## HKTDC Virtual Event Platform General Guidelines 香港貿易發展局線上平台用戶指南

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### I. Login Instruction 登入指南

#### A. Create Password for Login

(For those who have not registered My HKTDC account before)

#### 設定登入密碼

(適用於從未登記過我的 HKTDC 帳戶之人士)

1.	Look for the email "My HKTDC Password Setup" (Note: Plea 請於個人郵箱內尋找"設定我的 HKTDC 帳戶密碼" 之電子郵件 (到	ase check <b>junk mailbox</b> also.) 郾件有機會被歸類在 <b>垃圾郵箱</b> )
	Q My HKTDC Password Setup	× 珪
	(Remarks: If email is not found, please contact us through <u>alc@</u> (若無法找到此電子郵件.請電郵致 <u>alc@hktdc.org</u> 與我們聯絡)	9hktdc.org)
2.	Click into the unique link. 點擊電子郵件內的連結	
	The second seco	
	My HKTDC Password Setup	
	Please set up a new password for My HKTDC account by clicking below link:	
	https://accounts-res.hktdc.com/reset-password.html? resetPasswordToken=bf6a3f10b2c64ce4bb6f85462b45c736⟨=en	
	Please do not reply to this email. If you have any queries, please contact us by clicking <u>here</u> .	
	Terms of Use / 使用條款 Privacy Statement / 私錄政策聲明 © 2019 Hong Kong Trade Development Council. All rights reserved. 38/F, Office Tower, Convention Plaza, 1 Harbour Road, Wan Chai, Hong Kong Customer Service Line:(852) 1830 668 Email: hktdc@hktdc.org	
	© 2019 香港貿ີ路局版權所有,對違反版權者保留一切追索權利。 香港湾行港球道1號會風廣場踏公大樓33樓 客戶銀務傳錄,052 1830 668 電郵: hktdc@hktdc.org	

 Enter your new password in both blanks. (Note: Please make sure they are the same.) 輸入及確認您的帳戶密碼 (請確認您兩次所輸入的密碼相同)

	Enter your My HKTDC Account Password
	Click "Submit" 點擊 " 提交 "
	Your password has been successfully changed. Please use the new password to log in. Log in Now
	(Note: DO NOT click into "Log in Now" in this site) ( <b>請勿</b> 於此處按登入)
4.	Directly go to <u>virtual event platform site</u> and press the <u>LOGIN</u> button on the right top corner. 請到訪 <u>線上平台網站</u> ,並於網頁右上角點擊 <u>登入</u>
	Asian Licensing Conference 公 洪 受 報意識 ONLINE About the Conference Programme & Speakers Licensing Academy Exhibition Visit Business Matching Service Press

Login with your email address and new password.
 請於此處輸入你的電郵地址及密碼

Log in	
<ul> <li>Enter login ID or email address.</li> <li>Enter your Password.</li> <li>Remember me</li> <li>(Do not check this option if you are using a shared computer)</li> <li>Log In</li> <li>OR</li> <li>Log In:</li> <li>OR</li> <li>Com</li> </ul>	
Not yet a Member? <b><u>Register Now</u></b>	
By registering or logging in, you agree to our <u>Terms of Use</u> & <u>Privacy Policy</u> .	
6. Successful login - the LOGIN button on the right top 若右上角的 <mark>登入</mark> 變成登出則表示您已成功登入	corner becomes LOGOUT.
According to the Conference Conference Conference Conference Conference Conference Conference Conference Programme & Speakers Licensing Academy Exhibition Vision Uniter Business Matching Service Press	Iligence & Services Enquiries HKTDC Events Docour Document t Document t Document t My Account

 Go to Login Portal, then press Forgot password? to reset your password. 請前往登入介面, 點擊<u>忘記密碼?</u>以重設你的個人帳戶密碼

Log in
<ul> <li>Enter login ID or email address.</li> <li>Enter your Password.</li> <li>Remember me</li> <li>(Do not check this option if you are using a shared computer)</li> <li>Log in</li> <li>Errorot password?</li> <li>UR</li> <li>Log In:</li> <li>Cg</li> <li>C</li></ul>
Not yet a Member? <b>Register Now</b> By registering or logging in, you agree to our <u>Terms of Use</u> & <u>Privacy Policy</u> .

