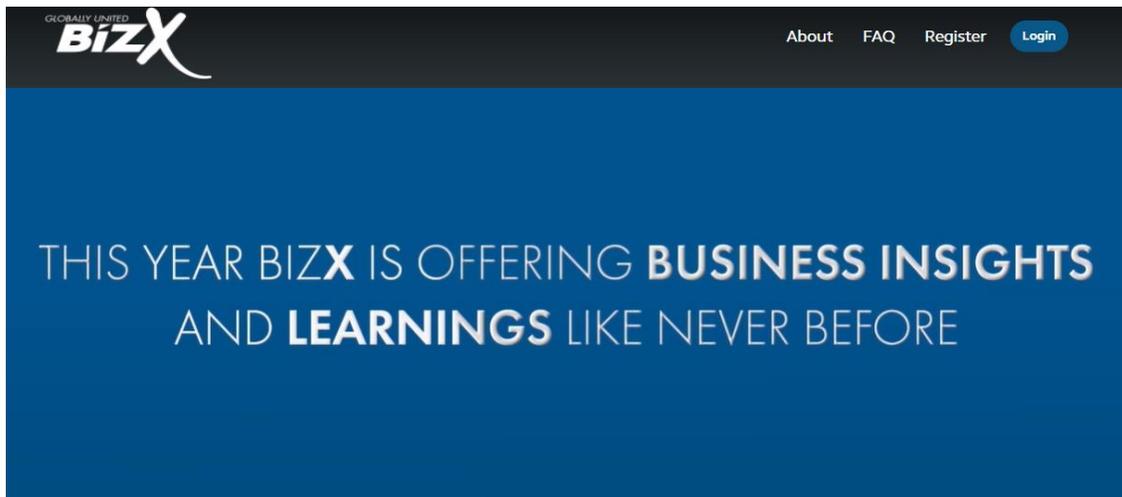


Instructions Manual

The BizX is Back!



April 29 & 30, 2021

GETTING STARTED

This manual aims to guide you so you can make the most of your participation in **BizX Event**. The manual will elaborate on how you can navigate through the virtual platform as an attendee.

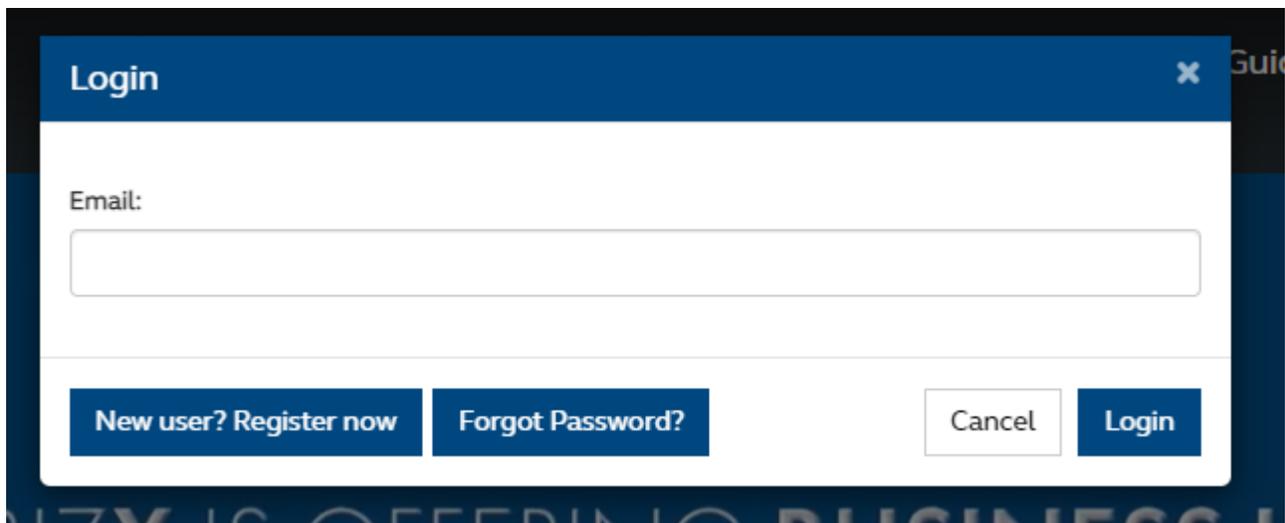
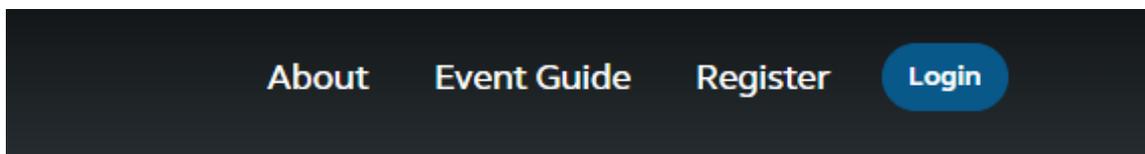
MAIN PAGE

