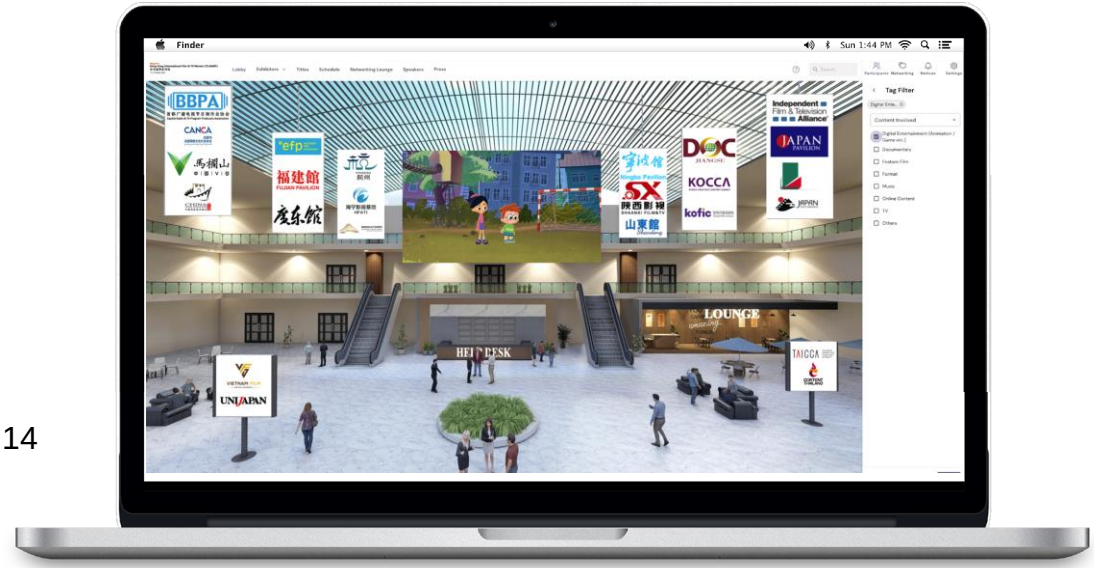
Virtual Platform Visitor User Guide
線上平台使用手冊

EVENTX

Supported Browsers and Operating Systems 支援瀏覽器和操作系統

Supporting Browsers and Operating Systems 支援瀏覽器

- Window 7 or above
- Mac OS X 10.7
- Chrome 74 or above
- Safari 12.1 or above
- Firefox 78 ESR or above
- Microsoft Edge 74 or above
- Electron 6 or above
- iOS Safari 12.1 or above
- Android 9.0 and above
- 3rd-party browsers (such as Chrome) and in-app browsers (such as the Gmail app's built-in browser) using WKWebView, as of iOS 14
- Android Chrome, Firefox, Samsung Internet, and Chromium-based 3rd-party browsers



Single Device Login 單一登入

You are allowed to use one device to login the platform only 在同一時段你只能透過單一裝置登入線上平台

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General Advise 建議

- **Single Login 帳戶登入**
  Each user is allowed to use one device to login the platform only. If the system detects more than 1 concurrent login, you will see a pop-up message : "There is concurrent login detected in another device. Your account have been logged out from this device."
  在同一時段您只能透過單一裝置登入線上平台。若系統偵到多於一台裝置同時登入平台，您將會看到一個提示訊息。
- **Check your device and browser settings 裝置及瀏覽器設定**
  For Apple device user (iPhone, iPad, Mac etc.), user need to check and enable the following settings in order to access to view the live sessions or recordings:
  - Allow cookies: Go to "Safari" > "Settings" > "Privacy" > **Deselect "Block all cookies".**
    允許使用記憶體(Cookies): 前往 "Safari" > "設定" > "私隱" > **取消選擇"阻擋所有cookies"**。
  - Allow Pop-ups: Go to "Settings" > "Safari" > **Turn off "Block Pop-Ups".** Once it is turned off, the button should turn from green to grey.
    允許彈出視窗 (Pop-ups): 前往"設定" > "Safari" > **關閉 "Block Pop-Ups".** 選項取消後, 按鈕將由綠色轉為灰色。
- **Login via VPN VPN網絡登入平台**
  You are recommended not to login the platform via VPN. 建議不要使用VPN網絡登入平台。
- **Connection Failure 連線失敗**
  If you experienced connection failure when logging the platform via your company network, please switch to your personal network as your company's firewall may block the access to certain websites.
  由於個別公司的網絡或防火牆設定有可能阻入使用者進入個別的網站, 若在登入平台時出現連線失敗的情況, 請轉用您的個人網絡連線及登入平台。
- **Network Connection Speed 網絡要求**
  Recommended internet connection is 10+ Mbps. You can check your network speed at: https://fast.com.
  建議網絡連接速度為10 Mbps 以上。您可以在https://fast.com 測試網速。
- **Error Report 錯誤報告**
  In case of technical problem, you can contact EventX via Help Chat, email: support@eventx.io or Whatsapp message to (852) 6624 1205 for assistance (we recommend attaching screenshots).
  如出現技術問題，請與EventX (support@eventx.io or Whatsapp 訊息至(852) 6624 1205)聯繫，並註明所遇到的問題(建議附上螢幕截圖)。

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Registered Participants - Login
已註冊與會者 - 登入

- You will receive your unique access link via email before the event for your log-in to the platform.
  已註冊與會者會在活動開始前收到一封包含 平台登錄資訊的註冊確認電子郵件。只需點擊個人登 錄連結進入平台！

Please check the spam folder as well if you do not receive the Email.
如果您沒有收到電子郵件，請檢查垃圾郵件文件夾。

Confirmation email image from “FILMART Team”

FILMART
香港國際影視展
13-16/3/2023

Hong Kong International Film & TV Market
FILMART 2023 Online
香港國際影視展2023綫上版

Click the following link and Activate Your Account
點擊以下連結，立即啟動您的賬戶

FILMART Online User Guide 網上平台使用手冊
https://virtual-filmart.hktdc.com/events/4a6e7df2-8b52-4837-aae1-9b76ef22767a

Enter FILMART Platform
登入香港國際影視展網上平台

** Bookmark this link to enter the page anytime**
加入書籤隨時進入平台

The login link is a unique access for single user only. Please do not share this link with any other parties.
在同一時段您只能透過單一裝置登入線上平台，請勿與其他人共享此鏈接。

Supporting Browsers and Operating Systems 支援瀏覽器
Windows 7 or above
MacOSX 10.10 or above
Android 6.0 or above
iOS 10 or above
Browsers supporting HTML5 (e.g. Firefox, Chrome, Edge, Safari)

If you have any enquiries, please contact us at film@hktdc.org.
如有任何查詢，請電郵至film@hktdc.org與我們聯絡。

We look forward to welcoming you at the FILMART!
期待在 FILMART 與你會面!

