



# JAPAN ENERGY SUMMIT & EXHIBITION

3 - 5 JUNE  
2024  
TOKYO BIG SIGHT

## Host Sponsors

Jera

TOKYO GAS

Accelerating Japan's energy transition through innovation and global collaboration

## Exhibitor Mobile App User Guide

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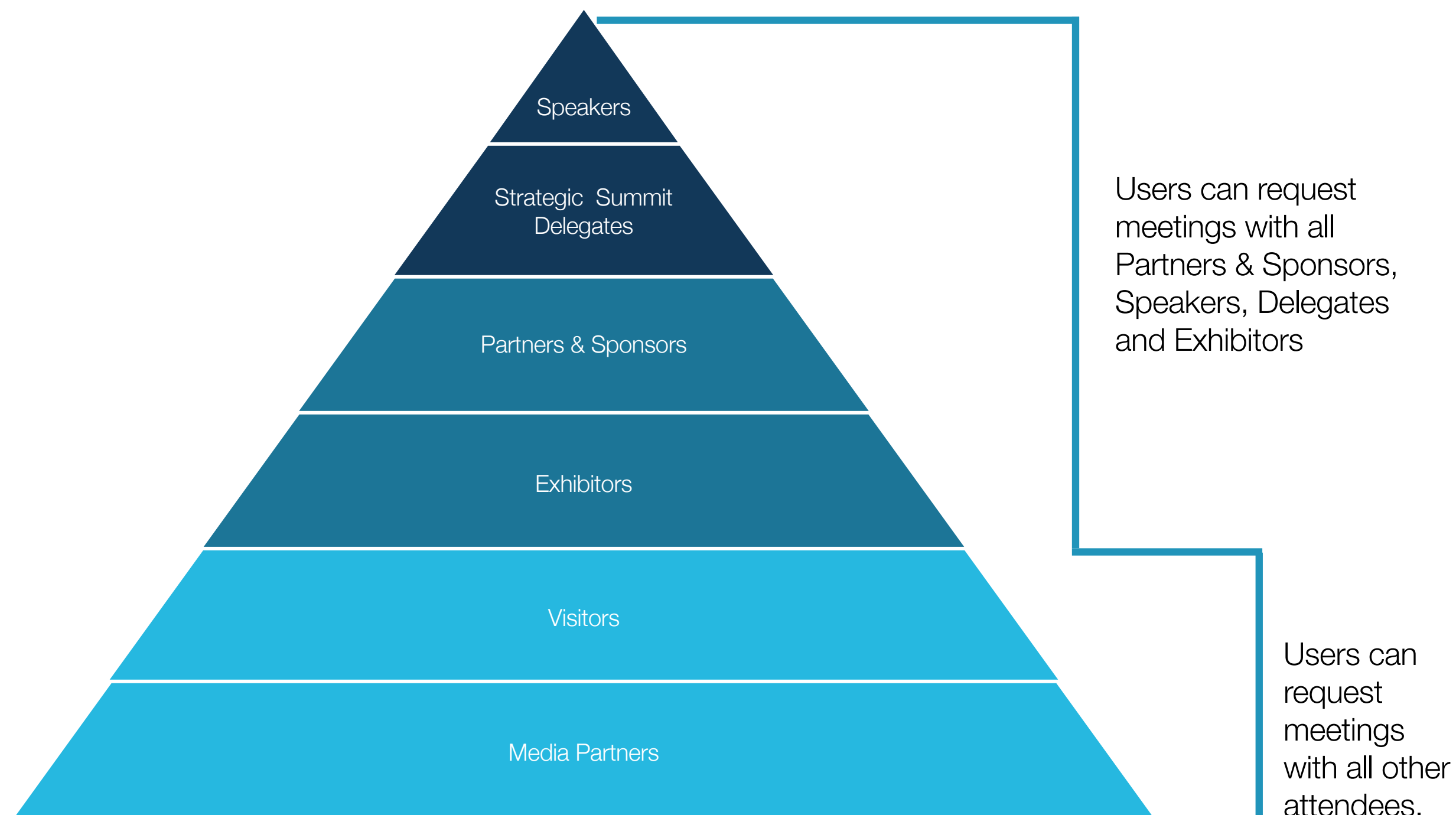
# NETWORKING

The dedicated high-profile networking programme enables Partners, Sponsors, Exhibitors, Speakers, Delegates, Attendees and Media Partners to search, connect and meet with new and existing business contacts on-site at Japan Energy Summit.

As part of creating your profile, a series of questions will be asked to understand your business interests, and AI will make recommendations to you.

- The system is user-friendly, allowing a focused and targeted approach to meeting high-profile prospective partners.
- You will be sent email and push notifications to ensure your meeting takes place on time.
- You can share documents, add notes, ratings, tags and export leads.

## PERMISSION STRUCTURE



## Contents

- Logging In
- Editing your personal profile
- Navigating the platform
- Networking
- How to make a connection request
- Contact us

## ACCESS TO THE MOBILE APPLICATION

To access the application, you must register as an Visitor, Media or Delegate via the website. For Delegates, you'll only gain access once full payment is made. For Media, you'll only gain access once your media registration is approved.

Once registered, please log back into the app after 30 minutes and enter the same email address used when registering.

## LOG IN / EMAIL

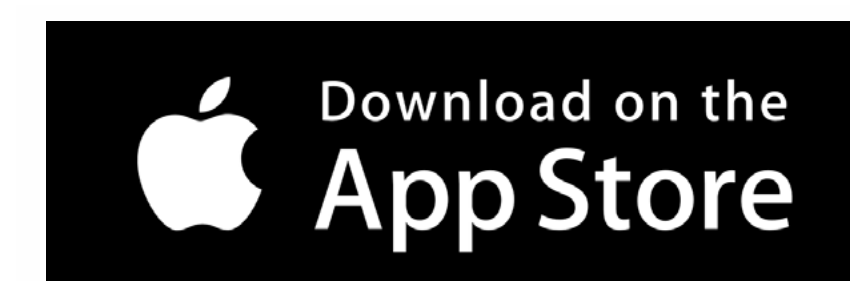
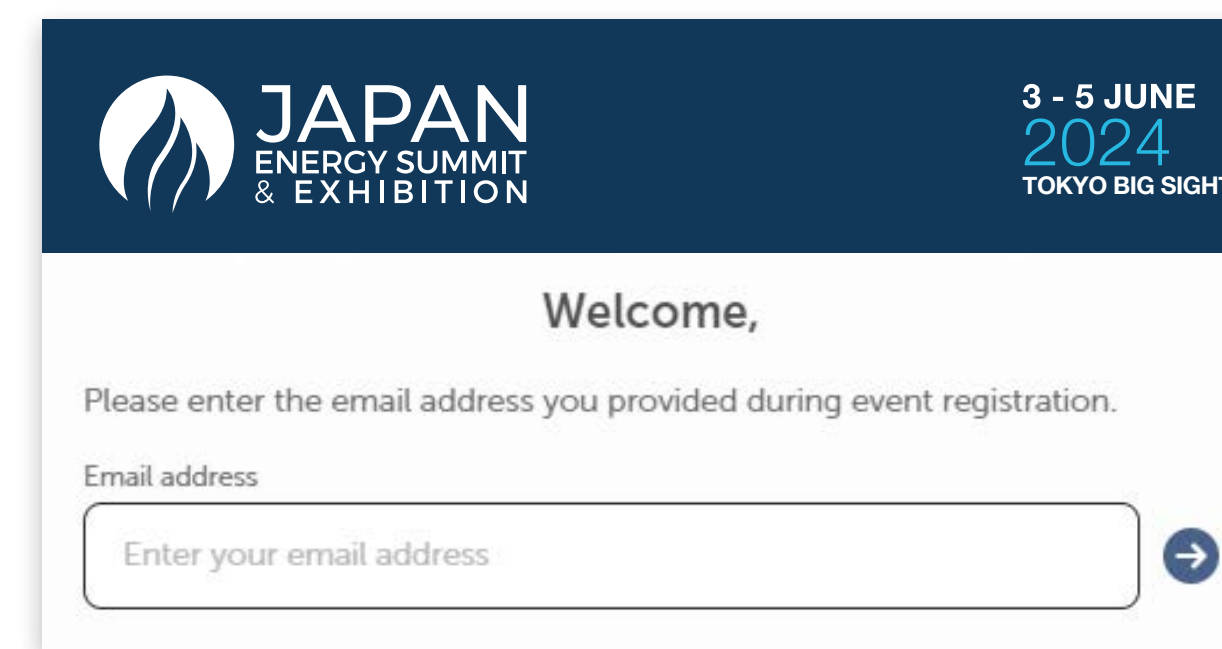
Your account is automatically pre-created when your registration is complete. You will receive an e-mail with a button redirecting you to a log in page.

The new window will then suggest that you create a password for your personal profile/account.



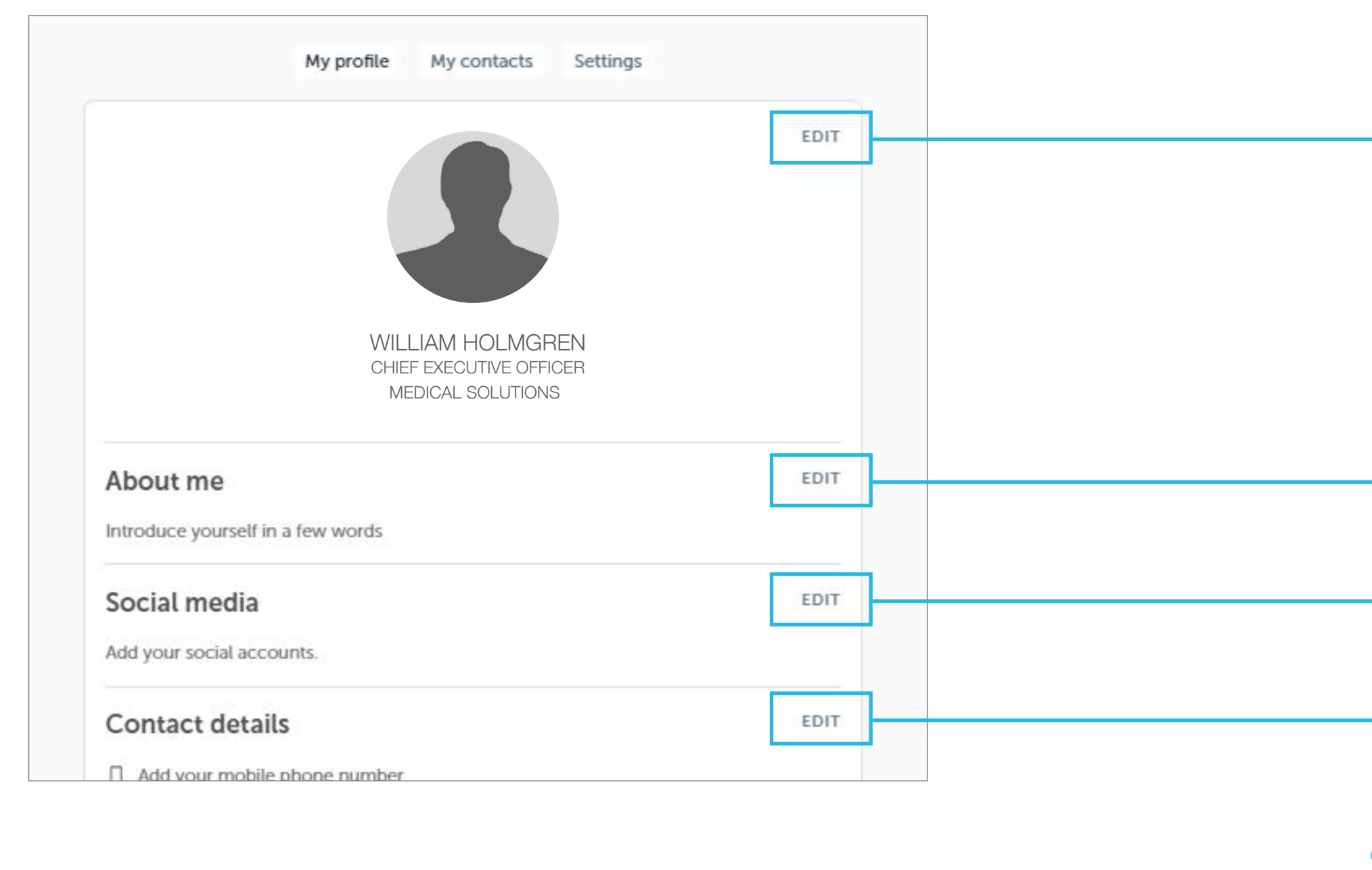
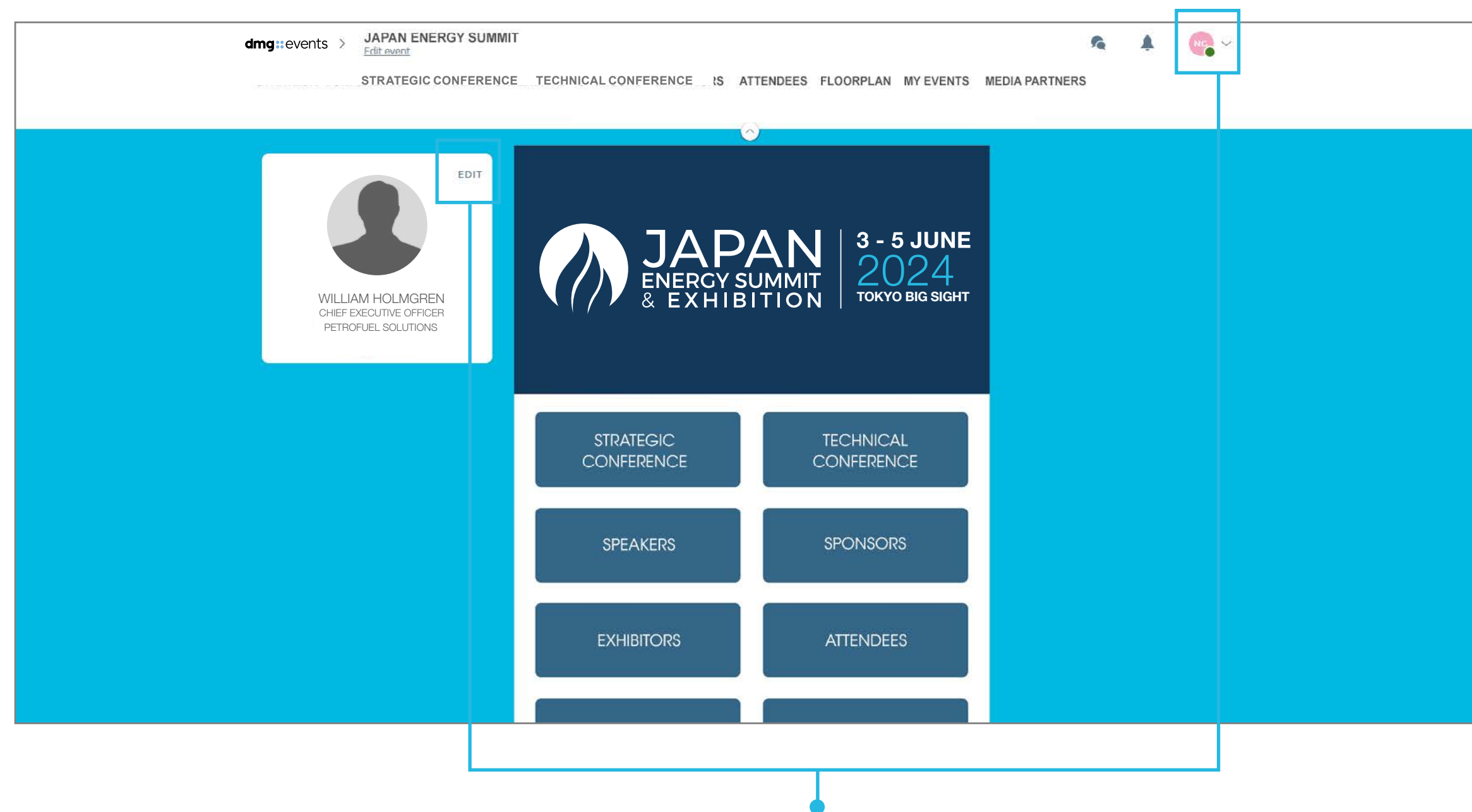
## LOG IN DIRECTLY TO THE PLATFORM WITH YOUR ACCOUNT

