

Factsheet for participants of...

Online Locations and Setup

Virtual conference platform www.veertly.com - Invitation with the access-link and the password for the event will be sent separately.

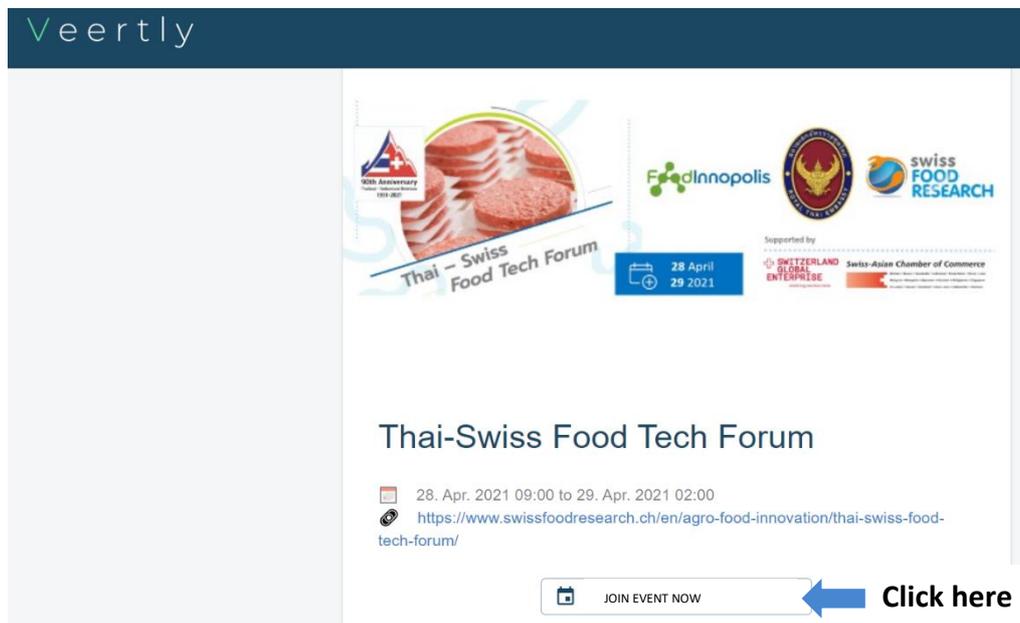
If it is your first time on this platform, we recommend to join prior to the event starting time to support you in case you encounter technical issues.

Technical must haves and access rules

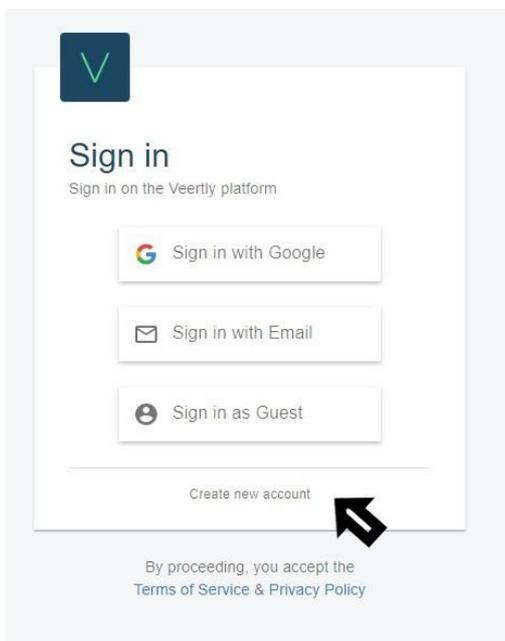
	Use Chrome browser latest version (Version 85.0.4183.102 of higher) https://www.google.com/intl/de/chrome/ . With other browsers you may encounter problems in the networking area.
	Microphone and camera must be switched on (also in the settings of your device) to be able to interact in the Exhibition and Networking area.
	Login Use “Sign in with Google account” or “Create new account” with your personal or business email to login in. With your personal account you can access to all future Swiss Food Research-Veertly-Events. Once you insert your email-address, you will receive a confirmation mail.
	Profile for good networking opportunities make yourself visible by filling in your profile with your portrait photo, name, company name, position, business email and add your LinkedIn profile and/or Twitter.
	Make sure your computer is connected to energy supply during the event (Veertly increases energy consumption on your device)
	Firewalls Sometimes corporate environment can cause difficulties when using VPN, corporate networks and / or the firewall. If you often participate in our events with veertly, it is recommended to “whitelabel” Veertly with IT. Please have a look at the link provided, should you incur into this problem. https://kb.veertly.com/knowledge/what-to-do-when-experiencing-firewall-issues
	It is important to have a stable and sufficiently fast internet connection, you might want to use a Lan access or a powerful WLAN connection.
HELP	In case of problems accessing the session or adapting the settings, please contact: Corinne +41 76 579 48 42 Marina +41 79 458 8994

First registration

Follow the **event access link** in your invitation-email. Please make sure it is opened in Chrome – to be sure just copy the link and paste it in your Chrome browser. The following page (example image) will open:



Click on the “JOIN EVENT NOW”-button. You come to the following pop-up, where you are asked to create a new account.

