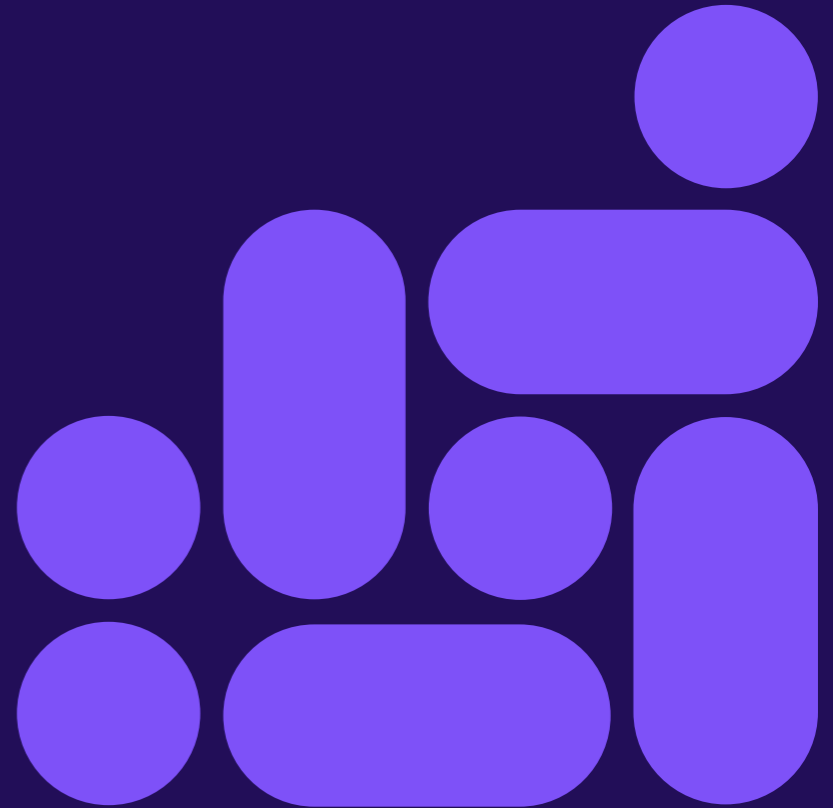


# Visitor How-to Guide



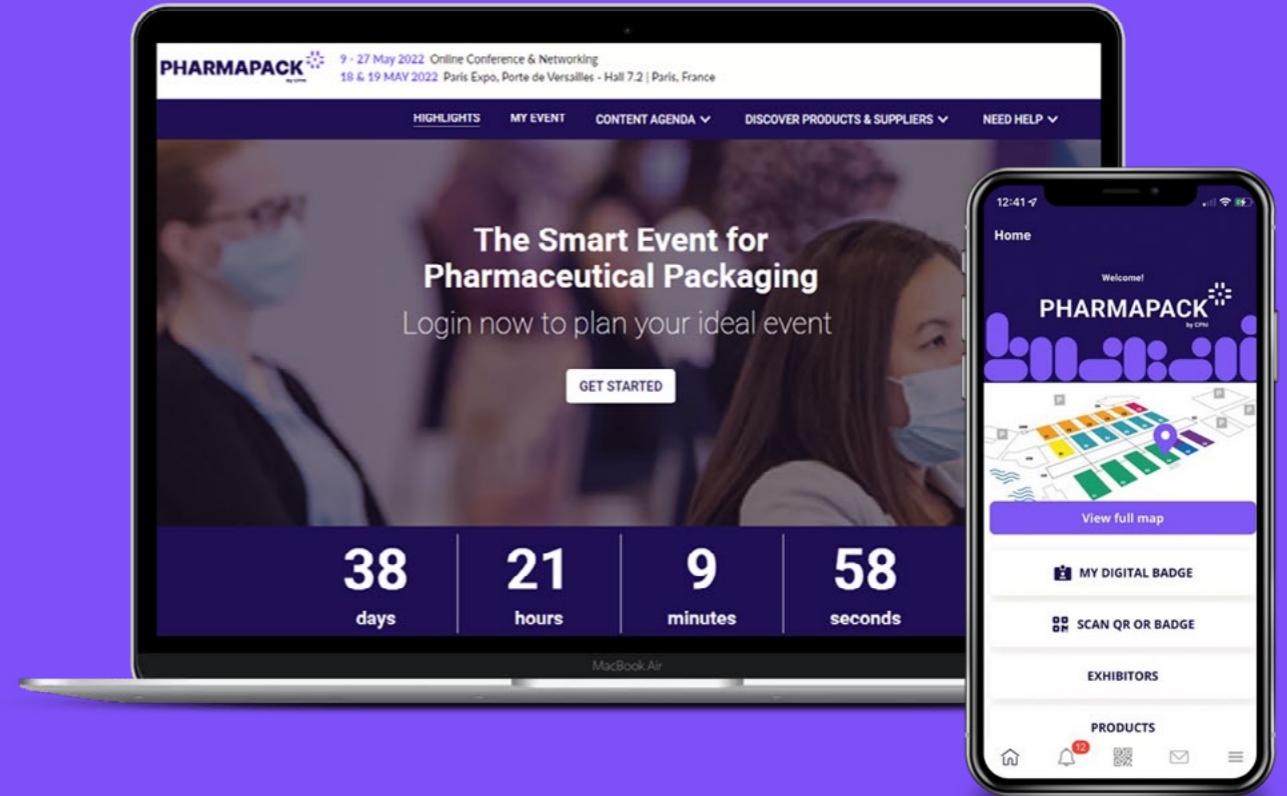
# Contents

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- ▶ Sending & viewing messages
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# Introduction

Our new Smart Event platform has been re-designed to give visitors a more personal, more rewarding experience, creating more opportunities to discover the most relevant companies, products, peers and content.

- View profiles of companies, products, speakers
- Interact with exhibitors through in-platform meetings and messaging
- Favorite companies, products and people for easy reference
- Participate and interact in sessions
- Access your digital badge for easy access to the event
- Navigate the show floor using the Onsite Floorplan
- Access the event using your desktop or mobile app for your convenience



# Setting up your Personal Profile

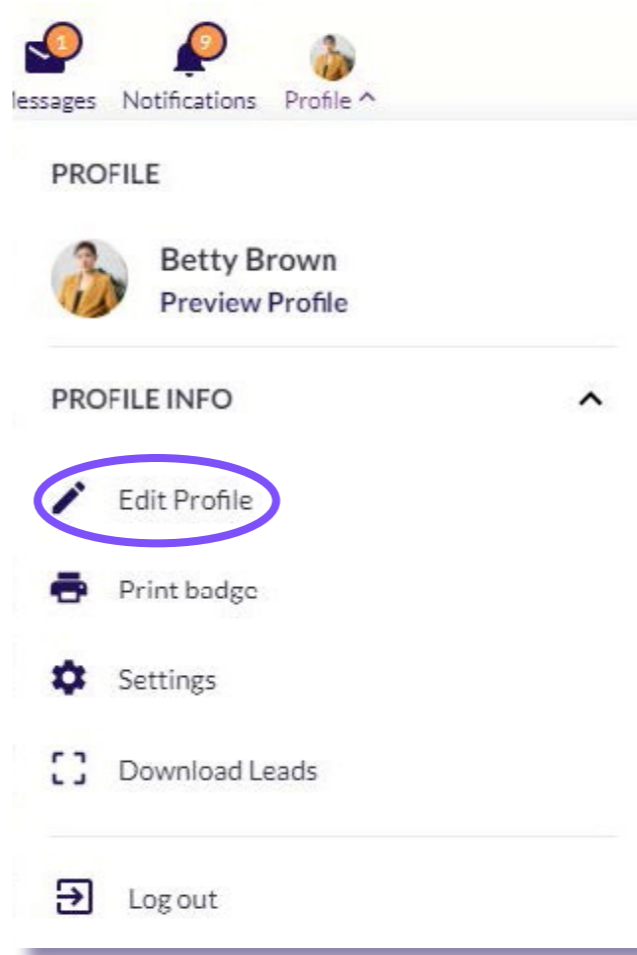
# Setting up your profile

**Taking a few minutes to update your profile will help you to get the most out of the event. A complete profile ensures that you're getting the most relevant search results**

**You can access Edit Profile** by clicking on the profile picture in the upper right and then selecting Edit Profile

Within your profile you can:

- Update your profile information & contact details
- Give more information about what you are looking for by answering the additional questions
- Add a photo to be easily recognised
- Choose your notification settings
- Find your badge



# Discovering Exhibitors & Products

# Browsing exhibitors & products

Click on Discover Products & Suppliers in the top navigation.

On this page you can browse all the exhibitors and products at the event. Click on any of the exhibitor profiles to see more detailed information.

Type the company name or product name into the search bar, then press enter to view your search results.

