CPhI discover

Visitor Guide
# During the event

Contents

How to access CPhI Discover

Available from May 3rd to visitors

To access CPhI Discover, go to **www.cphi-online.com** using your CPhI-Online credentials to log in. These are the same ones that you have used to register for CPhI Discover.

You will be redirected to your personal CPhI-Online profile page. This is your homepage where you can see all the essential information to make the most of your experience at the event and access all important features and settings.

To enter the CPhI Discover platform, click the big orange "Enter CPhI Discover!" button.
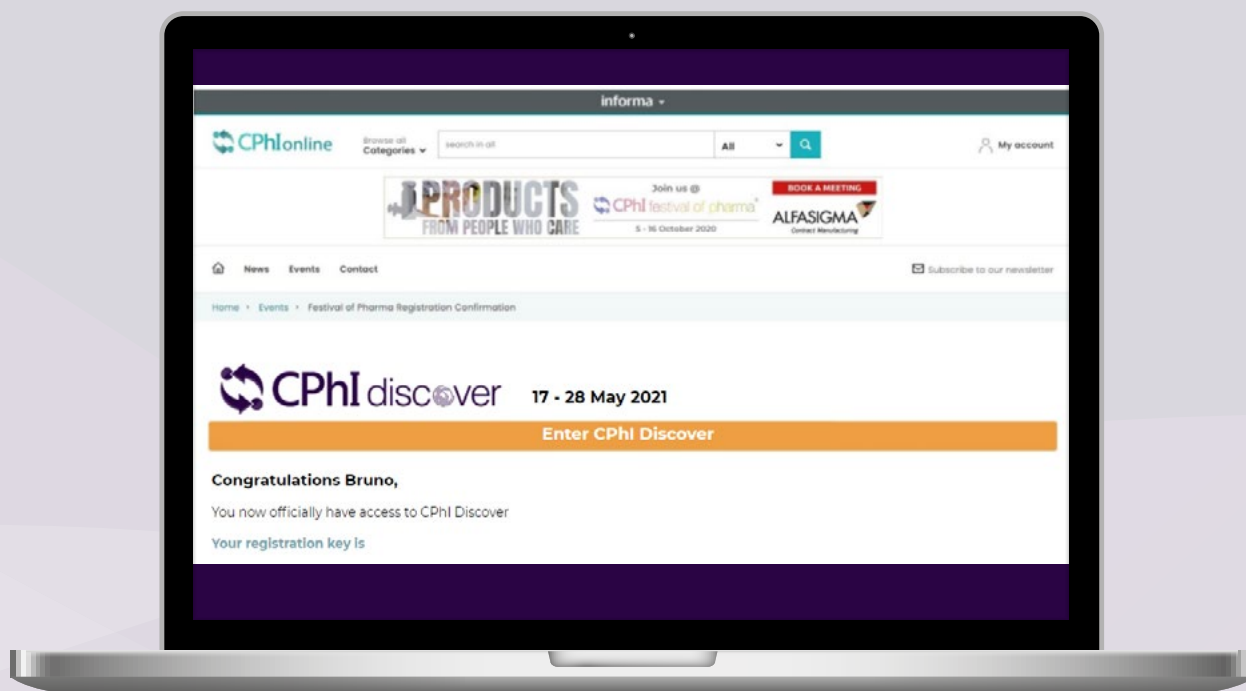
Congratulations, you are now logged in to the CPhI Discover platform! Explore our unmissable line-up of content sessions and network with professionals from all over the world.

Step 2

# How to navigate through the Event Agenda

Event Agenda

Go to the **"Content Agenda"** tab on the top part.

In this section, you can view all the content sessions of CPhI Discover. Also, you can narrow down your search by using the filters available.

