

HOW TO NAVIGATE THE  
**IMAPAC PTE LTD**  
**VIRTUAL CONFERENCE**

18 OCTOBER 2021

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# EXHIBITOR GUIDE (FOR SPONSOR)

As a Registered Sponsor, you will receive an exhibitor guide 1 to 2 months before the conference on the instruction on how to setup your Virtual Booth . Something like the below document:

11th Vaccine World India 2021  
(19 to 20 May 2021)  
Exhibitor and Sponsors' Guide

11<sup>th</sup> Edition  
**VACCINES**  
WORLD SUMMIT 2021

## FORM 1

### ✓ VIRTUAL BOOTH SET UP

You are entitled to [a Virtual Booth](#) where you could upload unlimited video and document.

The link for your landing page is as follows  
Booth Name – GenScript Biotech Corporation  
<https://vaccinessummit2021.vfsairs.com/backend/index.php/booth/setup/4bda69b7cb715d35016b0d43e3d70829>  
Primary Contact Details – Cassie Yap , Cassie.Yap@genscript.com

You are able to edit the following items yourselves through the Booth Builder Link.

- Company Information such as Booth Name, Logo, Company Description
- Choose your Preferred Booth Layout and Upload of Promotional Image
- Choosing of Booth Wall Colour accordingly to your company colour code
- Having numerous Content Link (up to 10 Content Link) and link it to any URL page
- Uploading of unlimited document and video on your booth

Please kindly setup your booth by uploading and updating the details by **30 April 2021**  
**\*Please kindly adhere to the dateline for setting up your booth as vFairs will review the platform on the 08 March 2021 to make sure there is no issue in all videos, documents and links uploaded.**

Please kindly see below YouTube Link for the **Step by Step Instruction** on how you could set up for your virtual booth  
[vFairs Booth Builder Demo](#)

If you have any questions or need assistance with registration, please contact:  
Sim Si Hui  
Operations Executive, IMAPAC Pte Ltd  
sihui.sim@imapac.com

**SUBMISSION DEADLINE: 30 April 2021**

**CLICK HERE**

To access to your own Booth  
Setup Form Link

**CLICK HERE**

To watch the YouTube link for the  
Step by Step Instruction on how  
you could setup your own Virtual  
Booth

# ACCESS TO THE VIRTUAL PLATFORM (FOR SPONSOR)

Once you have **submitted your booth representative details to your Account Manager**, they will include their details at vFairs backend. Afterwards, they can access the Virtual Platform through the credentials setup for them. The link of the Virtual Platform will be indicated inside the Exhibitor Guide

## Information about vFair Platform



IMAPAC is excited to announce that **11th Vaccine World India 2021** has a Virtual Platform, vFairs which allow you to

- View the Event Agenda and Line-up of Speakers
- View the List of Attendees
- Watch Webinar LIVE or On-Demand 1 MONTH after the conference
- Engage with the Conference Attendees on their designed virtual booths
- Network and Interact with Online Attendee via Group Chat and 1:1 Private Chat through text, audio and video conversations.
- Interact with Speakers by Posting Questions during LIVE through Zoom Platform
- Receive Updates Such As Last-Minute Room/Agenda Change From The Organizers
- Technical Help Desk available through live chat for technical and troubleshooting related concerns about the Platform during LIVE Days
- Uploading and Sharing Unlimited Video and Document in your Virtual Booth and Resource Centre

You could access **11th Vaccine World India 2021's** Virtual Platform by clicking the link below

[vFairs Virtual Platform](#)

To access the Virtual Platform, Sponsor should provide us with **their Booth Representative** in the **Microsoft Excel Sheet attached in the email** send by your Business Development Manager (SEE THE NUMBER OF SPONSOR PASS YOU ARE ENTITLED IN FORM 2)

# REGISTRATION EMAIL

Registered participants will receive an email 1 to 2 days before the conference on the instruction on how to access the Virtual Conference Platform, vFairs Something like the below email:

**\*For Booth Admin (Sponsor), you will need a Password to login which will be indicated in the email**

## Login Details

3 messages

Rima Karan <rima.karan@imapac.com>

Mon, May 17, 2021

To: Ana Laxamana <ana.laxamana@imapac.com>, Si Hui Sim <sihui.sim@imapac.com>

Hi Ana, Si Hui,

### CONFERENCE DATES

19 & 20 May 2021 (2 - Day Event)  
Timing: 09:00 am - 06:00 pm (IST)

### LOG-IN DETAILS

- Simply click on the link below to access the Virtual Platform <https://vaccinessummit2021.vfairs.com/>
- Click on "Login" and key in your email to access the Virtual Platform. This is the email address you used to register for the event.
- Timings: 9am – 6pm (IST) on 19 - 20 May, 2021.

### HOW TO NAVIGATE THE VIRTUAL CONFERENCE

The Virtual Platform is now LIVE - [click here](#).

Simply login into the platform, navigate and explore the different features and functions available. *View the video on how to navigate the platform [here](#).*

View the step-by-step set-up guide to get an overview of the platform. Please note that other attendees will be able to see your profile, so ensure it looks good. You can edit it by clicking default head shot image OR "Edit Profile" located at the top right corner. *Guide to navigate the virtual platform [here](#)*

### This platform allows you to:

View the Event Agenda and Line-up of Speakers

View the List of Attendees

Watch Webinar LIVE or On-Demand 1 MONTH after the conference

Network and Interact with Online attendees via Group Chat and 1:1 Private Chat through text, audio, and video conversations.

Interact with Speakers by Posting Questions during LIVE through Zoom Platform

Receive Updates such as Last-Minute Room/Agenda Change From The Organizers

Technical Help Desk available through live chat for technical and troubleshooting related concerns about the Platform during LIVE Days

Once again, we'd like to welcome you onboard Vaccines World Summit 2021. Looking forward to virtually meeting you.

If you face any issues with the login on the virtual platform, please feel free to drop me a message at [rima.karan@imapac.com](mailto:rima.karan@imapac.com).

# HOW TO LOGIN?

## STEP 1

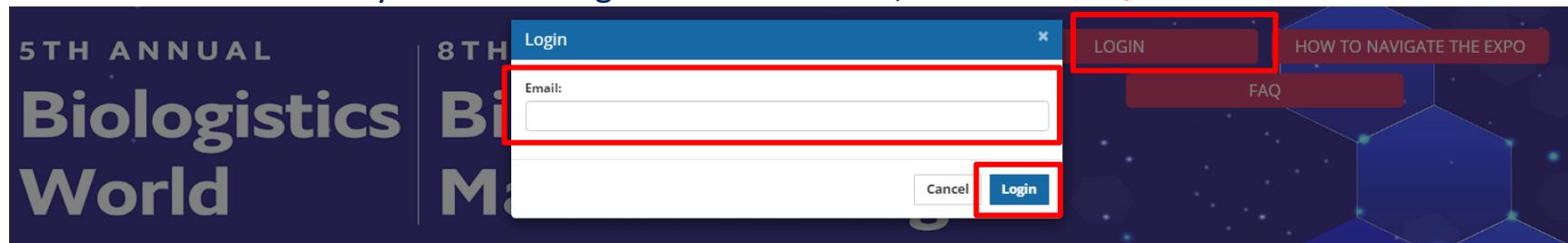
You must have registered for the conference through either EventBrite or as VIP to get your virtual expo login details.

## STEP 2

To attend all IMAPAC virtual conference, go the **RESPECTIVE EVENT WEBSITE** indicated in the email on any desktop or mobile device.

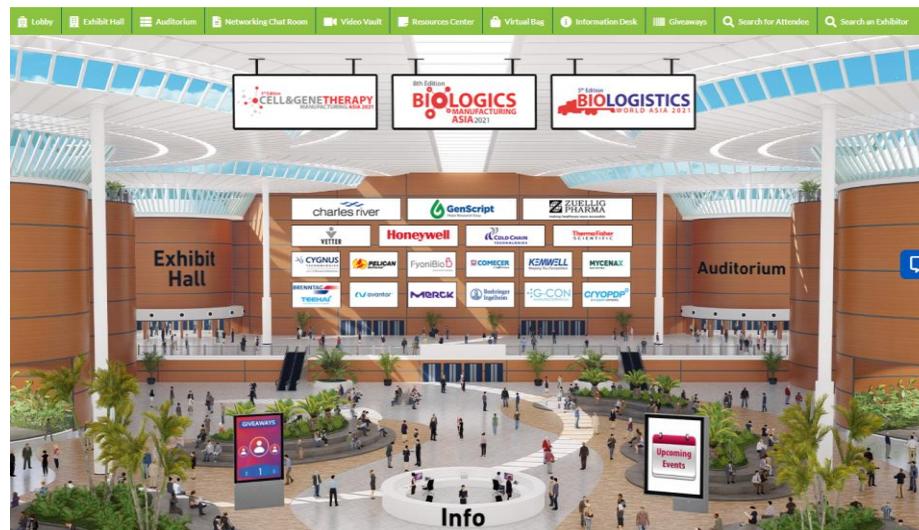
## STEP 3

Click on the **LOGIN** button. Enter the **EMAIL** you used to register for the event, then Click on **LOGIN**.



## STEP 4

You have successfully entered the **LOBBY**



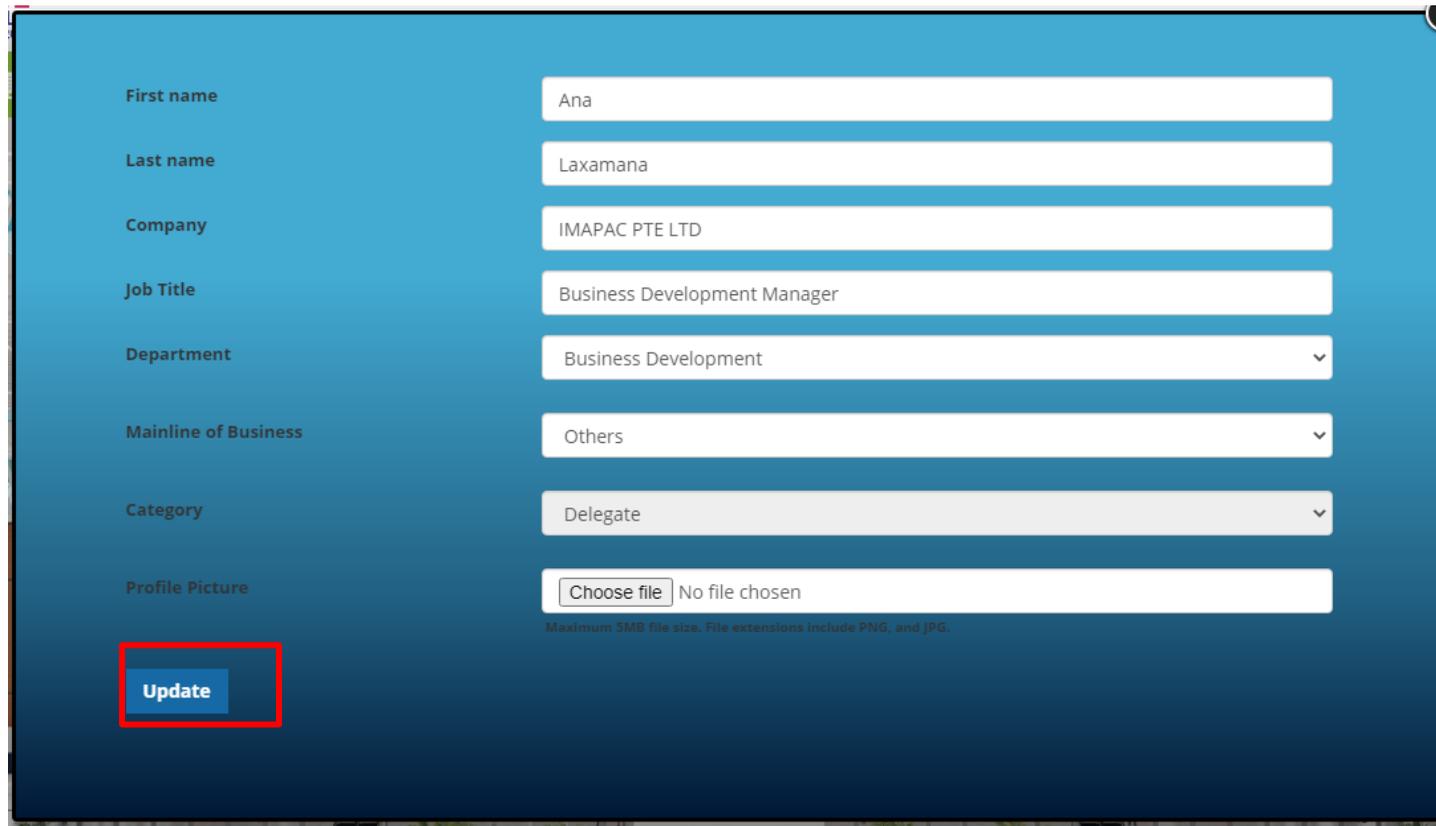
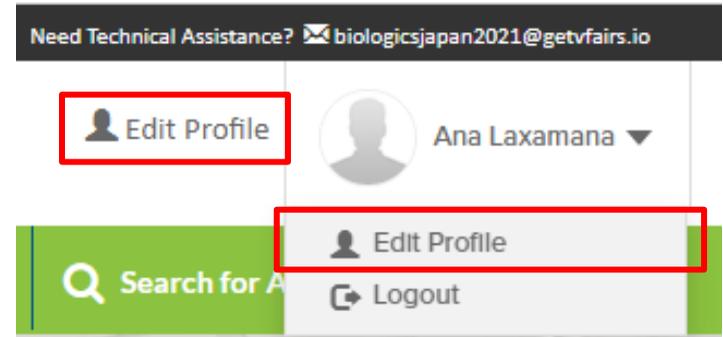
# HOW TO EDIT YOUR PROFILE AS AN ATTENDEE

## STEP 1

In order to edit your profile, you can edit through by click on the **PROFILE ICON** at the top right hand corner

## STEP 2

Edit your Profile accordingly and click on **UPDATE**.  
You can even upload your own Profile Pictures.

