

# HKTDC Virtual Event Platform General Guidelines

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## Part I. Login Instruction

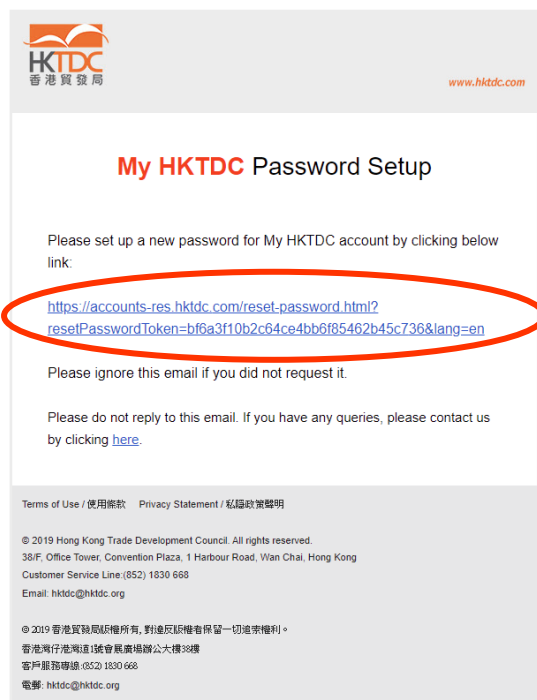
### A. Create Password for Login (For those who have not registered My HKTDC account before)

1. Look for the email “**My HKTDC Password Setup**”  
(Note: Please check **junk mailbox** also.)

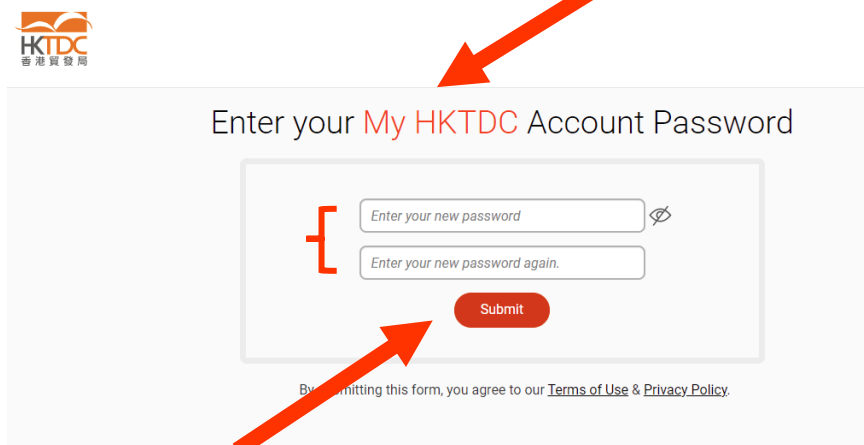


(Remarks: If email is not found, please contact us through [alc@hktdc.org](mailto:alc@hktdc.org))

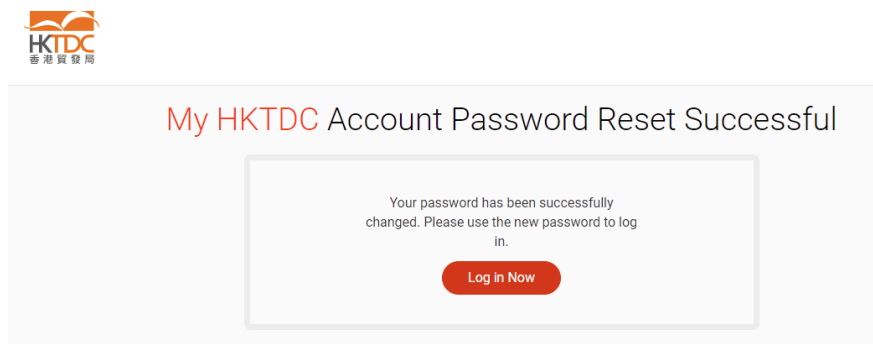
2. Click into the unique link.



3. Enter your new password in both blanks.  
(Note: Please make sure they are the same.)

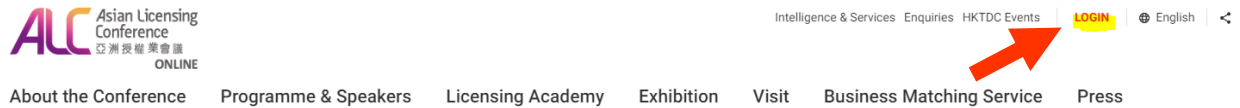
A screenshot of a web form titled "Enter your My HKTDC Account Password". The form contains two input fields: "Enter your new password" and "Enter your new password again.", both with eye icons to toggle visibility. A red bracket highlights both fields. Below the fields is a red "Submit" button. A red arrow points from the "Submit" button to the "Click 'Submit'." instruction below. At the bottom of the form, it says "By submitting this form, you agree to our [Terms of Use & Privacy Policy](#)."

Click “Submit”.



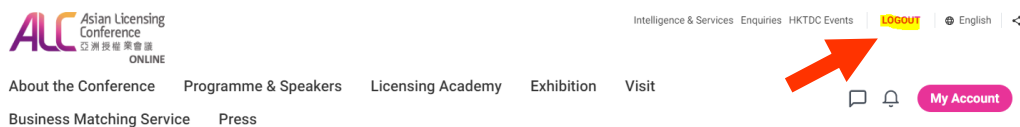
(Note: DO NOT click into “Log in Now” in this site)

4. Directly go to [virtual event platform site](#) and press the **LOGIN** button on the right top corner.



5. Login with your email address and new password.

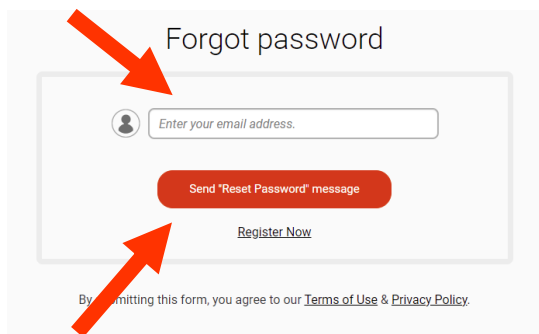
6. Successful login - the **LOGIN** button on the right top corner becomes **LOGOUT**.



