



Your Digital Event Guide: **TP Minds Asia**

Lead Partner



Gold Partner



Silver Partner



Associate Partner



Supporting Media Partners





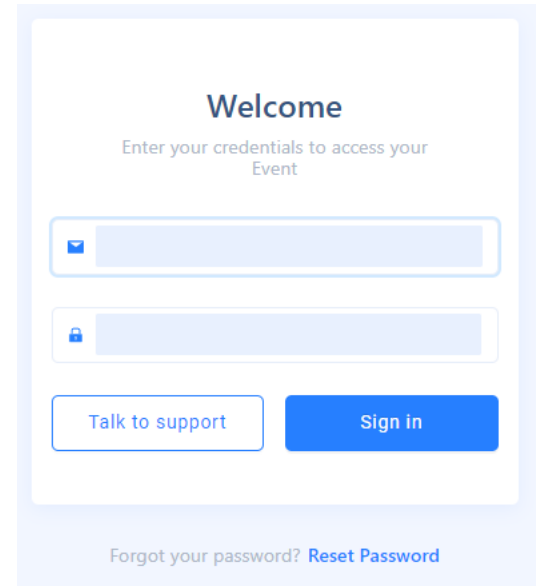
LOGGING IN AND CREATING YOUR PROFILE

Please use [Google Chrome](#) to open the platform

SIGNING IN

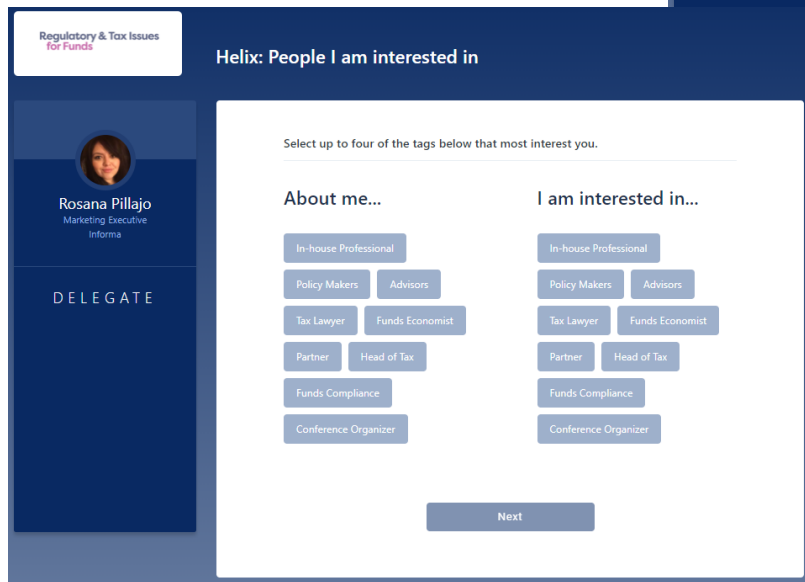
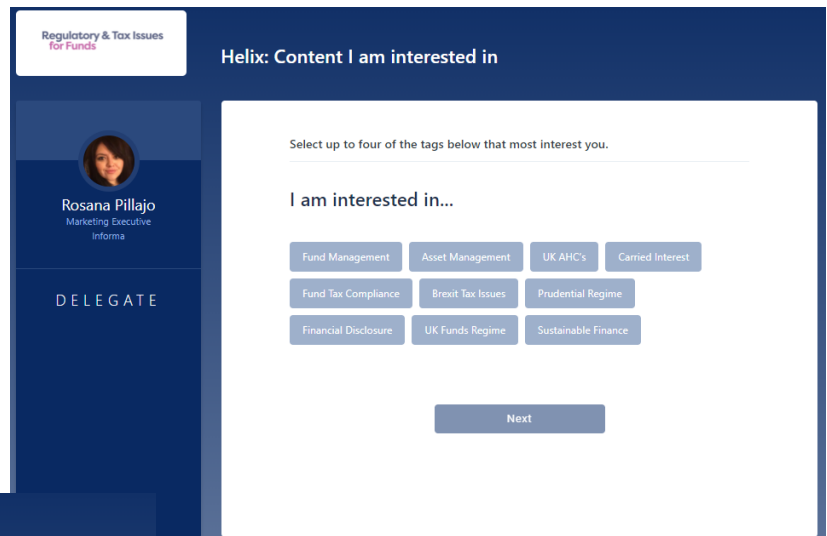
- When you first visit the event platform, you will be asked to **enter your credentials**. Your credential details will be sent via email, search your inbox for emails from hannah.thomas@informa.com

Note! If you have signed into this platform previously then enter the password that you chose at that time - if you've forgotten this password click on 'Reset Password'



SELECT YOUR INTERESTS

- To help ensure you meet people who share your professional interests and goals, please tell us a bit more about yourself
- Please selection the options that are most relevant for you and that you would like others to see