 Enter your email address registered for the ALC 2022 (the email that you received registration confirmation) 請輸入你用作登記亞洲授權業會議 2022 的電郵地址 (應為你接收到登記確認信的同一郵箱)

Forgot password	
Enter your email address.	
Send "Reset Password" message	
Register Now	
By submitting this form, you agree to our <u>Terms of Use</u> & <u>Privacy Policy</u> .	
Press "Send 'Reset Password' mess	age″
點擊 " 發送 ′ 重設密碼′ 連結 "	

3.	Find the email "My HKTDC Account Password Reset", then click into the unique link. 尋找"我的 HKTDC 帳戶密碼重設"之電子郵件, 然後點擊郵件內的連結
	音港貿数局 www.hktdc.com
	My HKTDC Account Password Reset
	You have just submitted a "Reset Password" request. Please click the link below to set a new password:
<	https://accounts-res.hktdc.com/reset-password.html? resetPasswordToken=113925098af549e3843dd9c0e97bf295⟨=en
	Please ignore this email if you did not request it. Please do not renly to this email. If you have any queries, please contact us
7.	請到訪 <u>線上平台網站</u> ,並於網頁右上角點擊 <u>登入</u> Mulligence & Services Enquiries HKTDC Events © English < About the Conference Programme & Speakers Licensing Academy Exhibition Visit Business Matching Service Press
5.	Login with your email address and new password. 請於此處輸入你的電郵地址及新密碼
	Log in
	<ul> <li>Enter login ID or email address.</li> <li>Enter your Password.</li> <li>Remember me</li> <li>(Do not check this option if you are using a shared computer)</li> </ul>
	Log In Forgot password? OR
	Not yet a Member? Register Now
	By registering or logging in, you agree to our <u>Terms of Use</u> & <u>Privacy Policy</u> .

6.	Successful login - the LOG 若右上角的 <mark>登入</mark> 變成 <mark>登出</mark> 則	<b>IN button on the</b> 表示您已成功登入	right top c	corner becomes LOGOUT.	
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1.	Please ensure your status is logged in 請確認您已登入您的個人帳戶 About the Conference NUNE About the Conference Programme & Speakers Licensing Academy Exhibition Visit
2.	Find session 尋找會議環節
	Method One: Go to Prgramme & Speakers page from navitagor bar <u>方法一:</u> 於主選單內選擇及前往 <mark>議程及演講嘉賓</mark> 之頁面
	Method Two: Go to My Account 方法二: 前往我的帳戶
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- II. C2M Function (available between 13 Jul 5 Aug 2022)
   商對易功能 (於 2022 年 7 月 13 至 8 月 5 號期間開放使用)
- A. Setting Notification and Time Zone Preference
   通知設定及時區偏好設定

1.	Please ensure your status is logged in
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3	Go to Setting
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4.	Notification setting
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	於此處可訂閱或取消訂閱電子郵件訊息通知以及設定語言
	Setting
	Notification Time Zone
	Notification will be sent to your selected channel
	Vou will still receive important fair messages if you choose to unsubscribe this channel.
	123456@xvz.com
	Preferred Language
	● English (英文) 〇 Traditional Chinese (繁體中文) 〇 Simplified Chinese (简体中文)
	Confirm

## 5. Time Zone setting

Meeting schedule will be adjusted according the preferred time zone.