Enter the email you used to register for the event. If your address is not recognised, please contact us at [app@japanenergysummit.com](mailto:app@japanenergysummit.com).



If you didn't receive an e-mail, please check your spam folder or contact us at [app@japanenergysummit.com](mailto:app@japanenergysummit.com)

## HOW TO EDIT YOUR PERSONAL PROFILE



There are two ways for you to access your profile :

- On the upper right corner of your screen, click on **My Profile**.
- On the left side of your screen next to your photo, click on **Edit**.

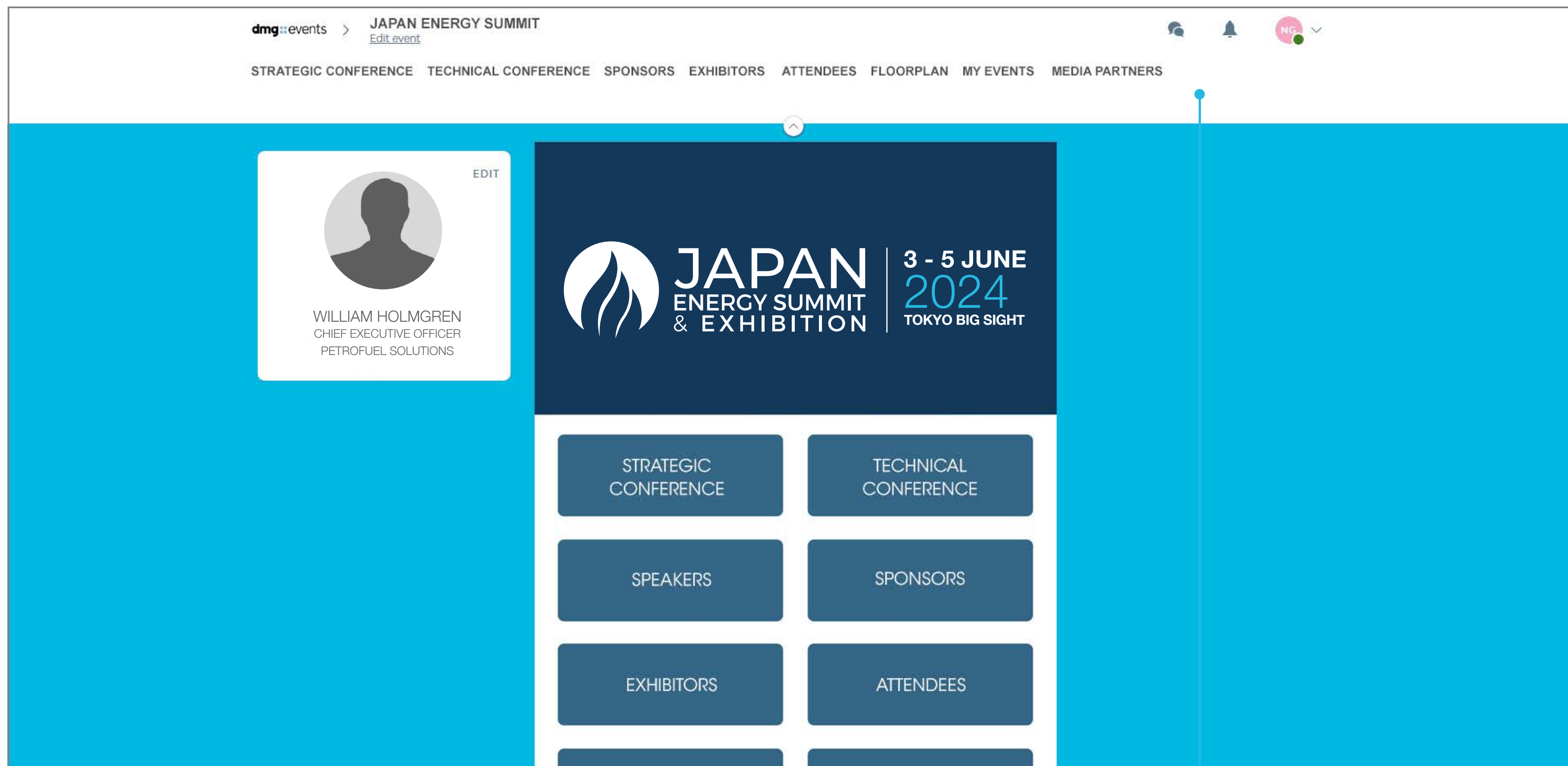
You will then be taken to your profile.

To edit the information on your profile, simply click on Edit or Add depending on which type of information you want to amend.

Here is the information you can edit on your personal profile:

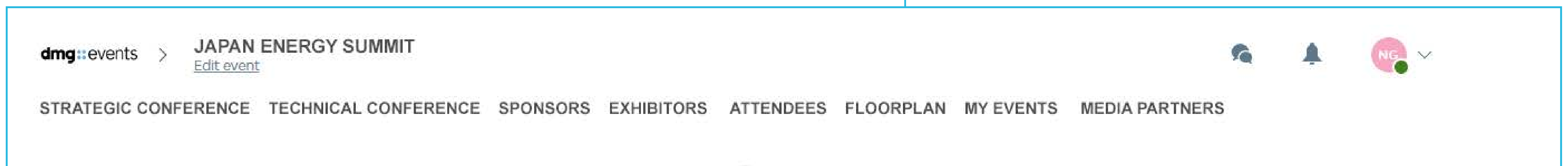
- Personal information
- Skills
- Bio
- Social media accounts
- Contact details
- Company name

## PLATFORM NAVIGATION



To explore various aspects of the platform, simply click the **buttons** on the homepage.

Once you're in, you can easily navigate using the **navigation sub-bar** to access different areas of the event.



## AGENDA, SPEAKERS, SPONSORS, EXHIBITORS AND MEDIA PARTNERS

### Japan Energy Summit

The Conference sessions are located in the main menu. You can filter the agenda based on the sessions you are interested in. The platform provides you the ability to bookmark the sessions that interest you to create your personalised agenda.

By clicking on a session, you can view an overview of the session as well as the Speakers and companies involved. Please note that Conference sessions can only be accessed by paying Delegates.

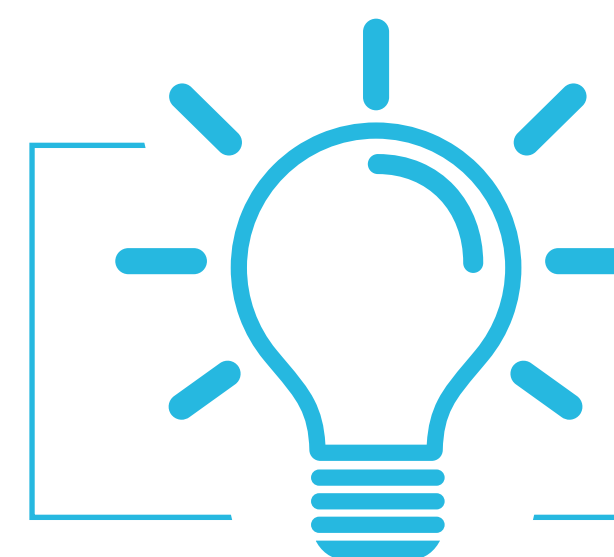
### Speakers

You can find a searchable list of all Japan Energy Summit Speakers displayed on the event App.

In addition to the general information available on their profile, you can also view the list of sessions they are speaking in.

### Sponsors, Exhibitors and Media Partners

You can search based on key words or filters and access a company's profile to find their contact details and connect with them.

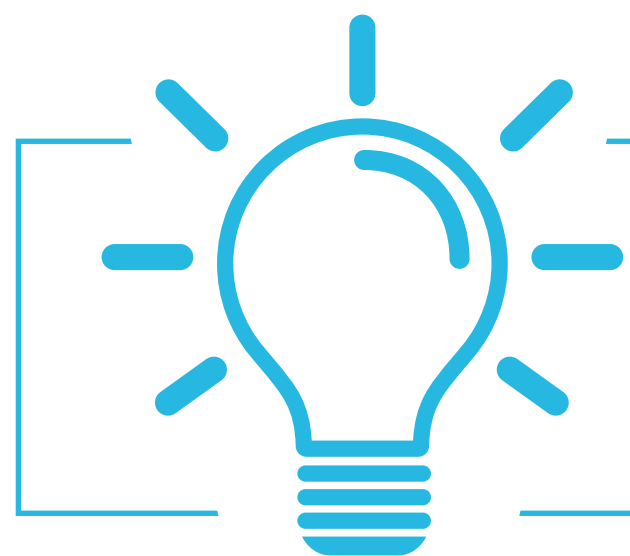


Please note that Conference content can only be accessed by paying Delegates. To register as a Delegate please email: [app@japanenergysummit.com](mailto:app@japanenergysummit.com) or visit: [www.japanenergysummit.com](http://www.japanenergysummit.com)

## NETWORKING WITH ATTENDEES AND AI MATCHMAKING

### Find Out Who You Can Meet

- 1. Sort** delegates or speakers to see the most relevant results.
- 2. Click** on a participant to view their information.
- 3. Connect** with qualified profiles.



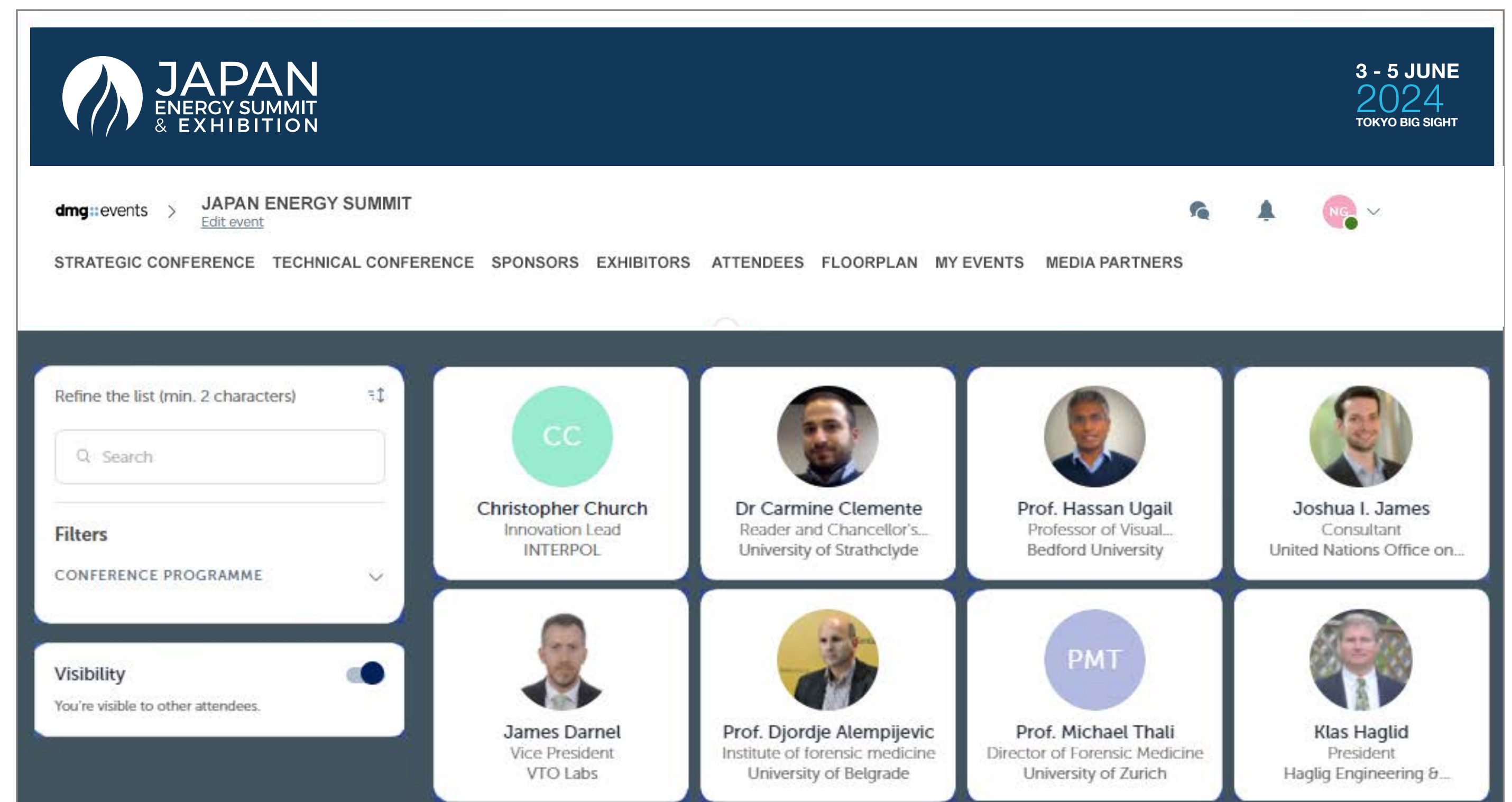
Tip: A personalised connection request (with message) will be 4 times more likely to succeed

### AI And Matchmaking

- 1. Fill in** your profile information.
- 2. Enter** your search criteria.
- 3. Add** and connect to the profiles that interest you.



