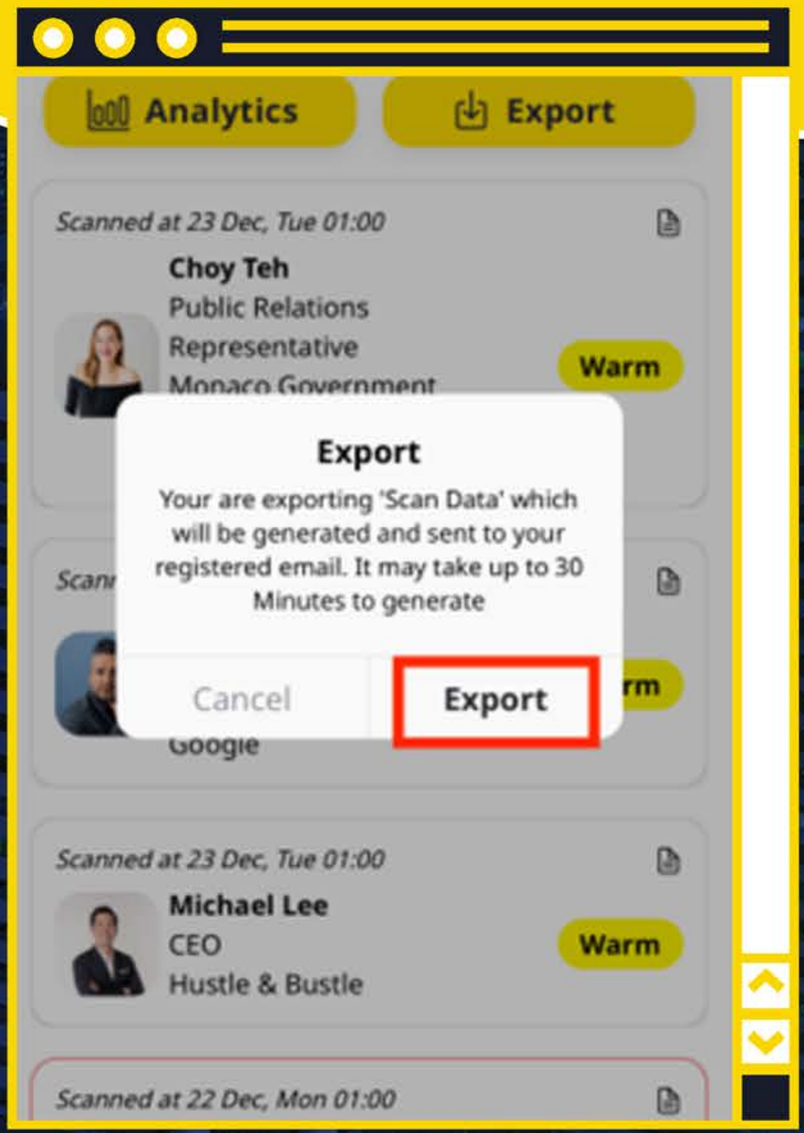
Leads Analytics

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.