#### <mark>時區</mark>設定

你在商對易的會議時間將自動根據您所挑選的時區而進行調整

Notification	Time Zone	
selected time zone will be applie	d to meetings, seminars, events and o	ther rela
ime Zone		
Japan	(UTC/GMT)+09	<b>^</b>
C Search Country / Region		×
Aruba	(UTC/GMT)-	•04
Afghanistan	(UTC/GMT)+	•04
Angola	(UTC/GMT)+	01
Anguilla	(UTC/GMT)-	04
Albania	(UTC/GMT)+	02

## B. Edit Meeting Availability 設定可進行會議的時段

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### C. Find Exhibitor / Brand, Send Message and Schedule Meeting 尋找參展商 / 品牌,傳送訊息及預約會議

1. Please ensure your status is logged in 請確認您 <mark>已登入</mark> 您的個人帳戶
Action Licensing Conference DARGE # 98 ONLINE About the Conference Programme & Speakers Licensing Academy Exhibition Visit Business Matching Service Press
2. Find Exhibitor / brand 尋找參展商 / 品牌
<u>Method One:</u> Go to Exhibition > Exhibitor List / Brand, find exhibitor / brand by name or filter function <u>方法一:</u> 請於主選單內選擇展覽,然後選擇參展商名單/品牌目錄。您可透過輸入文字搜尋或篩選功能以 尋找你目標的參展商或品牌
Asian Licensing Conference ONLINE About the Conference Programme & Speakers Licensing Academy Business Matching Service Press
HOME > EXHIBITION
Q What are you looking for?     X     Search     10 20     10 20
Country / Region     Theme     Exhibitor Type     Pavilion       All Countries / Regions     All Themes     All Types     All Pavilions       Nature Of Business

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前往 <mark>我的帳</mark>	戶 一	
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Business Matchin	ng Service Press	My Account
Go to Reco	mmendation > Find Exhibitors / Find Brands by na	me or filter function
前往 <mark>為你推</mark> ī	薦>找參展商/找品牌	
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Dashboard	Prospects For You Find Exhibitors Find Brands	
Profile	Q Search Albitors × Search	
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	Send Message Schedule Meeting		C	Send

Select meeting date, mutually available time slot, input meeting name and message before submission of meeting request by cliking "Confirm". 選擇會議日期,雙方的開放時間,輸入會議名稱及信息然後點擊 "確定 "

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ur selected meeting time - 10:00-10:30	UTC/GMT+8
19:00 - 19:30 (19:30 - 20:00)	
Parkenstor	ABC Compnay
Meeting Name	Meeting Name
Your Message	I want to schedule a meeting with you.
	Contract
	Contrar

D. Check Message and Notification查閱訊息及通知

1.	Please ensure y	our status	is logged in
	請確認您已登入	您的個人帳	戶
	ALC Asian Licensing Conference <sup>23</sup> 烈星華奏會議		Intelligence & Services Enquiries HKTDC Events Docum 😰 English <
	About the Conference Pr	ogramme & Speakers	s Licensing Academy Exhibition Visit
	Business Matching Service	Press	
2.	Check Message	e - Cick the	🟳 icon
	查閱訊息 -點擊	□圖標	
	Asian Licensing Conference		Intelligence & Services Enquiries HKTDC Events LOGOUT 🖨 English <
	<sup> </sup>	Programme & Sp	pakers Licensing Academy Exhibition Visit
	Business Matching Servi	ce Press	
	You will be redi	rected to I	Message Centre under My Account
	頁面會轉到 <mark>我的</mark> !	<mark>帳戶</mark> 內的 <mark>訊</mark>	息中心
	HKILS & ALC Mess	age Centre	
	September 2014	Search Q	peak Snow Q :
	Profile	Ja peak Snow	This conversation may also be seen by other accounts under the same company //7 Feb 2022 03 1010 FM
	Recommendation	Hello	Snow Peak
	🙀 Meeting		7 Feb 2022 03 15 33 PM Angel Wong Wong received
	-		
3	Check Notificat	ion - Click	the
5.	本関涌如 聖殿		
	旦凤迎和 - 和掌	☞□□1示	
	Action Conference 空洲浸催未會語 ONLINE		Intelligence & Services Enquiries HKTDC Events LOGOUT 🖨 English <
	About the Conference	Programme & Sp	eakers Licensing Academy Exhibition Visit
	Business Matching Servi	ce Press	
	You will be redi	rected to <b>I</b>	Notification page under My Account
	頁面會轉到 <mark>我的</mark> 「	帳戶內的通	<mark>知</mark> 版面
	HKILS & ALC My Role: Buyer	Notificatio	n
	Se Dashboard		Filter ~
	Profile	Wed, 01 Jun	Mostingo
	Recommendation		Your meeting at HKILS & ALC via Click2Match will be
	Meeting		Donki Meeting Date/Time: 01-06-2022 at 11:30(UTC/GMT+8) Please click HERE attend the
	Asian Licensing Conference		meeting.
	[→ Logout		

