

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: Please check **junk mailbox** also.)
請於個人郵箱內尋找 **“設定我的 HKTDC 帳戶密碼”** 之電子郵件 (郵件有機會被歸類在垃圾郵箱)

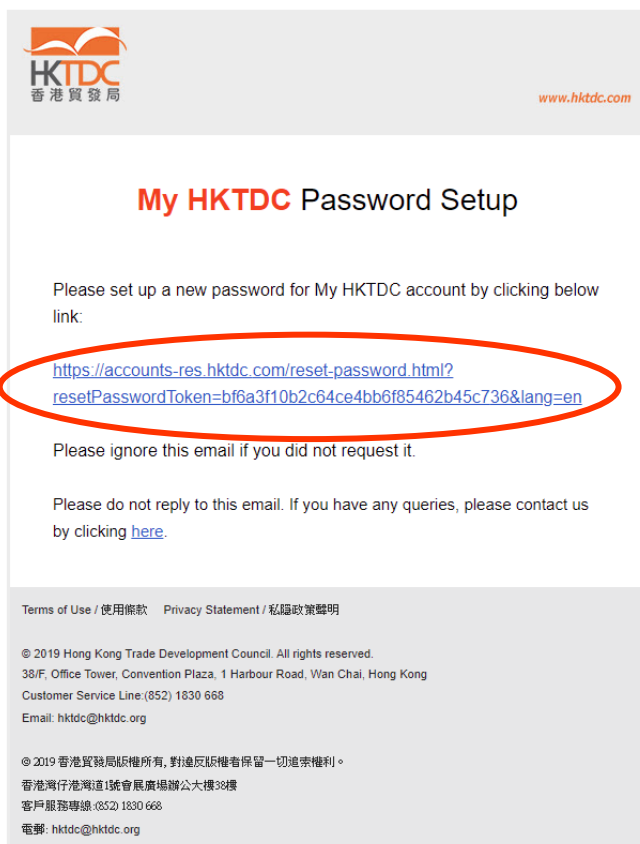


(Remarks: If email is not found, please contact us through alc@hktdc.org)

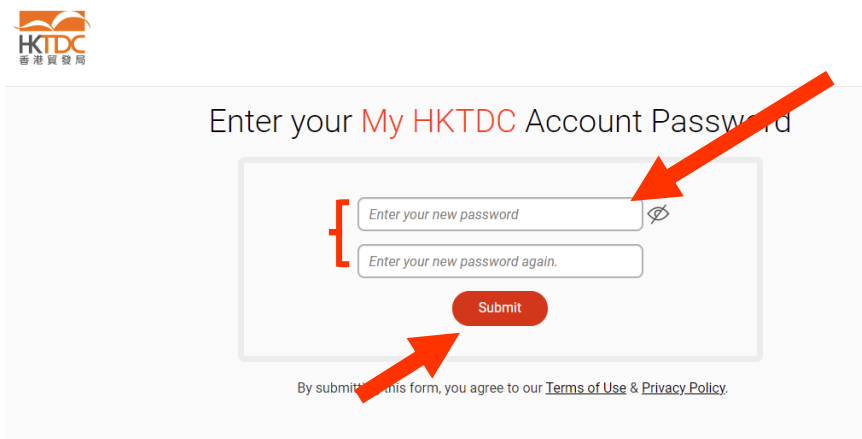
(若無法找到此電子郵件，請電郵致 alc@hktdc.org 與我們聯絡)

2. Click into the unique link.

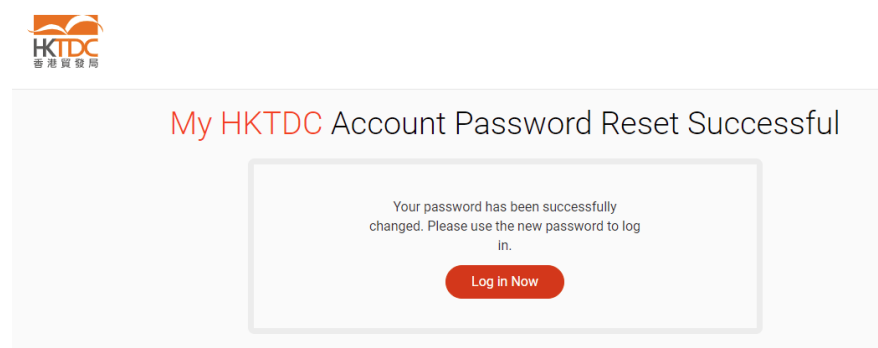
點擊電子郵件內的連結



3. 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)



Click "Submit"
點擊 "提交"



(Note: DO NOT click into "Log in Now" in this site)
(請勿於此處按登入)

4. Directly go to [virtual event platform site](#) and press the **LOGIN** button on the right top corner.
請到訪[線上平台網站](#)，並於網頁右上角點擊[登入](#)



About the Conference

Programme & Speakers

Licensing Academy

Exhibition

Visit

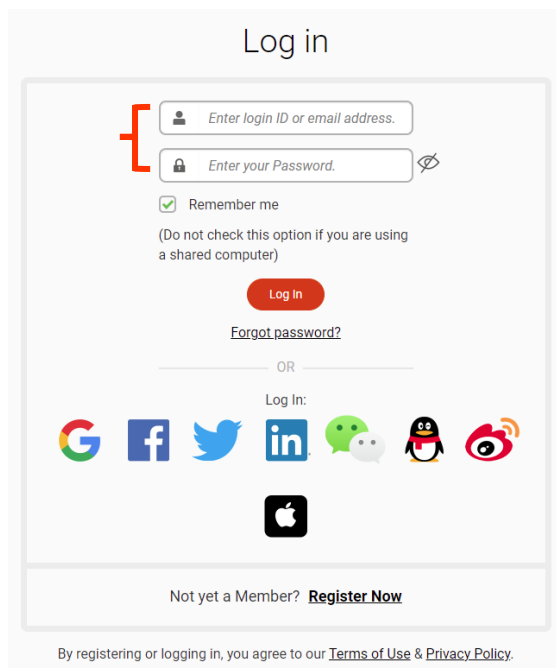
Business Matching Service

Press

Intelligence & Services Enquiries HKTDC Events **LOGIN** English <

5. Login with your email address and new password.

請於此處輸入你的電郵地址及密碼



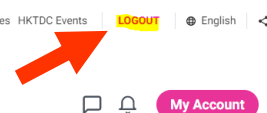
6. Successful login - the **LOGIN** button on the right top corner becomes **LOGOUT**.

