



Visitor Guide

Getting Started

Welcome to CPhI Discover!

We are delighted you've chosen to join us for CPhI Discover. This User Guide is designed to support you step-by-step during the event and help you complete the necessary requirements.

Questions? Please contact cphicustomerservice@informa.com or call **+31 (0) 20 7080 1637**

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Step 1

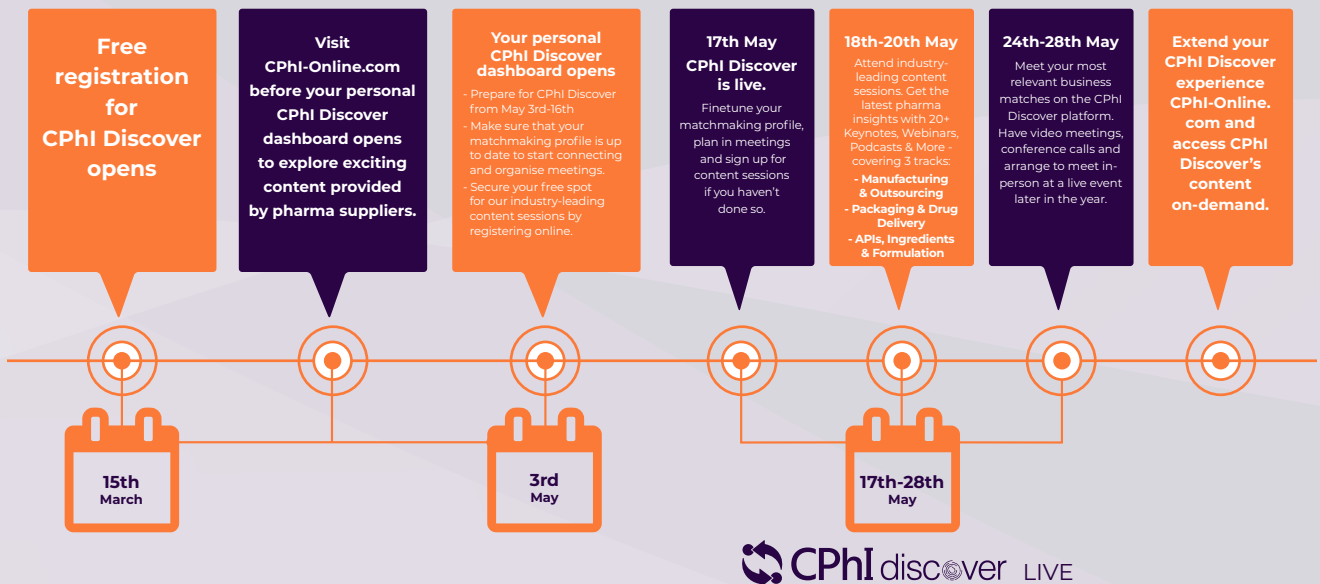
How to register for CPhI Discover

All CPhI Discover attendees are required to set up a profile on CPhI-Online.com

To register for CPhI Discover please [click here](#) or go to www.cphidiscover.com and click "Get Your Free Pass".

- 1** If you have a CPhI Online account please log in, otherwise please click "Register now"
- 2** Please complete the form, accept the privacy policy and hit "Register". You now have a CPhI Online account. Your answers will be used for the intelligent matchmaking platform to connect you with the right exhibitors.
- 3** Congratulations! You are now registered for CPhI Discover. You will receive a confirmation e-mail and will be redirected to your CPhI Online profile dashboard.

From May 3rd you will receive an activation email to activate your personal CPhI Discover dashboard to start preparing for the event.



Step 2

How to set up or edit my profile on the event?

Your profile will be pre-filled from the registration form that you completed on CPhI-Online. If you would like to edit your information please go here: www.cphi-online.com and login using your CPhI- Online credentials. These are the same ones that you have used to register for CPhI Discover.

Step 3

How to log in to CPhI Discover

How do I login to the event?

The event will be open to attendees on the 3rd May.

I registered but didn't receive a login email

Until the 3rd May you will not receive a confirmation email with access to the platform. If it is after this date, please check your spam folder. The email will have come from noreply@informa.com.

From the 3rd May onwards you can also login via 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.

Step 4

How do I add the content programs to my personal calendar?

In the My Event tab you can see all your schedule and bookmarks, displayed in your local time. In the right-hand side, you can export all your meetings and content sessions to your personal calendar.

Step 5

Networking at CPhI Discover

How can I connect with Exhibitors?

You can use the exhibitor or product list to find relevant exhibitors. Use the search filters to find what you are looking for. You can connect and chat directly with someone or schedule a meeting.