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CUSTOMISATION & ANALYTICS

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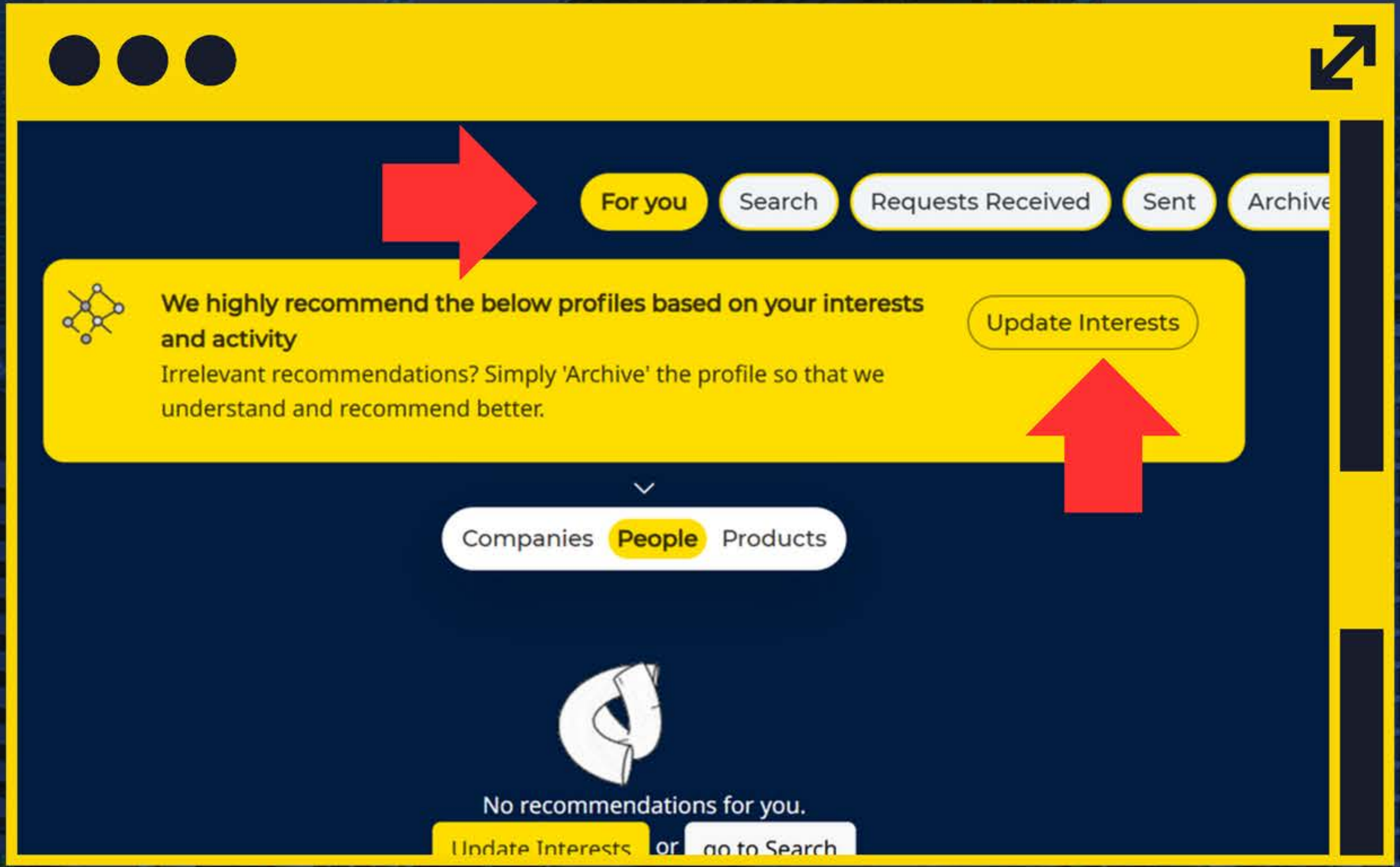
Customise Your Interest

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.