Tip: The more data you enter into the platform the more efficient the matchmaking will be



The screenshot shows the event's attendee search page. At the top, there's a navigation bar with the event logo and dates (3-5 JUNE 2024 TOKYO BIG SIGHT). Below this is a breadcrumb trail: 'dmg::events > JAPAN ENERGY SUMMIT'. A main navigation menu includes 'STRATEGIC CONFERENCE', 'TECHNICAL CONFERENCE', 'SPONSORS', 'EXHIBITORS', 'ATTENDEES', 'FLOORPLAN', 'MY EVENTS', and 'MEDIA PARTNERS'. The main content area features a search bar with the placeholder 'Refine the list (min. 2 characters)', a search input field, and a 'Filters' section with a dropdown menu currently set to 'CONFERENCE PROGRAMME'. A 'Visibility' toggle is also present, which is currently turned on, with the text 'You're visible to other attendees.' Below the search and filter controls is a grid of eight attendee profile cards. Each card displays a circular profile picture, a name, and a title/role. The attendees shown are: Christopher Church (Innovation Lead, INTERPOL), Dr Carmine Clemente (Reader and Chancellor's..., University of Strathclyde), Prof. Hassan Ugail (Professor of Visual..., Bedford University), Joshua I. James (Consultant, United Nations Office on...), James Darnel (Vice President, VTO Labs), Prof. Djordje Alempijevic (Institute of forensic medicine, University of Belgrade), Prof. Michael Thali (Director of Forensic Medicine, University of Zurich), and Klas Haglid (President, Haglig Engineering &...).

## COMPANY PROFILE / NAVIGATION

The company profile (Exhibitor Center) portal allows you to increase your event visibility, control the content attendees will receive about you, and maximise your ROI.

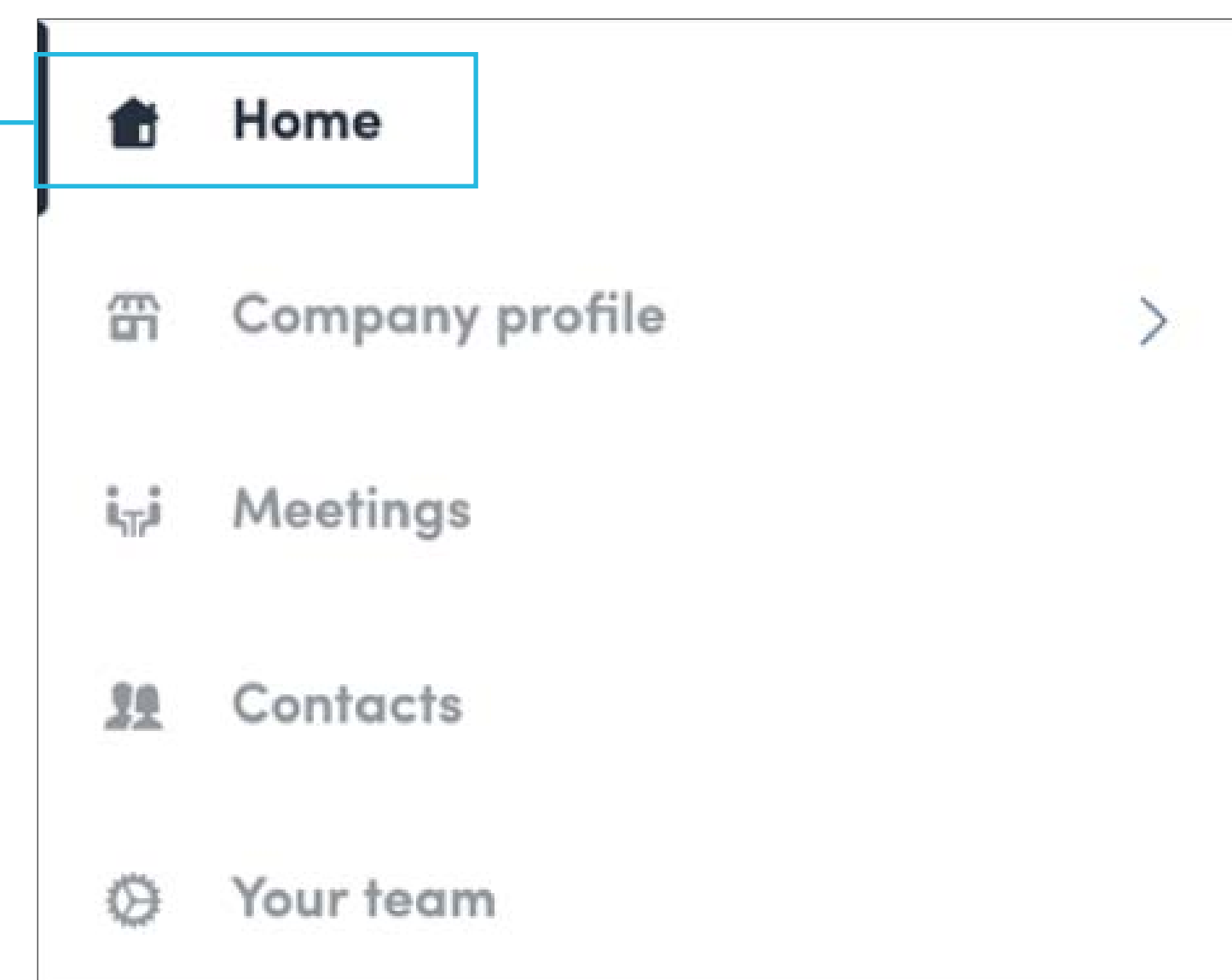
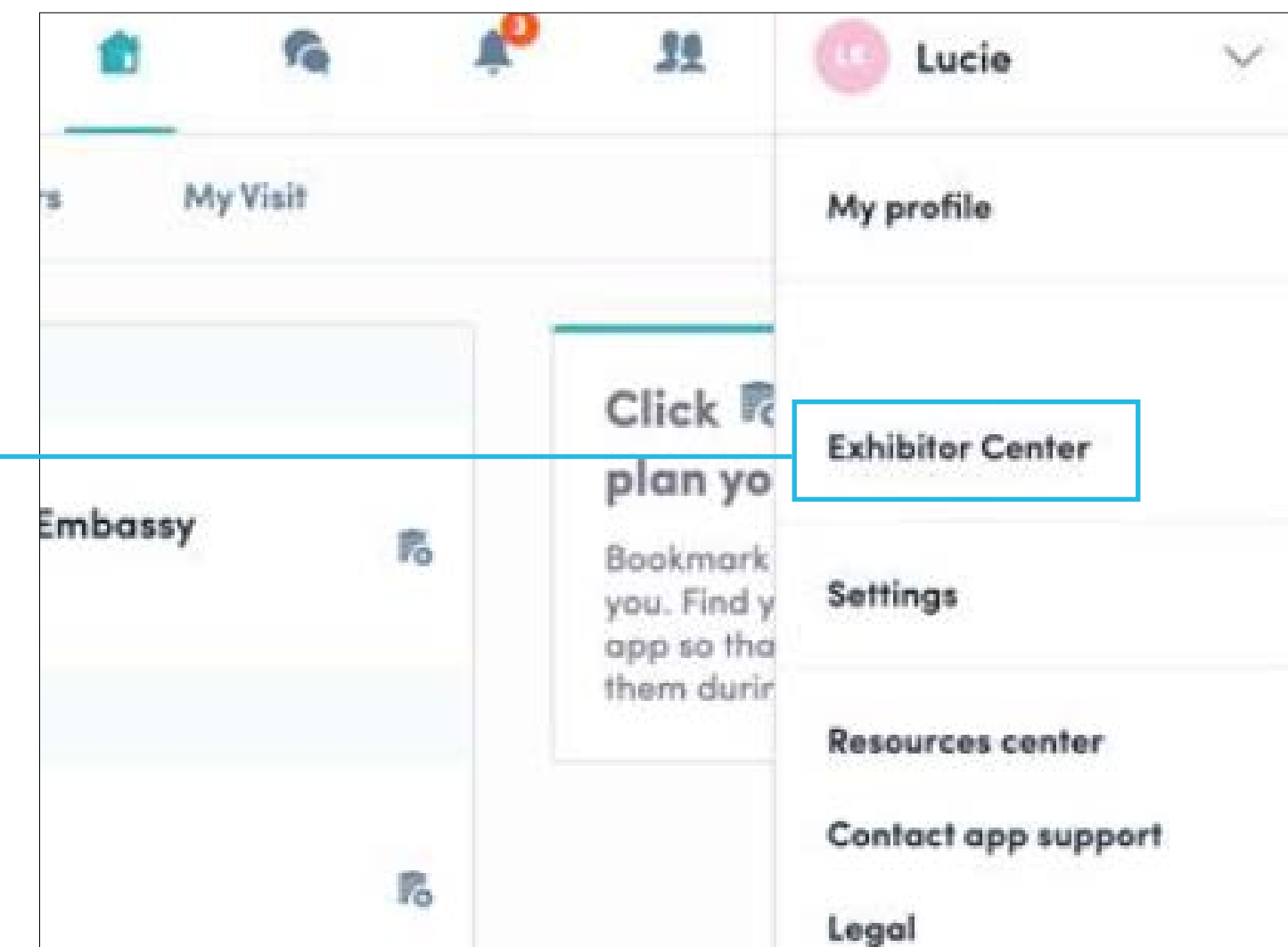
To access your exhibitor profile, click on your name at the top right hand corner then on "**Exhibitor Center**."

In the Exhibitor Center you will be able to:

- Manage and update your company profile that is visible to attendees on the mobile app.
- Gather all contacts of your team members and export them into a single Excel file.
- Promote your products or services to potential leads.
- Reply to meeting requests made to your company and manage team meetings of your members.
- Keep track of your team's leads.

**Home** is the first page that you will see when accessing the Exhibitor Center.

A red pin indicates that you have a **pending notification**, so hurry up and see what's going on!