若右上角的**登入**變成**登出**則表示您已成功登入



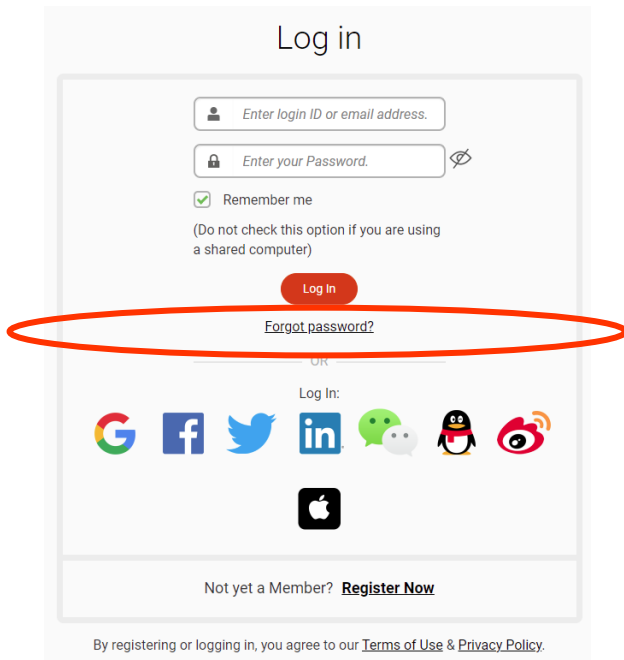
Intelligence & Services Enquiries HKTDC Events **LOGOUT** English <

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



B. Forget password 忘記密碼

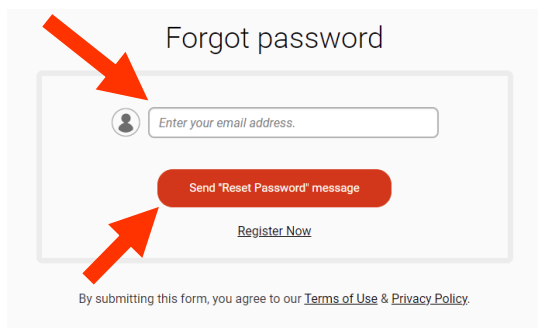
1. Go to [Login Portal](#), then press [Forgot password?](#) to reset your password.
請前往登入介面, 點擊[忘記密碼?](#)以重設你的個人帳戶密碼



The screenshot shows a 'Log in' form with the following elements:

- Input field: Enter login ID or email address.
- Input field: Enter your Password. (with an eye icon for visibility toggle)
- Checkbox: Remember me (checked). (Do not check this option if you are using a shared computer)
- Buttons: Log In (red), [Forgot password?](#) (circled in red), OR, Log In: (with social media icons: Google, Facebook, Twitter, LinkedIn, WeChat, QQ, Weibo, and Apple).
- Link: Not yet a Member? [Register Now](#)
- Footer: By registering or logging in, you agree to our [Terms of Use & Privacy Policy](#).

2. 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)

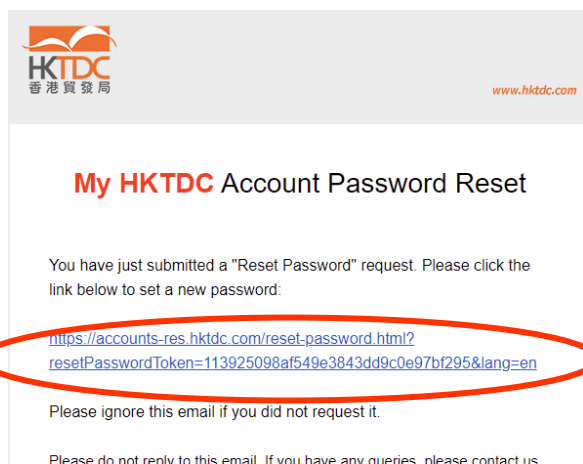


The screenshot shows a 'Forgot password' form with the following elements:

- Input field: Enter your email address. (with a red arrow pointing to it)
- Buttons: [Send "Reset Password" message](#) (with a red arrow pointing to it), [Register Now](#)
- Footer: By submitting this form, you agree to our [Terms of Use & Privacy Policy](#).

Press "Send 'Reset Password' message"
點擊 " 發送 ' 重設密碼' 連結 "

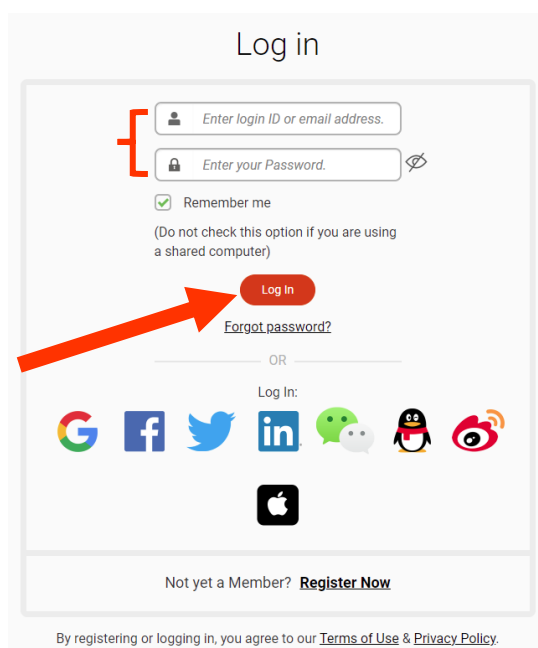
3. Find the email “My HKTDC Account Password Reset” , then click into the unique link.
尋找 “我的 HKTDC 帳戶密碼重設” 之電子郵件, 然後點擊郵件內的連結



4. Directly go to [virtual event platform site](#) and press the **LOGIN** button on the right top corner.
請到訪[線上平台網站](#)，並於網頁右上角點擊[登入](#)



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



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

若右上角的**登入**變成**登出**則表示您已成功登入



[Intelligence & Services](#) [Enquiries](#) [HKTDC Events](#) [LOGOUT](#) [English](#) [<](#)

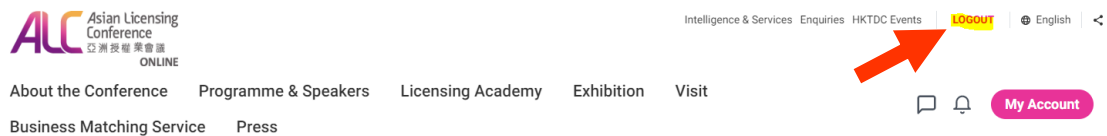
[About the Conference](#) [Programme & Speakers](#) [Licensing Academy](#) [Exhibition](#) [Visit](#)
[Business Matching Service](#) [Press](#)

[🗨](#) [🔔](#) [My Account](#)

II. Watching Conference Sessions 觀看會議環節

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

請確認您**已登入**您的個人帳戶



2. Find session

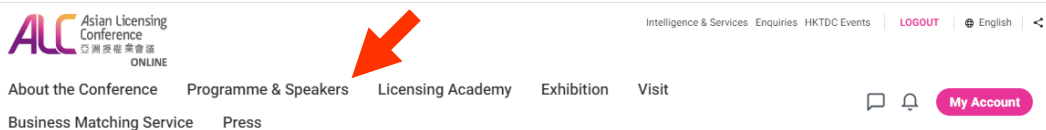
尋找會議環節

Method One:

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

方法一：

於主選單內選擇及前往**議程及演講嘉賓**之頁面

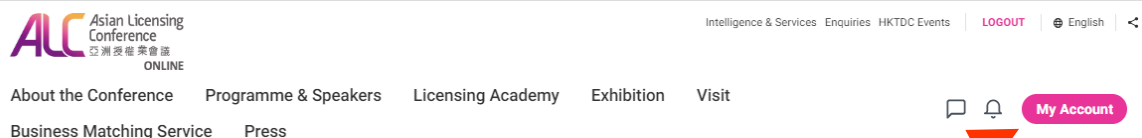


Method Two:

Go to **My Account**

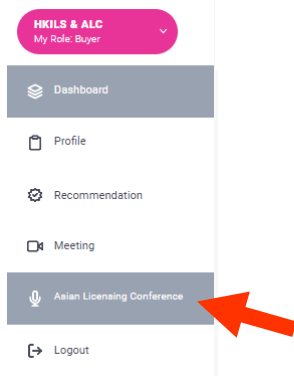
方法二：

前往**我的帳戶**



Go to **Asian Licensing Conference**

選擇及前往**亞洲授權業會議**



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

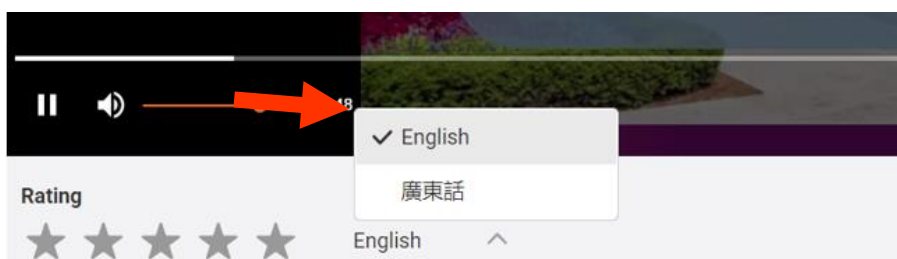
於活動及研討會下，點擊**立即收看**或**觀看重播**以觀看環節

EVENTS & SEMINARS



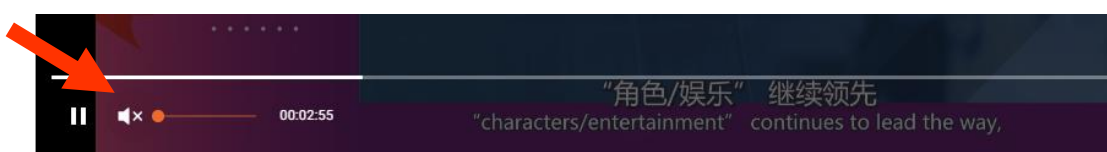
4. Select available languages below video player

於播放器下方挑選語言頻道



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

播放器預設為靜音模式，你可**取消靜音**並依個人喜好調整音量大小

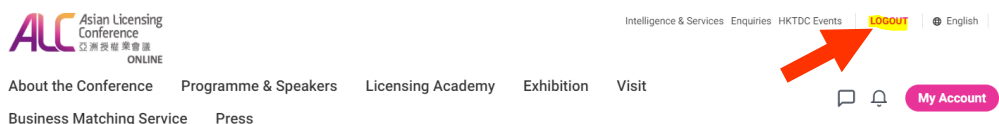


II. C2M Function (available between 13 Jul – 5 Aug 2022) 商對易功能 (於 2022 年 7 月 13 至 8 月 5 號期間開放使用)

A. Setting Notification and Time Zone Preference 通知設定及時區偏好設定

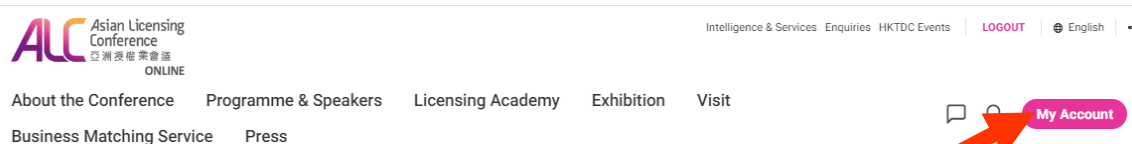
1. Please ensure your status is **logged in**

請確認您**已登入**您的個人帳戶



2. Go to **My Account**

前往**我的帳戶**



3. Go to **Setting**

前往**帳戶設定**



4. **Notification** setting

Subscribe / unsubscribe email notification and preferred language

通知設定

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

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

123456@xyz.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.

時區設定

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

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

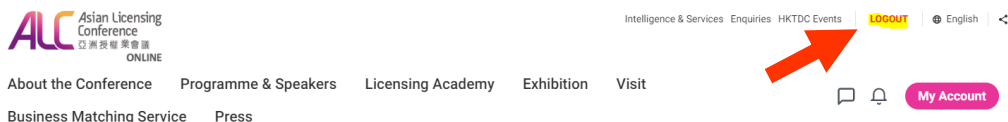
Aruba	(UTC/GMT)-04
Afghanistan	(UTC/GMT)+04
Angola	(UTC/GMT)+01
Anguilla	(UTC/GMT)-04
Albania	(UTC/GMT)+02
Andorra	(UTC/GMT)+02

B. Edit Meeting Availability

設定可進行會議的時段

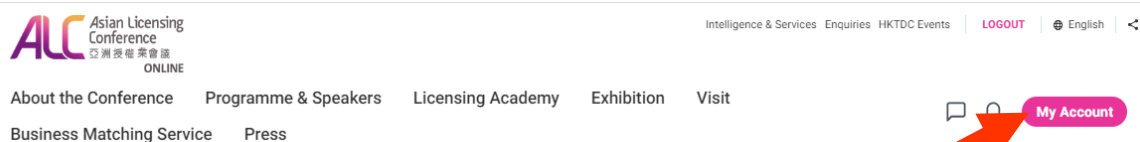
1. Please ensure your status is **logged in**

