

# DIGITAL WEEK

powered by **COSMOPROF ASIA**

9 – 13 NOVEMBER 2020

[COSMOPROF-ASIA.COM/DIGITAL-WEEK](https://cosmoprof-asia.com/digital-week)

## **COSMOPROF ASIA DIGITAL WEEK PLATFORM USER GUIDE**

Organiser  
Cosmoprof Asia Ltd



| **informa**markets

As of 5 Oct 2020

# INTRODUCTION

## Start your Digital Journey with **COSMOPROF ASIA!**

We mitigate the changes and challenges – Cosmoprof Asia is committed to empowering our exhibitors to achieve ambitious business goals via online channels including virtual platform, product showroom, website, social media, e-newsletters.

From **November 9-13, 2020**, Cosmoprof Asia is introducing its first-ever online event – **Digital Week**, The 5-day virtual event will be an innovative digital platform offering beauty professionals a vehicle to continue business, view products, meet clients and potential customers, and stay up to date on beauty trends and technology in 2020. A brand-new business matching platform will allow buyers and suppliers to manage an effective online networking experience via a digital product showroom, meeting planner, 1:1 live chat and instant video conferencing. Please join and let us help you to grow your business in this challenging time!

**SAVE COST, NO TRAVEL & BE CONNECTED!**

**COSMOPACK**  
ASIA HONG KONG  
亞太區美容展

**COSMOPROF**  
ASIA HONG KONG  
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# Index

P.4	• 1. Receive Email with Login Passcode
P.5	• 2.1 Main Screen Navigation – Explore
P.6	• 2.2 Main Screen Navigation – Agenda
P.7	• 2.3 Main Screen Navigation – Meet
P.8	• 3. Set Your Meeting Time Availability
P.9	• 4.1 Set Your Time Zone, Notification Channel, Sync Calendar
P.10	• 4.2 Set Notification Frequency and Language
P.11	• 5.1 Search For Your Target Buyers / Exhibitors
P.12	• 5.2 View Detailed Profile of Buyer/Exhibitor
P.13	• 5.3 Search By Products
P.14	• 5.4 Search By Brands
P.15	• 6. What is Bookmark / Archive
P.16	• 7. Start To Set Up Meeting
P.17	• 8.1 Check & Accept Meeting Request
P.18	• 8.2 Reschedule / Cancel Meeting
P.19	• 9. Live Chat
P.20	• 10.1 Video Meeting – System Requirement
P.21	• 10.2 Video Meeting
P.22	• 10.3 Invite 3rd Party to Join Video Meeting
P.23	• 11. Rate The Meeting!

# 1. Receive Email with Login Passcode

## When can I start to accessing the platform ?

All users can start accessing Digital Week online platform from 2 November.

Cosmoprof Asia 2020 Digital Week exhibitors and pre-registered buyers will receive email with unique access link.

Simply click on “**Get to the list**” to enter the platform and start browsing buyer / exhibitor list to pre-schedule onsite meeting. Alternatively, you can login with your unique passcode via fair website: [www.cosmoprof-asia.com/digital-week](http://www.cosmoprof-asia.com/digital-week)

\*The email has embedded your unique access to Match&Meet. Please do not forward to other business partners.



# 2.1 Main Screen Navigation – Explore

The screenshot displays the main navigation interface for Digital Week. On the left is a vertical sidebar with icons for 'Explore', 'Agenda', 'Meet', and 'My Schedule'. The 'Explore' icon is highlighted with a red dashed box and a red arrow pointing to it, with the text 'Landing Page' next to the arrow. At the top right, there is a 'Your profile' icon, also highlighted with a red dashed box. The main content area features a red banner at the top with the text 'DIGITAL WEEK powered by COSMOPROF ASIA' and '9 - 13 November 2020 COSMOPROF-ASIA.COM/DIGITAL-WEEK'. Below the banner, the text reads 'Welcome to Digital Week!' followed by a welcome message: 'From 9-13 November, we are exciting to bring you an incredible sourcing journey. Enjoy the vibration and rich event calendar over the 5 days. Stay connected!'. Below this, there are links for 'WEBSITE' and 'VIEW'. A section titled 'Don't miss out a series of events:' lists 'COSMO TALKS The virtual series', 'COSMO TRENDS', 'COSMO VIRTUAL STAGE', and '+BEAUTY HUNT'. At the bottom left of this section is the text 'LET'S RELAX'. On the right side of the main content area, there is a video player showing a video titled 'Anatomy of Virtual Events' with a 'View' button. Below the video player, the event details are listed: '13:00 - 14:00, 22 Jul Galliano Room'. At the bottom right of the video player area, there are tags for 'Business Matching', 'Virtual Engagement', 'Onsite', and 'Jublia'. In the bottom right corner of the entire interface, there is a red button labeled 'FAQs'.

**Explore**

**Agenda**

**Meet**

**My Schedule**

**Landing Page**

**DIGITAL WEEK**  
powered by **COSMOPROF ASIA**

9 - 13 November 2020  
[COSMOPROF-ASIA.COM/DIGITAL-WEEK](https://COSMOPROF-ASIA.COM/DIGITAL-WEEK)

**Your profile**

**Welcome to Digital Week!**

From 9-13 November, we are exciting to bring you an incredible sourcing journey. Enjoy the vibration and rich event calendar over the 5 days. Stay connected !

For more information, visit our [WEBSITE](#)  
For user guide, click here to [VIEW](#)

Don't miss out a series of events:

**COSMO TALKS**  
The virtual series

**COSMO TRENDS**

**COSMO VIRTUAL STAGE**

**+BEAUTY HUNT**

**LET'S RELAX**

**DIGITAL WEEK**  
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**Anatomy of Virtual Events**

**View**

13:00 - 14:00, 22 Jul  
Galliano Room

[Business Matching](#) [Virtual Engagement](#) [Onsite](#) [Jublia](#)

**FAQs**

# 2.2 Main Screen Navigation – Agenda

**DIGITAL WEEK** 9 - 13 November 2020  
powered by COSMOPROF ASIA COSMOPROF-ASIA.COM/DIGITAL-WEEK

For you Wed, 20 Jul 22 Thu, 21 Jul 22 Fri, 22 Jul 22

We highly recommend you the below sessions and content based on your interests and activity. [Update Interests](#)

**Agenda** ← Webinar / Demo Session Agenda

**09:30**  
**04:30**  
**20 Jul**

**Building AI Without Losing...** How can we build an AI without losing the essence of being humans?  
Kitsune Ballroom  
Deep Learning Machine Learning Onsite  
Key Speaker Sam Harris  
A: Onsite Session  
Favorite

**When Our Computers Get ...** A philosopher and technologist, Bostrom asks us to think hard about the world we're building right now, driven by thinking machines.  
Kitsune Ballroom  
Machine Learning Onsite  
Key Speaker Nick Bostrom  
A: Onsite Session  
Favorite

