

mipim[®]

CUSTOMER HUB

User Guide for Participants

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ADMIN DEFINITION

- If you are a visitor, the administrator of your online account is **the first registered person of your company.**
- If you are an exhibitor, the administrator of your MIPIM online account is the **person you have identified to our teams during your registration.**

They can also **add secondary ADMINS** (unlimited) in your company hub online page to share their rights with other colleagues for account set up.

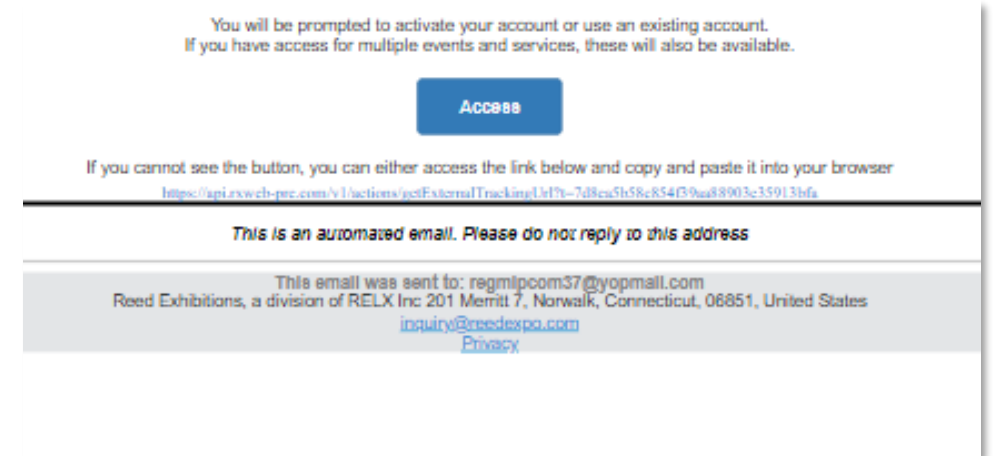
ACTIVATE YOUR ACCOUNT

Upon registration, you will receive an email to **activate your account** like this:

It may end in SPAM folders, here's the sender's name to find it :
no-reply@rxglobal.com

Two options to activate your account :

- Use “Access” button
- Copy and paste the link at the bottom in a browser



PARTICIPANT PROFILE

The screenshot shows a participant profile for Peter Evans, Marketing Director. The profile includes a profile picture upload area, an 'About Peter' section, contact information (email and phone), social media links (Twitter and LinkedIn), and a section for company tags and activities. Each section has a blue pen icon in the top right corner for editing.

Profile Information:

- Name:** Peter EVANS
- Job Title:** Marketing Director
- About Peter:** Marketing director at Quality 3 Sarl for 4 years, living in France
- Contact:**
 - Email: atlasre.edehx@gmail.com
 - Phone: +33683850823
- Social Media:**
 - Twitter
 - LinkedIn
- Company Tags:**
 - Selected item: the selected item will be used in filter
 - Tag: Producer
- Participant activities:** (Empty dashed box)
- Country/Region:** (Label visible)

Click in top right menu under your name on “**My Profile**”. Then update your personal profile **by clicking on the pen icon button on each section**

You should add:

- **MANDATORY FOR YOUR BADGE : YOUR PHOTO** (recommended size 180*180px, max 1MB)
- Your job function and more details about your activity
- Links to your social media profiles (*Twitter & LinkedIn*)
- Your contact details are displayed by default. Click on the pen picture, then “Change” to hide your email & phone.

IMPORTANT :

Please be as comprehensive and accurate as possible when setting up your personal page so other participants can easily find you in our listings.

COMPANY PROFILE – only available for admins

YOUR PROFILE

Exhibition - Event edition: OneMip - April 2022

Profile completeness: 5.3%

Translations: Default Language (English)

Profile | Company Administrators

When you upload your content on to this website you acknowledge and confirm that either you, the Exhibitor, own all intellectual property rights in that content, including in all images within that content or you have obtained the rights owner's formal consent to upload that content, including all images within that content and place that content on this website. In addition, personally identifying information should not be entered / uploaded in this profile.