A screenshot of a profile editing form. The form has a blue background and contains several input fields. The fields are: "First name" with the value "Ana", "Last name" with the value "Laxamana", "Company" with the value "IMAPAC PTE LTD", "Job Title" with the value "Business Development Manager", "Department" with the value "Business Development", "Mainline of Business" with the value "Others", and "Category" with the value "Delegate". Below these fields is a "Profile Picture" section with a "Choose file" button and the text "No file chosen". At the bottom left of the form, there is a blue "Update" button highlighted with a red box. A small "x" icon is visible in the top right corner of the form.

# HOW TO EDIT YOUR PROFILE AS A BOOTH ADMIN

## STEP 1

In order to edit your profile, you can edit through by click on the **PROFILE ICON** at the top right hand corner

## STEP 2

Update your Profile accordingly and click on **SAVE**.

You can even update your own Profile Pictures.

Chat

### Update Profile Description

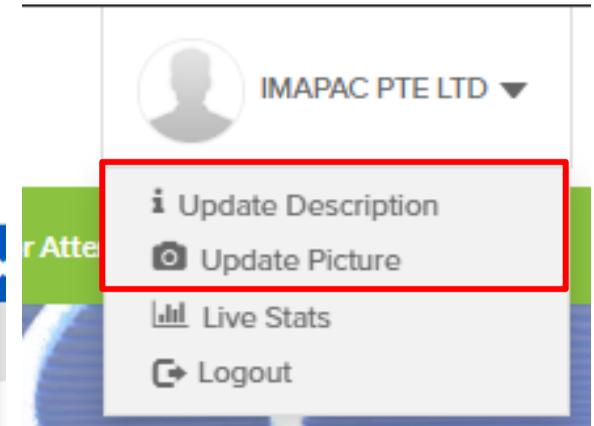
Your profile description will be visible to everyone who you interact with.

Website:  
<https://www.imapac.com/en/>

LinkedIn:  
<https://www.linkedin.com/company/imapac-pte-ltd/>

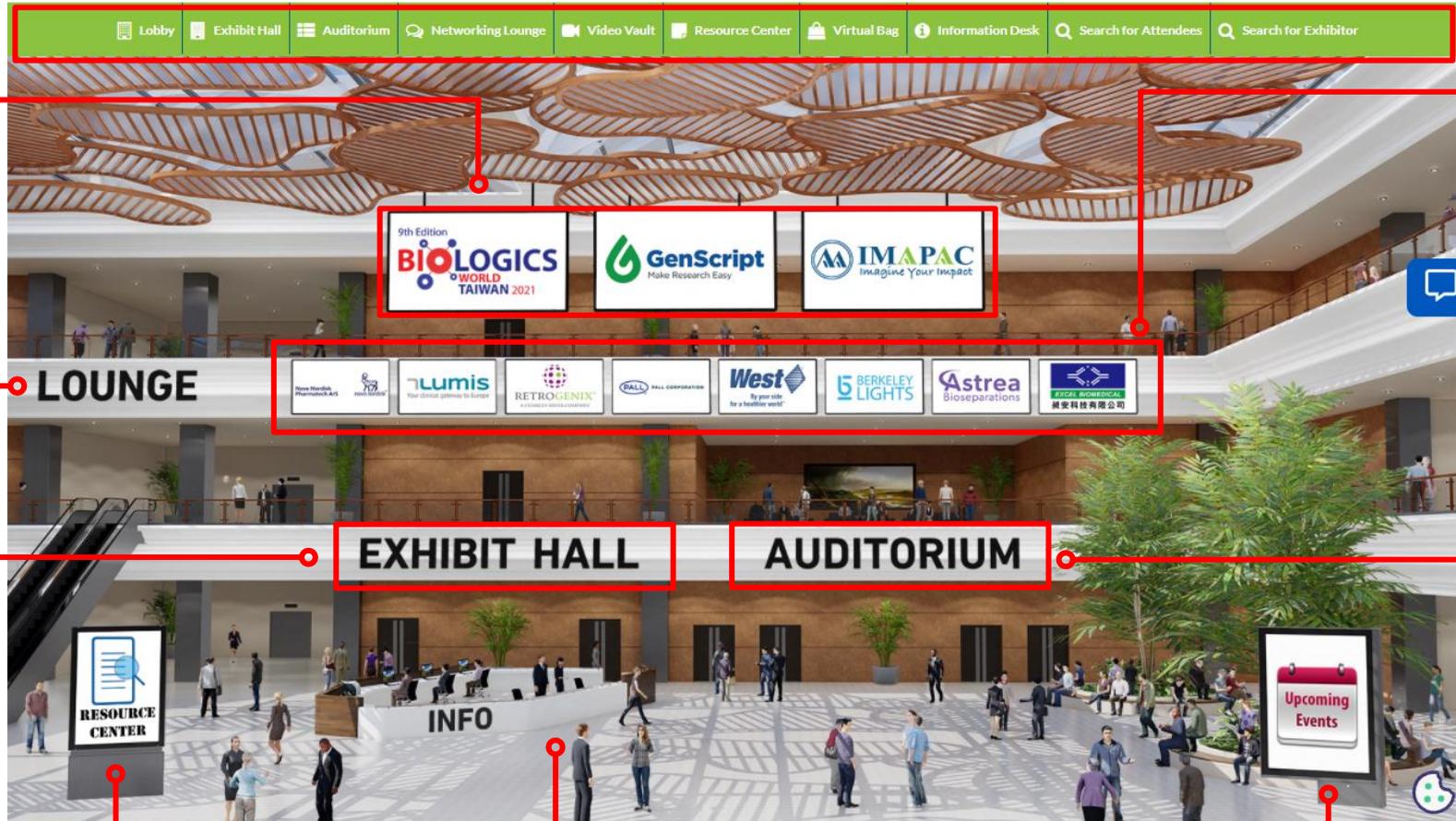
4 WORDS POWERED BY TINY

Cancel Save



# HOW TO NAVIGATE THE VIRTUAL LOBBY

## NAVIGATION BAR - Features page 9



**CLICK LOGO**  
To access the respective webinar listing

**CLICK LOGO**  
To access that exhibitors booth

**CLICK HERE**  
To access the Networking Lounge

**CLICK HERE**  
To view the Embed Chat

**CLICK HERE**  
To scroll through all the exhibitors virtual booths and interact through CHAT

**CLICK HERE**  
To view live webinars and panel discussions

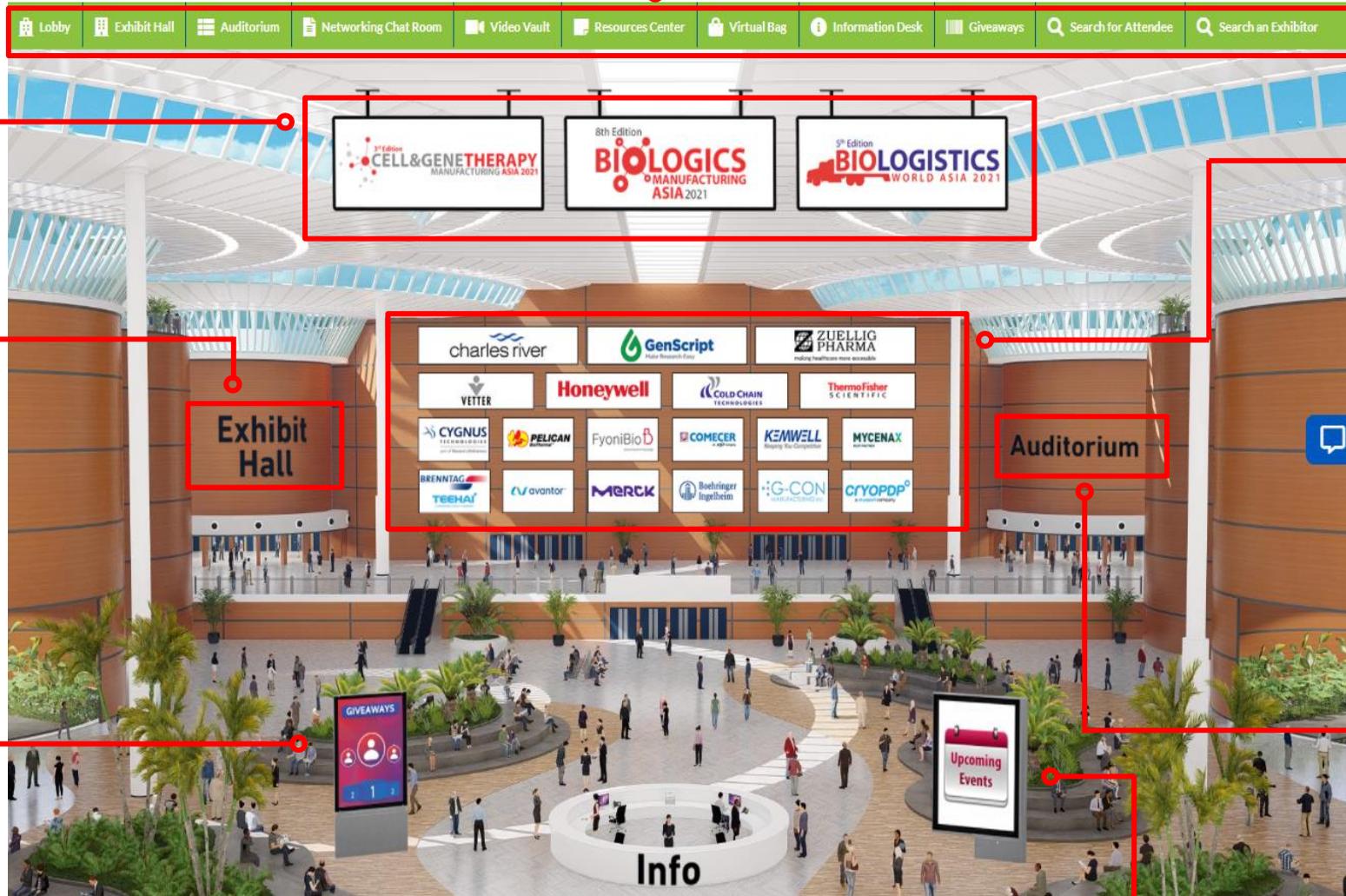
**CLICK HERE**  
To access all Document Uploads by Sponsors and Exhibitors

