

22 – 26 November 2021



2021 theme:

**rethink. Manufacturing**

# USER'S GUIDE

## MANUFACTURING INDABA 2021 VIRTUAL PLATFORM

Welcome to the Virtual 2021 Manufacturing Indaba.

This guide has been designed to allow you to make the most of your online experience.

Strategic Partners



# LOGIN

We know that you are eager to get started and to explore this year's Indaba. You will receive an email from us. Please follow the steps below to Login.

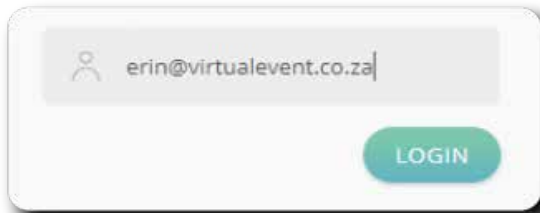


## Step 1:

Click on the “JOIN THE COMMUNITY NOW” link in the Email Invite.

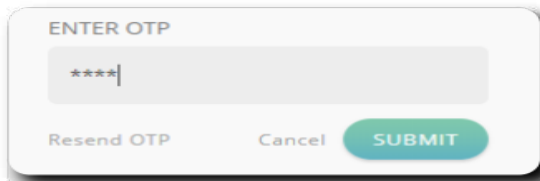
## Step 2:

Enter the email address you have been registered with and click LOGIN.

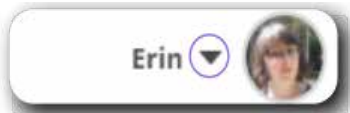


## Step 3:

Enter the OTP (One Time Pin) sent to your email address and click SUBMIT.



In the next section, we will show you how to customise your profile.



# PROFILE

You can now customise your profile and add a profile picture

## Step 1:

In the top right corner, click the downward facing arrow next to your name.



## Step 2:

Click the Settings icon (Cog Wheel) next to My Profile and select "Edit Profile".

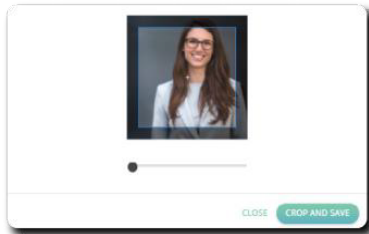


## Step 3:

Complete all required fields. Mandatory fields are marked with an asterisk (\*).

## Step 4:

To add a profile picture, Click Upload. Navigate to your desired picture as saved on your computer and click Open.



# EVENT FUNCTIONALITY

*Event Functionality* is displayed in Tabs underneath the Banner.

To access any functionality, please click on the relevant icon.



## A Brief Description

**Reception:** Houses featured items for your event

**Eventfeed:** Interact with other attendees or keep up to date with the latest event news and updates.

**Attendees:** Interact in one on one mode with other attendees. Chat or set Video meetings. Please view Interaction for further detail.

**Conference Agenda:** View upcoming sessions/ streams or videos. Add sessions to calendar, takes notes and so much more. Please view Conference Agenda for further detail.

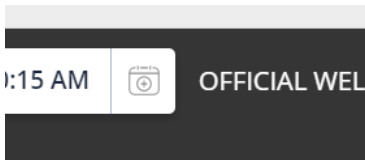
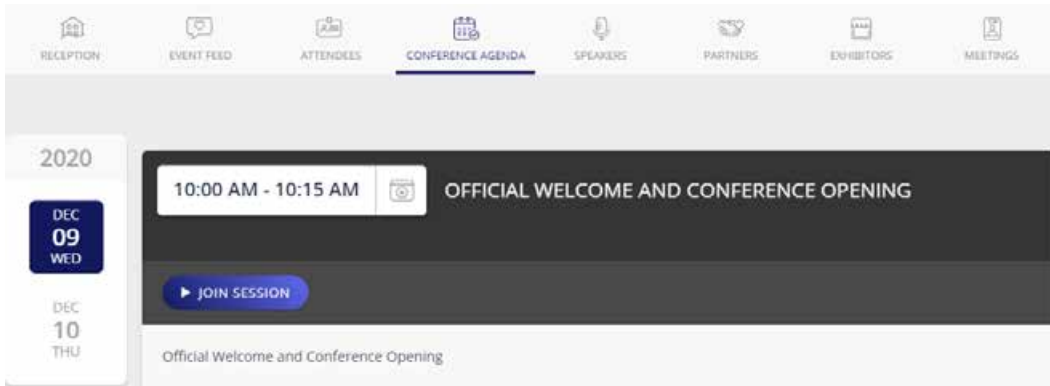
**Speakers:** View Speaker Profiles and details of sessions/ streams in which they will participate. Click on the Speaker Image to access.