## B. Forget password

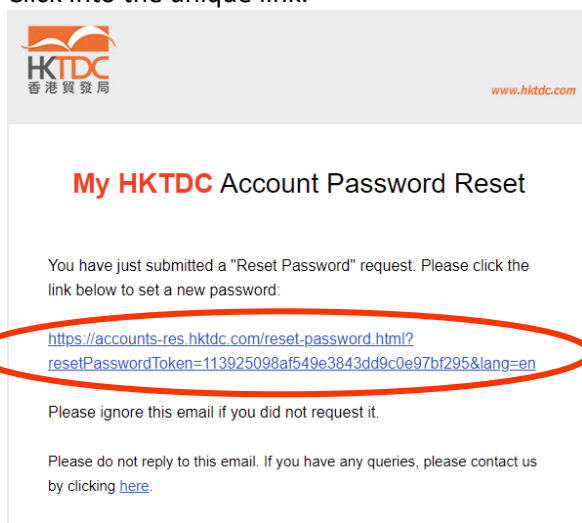
1. Go to [Login Portal](#).  
Press [Forgot password?](#) to reset your password.

2. Enter your email address registered for the **ALC 2022** (the email that you received registration confirmation)

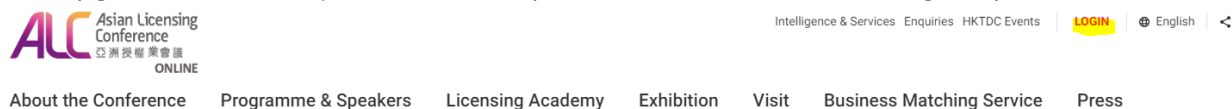


Press "Send 'Reset Password' message"

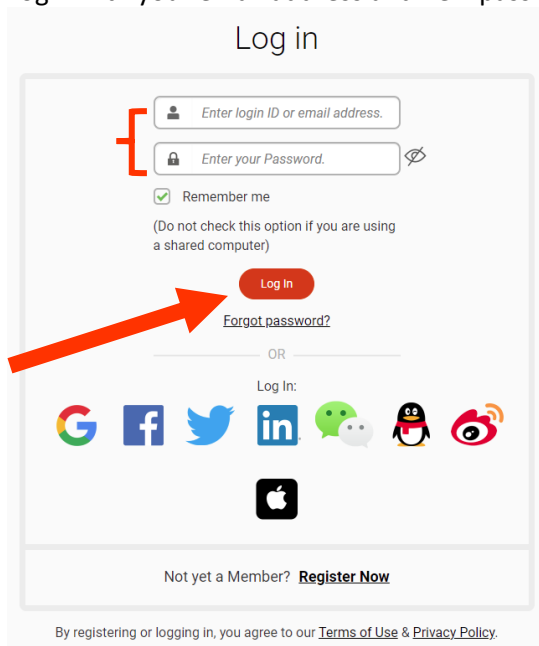
3. Find the email "My HKTDC Account Password Reset"  
Click into the unique link.



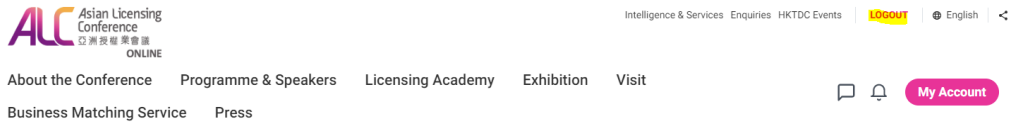
4. Directly go to [virtual event platform site](#) and press the **LOGIN** button on the right top corner.



5. Login with your email address and new password.

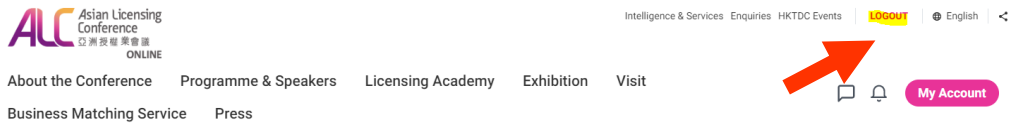


6. Successful login - the **LOGIN** button on the right top corner becomes **LOGOUT**.



## Part II. Watching Conference Sessions

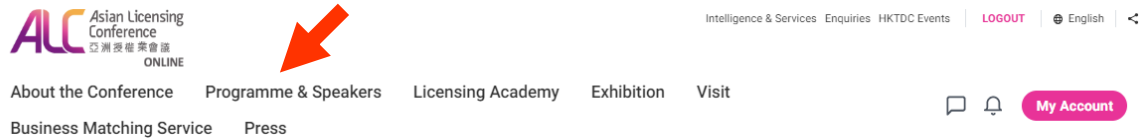
1. Please ensure your status is **logged in**



2. Find session

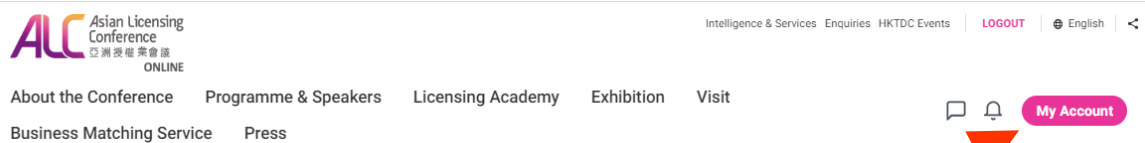
Method One:

Go to **Programme & Speakers** page from navigator bar

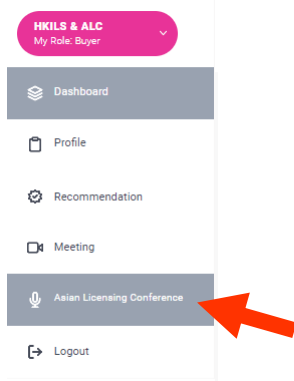


Method Two:

Go to **My Account**



Go to **Asian Licensing Conference**



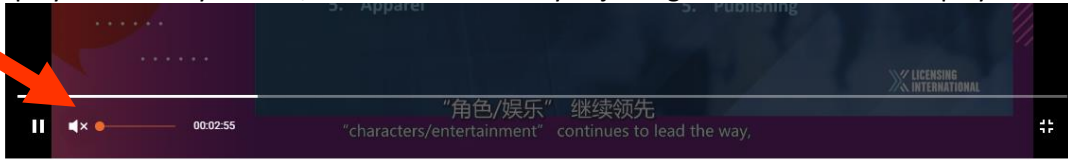
3. Click **Watch Now** for live session or **Watch Replay** for VOD session under **EVENTS & SEMINARS**