**CLICK HERE**  
For more information

**CLICK HERE**  
To access IMAPAC Upcoming Virtual Conference

# HOW TO NAVIGATE THE VIRTUAL LOBBY (IF GAMIFICATION IS APPLICABLE)

**NAVIGATION BAR** - Features page 9



**CLICK LOGO**

To access the respective webinar listing

**CLICK HERE**

To scroll through all the exhibitors virtual booths and interact through CHAT

**CLICK HERE**

To access the Real-time Ranking

**CLICK LOGO**

To access that exhibitors booth

**CLICK HERE**

To view the Embed Chat

**CLICK HERE**

To view live webinars and panel discussions

**CLICK HERE**

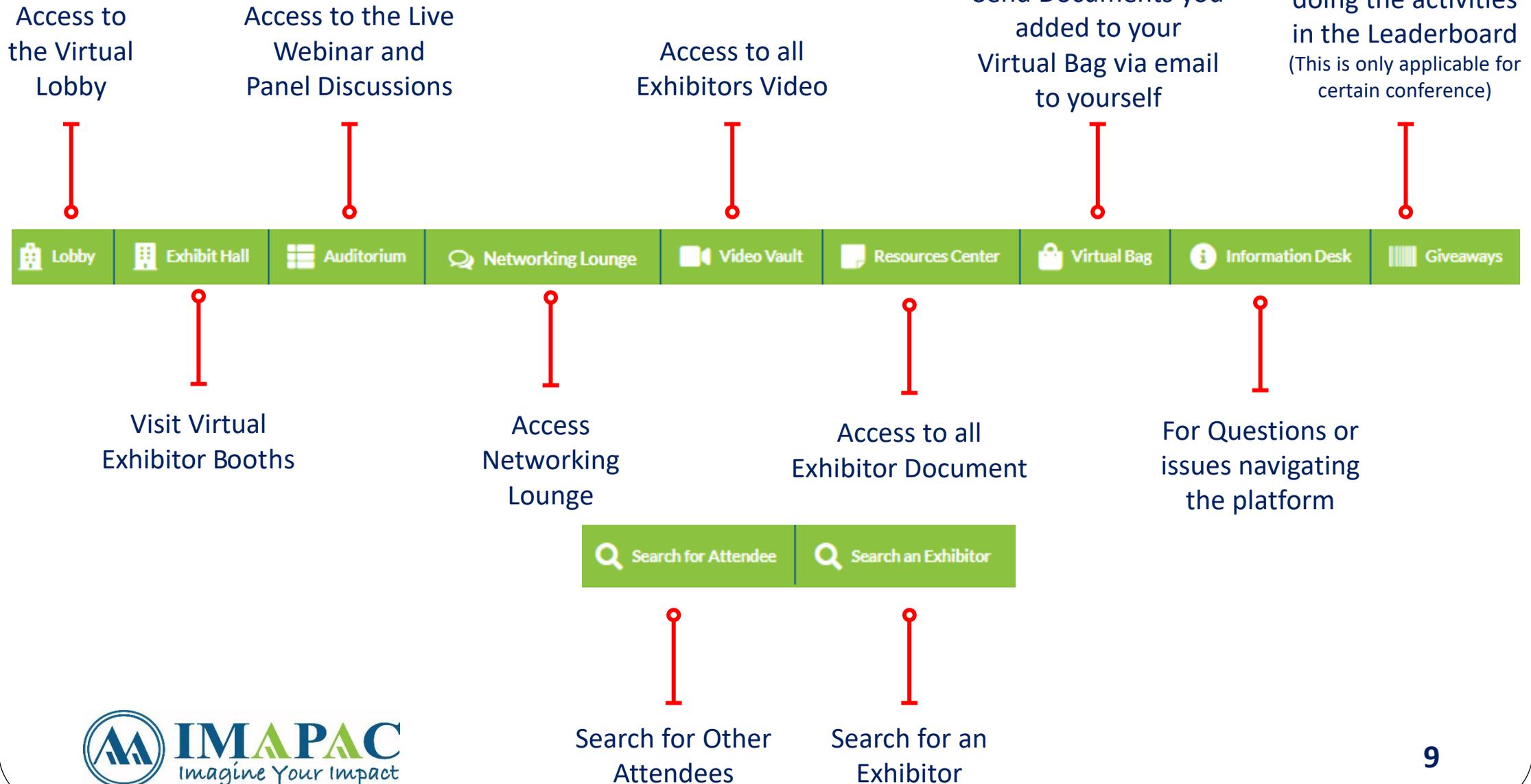
For more information

**CLICK HERE**

To access IMAPAC Upcoming Virtual Conference

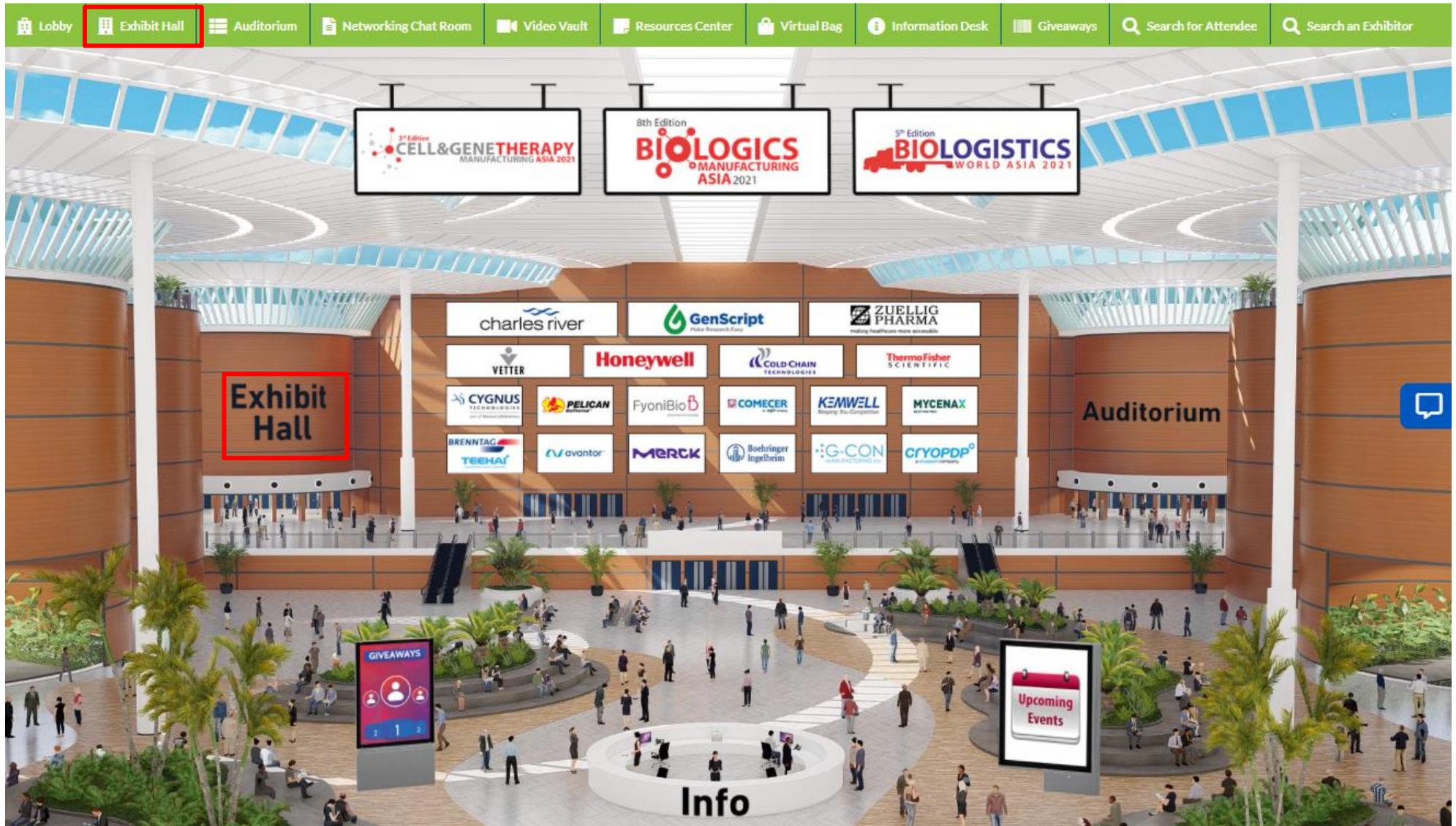
# NAVIGATION BAR FEATURES

The **NAVIGATION BAR** is there throughout the virtual show to make navigation easy and intuitive for you.



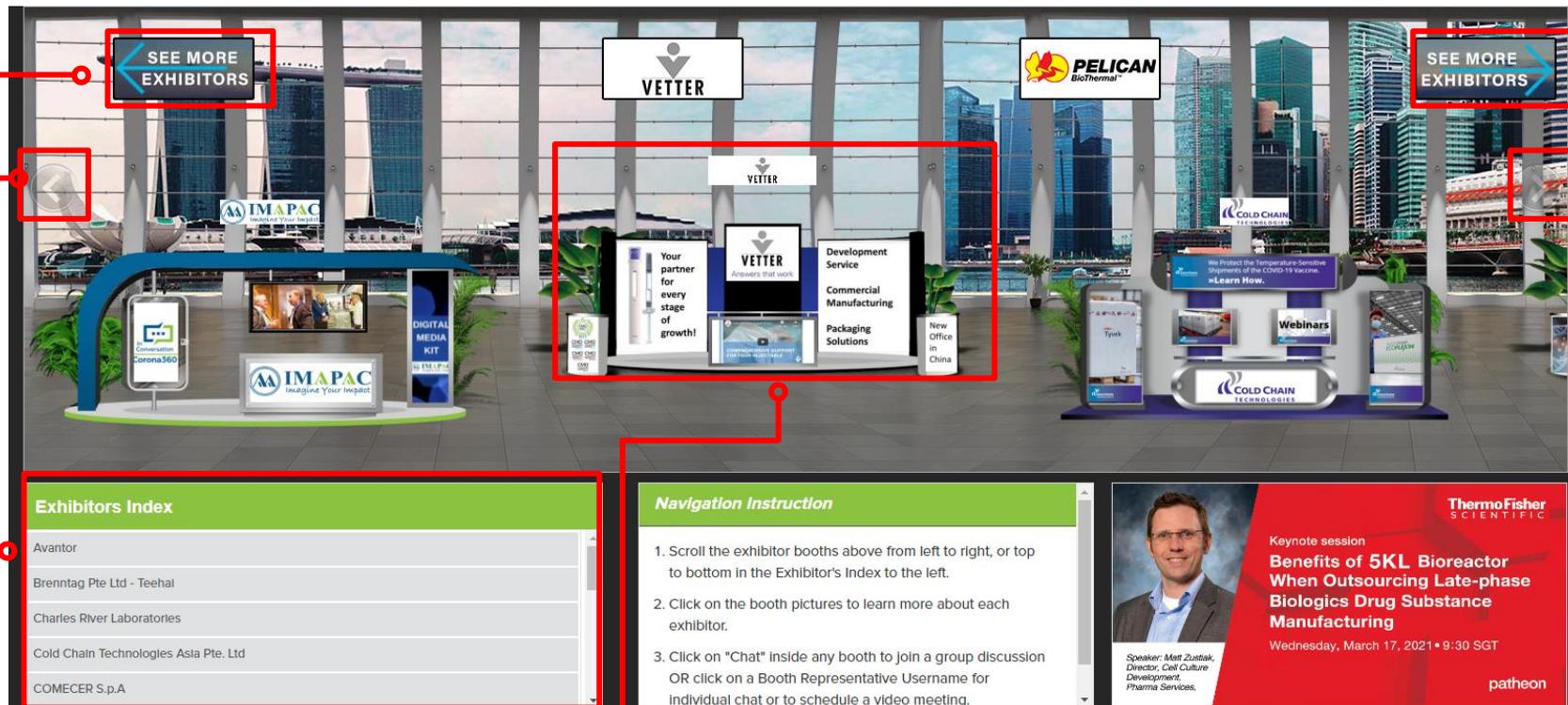
# HOW TO NAVIGATE THE EXHIBITION HALL

Visit the **EXHIBIT HALL** where you can view the exhibitor booth  
**CLICK EXHIBIT HALL** in the Lobby or in the Navigation Bar.



# HOW TO NAVIGATE THE EXHIBITION HALL (SCROLLABLE LAYOUT)

In the virtual exhibition hall you can scroll through the various exhibitor booths and also the exhibitor directory to find more details of all our Sponsor and Exhibitor.



**SCROLL LEFT**  
through the exhibit hall

**SCROLL RIGHT**  
through the exhibit hall

**SCROLL**  
through the Exhibitor List

**CLICK** on a virtual booth or on any exhibitor listed in the directory, you will enter the booth of the respective exhibitor.

For example, to visit IMAPAC Booth just **CLICK** on their booth.

# HOW TO NAVIGATE THE EXHIBITION HALL (STATIC IMAGE LAYOUT)

In the virtual exhibition hall, you can click on any booth to find more details of all our Sponsor and Exhibitor.

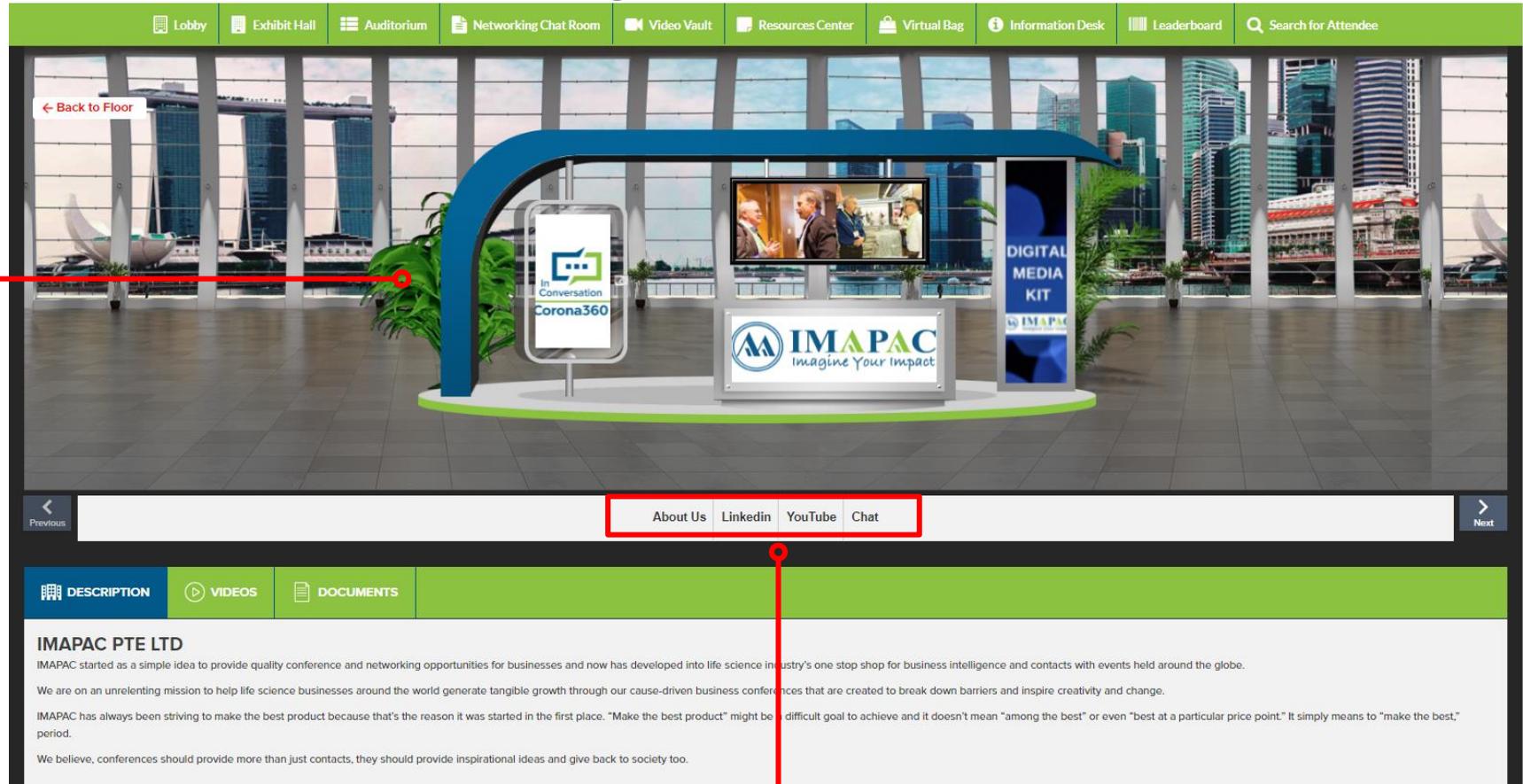


**CLICK** on a virtual booth, you will enter the booth of the respective exhibitor.

For example, to visit IMAPAC Booth just **CLICK** on their booth.