Quality Inc

Why visit our stand
Tell visitors why they should visit your stand. Maximum 200 characters

Brands we represent
Tell visitors all the brands that your company will represent at the show
Feature Films, Silent Films, Islanddisco Favorites

Filters
Select items that best represent your company to help visitors find you on the website directory. Other Filters selections might be available in Matchmaking (the section below).

Your company activities
Licensing - IP - Merchandising

Your company country / region
France

Your company genres
Docs - Factual

Gallery of products and services
Add products to your Profile to show what you have to offer. Upload an image and full details for each product.
[+ Add product](#)

COMPANY WEBSITE

COMPANY EMAIL

COMPANY PHONE

ADDRESS
27 Quai Alphonse Le Gallo
CS 10026
BOULOGNE-BILLANCOURT CEDEX
92513
France

Click on “Edit my profile” in your “Company Hub” or in the top right menu “My Company”.
Then update your company profile **by clicking on the pen icon button on each section**

You can add:

- Your logo (recommended size 180x180px , max. 1MB)
- Your banner (recommended size 600x150px, max 1MB)
- Your company description and contact info
- Your company content genre
- Documents (PDF format, max size 5 MB per file)

IMPORTANT:

Please be as comprehensive and accurate as possible when setting up your company details so participants can easily find you in our listings.

PARTICIPANTS DIRECTORY

Browse the list of all participants and get in touch with the people of your choice!

Filters
Filter participants by visitors' status, job function, genre of expertise, countries, etc.

The screenshot shows the 'Participant Directory' interface. At the top, there is a search bar labeled 'Search participants' with a magnifying glass icon. To its right is a dropdown menu currently set to 'Last name (A-Z)'. Below the search bar, it indicates '316 Participant(s)'. On the left side, there is a 'Filters' sidebar with categories like 'Status', 'Company activities', 'Company genres', and 'Role'. The main area displays two participant profiles. Each profile includes a placeholder for a profile picture, the title 'Atermer Affiliate Manager', the name 'Affiliates New Company Sharer', the location 'Stand: C17 France' (for the first) and 'Stand: A112A France' (for the second), and contact information including an email address and a phone number. Each profile has two buttons: 'Add to My Network' and 'Send a message', both of which are highlighted with red boxes in the image.

Search by job title, first and last names and company name

Sort by:
A-Z
Z-A
Newest
Recently updated!!

Option to add a participant to "My Network & Plan" (favourites)

Use this button to send a message to the participant of your choice

COMPANY DIRECTORY

Discover the list of all exhibiting companies and save those that interest you the most !

Enter any **keywords** to find your targets.

Find out which companies are **exhibitor or visitor** and filter by company activities

Find your best targets **using the filtering options**

Add a company to your **favourites** list called "My Network & Plan" (Heart icon on top)

Quick link to company details

SESSION DIRECTORY

Explore the list of events offered during the market and plan your visit by selecting the ones you prefer !

Filters
Filter by days,
theme, rooms etc.

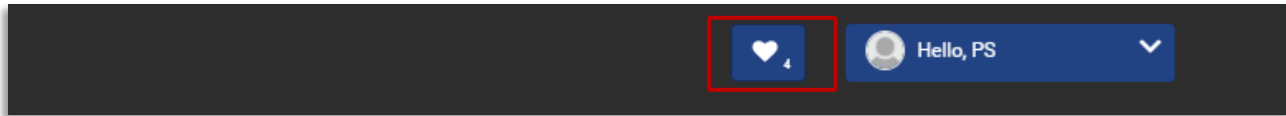
The screenshot displays a web interface for a session directory. On the left, there is a vertical sidebar with filter categories: 'Dates', 'Meeting', 'Company activities', 'Special Activities', 'Special Events', 'Networking', and 'Workshops'. The main content area shows a list of three event cards. Each card features a circular orange icon with a white play button, the event title in blue, a brief description, and a blue 'Add to Plan' button with a heart icon. The events listed are 'INTERNATIONAL FORUM AWARDS', 'FIRST THINGS PRESENTATION', and 'MIPIM COMMERCE EVENT SCREENING - JUBILEE'. The 'Add to Plan' button for the third event is highlighted with a white box.

Quick link to session details (synopsis, speakers etc.)