#### 4. Selection available language from **Audio Channel**



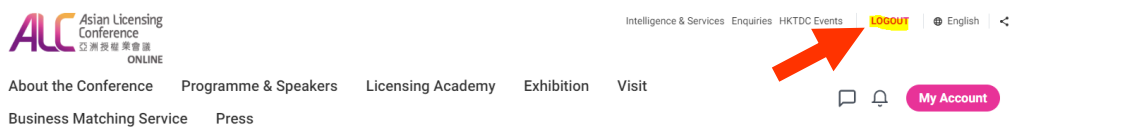
#### 5. Replay is muted by default, **unmute** the video by adjusting the volume on video player



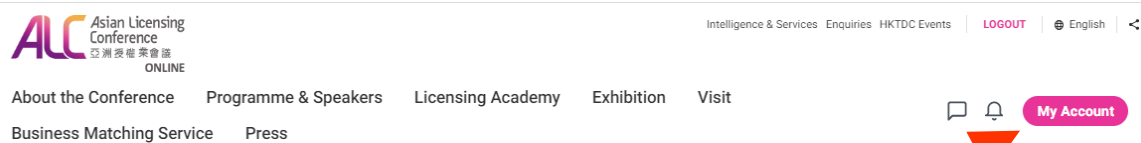
### Part III. C2M Function (available between 13 Jul – 5 Aug 2022)

#### A. Setting Notification and Time Zone Preference

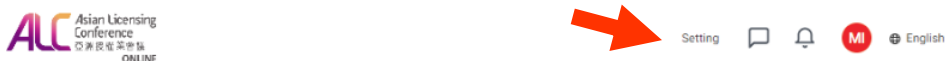
##### 1. Please ensure your status is **logged in**



##### 2. Go to **My Account**



##### 3. Go to **Setting**



##### 4. **Notification** setting

Subscribe / unsubscribe email notification and preferred language

###### Setting

Notification Time Zone

Notification will be sent to your selected channel

You will still receive important fair messages if you choose to unsubscribe this channel.

123456@xvz.com

Preferred Language

English (英文)  Traditional Chinese (繁體中文)  Simplified Chinese (简体中文)

Confirm

## 5. Time Zone setting

Meeting schedule will be adjusted according the preferred time zone.  
**Setting**

Notification | **Time Zone**

Your selected time zone will be applied to meetings, seminars, events and other related information

My Time Zone

Japan (UTC/GMT)+09

Q Search Country / Region X

Aruba (UTC/GMT)-04

Afghanistan (UTC/GMT)+04

Angola (UTC/GMT)+01

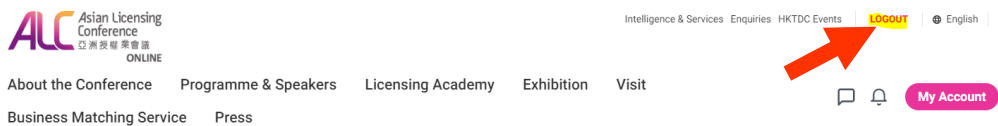
Anguilla (UTC/GMT)-04

Albania (UTC/GMT)+02

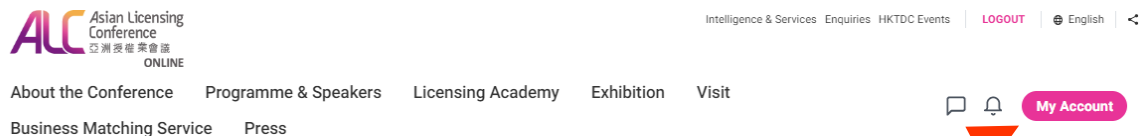
Andorra (UTC/GMT)+02

## B. Edit Meeting Availability

1. Please ensure your status is **logged in**



2. Go to **My Account**



3. Go to **Meeting > Availability** to edit your meeting availability per day

HKLS & ALC My Role: Buyer

Dashboard

Profile

Recommendation

**Meeting**

Asian Licensing Conference

Logout

Meeting

Meetings | **Availability**

Below are your available timeslots for scheduling meetings. You may uncheck your unavailable timeslots and your changes will be saved automatically.

My current time zone: Hong Kong (Hong Kong) GMT+8 Edit My Timezone

24 Jun 2022	25 Jun 2022	26 Jun 2022	27 Jun 2022	28 Jun 2022	29 Jun < >
08:00 - 08:30	08:30 - 09:00	09:00 - 09:30	09:30 - 10:00	10:00 - 10:30	10:30 - 11:00
11:00 - 11:30	11:30 - 12:00	12:00 - 12:30	12:30 - 13:00	13:00 - 13:30	13:30 - 14:00
14:00 - 14:30	14:30 - 15:00	15:00 - 15:30	15:30 - 16:00	16:00 - 16:30	16:30 - 17:00
17:00 - 17:30	17:30 - 18:00	18:00 - 18:30	18:30 - 19:00	19:00 - 19:30	19:30 - 20:00

\*Your changes will be saved automatically

## C. Find Exhibitor / Brand, Send Message and Schedule Meeting

1. Please ensure your status is **logged in**



Intelligence & Services Enquiries HKTDC Events **Logout** English

About the Conference Programme & Speakers Licensing Academy Exhibition Visit  
Business Matching Service Press

My Account

2. Find Exhibitor / brand

Method ONE:

Go to **Exhibition > Exhibitor List / Brand**, find exhibitor / brand by name or filter function



27 - 29 July 2022

Intelligence & Services Enquiries HKTDC Events **Logout** English

About the Conference Programme & Speakers Licensing Academy **Exhibition** Visit  
Business Matching Service Press

My Account

Brand

**Exhibitor List**

HOME > EXHIBITION > EXHIBITOR LIST

### EXHIBITORS

Q What are you looking for? Search

Filter 10 20 30

Country / Region	Theme	Exhibitor Type	Pavilion
All Countries / Regions	All Themes	All Types	All Pavilions

Nature Of Business

All Natures Of Business

Method Two:

Go to **My Account**



Intelligence & Services Enquiries HKTDC Events **Logout** English

About the Conference Programme & Speakers Licensing Academy Exhibition Visit  
Business Matching Service Press

My Account

Go to **Recommendation > Find Exhibitors / Find Brands** by name or filter function

HKTDC & ALC  
My Role: Buyer

Dashboard

Profile

**Recommendation**

Meeting

Asian Licensing Conference

Logout

#### Recommendation

Prospects For You **Find Exhibitors** Find Brands

Search exhibitor Search

My sourcing preference: [Franchising & Licensing](#) [Marketing & Public Relations](#)