# 2.3 Main Screen Navigation - Meet

The screenshot displays the main interface for the 'Meet' section of the COSMOPROF ASIA Digital Week event. At the top, a banner reads 'DIGITAL WEEK 9 - 13 November 2020' and 'powered by COSMOPROF ASIA' with the URL 'COSMOPROF-ASIA.COM/DIGITAL-WEEK'. A navigation bar includes buttons for 'For you', 'Search', '3 Requests Received', 'Sent', 'Bookmarked', and 'Archived'. Below this is a search bar with filters for 'All Groups', 'Position', 'Company', 'Products', 'Country', and 'Industry'. A secondary filter bar shows 'Brand', 'Companies', and 'Products'. A horizontal menu lists letters from A to Z and 0-9. The main content area features meeting cards for '06:30, 20 Jul' and '05:00, 21 Jul, Table 2 at The Jublia Lounge'. Each card lists a contact's name, title, and company, along with 'Bookmark', 'Reschedule', and 'Cancel' options. A 'Meet' button is present on each card. A sidebar on the left contains icons for 'Explore', 'Agenda', 'Meet', and 'My Schedule'. Annotations with red arrows point to the 'Meet' icon, 'My Schedule' icon, the 'Requests Received' button, the 'Companies' filter, and the user profile icon in the top right corner.

**Your profile**

**View meeting requests received and sent; bookmarked profiles**

**Browse exhibitor / buyer listing**

**View your meeting schedule & Set your available meeting time**

# 3. Set Your Meeting Time Availability

Go to **My Schedule**  
click **Time Availability** to confirm  
your available time for meetings

**Yellow = Available**  
**Grey = Blocked**  
**Green = Meeting Confirmed**

**DIGITAL WEEK** 9 - 13 November 2020  
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My Connections Wed, 20 Jul 22 Thu, 21 Jul 22 **Time availability**

Cancel out the timings that you are unavailable for meetings below and click 'CONFIRM'. Respondents to your requests will then be able to pick a mutual meeting time based on your availability. Each meeting lasts 30 minutes.  
Green highlights below indicates meetings are scheduled at the timeslot.

**CONFIRMED**

▼ Tuesday,

× 10:00	× 10:30	× 11:00	× 11:30
× 12:00	× 12:30	× 13:00	× 13:30
× 14:00	× 14:30	× 15:00	× 15:30
× 16:00	× 16:30	× 17:00	× 17:30

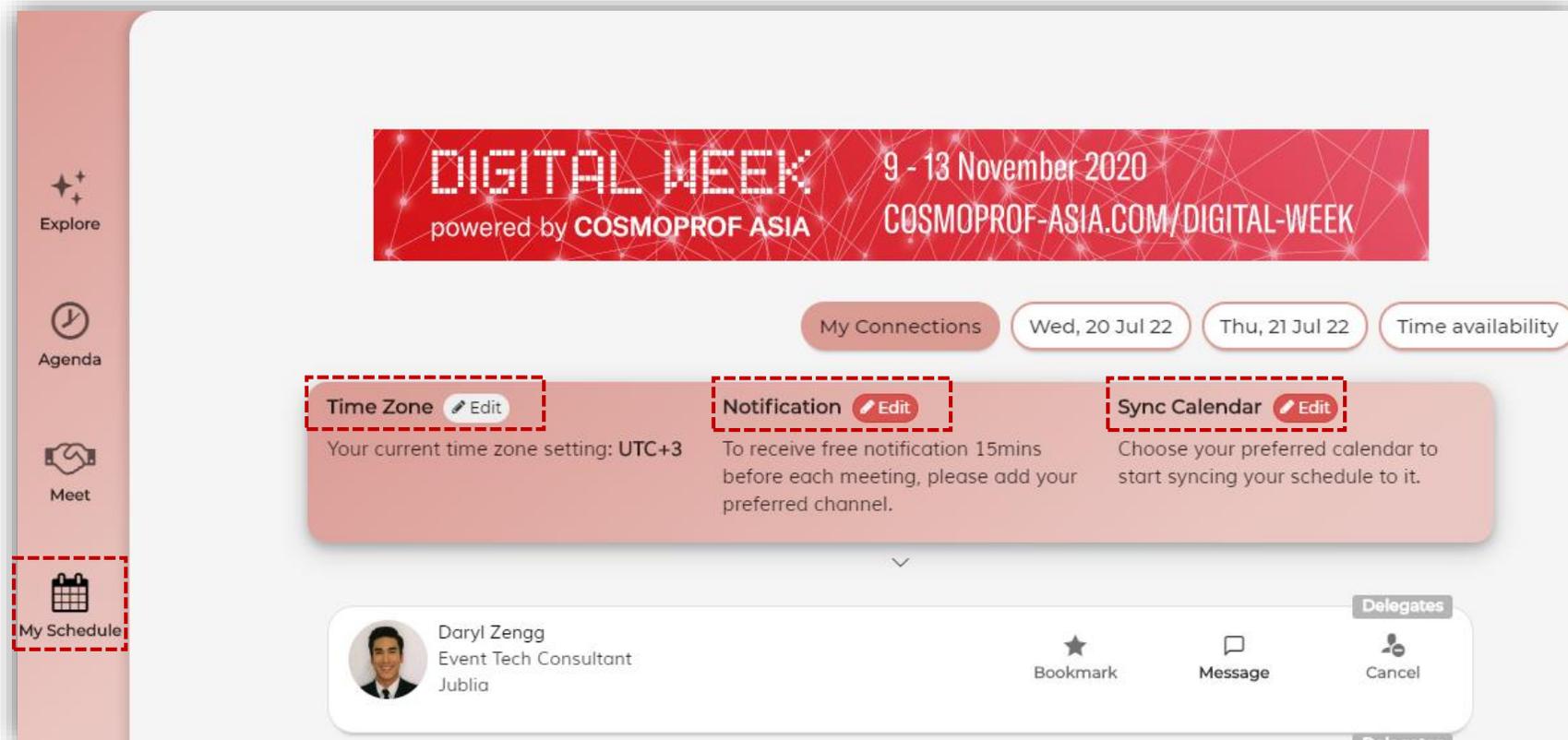
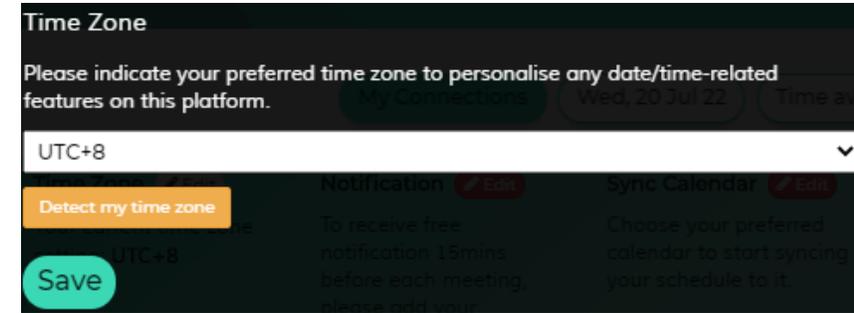
▼ Wednesday