請確認您**已登入**您的個人帳戶



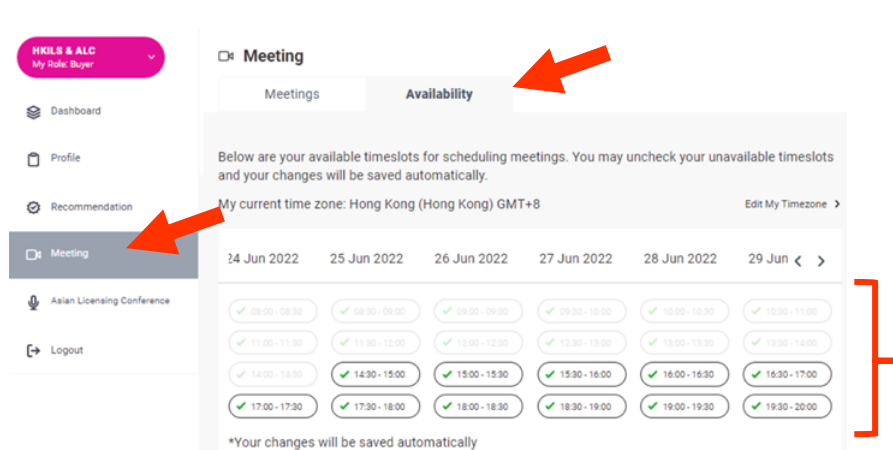
2. Go to **My Account**

前往**我的帳戶**



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

於**我的會議 > 開放時間**的版面可設定您可進行線上會議的時間

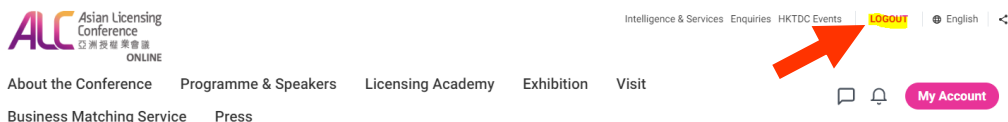


C. Find Exhibitor / Brand, Send Message and Schedule Meeting

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**已登入**您的個人帳戶



2. Find Exhibitor / brand

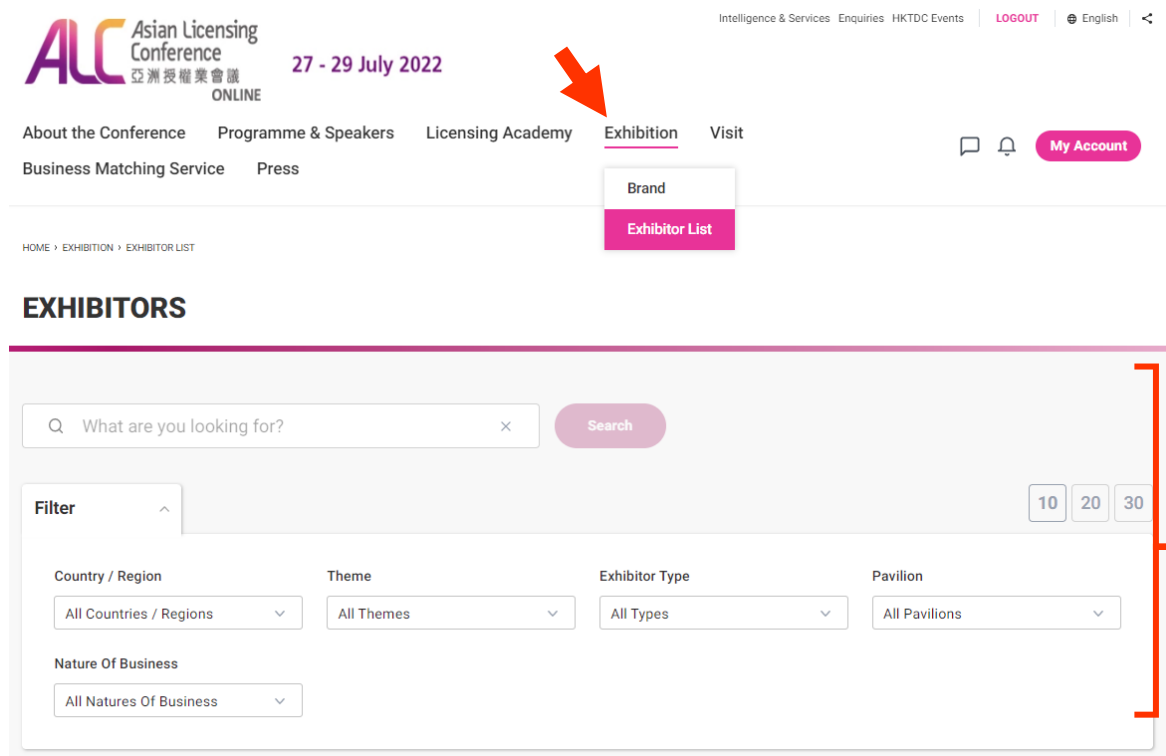
尋找參展商 / 品牌

Method One:

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

方法一：

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

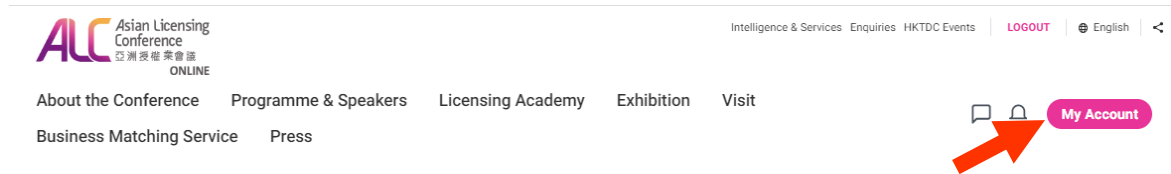


Method Two:

Go to **My Account**

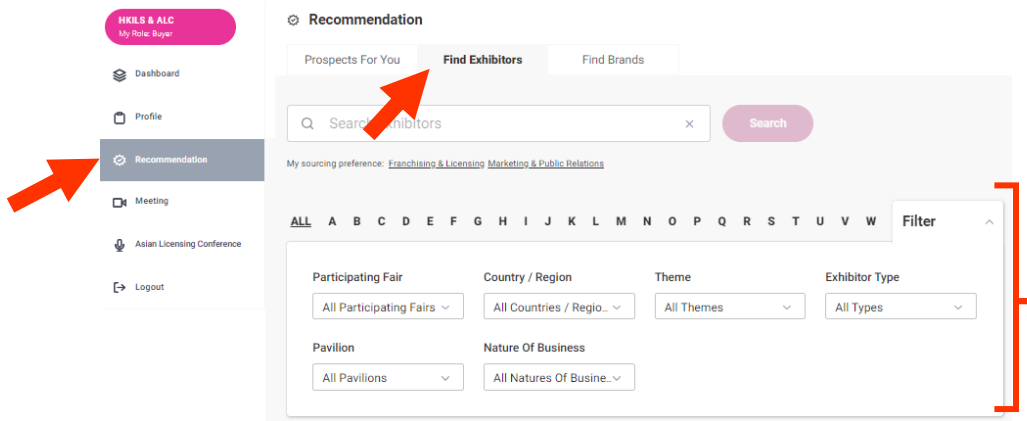
方法二：

前往**我的帳戶**



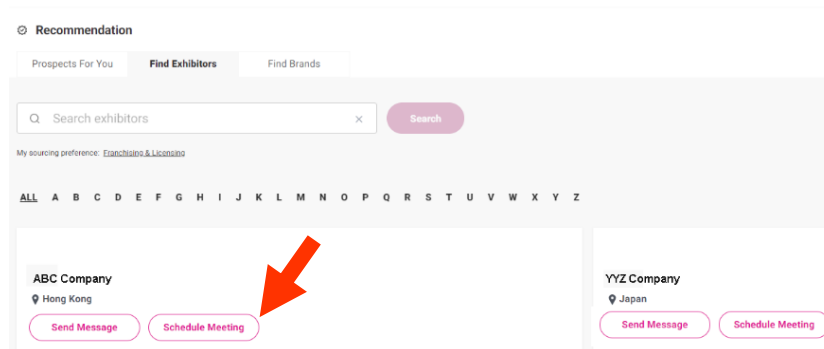
Go to **Recommendation > Find Exhibitors / Find Brands** by name or filter function

前往**為你推薦>找參展商 / 找品牌**



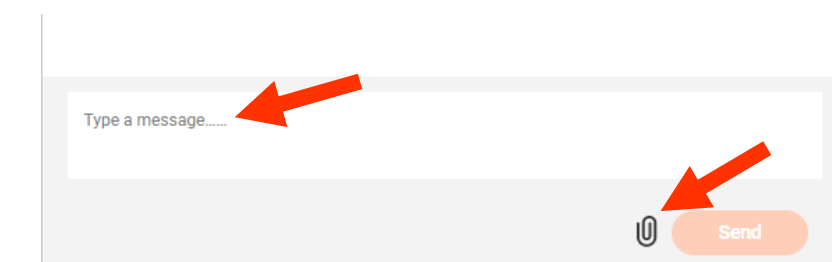
3. Send Message - Click **Send Message** to open chatbox

發送訊息 - 點擊**發送信息**以開啟聊天室



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

你可以聊天室內發送文字訊息、傳送檔案如圖片(JPG 格式)、DOC 文件檔案、試算表及 PDF



4. Schedule Meeting - Clcik **Schedule Meeting**

預約會議 - 點擊**預約會議**

Recommendation

Prospects For You **Find Exhibitors** Find Brands

Q Search exhibitors X Search

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

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

ABC Company
Hong Kong

Send Message **Schedule Meeting**

YYZ Coi
Japan

Send

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

SCHEDULE MEETING

Online Meeting Face-to-face meeting

6 Jul 2022 7 Jul 2022 8 Jul 2022 9 Jul 2022 10 Jul 2022 11 Jul 2022 12 Jul 2022 **13 Jul 2022** 14 Jul 2022 15 Jul 2022 < >

Edit My Timezone >

Your selected meeting time - **10:00-10:30 UTC/GMT+8**

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

Participant ABC Company

Meeting Name Meeting Name

Your Message I want to schedule a meeting with you.