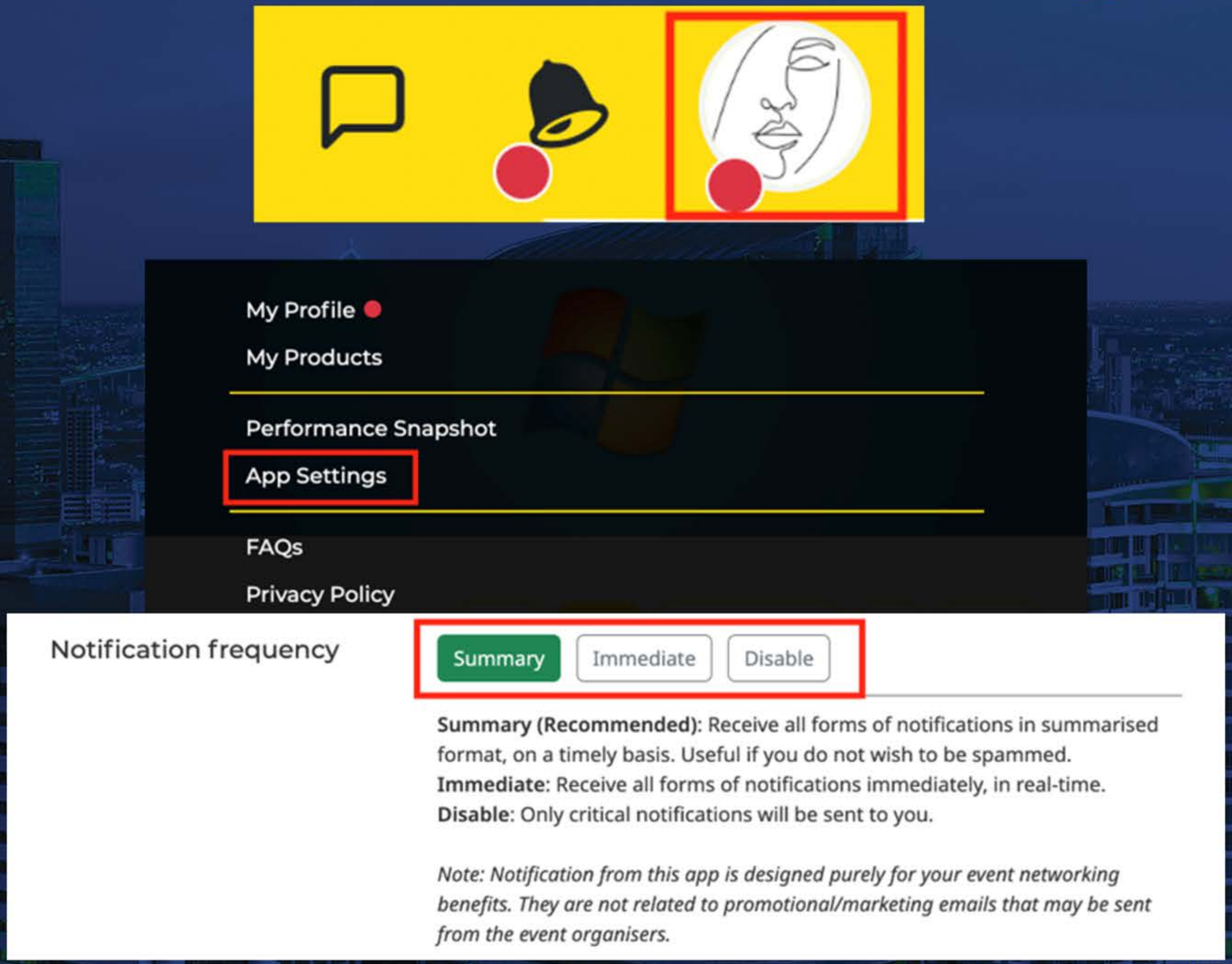
Customise Your Notification (Only on Web)

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 n... tion 10mins before each meeting, ... 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).

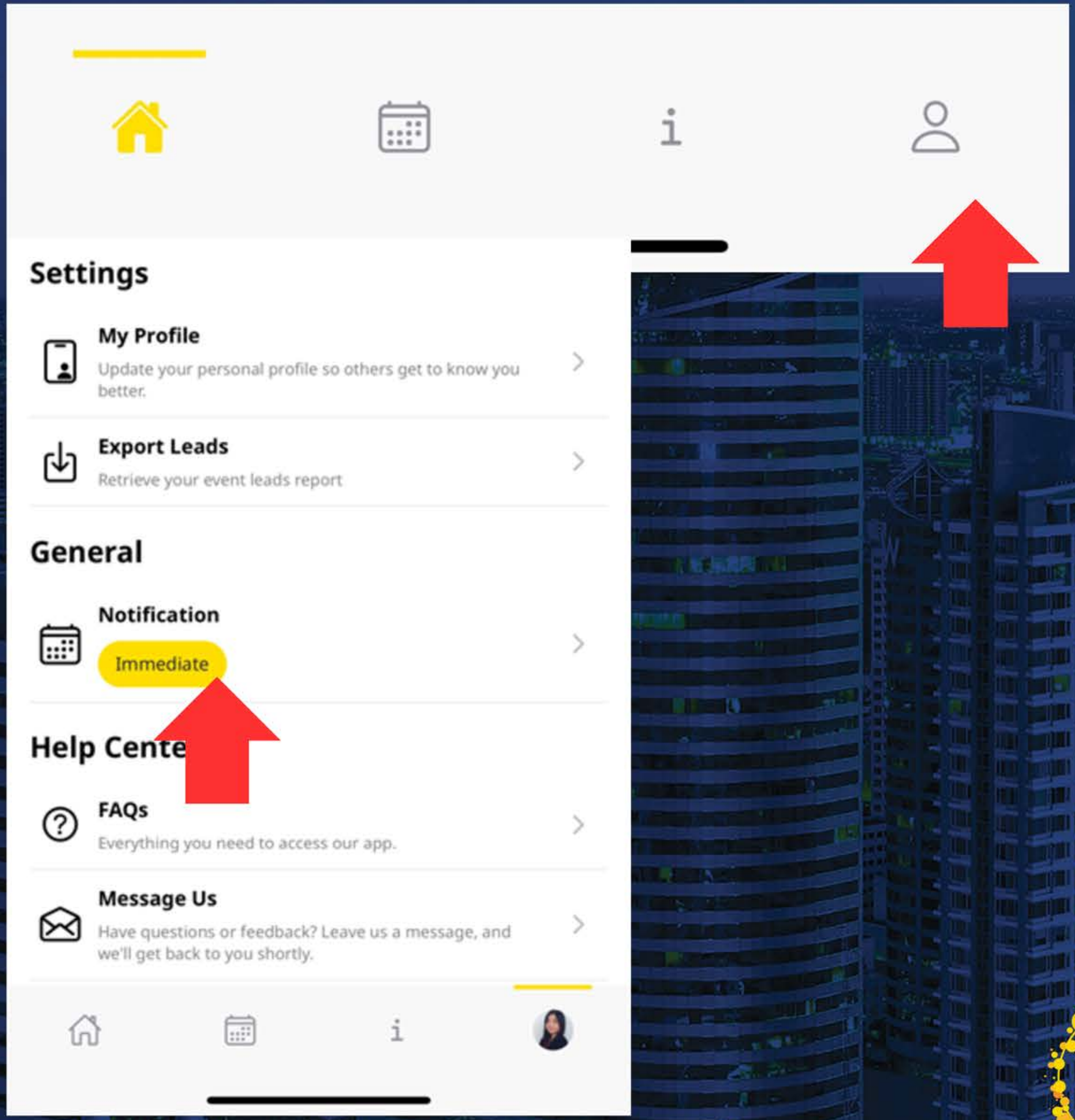
Facebook Messenger | WeChat 微信 | WhatsApp | SMS