# HOW TO EXPLORE, CONNECT & INTERACT ON AN EXHIBITOR'S BOOTH

Each booth is loaded with information about the exhibiting company and any details they are offering.



**CLICK** on any of the booth panels to learn more about that company. Each booth panel is connected to a link where you can get more information about that company.

**CLICK** on any of these tabs to learn more about the company and what they offer. Each booth will have these tabs.

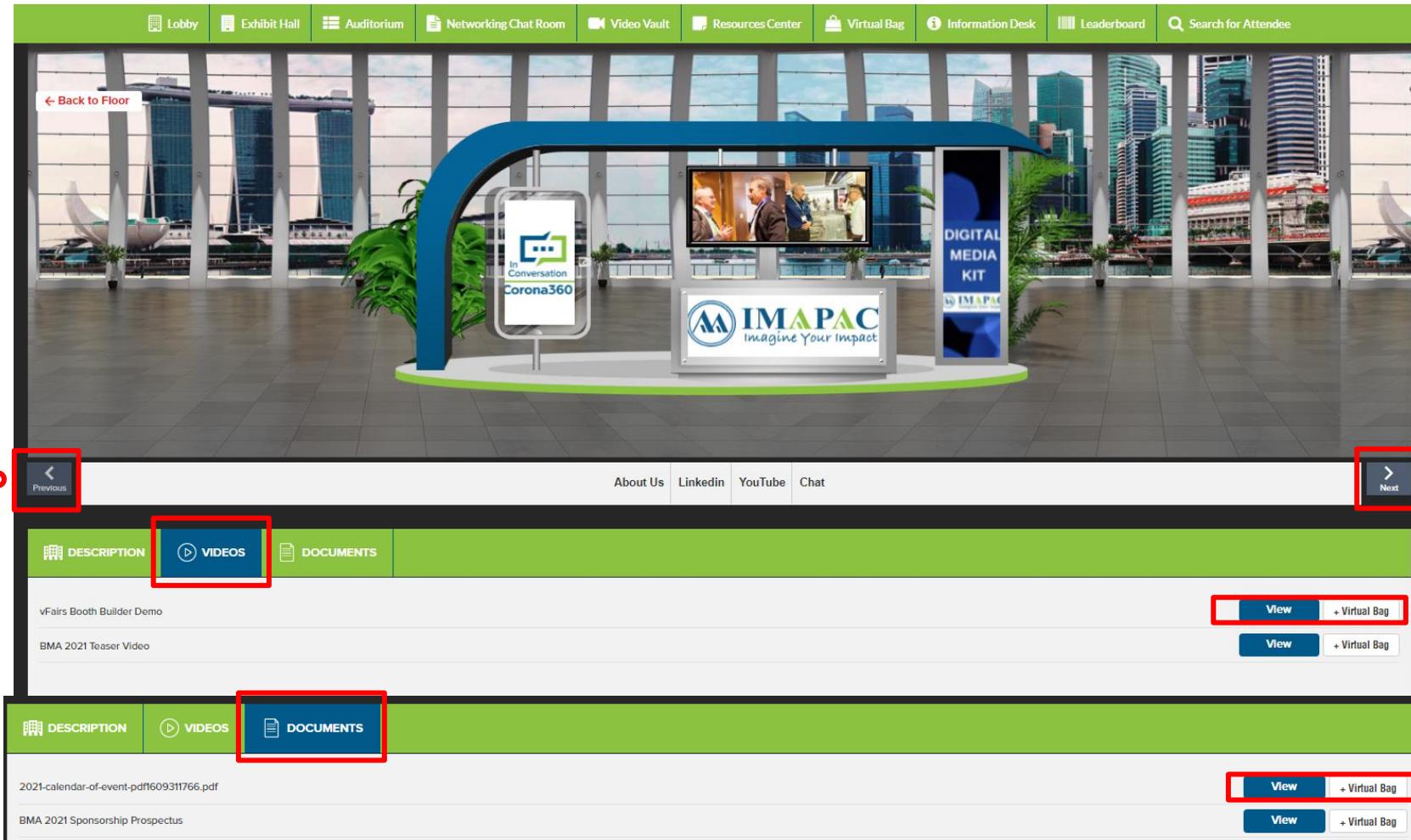
You can also engage in video, text or audio chat with the exhibitors by clicking **CHAT**.

# HOW TO EXPLORE, CONNECT & INTERACT ON AN EXHIBITOR'S BOOTH

Booths also have a description about their company, list of documents and videos under the **VIDEOS** and **DOCUMENTS** section. You can view those videos and browse through the documents by clicking **VIEW**.

**CLICK PREVIOUS** to move through the exhibit hall to see booths

**CLICK NEXT** to move through the exhibit hall to see booths



**CLICK VIEW**  
To watch the videos or the document  
You can add it to your Virtual Bag and email it to yourself by  
**CLICKING +Virtual Bag**

# HOW TO GO BACK TO THE LOBBY OR EXHIBIT HALL

**CLICK** on 'Back to Floor' to go to the "Lobby" or the "Exhibition Hall in the navigation bar.

The screenshot displays a virtual conference interface. At the top, a green navigation bar contains several menu items: 'Lobby', 'Exhibit Hall', 'Auditorium', 'Networking Chat Room', 'Video Vault', 'Resources Center', 'Virtual Bag', 'Information Desk', 'Leaderboard', and 'Search for Attendee'. The 'Lobby' and 'Exhibit Hall' items are highlighted with a red box. Below the navigation bar is a 3D virtual lobby environment with a large window overlooking a city skyline. In the center of the lobby is a blue and white exhibition stand for IMAPAC, featuring a video screen and a sign that reads 'In Conversation Corona360'. To the right of the stand is a vertical sign that says 'DIGITAL MEDIA KIT'. A red box highlights a button labeled '← Back to Floor' in the top left corner of the lobby view. At the bottom of the interface, there is a white navigation bar with 'Previous' and 'Next' buttons, and a central menu with 'About Us', 'Linkedin', 'YouTube', and 'Chat'. Below this is a green bar with 'DESCRIPTION', 'VIDEOS', and 'DOCUMENTS' tabs. The 'DESCRIPTION' tab is active, showing the following text:

**IMAPAC PTE LTD**  
IMAPAC started as a simple idea to provide quality conference and networking opportunities for businesses and now has developed into life science industry's one stop shop for business intelligence and contacts with events held around the globe.

We are on an unrelenting mission to help life science businesses around the world generate tangible growth through our cause-driven business conferences that are created to break down barriers and inspire creativity and change.

IMAPAC has always been striving to make the best product because that's the reason it was started in the first place. "Make the best product" might be a difficult goal to achieve and it doesn't mean "among the best" or even "best at a particular price point." It simply means to "make the best," period.

We believe, conferences should provide more than just contacts, they should provide inspirational ideas and give back to society too.

# HOW TO EMAIL A DOCUMENT TO YOURSELF WITH + VIRTUAL BAG

## STEP 1

CLICK **VIRTUAL BAG** in navigation bar.

## STEP 2

CLICK **+Virtual Bag**

Select the document(s) you wish to email and then click on Email.

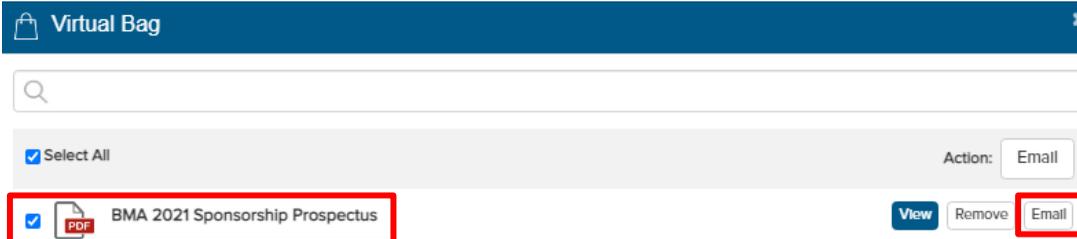
## STEP 3

Enter your email address where you wish to receive the document(s). **CLICK SEND.**

## STEP 4

The document(s) would successfully be emailed to you. You can save them for reference later.