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Hong Kong International Film & TV Market (FILMART) 2023
香港國際影視展 (FILMART) 2023

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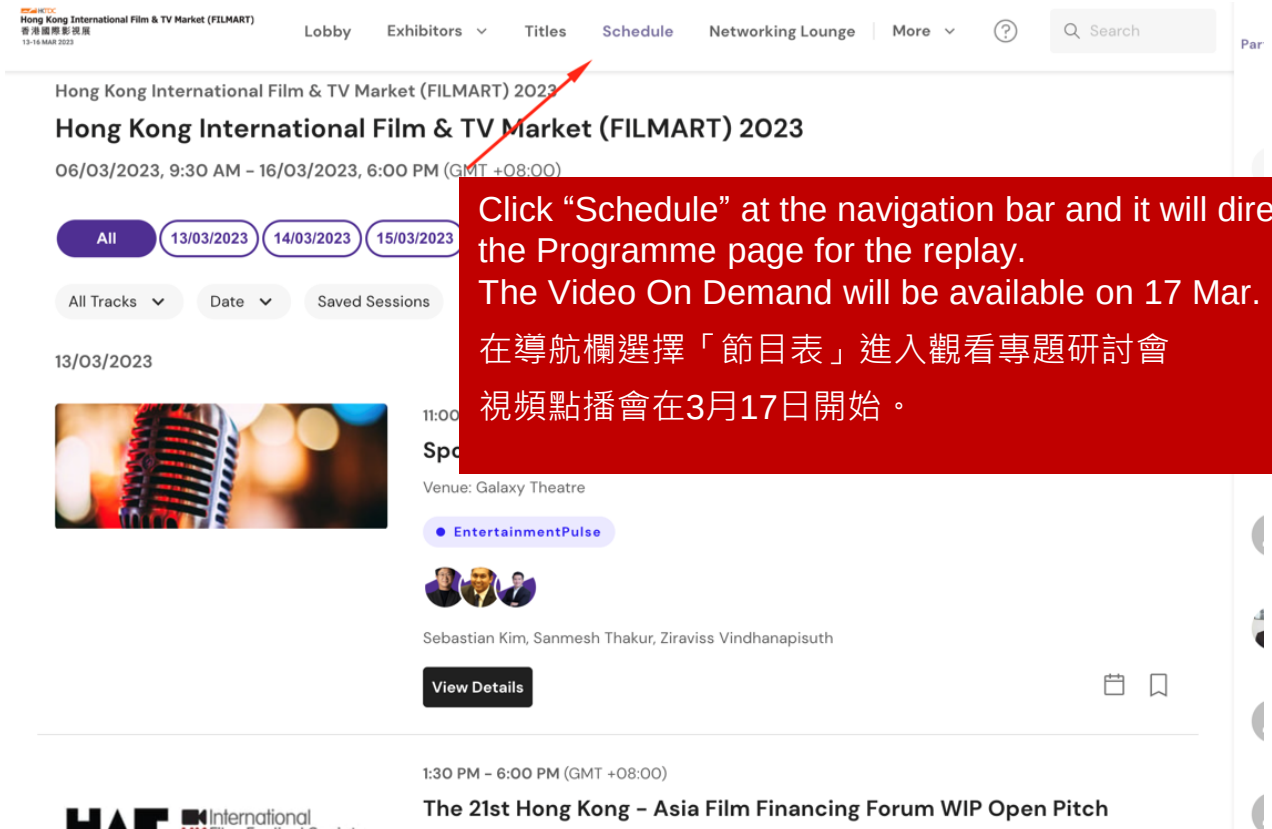
Navigation Bar
導航欄

- **Lobby 大堂：**
  Visit the virtual lobby
  參觀大堂
- **Exhibitor 參展商：**
  Visit virtual exhibition booths
  參觀參展商的虛擬展位
- **Titles 影視作品：**
  View the details of the Titles
  查看影視作品詳情
- **Schedule 節目表：**
  View all conference sessions
  查看所有專題研討會環節
- **Networking Lounge 聯誼廳：**
  Network and join the discussion with other participants
  與與會者進行小組交流
- **Speakers 演講者：**
  List of Speakers
  演講者名單
- **Press 每日展訊：**
  Daily news and updates
  每日展訊

How to view the Conference Sessions?
如何在線上觀看專題研討會？

How to watch the conference sessions?
如何在線上觀看專題研討會環節？



Click “Schedule” at the navigation bar and it will direct you to the Programme page for the replay.
The Video On Demand will be available on 17 Mar.

在導航欄選擇「節目表」進入觀看專題研討會

視頻點播會在3月17日開始。

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User Info
使用者資訊

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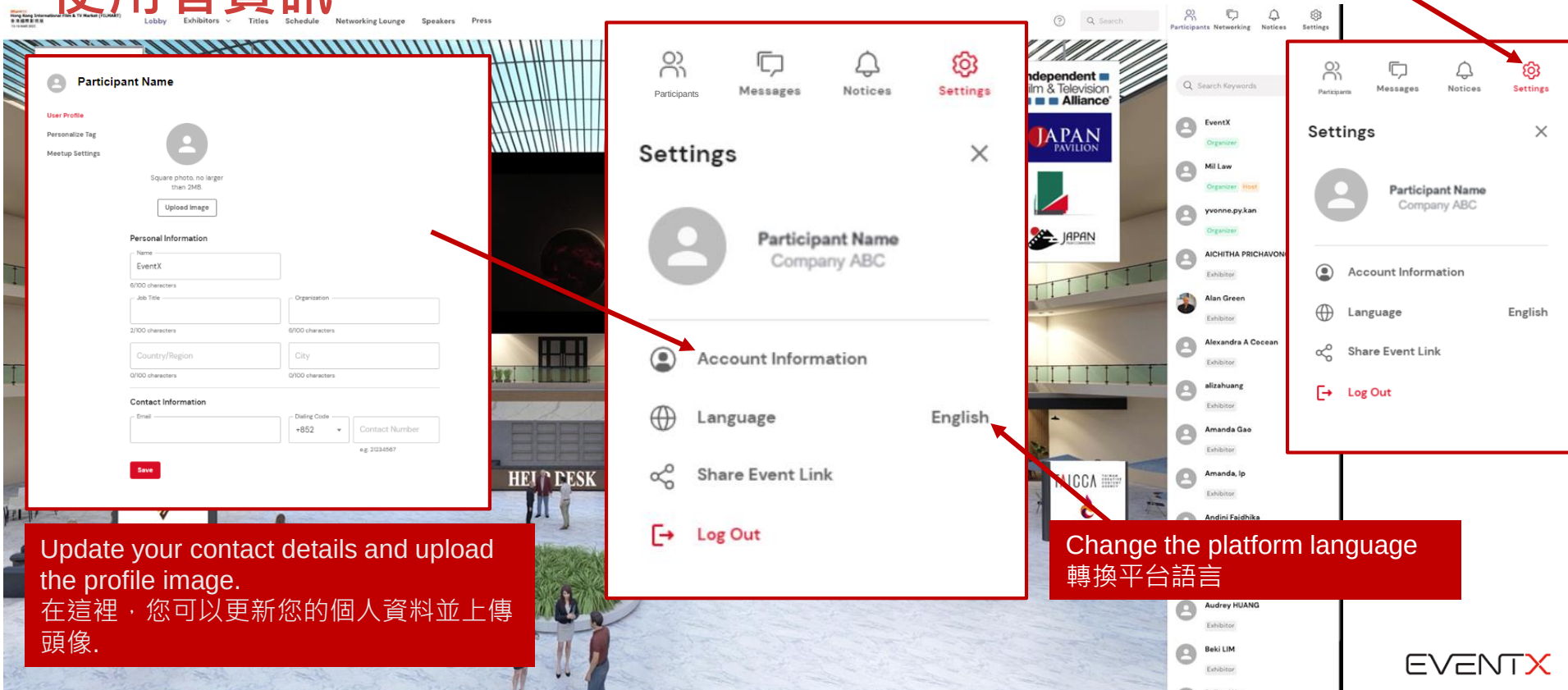
User Info
使用者資訊

Click “Settings” at the side menu
在功能表選擇「設定」

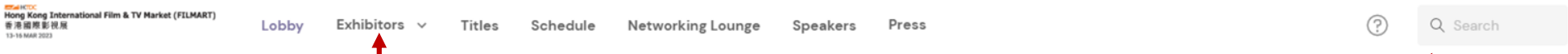


Update your contact details and upload the profile image.
在這裡，您可以更新您的個人資料並上傳頭像.