Save to My Schedule

To register for a session you are interested in, just click on the calendar icon next to the title of the session. You can also register by accessing the session and clicking on the **REGISTER** button on the right-hand side of the screen.
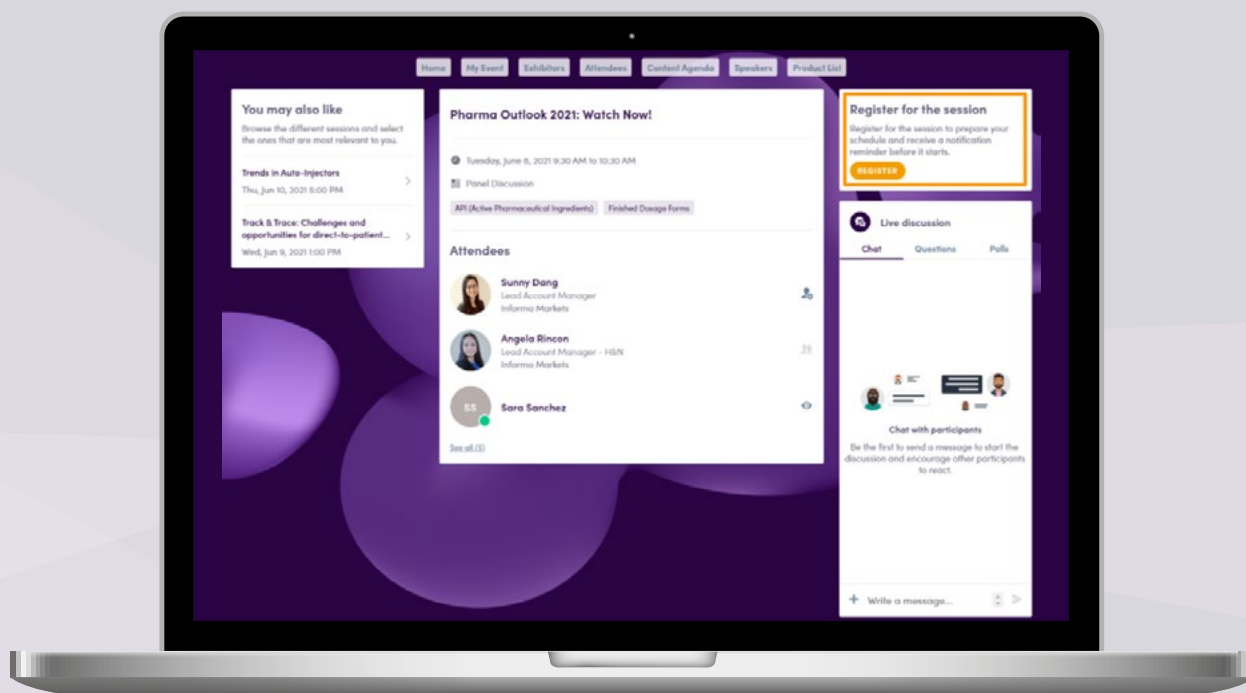
Step 3

How to join a content session

Once you have registered for a session, it will be visible in **"My Schedule"** under the **"My Event"** tab. You will be able to join at the given time by clicking on the session. The sessions will be also available on-demand on the event platform and after May 28, on CPhI Online.