**Partners:** View and interact with sponsors. Share your details, set meetings or chat with representatives. View product images, videos or brochures.

**Exhibitors:** View and interact with sponsors/exhibitors. Share your details, set meetings or chat with representatives. View product images, videos or brochures.

**Meetings:** Summary of all meetings set up with/by you for the duration of the event.

# CONFERENCE AGENDA



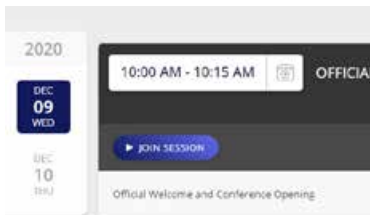
Once you click the Conference Agenda Icon, you will view all Agenda sessions for that particular day. You can also view past/future dates by clicking on the date to the left. Note that all Live sessions will always display at the top of the Conference Agenda.

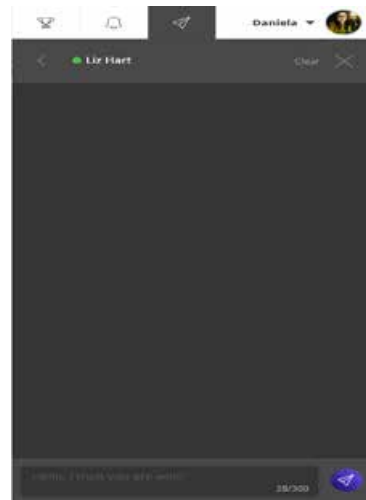
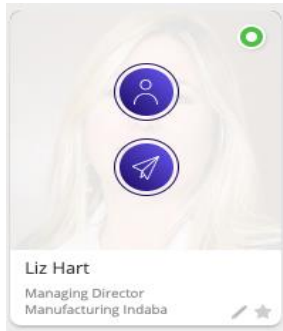
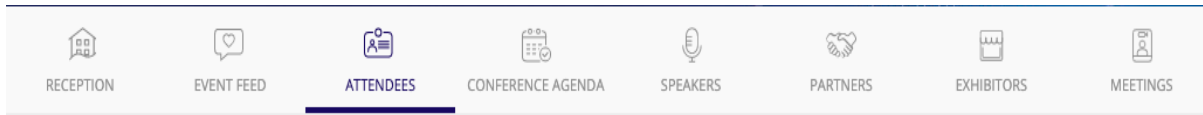
## Email Reminder

You can set a reminder in your email calendar for an upcoming event. Simply click the Icon to the right of the session time and add to your calendar.

## Watching a session

To watch a session, simply click on the JOIN SESSION button. You will be directed to a new window and can view the session.





## INTERACTION

You can chat to a fellow attendee or exhibitor (as shown later) by hovering over the attendees profile and clicking the envelope icon.

**A Chat Window** will open and you can engage with the selected person.

**A Green Dot** next to the person's name lets you know that they are currently online.

### Chat Notifications:

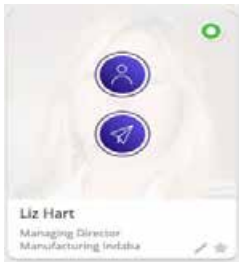
When an attendee replies to your chat, a Red Dot will appear under the Notifications Icon in the Top Right corner of your screen. When you click this, it will open the selected chat.

### Replying to a chat:

Once your chat has opened up, you can reply by typing your message and pressing the send icon.