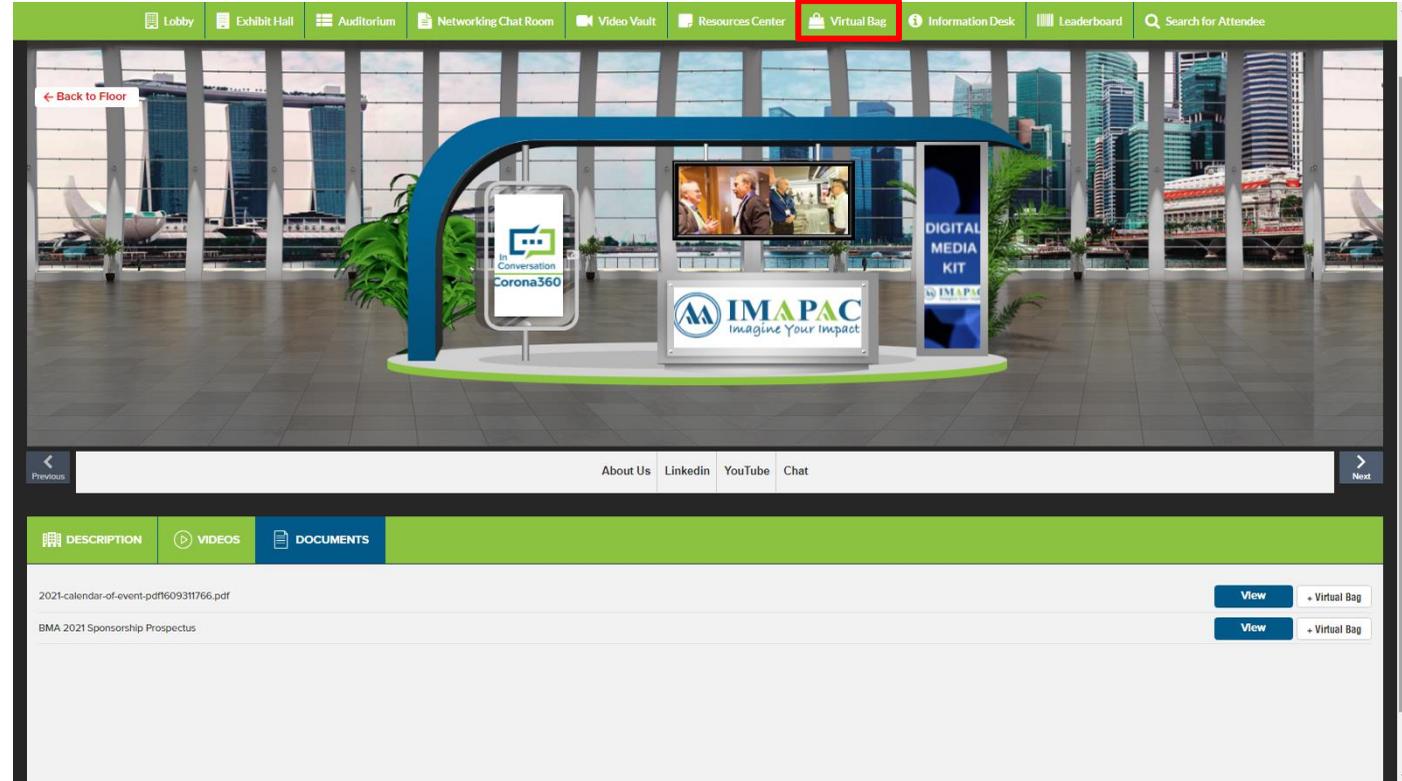
## STEP 2



## STEP 3

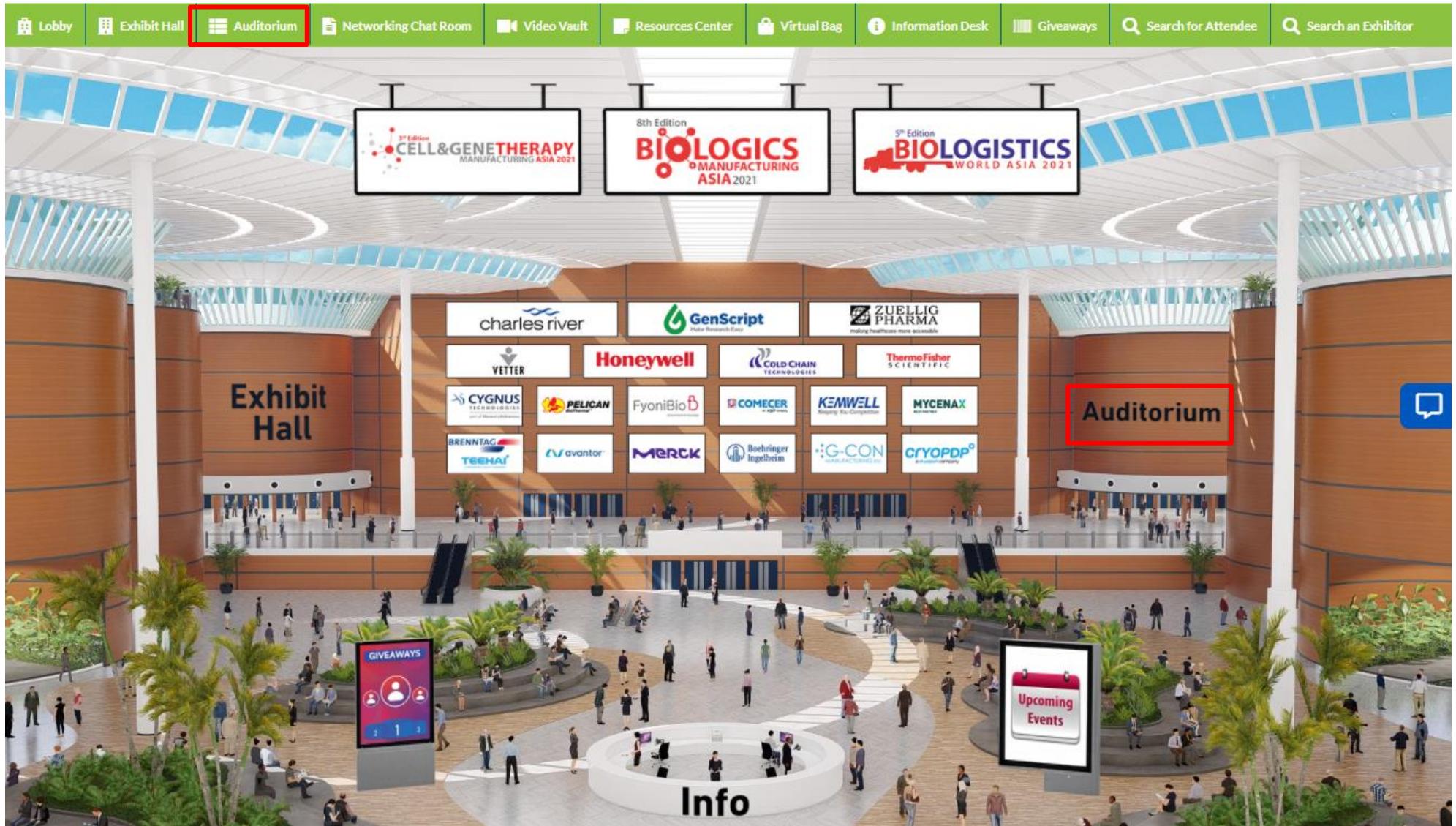


## STEP 1



# HOW TO NAVIGATE THE AUDITORIUM

Visit the **AUDITORIUM** where you can view live or recorded webinars and panel discussions.  
**CLICK AUDITORIUM** in the Lobby or in the Navigation Bar.



# HOW TO NAVIGATE THE AUDITORIUM

You can view live Webinars, Panel Discussions & Video Presentations by accessing the virtual agenda of the show via the auditorium. All live webinars are hosted on Zoom and you will be redirected there to access the videos.



**CLICK HERE**

to view the Virtual Agenda for all upcoming live webinars and panel discussions.

**CLICK ON BRANDING**

to visit Sponsor Booth or Website Link

# HOW TO NAVIGATE THE AUDITORIUM

Cell & Gene Therapy World Asia Stream 1

Cell & Gene Therapy World Asia Stream 2

**CLICK** on the respective track that you would like to watch (This is only applicable for certain conference)

SEPTEMBER 15<sup>TH</sup>

[Stream 1] Opening Panel Discussion: COVID-19 Implication on the Cell & Gene Therapy Industry (Biopharma Perspective)

Wed, September 15, 8:50 AM (SGT)

Join

**CLICK JOIN** button to access any of the live webinars/panel discussions.

OR

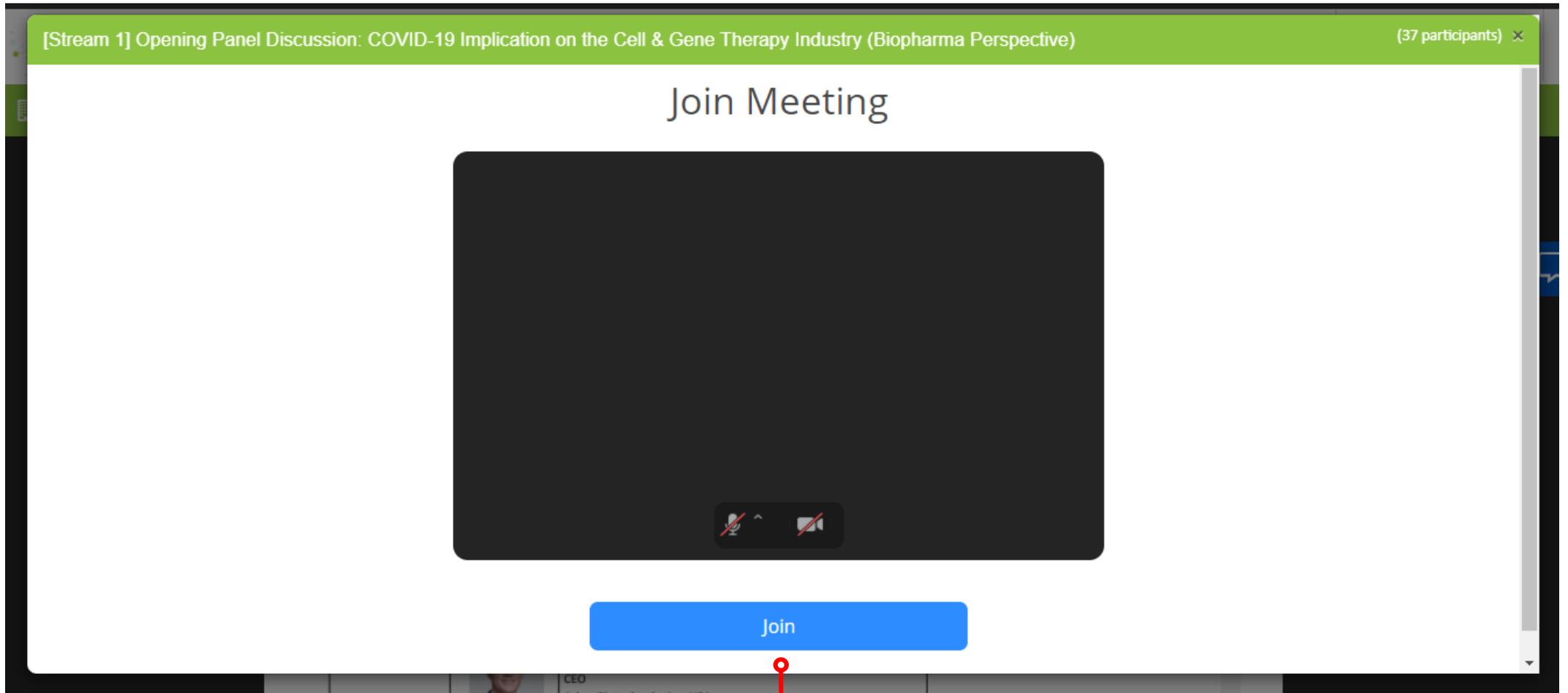
**CLICK PLAY** button to watch on demand recorded videos anytime during the show.

Rate This Presentation

**CLICK RATE THIS PRESENTATION** button to leave a Rating and Feedback for this Presentation Session

08:50 to 08:55	IMAPAC's Opening Address	
08:55 to 09:00	Chairman's Opening Address (Yu Zhang, PhD, SVP & Chief Scientific Officer, VCANBIO Cell & Gene Engineering, China)	
09:00 to 10:00	Leadership Panel Discussion: COVID-19 Implication on the Cell & Gene Therapy Industry (Biopharma Perspective)	
		<b>Gregory Fiore, MD</b> President & CEO Exacis Biotherapeutics, USA
		<b>Devyn Smith, PhD</b> CEO Arbor Biotechnologies, USA
		<b>Yu Zhang, PhD</b> SVP & Chief Scientific Officer VCANBIO Cell & Gene Engineering, China
		<b>Hardy TS Kagimoto, MD</b> Chairman & CEO Healios, Japan
10:00 to 10:30	Scalable Lentiviral Vector Manufacturing Strategies for Cell Therapy	
		<b>Ming Ni, PhD</b> CMC Project Manager GenScript ProBio, China