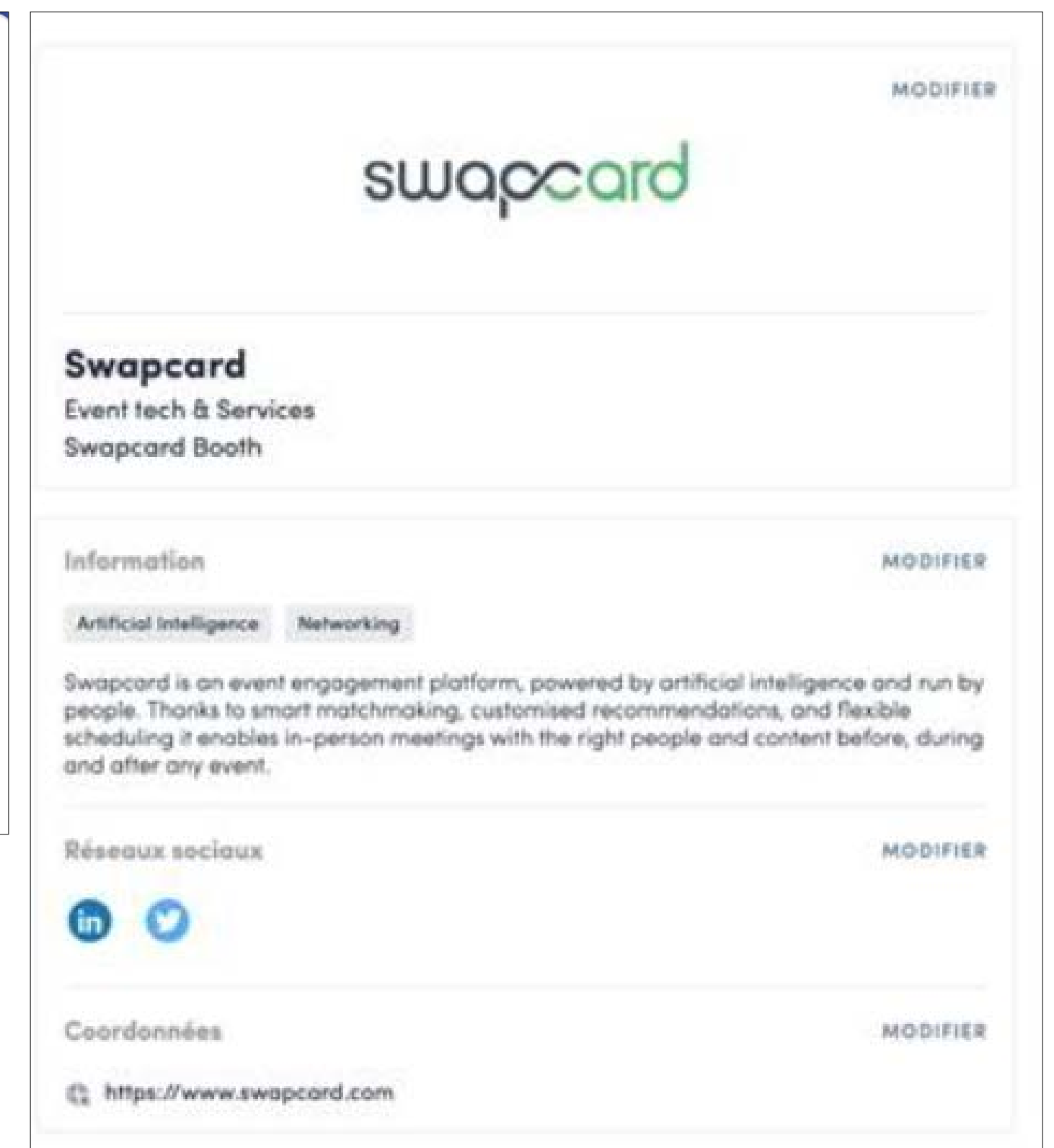
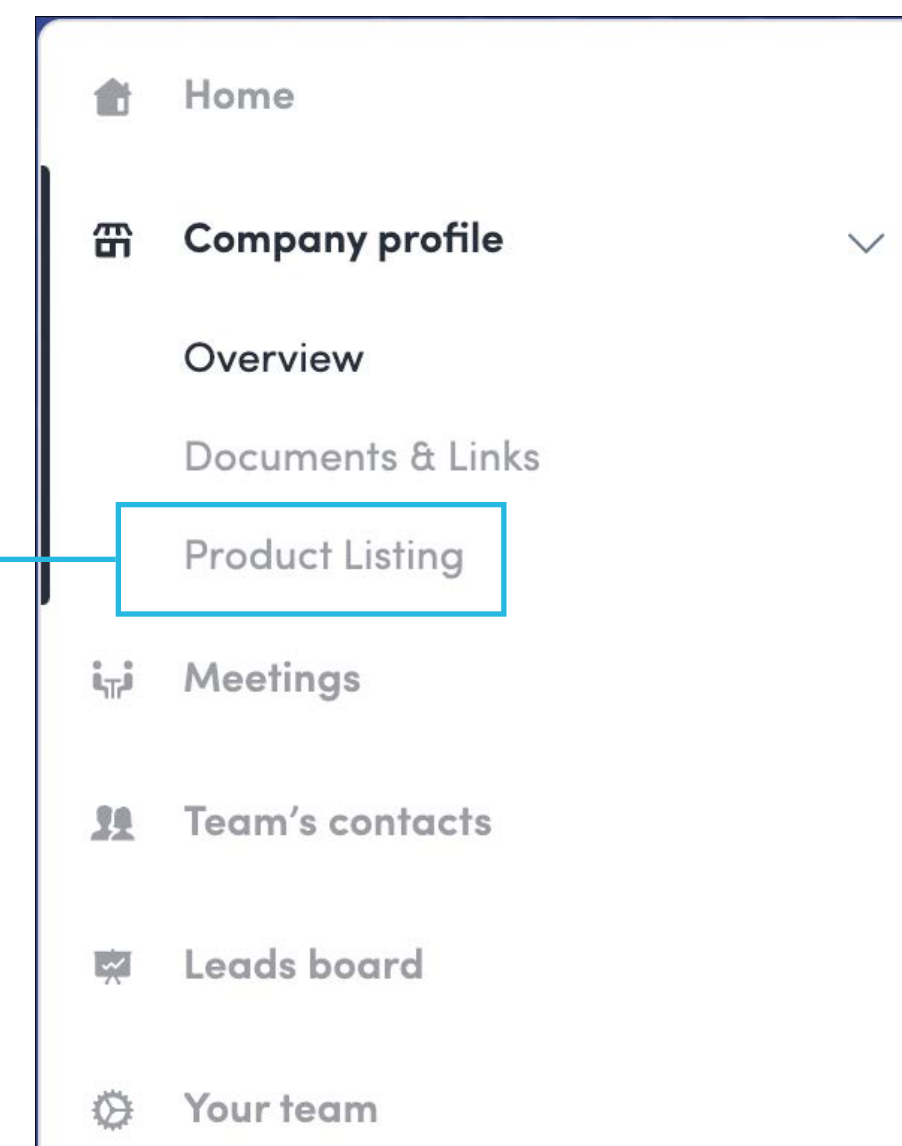


## EXHIBITOR CENTRE / COMPANY INFORMATION

Your company information will be pre-populated with the details you've previously provided in the Exhibitor Manual. You'll have the option to add additional information too.

You can also add your files to your company page.

To add your products and services into the platform, click on **Product Listing** in the menu and follow the instructions.



## EXHIBITOR CENTRE / SHARED CONTACTS AND EXPORT

By going to the **Team Contacts** tab, you can view and export all the contacts collected by you and your team/colleagues before, during, and after the event.

In addition to your own contacts, only those of your extra team members who are registered as Exhibitors and have enabled their contact sharing option will be shown.

Check that **all your team members have activated it.**

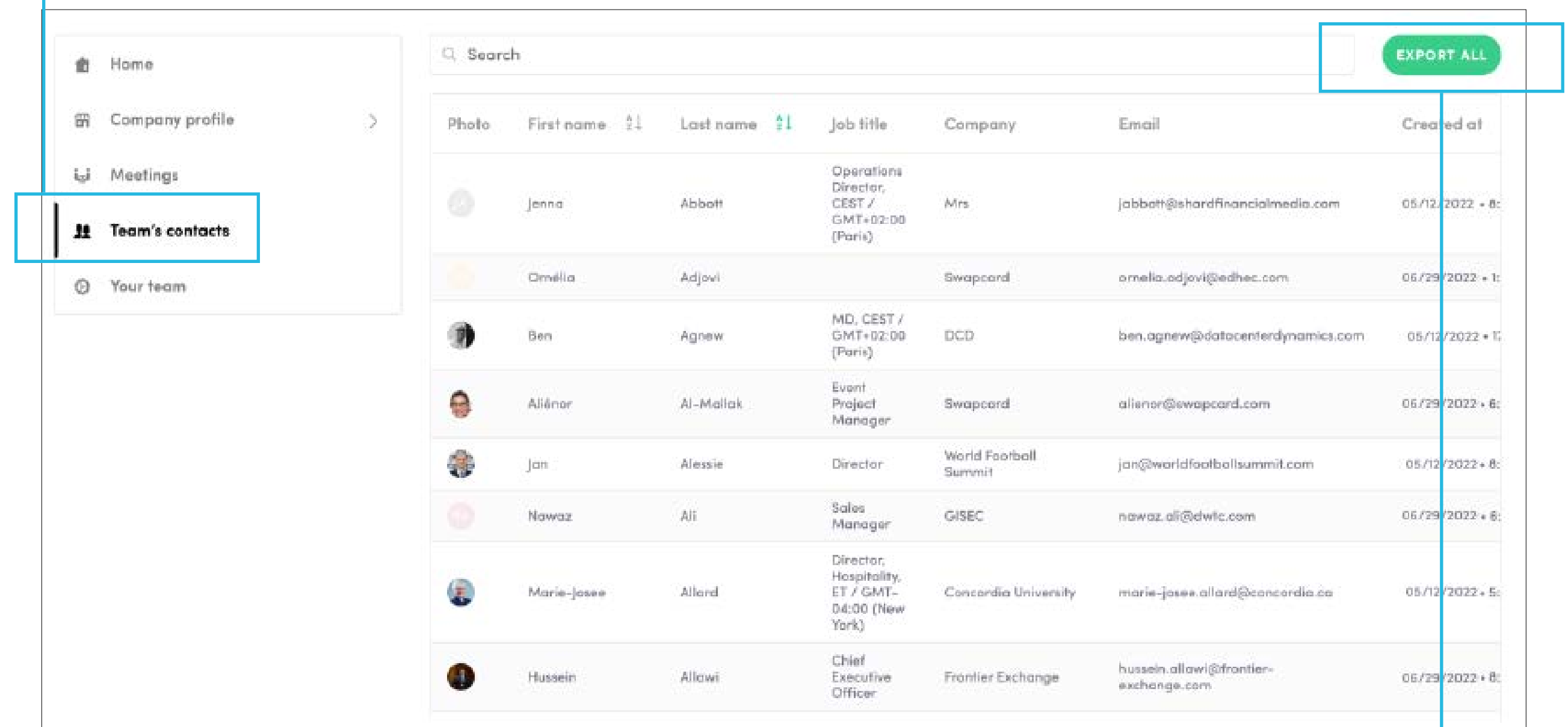
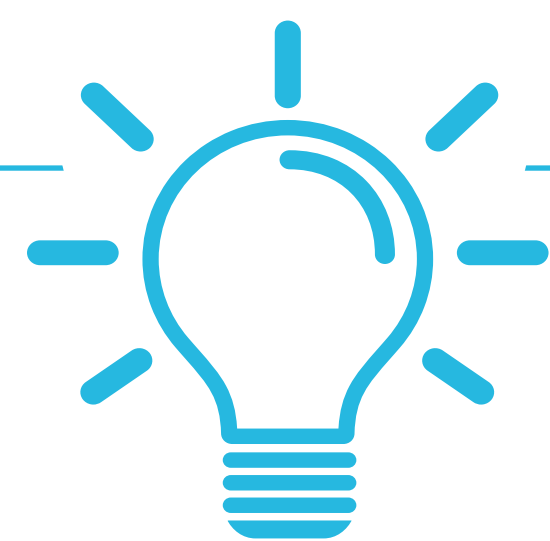


Photo	First name	Last name	Job title	Company	Email	Created at
	Jenna	Abbott	Operations Director, CEST / GMT+02:00 (Paris)	Mrs	jabbott@shardfinancialmedia.com	05/12/2022 + 8:
	Omelia	Adjovi		Swapcard	omelia.adjovi@edhec.com	06/29/2022 + 1:
	Ben	Agnew	MD, CEST / GMT+02:00 (Paris)	DCD	ben.agnew@datacenterdynamics.com	05/12/2022 + 1:
	Aliénor	Al-Mallak	Event Project Manager	Swapcard	alienor@swapcard.com	06/29/2022 + 6:
	Jan	Alessie	Director	World Football Summit	jan@worldfootballsommit.com	05/12/2022 + 8:
	Nawaz	Ali	Sales Manager	GISEC	nawaz.ali@dwfc.com	06/29/2022 + 8:
	Marie-Josée	Allard	Director, Hospitality, ET / GMT-04:00 (New York)	Concordia University	marie-josée.allard@concordia.ca	05/12/2022 + 5:
	Hussein	Alawi	Chief Executive Officer	Frontier Exchange	hussein.alawi@frontier-exchange.com	06/29/2022 + 8:



### LET'S TALK GDPR ...

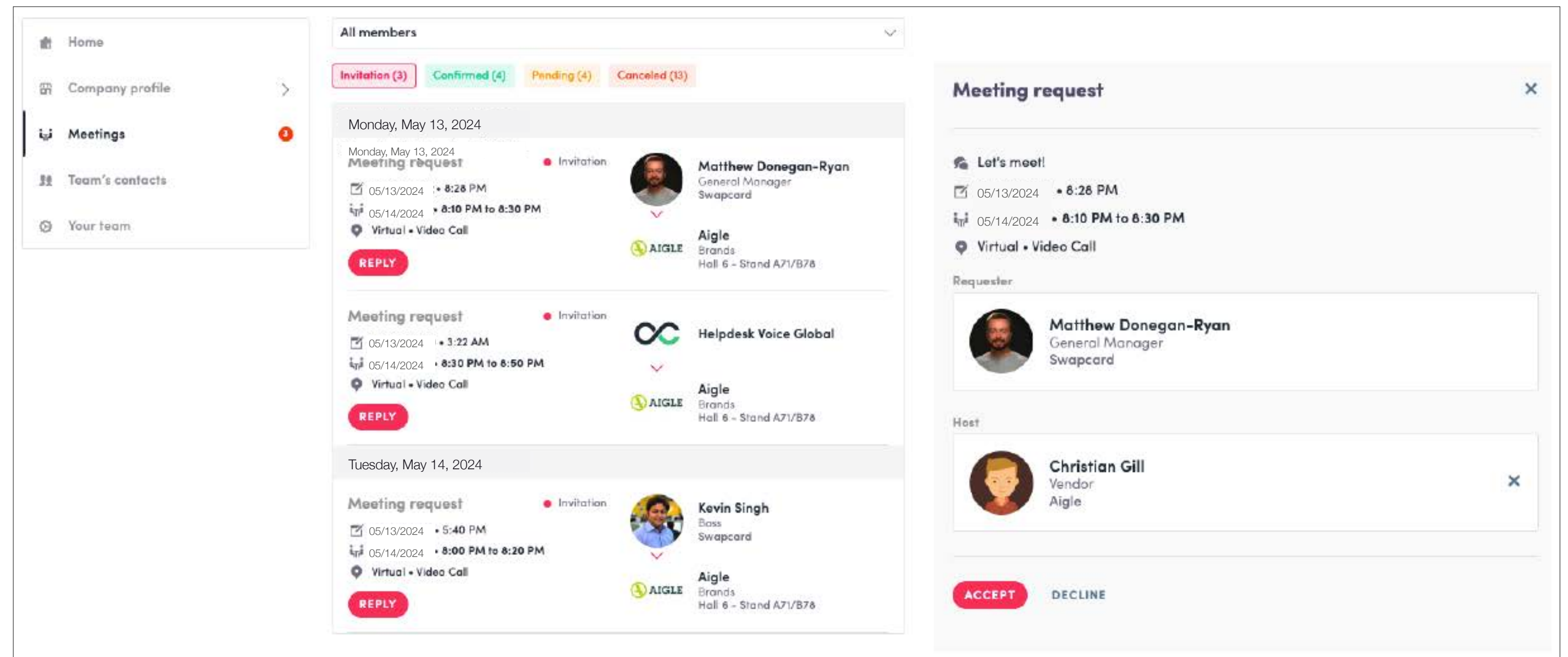
All users of the platform have agreed to share their data with the event organiser. When you scan a badge or connect with a user, they tacitly agree to share information with you. You therefore retrieve this information in accordance with the GDPR.