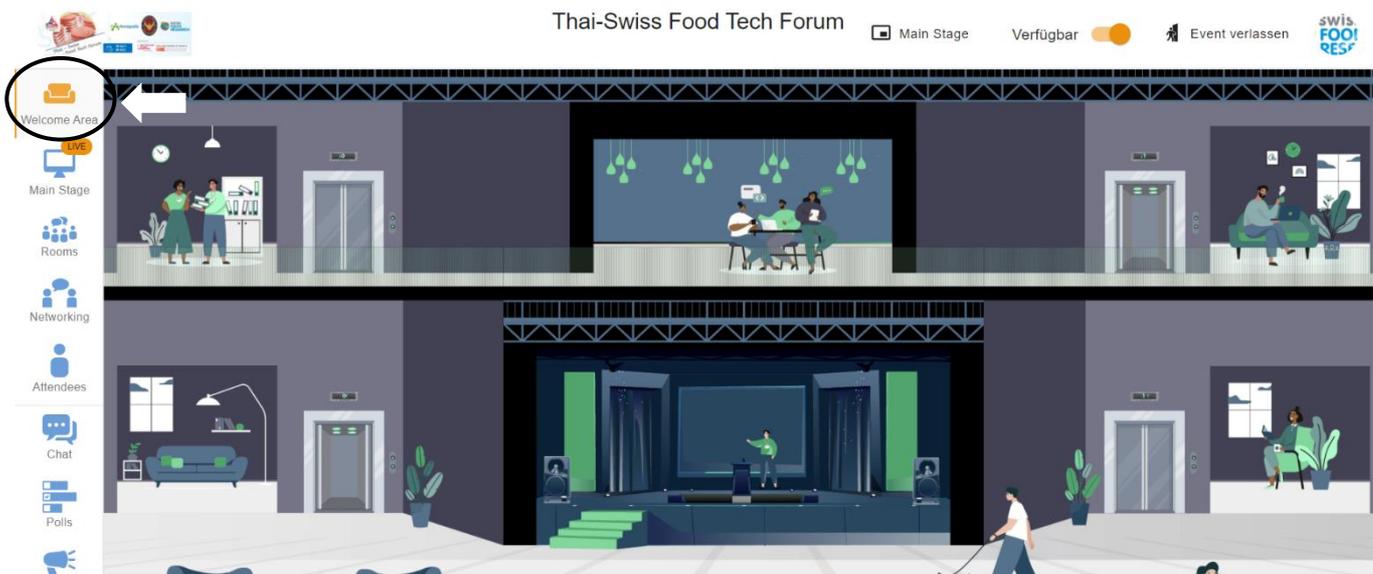


It is recommended to sign in either via your personal Google account or via email. Both options allow you to keep all personal settings on the platform for multiple access.

Once created your login you can easily re-access with “Sign in with Google / Email” in the future.

Joining the Thai-Swiss Food Tech Forum

When joining the event, you will find yourself in the **Welcome Area**. See image below:



Finding your way around

In the virtual conference platform, you find analog to a physical meeting the following “rooms”:

Welcome Area -Information about the event and place to wait for a networking session

Main Stage - Presentations from keynote speakers

Rooms – “Rooms” for Q&A-Sessions, meetings and help points. If the moderator of a room is making a presentation and there are many persons in the room, please switch off your microphone/camera and switch it back on only if you have a question.

Under rooms you will find two main categories:

Exhibition Area: here you will find all 13 start-ups listed, so you can join one of them to follow the presentation and discussions.

Organizations: here you can get in contact with the companies presenting in day 1: Swiss Global Enterprise, Swiss-Asian Chamber of Commerce, Fresh & Frozen Food AG). Join one of them and start a discussion.

Networking with wonder.me – Here you enter another webplatform, wonder.me (ex-yotribe), which is an intuitive and fun networking platform. After entering you are obliged to accept cookies, you will be asked to write in your name, take a selfie of yourself and to check your microphone and camera. If you wish you can check the [tutorial](#).