E. Meeting Summary - Accept / Reschedule / Reject / Cancel / Share Meeting
 會議概覽 - 接受會議邀請 / 會議改期 / 取消會議 / 分享會議連結

1.	Please ensure your status is logged in
	請確認您 <mark>已登入</mark> 您的個人帳戶
	Asian Licensing Intelligence & Services Enquiries HKTDC Events Conference & Services Enquiries HKTDC Events Conference
	ONLINE About the Conference – Programme & Speakers – Licensing Academy – Exhibition – Visit
	Business Matching Service Press
2	
Ζ.	otomy Account
	川往我的帳户
	ALC Conference Intelligence & Services Enquiries HKTDC Events LOGOUT ● English < の対象性素食識
	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
	會議概覽 - 前往 <mark>我的會議 &gt; 會議</mark> 以查看你所有會議的狀態
	My Rdat Bayer Meetings Availability
	Deshboard     Pending Upcoming Past Cancel/Reject
	Profile      Rending for unur acceptance      Rending for temperature      Files
	Recommendation     FII, 27 MAY 2022
	Exhibitor   V Japan
4.	Accept / Reschedule / Reject the meetings that are Pending for your acceptance
	於曾議版囬, 你可 <mark>接受 / 更改 / 拒絕侍確定的曾議</mark>
	HKILS & ALC My tola: Bayer
	Se Dashboard Meetings Availability
	Pending Upcoming Past Cancel/Reject
	Pending for your acceptance Pending for responder's acceptance Filter
	Recommendation     FRI, 27 MAY 2022
	Exhibitor   Q Japan
	Asian Licensing Conference Don ki - Donki Accept Meeting with Exhibitor on 16:00-16:30 (UTC/GMT+8)
	[→ Logout]     Don ki: I want to schedule a meeting with you.     Reschedule       Meeting type: ■ Online meeting     Don ki: I want to schedule a meeting with you.
	Send Message

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

HKILS & ALC □ Meeting My Role: Buyer Availability Meetings Se Dashboard Pending Upcoming Past Cancel/Reject Profile Filter Recommendation FRI, 27 MAY 2022 Exhibitor | 9 Japan Asian Licensing Conference Reschedule ABC Company Meeting with XYZ Company on 17:00-17:30 (UTC/GMT+8) Angel Wong Wong: I want to schedule a meeting with you. Cancel [→ Logout Meeting type: 📰 Online meeting Share Send Message HKILS & ALC D4 Meeting My Role: Buyer Meetings Availability S Dashboard Pending Upcoming Past Cancel/Reject Profile Pending for your acceptance Pending for responder's acceptance Filter Recommendation FRI, 27 MAY 2022 Exhibitor | 9 Japan 0 Asian Licensing Conference Reschedule ABC Company Meeting with XYZ Company on 17:00-17:30 (UTC/GMT+8) Angel Wong Wong: I want to schedule a meeting with you. Cancel [→ Logout Meeting type: I Online meeting Send Message

你可以更改 / 取消即將進行的會議或正等待對方接受的會議

6. Share meeting link - Max. 4 guests can join a meeting, including the guests from meeting party.

分享會議連結 - 每場會議中最多可邀請四位賓客參加

#### Method ONE:

Go to **Meeting > Meetings > Upcoming**, chick the **Share** button to copy the meeting link <u>方法一:</u>

前往我的會議 > 會議 > 即將進行, 點擊分享按鈕以複製會議連結

HKILS & ALC Ay Role: Buyer	□ Meeting		
Dashboard	Meetings	vailability	
) Profile	Pending Upcoming	Past Cancel/Reject	
Recommendation			Filter
Meeting	FRI, 27 MAY 2022		
Asian Licensing Conference		ABC Company	Reschedule
Logout	DK	Angel Wong Wong: I want to schedule a meeting with you. Meeting type: III Online meeting	Cancel
		Send Message	Share

#### Method TWO:

After joing the meeting, click the **Share Meeting** button to copy the meeting link.