Type in the URL: <https://bizx.vfairs.com/> in the address bar of your browser to visit the online event. We recommend that you use either Chrome, Safari or Firefox for best performance.

Log-in

To login to the virtual Fair, you need to click on 'Login' tab, enter your email and click on 'Login' button.

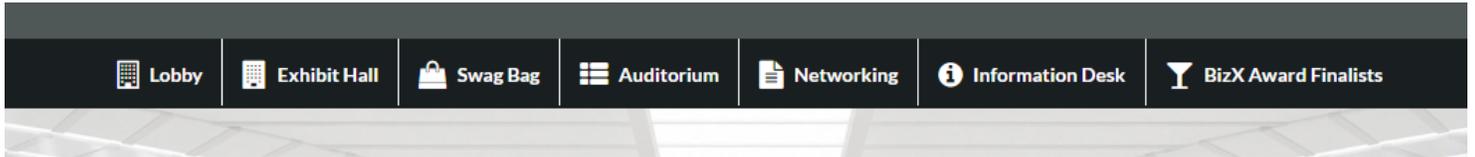
- You can reset your password by clicking on 'Forget Password' option on Login popup.



Navigating your way around the virtual fair

Navigation Bar:

The navigation bar contains the list of all the functionalities enabled for the fair. Exhibitors & Attendees can click on any of the tabs & it will lead them to that specific area of the environment.



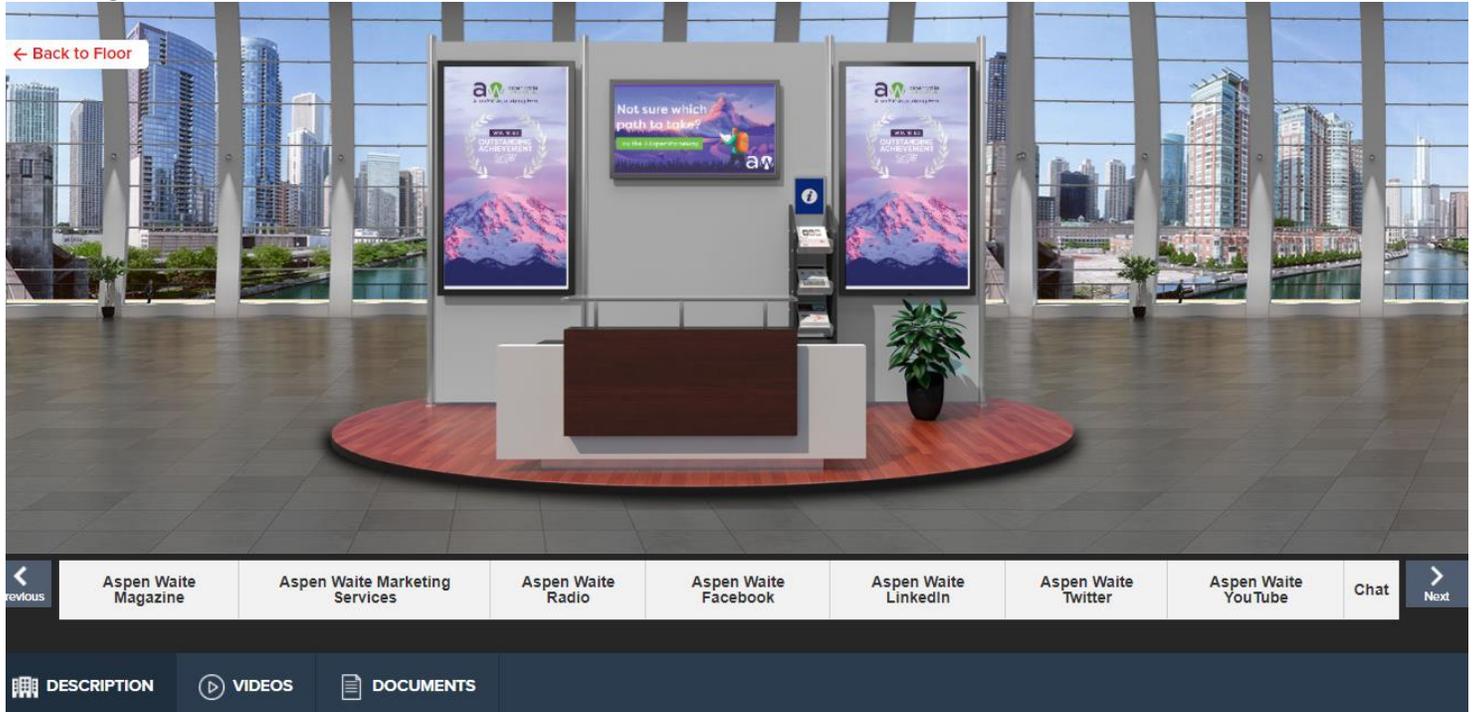
Provided below are brief descriptions of all the navigation bar tabs.