# HOW TO NAVIGATE THE AUDITORIUM

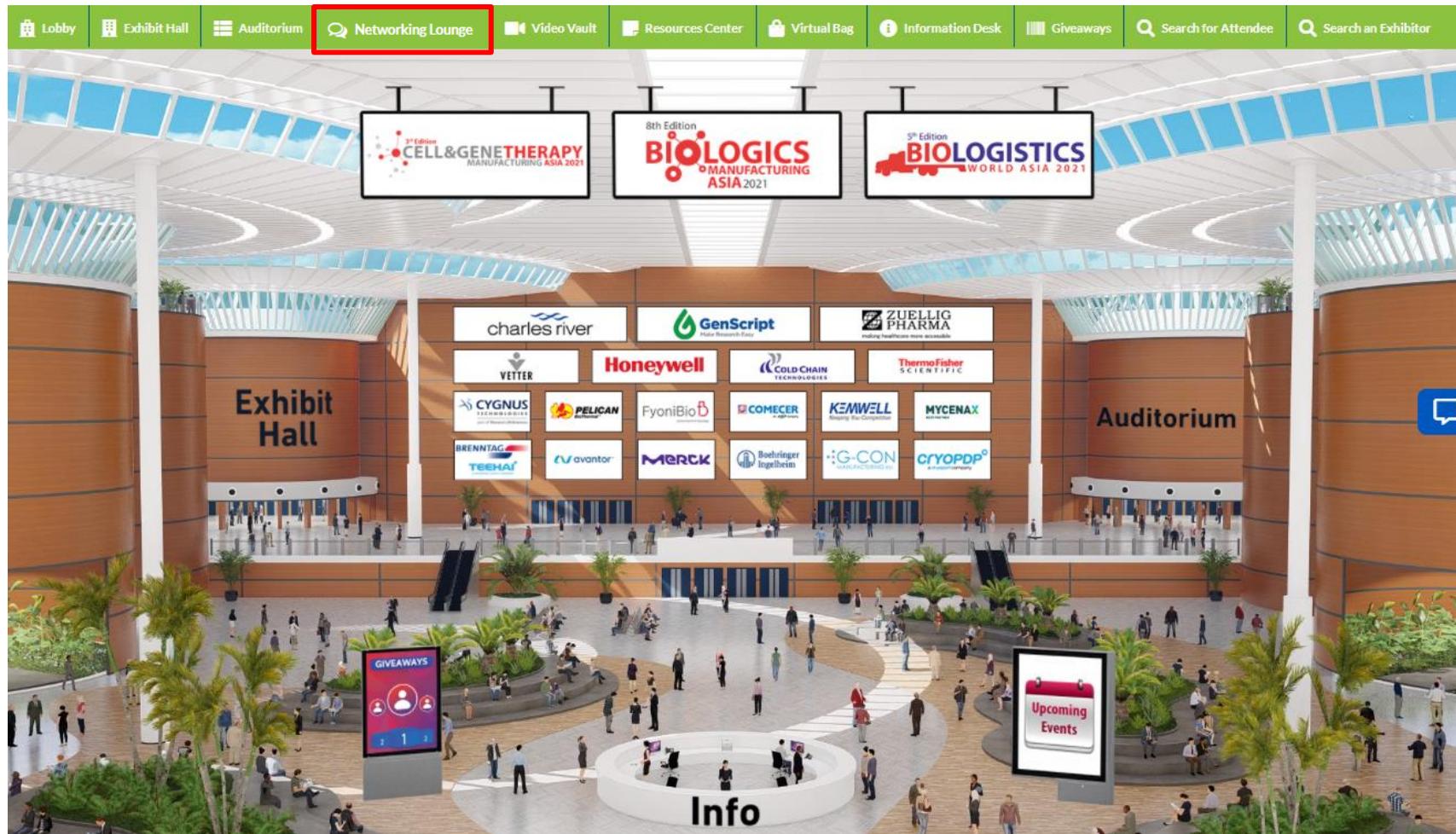


**CLICK JOIN** button to access any of the live webinars/panel discussions.

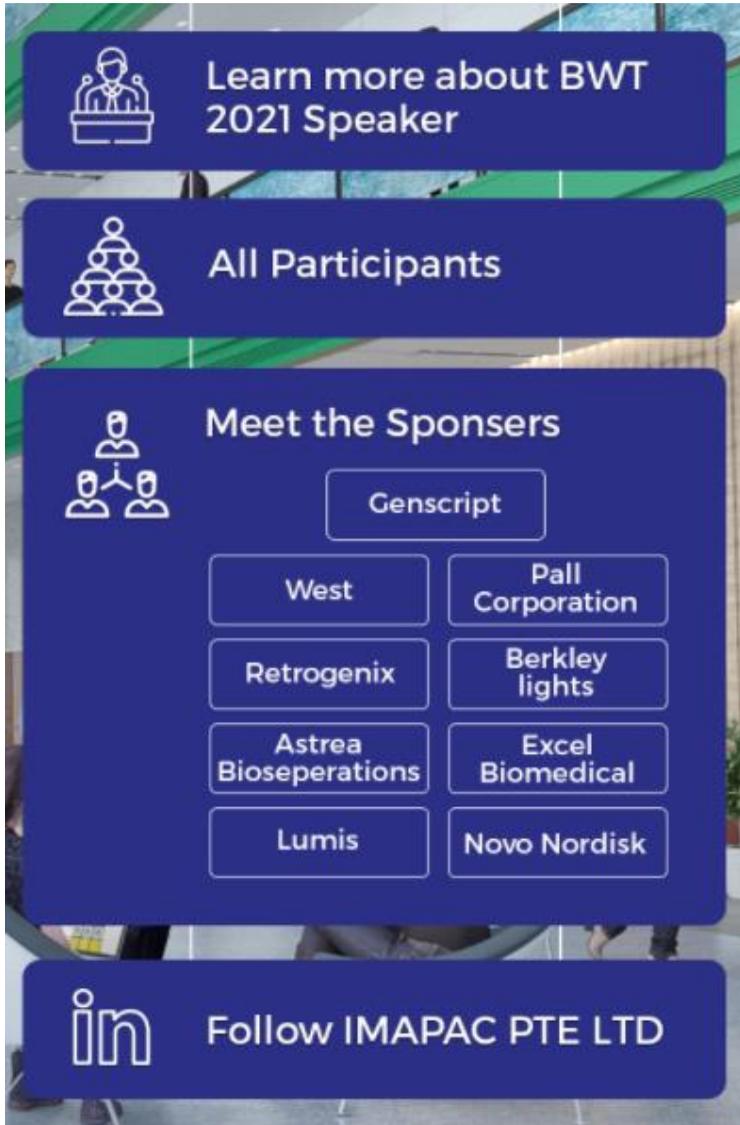
\*If you don't see the join button, please click on the **top right (3 dots)** of your browser and reduce the Zoom of your browser (Zoom Out) and you will be able to see the join button.

# HOW TO NAVIGATE THE NETWORKING LOUNGE

Visit the **NETWORKING LOUNGE** where you can view the Conference Speaker Biography, Chatrooms or Follow IMAPAC LinkedIn Profile to get information about our upcoming conference.



# HOW TO NAVIGATE THE NETWORKING LOUNGE



— **CLICK HERE** —  
To learn more of the Conference Speaker Biography

— **CLICK HERE** —  
To access to Chatroom for All Participants

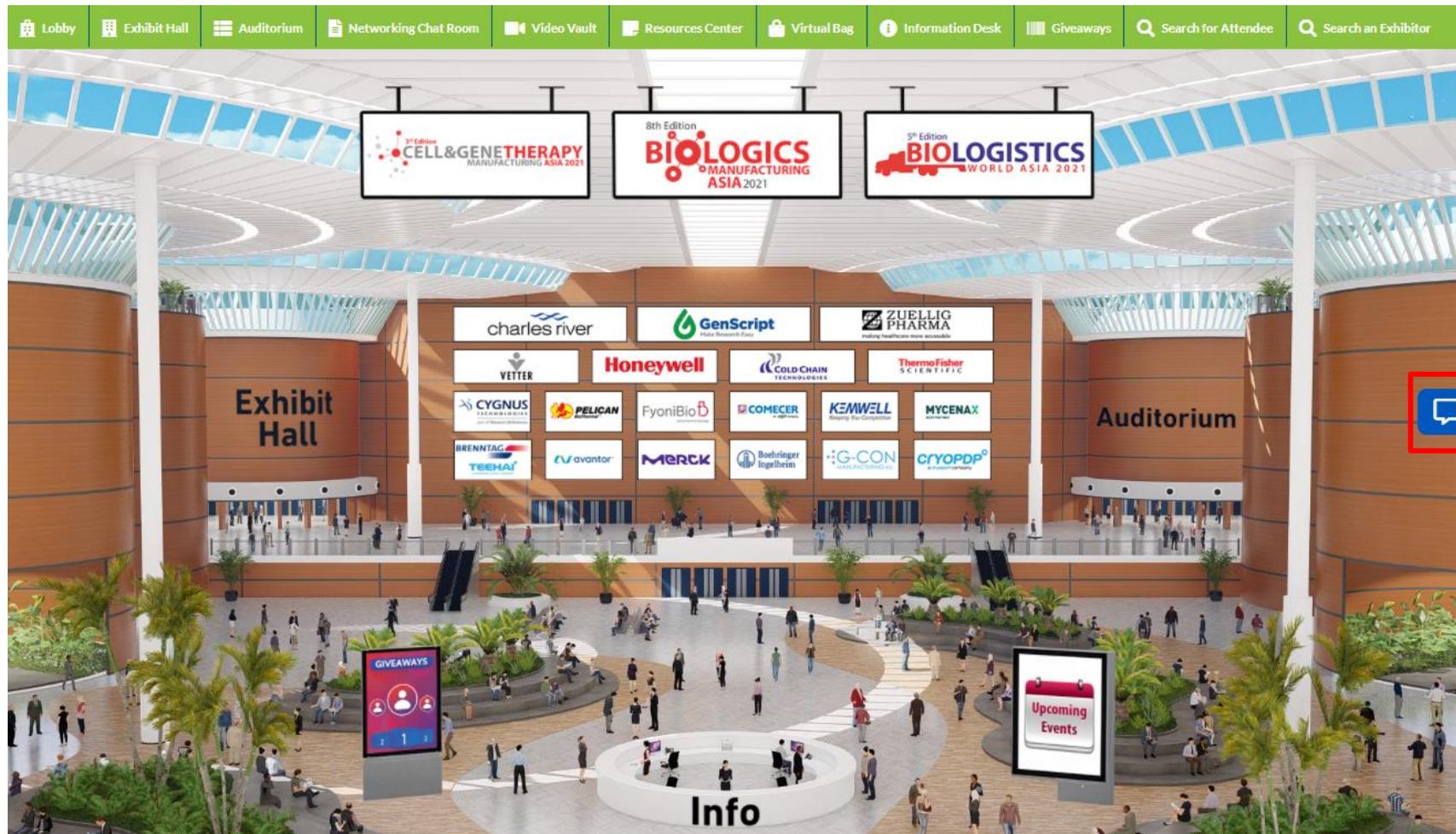
— **CLICK THE RESPESTIVE BUTTON** —  
To access to the Respective Booth Chatroom

— **CLICK HERE** —  
To follow IMAPAC PTE LTD LinkedIn to get information about our upcoming conference.



# HOW TO NAVIGATE THE EMBEDDED CHAT

Visit the **EMBEDDED CHAT** where you can chat with other ONLINE Participant  
**CLICK CHAT** Button on the right hand side at any page

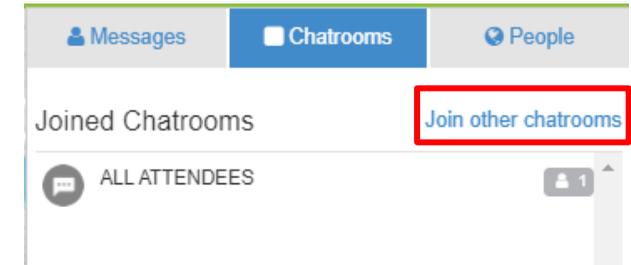


**CLICK HERE**  
To view the  
Embed Chat

# HOW TO NAVIGATE THE NETWORKING CHAT ROOM

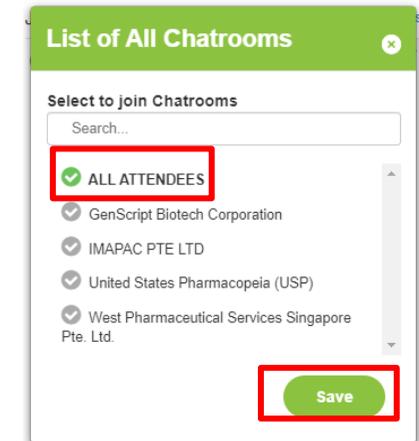
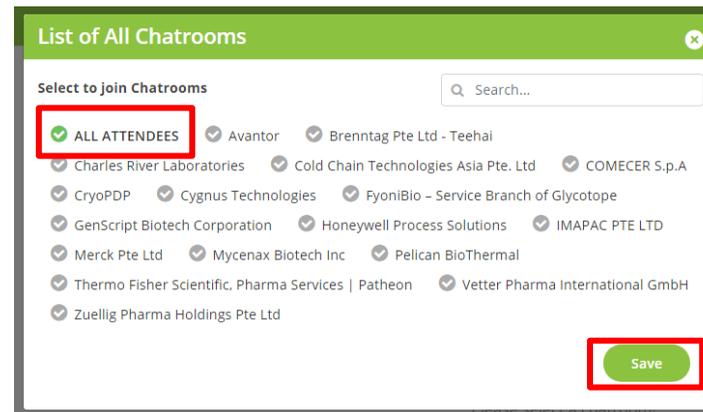
## STEP 1

Click on Join Other Chatrooms to view the Other Chatroom



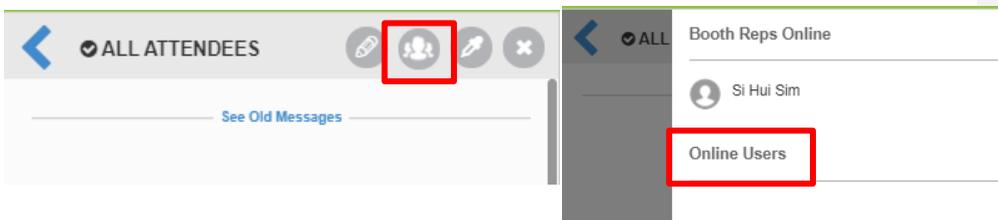
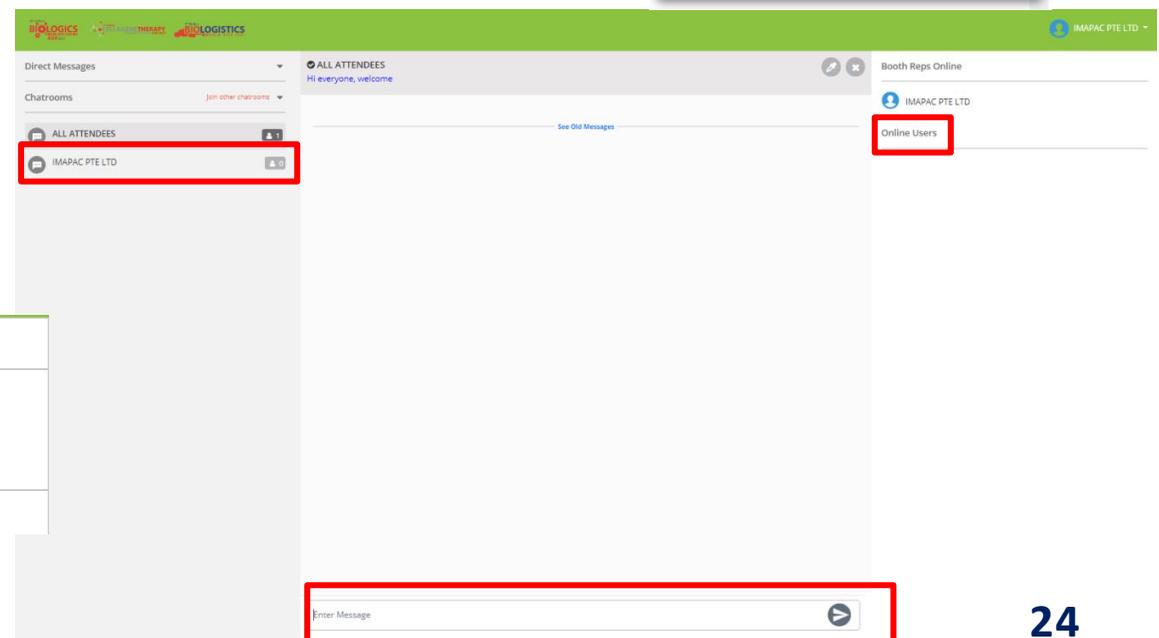
## STEP 2