Remember to export your calendar once you have added a new session and/or meeting so it is always updated.
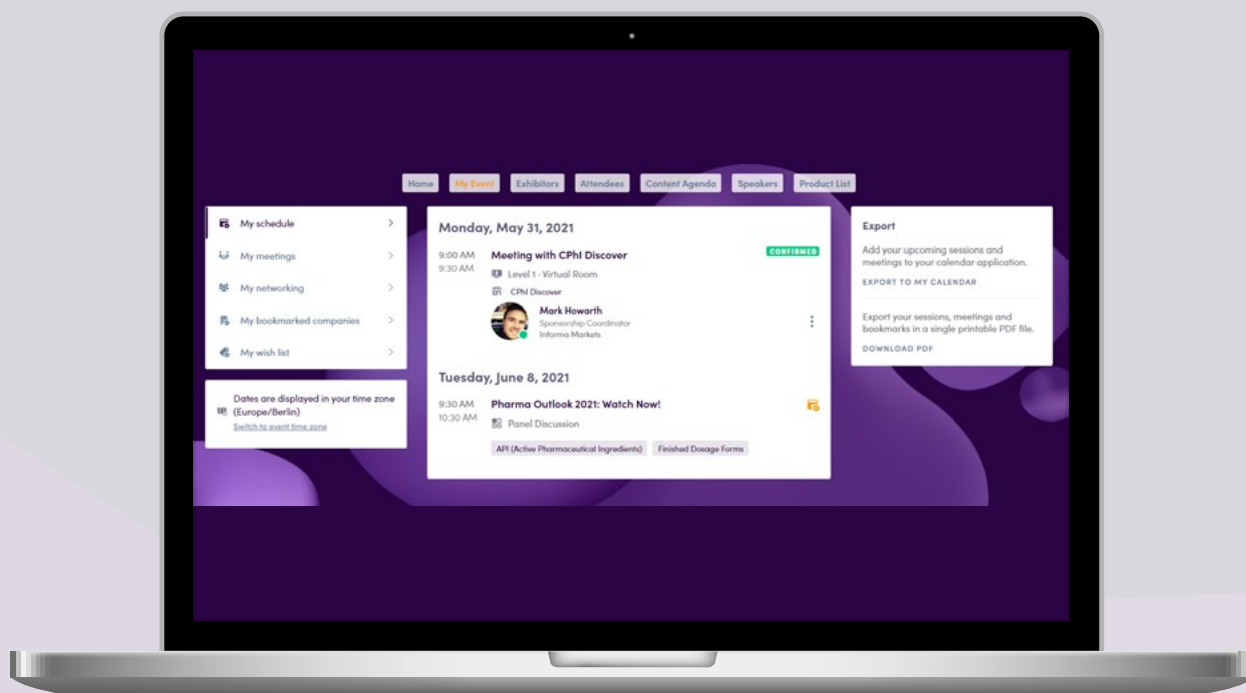
Step 4

Networking at CPhI Discover

Connections and meetings are a core element of a successful event experience. We've made this as easy as possible, putting all your networking features in one place to get a calendar full of meetings.

By clicking on the **"My Event"** section, you will find your networking features:

