



VISITOR GUIDELINE

1. Go to <https://www.asiafruitlogistica.com/Visitors/> and “click Register Now” >> if you have voucher code please insert there or press next and complete all information
2. Once you registered in system, you will soon receive the user / password to access AFL ON platform



Your Online Profile for ASIA FRUIT LOGISTICA ON

Dear FRUIT LOGISTICA,

Welcome to **ASIA FRUIT LOGISTICA ON** digital platform, where you can make new connections, meet business partners and organise formal business meetings now.*

Benefit from the full AFL ON experience and join our pre-event webinars which will start in October. Find more information [here](#).

Don't miss out on our enriching programme including [Asiafruit Congress ON](#) (17 November 2020), all business meetings*, all [hall forums](#) and [exhibitors presentations](#) (18 – 20 November 2020).

**not available for viewer accounts*
Access your account by clicking below:



Alternatively, manually access via <https://afi-on.asiafruitlogistica.com/>

with your passcode:

DFEA3600

or scan the below QR code with Facebook/LINE/QR Scanner.

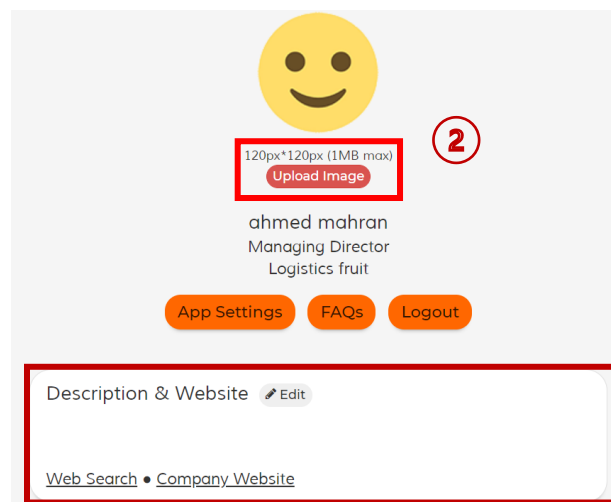
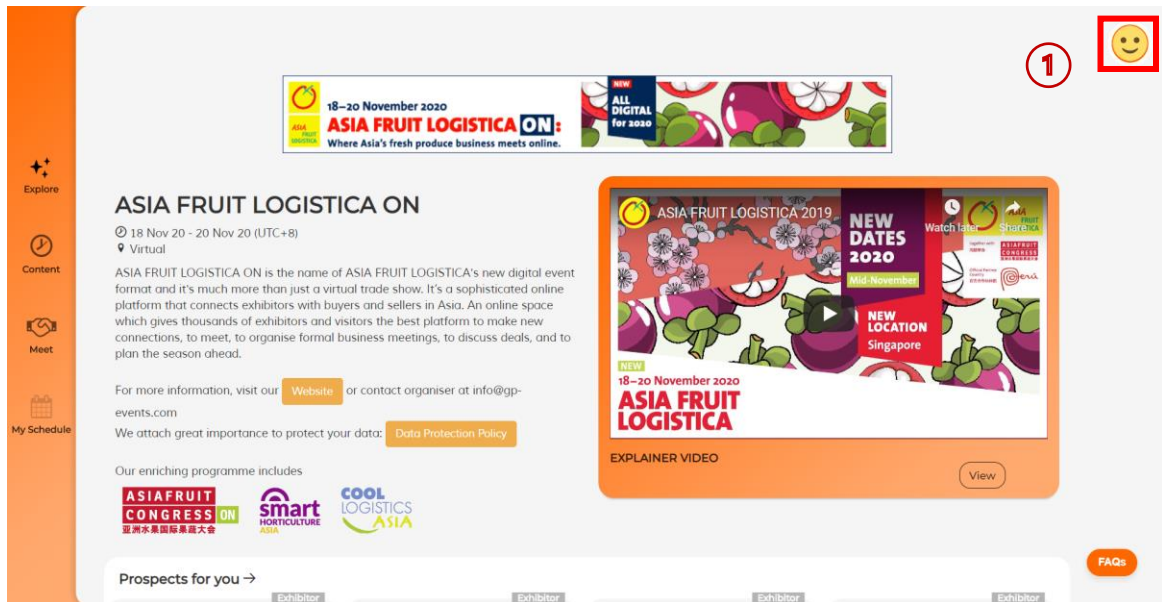


