

WEBEX KIT PARTICIPANTS for online B2B meetings during Innomat & Plastics Meetings Mexico 2020

Please ensure you have the appropriate programs and plugins installed on your device/ computer ([CISCO WEBEX MEETINGS](#)) as well as a microphone. You must plan to be in a quiet place to take your meetings.

Instructions Before the Event

I. BUYERS ONLY

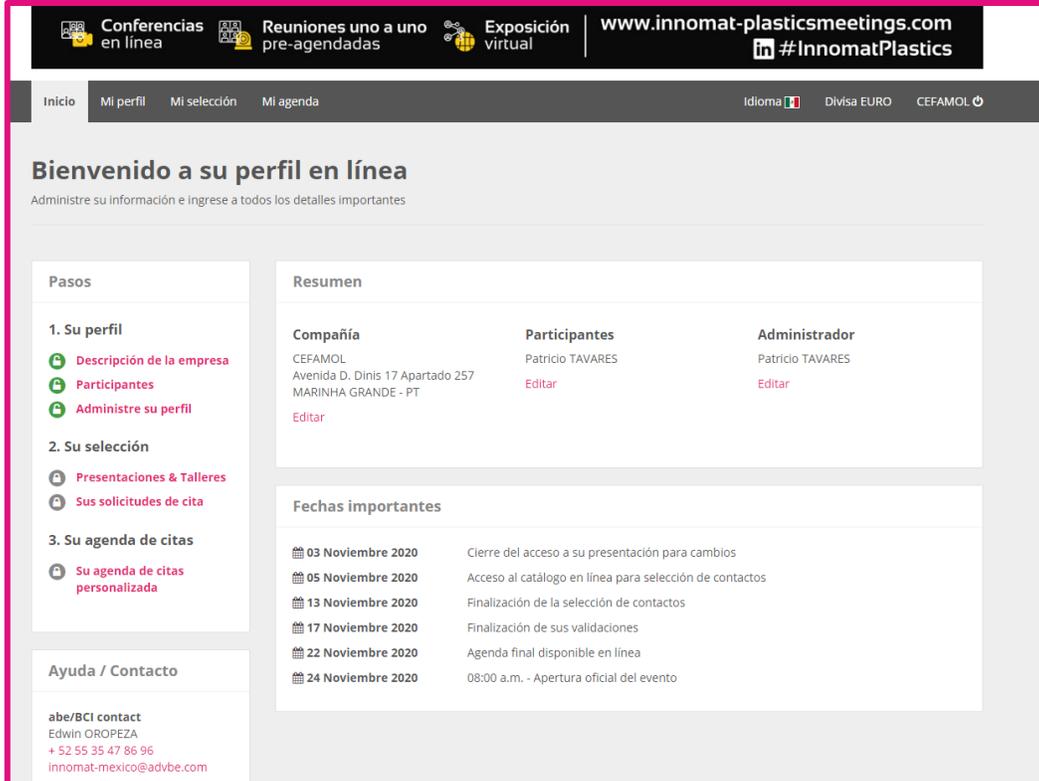
You will receive an e-mail notification to inform you that your meetings schedule has become available online.

Simply login and review your schedule in the “Your customized meetings schedule” area.

You will see that on your schedule you will find a number of different URL’s directing you to different meeting rooms instead of the regular booth numbers.

These URL’s will take you to the right room for your meeting at the scheduled time.