Change the platform language
轉換平台語言

Network with Exhibitors
與參展商建立聯繫

Network with Exhibitors
與參展商建立聯繫



Select the “Exhibitors” to enter the exhibition hall
按「參展商」進入展廳

Input keyword in search field to find your potential partners easily
您可以輸入關鍵字快速搜索潛在合作夥伴

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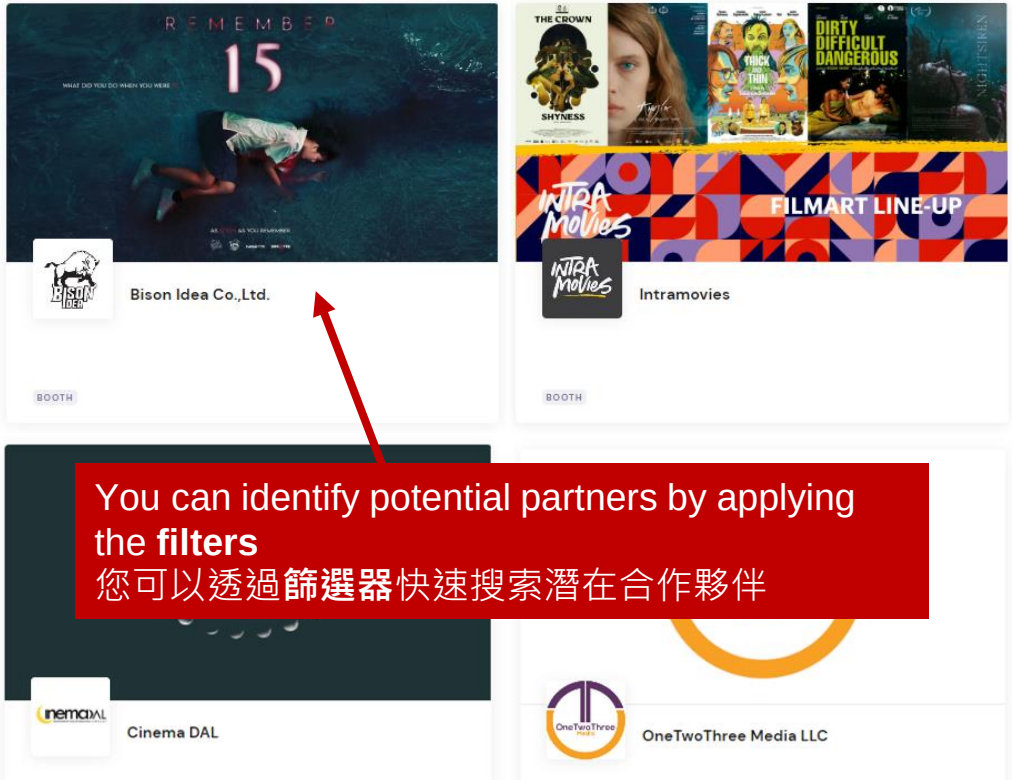
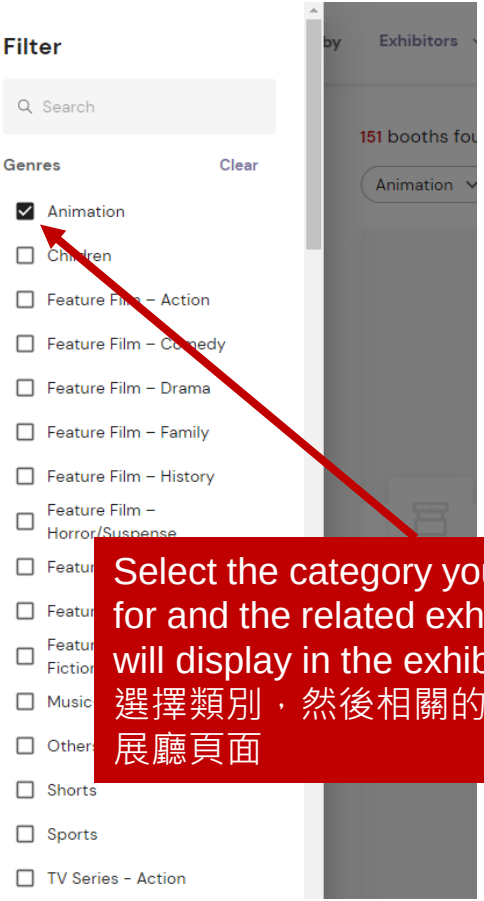
How to network with exhibitors?
如何與參展商建立聯繫



You can identify potential partners by applying the **filters**
您可以透過**篩選器**快速搜索潛在合作夥伴



Select the category you are looking for and the related exhibition booth will display in the exhibition hall
選擇類別，然後相關的展商會出現在展廳頁面

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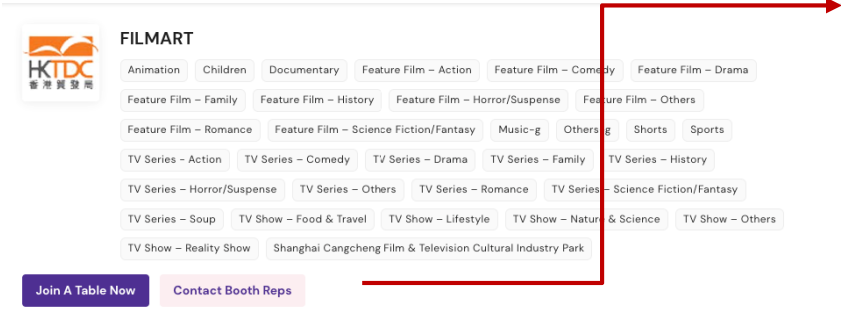
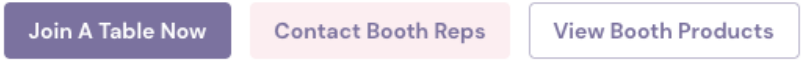
How to network with exhibitors?
如何與參展商建立聯繫





1. Join A Table Now 加入面談桌：Join a video call with booth reps and visitors 與展位代表及與會者進行視像面談
2. Contact Booth Reps 聯絡展位代表：1-on-1 chat with booth reps 與展位代表進行單對單對話
3. View Booth Products 瀏覽展位產品：Click to view the product details 點擊瀏覽產品詳細資訊