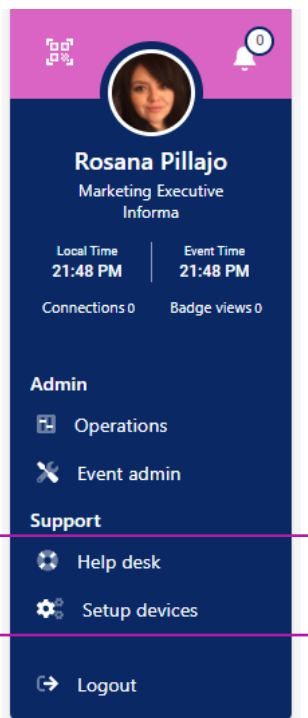
TAGS

- Please note you can **select up to four** tags per section



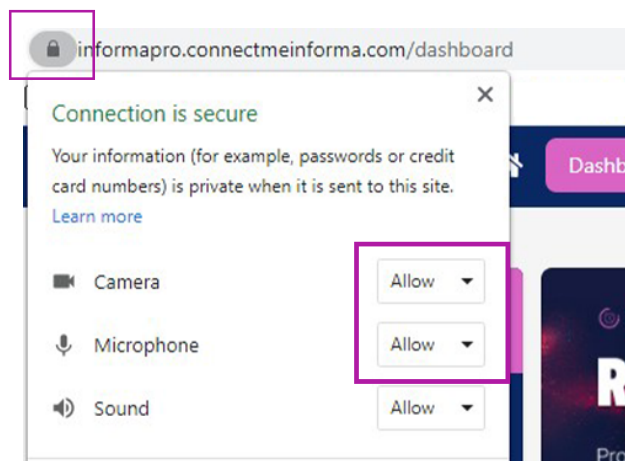
CAMERA AND MIC

Before the conference starts, it's best to check there are no issues with your audio



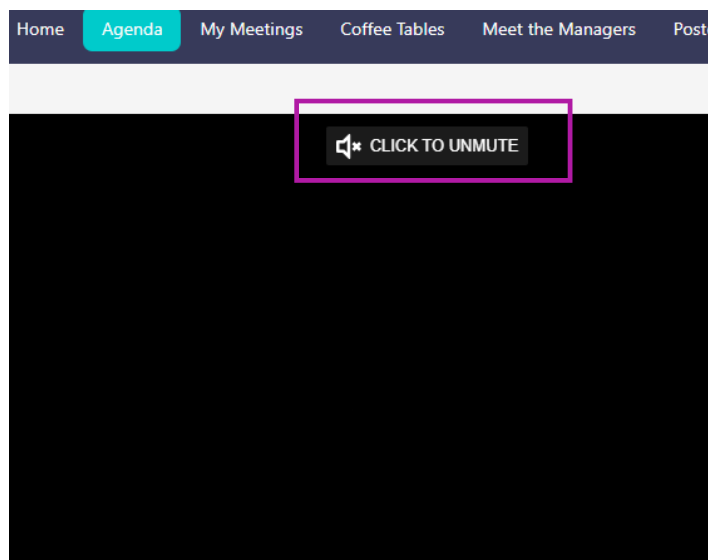
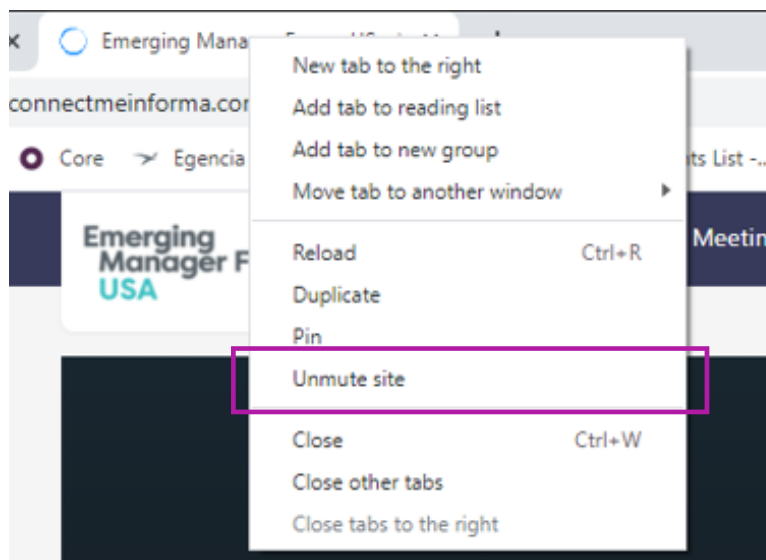
- On the left of your screen, you'll see your conference badge
- Click '**Setup devices**' to enable your camera and microphone for use during networking sessions and meetings
- Click '**Help desk**' to access calibration tools and raise any technical issues by clicking on the Support chat function.