1   My schedule: All the confirmed meetings and content sessions saved.

2   My meetings: All the meetings confirmed and pending, as well as, the availability slots.

3   My networking: The connections you've made.

4   My bookmarked companies: The companies you are interested in.

5   My wish list: The products you are interested in.
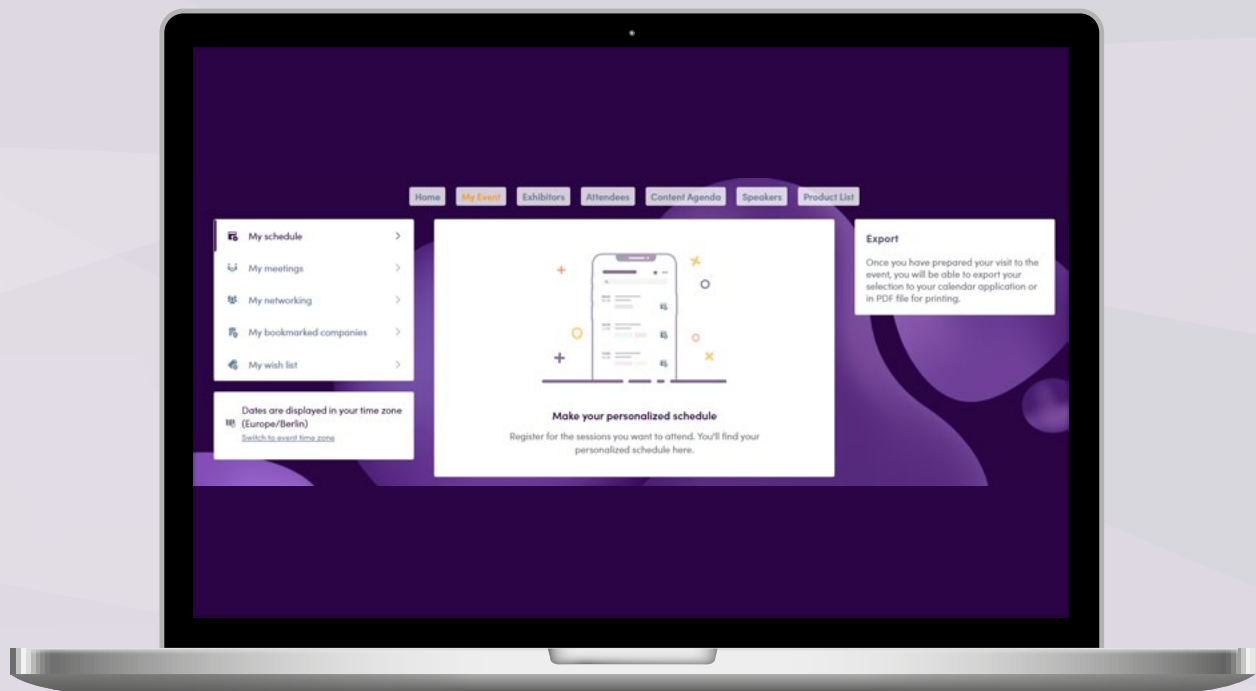
Step 5

How to manage your availability

① Click on **"My Event"** to see your schedule & bookmarks.
*All times are displayed in your local time.*

② Click on **"My Meetings"** to manage your availability and to see your pending or confirmed meetings.

Keep your availability updated to ensure you won't receive meeting requests when you are not available.

For example, if you wish to make yourself unavailable on certain meeting slots created by the organizer of your event, you simply have to click on Make unavailable.
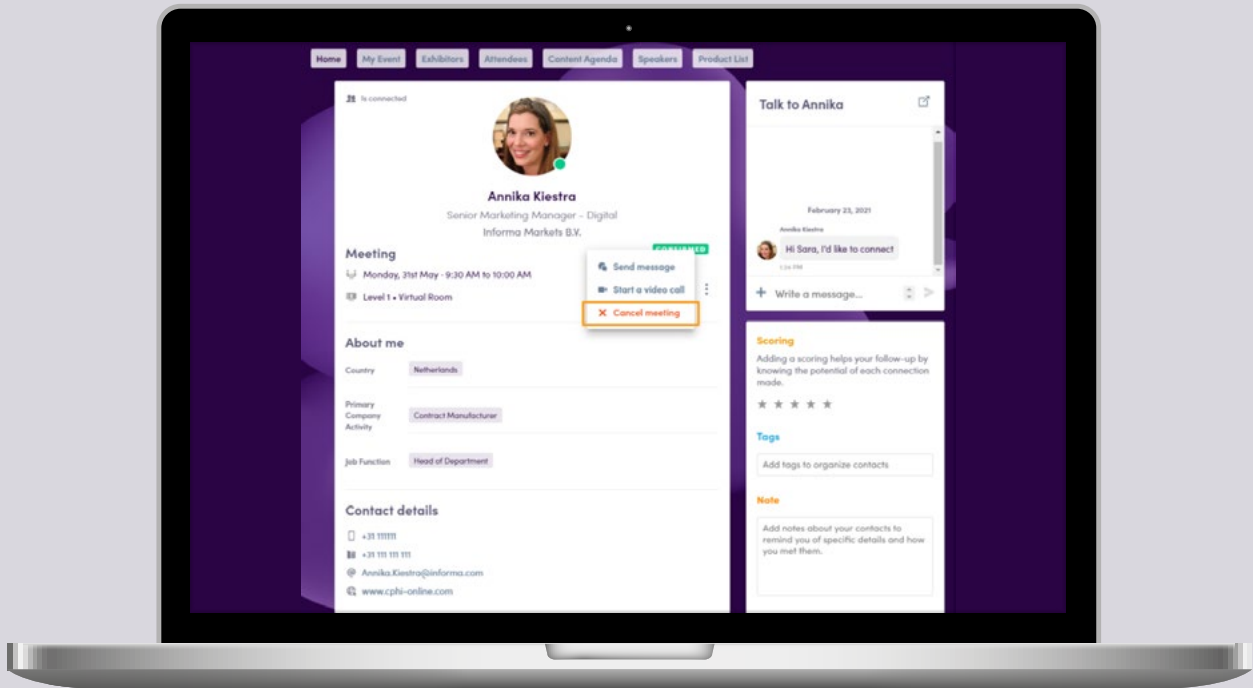
The unavailable slots will no longer be displayed on your profile and other participants will no longer be able to book a meeting with you on these slots.