Shortcut to Company's Info
連接到公司資訊

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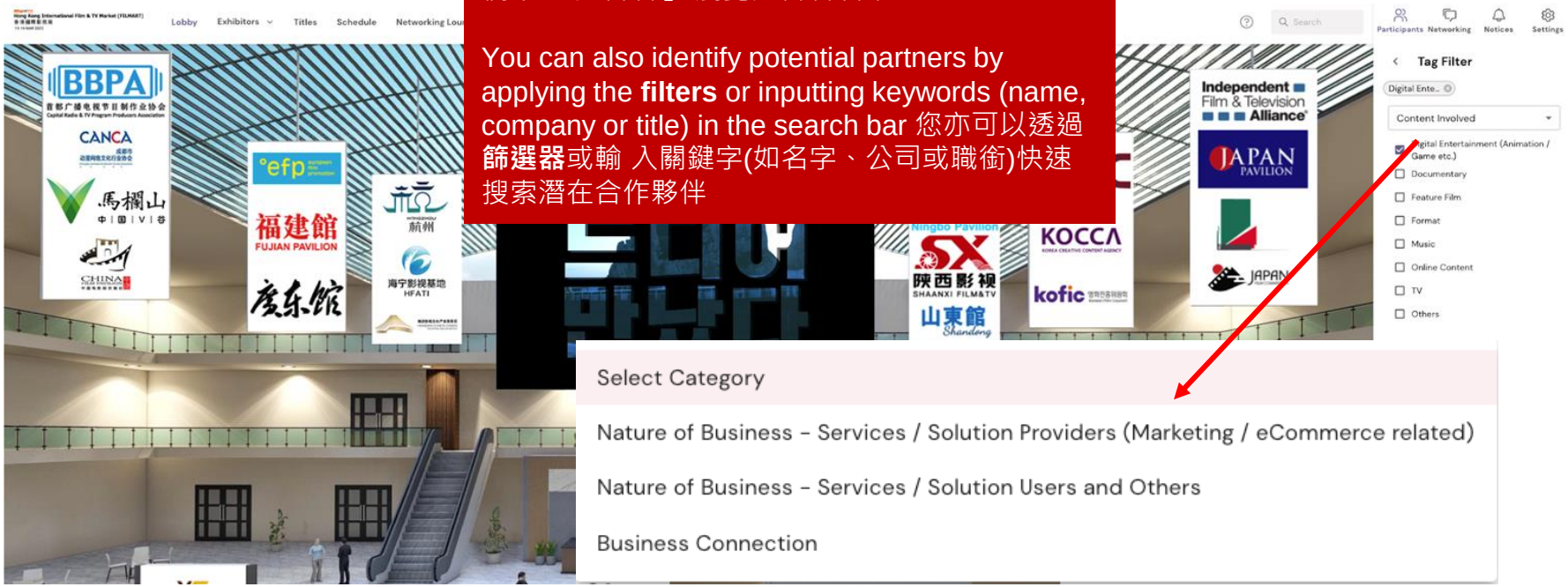
Networking with Participants
與與會人士交流

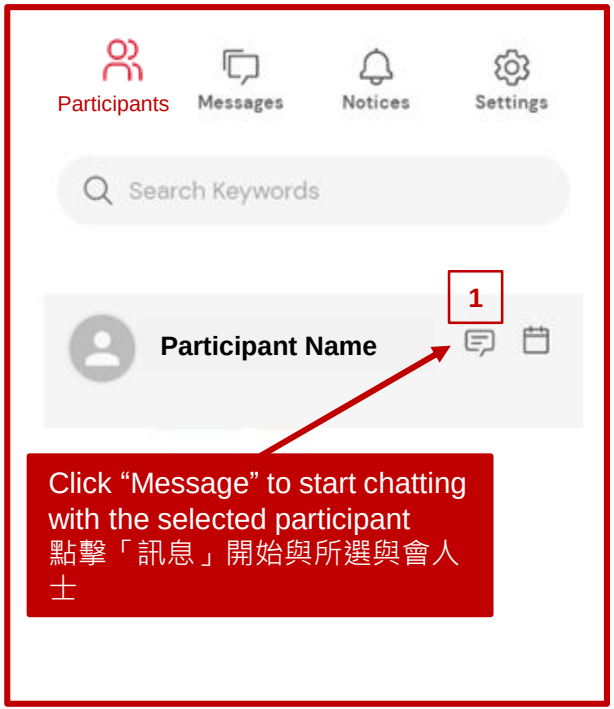
Networking with Participants
與與會人士交流

Click “Participants” at the navigation bar 從導航欄中 「與會者」 瀏覽與會者名單

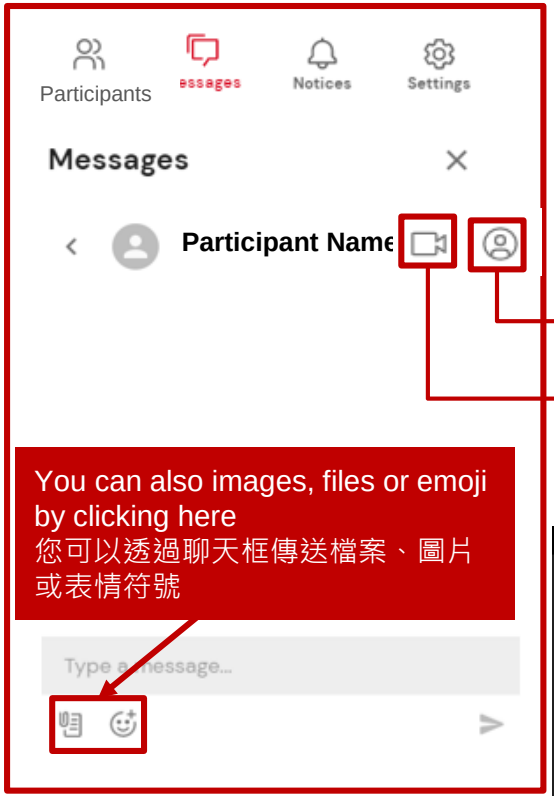
You can also identify potential partners by applying the **filters** or inputting keywords (name, company or title) in the search bar 您亦可以透過**篩選器**或輸 入關鍵字(如名字、公司或職銜)快速搜索潛在合作夥伴