Remarks : If you are unable to find this email, you can also enter your email address at the login page under 'Lost Passcode?' and your login details will be sent directly to your email



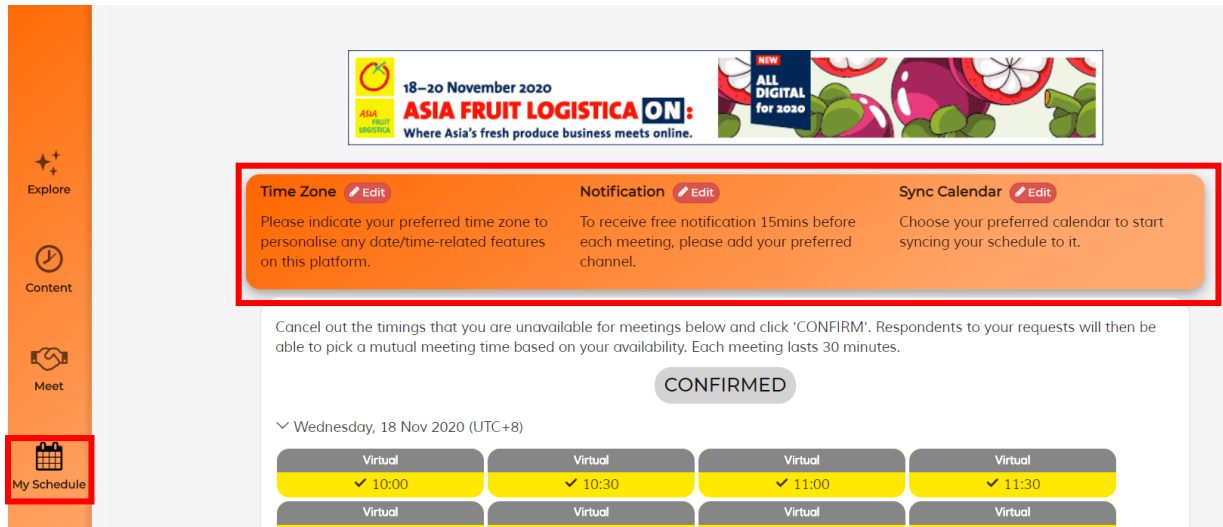
1. **Explore** – This is the landing page. Here you can see the basic information, our introductory video, and Tailor made contents
 2. **Content** - Where you may access our conferences and hall forums. It is sorted by date, or by tracks, by speakers or even by tags. Under “For You”, it shows the recommended content based on your preferences indicated here.
 3. **Meet** - It is the place where you can virtually meet people and conduct business meetings.
 4. **My schedule** - It is your personalized timetable in ASIA FRUIT LOGISTICA ON, showing your favorite content session and confirmed meeting schedule on a daily basis.
3. Visitor need to set up :
- a) update your profile (see tick mark below), ** are details based on ticket shop one field can't be changed.

**Visitor First name	auto
** Visitor Last name	auto
** Visitor E-mail	auto
Position	✓
Job Title	✓
Profile Picture (circular form) Format: JPG, PNG or GIF Resolution: 120px - 120px Size: max 1MB	✓
Profile description Text Description: Limited to 1,000 characters with space	✓