- You'll also want to ensure that your camera and microphone are set to '**Allow**' in your browser



If you experience any problems hearing the sessions please try these two steps:

1. Right-click on your browser tab, make sure you don't have the site muted
2. Hover near the centre top of the video till an unmute button appears



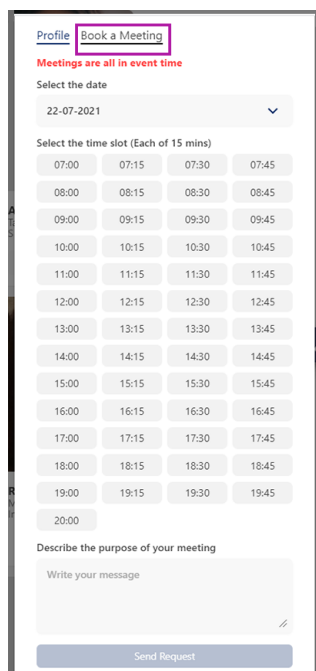
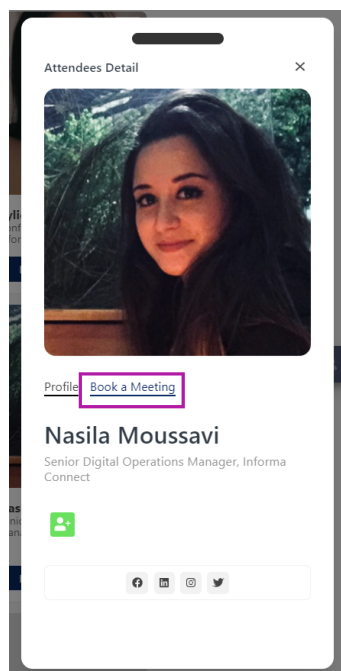
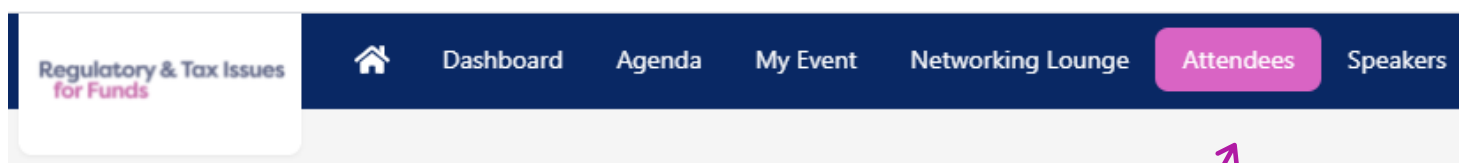


INSTANT MESSAGING & VIDEO CALLS

Network directly with delegates, speakers and event partners throughout the conference

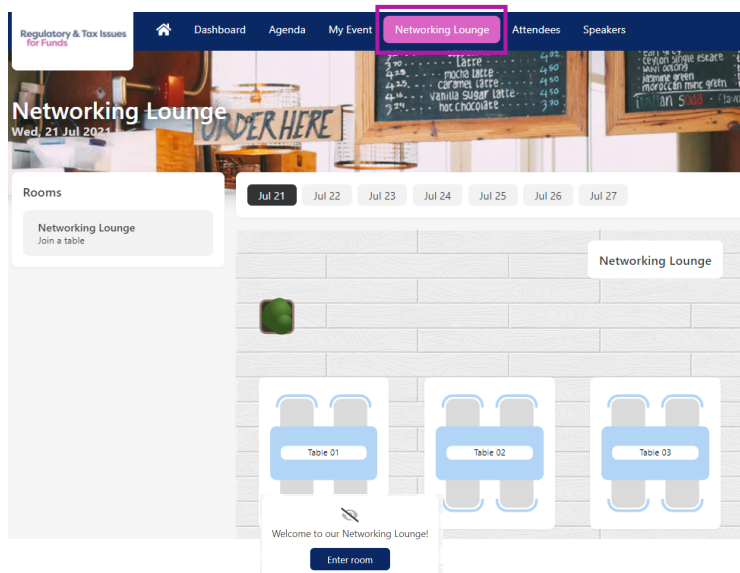
CHAT VIA TEXT MESSAGE OR VIDEO CALL

- You can spontaneously connect via chat message or video call by clicking on the **people icon** that appears to the right of your screen



BOOKING MEETINGS

- Go to the '**Attendees Tab**' at the top of your screen
- Find someone you'd like to meet and click on '**Book Meeting**' to find a mutually suitable time for you to meet via video call hosted on the platform. No need to set up a call elsewhere!