Networking with Participants
與與會人士交流

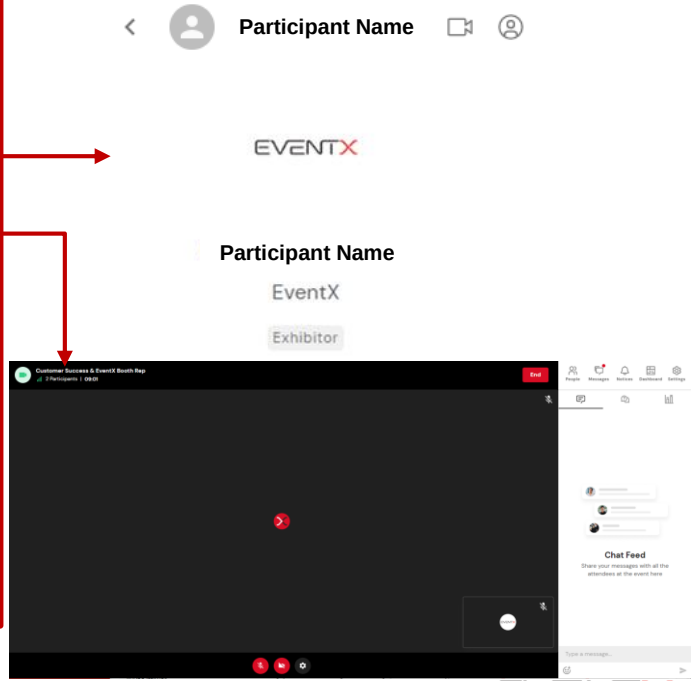


Click “Message” to start chatting with the selected participant
點擊「訊息」開始與所選與會人士



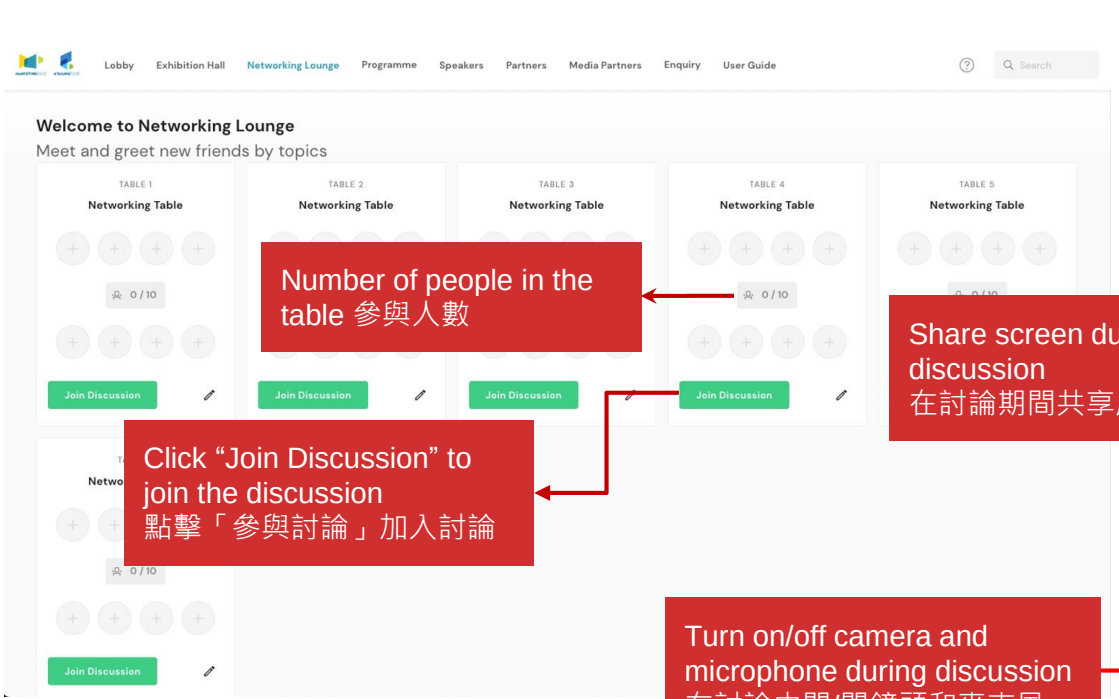
You can also images, files or emoji by clicking here
您可以透過聊天框傳送檔案、圖片或表情符號

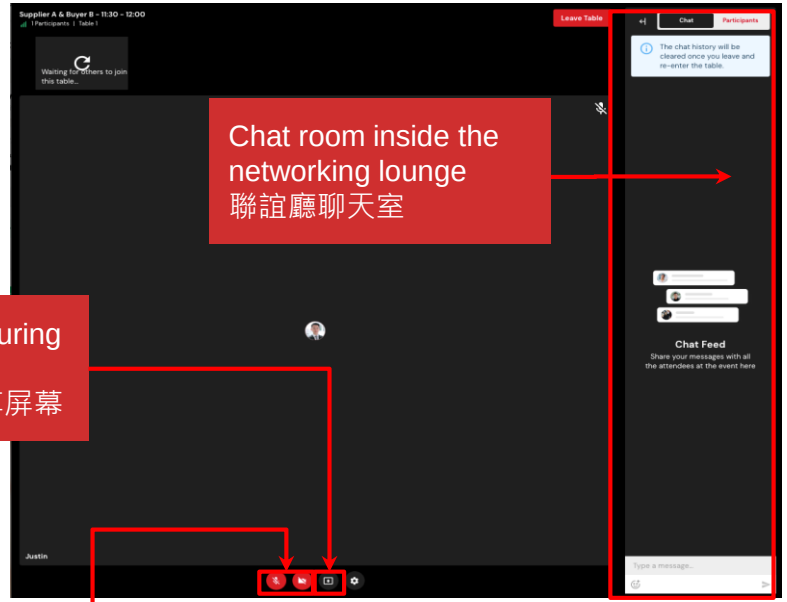
2. Click “Profile” to view the details of the selected participant
點擊「個人檔案」瀏覽所選與人士的個人檔案
3. Click “Video Call” to start a video call with the selected participant 點擊「視像會議」與會者進行視訊通話



Networking with Participants 與與會者交流

Click “Networking Lounge” at the navigation bar to join the discussion with other participants
從導航欄中選擇「聯誼廳」跟與會者進行小組交流

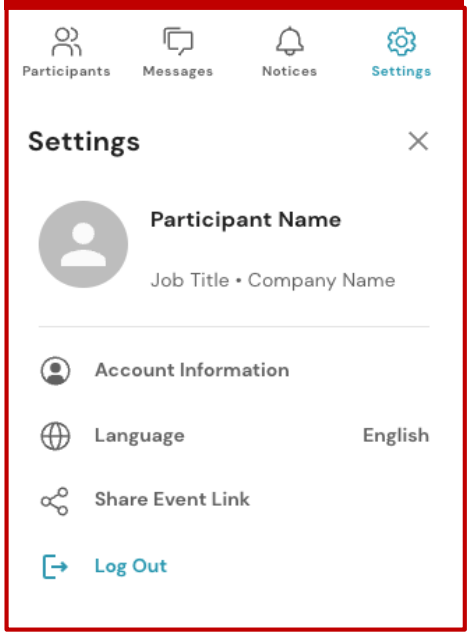




Schedule Meeting
預約會議

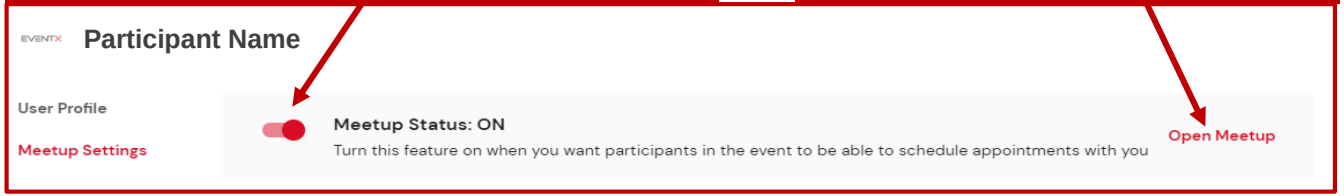
How to set up meeting schedule?
如何設定預約會議

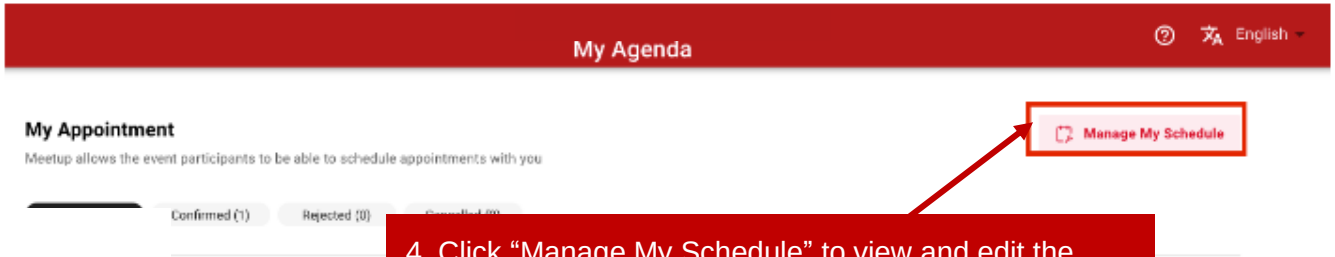
1. Click “Account Information”
點擊“帳戶資訊”



2. Go to “Meetup Settings” and toggle on “Meetup Status”
前往「會議設定」, 更新「會議狀態」設定為「開啟」

3. Click “Open Meetup” to enter the “My Agenda” page
點擊 「開啟會議功能」進入 「我的議程」頁面





4. Click “Manage My Schedule” to view and edit the meetup details, available meeting dates and timeslots
點擊「日程表管理」 編輯會議詳情