From the platform, **you can also export your contacts** (and only yours) as an Excel file by going to your contacts and clicking on “export”

## EXHIBITOR CENTRE / MANAGE YOUR MEETINGS

In this section you can:

- Display the meetings **of your team**
- **Filter meetings by status** pending, validated or declined, cancelled
- **Assign a meeting to a member of your team:** click on answer on the meeting request and choose the person to assign
- **Accept or decline meeting requests**
- **Export the full list of meetings** from your team

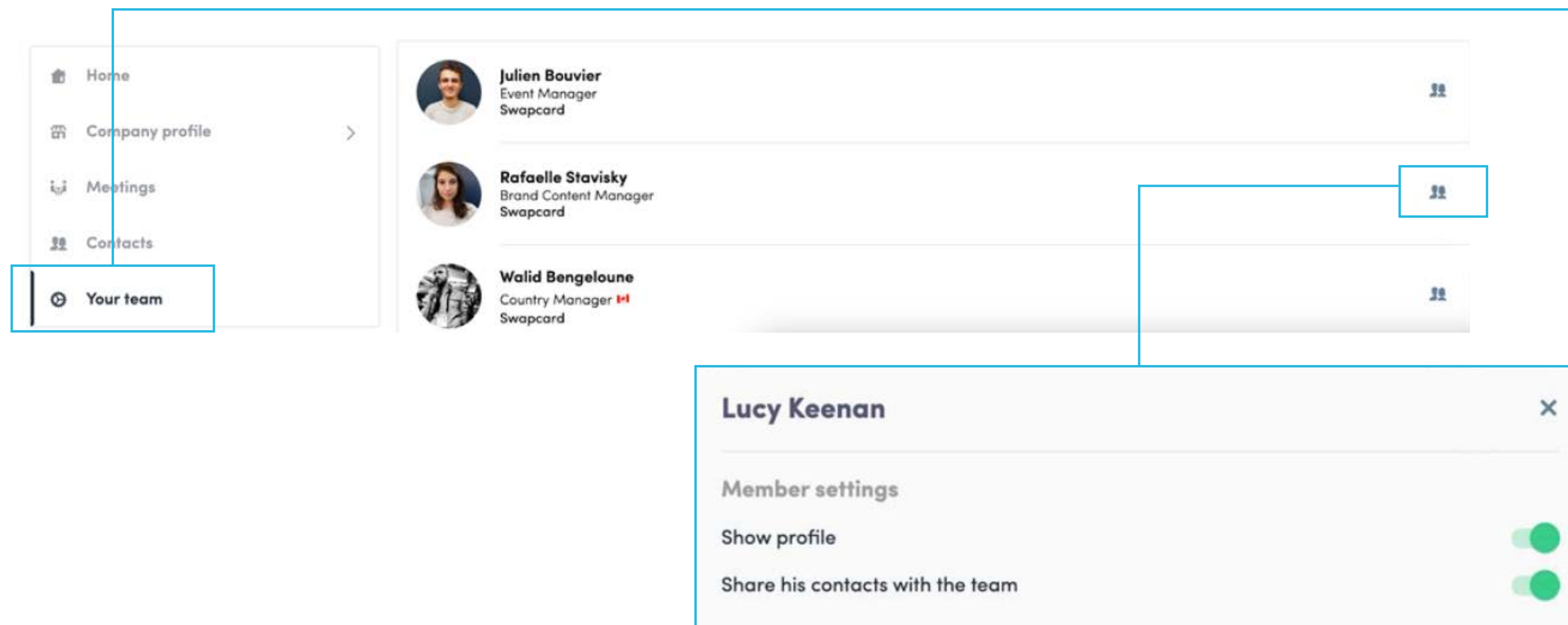


The screenshot displays a web interface for managing meetings. On the left is a navigation menu with options: Home, Company profile, Meetings (highlighted with a red notification dot), Team's contacts, and Your team. The main content area is titled 'All members' and shows a list of meeting requests filtered by status: Invitation (3), Confirmed (4), Pending (4), and Canceled (13). The list is organized by date, showing Monday, May 13, 2024, and Tuesday, May 14, 2024. Each request entry includes the date, time, meeting type (Virtual - Video Call), and the requester's name and role. For example, on Monday, May 13, 2024, there are three requests: one from Matthew Donegan-Ryan (General Manager, Swapcard) at 8:28 PM, one from Helpdesk Voice Global at 3:22 AM, and one from Kevin Singh (Boss, Swapcard) at 5:40 PM. All requests are from 'AIGLE Brands, Hall 6 - Stand A71/B78'. A 'REPLY' button is visible for each request. On the right side, a 'Meeting request' modal is open, showing details for a request from Matthew Donegan-Ryan. It includes the text 'Let's meet!', the date and time (05/13/2024, 8:28 PM), the meeting type (Virtual - Video Call), and the requester's name and role. Below this, the host is identified as Christian Gill (Vendor, Aigle). At the bottom of the modal, there are 'ACCEPT' and 'DECLINE' buttons.

## EXHIBITOR CENTRE / YOUR TEAM

To manage the members attached to your exhibiting entity, go to **Your Team**.

You can then view all your team members, **delete or add them** and manage the visibility of their profile.

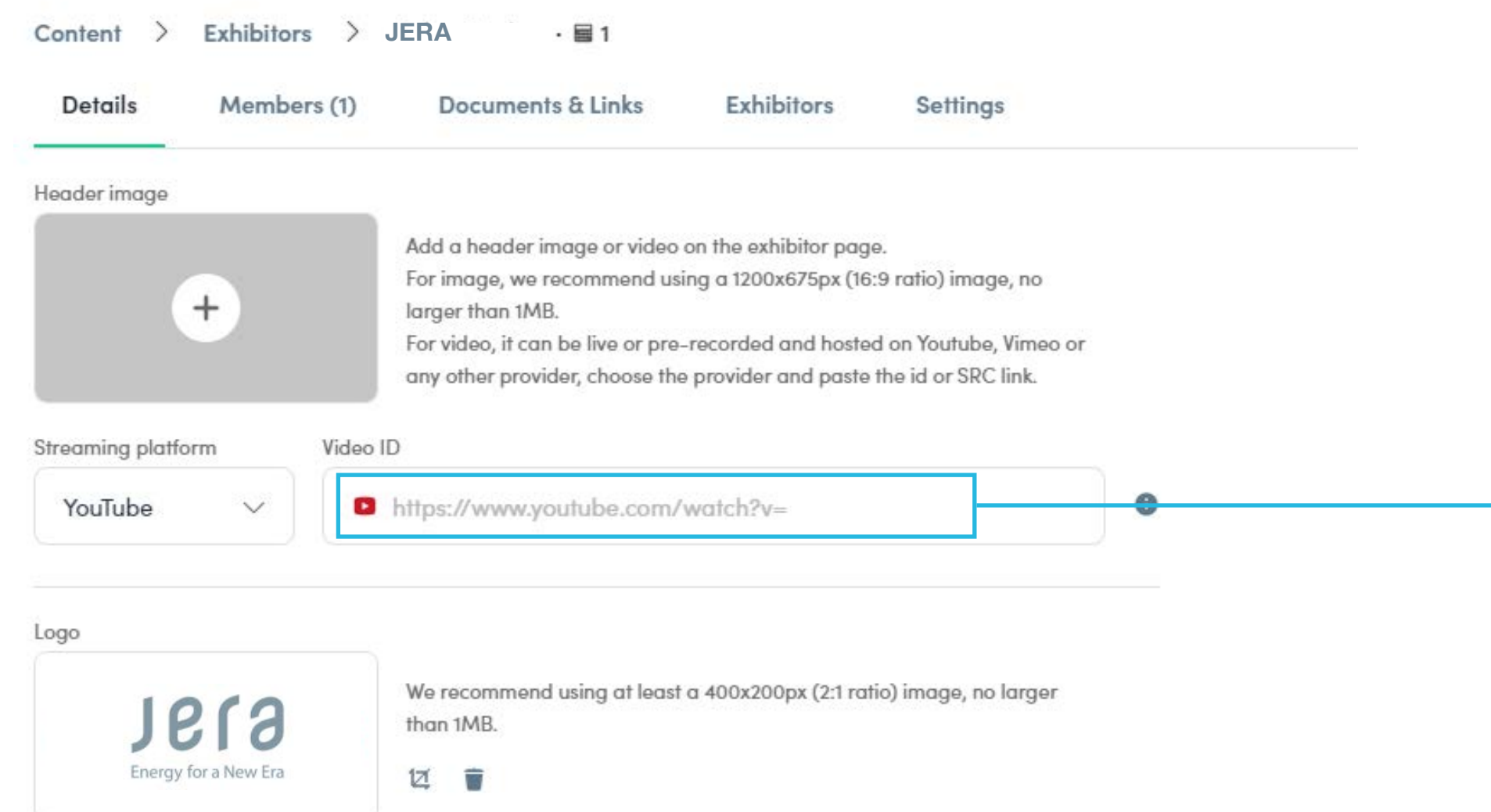
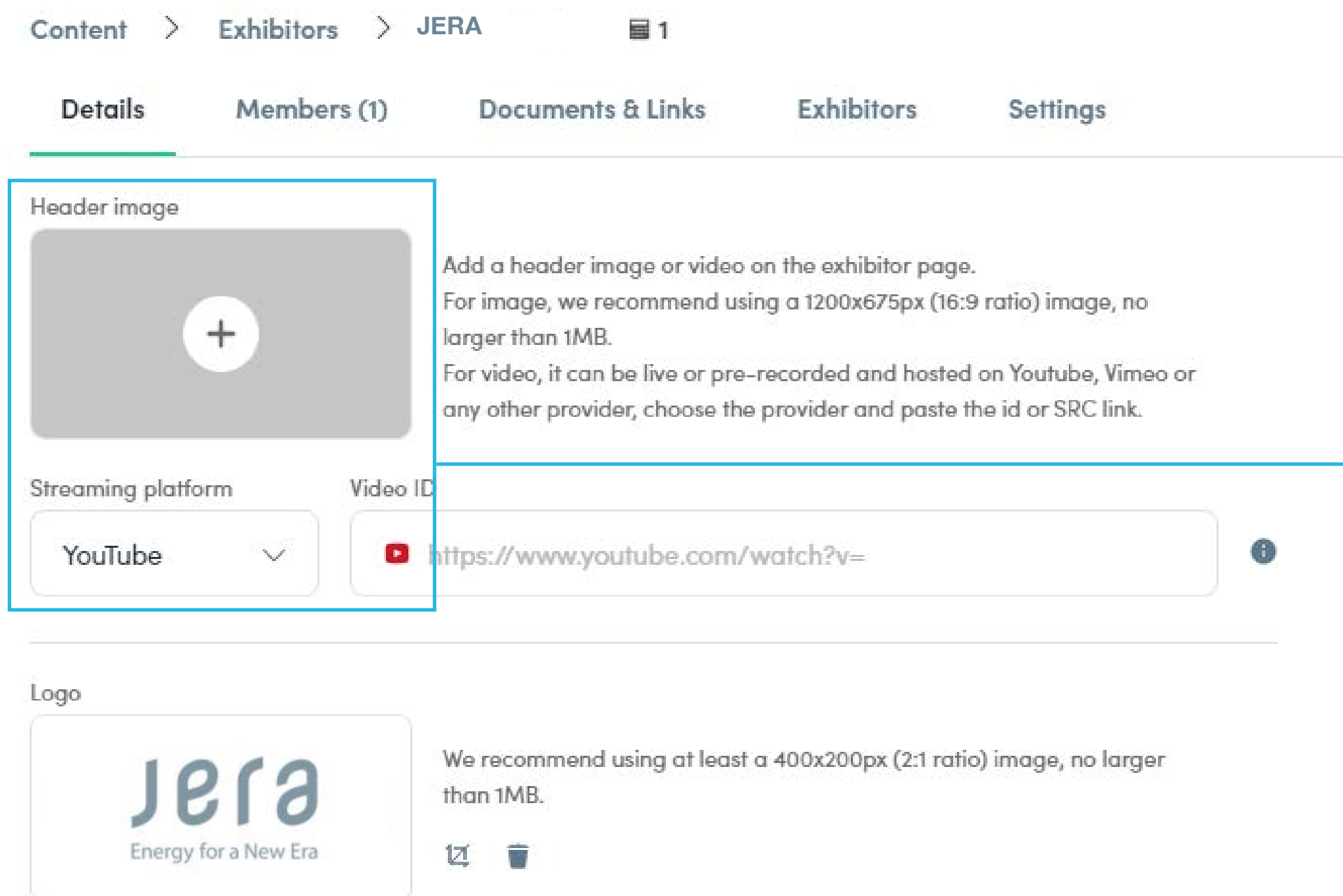


## HOW TO ADD A VIDEO TO YOUR COMPANY PROFILE

As an exhibitor, you are able to upload a video onto your company homepage.

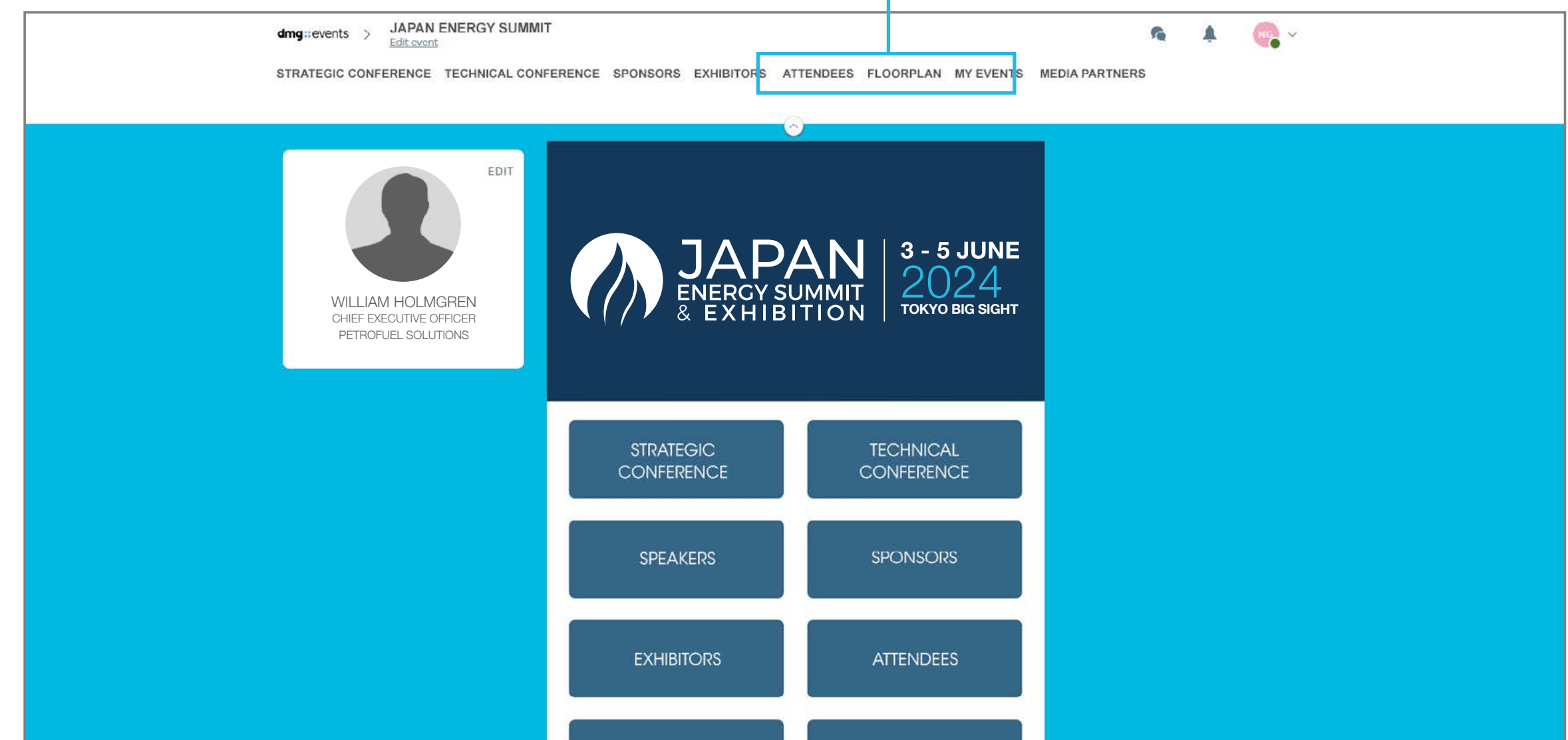
To upload a video, go to your Exhibitor Center and click on **Company Profile**. Then click **Edit**.