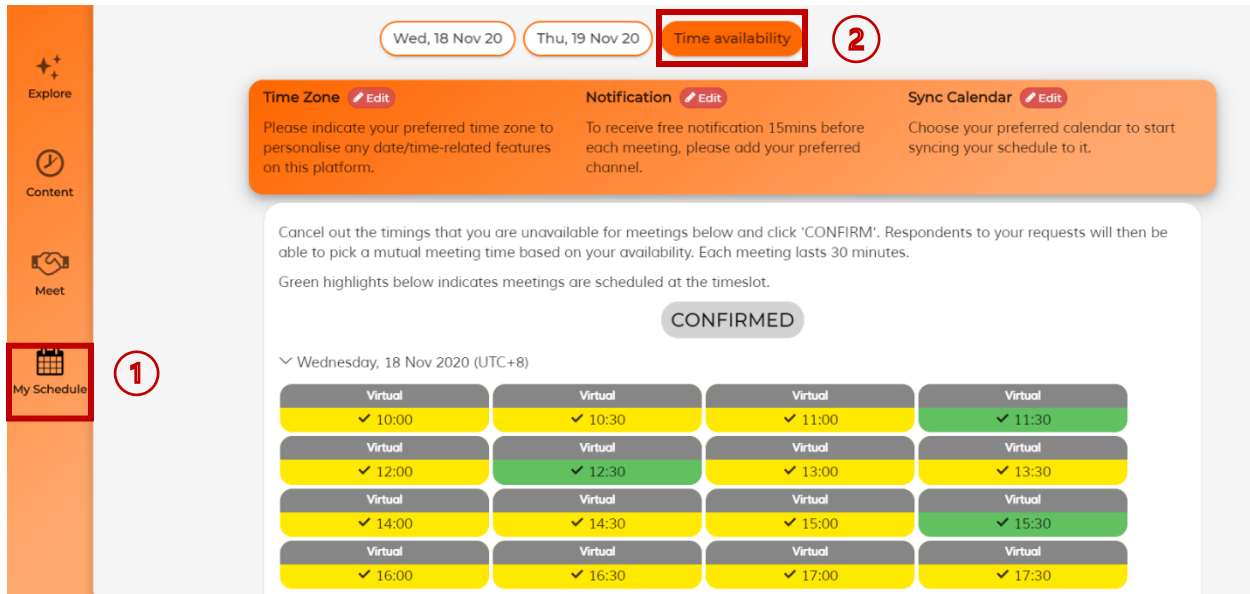
1. Click at the top righthand corner
2. Click upload Image to update your profile photo
3. You can complete your Profile description with 1,000 characters with space

- b) Personalisation your Time Zone, Notification Channel, Sync Calendar (Go to My Schedule, click date/time to edit your time zone, channel to notify visitor about meeting (SMS, Social media, Whatsapp, etc) and can sync to outlook or google calendar if you wish too.



➤ **Set Your Meeting Time Availability**

- Go to My Schedule, click Time Availability to confirm your available time for meetings



Remarks:

- Chat function available by 18 November 2020 08:00am China/Singapore Time, for contacts with confirmed meetings arrangement

➤ E-Business card Set Up

By default, the E-Business card will only display your registered email address. To include your mobile number, please follow the steps below

1. Click on your My Schedule
2. Click the "Edit" button on Notifications (Facebook messenger/ Wechat/ Whatsapp/ SMS)
3. Enter Country Code and Mobile number and Click Save

The screenshot shows the app's settings interface. The left sidebar has icons for Explore, Content, Meet, and My Schedule (highlighted). The main content area shows event details for 'ASIA FRUIT LOGISTICA ON' (18-20 November 2020). Below this are three tabs: 'Wed, 18 Nov 20', 'Thu, 19 Nov 20', and 'Time availability'. Under the 'Thu, 19 Nov 20' tab, there are three settings cards: 'Time Zone' (UTC+8), 'Notification' (WhatsApp), and 'Sync Calendar'. A modal dialog is open for editing the notification settings, showing a phone number input field with '+ 66 - 00000000', a checked checkbox for 'Send me notifications via WhatsApp', and 'Save' and 'Unsubscribe' buttons.

LIVE CHAT

- You can start the Live chat by click the Chat Box icon on top of the explore page to use the live chat function (available from 08.00 am Nov 18 – 10.00 pm Nov 20)

The screenshot shows the app's live chat interface. The left sidebar has icons for Explore, Content, Meet, and My Schedule (highlighted). The main content area shows event details for 'ASIA FRUIT LOGISTICA ON' (18 Nov 20 - 20 Nov 20). A chat window is open at the bottom, showing messages from Michael Burry, Susan Gray, Kanokkan Tha..., and Data Mala. A red arrow points to the chat icon in the top right corner of the app.