✓ 10:00	✓ 10:30	✓ 11:00	✓ 11:30
✓ 12:00	✓ 12:30	✓ 13:00	✓ 13:30
✓ 14:00	✓ 14:30	✓ 15:00	✓ 15:30
✓ 16:00	✓ 16:30	✓ 17:00	✓ 17:30

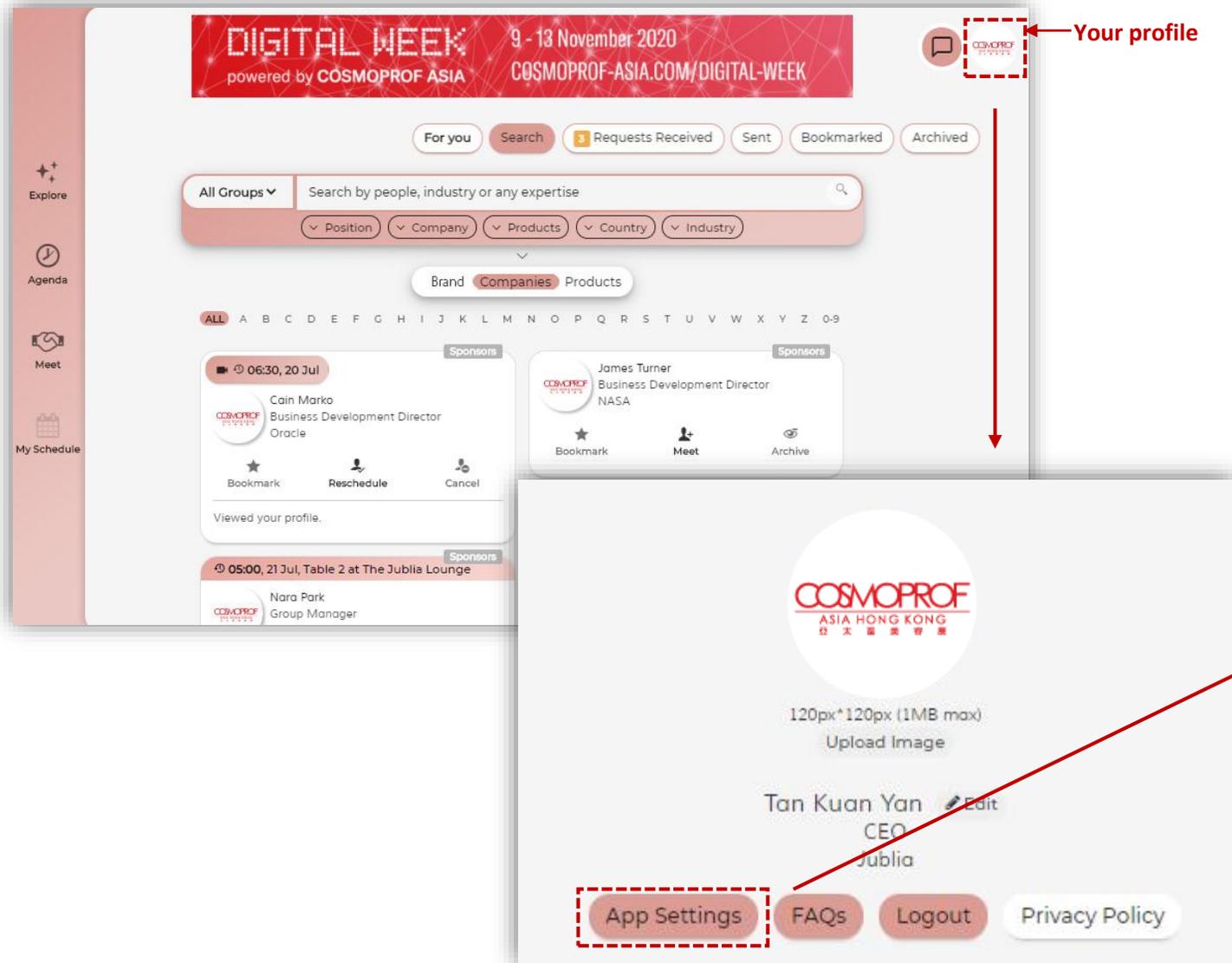
# 4.1 Set Your Time Zone, Notification Channel, Sync Calendar

Go to **My Schedule** and set the following:

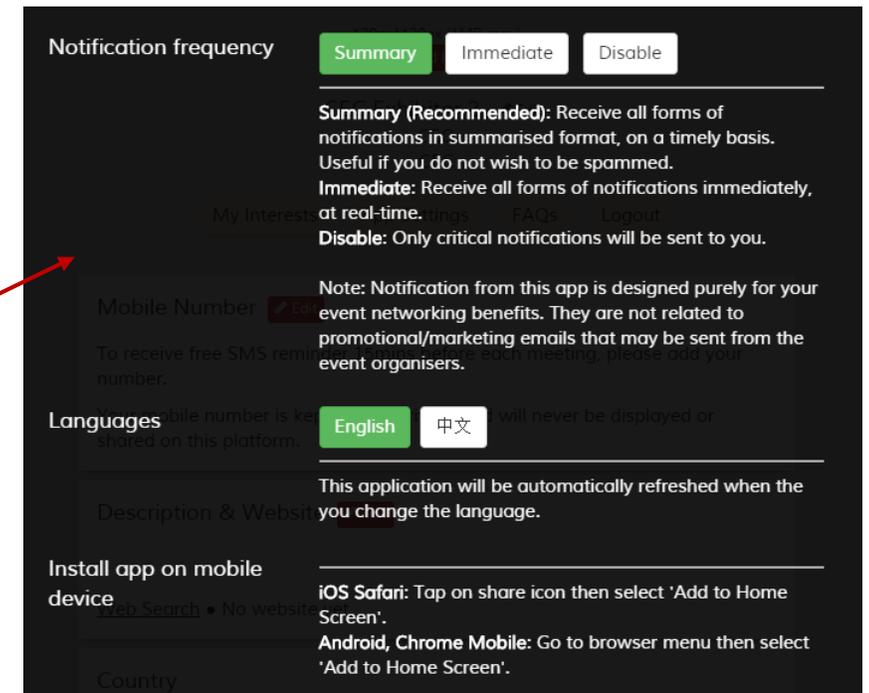
1. Time Zone (click on “Detect my time zone”, system will automatically detect your device’s time zone)
2. Notification Channel (Select one Channel from: Facebook Messenger / WhatsApp / WeChat / SMS)
3. Sync schedule to your Calendar



# 4.2 Set Notification Frequency and Language



- Go to **Your Profile**
- Click on **App Setting**
- Select **notification frequency** and **platform interface language** according to your needs



# 5.1 Search For Your Target Buyers / Exhibitors

## Go to Meet

- **For You**  
Recommendation by AI according to your overall search history and interest
- **Search**  
Slim down the list using filters / free text search

**DIGITAL WEEK** 9 - 13 November 2020  
powered by COSMOPROF ASIA COSMOPROF-ASIA.COM/DIGITAL-WEEK

For you Search 3 Requests Received Sent Bookmarked Archived

All Groups Search by people, industry or any expertise Search by free text

Position Company Products Country Industry Search filters

Brand Companies Products

ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0-9

06:30, 20 Jul Sponsors  
Cain Marko Business Development Director Oracle  
Bookmark Reschedule Cancel  
Viewed your profile.