You will then be able to add your YouTube video ID as a banner.



## HOW TO NETWORK

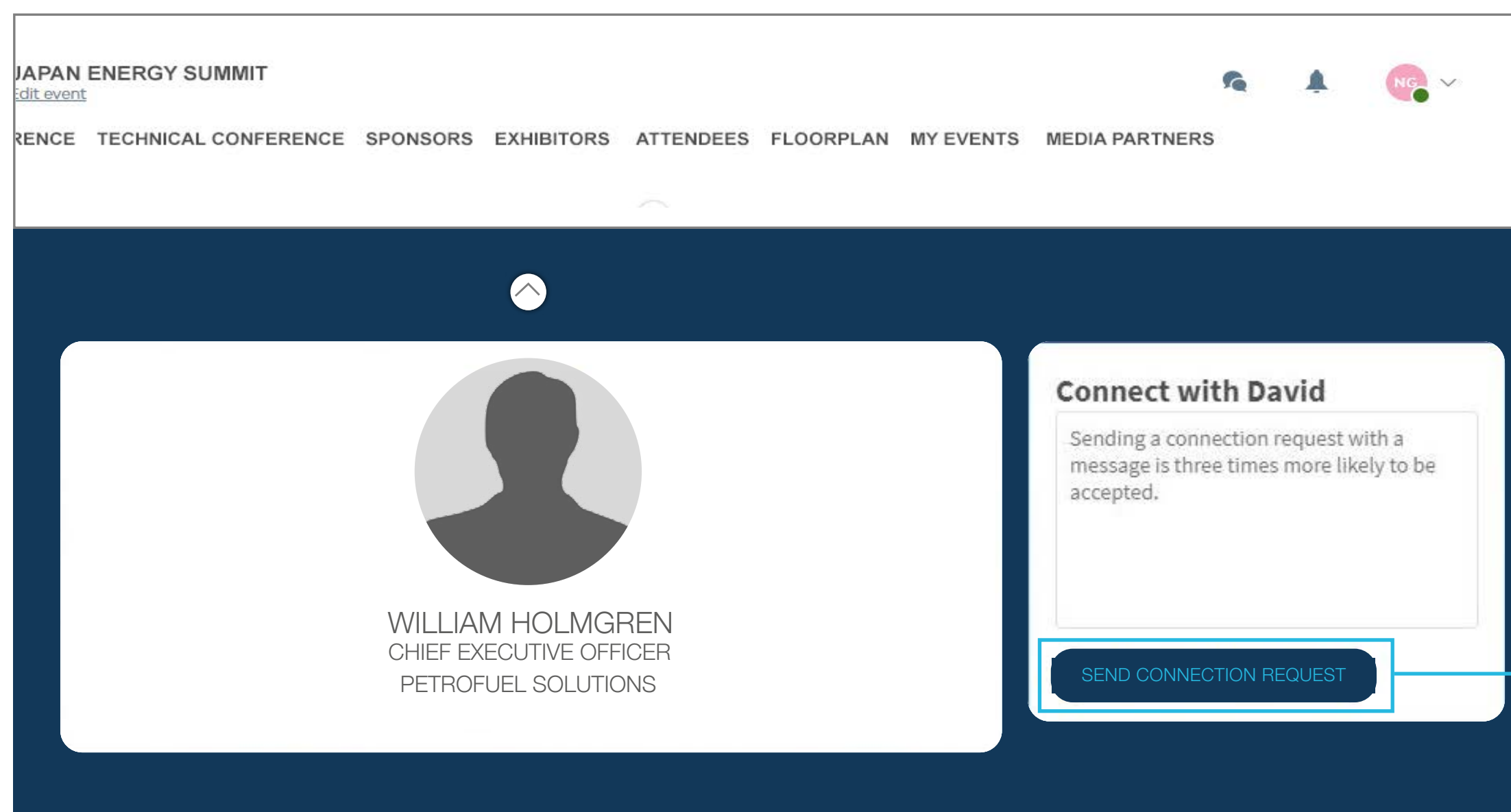
On the homepage of the event, you can access the **Speakers** and **Attendee** lists and identify people of interest, based on the permission hierarchy. Do not hesitate to contact them through the platform to network and schedule meetings.



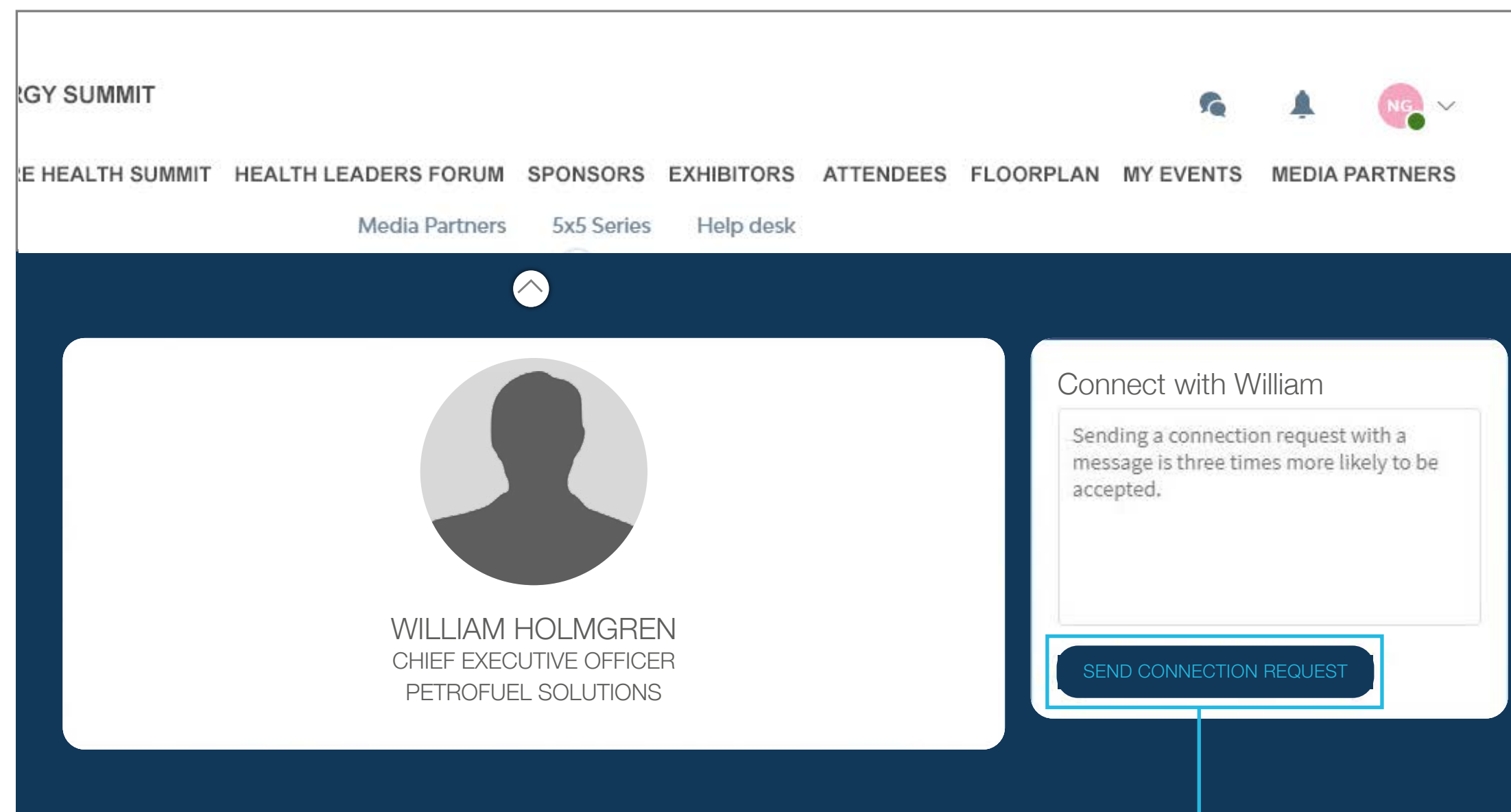
If you see time slots appearing on people's profiles, it means that the organiser has allowed you to schedule meetings based on your badge type.

Ensure you book your meetings before the event with people of your choice before all their slots are booked.

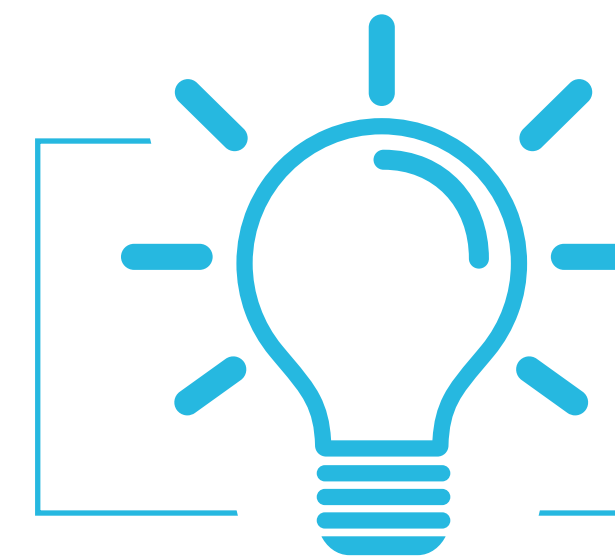
You can manage your own availability from the **My Event** section of the platform.



## HOW TO MAKE A CONNECTION REQUEST



To send a connection request to an attendee, go to their profile (via any list of participants) and click on **SEND CONNECTION REQUEST**.

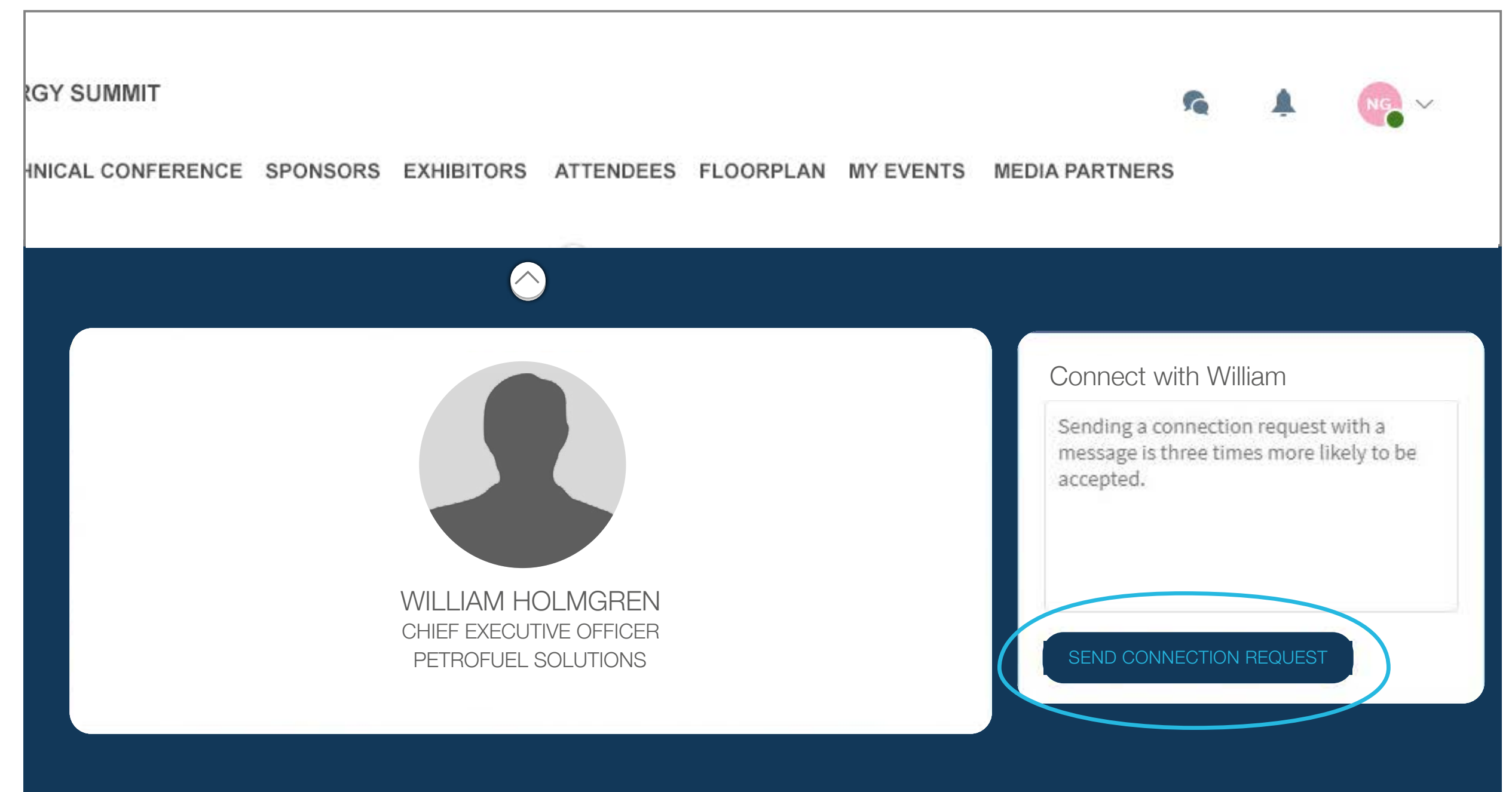


Tip: We encourage you to write a message before sending your connection request to introduce yourself and explain the reason for the connection.