Can I add colleagues to a meeting?

Unfortunately, this is not currently possible, and you can only meet 1-2-1.

Can I connect with other attendees?

You can only connect directly with the companies that are exhibiting and the staff from these companies

If you would like to also connect with other visitors please check out our visitor plus option [here](#)

Step 6

How to manage your availability

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

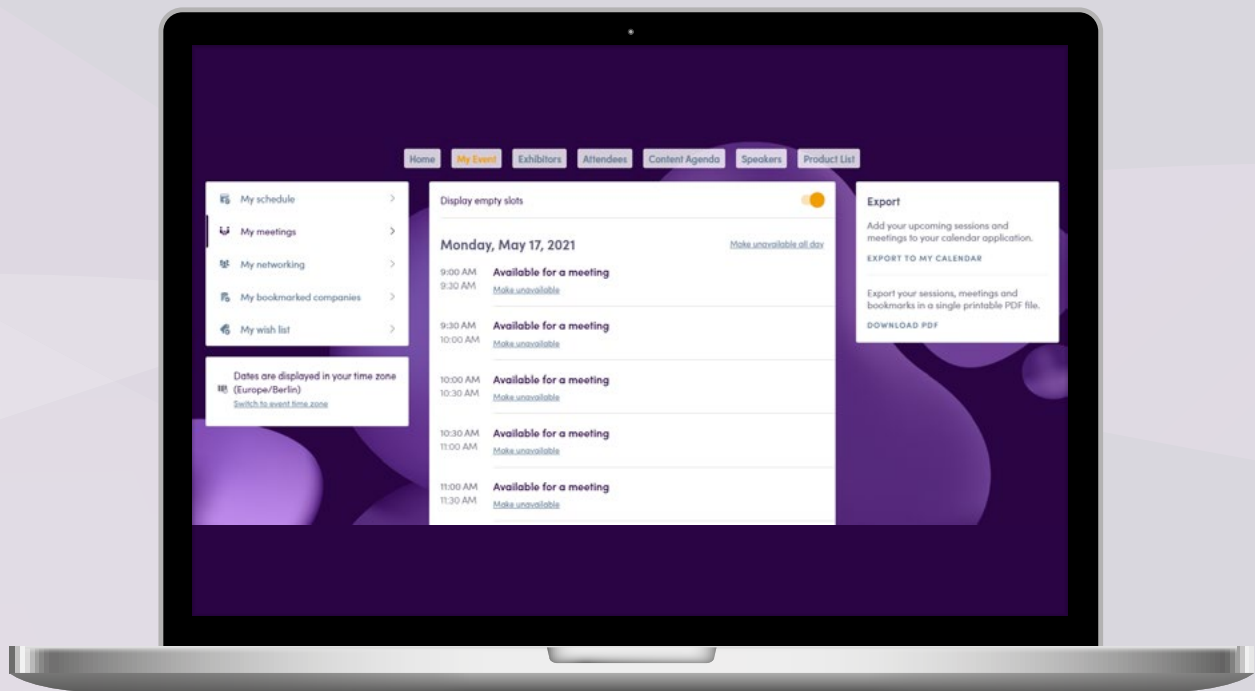
2 Click on **“My Meetings”** to manage your availability and to see your pending or confirmed meetings.

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.