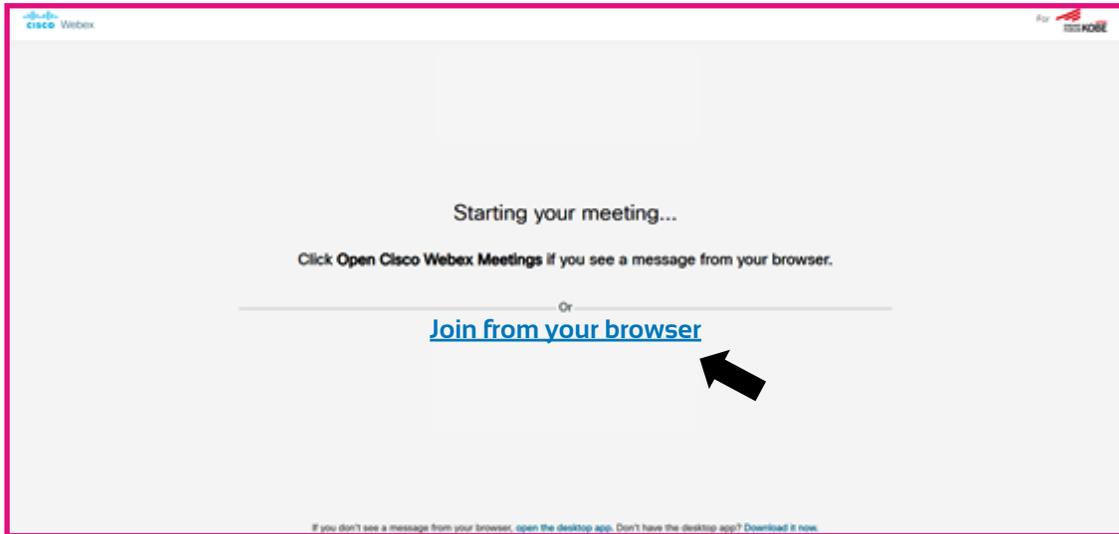
Please ensure that your system works properly and be sure to click on the right URL at the scheduled time.



The screenshot shows the user profile page for a participant. The header includes navigation links for 'Inicio', 'Mi perfil', 'Mi selección', and 'Mi agenda', along with language and currency options. The main content area is titled 'Bienvenido a su perfil en línea' and contains several sections:

- Pasos:** A list of steps to complete the profile, including 'Su perfil', 'Su selección', and 'Su agenda de citas'.
- Resumen:** A summary of the user's profile information, including company details (CEFAMOL), participants (Patrício TAVARES), and administrator (Patrício TAVARES).
- Fechas importantes:** A list of important dates for the event, such as '03 Noviembre 2020' (Cierre del acceso a su presentación para cambios) and '24 Noviembre 2020' (08:00 a.m. - Apertura oficial del evento).
- Ayuda / Contacto:** Contact information for the event organizers, including 'abe/BCI contact' and 'Edwin OROPEZA'.

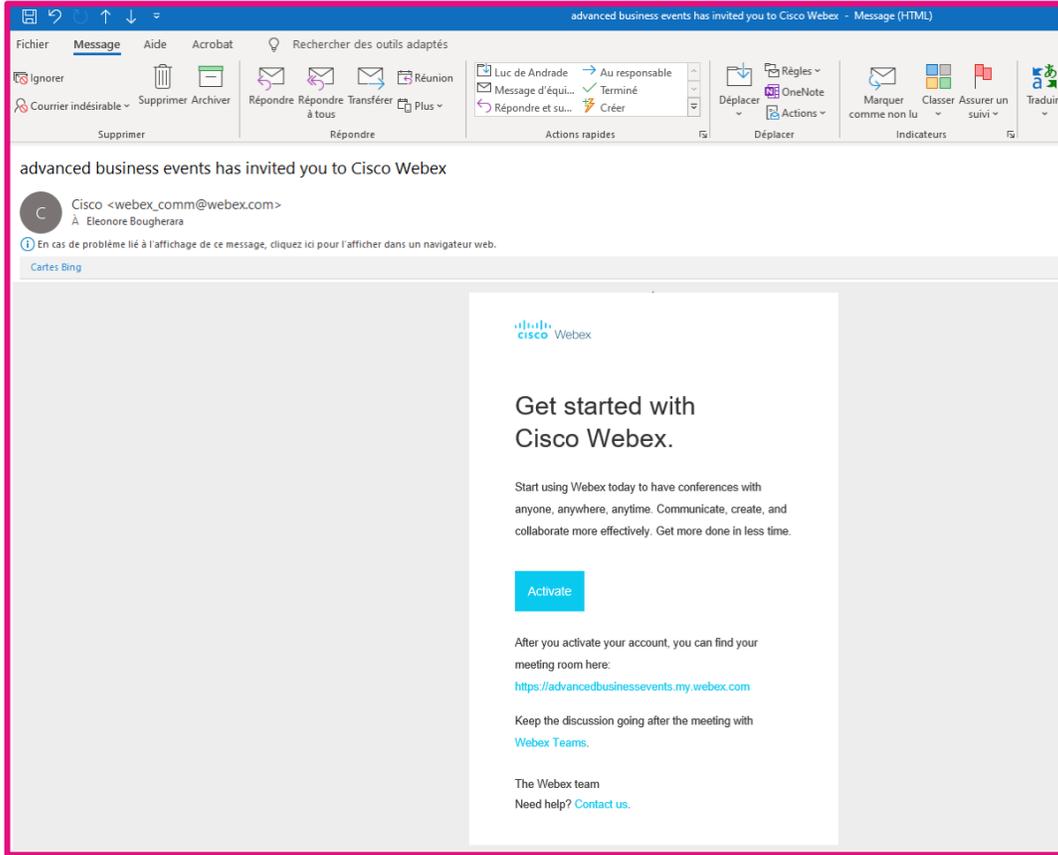
It is also possible to use Webex in browser, we recommend Google Chrome:



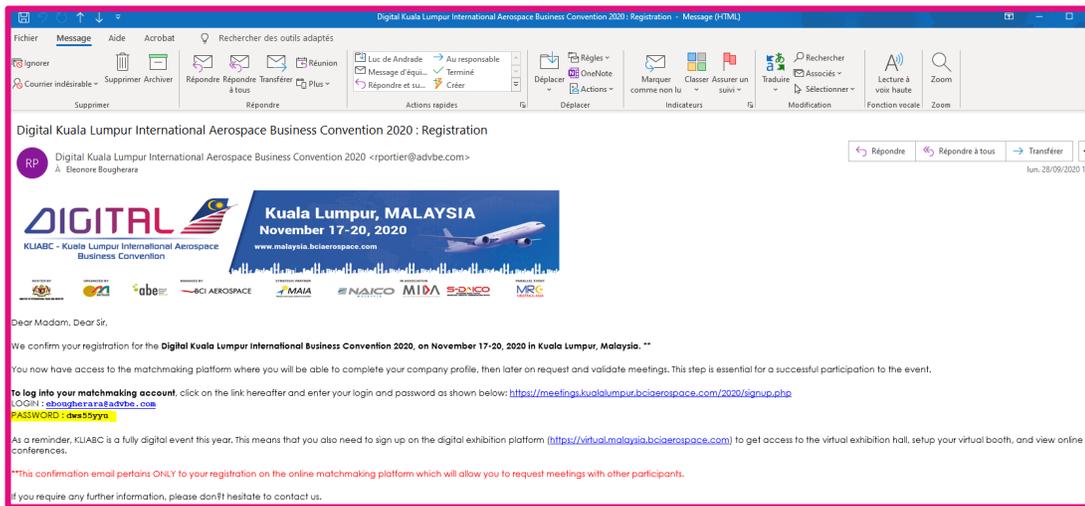
I. EXHIBITORS ONLY

As an exhibitor you are hosting the meeting. For this reason, you have to set up your profile on Cisco WebEx Meetings site. You are able to create your own login and password. One member of your team should be connected at all times during the three days of the event to manage your virtual room and allow access to your guests according to your schedule.