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)

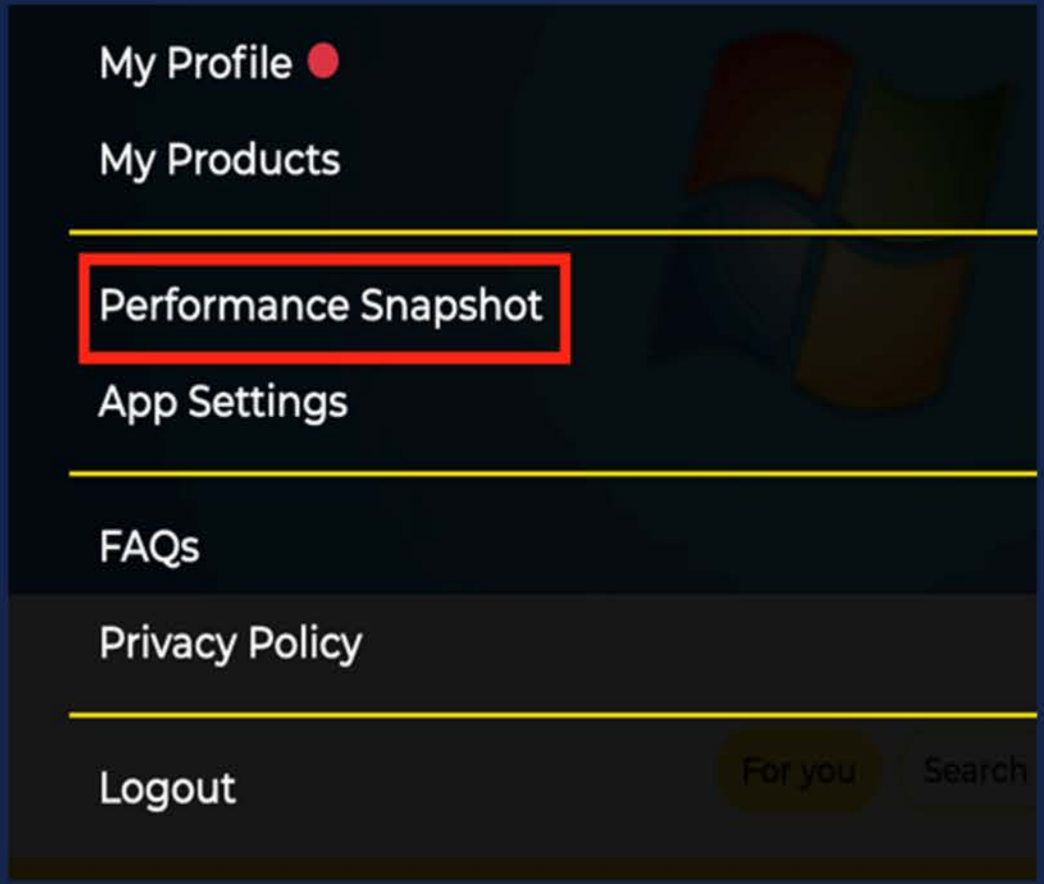
Step 1: Click on the bottom right corner figure and select "Notification" from the setting.