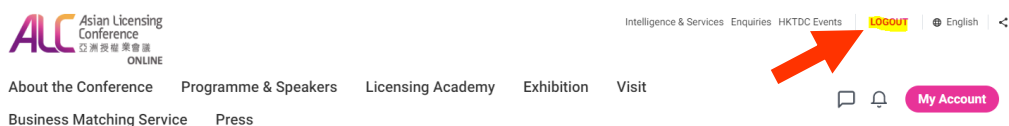
Cancel **Confirm**

D. Check Message and Notification

查閱訊息及通知

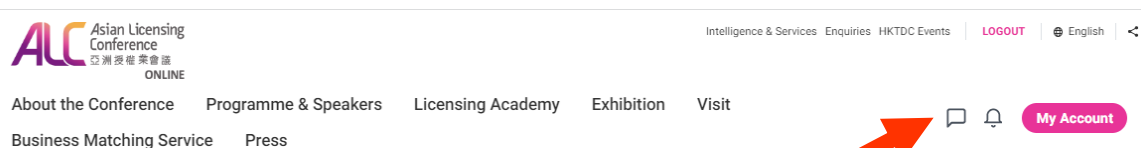
1. Please ensure your status is **logged in**

請確認您**已登入**您的個人帳戶



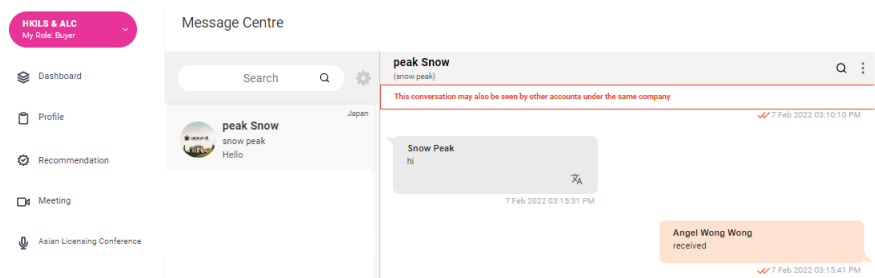
2. Check Message - Click the icon

查閱訊息 - 點擊  圖標



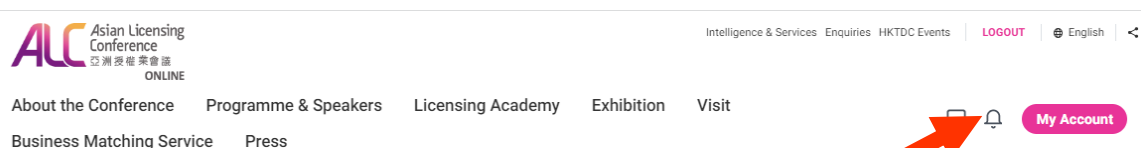
You will be redirected to **Message Centre** under **My Account**

頁面會轉到**我的帳戶**內的**訊息中心**



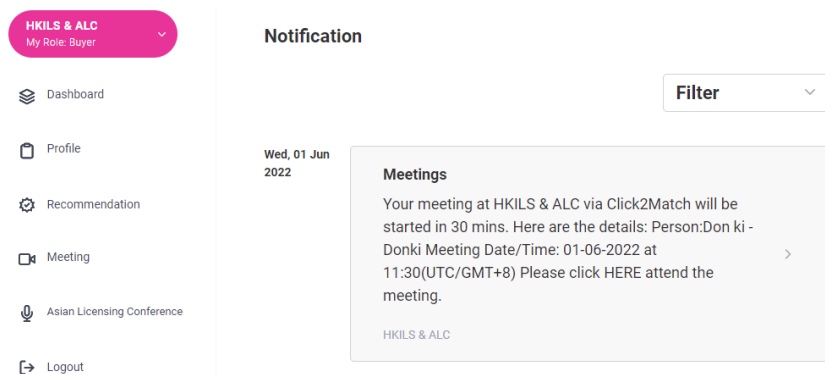
3. Check Notification - Click the icon

查閱通知 - 點擊  圖標



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

頁面會轉到**我的帳戶**內的**通知**版面

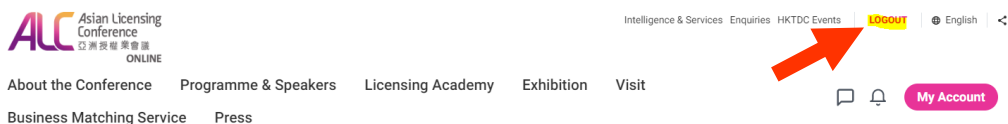


E. Meeting Summary - Accept / Reschedule / Reject / Cancel / Share Meeting

會議概覽 - 接受會議邀請 / 會議改期 / 取消會議 / 分享會議連結

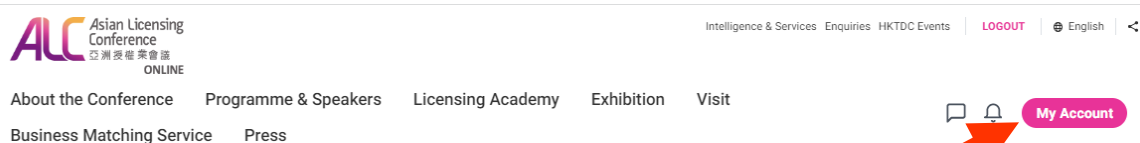
1. Please ensure your status is **logged in**