ALL A B C D E F G H I J K L M N O P Q R S T U V W Filter

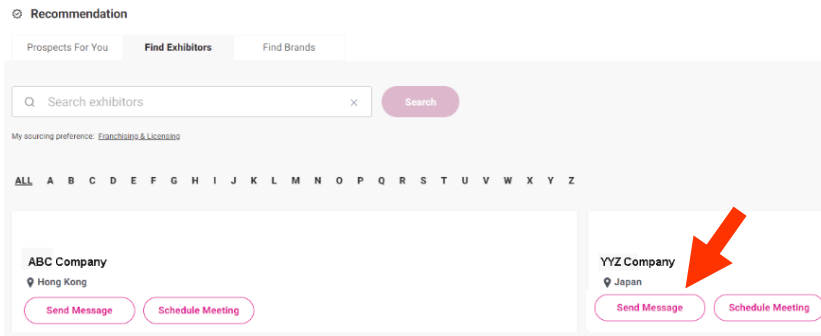
Participating Fair	Country / Region	Theme	Exhibitor Type
All Participating Fairs	All Countries / Regio...	All Themes	All Types

Pavilion	Nature Of Business
All Pavilions	All Natures Of Busine...

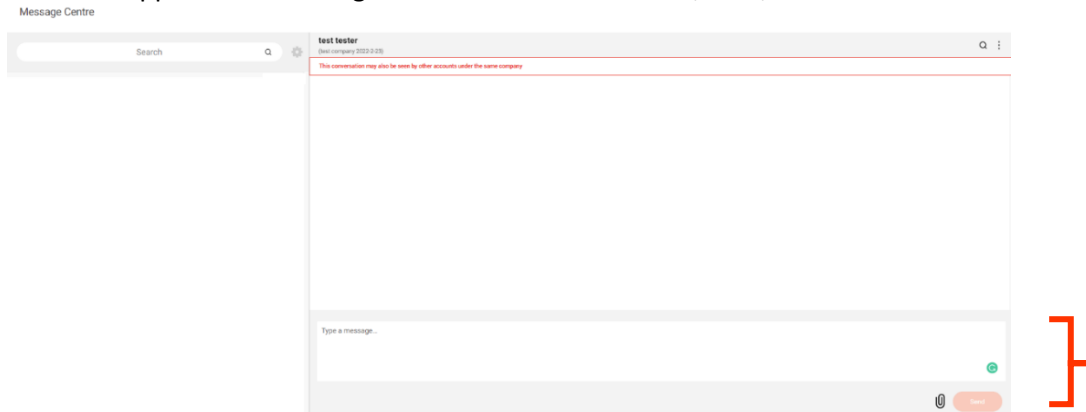


### 3. Send Message

Click **Send Message** to open chatbox

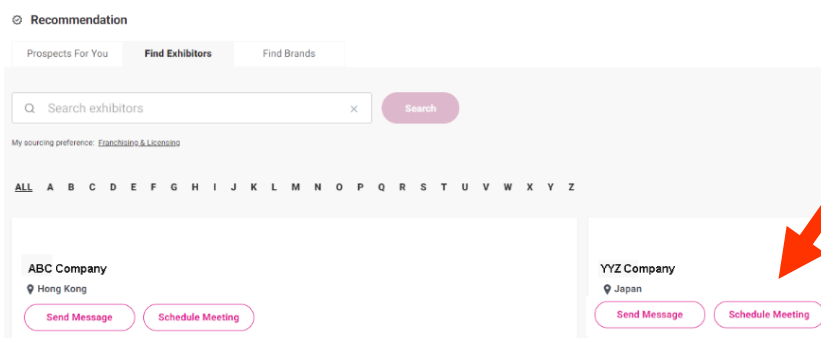


Chatbox supports text message and send files such as JPG, DOC, Excel and PDF

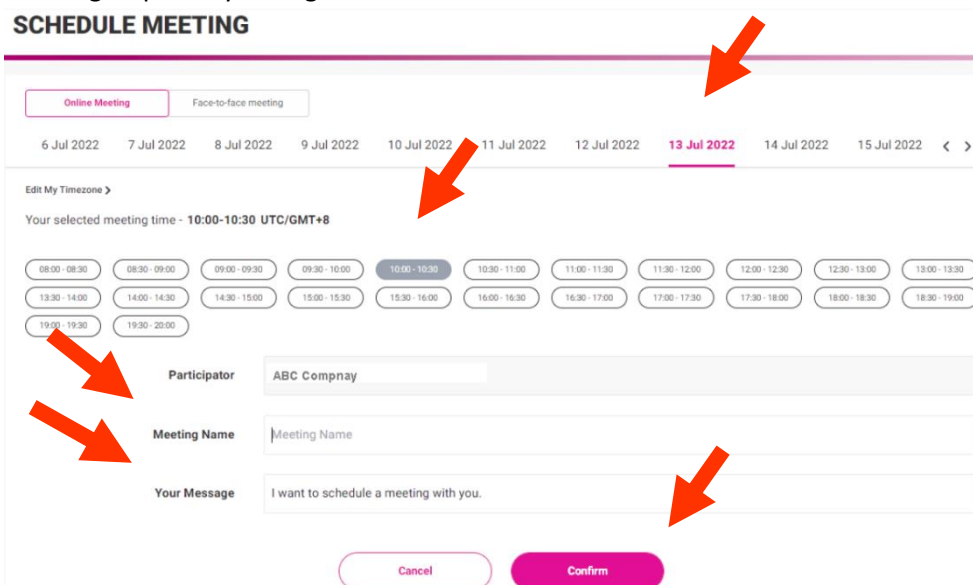


### 4. Schedule Meeting

Click **Schedule Meeting**

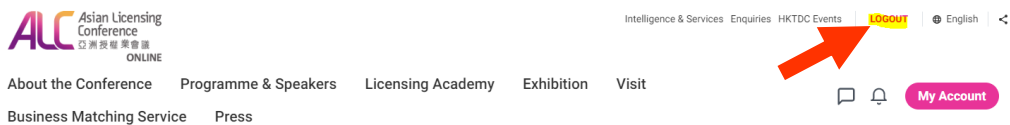


Select meeting date, mutually available time slot, input meeting name and message before submission of meeting request by clicking "**Confirm**".