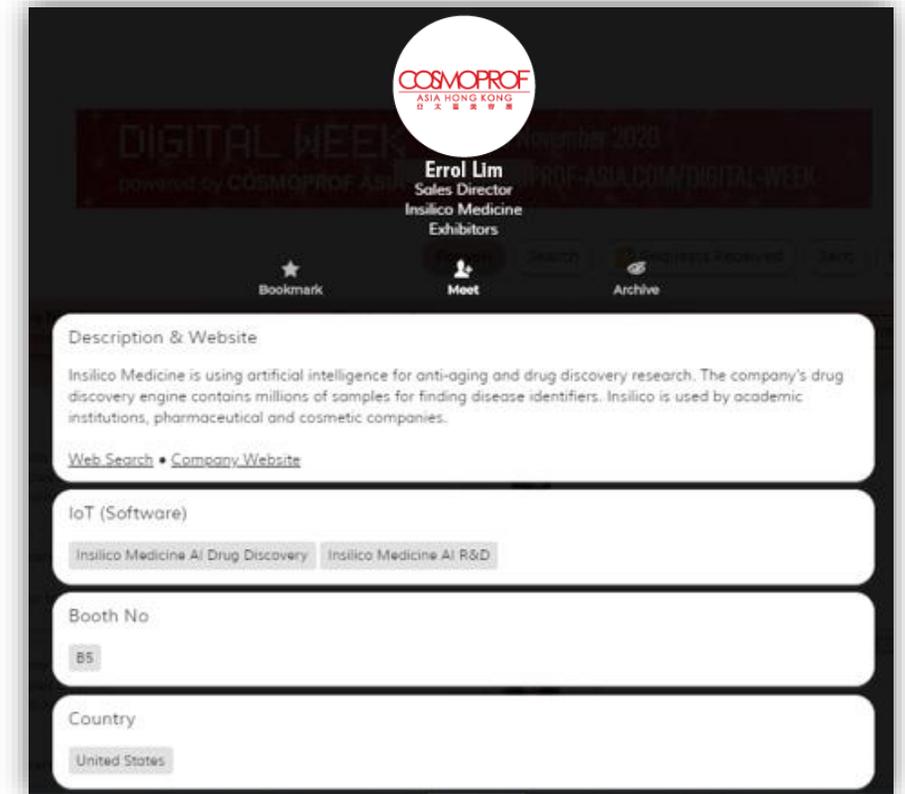
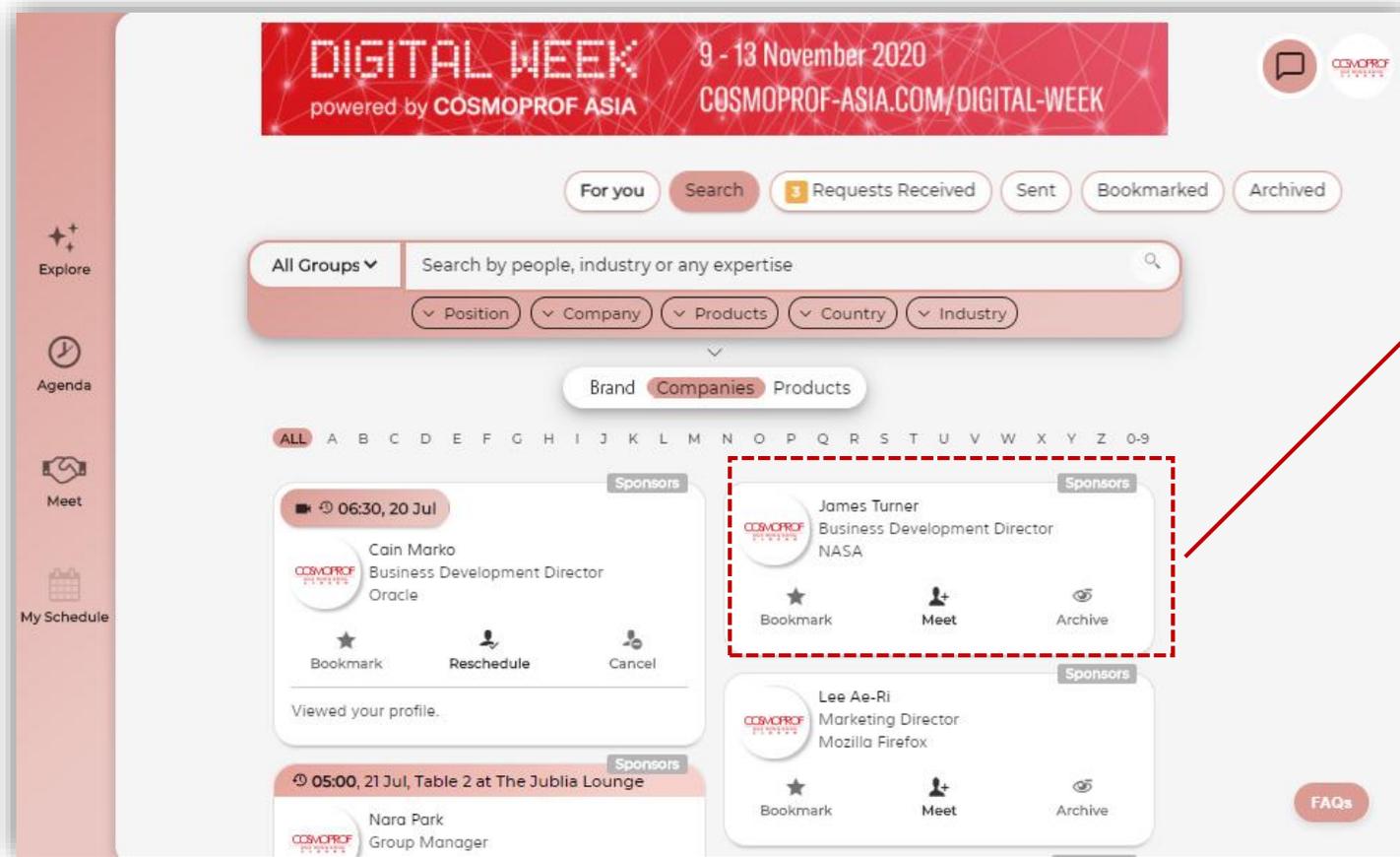
James Turner Business Development Director NASA  
Bookmark Meet Archive

05:00, 21 Jul, Table 2 at The Jublia Lounge Sponsors  
Nara Park Group Manager  
Bookmark Meet Archive

FAQs

# 5.2 View Detailed Profile of Buyer/Exhibitor

- Click on profile box to view full details



# 5.3 Search By Products

**DIGITAL WEEK** 9 - 13 November 2020  
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For you Search 3 Requests Received Sent Bookmarked Archived

All Groups Search by people, industry or any expertise Search by free text

Brand Companies **Products**

ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0-9

Unique Beauty  
Unique Beauty is a Danish natural..