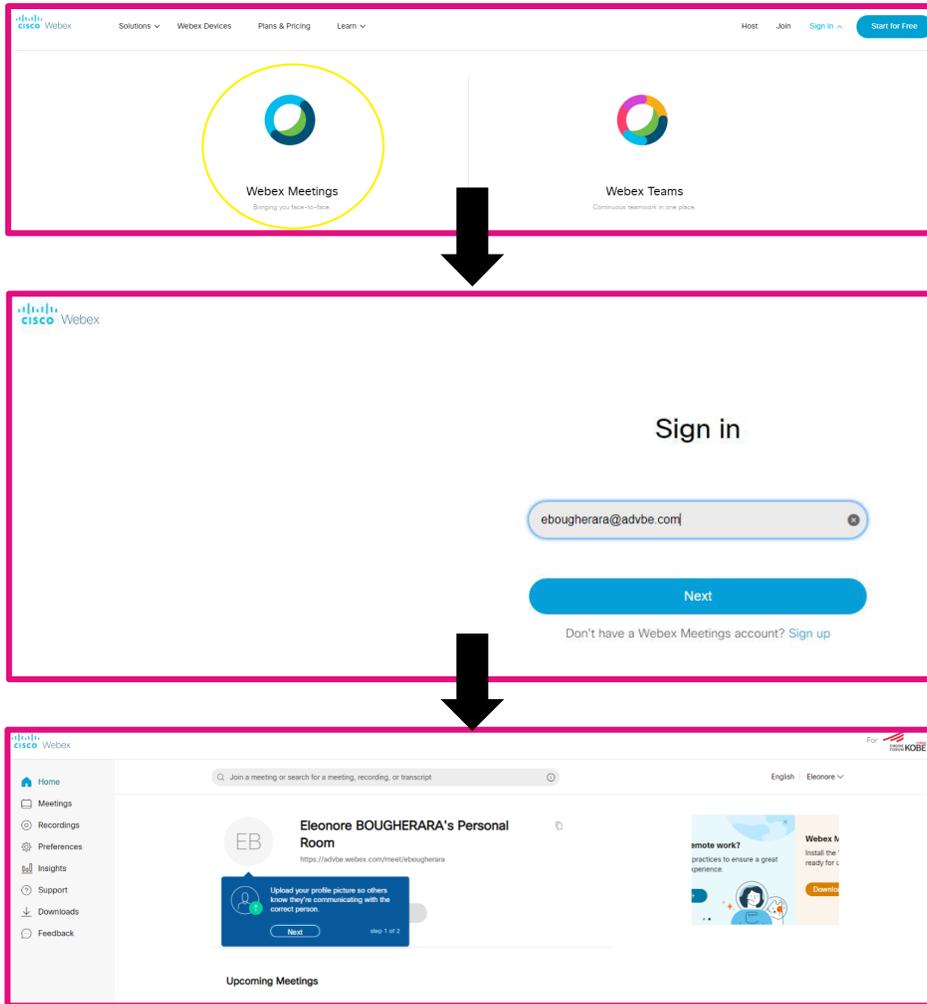
1. When the schedules of meetings will be released, you will also receive an activation email from Cisco (check your spam if you don't see it in your inbox) to create your own meeting room. The system does not allow you to personalise this space, but we encourage you to use your login credentials to connect to the room to familiarise yourself with the system. It is recommended to upload your company logo as your profile picture so other know they are communicating with the correct person.