You will be able to find all the people you have been in contact with during the event in the **My Event** button, **My Networking** tab.

## HOW TO REQUEST A MEETING

- Step 1: Navigate to a person's profile by going to the list of Delegates, Speakers, Exhibitors, or a Sponsor's profile.
- Step 2: Click on one of the proposed meeting slots. If you want to see other slots, click **See more slots**.
- Step 3: After selecting a slot and the location, write a message to the person you want to meet. Once done, click **Send meeting request**.
- Step 4: In **My Event**, you can view your appointments, cancel them and manage your availability.



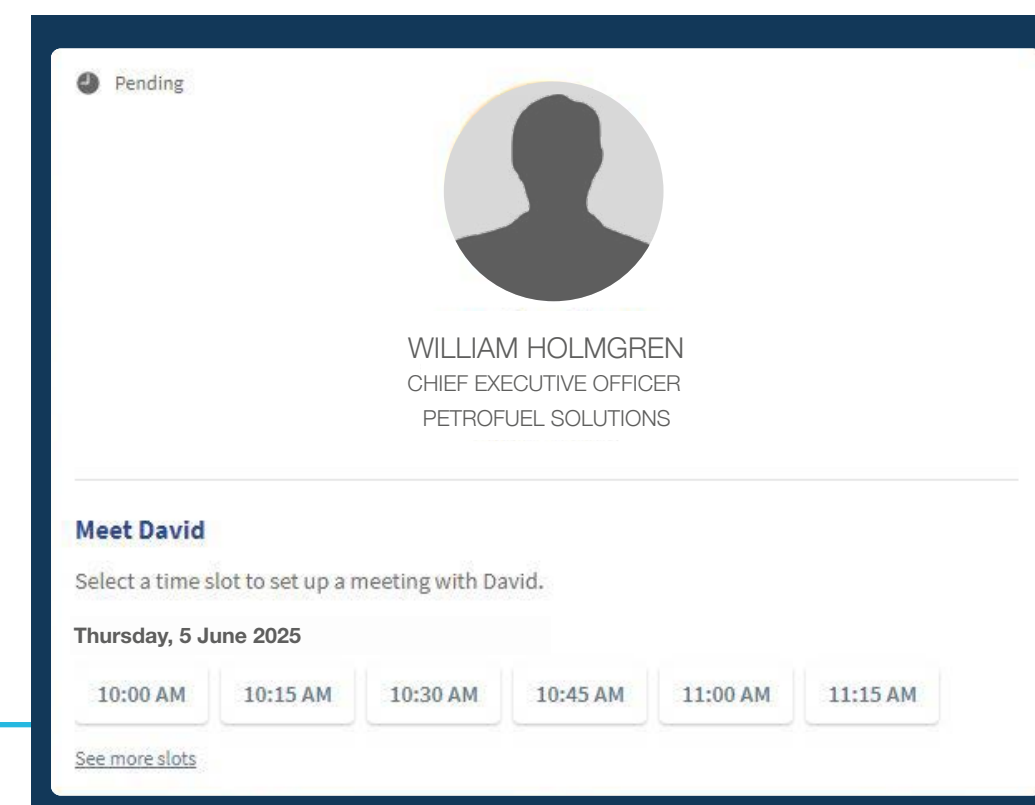


## SEND A MEETING REQUEST

1

### SELECT A SLOT

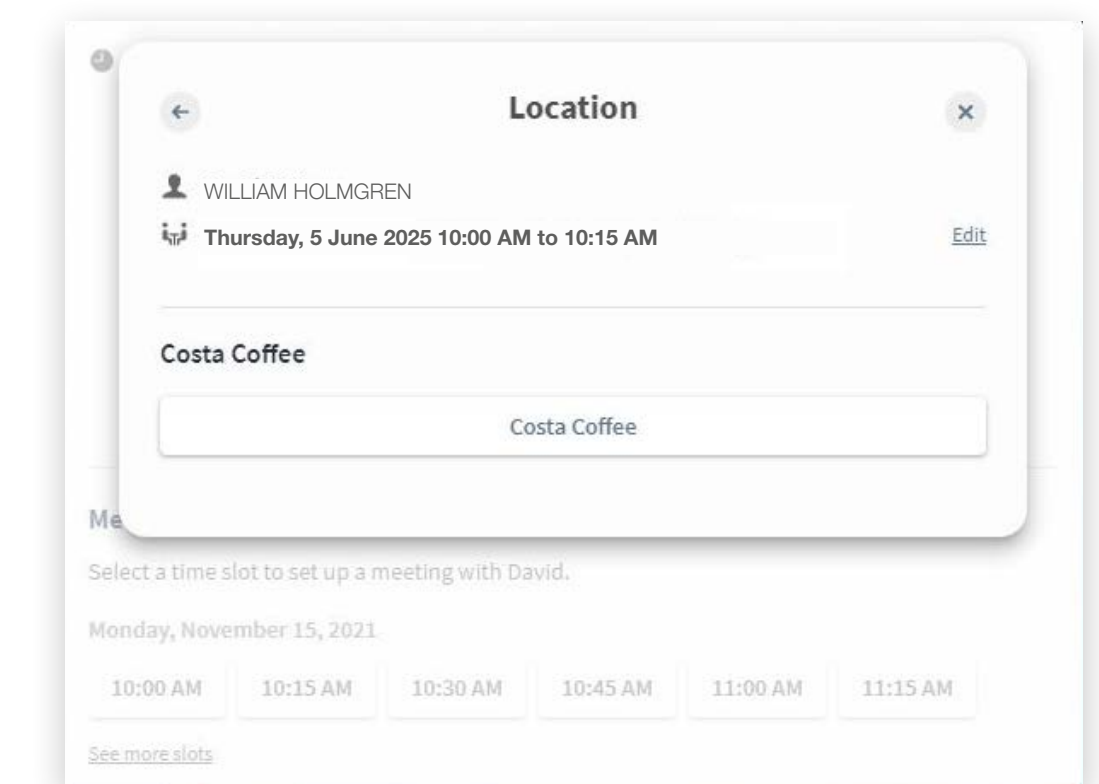
By clicking on a participant, you can view the appointment slots they have available. Select the time slot that you would like to meet with them.



2

### MEETING

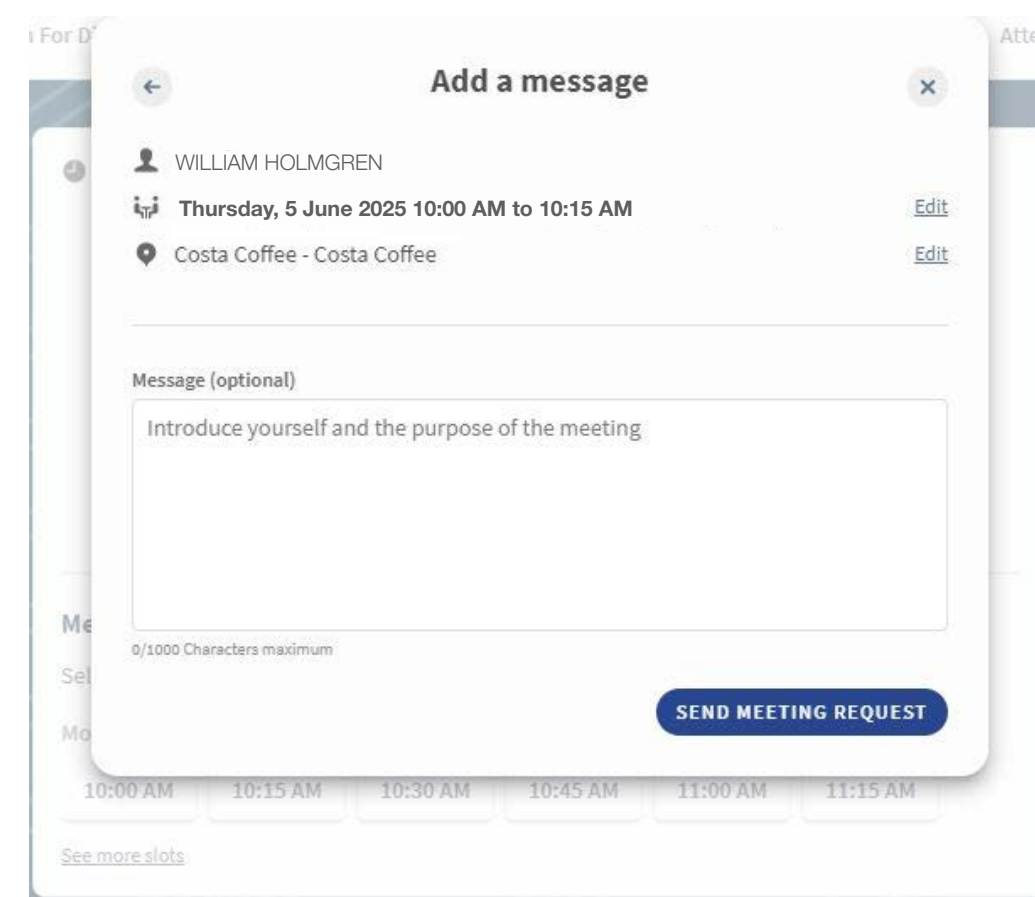
Once you have selected a time slot, the meeting will be set.



3

### SEND A MESSAGE

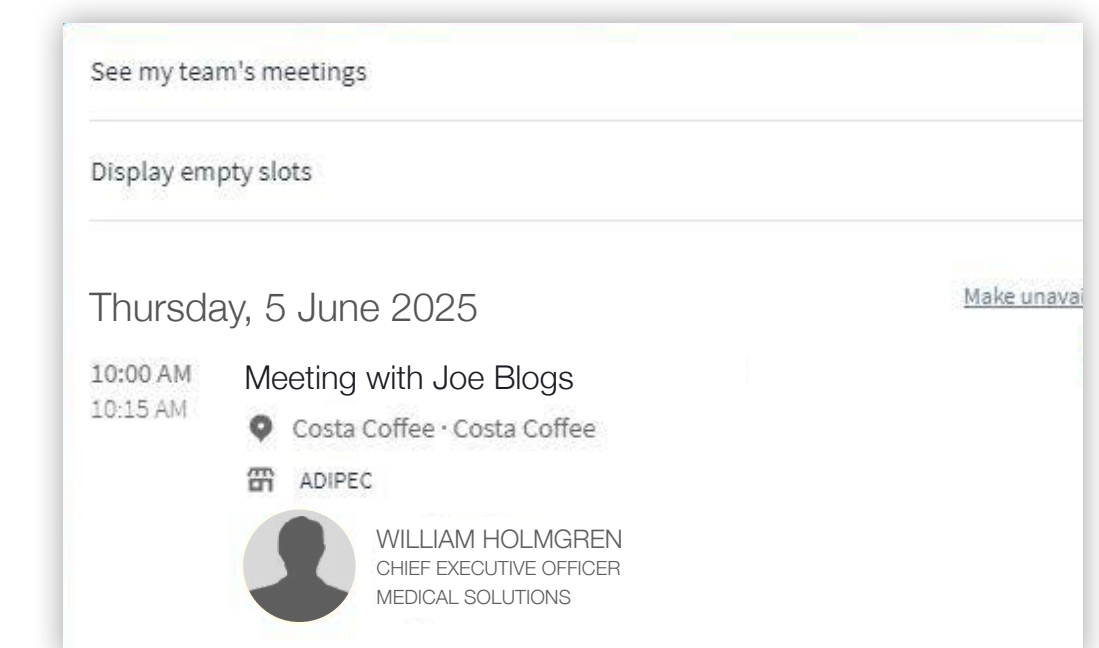
As a courtesy to your meeting recipient, it is very important to send a personalised message with your request.