Switch from the exhibitor profile view to a detailed list view or a simple list view.

Click on Reset All To clear your search

Use the filters to narrow down your search

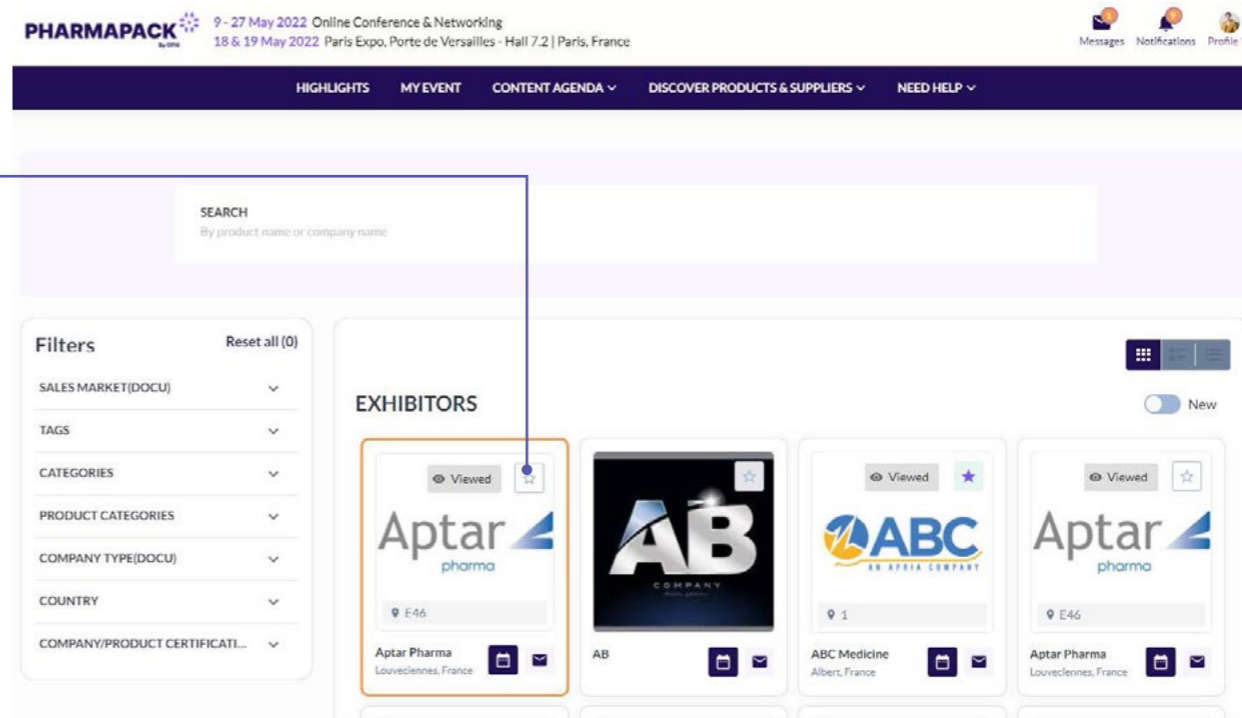
The screenshot displays the PHARMAPACK website interface. At the top, the event details are: PHARMAPACK by CIMA, 9 - 27 May 2022 Online Conference & Networking, 18 & 19 May 2022 Paris Expo, Porte de Versailles - Hall 7.2 | Paris, France. The top navigation bar includes HIGHLIGHTS, MY EVENT, CONTENT AGENDA, DISCOVER PRODUCTS & SUPPLIERS, and NEED HELP. A search bar is located below the navigation, with the placeholder text "SEARCH By product name or company name". To the left of the main content area is a "Filters" sidebar with categories: SALES MARKET(DOCU), TAGS, CATEGORIES, PRODUCT CATEGORIES, COMPANY TYPE(DOCU), COUNTRY, and COMPANY/PRODUCT CERTIFICATI... A "Reset all (0)" button is positioned at the top of the filters. The main content area is titled "EXHIBITORS" and features a "New" toggle switch. Below the title, there is a grid of exhibitor cards. The first card is for Aptar Pharma, Louveclennes, France, with a location pin icon and the code "E46". The second card is for AB, with a location pin icon and the code "1". The third card is for ABC Medicine, Albert, France, with a location pin icon and the code "1". The fourth card is for Aptar Pharma, Louveclennes, France, with a location pin icon and the code "E46". Each card includes a "Viewed" status, a star icon, and icons for a calendar and email.