請確認您**已登入**您的個人帳戶



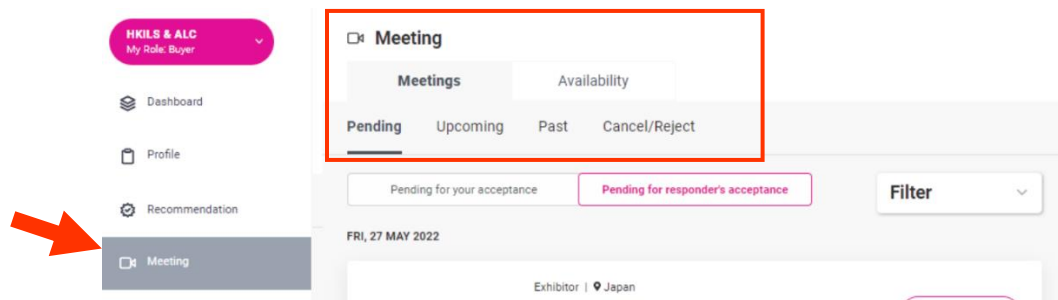
2. Go to **My Account**

前往**我的帳戶**



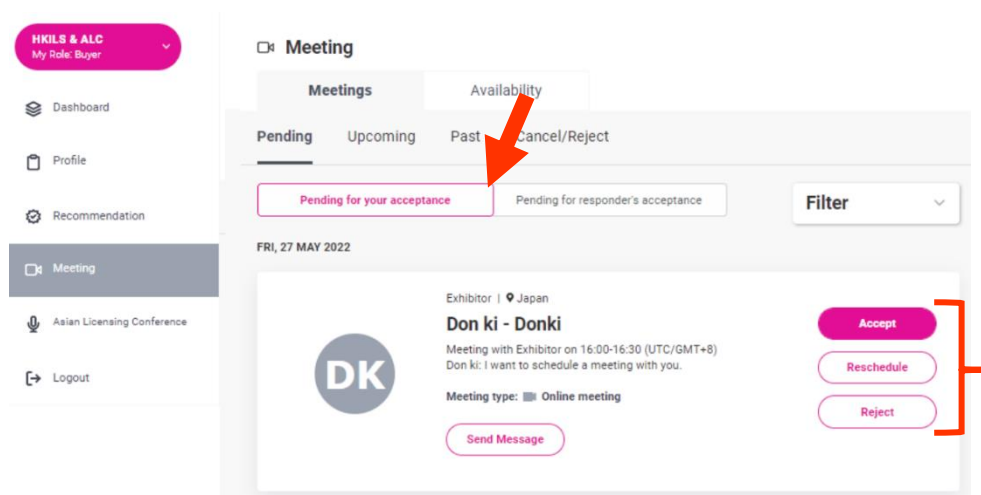
3. Meeting Summary - Go to **Meeting > Meetings** to review all meetings and their status

會議概覽 - 前往**我的會議 > 會議**以查看你所有會議的狀態



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

於會議版面, 你可**接受 / 更改 / 拒絕**待確定的會議



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

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

The image displays two screenshots of a meeting management interface. Both screenshots show a sidebar on the left with the user's name 'HKILS & ALC' and role 'My Role: Buyer'. The main content area is titled 'Meeting' and has two tabs: 'Meetings' and 'Availability'. The top screenshot shows the 'Upcoming' tab selected, with a meeting for 'ABC Company' listed. The meeting details include the exhibitor 'ABC Company', the meeting time '17:00-17:30 (UTC/GMT+8)', and the meeting type 'Online meeting'. The buttons 'Reschedule', 'Cancel', and 'Share' are highlighted with a red bracket. The bottom screenshot shows the 'Pending' tab selected, with a meeting for 'ABC Company' listed. The meeting details are the same as in the top screenshot. The buttons 'Reschedule' and 'Cancel' are highlighted with a red bracket. A red arrow points to the 'Pending for responder's acceptance' filter option.

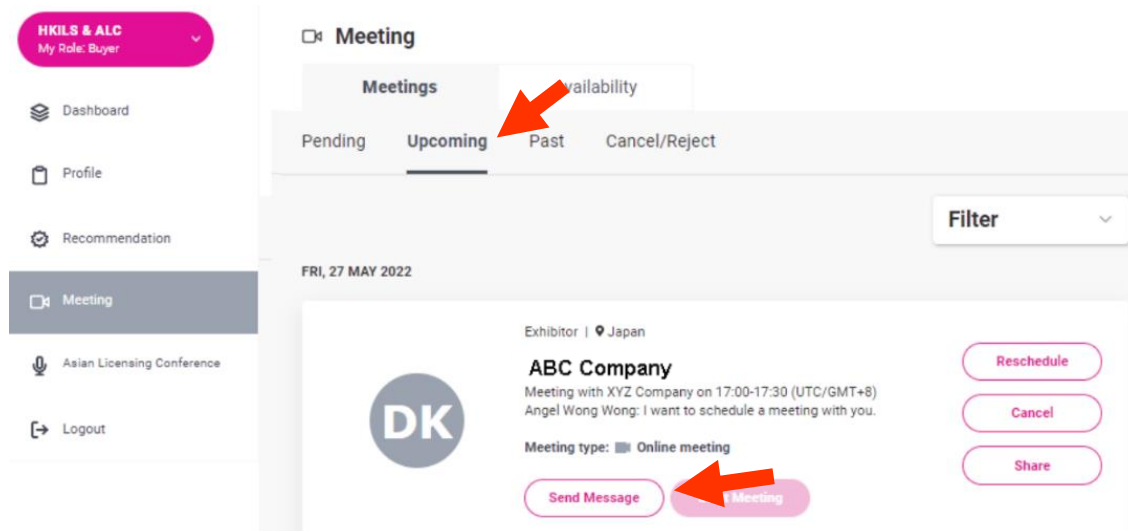
6. **Share** meeting link - Max. 4 guests can join a meeting, including the guests from meeting party.

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**, click the **Share** button to copy the meeting link
方法一：

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

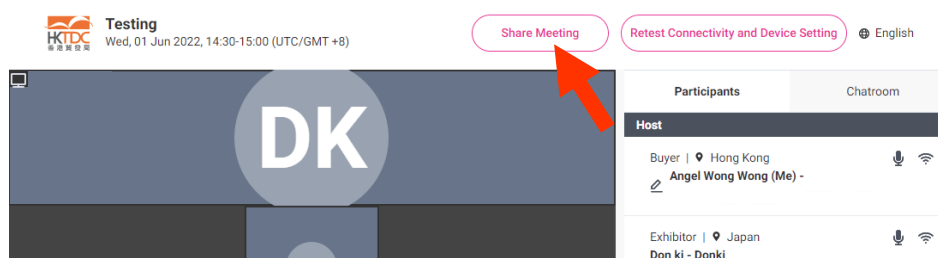


Method TWO:

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

方法二：

進入會議後, 點擊**分享會議連結**按鈕以複製會議連結

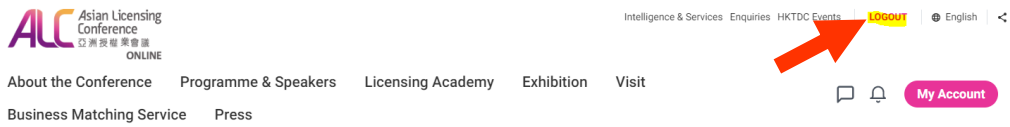


F. How to Start a Meeting and Function of Meeting Room

如何開始線上會議及線上會議室的功能

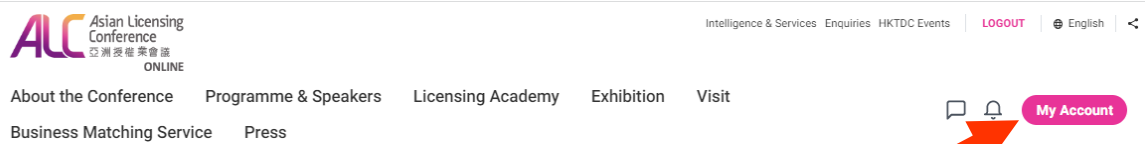
1. Please ensure your status is **logged in**