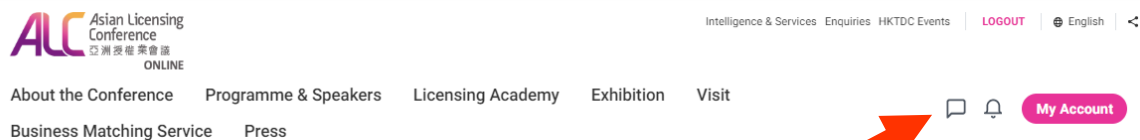
## D. Check Message and Notification

1. Please ensure your status is **logged in**

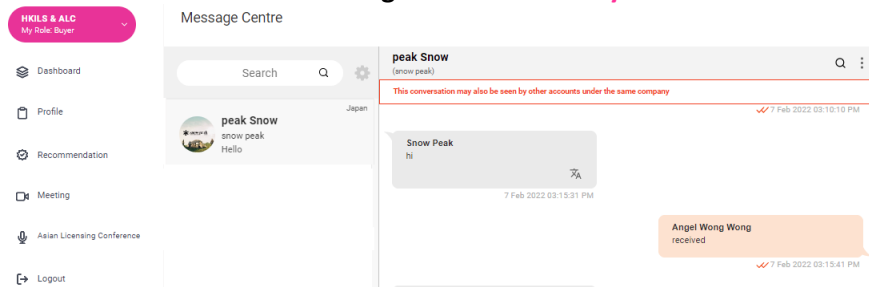


2. Check Message

Click the  icon

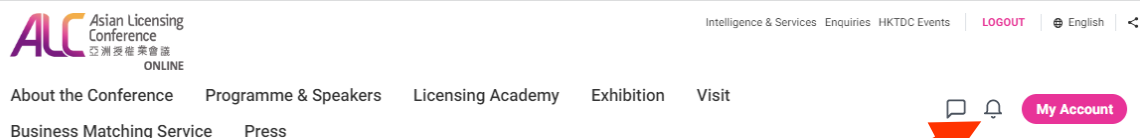


You will be redirected to **Message Centre** under **My Account**

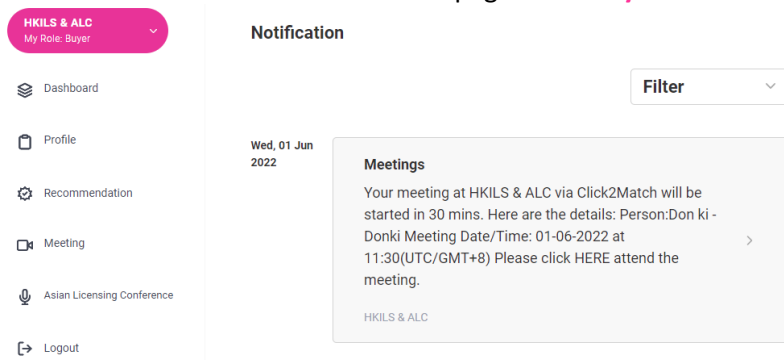


3. Check Notification

Click the  icon



You will be redirected to **Notification** page under **My Account**



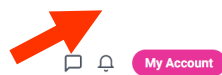
## E. Meeting Summary, Accept / Reschedule / Reject / Cancel / Share Meeting

1. Please ensure your status is **logged in**



Intelligence & Services Enquiries HKTDC Events **Logout** English

About the Conference Programme & Speakers Licensing Academy Exhibition Visit  
Business Matching Service Press

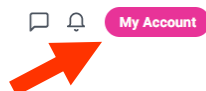


2. Go to **My Account**



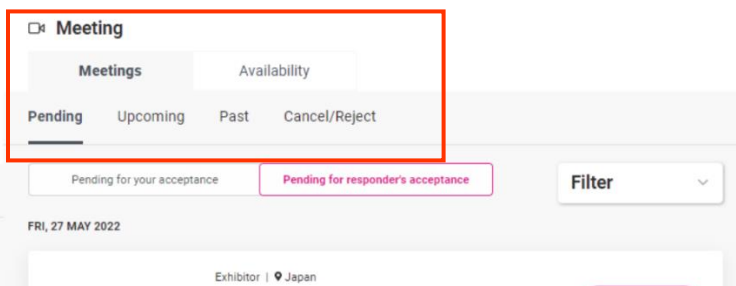
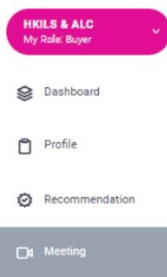
Intelligence & Services Enquiries HKTDC Events **Logout** English

About the Conference Programme & Speakers Licensing Academy Exhibition Visit  
Business Matching Service Press

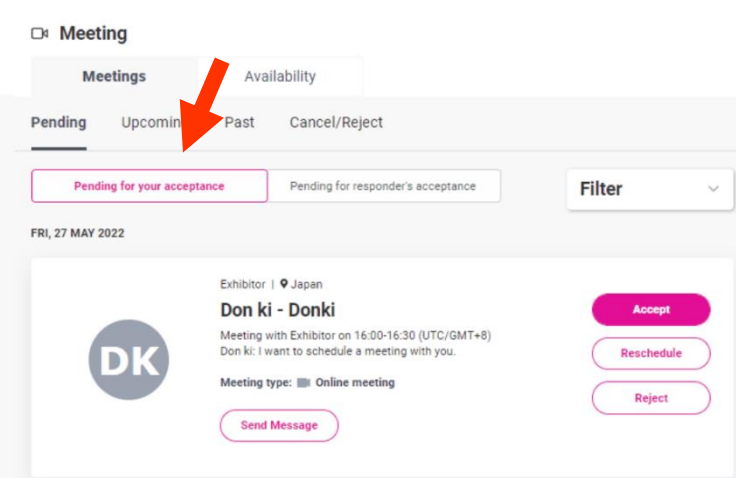
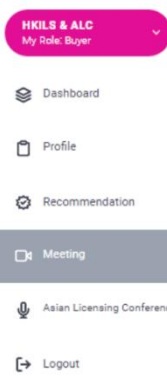