Messages:

- Michael Burry: Hi sent in chat
- Susan Gray: Hi
- Kanokkan Tha...: Hi sent in chat
- Data Mala: Hi

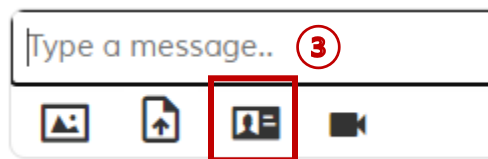
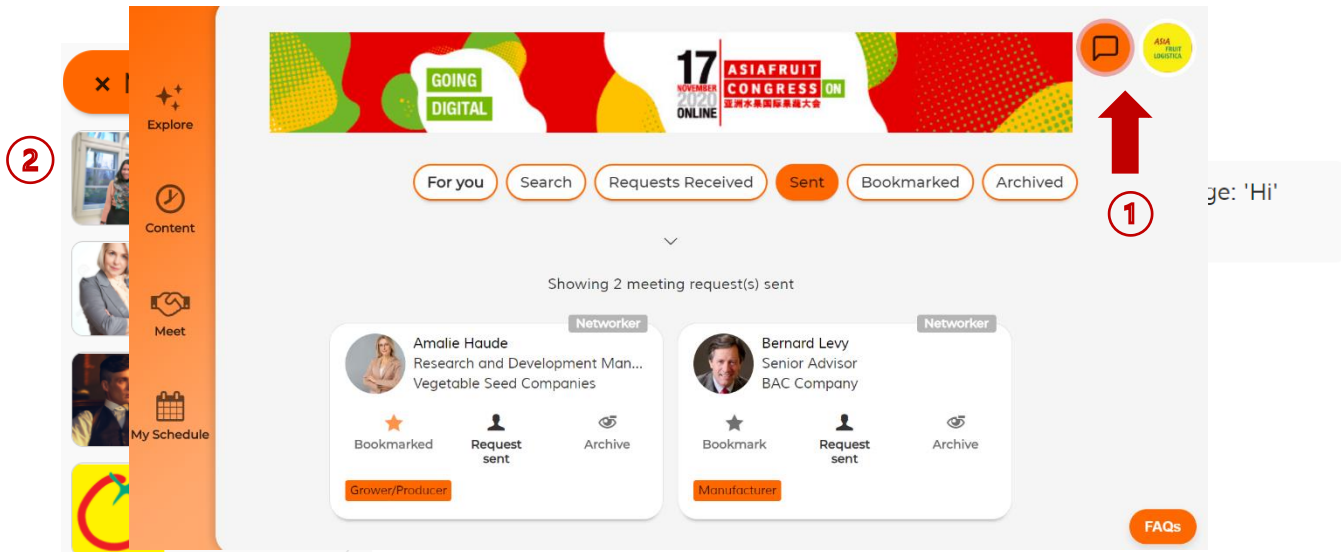
Chat history:

- AFL O...: Hello! Glad to have both of you connected!
- AFL O...: Data Mala sent a meeting request with the message: 'Hi :)' which Nicharat Thiraamornsej has accepted.
- Hi x
- 6:48 PM

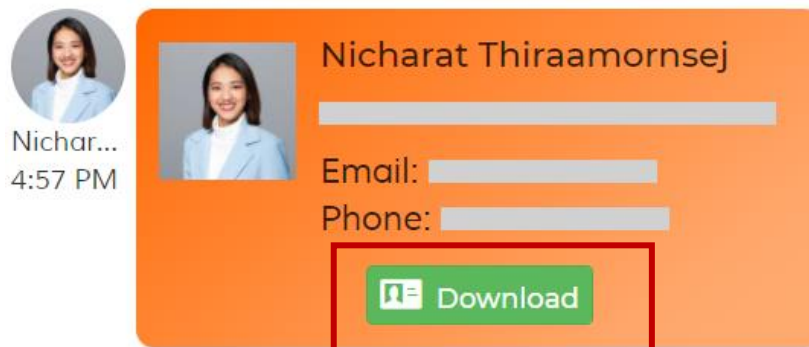
Bottom right corner: Data Mala, RMC fresh fruit company, 11:30, 19 Nov, 10:30, 19 Nov

➤ **Exchange E-Business card**

1. Click the "Messages" icon on the top righthand corner
2. Click on the connection you would like to communicate
3. Click on the 'ID Icon' below the text box
4. Send virtual contact card for the other party to save on their mobile directly