# MEETING FUNCTIONALITY

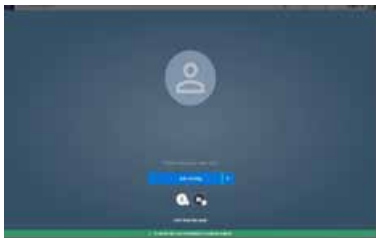
You are also able to send an Audio/Video Meeting request to Attendees and Exhibitors. In order to do this, your device must have a working webcam and microphone.



- 1 **Clicking on the Person Icon** will bring up a calendar with slots of when the specific person can meet with you.

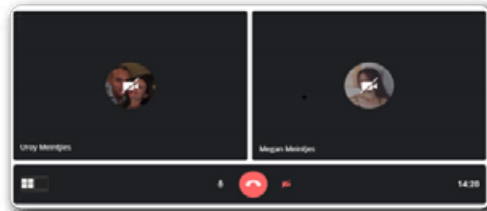


- 2 **Choose a day & Timeslot** and provide a brief summary of the meeting purpose. Once Done, click **“Send Request”**.



- 3 **When your meeting time arrives,** you will receive a notification in the Notification Centre.

**Click Join Meeting** to start your meeting.



- 4 **Your Meeting will open a new window:** In this window, you can elect to turn your camera on or off. If asked, please allow the program to access your camera and microphone.

**Ending your meeting:** Please click on the Red **“Hang Up Icon”**.

# INTERACTING WITH AN EXHIBITOR /PARTNER

Clicking on the Partner or Exhibitor tabs will open a list of Virtual Booths.

To interact with an Exhibitor /Partner, Click on the Booth Name and you will enter the virtual booth.  
Here, as shown alongside, you can do a number of things eg. set up meetings, watch video, visit social media, etc.

EVENTS AND MARKETING SERVICES CATEGORY



Manufacturing Indaba Exhibition & Conference



Exhibitor logo, social links and website

Meeting / Live Chat & Information Sharing Capability

The screenshot shows a virtual booth for Manufacturing Indaba. At the top, there is a banner with the event title "manufacturing indaba" and dates "22 - 26 November 2021". Below the banner is a navigation bar with tabs for RECEPTION, EVENT FEED, ATTENDEES, CONFERENCE AGENDA, SPEAKERS, PARTNERS, EXHIBITORS, MEETINGS, and LOUNGE. The main content area features a "MEET" button, a "LIVECHAT" button, and a "SHARE YOUR DETAILS" button. Below these are sections for "About us" (with an "Exhibitor Description" callout), "Product Video, or Image uploads" (with a "Product Video, or Image uploads" callout), and "People" (with a "Booth Staff Profiles" callout). The "About us" section includes contact information and a "Contacts" callout. The "Product Video, or Image uploads" section shows icons for video and image uploads. The "People" section displays three staff profiles: John Mbojeni (Sales Director), SallyAnne Brown (New Technology), and Abelam Du Toit (Technical manager).

Exhibitor Picture, Banner or Video

MEET LIVECHAT SHARE YOUR DETAILS

### About us

Manufacturing Indaba will now take place in the form of a virtual event on 22 - 26 November 2021 and attendance will be free of charge. Our virtual event will allow companies and clients to interact safely with each other and keep their business goals rolling this year. ... Read more...

Exhibitor Description

### Get in touch

info@manufacturingindaba.co.za  
+27 11 463-9184

Contacts

Product Booklet

### Product Video, or Image uploads



Product Video, or Image uploads

Company Brochure or Product Catalogue

### People

Send us a request to meet



John Mbojeni  
Sales Director



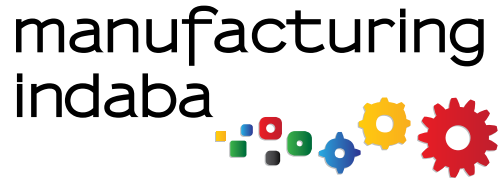
SallyAnne Brown  
New Technology



Abelam Du Toit  
Technical manager

Booth Staff Profiles





**THANK YOU  
FOR PARTICIPATING**



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