Click on ALL ATTENDEES Chatroom and the SAVE to chat with other participants



## STEP 3

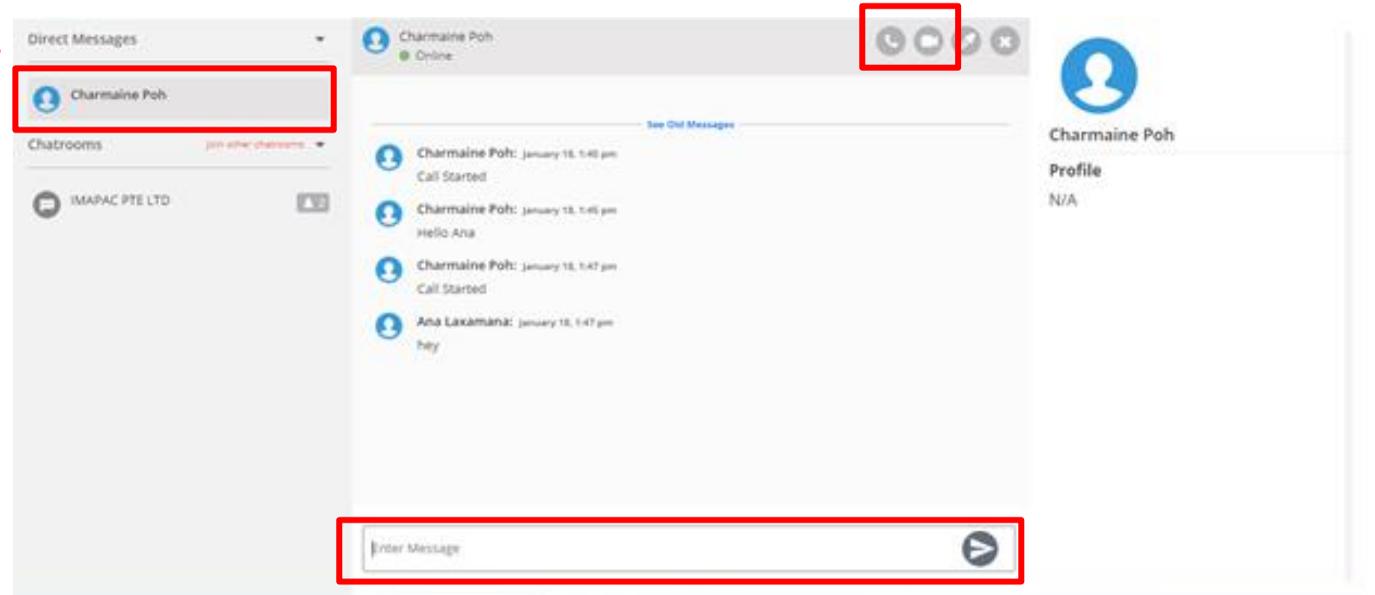
You have enter the Chatroom for ALL ATTENDEES  
In this Chat Room, you could see the Online User in the Chat and START CHATTING with other participant



# HOW TO NAVIGATE THE NETWORKING CHAT ROOM

## STEP 4

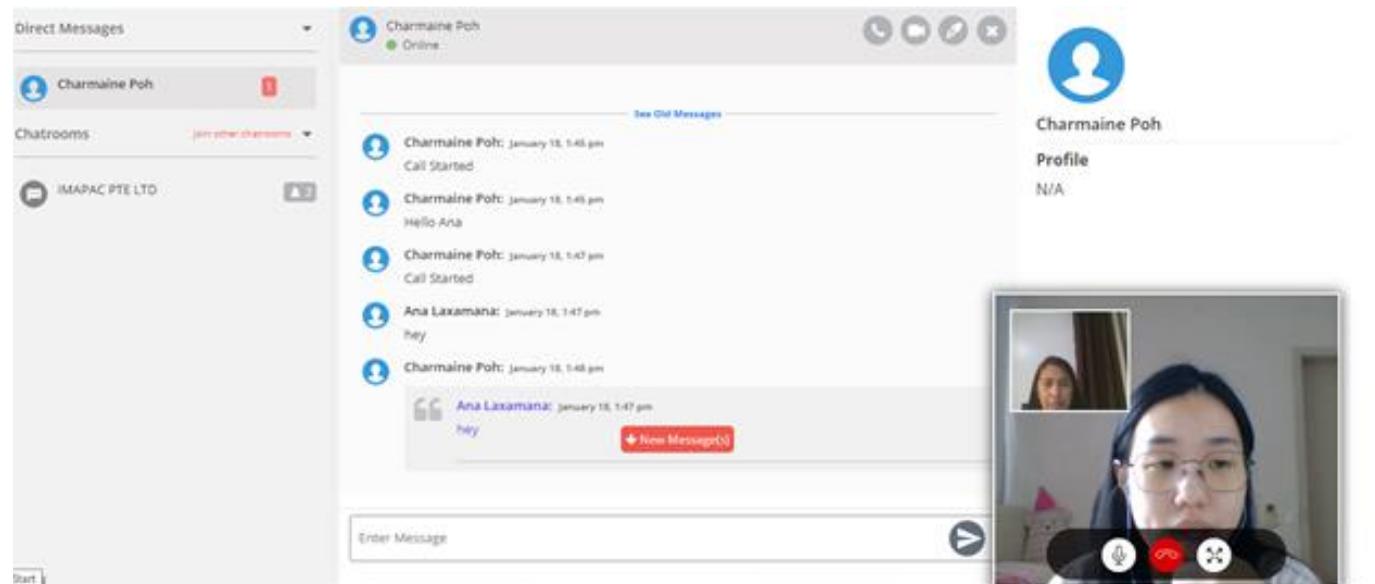
Once you click the NAME of the online user you would like to connect, it will be redirected as **DIRECT CHAT** and will give you an option to connect with them through **TEXT and VIDEO CONVERSATION** as you can see from the upper portion of the screen just beside the users name.



## STEP 5

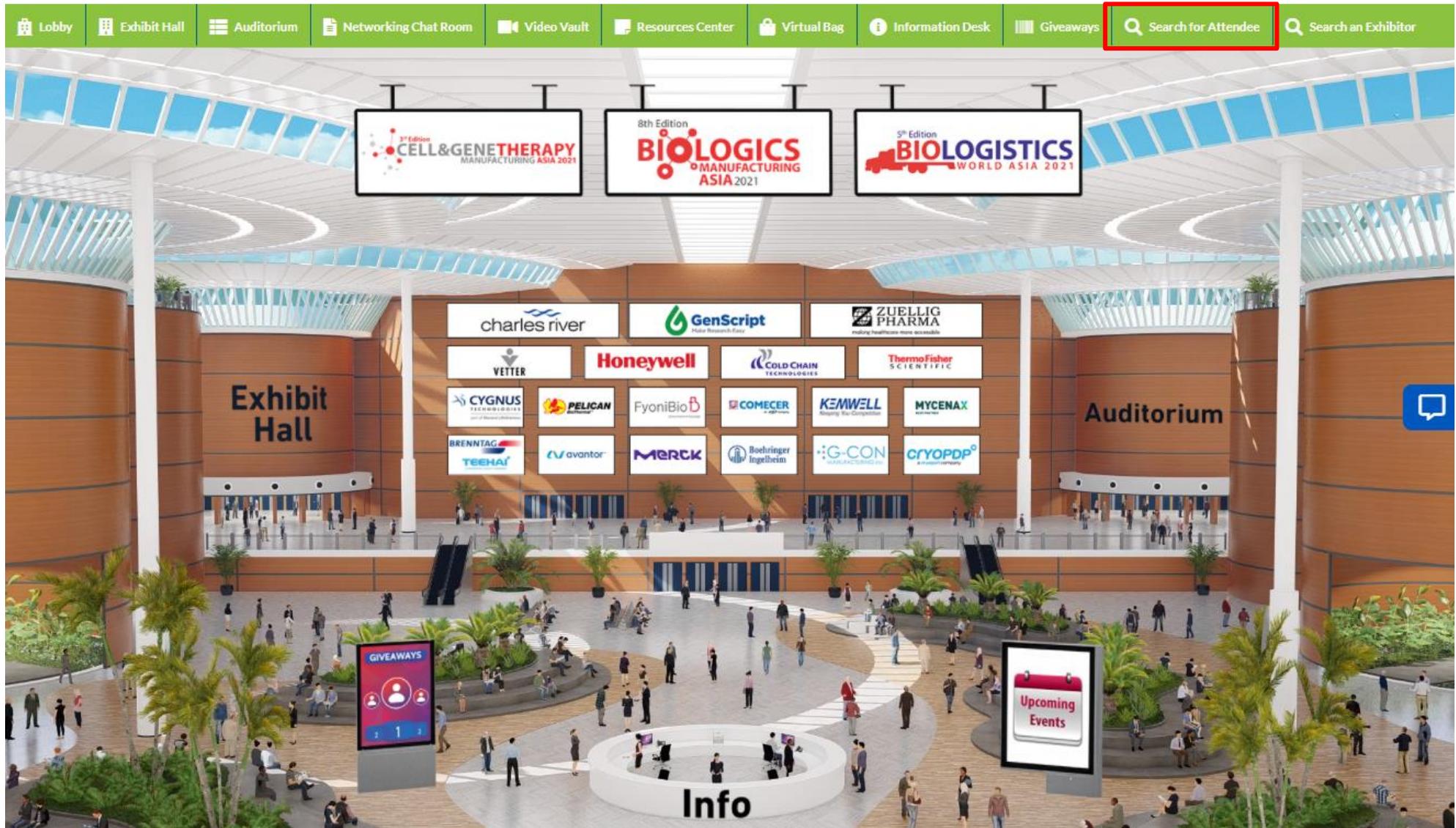
You can then choose how you would like to connect but should you decide to do video conversation, just click the video button and then connect with them without needing to set up any external platform.

Please see screenshot. You can also choose full screen for the video call.



# HOW TO SEND A CHAT INVITATION WITH THE ATTENDEE

To search for a Specify Attendee you would like to get in connect with, **CLICK SEARCH FOR ATTENDEE** in the Navigation Bar.



# HOW TO SEND A CHAT INVITATION WITH THE ATTENDEE

**STEP 1** **FILTER** attendee if you have a Specify Attendee you would like to get in touch with

Filter Attendees by:

First name:  Last name:  Company:  Job Title:

Department:  Country:  Category:

**STEP 2** **SEND AN CHAT INVITATION** once you have find the attendee

**Si Hui Sim**

First name: Si Hui Last name: Sim Company: IMAPAC PTE LTD

Job Title: Senior Operation Department: Operation Country: Singapore Category: Delegate

**STEP 3** Chat Invitation can be send once per attendee for a 30 minutes time slot during LIVE DAYS

Send chat invitation

- Time -

2021-02-03

08:30  
09:00  
09:30  
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

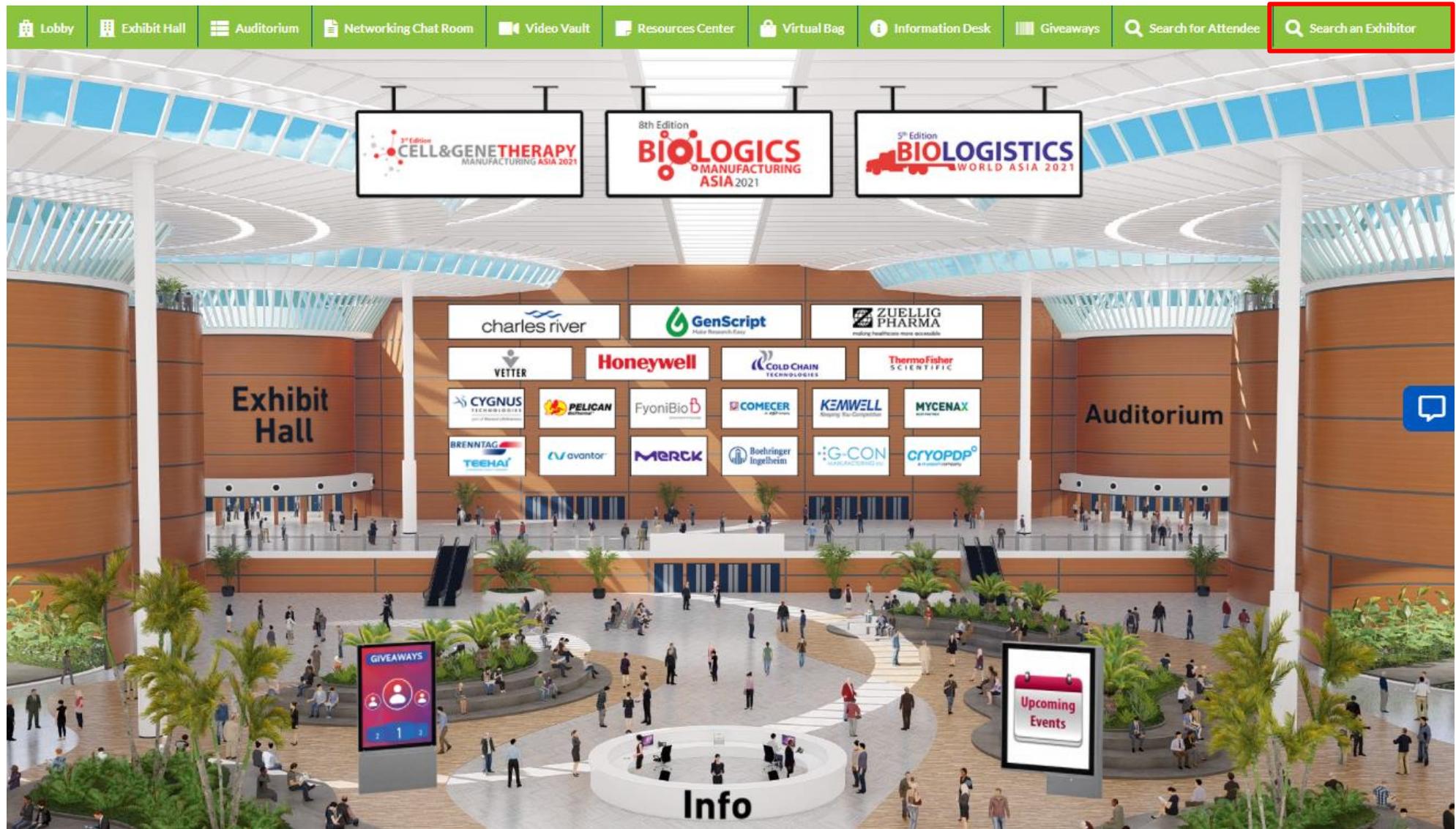
**STEP 4** Once send, the following will pop up and an email will be **SEND** to the attendee to **ACCEPT** or **REJECT**

Send chat invitation

The chat invitation has been sent successfully.