Click on Make Available to make available a slot that you have made unavailable.
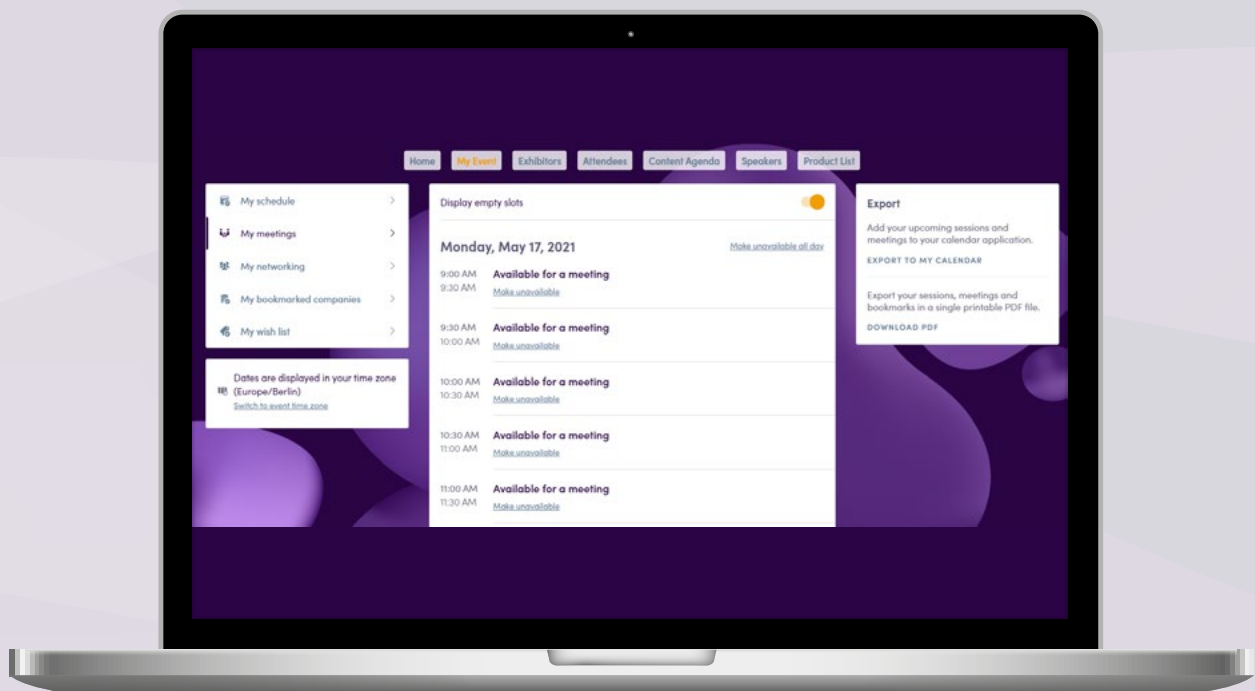
3 You can cancel a confirmed or pending meeting by clicking Cancel Request (if it was pending) or Cancel Meeting (if it was confirmed).