How to set up meeting schedule?
如何設定預約會議

8. Click “Save” for the changes of meetup
點擊「保存」儲存會議設定更改

6. Tick the available time slots, or click "Clear All" to unselect all the time slot
勾選可用時間段，或點擊 「 全部清除 」取消選擇所有時間段

7. Apply the time slot changes
保存會議時間段的更改

5. Check if you need to update your name, email, meeting date and timeslots. The meeting link will be generate automatically after the meeting schedule is confirmed
您可在此更新名字、電郵、時區及可會面日期及時段。會議的連結將會在會議成立後自動生成

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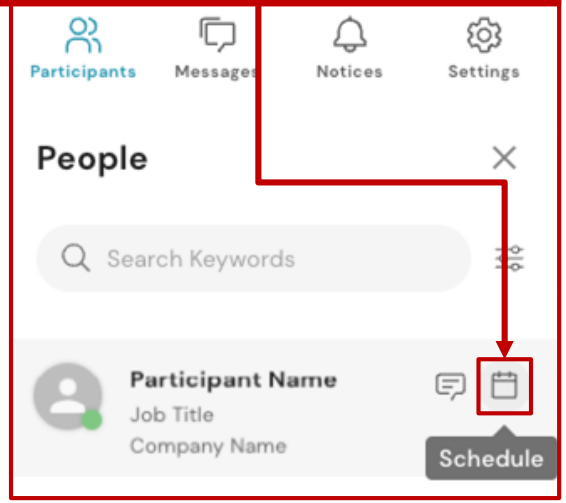
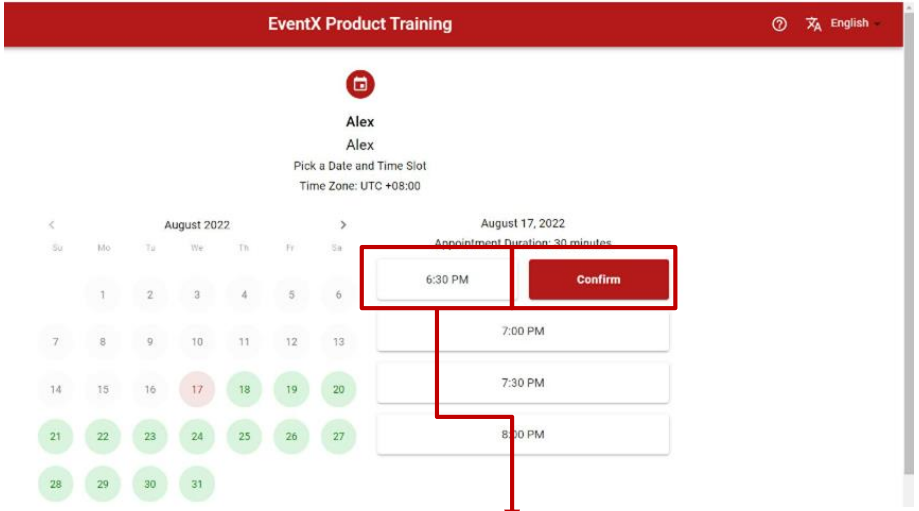
How to schedule a meeting?
如何預約會議?

1. Select a participatn from the participant list and click the “Schedule” button next to the participant’s name to schedule a meeting 從與會者名單中選取預約會議的對象，點擊與會者名字旁邊的「Schedule」進入預約會議頁面

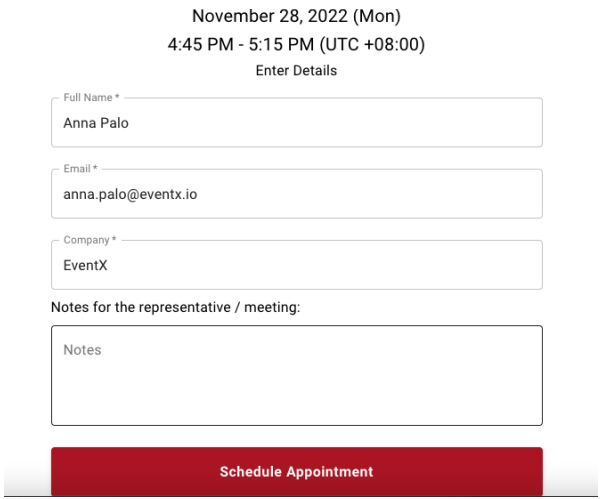




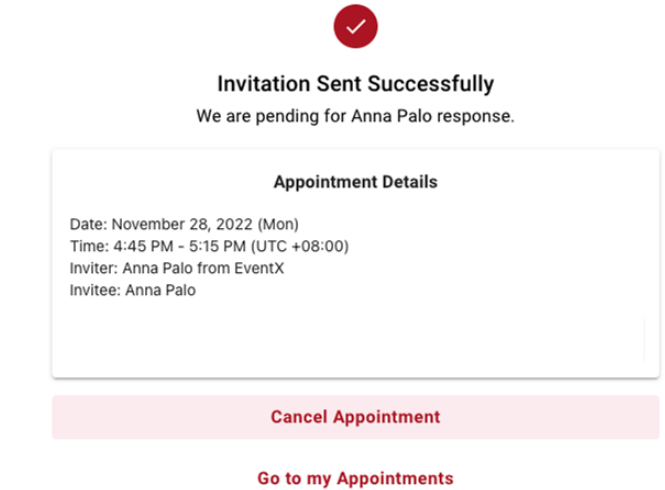
2. Select the date and time slot , then click "Confirm" 選擇會議日期和時間段，然後點擊「確認」

How to schedule a meeting?
如何預約會議?

3. You can update your name, email or add a note to the meeting. Please click “Schedule Appointment” to send the meeting invitation to the invitee
您可以更新名字，電郵或加入會議備註。請按””選擇會議日期和時間段，然後點擊「預約會議」發出會議邀請



4. Meeting details will be shown on a confirmation page and you can click “Cancel Appointment” to cancel the appointment or click “Go to my appointment” to view the invitation status.
確認頁面將顯示會議詳情，您可以在此頁面按「取消會議」或「前往我的預約」頁面查看邀請的詳情。



