MeatEx NETWORKING

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VISITOR TUTORIAL

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Farasoo Holding Corp.

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General Rules	➢ All users must have completed profiles with a picture and either a business card or company profile.
	➢ The virtual portal will not be active until 24 hours before the start of the event. You can open the portal and familiarize yourself with it and edit your profile, but there will be no activity there until the day before the event.
	➢ Webinars and sessions will be announced on April 16th, 2021.
	➢ As always, professional courtesy is expected in all interactions.
	➢ Related chats only please.

How to Register

➢ **Step 1.**
Click **here** to access the registration portal for MeatEx Networking.

➢ **Step 2.**
Click **Register** at the top of the page.

➢ **Step 3.**
Fill out the registration form. Click "Next Step"
Fill out the information about your business and area of interest and "Proceed to Tickets"
Add up to 3 tickets by clicking the "+" sign. If you add more than 1, you will need to provide information for those individuals.
Click "Checkout" and then "Submit." Now check your inbox for 2 emails.
One will be the ticket summary.
The second email will be your link to the virtual platform and your **login information** including your **password**. Note that your username is the same as the email address you used to register.

➢ **Step 4.**
Open the virtual portal either by following the link in the email, or click **here**

➢ **Step 5.**
When you first login to the virtual portal, under "account," you must start by **completing your profile** with a **picture** (png or jpeg format) and either a **business card** or **company profile**. To change your picture, simply upload a new image with "browse." This step must be completed at least 48 hours before the start of the event.
The picture is key for identification purposes at a virtual event, so it is **mandatory** for this event.
You must also upload EITHER/both a **company profile** or **business card** as a pdf under 5 MB.
Congratulations, you can now start engaging with the virtual portal!

Using the Platform

➢ Lobby
The lobby is the first section of the platform to move through different sections of the portal. Here you can find 4 useful sections:

A. This is the latest news from MeatEx Canada on social media!
B. Private chat allows you to send private messages to other attendees.
C. Announcements are directly related to the virtual event. If there is anything important, we will announce it here.
D. The public lobby chat/list of other visitors allows you to connect with ANYONE at the event.

The left menu allows you to select different parts of the virtual platform including the Exhibit Hall.

➢ Exhibit Hall
This is your main point of contact with the exhibitors.
Exhibitor list- This is a list of exhibitors that will be at MeatEx Canada 2022. You can also do a focused search for your area of interest!

➢ Exhibitor details/profiles
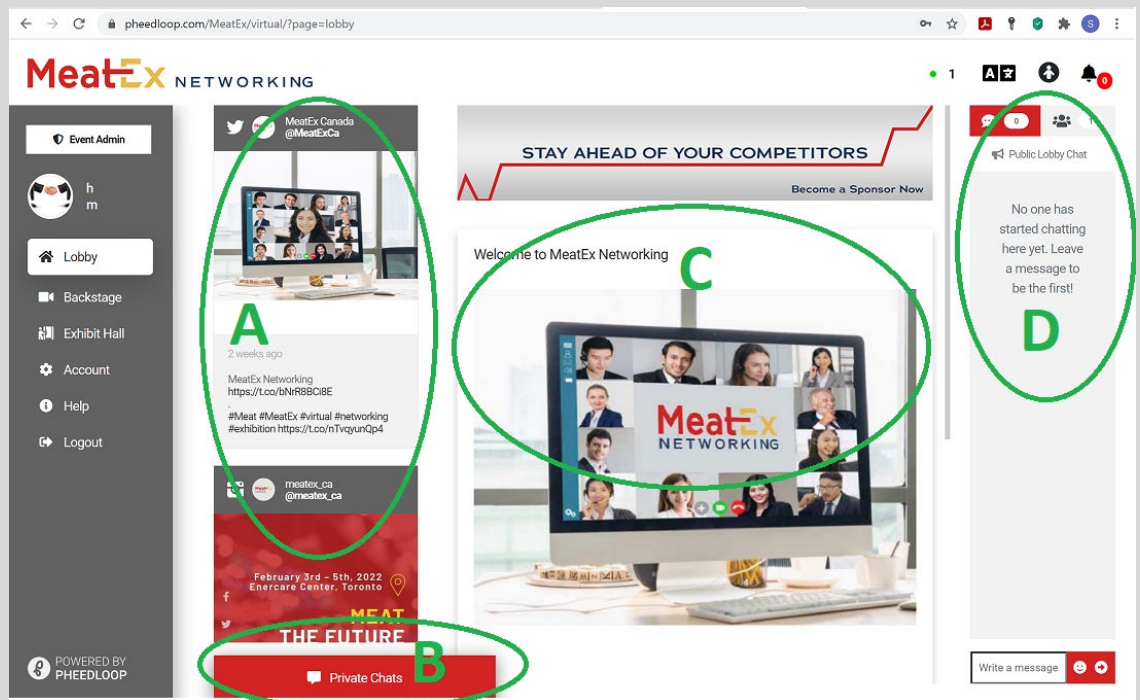Click on a profile to start connecting and get more information about that exhibitor. On the day of the event, exhibitors will be online from 10am-4pm. You can see their profile, connect with them, start communicating, send them offline messages or see any other info they want to present.

➢ Account
Here you can change your password, update, or change any of the info you entered when creating your profile.

➢ Help
Help gives you some tips and useful info about the virtual platform.

If you have any further questions or issues, contact the MeatEx help team at +1-437-8363587 or contact the admin in the public/private chat list.

Please note, if you are interested in MeatEx Canada 2022 and need an invitation letter, go to our website https://meatexcanada.com/pre-registration/ or click here and register yourself as a visitor. After submitting, the MeatEx team will be in touch with you shortly.