Step 6

How to send meeting requests

Requesting a meeting has never been easier, here is how to request a meeting in three easy steps:

(1) Select a time slot to set up a meeting on any attendees' profile you would like to schedule a meeting with.

(2) Add a personalized message and click on **"SEND MEETING REQUEST"**.

(3) Keep track of all your meetings and their status change in the section **"My Meetings"**
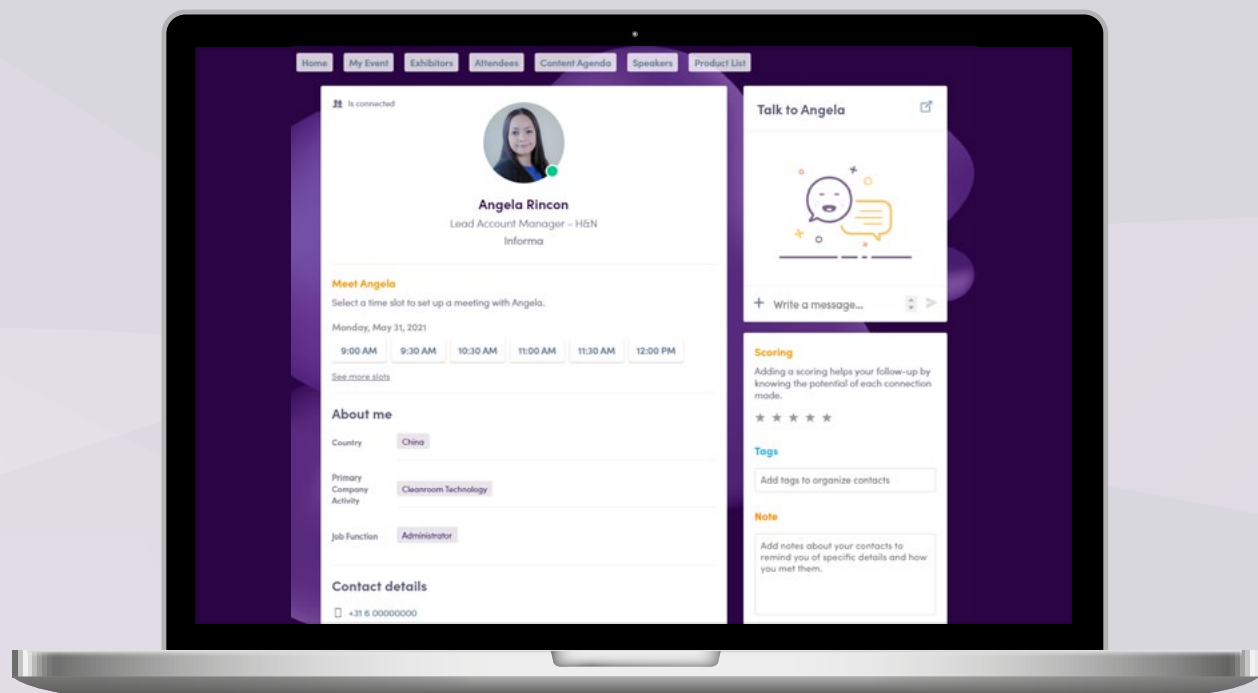
There are only 30-minute time slots available. For example, to book a 1-hour meeting you will have to send two meeting requests of 30 minute each.