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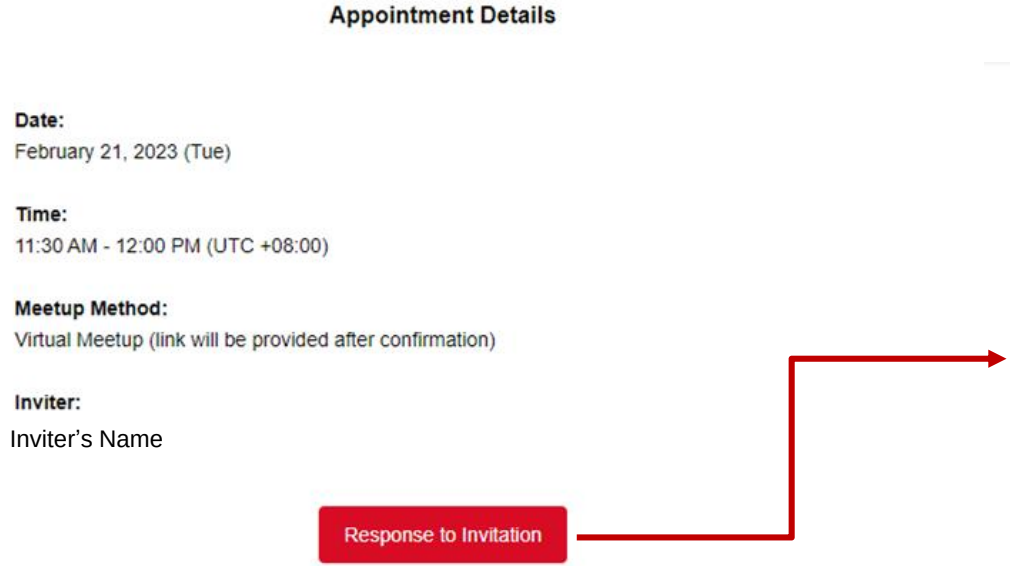
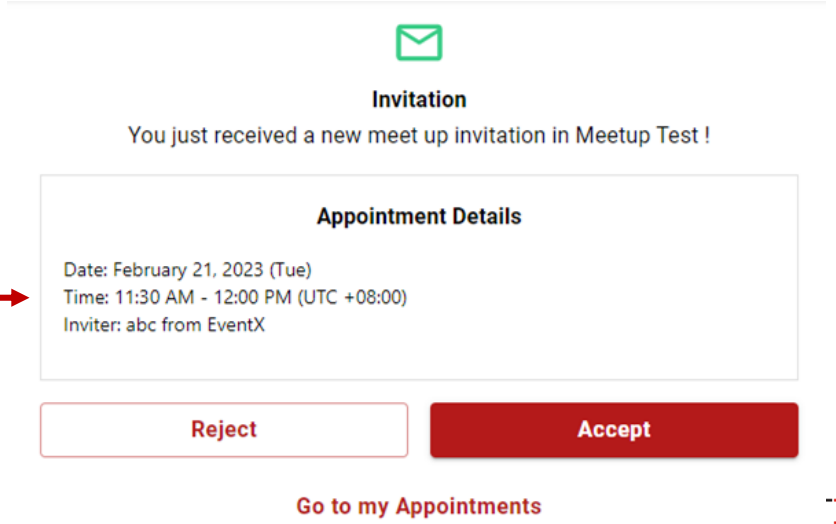
How to Accept or Reject a Schedule Meeting Invitation?
如何接受或拒絕會議邀請?

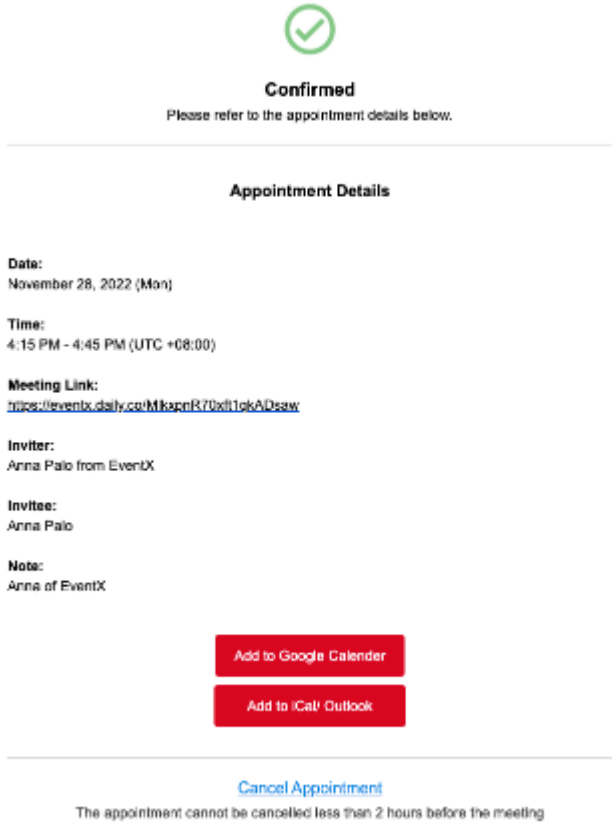
1. The invitee will receive an invitation from the system. To accept or reject the invitation, please click “Response to Invitation” and invitee can click “Accept” or “Reject” button to indicate your decision on the meeting invitation.
邀請者和被邀請者都會收到一封確認郵件。請點擊電郵下方的「回應邀請」，然後按照您的意向點擊「接受」或「拒絕」會議請求。





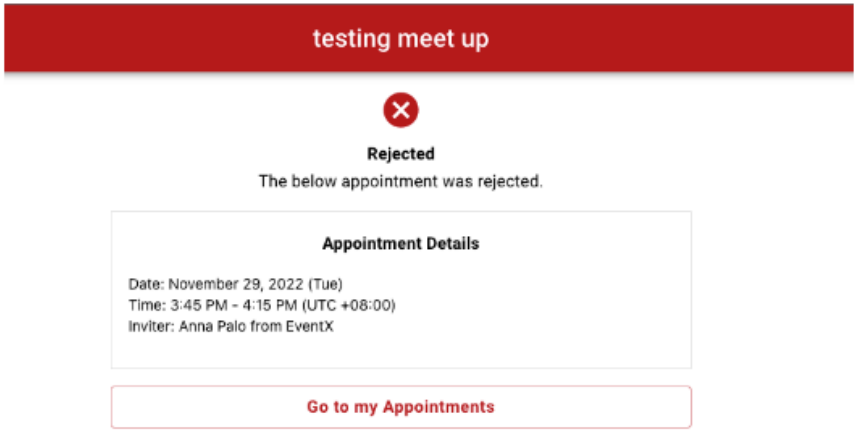
How to Accept or Reject a Schedule Meeting Invitation?
如何接受或拒絕會議邀請?

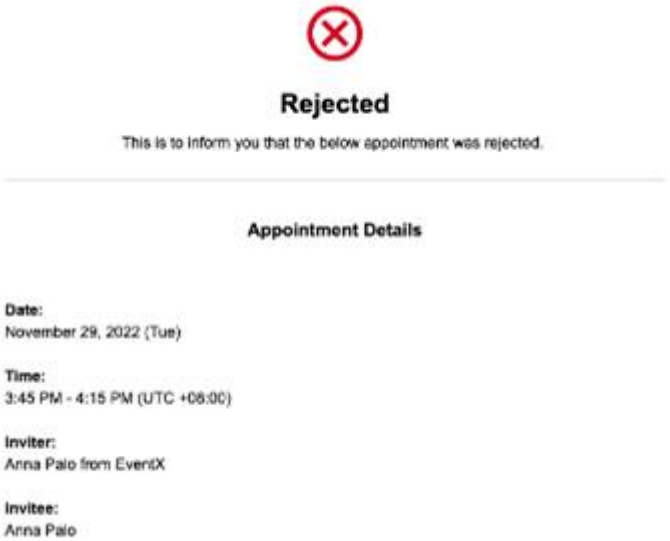
2. A confirmation email with meeting link will send to both the inviter and the invitee after the invitation is accepted. If you would like to cancel the meeting later on, you can click the “Cancel Appointment” at the bottom of the email.
被邀請會接受會議邀請後, 系統會發送確認電郵至雙方的郵箱。如需要取消會議, 可以點擊電郵底部的「取消會議」以取消會議。



How to Accept or Reject a Schedule Meeting Invitation?
如何接受或拒絕會議邀請?