1. Exhibition Hall:

All exhibitor booths can be seen in the Exhibition Hall. You can click on any of the booths you want to visit and it will take you directly to that booth:

Booth View:

Clicking on a booth name will take you inside that company's booth as seen below.



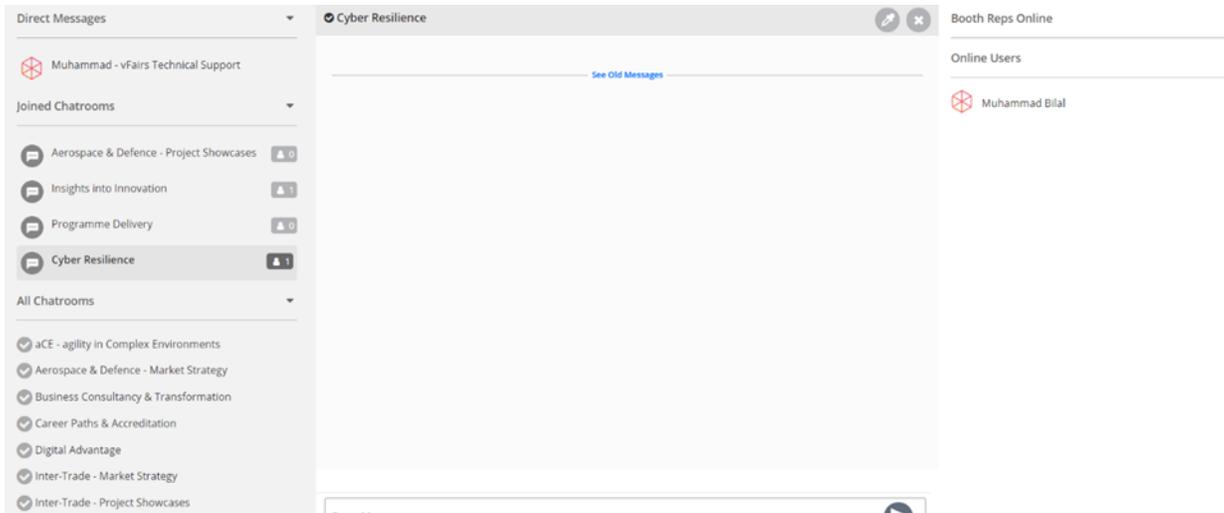
1. **Description:** A brief profile of the company/firm.
2. **Documents:** Displays a list of Documents available which can be viewed by clicking on the view button.
3. **Videos:** Displays a list of Videos available which can be viewed by clicking on the view button.
4. **Chat:** Clicking on the chat button will take you to the new window “Live Chat room”.