Sample Product 2  
Sample description here

Sample Product 2  
Sample description here

FAQs

Explore  
Agenda  
Meet  
My Schedule

# 5.4 Search By Brands

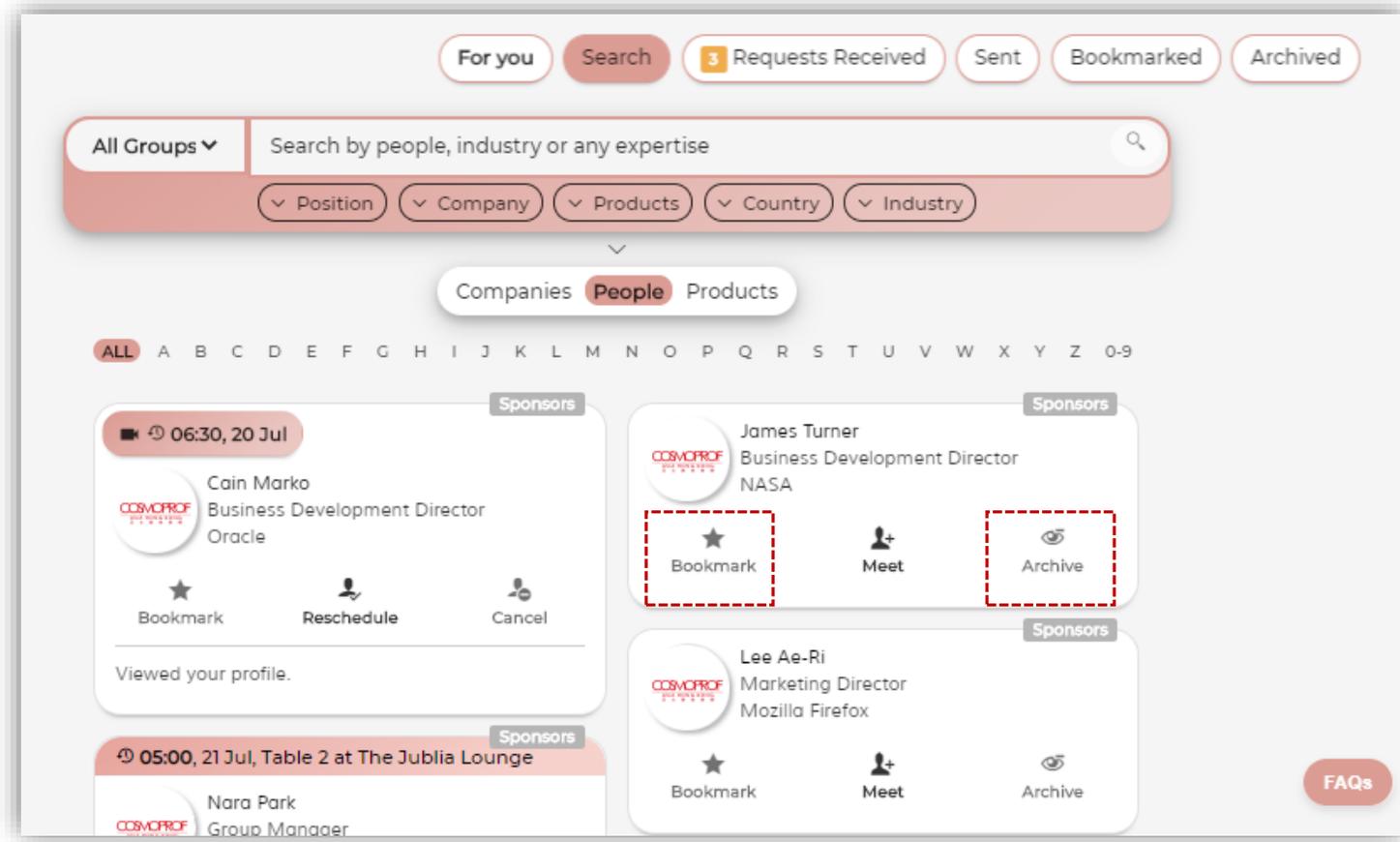
The screenshot displays the 'DIGITAL WEEK' event page, powered by COSMOPROF ASIA, running from 9-13 November 2020. The URL is COSMOPROF-ASIA.COM/DIGITAL-WEEK. The interface includes a navigation sidebar with 'Explore', 'Agenda', 'Meet', and 'My Schedule'. The main content area features a search bar with a dropdown menu for 'All Groups' and a search input field with the placeholder text 'Search by people, industry or any expertise'. Below the search bar are filters for 'Products', 'Booth No', 'Country', and 'Industry'. A 'Brand' filter is highlighted with a red dashed box. Below the filters is a list of exhibitors, with 'Alphasense' (Booth E8) highlighted by a red dashed box. A red arrow points to the search input field with the text 'Search by free text'. Another red arrow points to the 'Alphasense' exhibitor card with the text 'Click to view brand details'. The exhibitor list includes 'Alphasense', 'Apple' (Booth B1), and 'Datarobot' (Booth D4). A 'FAQs' button is visible in the bottom right corner.

**Search by free text**

**Click to view brand details**

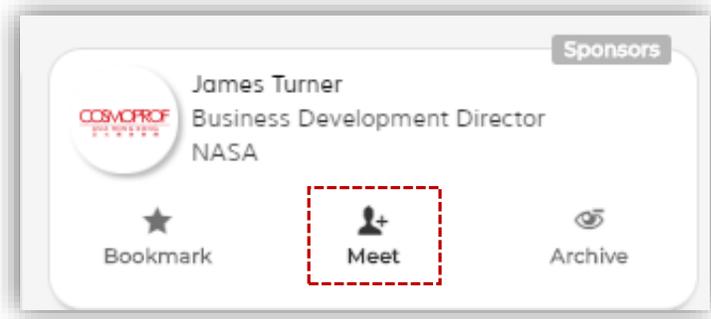
# 6. What is Bookmark / Archive

- **Bookmark**  
to save the counterparts you are interested in meeting
- **Archive**  
to hide the counterparts you are not interested in