進人曾議後, 點擊分享曾議連結打	安鈕以複製會議連結
Testing Wed, 01 Jun 2022, 14:30-15:00 (UTC/GMT +8)	Share Meeting Retest Connectivity and Device Setting @ English
DK	Participants Chatroom Host Buyer   ♥ Hong Kong ∠ Angel Wong Wong (Me) -
	Exhibitor   ♥ Japan @ 👰 奈 Don ki - Donki

# F. How to Start a Meeting and Function of Meeting Room 如何開始線上會議及線上會議室的功能

請確認您已登入您	的個人帳尸	Intelligence & Convince Convince		~
About the Conference ONLINE About the Conference Prog Business Matching Service	ramme & Speakers Licensing Academy Exhibitio Press	n Visit		1
2. Go to My Accou	nt			
前往我的帳戶				
Acc Asian Licensing Conference 亞洲浸催衆會議 ONLINE		Intelligence &	Services Enquiries HKTDC Events	LOGOUT 🖨 English <
About the Conference I Business Matching Service	Programme & Speakers Licensing Academy Press	Exhibition Visit		My Account
3 Start Meeting				
開始會議				
<u>Method ONE:</u> On <b>Dashboard</b> p <u>方法一:</u> 於 <b>帳戶概覽</b> 版面內	age, click <mark>Start Meeting</mark> bu 點擊 <mark>開始會議</mark> 按鈕	itton		
<u>Method ONE:</u> On Dashboard p <u>方法一:</u> 於帳戶概覽版面內	age, click <mark>Start Meeting</mark> bu 點擊 <mark>開始會議</mark> 按鈕	itton		
<u>Method ONE:</u> On Dashboard p <u>方法一:</u> 於帳戶概覽版面內 KKLS & ALC My Role: Buyer	age, click <mark>Start Meeting</mark> bu 點擊 <b>開始會議</b> 按鈕 Summary	itton		
<u>Method ONE:</u> On Dashboard p <u>方法一:</u> 於帳戶概覽版面內 (My Rele: Bayer ♥ Dashboard	age, click Start Meeting bu 點擊開始會議按鈕	itton	1 Upcoming meeting(s)	>
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Method ONE: On Dashboard p <u>方法一:</u> 於帳戶概覽版面內 (MKLS & ALC My Role: Buyer ② Dashboard ② Recommendation ③ Meeting ④ Asian Licensing Conference	age, click Start Meeting bu 點擊開始會議按鈕 Summary	itton	1 Upcoming meeting(s)	Your schedule >
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Method ONE: On Dashboard p <u>方法一:</u> 於帳戶概覽版面內 (N Role: Bayer (N Ro	age, click Start Meeting bu 點擊開始會議按鈕 Summary	itton	1 Upcoming meeting(s)	Your schedule >