# Saving and viewing your favorites

Throughout the platform you will see a star icon. Clicking the star adds the item to your list of favorites; clicking again removes the item from your list of favorites.

When you've favorited something, you'll notice that the star icon gets colored in.

To view all of your favorites, click on "My Events" in the navigation bar, then click on "Favorites" in the right menu





# Messaging & Meetings

# Sending & viewing messages

Throughout the platform you will see this Message icon on all company, product and people cards.

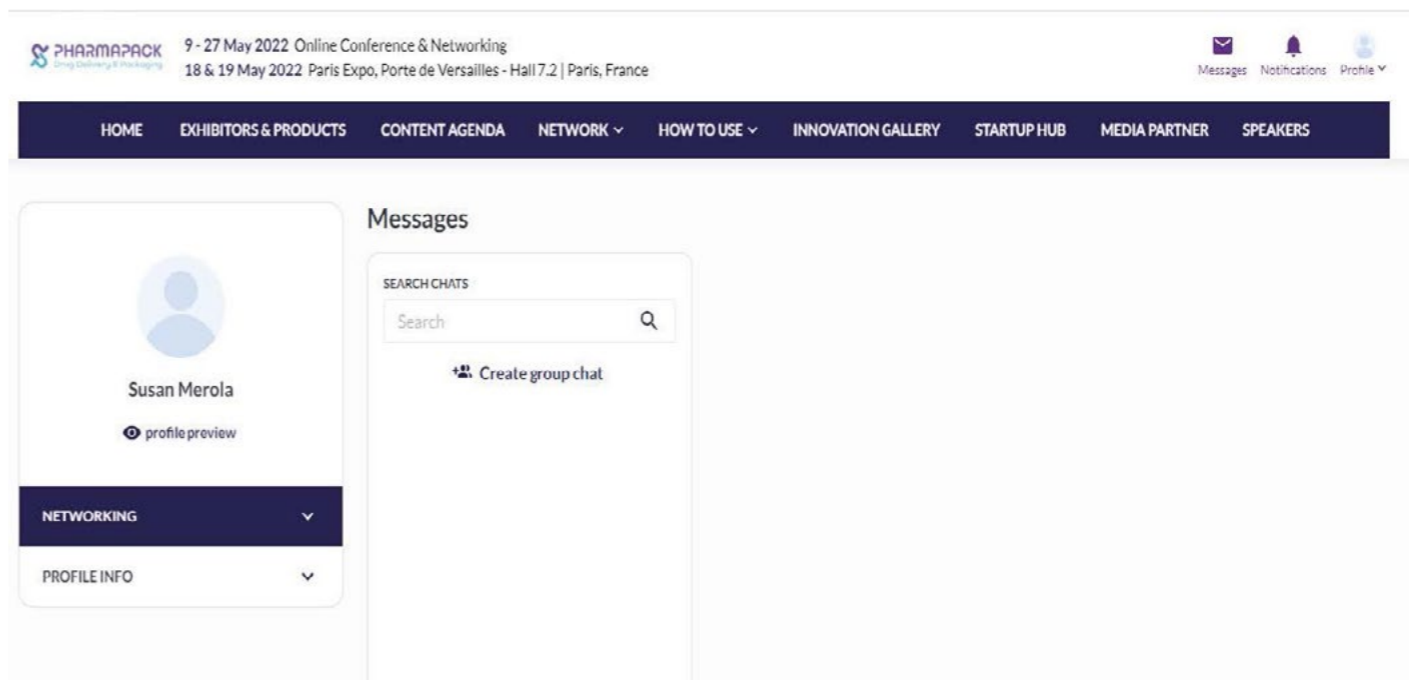


To send a message, click on the icon and begin typing your message.

At the top right of the page you'll see Messages and Notifications. When you receive a message, it will appear in **Messages** and you will receive all notifications under **Notifications**.

You can view and search all of your messages by clicking on the profile picture in the upper right, then choosing Messages in the Networking section of the drop-down menu.

From this page you can also create group chats.



# Requesting a meeting

Throughout the platform you will see this Meeting icon on all company, product and people cards.



To request a meeting, click on the icon and begin filling out the form.

In the first step you'll be asked for:

- Subject - what is the purpose of the meeting?
- Message - a short message about why you want to meet
- Others you wish to invite (optional) - Invite others to join your meeting using their email address
- Location to meet (online or at event)
- Duration of the meeting

In the second step, you'll be asked to select a date and time for the meeting and then your meeting request will be sent to the other party when you click the Request Meeting button.