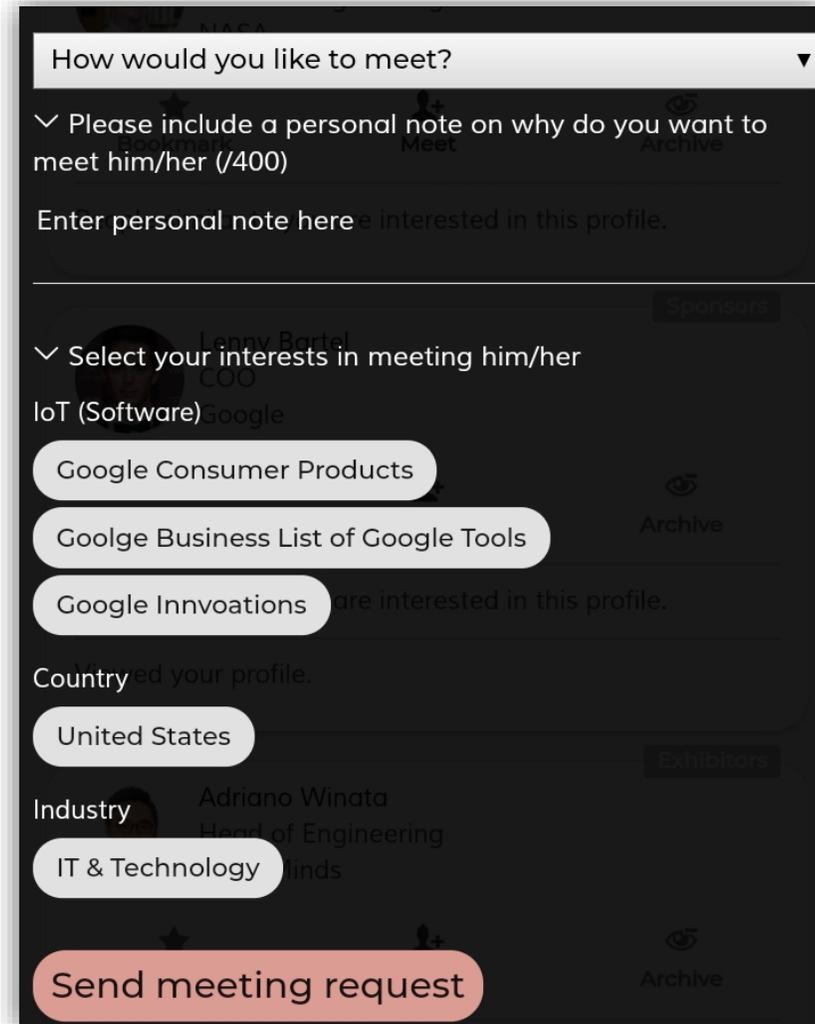


# 7. Start To Set Up Meeting

- Click on **Meet** to send meeting request



- **How would you like to meet?**
  - ❖ Schedule a time for video meeting
  - ❖ Connect over message chat & share my contacts
- Input your personal message & email contacts, then send with your meeting request invitation
- Don't forget to select your interests in the company!



How would you like to meet?

✓ Please include a personal note on why do you want to meet him/her (/400)

Enter personal note here

✓ Select your interests in meeting him/her

IoT (Software) Google

Google Consumer Products

Google Business List of Google Tools

Google Innvoations

Country

United States

Industry

IT & Technology

Send meeting request

# 8.1 Check & Accept Meeting Request

The screenshot shows the 'DIGITAL WEEK' interface, powered by COSMOPROF ASIA, for the dates 9 - 13 November 2020. The URL COSMOPROF-ASIA.COM/DIGITAL-WEEK is displayed. A navigation bar includes tabs for 'For you', 'Search', 'Requests Received' (highlighted with a red dashed box), 'Sent', 'Bookmarked', and 'Archived'. Below the navigation, it states 'Showing 3 meeting request(s) received'. Three request cards are visible, each for a 'Delegates' user: Errol Lim (COO, Jublia), Test Buyer (HKTDC), and Stanley Liu (Assistant Manager, Cyberport). Each card features a 'Bookmark' icon (star) and an 'Accept request' icon (smiley face). The 'Meet' icon in the left sidebar is also highlighted with a red dashed box.

- Go to **Meet**
- Click **Requests Received**
- To accept meeting request  
Click **Accept request** and pick a time from the available schedule to confirm
- To reject meeting request  
Click **Decline** or **Bookmark** to decide later

This screenshot shows the details of a meeting request from Errol Lim, who is interested in 'Events Technology'. The user is prompted to 'Meet virtually with online video call.' Below this, a message states: 'Here are the available timings to meet him/her. Pick one!'. The available times are listed for Wednesday and Thursday. For Wednesday, the times are 13:00, 14:00, 14:30, 15:00, 15:30, 16:00, 16:30, and 17:00. For Thursday, the times are 10:30, 12:00, and 12:30. At the bottom of the scheduling options, there are icons for 'Bookmark' and 'Accept request'. A 'Meet' button is located at the bottom center of the interface.

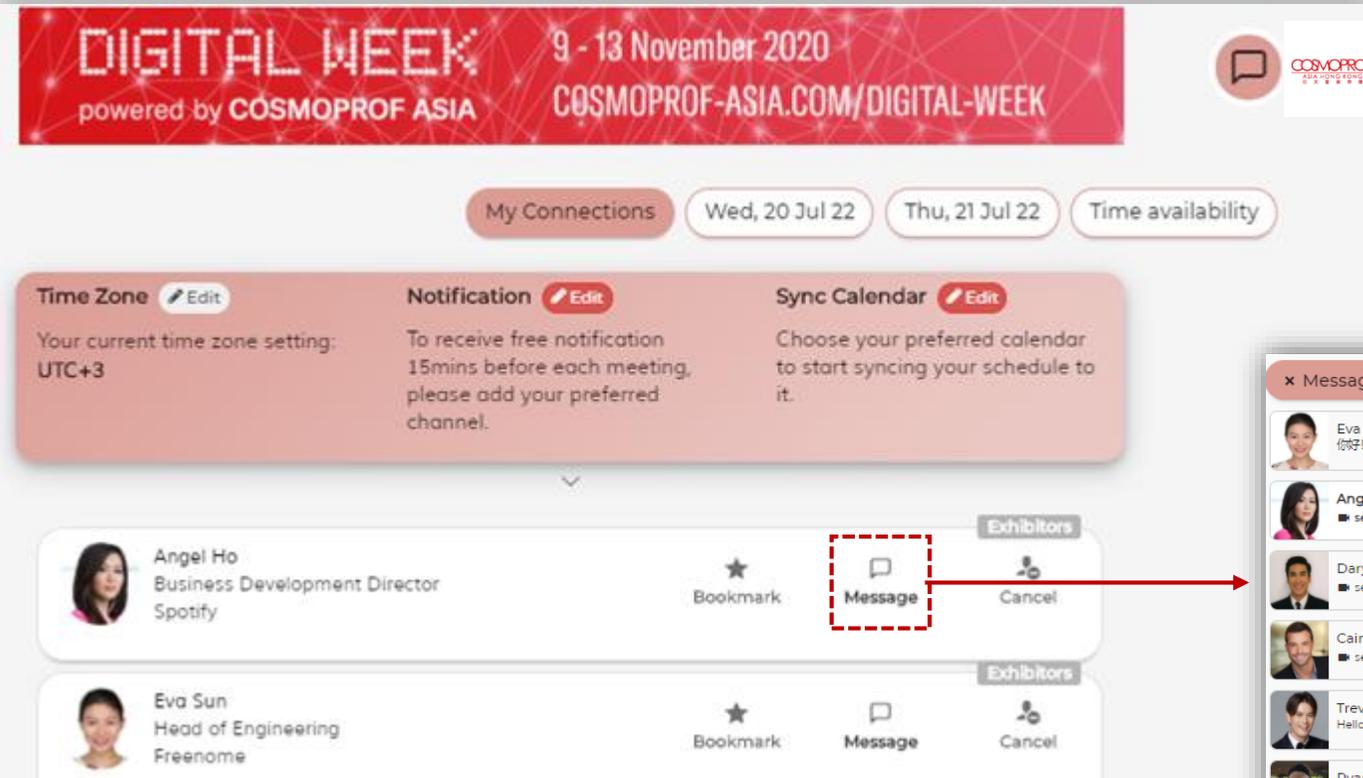
# 8.2 Reschedule / Cancel Meeting

- Go to **My Schedule**
- To reschedule a meeting, click **Reschedule**
- To cancel a meeting, click **Cancel**