CHAT INSTRUCTIONS:

Public Chat

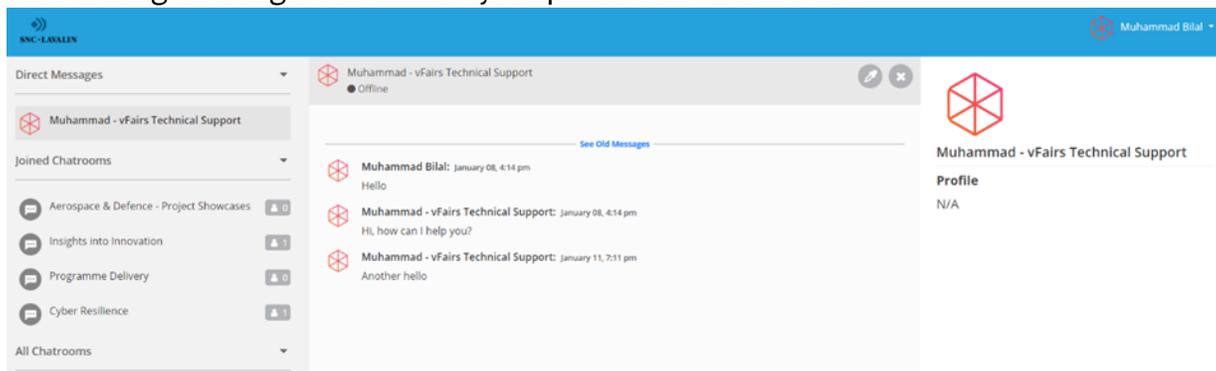
Click on the 'Chat' tab and you'll be taken to the Live Chat room. Booth Reps and visitors can have public as well as private chat.

Center space seen above is for public chat where anyone can send message. Messages sent in public chat area will be visible to all.



Private Chat

To initiate a private chat, click on an online user (visible on right hand side under "online users" heading) and starting chatting as this will be your private one to one chat.



To initiate Audio/Video chat, click on the small audio/video icon at the top of the private chat. There you will see the option to start Audio/Video chat.

2. Auditorium

The Auditorium area is where you can view all the sessions.



Click on the main screen to a list of sessions that you can view. They will be listed as shown below:

Lobby **Exhibit Hall** **Swag Bag** **Auditorium** **Networking** **Information Desk** **BizX Award Finalists**

Day 1 - 29th April Day 2 - 30th April Yoga On Demand

Q

APRIL 29TH

Welcome with Stephen Mulhern & Kick off with Paul McKenna Thu, April 29, 9:00 AM (GMT)
9 days, 18 hours, 50 minutes

Stephen is a prime-time television presenter best known for hosting the new Catchphrase and spin-off shows for Dancing on Ice and Britain's Got Talent. Starting out in children's television, Stephen found success with his television shows that showcased his bright, energetic personality along with his magic skills and sense of fun.

Transform your life with the world's No.1 Hypnotherapist

Paul McKenna will reveal how psychology affects achievement, both personal and professional, and notions of resilience, confidence and persuasion. Paul will change how you think and act to change your life!

Paul is a therapist, author and personal development expert. his books covering everything from stress & sleep to diet and career have been global bestsellers. Paul started his career as a DJ and presenter, before becoming a full-time hypnotist. He combined his media work with his new expertise in TV series such as The Hypnotic World of Paul McKenna.

Alan Miltz Thu, April 29, 10:15 AM (GMT)
9 days, 20 hours, 6 minutes

Providing entrepreneurs with the tools to help scale up profit, cash and value

Each session has a countdown timer next to it; you will be able to join the sessions once the countdown timers next to each are up. For the sessions that have ended, you can watch them later as well; they can be found towards the end of the list, make sure to refresh the page for the most up-to-date list.

That is all from our side. We hope you have a great & productive event!