- Plus**, spark spontaneous conversations with anyone at the event!
- Click on the '**Networking Lounge**' button
- Click on the '**Enter Room**' button
- Join a table with an empty seat, switch your camera and mic on (or just your mic if you prefer) and join the conversation

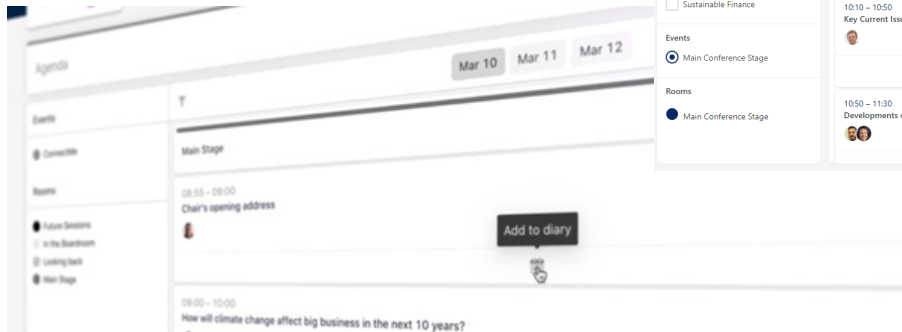
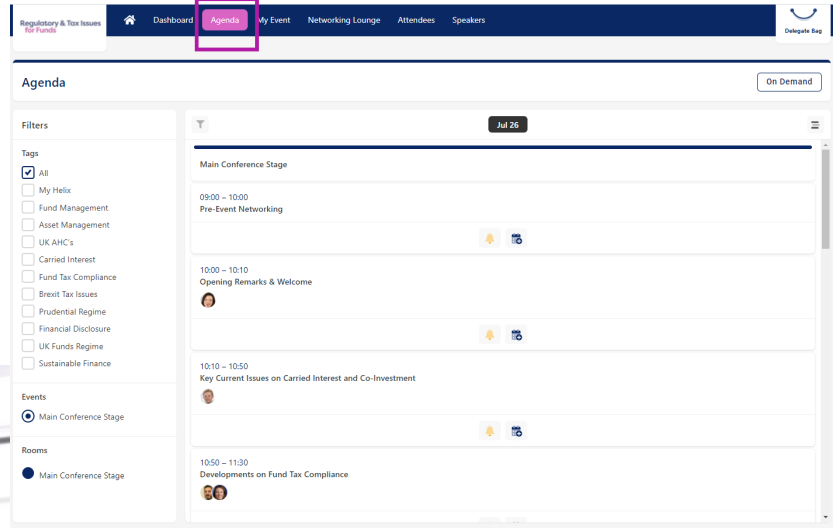


THE AGENDA & 1:1 MEETINGS

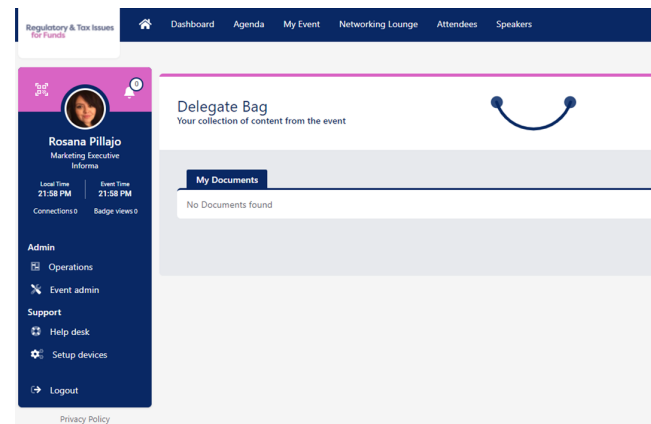
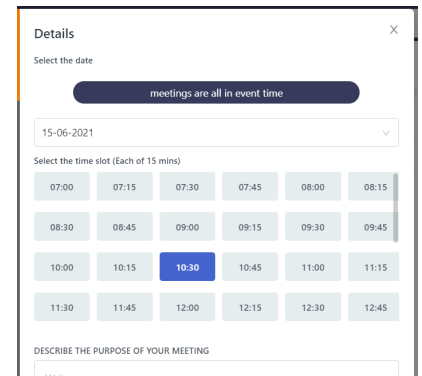
CREATE YOUR OWN AGENDA

Go to the '**Agenda**' tab to view the conference programme and bookmark your favourite sessions using the little calendar icon 

Your unique agenda will then appear on the '**My Schedule**' tab



- You'll also be able to review your accepted, sent and requested meetings on the '**My Schedule**' tab



- Don't forget to visit the '**Partners**' tab where you can read whitepapers, reports and other materials related to the conference topics
- Click '**Add to Delegate Bag**' to have all your materials gathered in one place
- When a speaker has sent us their presentation slides you will find these already sitting in your delegate bag and available for you to download. You'll also find your certificate of attendance here.

If you have any queries or need any assistance, please email hannah.thomas@informa.com