請確認您**已登入**您的個人帳戶



2. Go to **My Account**

前往**我的帳戶**



3. **Start Meeting**

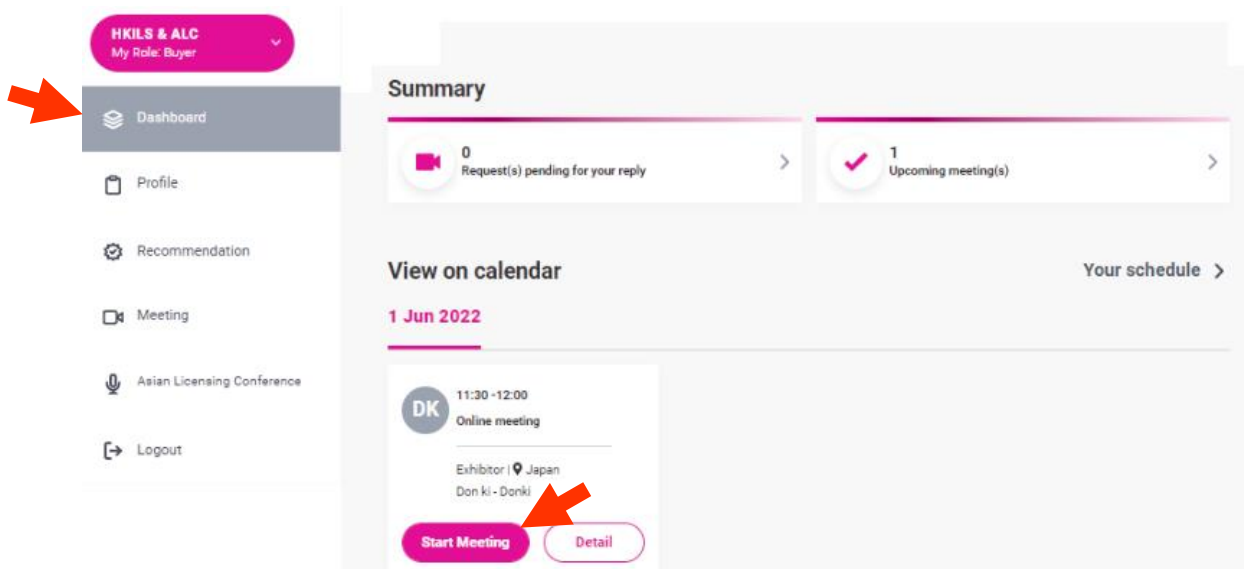
開始會議

Method ONE:

On **Dashboard** page, click **Start Meeting** button

方法一：

於**帳戶概覽**版面內點擊**開始會議**按鈕

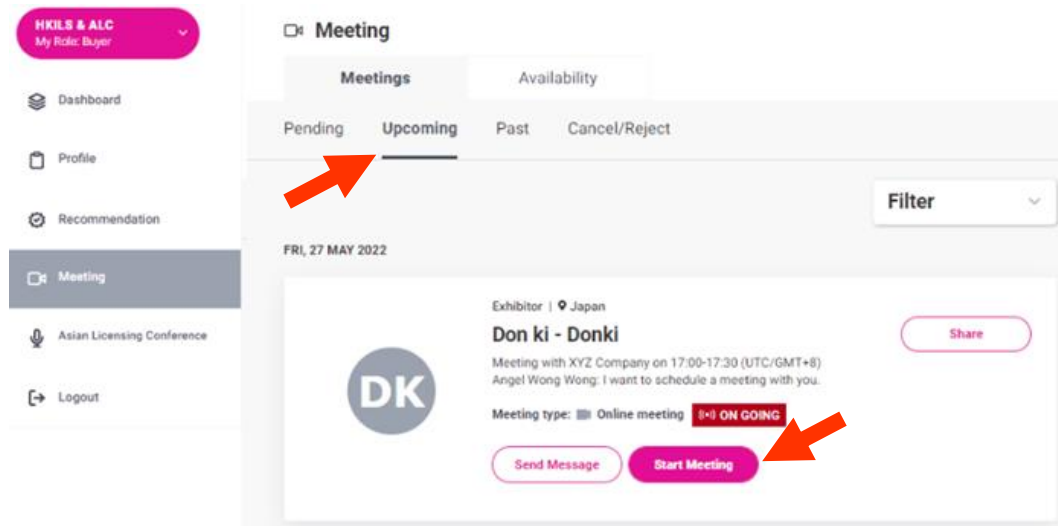


Method TWO:

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

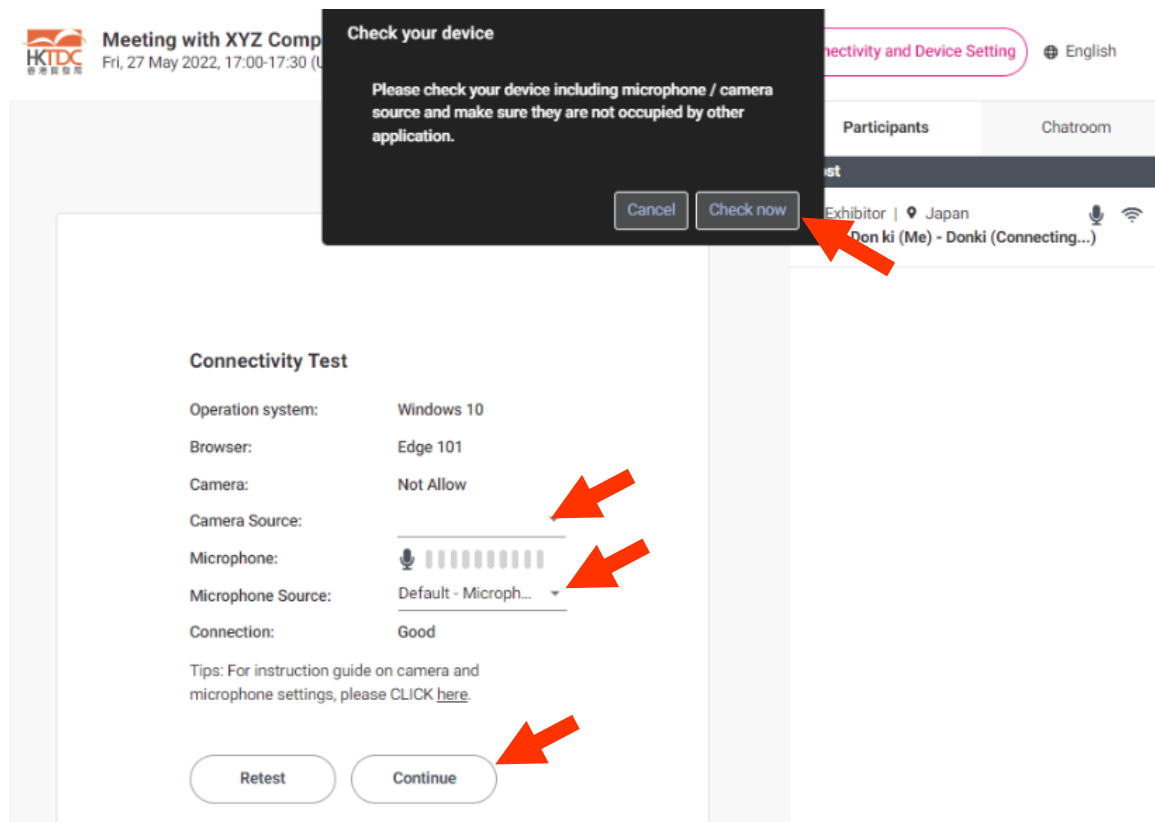
方法二：

前往我的會議 > 會議 > 即將進行, 然後點擊**開始會議**按鈕



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

進入線上會議室前先檢查你裝置的鏡頭及收音

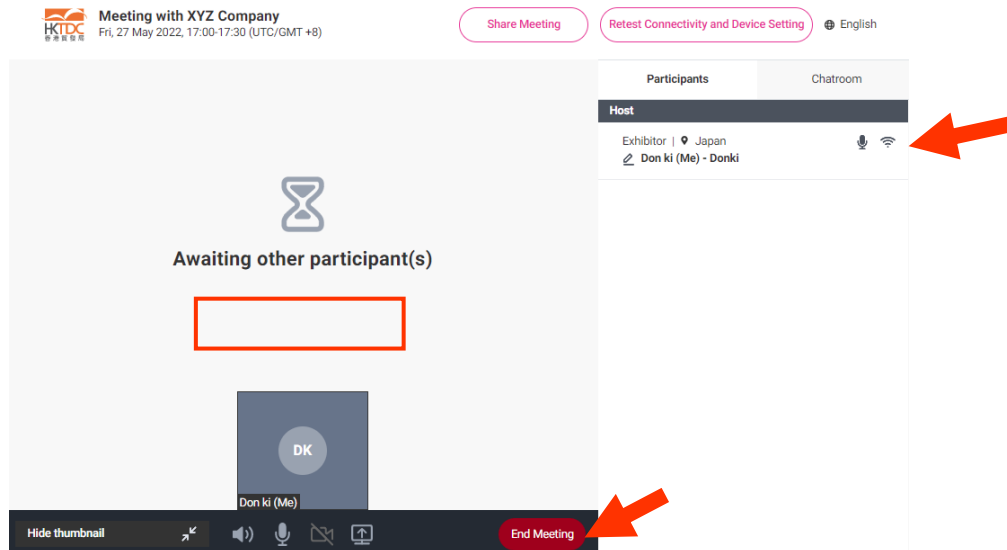


5. Function of Meeting room


Supports mute volume, mute microphone, turn on/off camera, share screen, participant list, chatroom and end meeting.

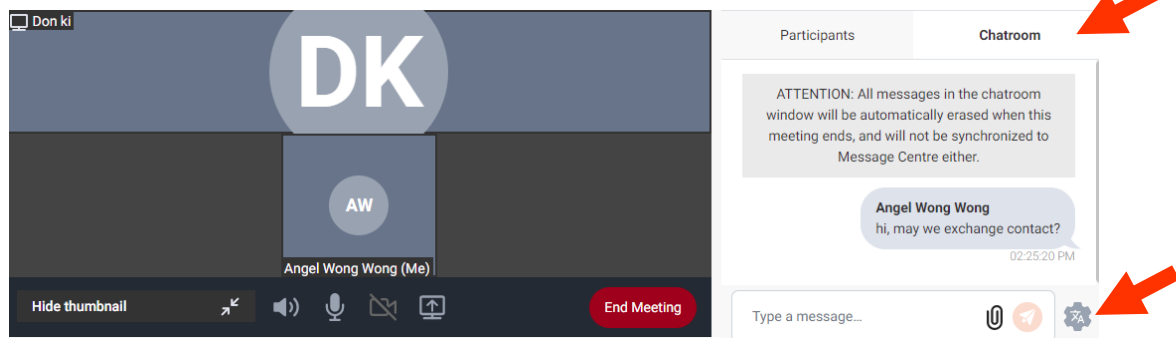
線上會議室的功能

支援靜音、停止收音、打開或關閉鏡頭、分享畫面、會議參加者名單、聊天室、以及結束會議



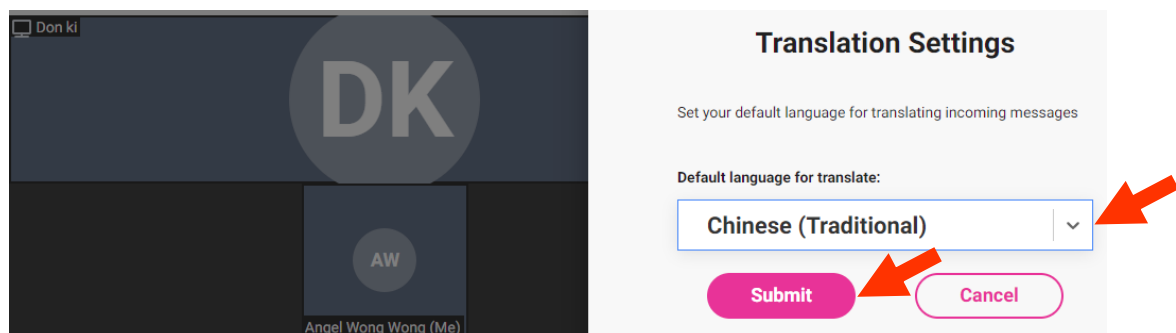
6. Translating Chatroom message - Go to Chatroom and click icon

翻譯聊天室內的訊息 – 在聊天室內點擊  圖標




Select preferred language then click **Submit**

挑選所需語言然後點擊**遞交**



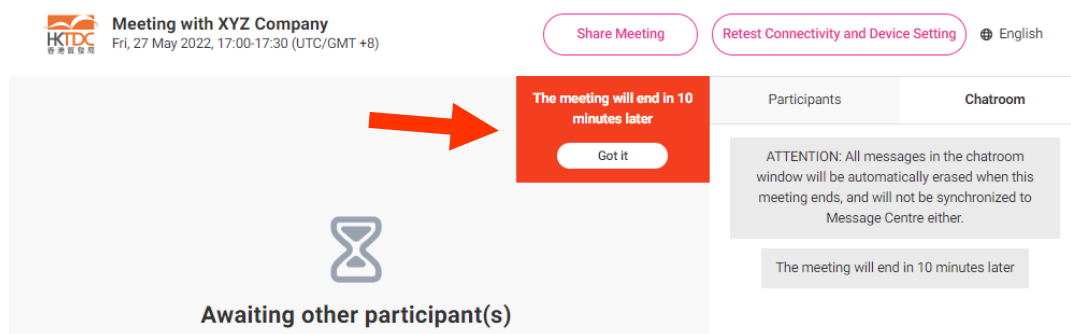
Click  under each message for translation

點擊每個訊息下的  圖標以翻譯訊息



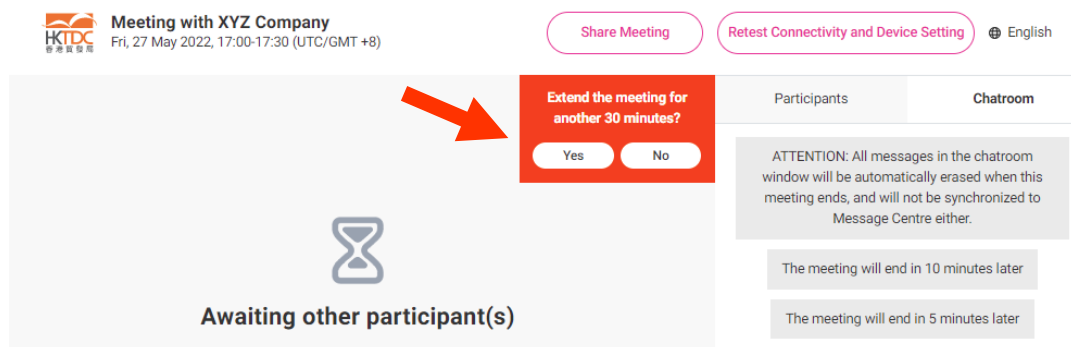
7. Notification will be popped-up on screen and Chatroom 10 mins as well as 5 mins before the end of a meeting.

於會議結束前的十分鐘及五分鐘，主畫面及聊天室內會出現提示訊息



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



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

結束會議時可以直接關閉視窗或點擊 "結束會議"