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

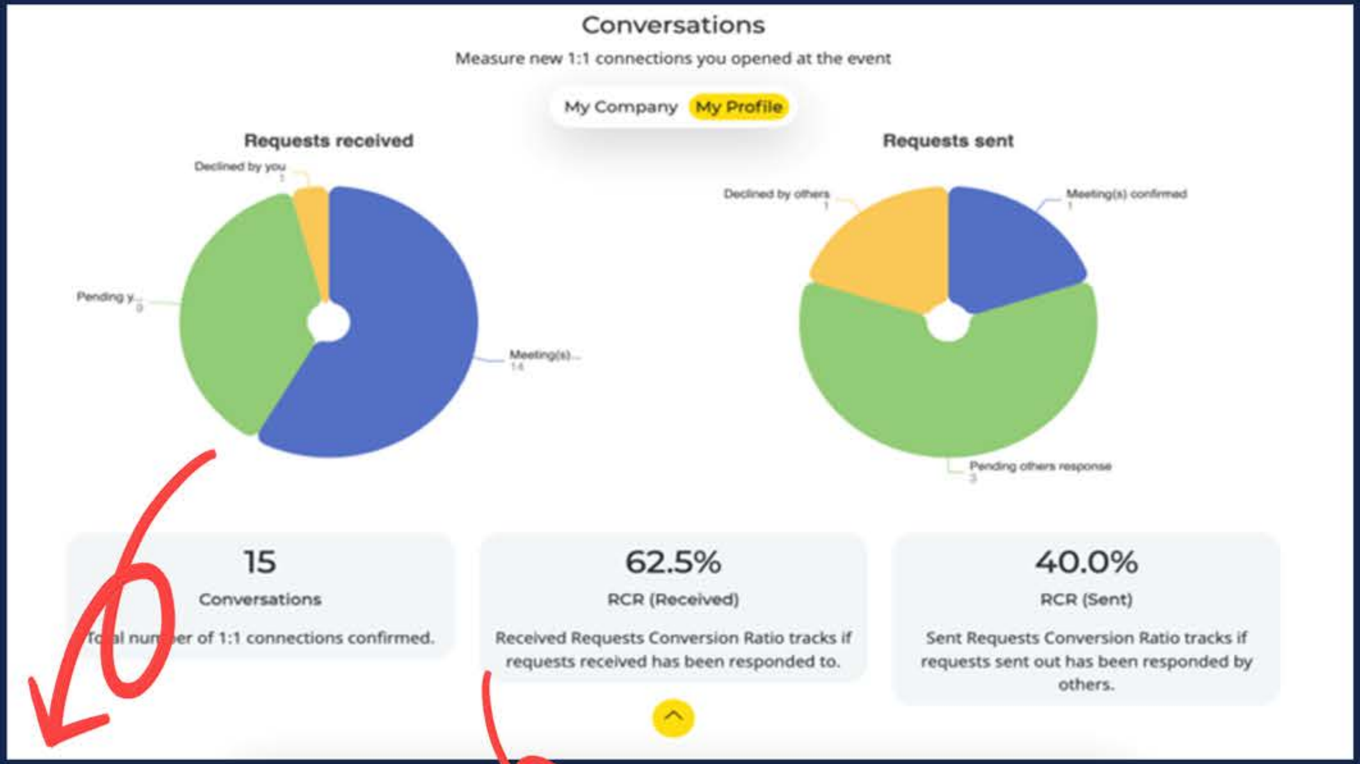


Matchmaking Analysis

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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9-11 September 2025
BITEC, Bangkok, Thailand

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: กระทรวงพลังงาน MINISTRY OF ENERGY

Supporting Agency: กกพ ERC

Host Utilities: EGAT; การไฟฟ้านครหลวง Metropolitan Electricity Authority; PEA

In Partnership With: WORLDEX Group of Exhibition Companies