4

### MANAGE YOUR MEETINGS

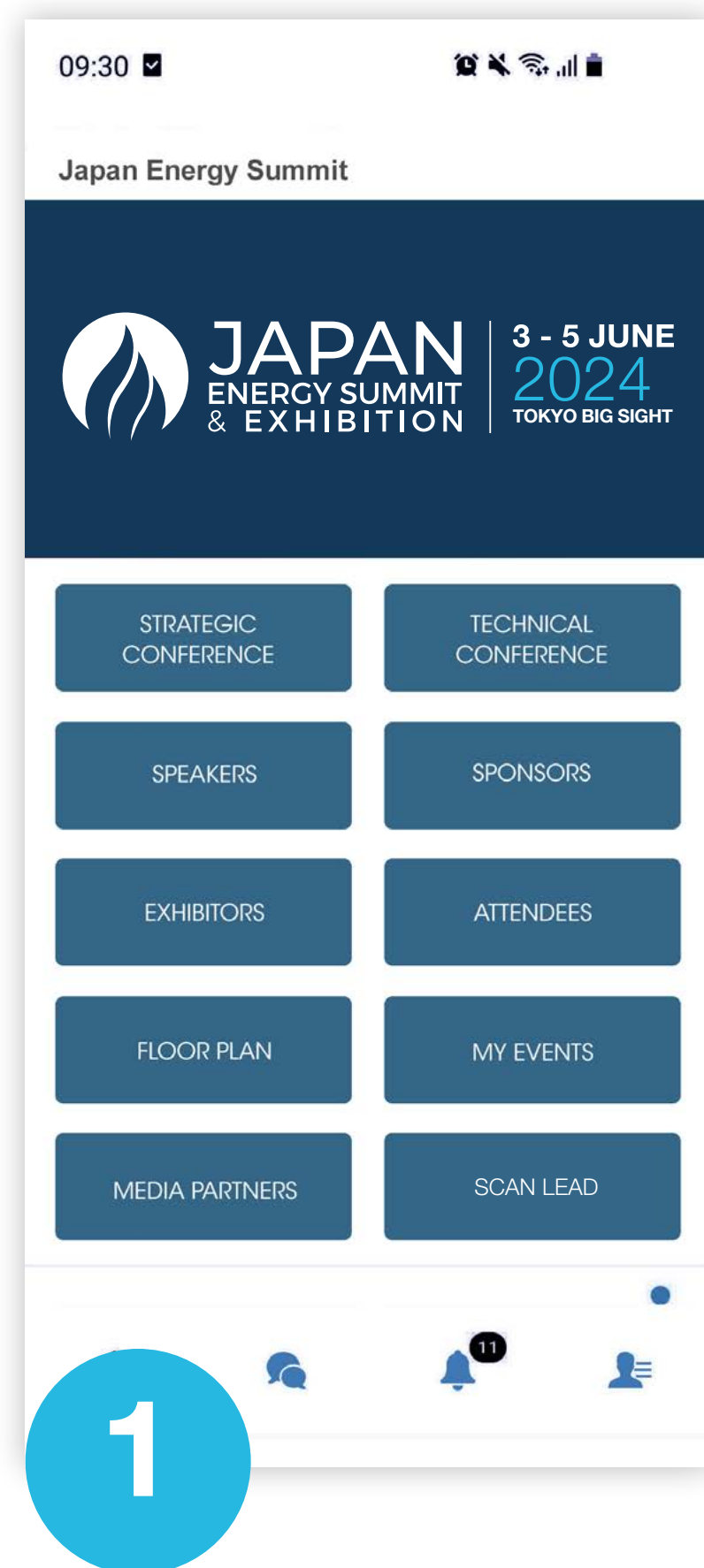
In **My Event**, you can view your appointments, cancel them and manage your availability.



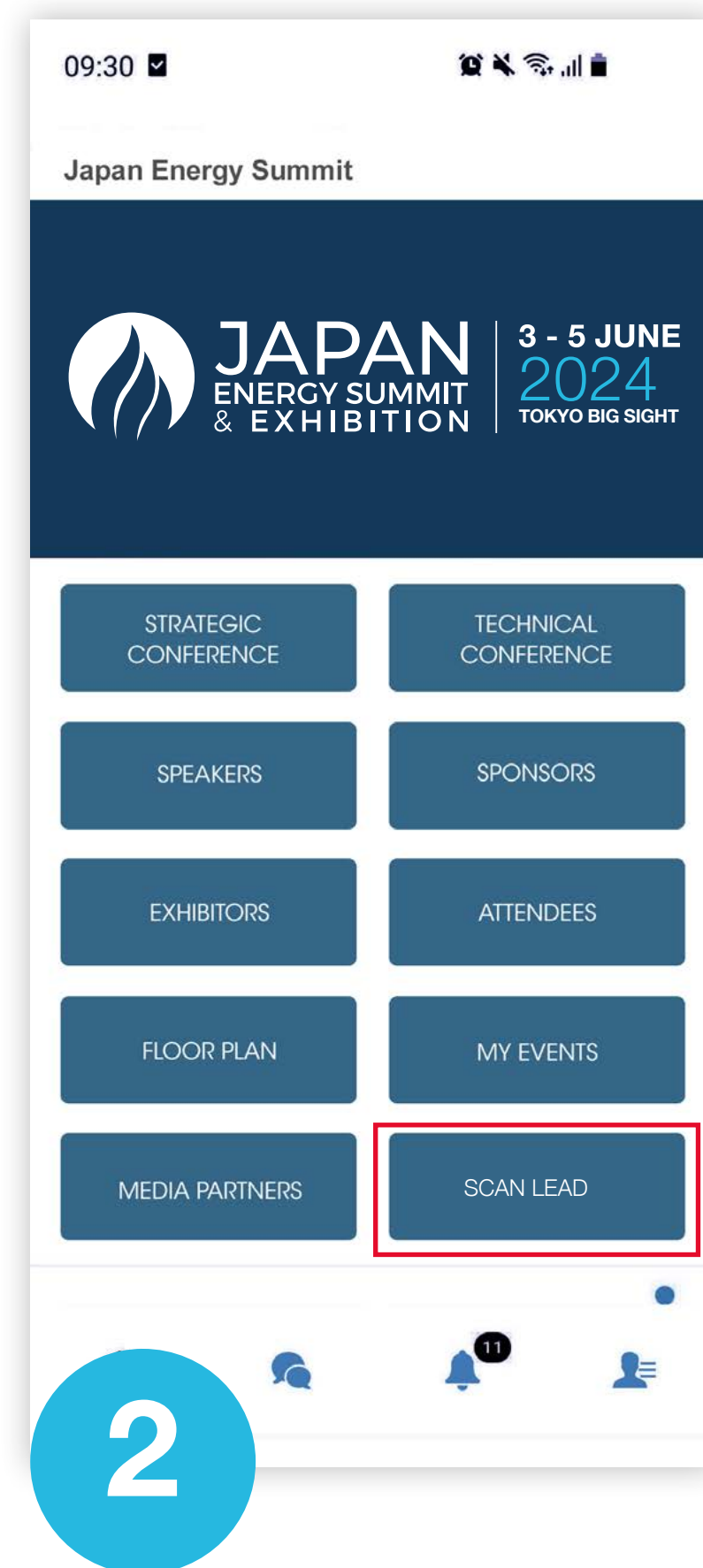
Be careful! A meeting slot is blocked when a request is made or received, even if it is not validated.

## HOW TO USE THE LEAD SCANNER

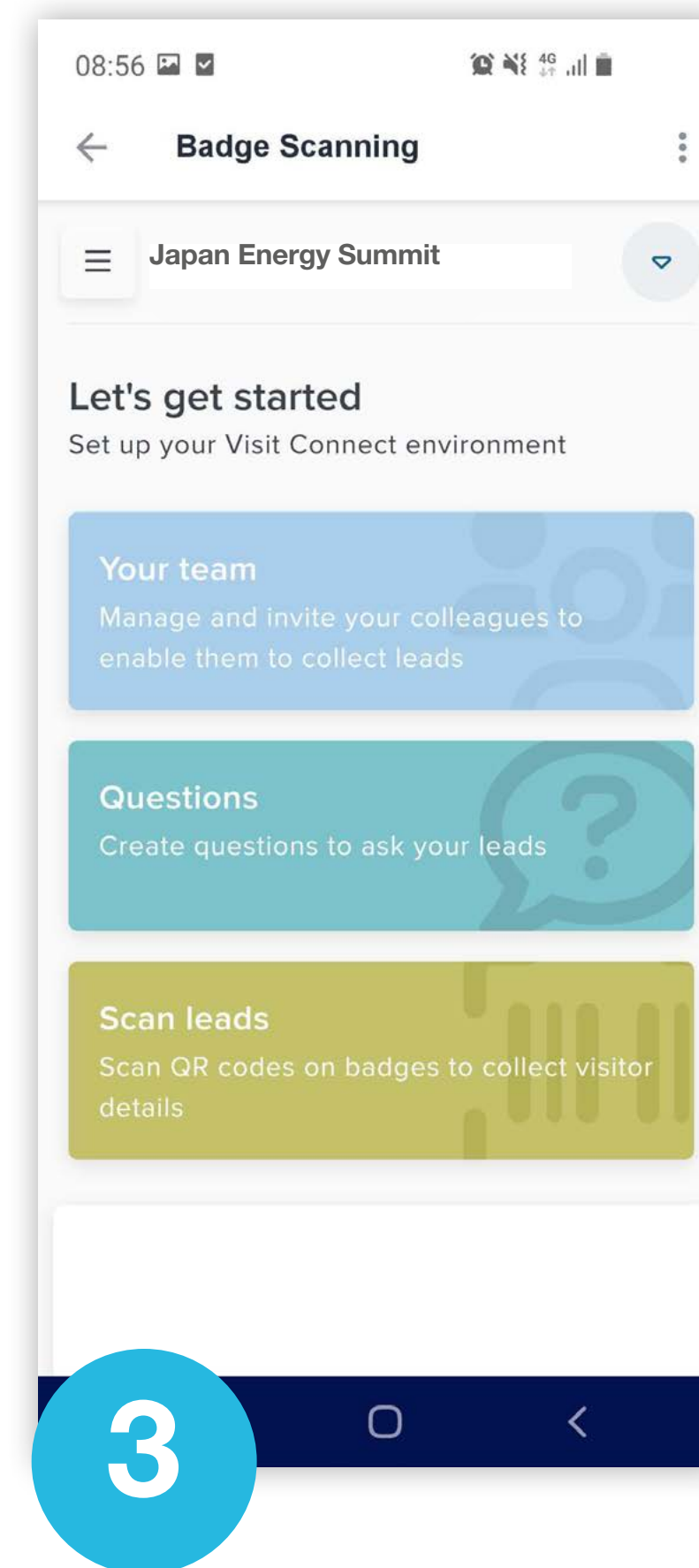
All staff registered as an exhibitor through the Exhibitor Portal automatically have access to scan leads through the App.



Download the App



Tap the Scan leads button in the bottom of the App home screen.



For security, you will be asked to enter an OTP (One Time Passcode) sent to the email you registered with. Once this is confirmed simply click the scan leads button.



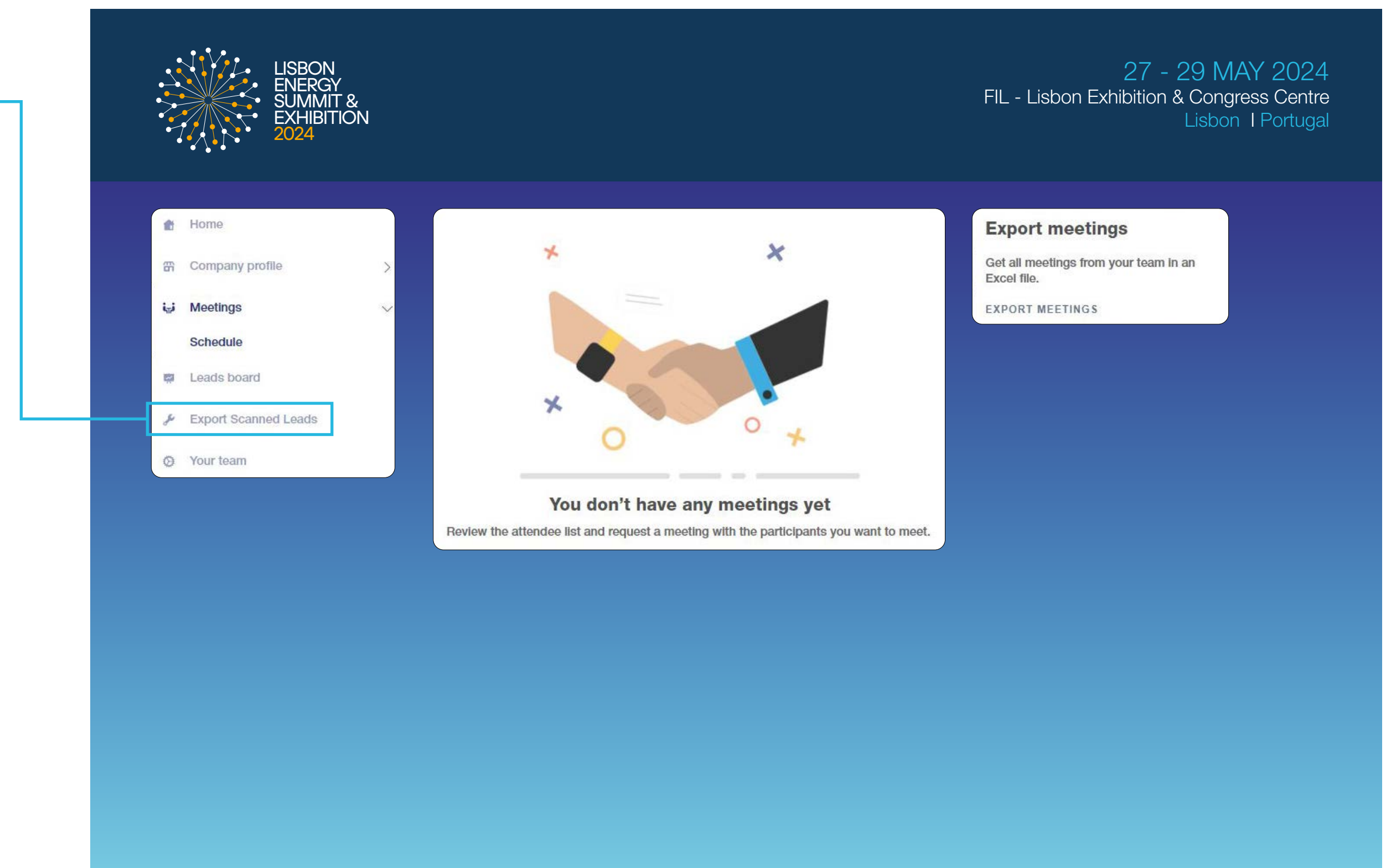
To scan QR codes, line the QR code up within the square to scan.

## HOW TO EXPORT SCANNED LEADS

By going to the **Export Scanned Leads** tab, you can view and export all the leads scanned by you and your team/colleagues during, the event.

You can export leads to an Excel workbook or .csv file for follow-up or import into a CRM.

- In the menu, click Leads.
- In the bottom-right corner, click Actions and then Export all leads.
- Click DOWNLOAD and choose where to save the file to your computer and select Save.
- You can now open the export file in Microsoft Excel, or import it into any software that supports this file format



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For any mobile app or lead scanning related enquiries, please email the support team at [app@japanenergysummit.com](mailto:app@japanenergysummit.com)



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3 - 5 JUNE  
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TOKYO BIG SIGHT

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Jera

TOKYO GAS

## Global Perspectives. Market-Moving Insights.

Get your Delegate Pass and unlock bold solutions to Asia's energy trilemma.

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