Step 7

How to reschedule meetings

Reschedule a meeting in 3 easy steps:

1 Go to the **"My Event"** tab and on the left-hand side click on **"My Meetings".**

2 Find the meeting you want to reschedule and click on that meeting.

3 Cancel the meeting and book it at the preferred time – add a message explaining the cancellation.

How to reschedule meetings

Step 8

How to attend a meeting

My Meetings

To attend a meeting, go to the **"My Schedule"** tab. This tab keeps track of all the confirmed meetings and sessions booked.
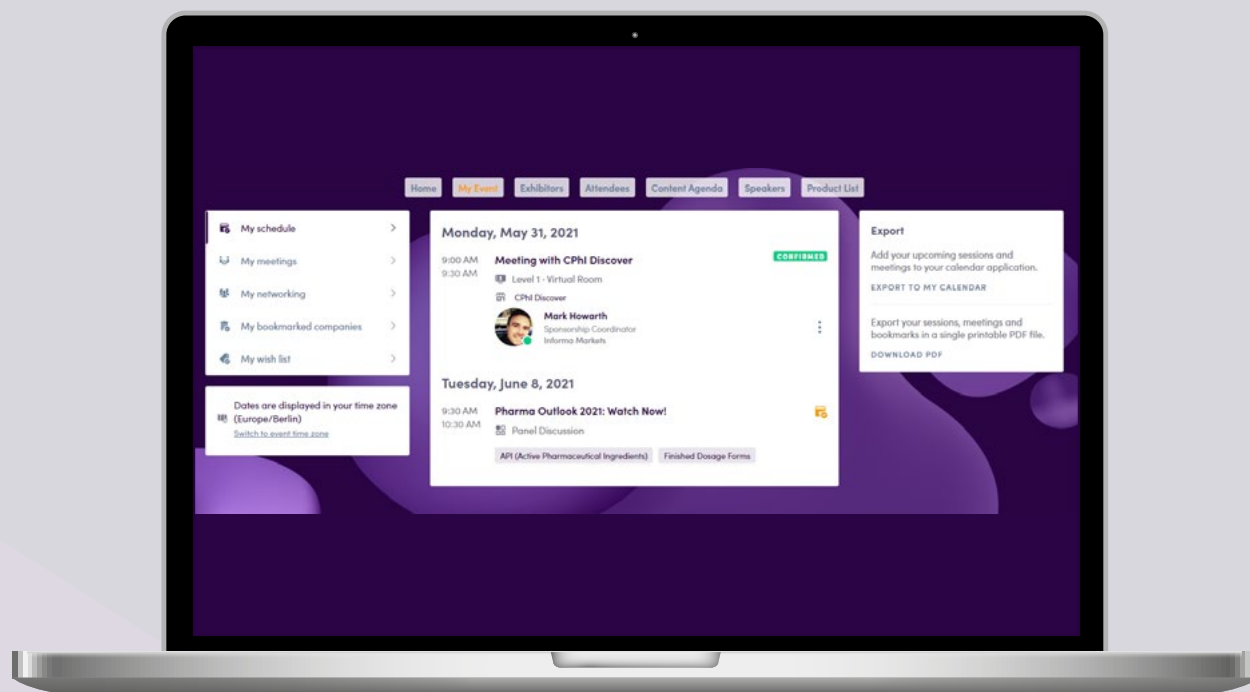
Virtual Rooms

For **confirmed meetings**, there are virtual meeting rooms available. These become active automatically a few minutes before the meeting is scheduled to start. Click on the option to attend your meeting.

Once you've joined a virtual meeting room you will be able to:
- Review the profile of the person you are meeting
- Send a message to the person you are meeting
- Share your screen

Please note:
- Meeting rooms are only available for scheduled meetings; (if the meeting is pending or cancelled, the virtual meeting room will be unavailable).
- The meeting duration is limited to 30 minutes.
- You can go in and out of the Virtual Meeting Room within the scheduled meeting time, however, once the meeting time has expired you will be unable to access the Virtual Meeting Room.

Need more help?

For any questions or queries please don't hesitate to contact our friendly Customer Success Team.

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