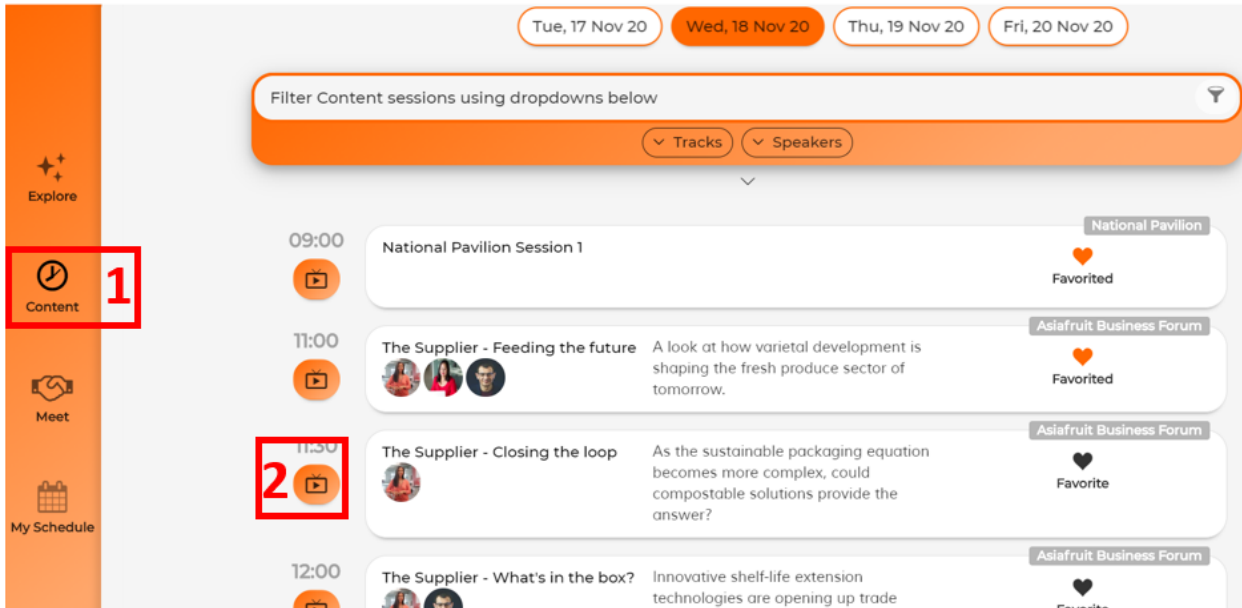
IMPORTANT! Exchange and download the E-Business card first!
After the closing of AFL ON Platform (December 15, 2020, 10 pm CN/SG time), the download function will not be available



4. CONTENT : is free of charge incl Asiafruit Congress ON, Hall Forum (Asiafruit Business, Cool Logistics Asia, Smart Horticulture Asia) and pre-webinars at AFL ON Platform (for more info, see content program at >> <https://www.asiafruitlogistica.com/About/Events/> .

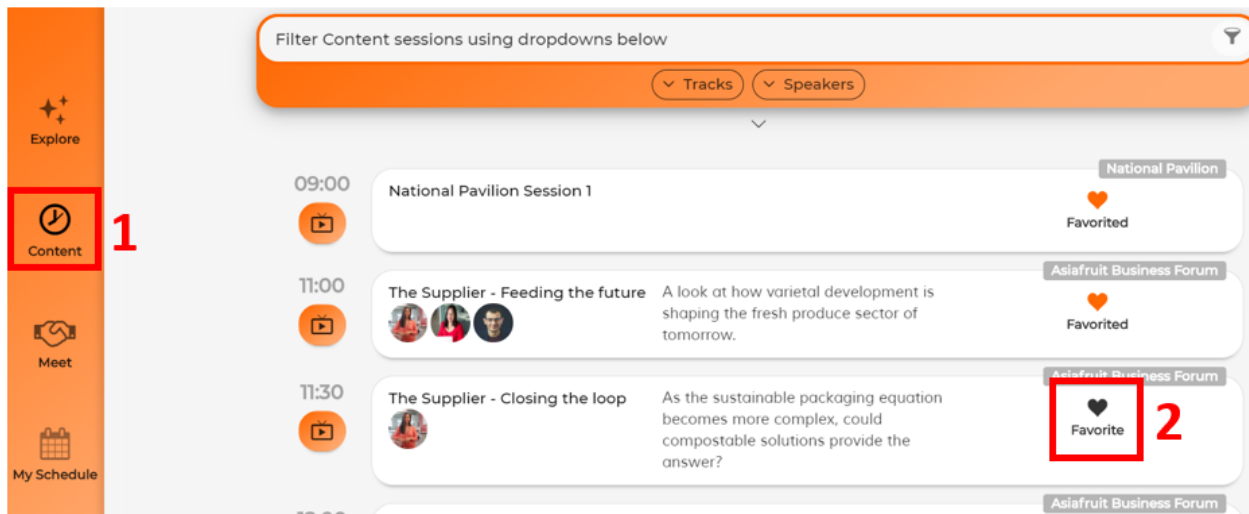
To view the video content on the platform