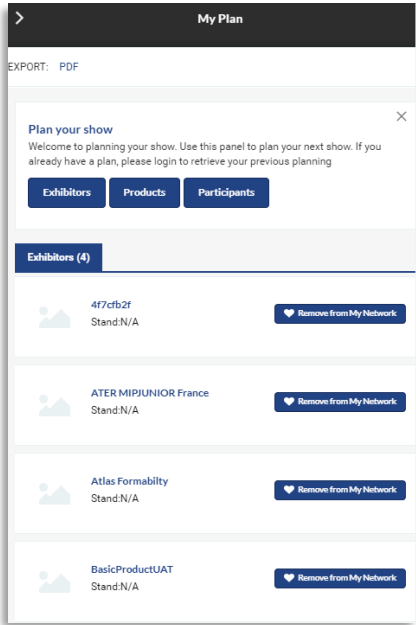
Option to add a sessions to "My Network & Plan" (favourites)



MY NETWORK & PLAN

This functionality is used to **add favorites and save some records** in case it should be accessed quickly later by participants



- My Network & Plan is always available through the option in platform's header by clicking on the heart icon



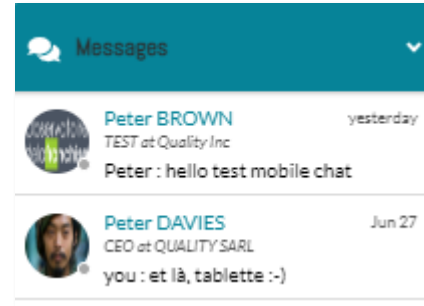
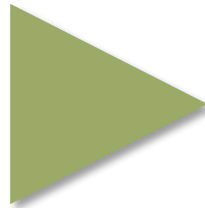
- It is possible to favorite a company, a participant, or a session using following button on directories or details pages:
 
- It is possible to remove a favorite by clicking on the following button:
 

WARNING
 PDF extract does only contain companies and sessions.
 Neither products not participants.

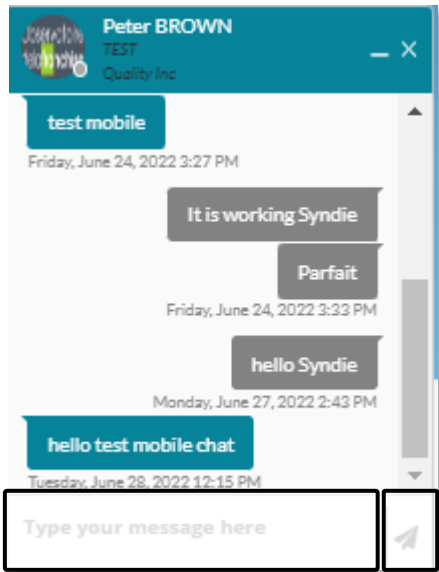
MESSAGES



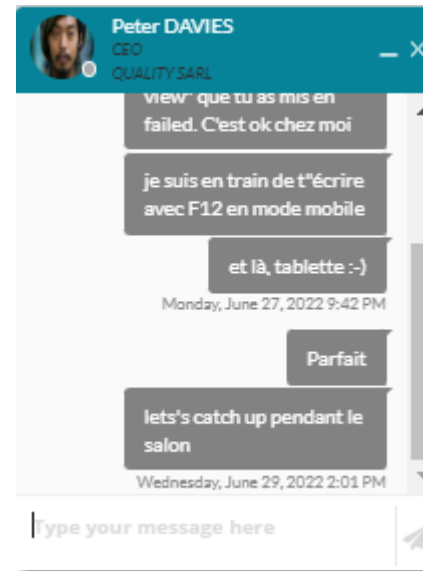
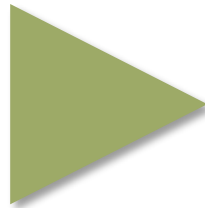
- Chat module is always available in the bottom right of the platform
- It can be minimized or displayed using the small arrow



To start a discussion, click on "Send a message" on a participant details page



New posts can be filled in a chat window. Click send to post the message. URL will displayed as links.



User's availability is displayed next to the picture.
 Green: participant is connected
 Grey: participant is offline

NEED ANY ASSISTANCE?

We invite you to explore our [FAQ section](#) for quick answers to common questions.

If you require further assistance, please feel free to contact our Helpdesk:

- By phone: (+33) 1 47 56 64 10
available Monday to Friday, from 9 AM to 6 PM CET
- Or by completing our [online form](#)