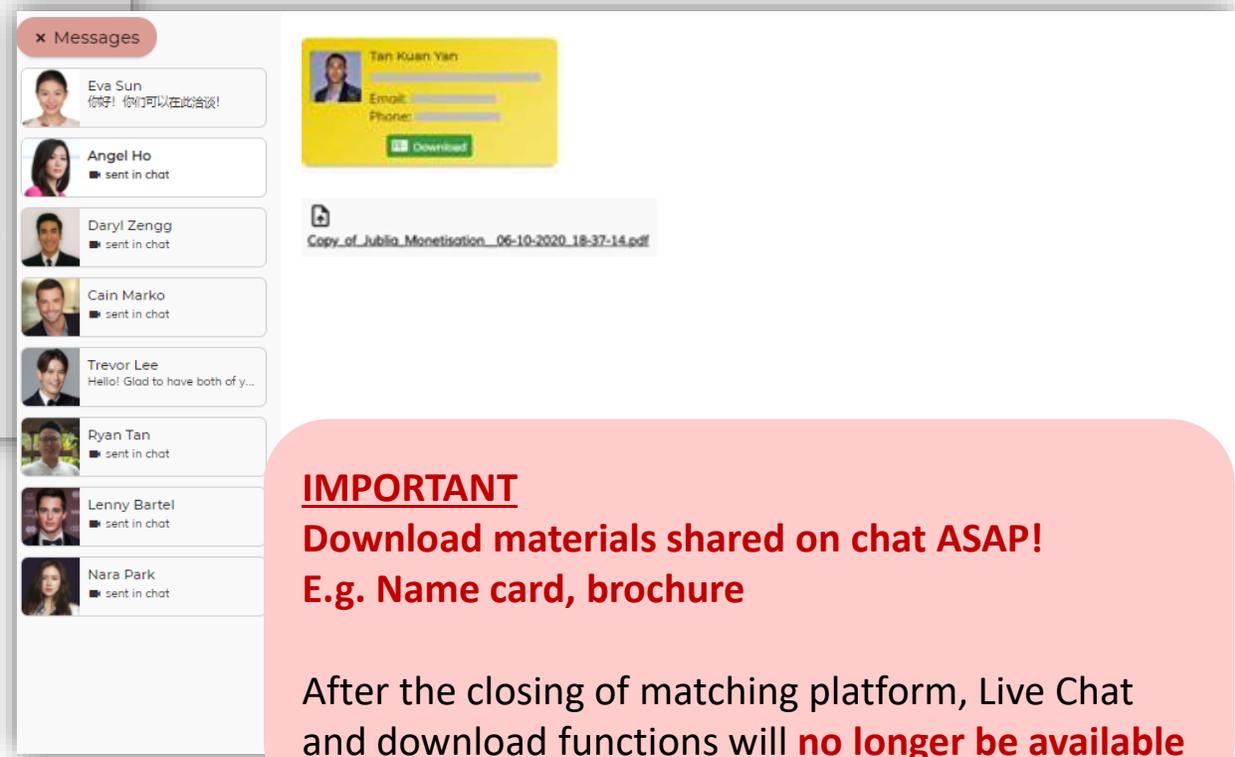
The screenshot displays the 'My Schedule' section of the COSMOPROF ASIA Digital Week interface. At the top, a banner reads 'DIGITAL WEEK powered by COSMOPROF ASIA' and '9 - 13 November 2020 COSMOPROF-ASIA.COM/DIGITAL-WEEK'. Below the banner are navigation tabs for 'My Connections', 'Wed, 20 Jul 22', 'Thu, 21 Jul 22', and 'Time availability'. A settings bar includes 'Time Zone' (UTC+3), 'Notification', and 'Sync Calendar' options. The main area lists three meetings with 'Reschedule' and 'Cancel' buttons. The 'My Schedule' icon in the left sidebar is highlighted with a red dashed box.

Name	Role	Company	Category	Bookmark	Reschedule	Cancel
Angel Ho	Business Development Director	Spotify	Exhibitors	★	🔄	🗑️
Eva Sun	Head of Engineering	Freenome	Exhibitors	★	🔄	🗑️
Daryl Zengg	Event Tech Consultant	Jublia	Delegates	★	🔄	🗑️

# 9. Live Chat



- Click on **Message Icon** to start live chat



**Chat Room Function**

- Text Chatting
- Share Digital Name Card
- Send files (Brochures, Photos)

**IMPORTANT**  
**Download materials shared on chat ASAP!**  
**E.g. Name card, brochure**

After the closing of matching platform, Live Chat and download functions will **no longer be available**

# 10.1 Video Meeting – System Requirement

## Supported Browser

For optimal experience on the Video Meeting platform, please ensure you are on the listed browsers below on your computer:

### Desktop

- Chrome (Version 80 and above )
- Firefox (Version 75 and above )
- Edge (Version 80 and above )
- Safari (Version or 13.1.1 and above)

### Mobile – iOS

- Safari (Latest version or 13.1.1 and above)

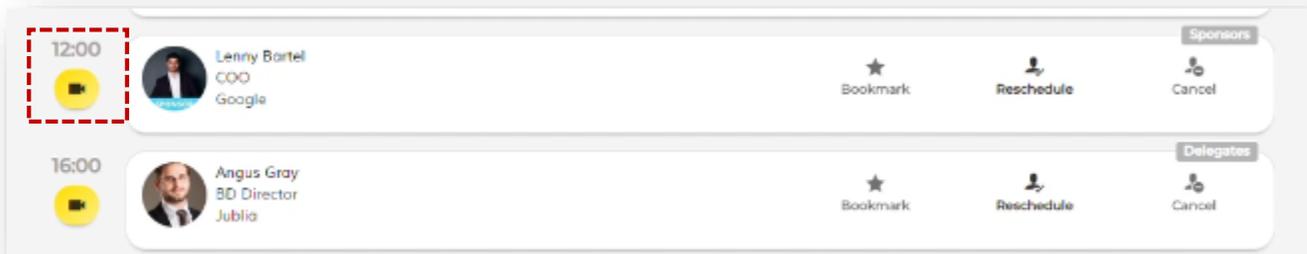
### Mobile – Android

- Chrome (version 82 and above)
- Edge (version 45 and above)
- Opera (version 58 and above)
- Samsung Browser (version 12 and above)

### Troubleshooting Steps

1. Compatibility checker - [Click here](#)
2. Ensure that you have granted permissions of your microphone and camera to the browser - [Instructions Here](#)
3. Enabling Third-Party Cookies - [Click here](#)

# 10.2 Video Meeting



## How to join video meeting?

- Go to **My Schedule**
- Click the **Video icon**

### Note:

- Allow using your **microphone** and **camera** & allow pop ups in your desktop or mobile settings
- Click **Join Now** to join the meeting

## Call Function

Share Screen  
(on PC only)

Voice Call

Video Call

To ensure a stable and secure video call, you have to grant permissions to the app to access your audio and video. You will then need to restart your browser.