- Go to the "**Content**" Tab
- You may either find your session by date or filter the sessions using the drop-down options
- Click on the **Video button** to access the media content



You can bookmark a session to access it conveniently anytime during AFL ON

- Go to the "**Content**" Tab
- Select the session you want to bookmark
- Click the "**Favorite**" button



The bookmarked session will be listed on your "My Schedule" tab.

MEET

**Important* video meeting function work better on desktop browser. Some of the old versions Mobile may not support.*

- Go to My schedule Click the video icon or Go to chat box to enter the meeting room

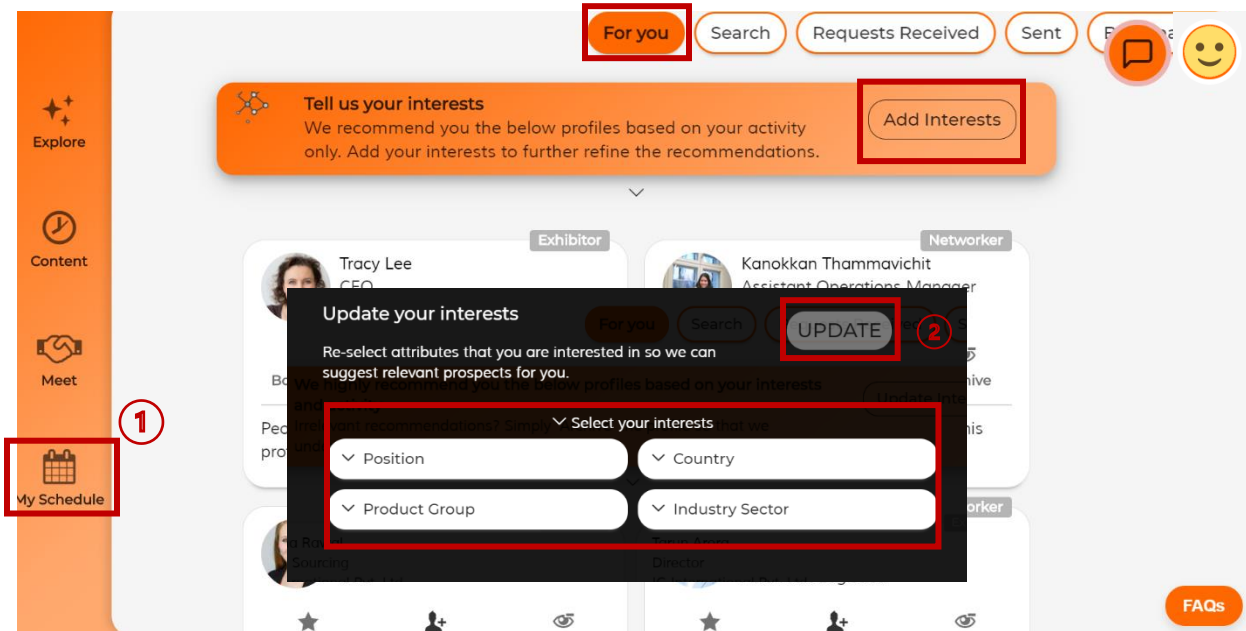
The screenshot displays the 'MEET' interface. On the left is a vertical orange sidebar with four icons: 'Explore' (stars), 'Content' (clock), 'Meet' (handshake), and 'My Schedule' (calendar). The 'My Schedule' icon is highlighted with a red box and a circled '1'. The main content area has a top navigation bar with 'Wed, 18 Nov 20', 'Thu, 19 Nov 20', and 'Time availability'. Below this are three orange panels: 'Time Zone' (with an 'Edit' link), 'Notification' (with an 'Edit' link), and 'Sync Calendar' (with an 'Edit' link'). A red arrow labeled '2' points from the 'Time Zone' panel to a meeting card for '11:30' featuring Winnie Naomi, Admin at Test Company. The meeting card includes a video icon, a profile picture, and action buttons: 'Bookmark', 'Reschedule', and 'Cancel'. A 'Networker' label is positioned above these buttons. Below it is another meeting card for '12:30' featuring Jude Plant Manager, Plant Manager at ACF Company, with similar action buttons and a 'Speaker' label.