3. Meeting Summary

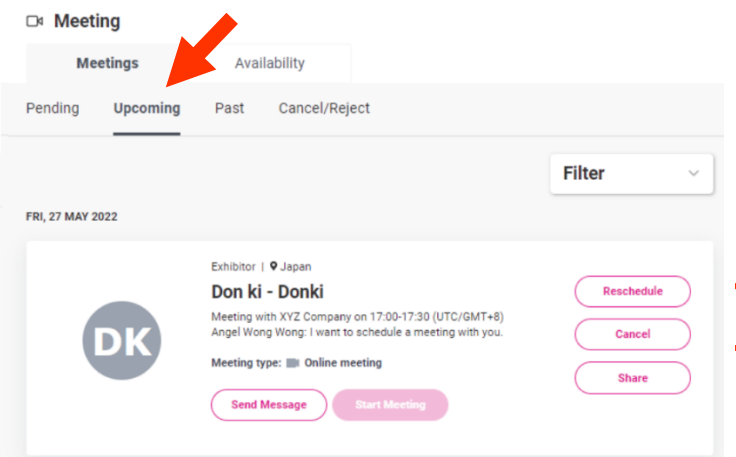
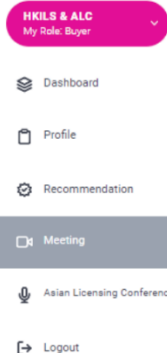
Go to **Meeting > Meetings** to review all meetings and their status

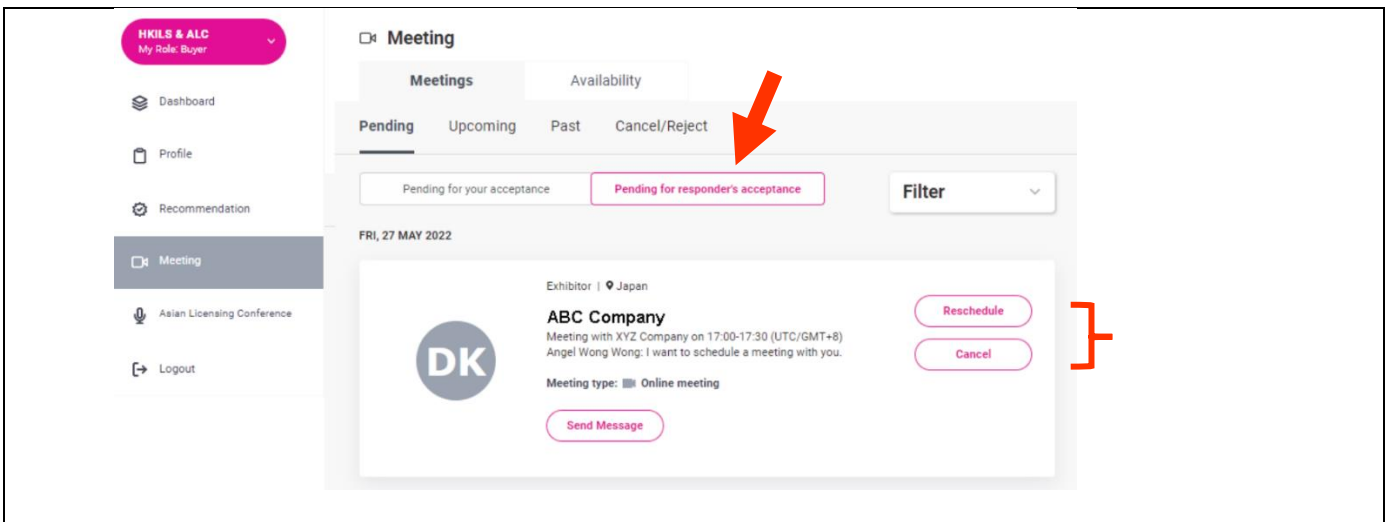


4. To **Accept / Reschedule / Reject** the meetings that are **Pending for your acceptance**



5. To **Reschedule / Cancel** Upcoming meeting or meeting that is **Pending for responder's acceptance**

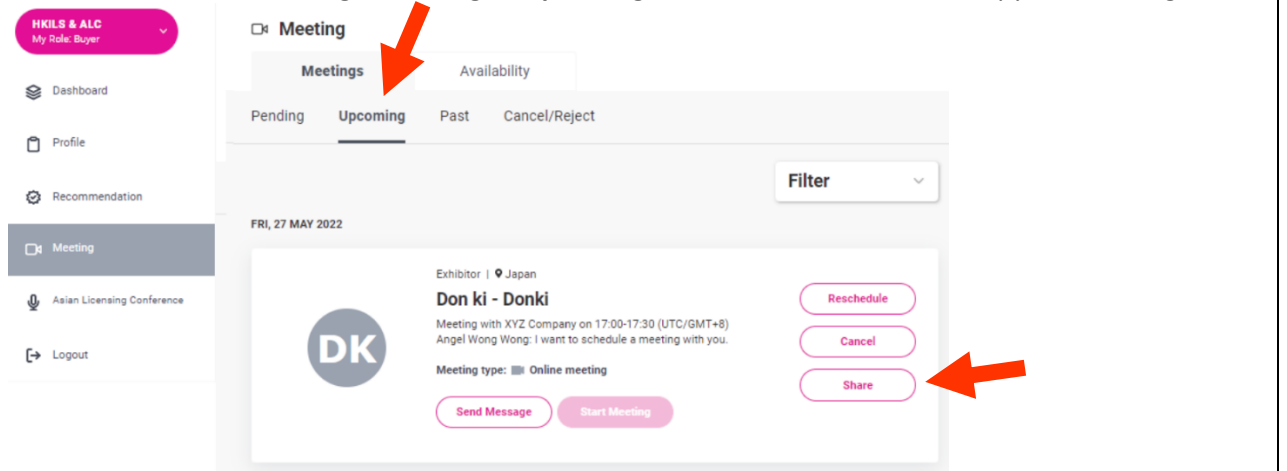




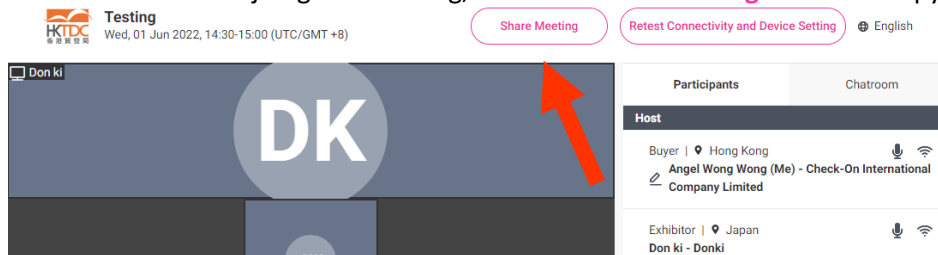
## 6. Share meeting link

Max. 4 guests can join a meeting, including the guests from meeting party.

