AZ GLOBAL ALUMINIUM
ONLINE CONFERENCE 2022
Re-energise for Our Sustainable and Prosperous Future

8 to 10 November 2022

AZ GLOBAL

TOKAI COBEX

Frequently Asked Questions

1.   How can I see the agenda?

You can view the agenda here on the main website: https://conference.az-globalconsulting.com/agenda/

Once you log-in you can click on the Agenda button on the top menu and it will show you the sessions in UTC time. There is also a counter to let you know in how long the live session will play. From there you can save any session and link it to your calendar (outlook, google or other) to notify you when it is on.

2.   Can I view the live panel discussions if they have already finished?

You will have more than sufficient time to see all the sessions. Everything will be recorded and uploaded on the platform for you to view on demand. However, some of the live sessions might take few hours to render and upload (this is how zoom works). But eventually as a delegate you will have access for a whole month (until 10 December 2022) to view these videos.

3.   How do I log in on the day of the event?

Access this page: https://azglobalconference.vfairs.com/en/ and fill in your email address that you have entered during registration to login on the day of the event. Use the code that you have received after registering.

4.   I lost my passcode – can I recover or create a new one?

You can contact us to resend you your passcode at conference@az-globalconsulting.com or at azglobal@getvfairs.io.
You can also reset your password on the log-in page:
https://azglobalconference.vfairs.com/en/

5. **I cannot hear anything. There is no sound coming from the Auditorium.**

Make sure you enable the sound from the top bar of your browser. See image below.

6. **I logged out of one session and don't know how to go back.**

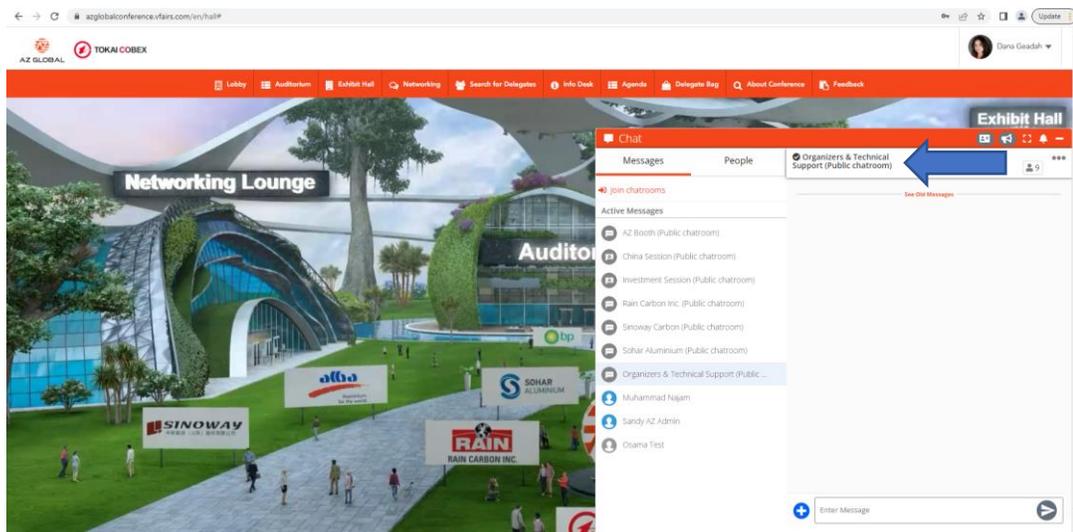Please click on the refresh button on your screen and Join button again.

7. **How can I send a question to the panelists and speakers?**

There are 2 options for sending questions. During the live panel discussion, you will have a button at the bottom that says (Q&A) where your questions will appear live to the panel immediately. The moderator might include these questions in the live panel discussion depending on the time available.

Outside of the live panel discussion session you will also be able to send questions and throughout the event period. Go to agenda in the top menu bar, scroll to the session of your choice and click on Q&A to submit your question.