Click [here](#) for more information.

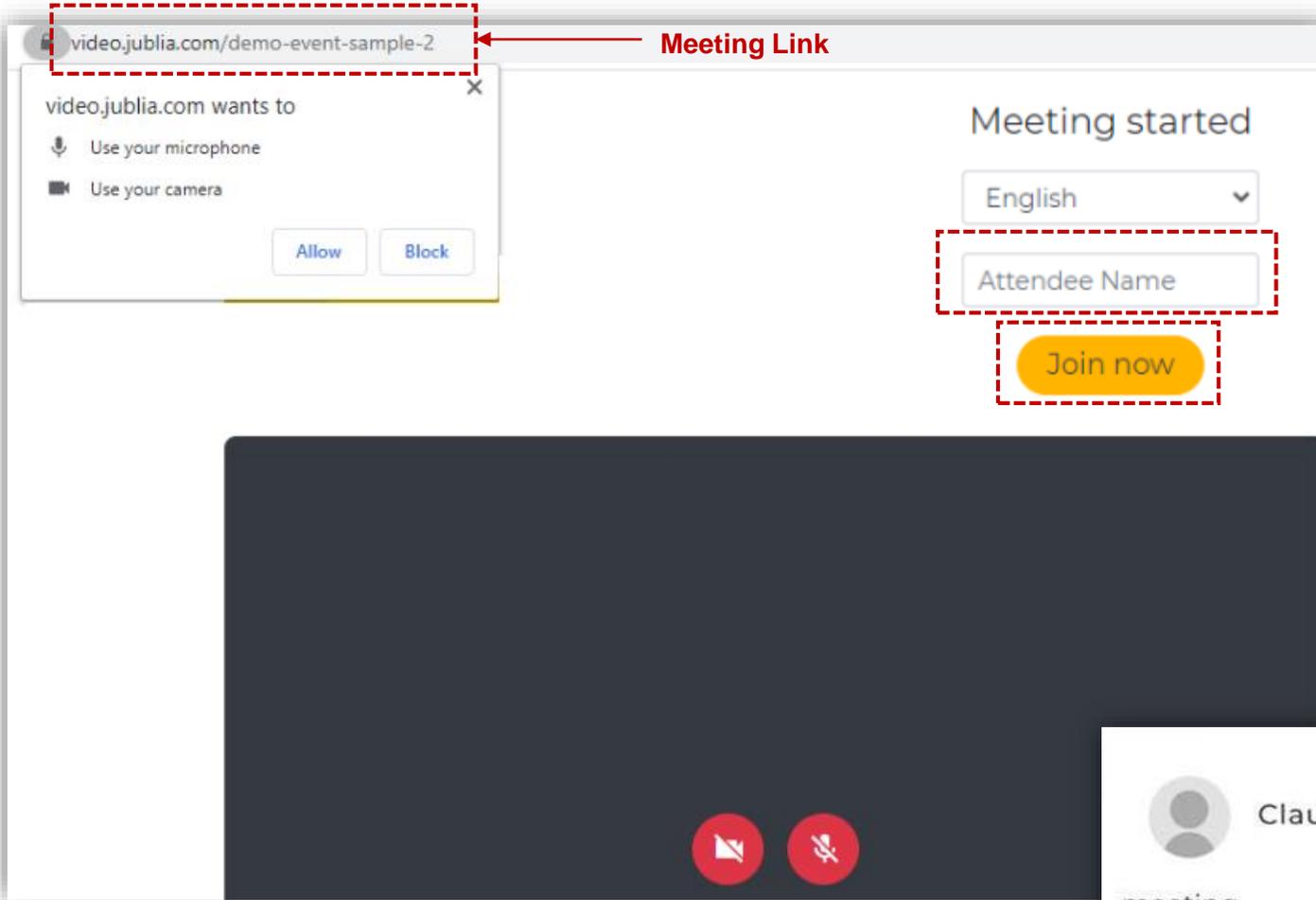


Join now

Meeting Info

Is your browser supported? [Click Here](#)

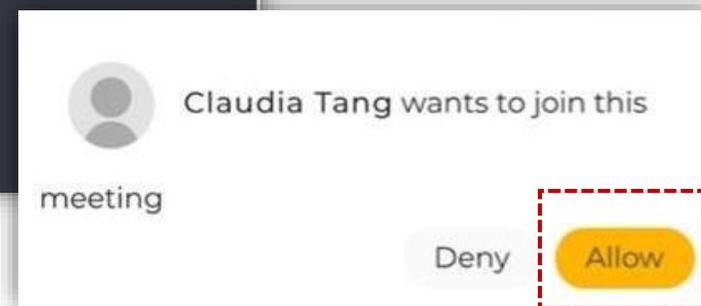
# 10.3 Invite 3<sup>rd</sup> Party to Join Video Meeting



You can also invite your colleagues / interpreter to join the meeting.

After you join the virtual meeting:

1. You could share the **meeting link** to a maximum of 2 person
2. The 3<sup>rd</sup> party will be asked to **input name** before clicking **Join now**
3. Attendees in the meeting need to click **Allow** for the 3<sup>rd</sup> party to join the meeting



# 11. Rate The Meeting!

- After you've completed all the meetings, you will be invited to rate the meeting.
- Don't forget to rate & comment your meetings. Your feedback is valuable to us! Personalised report will be generated after your rate.

How was the meeting?  
with  
Mr Benson Boris  
Manager  
Fashion Kingdom V  
on 10:30 19 Jun

☆ ☆ ☆ ☆ ☆

✘ Person did not attend

Finally, we'd love to hear about your overall experience. Would you be kind enough to help us with these simple questions?

1) How satisfied are you with this capability to discover and setup meetings with relevant attendees?

1 Highly unsatisfied 2 3 4 5 Highly satisfied

2) How satisfied are you with the onsite meetings experience? (finding meeting locations, meeting duration etc.)

1 Highly unsatisfied 2 3 4 5 Highly satisfied

3) How likely would you recommend this event to an industry peer or colleague?

1 Not at all likely 2 3 4 5 6 7 8 9 10 Extremely likely

Submit

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powered by **COSMOPROF ASIA**

9 – 13 NOVEMBER 2020

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Or Please Contact Your Local Sales Representatives

Organiser - Cosmoprof Asia Ltd



### THE ORGANISERS

Cosmoprof Asia is organised by Cosmoprof Asia Ltd, a joint-venture company between BolognaFiere Group and Informa Markets Asia Ltd.