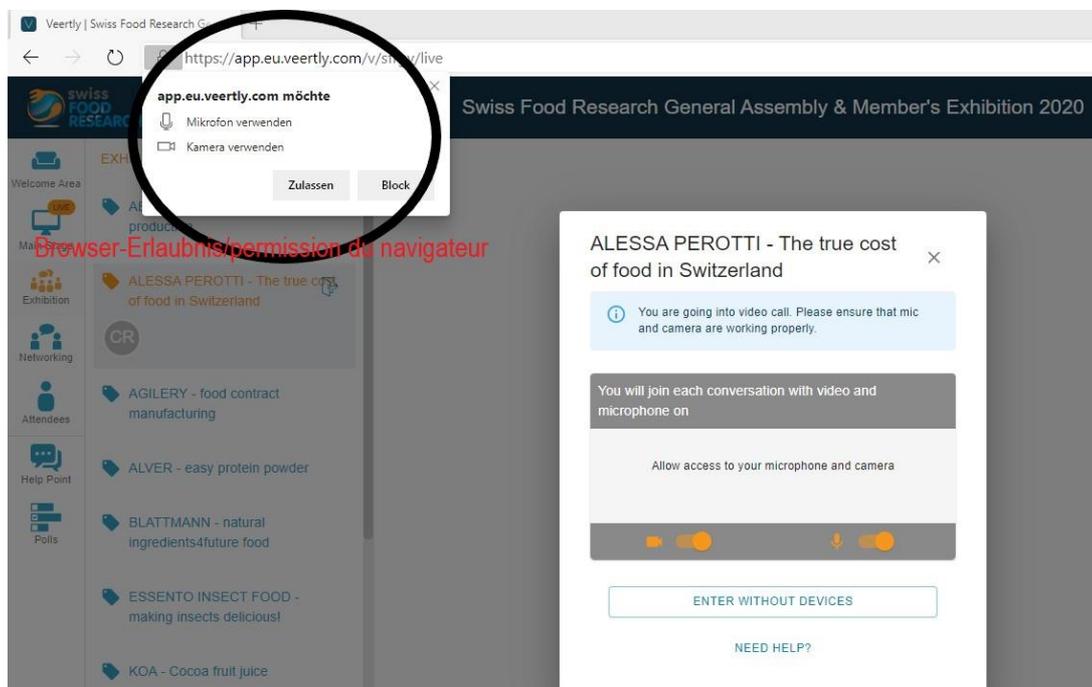
Attendees - Virtual attendee list with name, portrait-photo and profile of attendees. Can be accessed by clicking on the icon at any time without having to leave virtual rooms. Here you find persons who are available for networking (green dot flashing).

Chat - for questions to speakers in the main stage or questions to all attendees

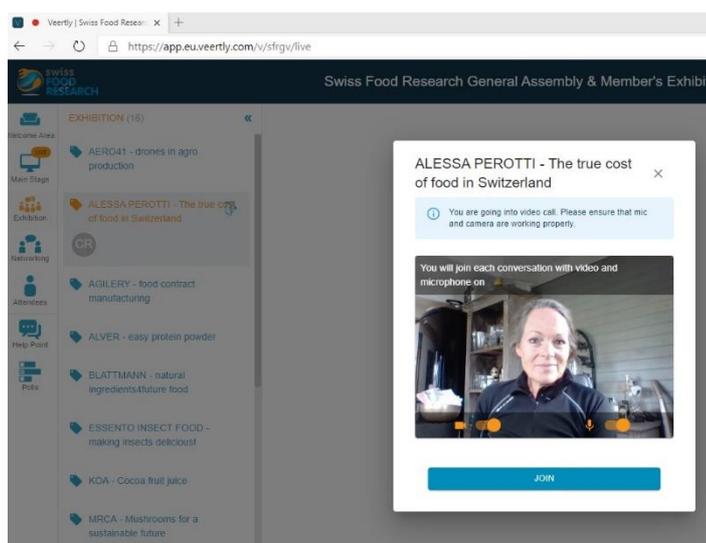
Attendees and speakers can switch from one room to another, except during the presentation of the keynote speakers, where all attendees are automatically gathered in the **Main Stage** section.

Switching from room to room

When entering a room in the **Rooms** area, the **Backstage** (speakers only) or the **Networking** area for the first time your browser may ask you, according to your personal browser setting, to give permission to allow camera and microphone. And Veertly may ask you to confirm. You can enter without microphone and/or camera (ENTER WITHOUT DEVICES) but then you cannot participate in discussions in the **Rooms** or **Networking** area (analog to Zoom, Skype or Teams).



For example: You want to visit a booth "i.e. ALESSA PEROTTI – True costs of food" in the **Exhibition** area. After authorizing camera/microphone you will see the following pop-up (with your face of course 😊). Click on "JOIN" and you are in the corresponding booth.



Remember: When switching from one room to another you always have to confirm that you are leaving a room and use the "JOIN" button or "ENTER" to enter a new room.

Personalize your profile – so others can easily identify you!

Complete your profile with a portrait-picture, company name, job title and LinkedIn and/or Twitter profile for easy networking. Click on your profile with your initials on the top right of the screen **CR** (If you are in the Welcome Area your setting switches to “Available” for networking sessions.)



Choose “Edit profile” and fill in the corresponding forms. Confirm with “UPDATE PROFILE”.

Tutorial Sessions for Veertly rooms

Swiss Food Research will open the platform in advance of the meeting. You can freely go inside and “walk” around. Of course, the **Main Stage** will be empty.

Please find an intro video here: <https://youtu.be/jWtco0M4D6k>

In addition, you can find below some helpful tutorials of Veertly. Feel free to check or try out:

Platform: www.veertly.com.

Product presentation: <https://www.youtube.com/watch?v=b2Q73gncE0>

Tutorial for Attendee: <https://www.youtube.com/watch?v=evD-XPdjan0>

Tutorial for Speaker: <https://www.youtube.com/watch?v=evD-XPdjan0>

Contacts

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