8. **How can I tell if I am chatting in a public forum or in a private chat?**

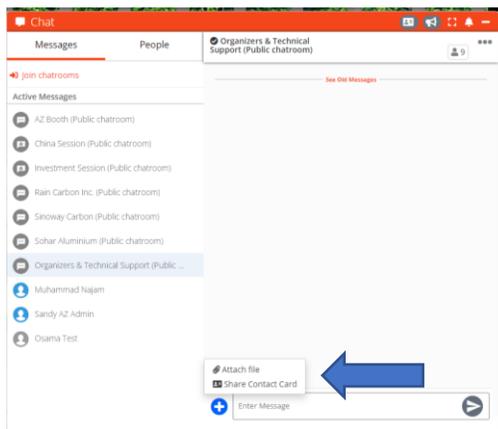Public forums have (public forum) mentioned next to the box on top.

9.   How can I communicate with the exhibitors?

Once you click on the booth which representatives you want to communicate with, you will see a Contact Us button, a Chat button and a Chat Timings button which will state when you can find these representative live during the event days.
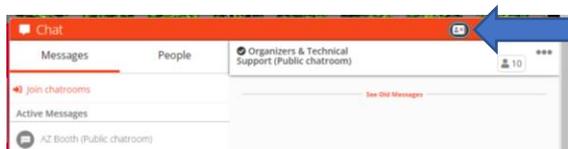

10.   How can I exchange business cards?

Go to the Chat widget on the right side. You can either share in a public chat room or with a specific person. Click on the blue plus sign at the bottom and the "Share Contact Card".

11.   How can I collect all my contacts at the end of the event?

Click on Download Contact Cards in the Chat Box.

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12.   Do I need to download or install any information or software to attend this event?

No. You do not need to download or install any software to participate. You only need to have access to the internet.

If you encounter any difficulties accessing the platform and its facilities please go here: https://start.vfairs.com/en/check-browser

In case of firewalls or security restrictions please forward your request to your IT department to whitelist accordingly: https://vfairssupport.zendesk.com/hc/en-us/articles/4411205504273-Guidelines-for-Whitelisting-the-Domains.

13.   Can I collect some documents from this event?

We have a goodie bag for you and we filled it to the brim. Go to "Delegate Bag" button in the top menu bar where you can view and email any of these documents to yourself or with your colleagues simply by entering their email.

14.   I have a question about AZ Global Consulting services

Please contact Mr Paul Adkins, MD and Founder, AZ Global Consulting at paul.adkins@az-globalconsulting.com.

15.   I have a question about the conference topics, speakers, content or other.

Please contact Ms Dana Geadah, Event Manager at dana@az-globalconsulting.com
Or Mr Paul Adkins, MD and Founder at paul.adkins@az-globalconsulting.com

16.   I am a Chinese Delegate and need assistance in Chinese

Please contact Ms June Wang, Director, AZ Global Consulting june@az-globalconsulting.com

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17. **How do all Networking options work?**

- Smart Matchmaking: you will have a list of questions to answer for the algorithm of the platform to help you match with likeminded professionals.

  https://vepimg.b8cdn.com/uploads/vjfnew/3395/content/files/1666262881how-to-use-the-smart-video-matchmaking-in-az-global-pdf1666262881.pdf

- Exchange Business Cards: you can send your business card (contacts details) to any other delegates.

  https://vepimg.b8cdn.com/uploads/vjfnew/8433/content/docs/1666062777how-to-contact-card-in-az-global-pdf1666062777.pdf

- View and Meet Delegates: You will be able to see all the registered attendees of the conference throughout the days of the event. You can filter through them through specific fields. You can see if the person is available online by clicking on their chat box and it will mention if that person is currently online. You can also leave them a message if they are offline.

- Group Video Calls: Meetings can be scheduled with other attendees. Up to 100 people can join one group. Up to 12 screens can be switched on at one point in time. The public can see who is meeting.

  https://vepimg.b8cdn.com/uploads/vjfnew/3395/content/files/1666262911how-to-use-group-video-calls-in-az-global-pdf1666262911.pdf

- Public Chat Rooms. These are public rooms where all attendees can join and chat publicly in group and all other attendees can read the chat.

  https://vepimg.b8cdn.com/uploads/vjfnew/3395/content/files/1666262895how-to-use-the-public-chat-rooms-in-az-global-pdf1666262895.pdf

- Private Video Calls: any attendee can initiate a video call privately just by clicking on another attendee's name and then "Chat Now" and then click on the video icon. This conversation will be private. If you want to add more people into your private video call you can share the link with them.

- Private Chats: any attendee can initiate a conversation privately just by clicking on other attendee's name and the "Chat Now" and then the text field. This conversation will be private.
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