Method ONE: Go to **Meeting > Meetings > Upcoming**, click the **Share** button to copy the meeting link

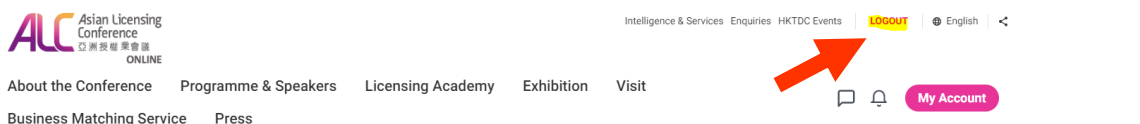


Method TWO: After joining the meeting, click the **Share Meeting** button to copy the meeting link.

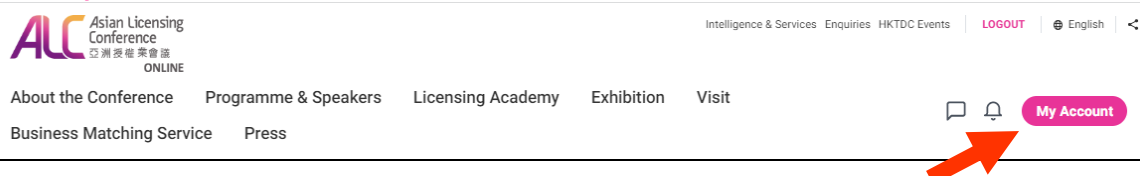


## F. How to Start a Meeting and Function of Meeting Room

1. Please ensure your status is **logged in**

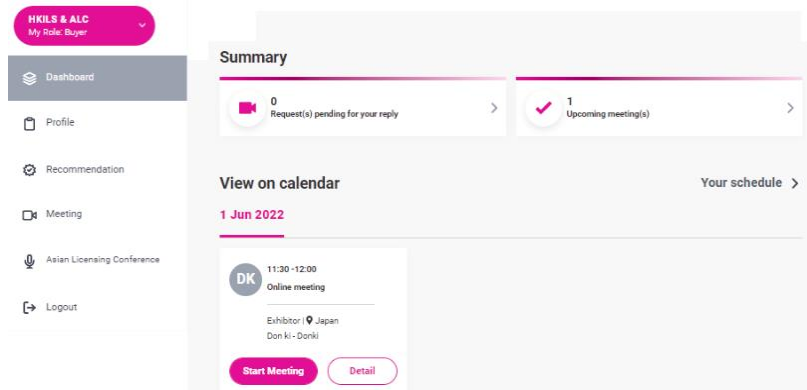


2. Go to **My Account**

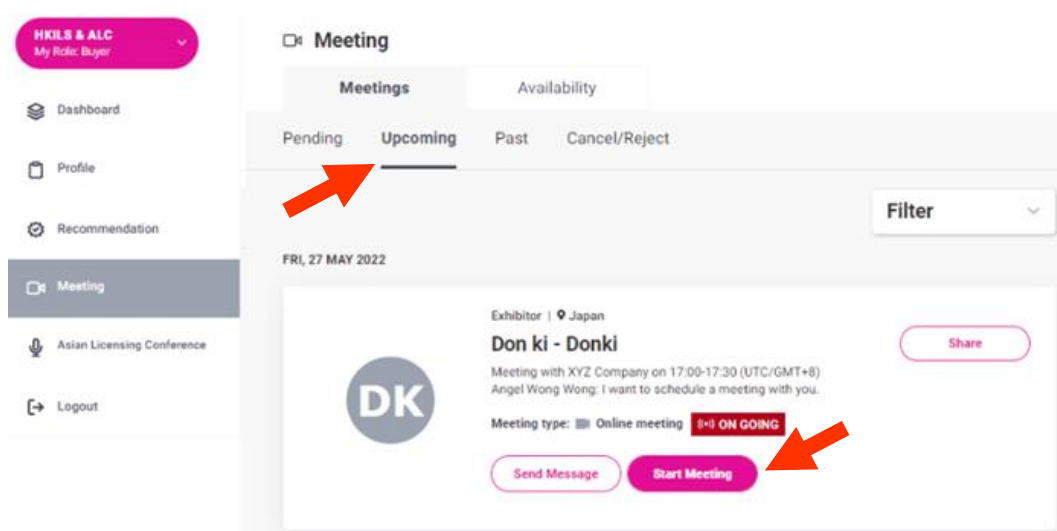


### 3. Start Meeting

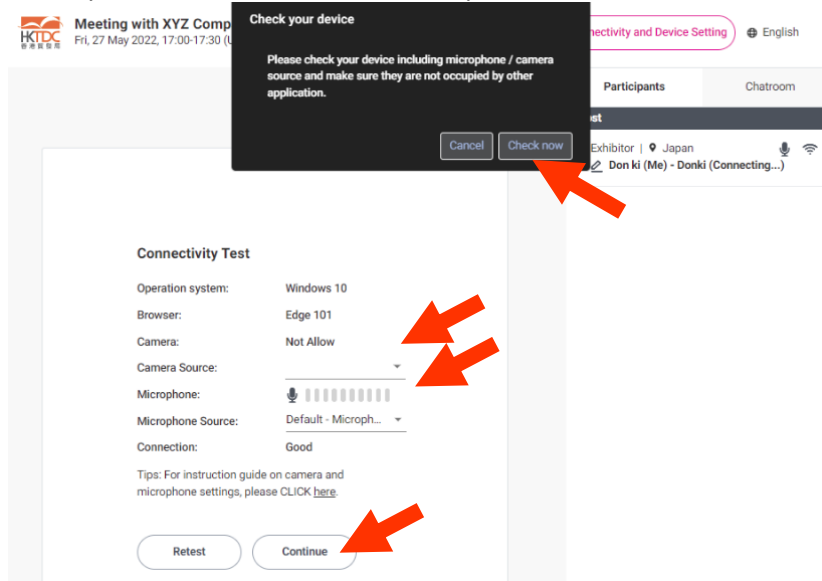
Method ONE: On **Dashboard** page, click **Start Meeting** button



Method TWO: Go to **Meeting > Meetings > Upcoming**, click **Start Meeting** button.