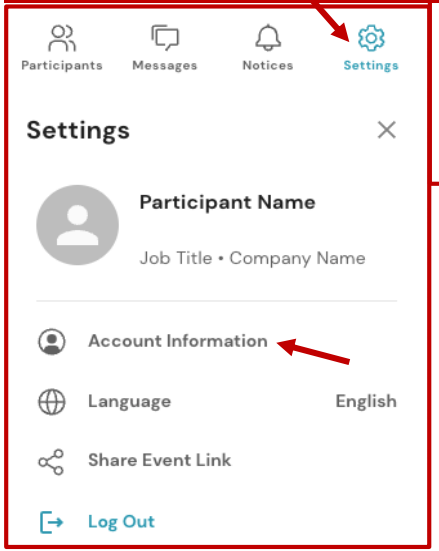
3. If an invitation is rejected, both invitee and inviter will receive an notification email.
會議邀請被拒接受後, 系統會自動跳轉至取消會議的確認頁面。邀請者和被邀請者將會收到電郵通知

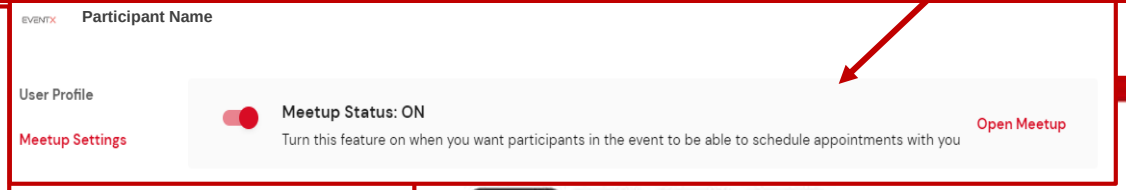


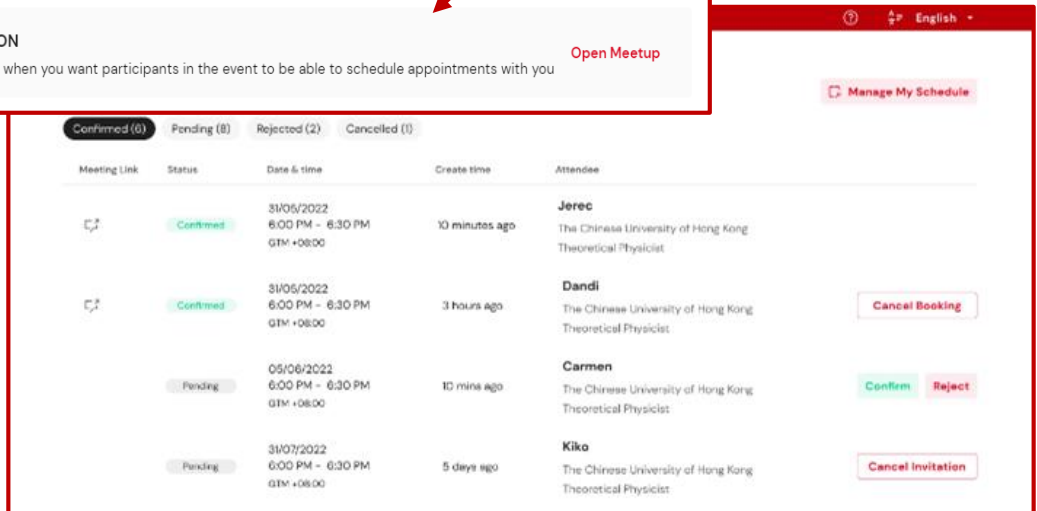


Manage Your Meeting Appointments
管理會議日程

You can view and manage your scheduled meetings by visiting the “My Agenda”. 您可以在「我的議程」頁面管理會議日程
1. Go to your account information on the virutal platform and click “Meetup Setting” 登入線上平台，點擊「帳戶資訊」，然後前往「會議設定」
2. Click “Open Meetup” and you will be directed to the “My Agenda” page which you can view the full list of meetings under “Pending”, “Confirmed”, “Rejected” and “Cancelled” 點擊「開啟會議功能」進入「我的議程」頁面後，您可以看到不同會議的狀態，如「待回覆」，「已確認」，「已拒絕」或「已取消」的會議列表

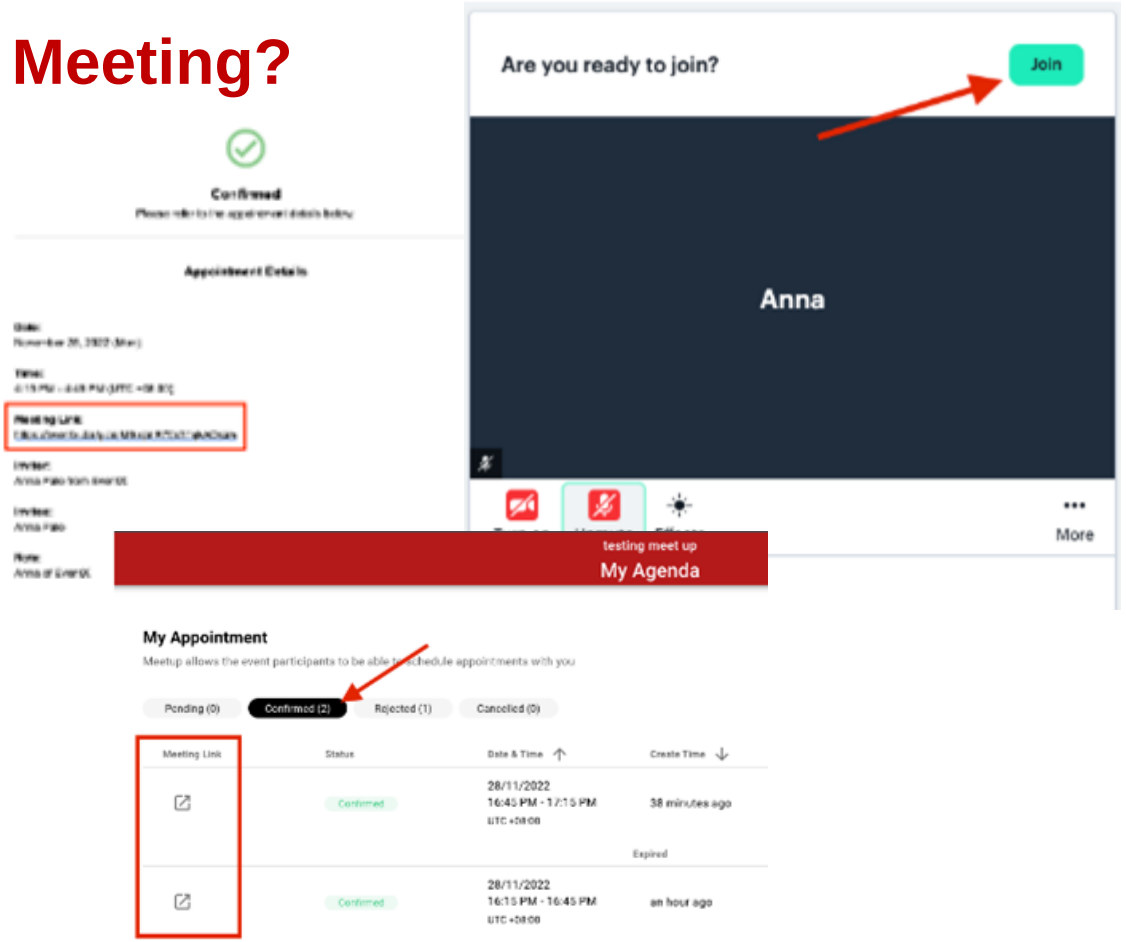






How to Join a Schedule Meeting?
如何進行預約會議

1. You can kick start the scheduled meeting by clicking the meeting link embedded in the confirmation email or the meeting link in the “My Agenda” page 您可以點擊會議確認信內的會議連結或透過「我的議程」內的會議連結進行會議
2. After open this meeting link, please click the “Join” button on the top right hand corner of the online meeting platform to join the meeting. 進入線上會議平台後，點擊右上方的「Join」進入會議



EVENTX

House Announcement
大會信息

House Announcement
大會信息

Stay alert of the important announcements or reminders from the Organiser throughout the Conference!
請於會議期間留意主辦機構在此發出的重要信息或提醒!