# HOW TO SEARCH FOR A SPECIFIC BOOTH REPRESENTATIVE

To search for a Specific Booth Representative you would like to get in connect with, **CLICK SEARCH FOR EXHIBITOR** in the Navigation Bar.



# HOW TO SEARCH FOR A SPECIFIC BOOTH REPRESENTATIVE

## LOOK HERE

To find the Booth Representative

## CLICK HERE

To visit the Booth Representative's Booth

Exhibitors					
First Name	Last Name	Booth	Visit Booth	Profile Picture	View Profile
IMAPAC	PTE LTD		<a href="#">Visit Booth</a>		<a href="#">View Profile</a>
Hye Eun	Choi	Thermo Fisher Scientific	<a href="#">Visit Booth</a>		<a href="#">View Profile</a>
Wakako	Kawada	Thermo Fisher Scientific	<a href="#">Visit Booth</a>		<a href="#">View Profile</a>
Austin	Shin	Thermo Fisher Scientific	<a href="#">Visit Booth</a>		<a href="#">View Profile</a>
Kiyeal	Nam	Thermo Fisher Scientific	<a href="#">Visit Booth</a>		<a href="#">View Profile</a>
Koji	Tanimoto	Thermo Fisher Scientific	<a href="#">Visit Booth</a>		<a href="#">View Profile</a>
Bongsu	Seo	Thermo Fisher Scientific	<a href="#">Visit Booth</a>		<a href="#">View Profile</a>
Autumn	Kim	Thermo Fisher Scientific	<a href="#">Visit Booth</a>		<a href="#">View Profile</a>
Minkyung	Shin	Thermo Fisher Scientific	<a href="#">Visit Booth</a>		<a href="#">View Profile</a>
David	Crowley	Thermo Fisher Scientific	<a href="#">Visit Booth</a>		<a href="#">View Profile</a>

## LOOK HERE

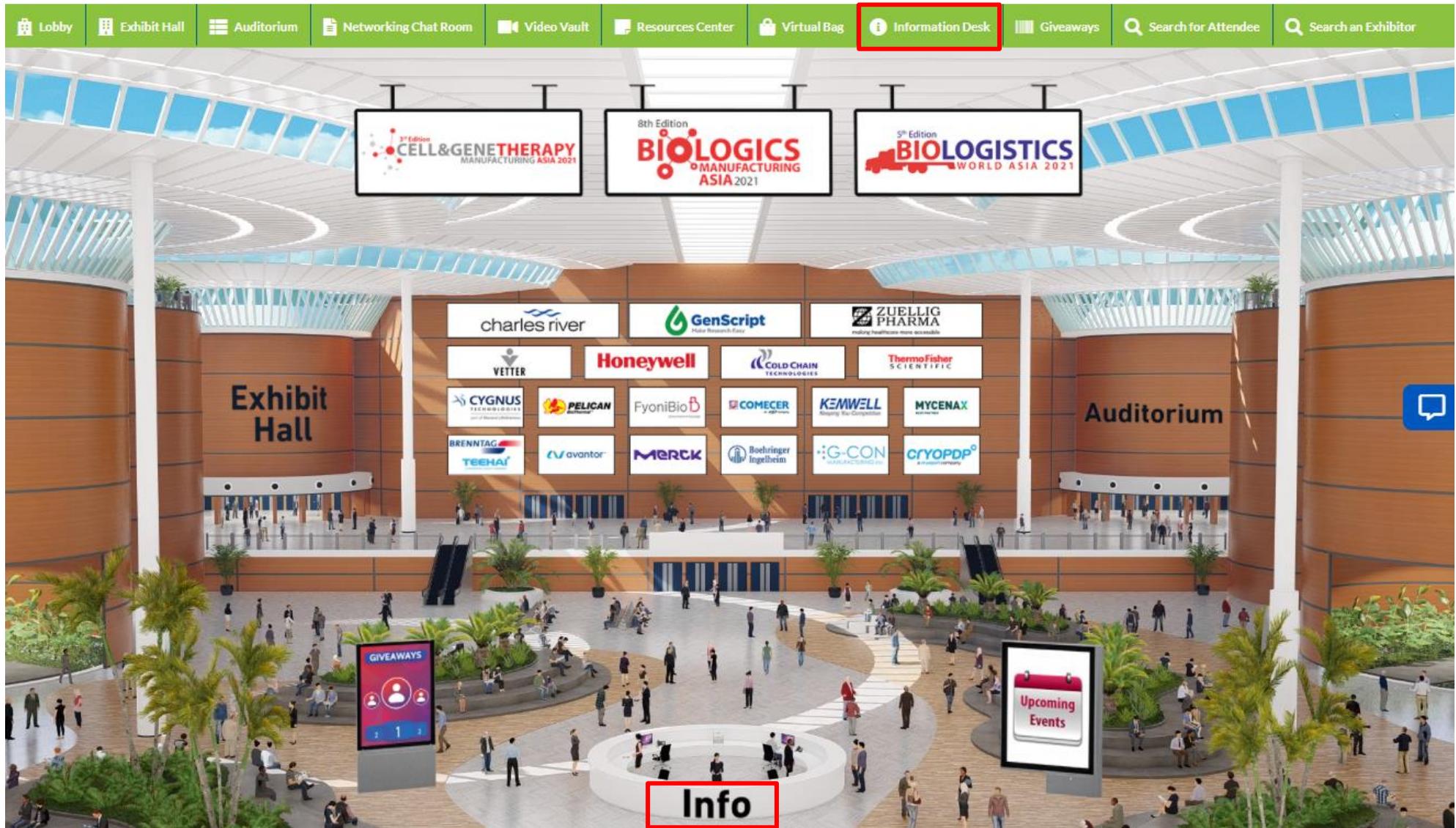
To see which Booth that the Booth Representative belong to

## CLICK HERE

To visit the Booth Representative's Profile

# HOW TO VISIT THE INFORMATION DESK

Visit the Information Desk by clicking in the Navigation Bar or the lobby **INFO** desk.



# HOW TO VISIT THE INFORMATION DESK

**CLICK HERE**

To chat with vFairs for any Technical Assistance regarding the Platform

**CLICK HERE**

To view the PDF on "HOW TO NAVIGATE THE EXPO"

**CLICK HERE**

To chat with the Organizer with any enquires you have



**CLICK HERE**

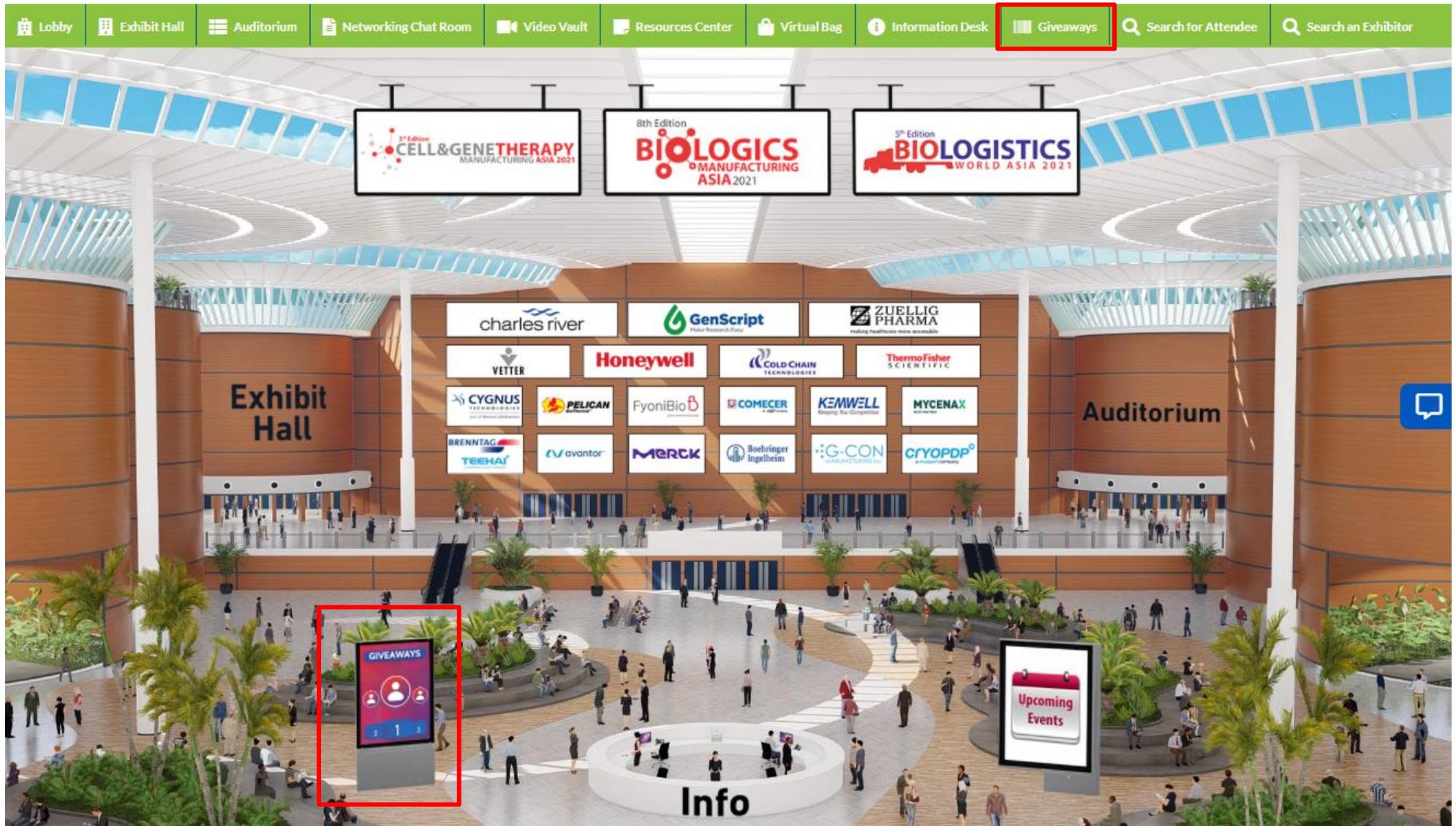
To the Auditorium

**CLICK HERE**

To the Exhibition Hall

# GIVEAWAYS (APPLICABLE FOR CERTAIN CONFERENCE)

Visit the Giveaways by clicking in the Navigation Bar or the lobby **GIVEAWAYS** Banner.



# GIVEAWAYS (APPLICABLE FOR CERTAIN CONFERENCE)

Giveaways Points will be accumulated over the 2 LIVE DAYS. Winners will be announced after the conference through an email.

**CHECK HERE**  
To see the  
Leaderboard Ranking

1	Suan East Foo 30350 points
2	Shrinvas Mallanna 19900 points
3	Babji Arun kumar Pillachennugalla 18300 points
4	So Youn Park 16250 points
5	Hong Bin Kok 7450 points
6	Kervin Teo 7250 points
7	Nitin Salvi 5000 points
8	Yoshiteru Chishiki 4950 points
9	Euncheol Kim 4850 points
10	Serene Chen 4750 points

Giveaways are not applicable for Technology/Solution Providers.

## Collect Points by

Action	Points
Chatting with a Booth Representatives	250
Visiting Exhibition Booth	200
Viewing of Booth Documents and Videos	150
Viewing of Webinar Session	100
Clicking on Booth Banner	50
Clicking on Booth Content Tabs	50
Adding Document or Video in Virtual Bag	50
Watching of Welcome Video Lobby	50

## Prizes

Top 3 Active Participants to get Amazon e-Gift Voucher.

\*We will try to accommodate other e-vouchers if Amazon is not applicable to their country

	First Prize: SGD 150
	Second Prize: SGD 100
	Third Prize: SGD 80

Points will be accumulated over the 2 LIVE DAYS from 23 to 24 June 2021. Winners will be announced after the conference through an email.

**CHECK HERE**  
To see the points for  
each action

**CHECK HERE**  
To see the prize for the  
Active Participants

Thank you for attending the **IMAPAC's**  
**Virtual Conference**

For any questions about  
navigating the platform, please  
contact us through the platform  
by clicking the **“Information Desk”**