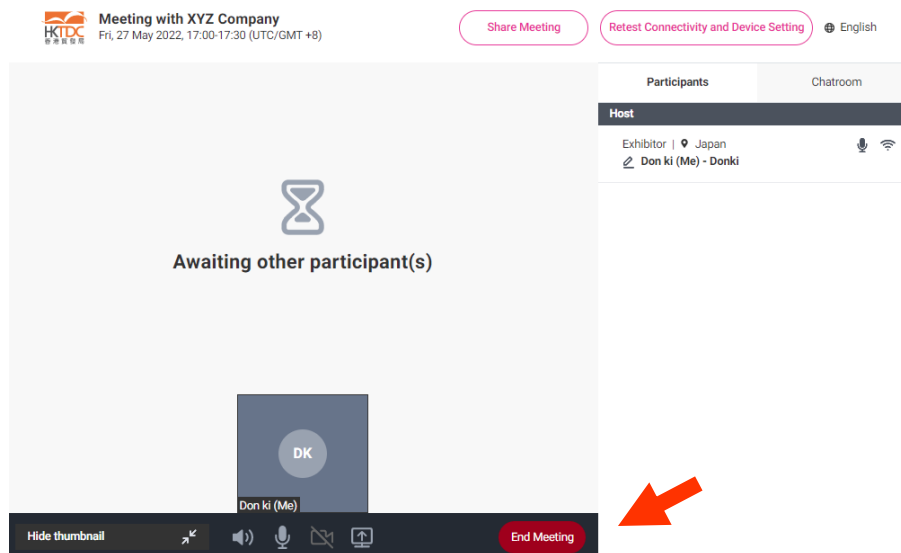
### 4. Check your device's camera and microphone connection before entering the meeting room




### 5. Function of Meeting room

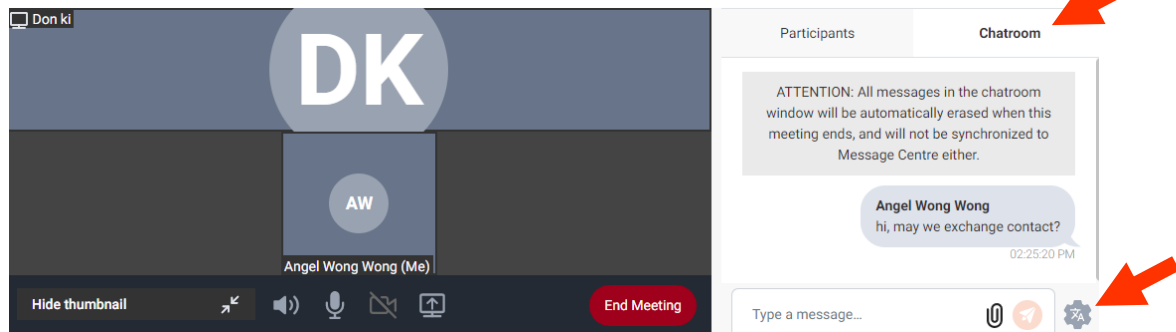
Supports mute volumn, mute microphone, turn on/off camera, share screen, participant list, chatroom

and end meeting.

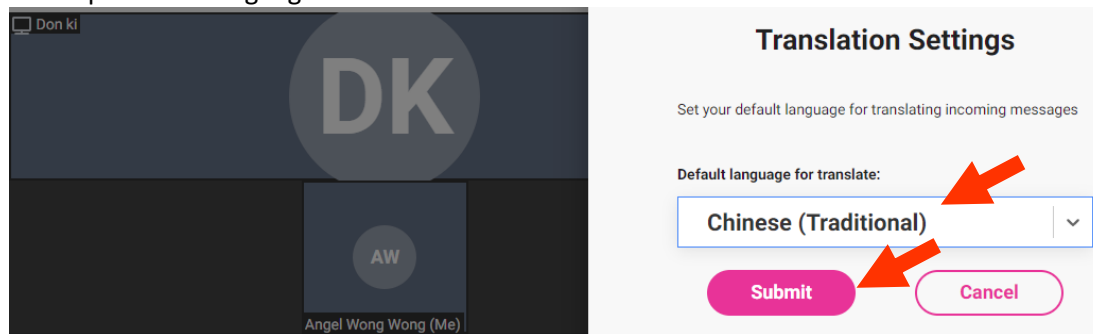



## 6. Translating Chatroom message

Go to Chatroom and click  icon



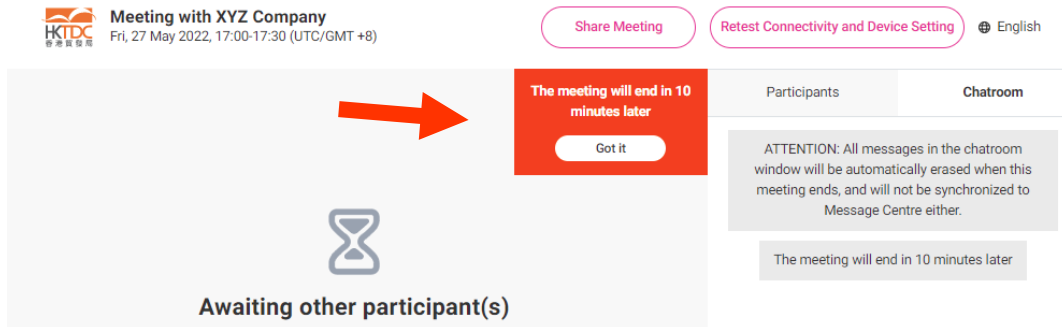
Select preferred language then click **Submit**



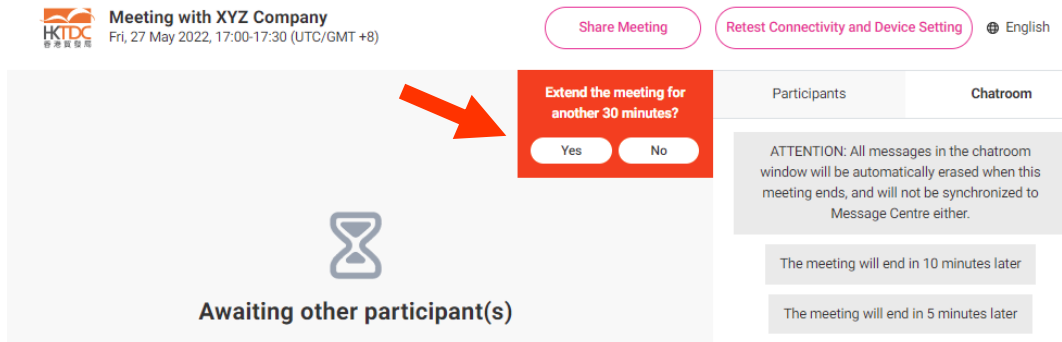
Click  under each message for translation



7. Notification will be popped-up on screen and Chatroom 10 mins as well as 5 mins before the end of a meeting.



8. Meeting host can request to extend the meeting for another 30 mins if there are no upcoming meeting.



9. End meeting by closing the browser or clicking "End Meeting"