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Messages Notifications Profile

HOME EXHIBITORS & PRODUCTS CONTENT AGENDA NETWORK HOW TO USE INNOVATION GALLERY STARTUP HUB MEDIA PARTNER SPEAKERS

Susan Merola  
profile preview

NETWORKING  
PROFILE INFO

### Meeting Request

You are requesting a meeting with  
AB

#### Meeting data

Please fill the meeting data to start request a meeting

Meeting data  Data & time

Who will go on meeting from your side \*  
Susan Merola

Subject \*  
Type subject

Add more delegates  
Search by email

Message \*  
Enter the message you would like to send to the other party

Location \*  
Select location

Duration of the meeting \*  
30 min

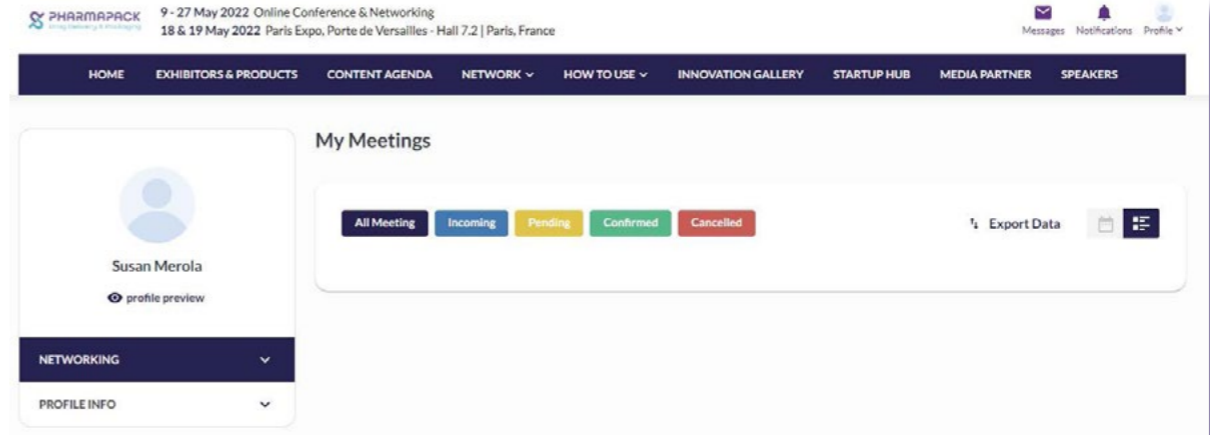
# Viewing & managing meetings

**On the My Meetings page, you can see all your meeting requests along with the status of each.**

To navigate to My Meetings, click on the profile picture in the upper right, then click on My Meetings in the drop-down menu under Networking.

On this page you can accept or decline a meeting request, as well as reschedule or cancel a confirmed meeting. It is good business etiquette to action all meeting requests that you receive.

There is both a list view and a calendar view.



# Starting your virtual meeting

The My Meetings page is also where you'll go to join your meetings.

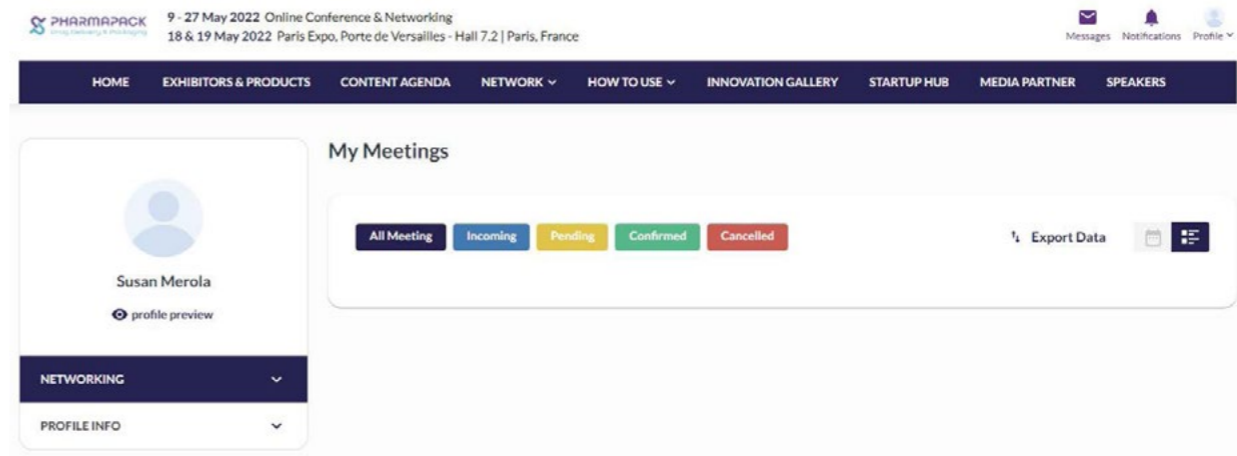
For each of your meetings you'll see a countdown clock and a greyed out Join button as seen here:



When it's time for a meeting, the Join Room section will turn green, and you can simply click it to join your meeting.

On the next screen, click Continue so a quick microphone and camera check can be done, then on the next screen click Join Room.

Please note, you can join up to 10 minutes before the start of your meeting. The meeting room will also stay open should the meeting run over.



# Sessions & Speakers

# Finding sessions

To see the sessions being offered click on **Content Agenda** in the top navigation.

On this page you can then view sessions by:

- Track
- Day
- Tags
- Types

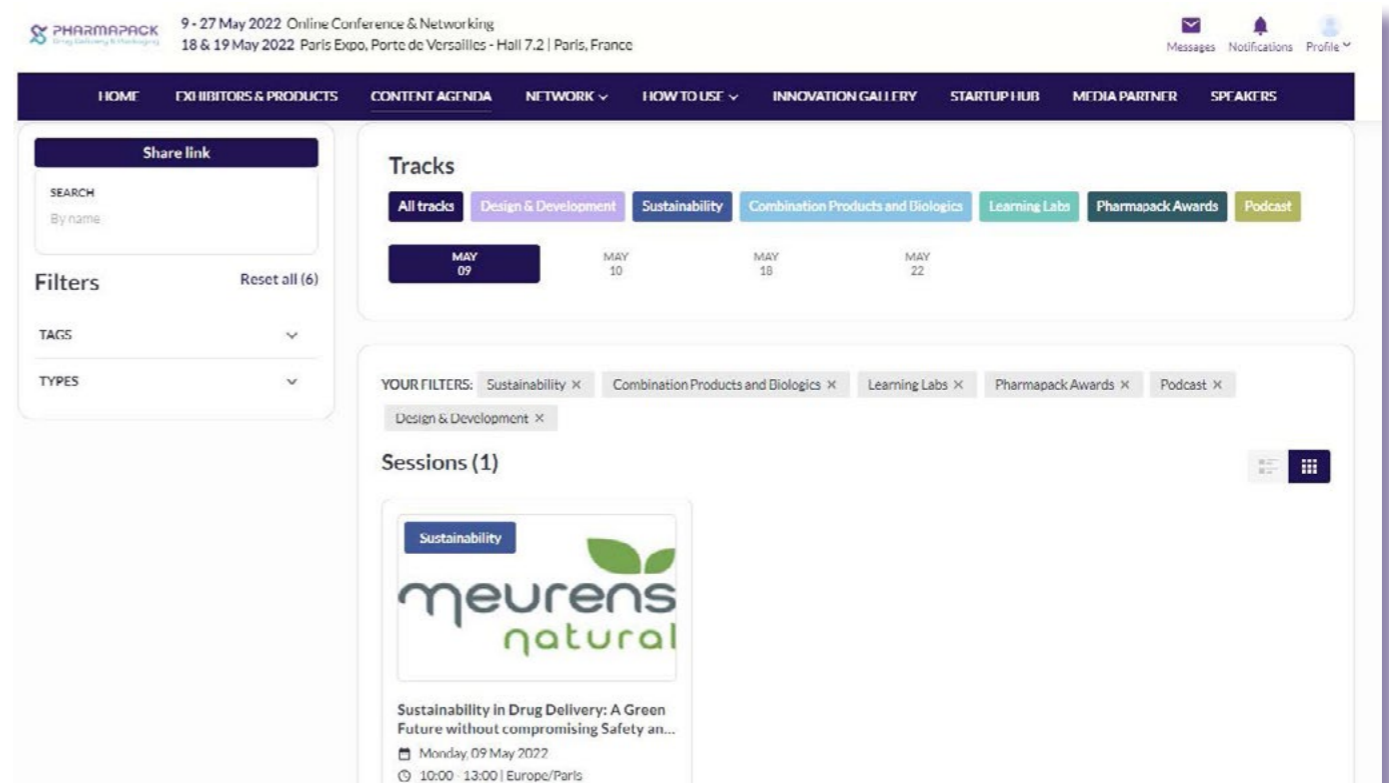
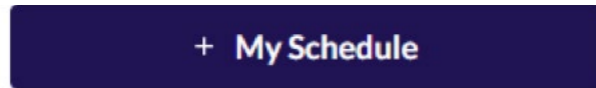
You can also use the search bar on the left to search for a particular session and you can view your personalized session recommendations at the top of the page.