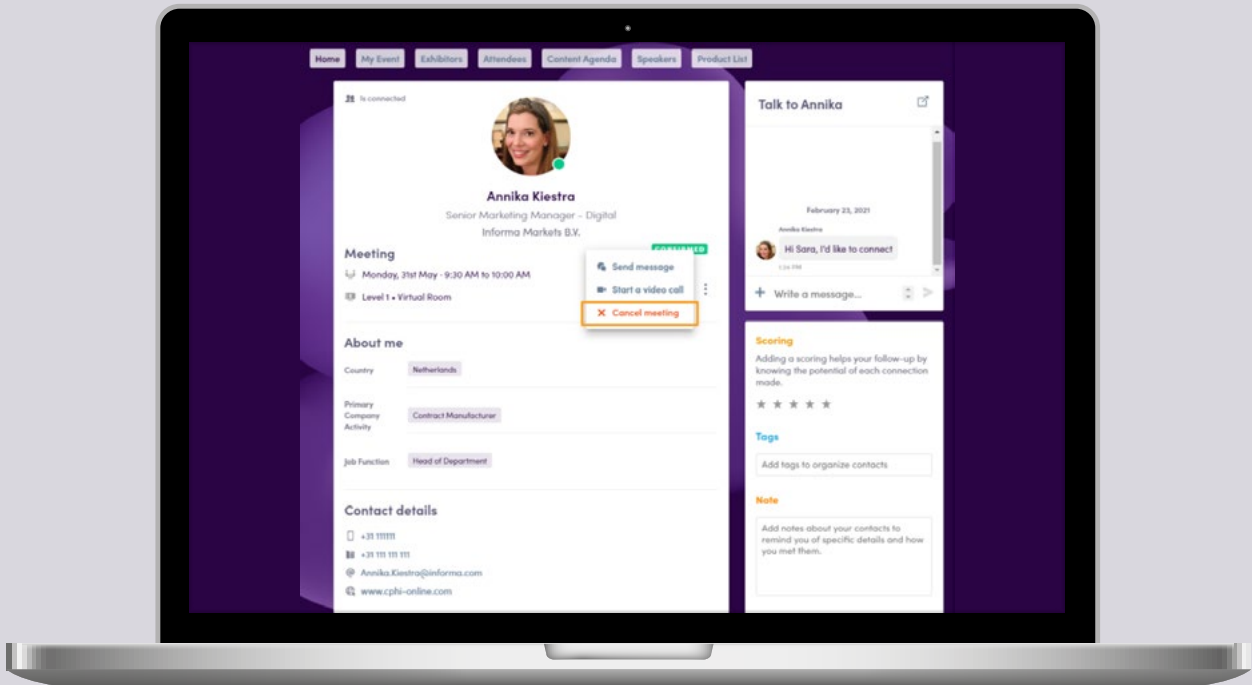
The unavailable slots will no longer be displayed on your profile and other participants will no longer be able to book a meeting with you on these slots.

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).

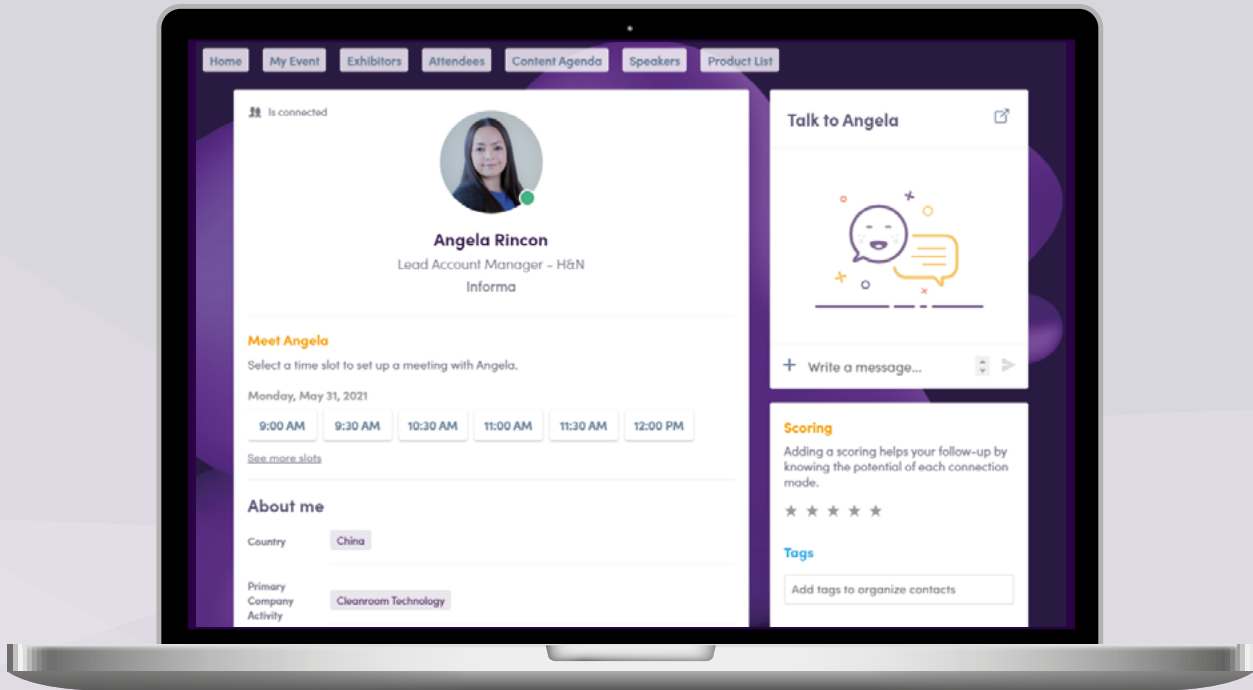


Step 7

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 profile you would like to schedule a meeting with.
- 2 Add a message (optional) and click on **"SEND MEETING REQUEST"**.
- 3 Keep track of all your meetings and their status change in the section "My meetings".



Need more help?

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

Email: cphicustomerservice@informa.com

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