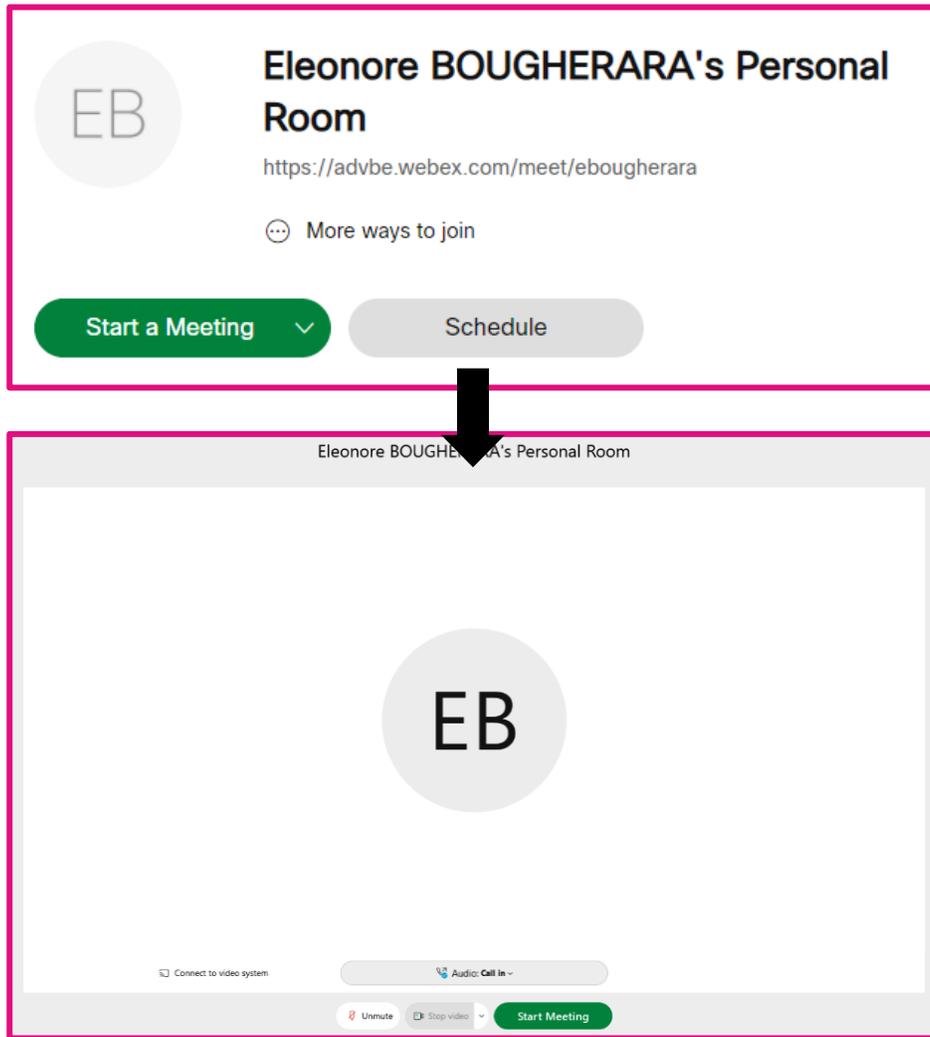
2. You must activate your Webex by clicking “Activate”. You will be asked to create a password. We recommend to choose the one that you use when you login on B2B selection platform, you can find that password in the email that was sent to you when you registered for the event (see the exemple below).



3. Once the event starts, you'll be able to host your virtual meetings. First, you'll need to log in to your Webex account (enter the email address associated with your host account and the password that you chose at step 2). Once you're logged in, your virtual meeting room will be open and ready to receive your guests.



4. When you're ready to host your meeting, simply click the "Start a Meeting" button on your account home page.



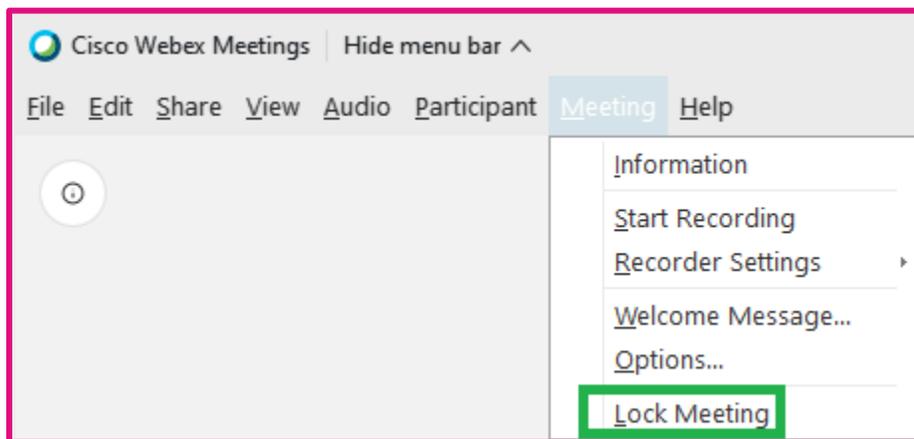
Instructions During the Event

I. EXHIBITORS ONLY

1. Once you are logged in, please do not forget to “lock” your meeting room. Locking your room will allow the other parties to wait in the waiting room. You will then be able to accept them into your room.

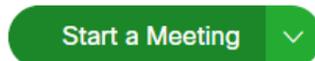
Note: During the event only one participant can be connected at a time. The room and meeting will end once either party disconnects.

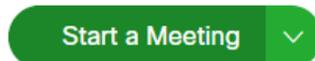
To lock your room, please click on “meeting” once you’ve launched the meeting. You’ll then be able to lock the room.