The screenshot displays the PHARMAPACK website interface. At the top, the header includes the PHARMAPACK logo, the event dates (9-27 May 2022 Online Conference & Networking, 18 & 19 May 2022 Paris Expo, Porte de Versailles - Hall 7.2 | Paris, France), and user options (Messages, Notifications, Profile). The main navigation bar contains links for HOME, EXHIBITORS & PRODUCTS, CONTENT AGENDA (highlighted), NETWORK, HOW TO USE, INNOVATION GALLERY, STARTUP HUB, MEDIA PARTNER, and SPEAKERS. Below the navigation, there is a 'Show Recommendations' dropdown. The left sidebar features a 'Share link' section, a search bar labeled 'SEARCH By name', and filter sections for 'Filters' (with a 'Reset all (6)' link), 'TAGS', and 'TYPES'. The main content area shows 'Tracks' with buttons for 'All tracks', 'Design & Development', 'Sustainability', 'Combination Products and Biologics', 'Learning Labs', 'Pharmapack Awards', and 'Podcast'. Below the tracks, there are date filters for 'MAY 09', 'MAY 10', 'MAY 18', and 'MAY 22'. The 'YOUR FILTERS' section lists 'Sustainability', 'Combination Products and Biologics', 'Learning Labs', 'Pharmapack Awards', and 'Podcast'. The 'Design & Development' filter is also visible. The 'Sessions (1)' section displays a session card for 'meurens natural' with the title 'Sustainability in Drug Delivery: A Green Future without compromising Safety an...' and the date 'Monday, 09 May 2022'.

# Adding sessions to your schedule

From the Content Agenda page you can easily add sessions to your personal schedule.

When you find a session that you'd like to attend, just click on the + My Schedule button at the bottom of the session card:



The screenshot shows the PHARMAPACK website interface. At the top, it displays the event details: "9 - 27 May 2022 Online Conference & Networking" and "18 & 19 May 2022 Paris Expo, Porte de Versailles - Hall 7.2 | Paris, France". The navigation menu includes "HOME", "EXHIBITORS & PRODUCTS", "CONTENT AGENDA", "NETWORK", "HOW TO USE", "INNOVATION GALLERY", "STARTUP HUB", "MEDIA PARTNER", and "SPEAKERS".

The "CONTENT AGENDA" section is active, showing a "Share link" box with a search field. Below it are "Filters" for "TAGS" and "TYPES", with a "Reset all (6)" button. The "Tracks" section includes "All tracks", "Design & Development", "Sustainability", "Combination Products and Biologics", "Learning Labs", "Pharmapack Awards", and "Podcast". A calendar view shows dates from MAY 09 to MAY 22.

The "YOUR FILTERS" section lists: Sustainability x, Combination Products and Biologics x, Learning Labs x, Pharmapack Awards x, and Podcast x. A "Design & Development x" filter is also visible.

The "Sessions (1)" section displays a session card for "meurens natural" under the "Sustainability" track. The session title is "Sustainability in Drug Delivery: A Green Future without compromising Safety an...". It is scheduled for "Monday, 09 May 2022" from "10:00 - 13:00 | Europe/Paris".

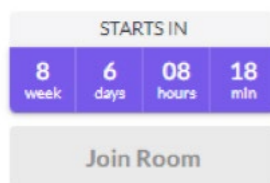


# Joining a session

On the My Schedule page you can see all of your scheduled session and join each session at the scheduled time.

To navigate to the My Schedule page, click on the profile picture in the upper right and then choose My Schedule in the Networking section of the dropdown menu.