		Upcoming, click Start Me	cetting button.
<u>方法二:</u>			
前往 <b>我的會議</b> :	> 會議 > 即將進征	<b>行,</b> 然後點擊 <mark>開始會議</mark> 按鈕	
HKILS & ALC	D∉ Meeting		
My Role: Buyer	Meetinge	Availability	
Dashboard	meetings	Availability	
Profile	Pending Upc	coming Past Cancel/Reject	
0			Filter
Recommendation	FRI. 27 MAY 2022		
De Meeting			
0, Asian Licensing Conference		Exhibitor   9 Japan Don ki - Donki	Share
		Meeting with XYZ Company on 17:00-17:30 (UT Angel Wong Wong: I want to schedule a meetin	TC/GMT+8) ng with you.
[→ Logout		Meeting type: 🖿 Online meeting 🕴 ON GO	Dang
		Send Message Start Meeting	
Check your de	evice's camera	and microphone connect	tion before entering the meeting
. Check your de room 進入線上會議≊	evice's camera E前先檢查你裝置	and microphone connect 置的鏡頭及收音	tion before entering the meeting
. Check your de room 進入線上會議≊ 誕天線上會議≊	evice's camera 圣前先檢查你裝置 th XYZ Comp Check y 22, 17:00-17:30 (t	and microphone connect 置的鏡頭及收音 rour device	tion before entering the meeting
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HERE Fri, 27	t <b>ting with XYZ Company</b> 7 May 2022, 17:00-17:30 (UTC/GMT +8)	Share Meeting	Retest Connectivity and	Device Setting	
			Participants Host	Chatroom	
			Exhibitor   🍳 Japan 🖉 Don ki (Me) - Donk	ii 🔮 🖗	
	Ľ	<b>、</b>			
	Awaiting other participant(s	5)			
	DK				
Hide thumbnail	Don ki (Me)	End Meetin	ng		
· ·		<b>-</b> -			
6. Translati	na Chatroom messaa			· · · · · · ·	
		e - Go to C	Chatroom and	d click 🏧icor	1
翻譯聊天	室內的訊息 – 在聊天室	e - Go to C 內點擊 <sup>念</sup> 區	Chatroom and 圖標	d click 🏁icor	1
翻譯聊天 ᄆ <sup>┣┉ҝ៲</sup>	室內的訊息 – 在聊天室	e - Go to C 內點擊 <sup>念</sup> 區	Chatroom and 圖標	d click <sup>ESS</sup> icor	Chatroom
翻譯聊天 □ <sup>Don ki</sup>	室內的訊息 – 在聊天室	e - Go to C 內點擊 <sup>②</sup> 區	Chatroom and 圖標	d click <sup>SSS</sup> icor Participants ATTENTION: All messs window will be automati meeting ends. and will n	Chatroom cally erased when this to be sworkronized to
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翻譯聊天 ⊒ Don k/ Hide thumbnail Select pr 挑選所需	室內的訊息 – 在聊天室 <b>DK</b> Angel Wong Wong (Me ★ ● ● ● ● Teferred language then 語言然後點擊遞交	e - Go to C 內點擊 ∞ 區	Chatroom and 圆標 End Meeting mit Set your Default I	d click Sicor Participants Participants ATTENTION: All messa window will be automati meeting ends, and will n Message Ce Angel hi, max Type a message Translation S default language for translate:	Chatroom   Ages in the chatroom cally erased when this to be synchronized to intre either.   Wong Wong   we exchange contact?   022520 PM   Que exchange contact? Que exc

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	l Wong Wong	Participants Chatroom
	AW	ATTENTION: All messages in the chatroom window will be automatically erased when this meeting ends, and will not be synchronized to Message Centre either.
		Angel Wong Wong hi, may we exchange contact?
		你好,可以交換聯繫方式嗎? 文 02:25:20 PM
7. Noti	fication will be popped-up on screen and Ch	natroom 10 mins as well as 5 mins befo
the e	end of a meeting. 美结束前的上八倍卫玉八倍 土書西卫聊王安山	会山田相二句白
於曾		曾
E a a	DC Fri, 27 May 2022, 17:00-17:30 (UTC/GMT +8)	Retest Connectivity and Device Setting
	The meeting will end in minutes later	10 Participants Chatroom
	Got it	ATTENTION: All messages in the chatroom window will be automatically erased when this meeting ends, and will not be synchronized to
	$\mathbf{X}$	Message Centre either.
	Awaiting other participant(s)	
8. Mee	ting host can request to extend the meeting	for another 30 mins if there are no
upco	oming meeting.	
如雙	方緊接下來並無安排其他會議, 會議主持人可將	會議延長三十分鐘
E a a	Meeting with XYZ Company Fri, 27 May 2022, 17:00-17:30 (UTC/GMT +8)	Retest Connectivity and Device Setting
	Extend the meeting another 30 minute	for Participants Chatroom
	Yes No	ATTENTION: All messages in the chatroom window will be automatically erased when this meeting ends, and will not be synchronized to Message Centre either.
	X	The meeting will end in 10 minutes later
	Awaiting other participant(s)	The meeting will end in 5 minutes later