2. Your first meeting:

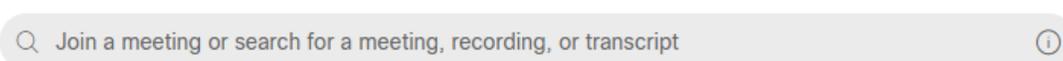
- a. Your first meeting on your agenda. This meeting will take place in your own room (this



will be indicated on your schedule). You click on  You'll then be asked to verify your audio and video preferences. Once done you can lock the room. This will allow the other participant to enter your waiting room. Once the other participant is in your waiting room you'll be able to accept his/her presence and you'll be able to host the first meeting.

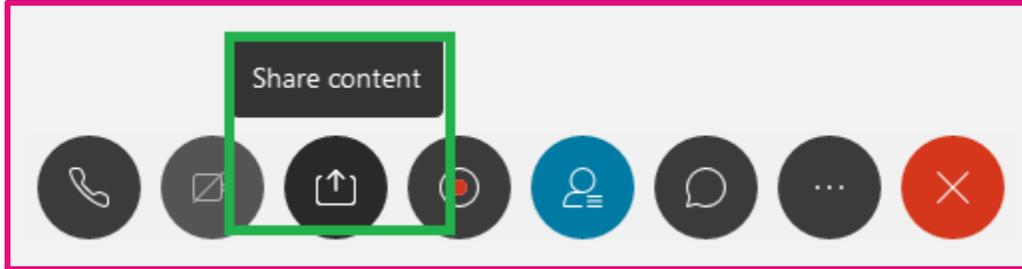
Caution: When either of the participants in the meeting leaves, the meeting will automatically terminate.

- b. Your first meeting is not in your own room. You can either create your own account and use your account to go to the first meeting by entering the link on your agenda in the search bar, or you can continue using Webex as a guest without needing to create your own profile.

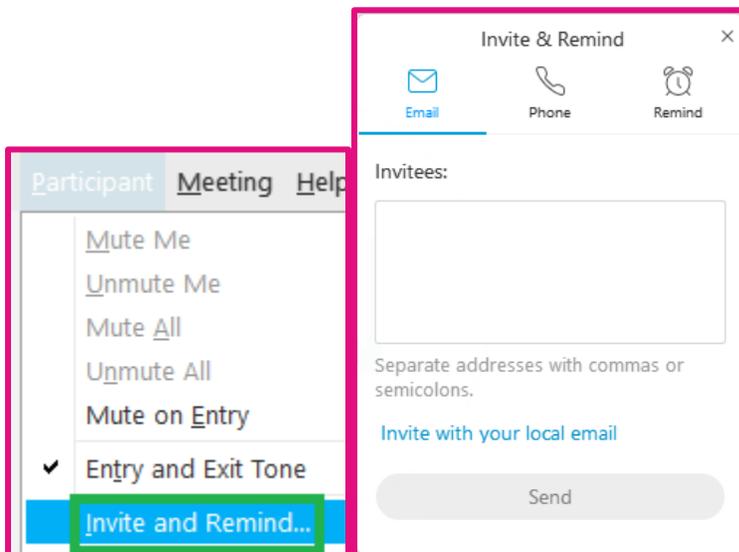


Optional:

1. You can share your screen, documents, etc. by clicking on: "share content"



2. Invite a colleague to join the meeting. You can invite one of your colleagues to join your meeting by clicking on "invite and remind" under "participant" in the top menu. You will then be asked to enter the email address or telephone number of the person you wish to invite



BEST PRACTICES FOR EFFECTIVE VIRTUAL MEETINGS

1. Make sure you have a good **internet connection** – you might need to close all other applications to ensure decent internet speed.
2. Make sure you have a good **webcam and mic** (through computer speakers and microphone or a headset/earphones if preferred).
3. Check for proper **lighting** (and possibly a neutral background).
4. If you're planning on sharing your screen, we suggest you prepare **copies of the data or content being shared** (in case screensharing does not work), so you may send them via email to the participants of your meeting.
5. Make sure to **respect the meetings' timing** to ensure the event runs smoothly.
6. We encourage you logging in ahead of time and **test** out your software and system compatibility.

YOU'RE ALL SET, ENJOY YOUR VIRTUAL MEETINGS!