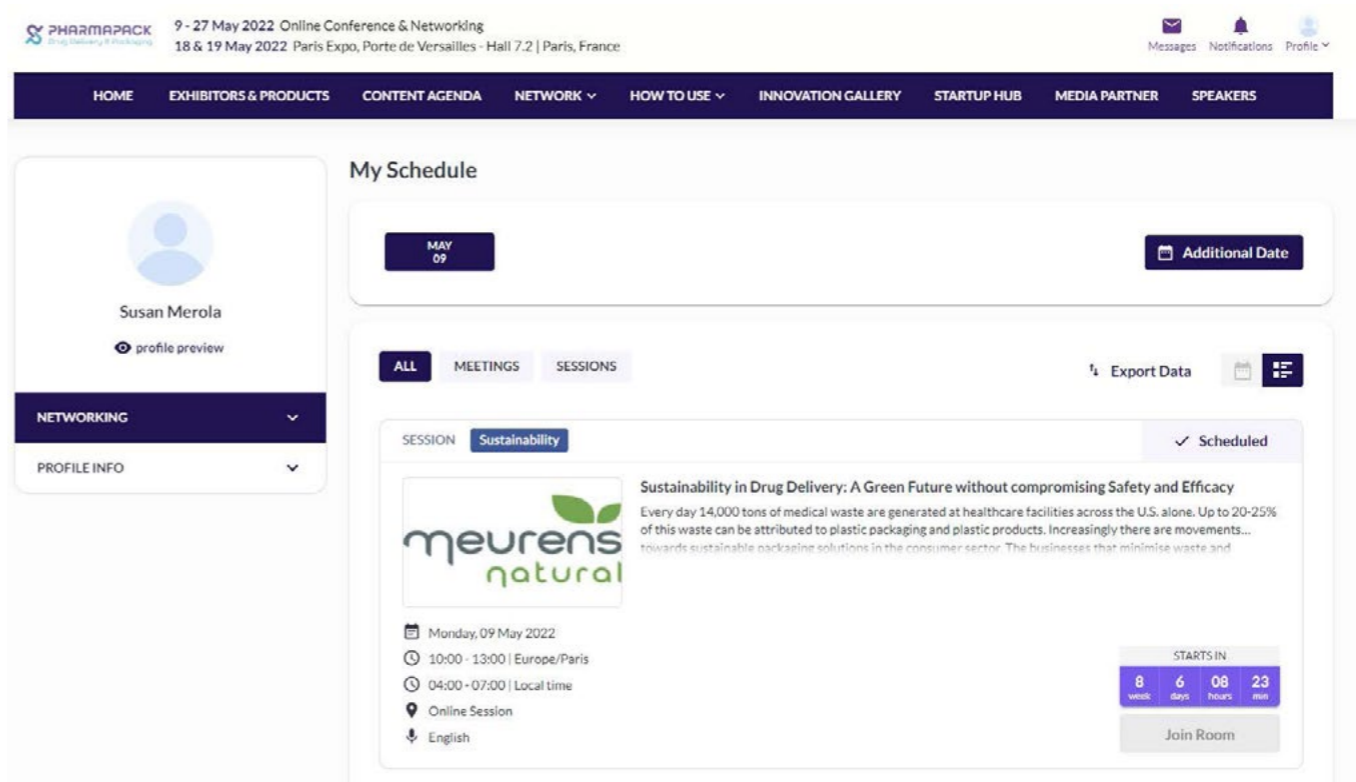
For each of your sessions you'll see a countdown clock and a greyed out Join button as seen here:



When it's time for a session, the Join Room section will turn green and you can simply click it to join.

On the next screen, click Continue so a quick permissions check can be done, then on the next screen click Join Room. Should you need to do any quick troubleshooting, click on the I in the upper left of the screen.

Please note, you can join up to 10 minutes before the start of your session.



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Messages Notifications Profile

HOME EXHIBITORS & PRODUCTS CONTENT AGENDA NETWORK HOW TO USE INNOVATION GALLERY STARTUP HUB MEDIA PARTNER SPEAKERS

My Schedule

MAY 09 Additional Date

ALL MEETINGS SESSIONS Export Data

SESSION Sustainability Scheduled

meurens natural

Sustainability in Drug Delivery: A Green Future without compromising Safety and Efficacy  
Every day 14,000 tons of medical waste are generated at healthcare facilities across the U.S. alone. Up to 20-25% of this waste can be attributed to plastic packaging and plastic products. Increasingly there are movements... towards sustainable packaging solutions in the consumer sector. The businesses that minimise waste and

Monday, 09 May 2022  
10:00 - 13:00 | Europe/Paris  
04:00 - 07:00 | Local time  
Online Session  
English

STARTS IN  
8 week 6 days 08 hours 23 min  
Join Room

# PHARMAPACK



A CPHI platform