Noted:

- Allow using your microphone and camera & allow pop-ups in your desktop or mobile settings
- Click Join Now to join the meeting
- The system will count down the meeting starting time
- Screen sharing function is only allowed on PC

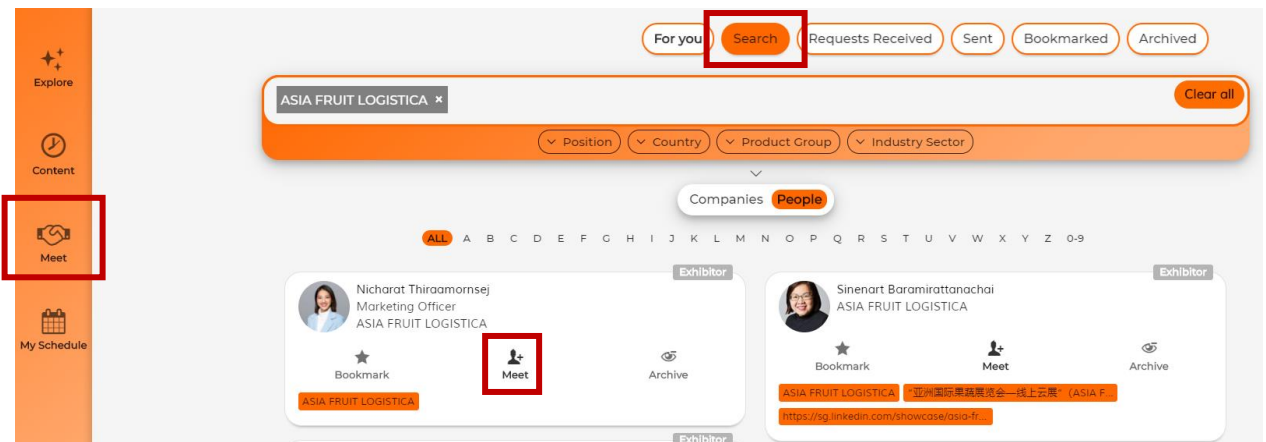
MEET: Go to meet and enjoy surfing to arrange meeting with exhibitors throughout 18 – 20 November 2020

- a) Set up interest (under Meet on my schedule left tab bar)>> select attributes that you are interested in so system can suggest relevant prospects for visitor.

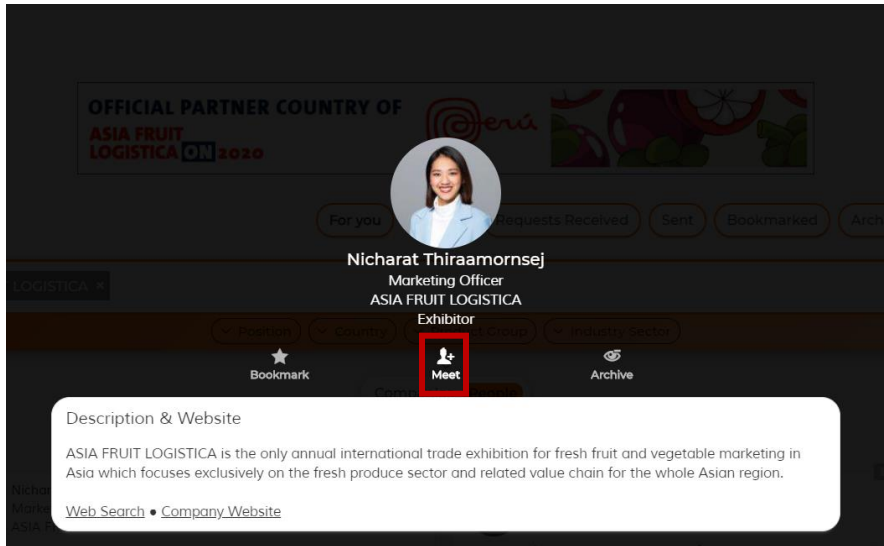


1. Click My Schedule >> For you >> Add Interests
2. Select your interests >> Update

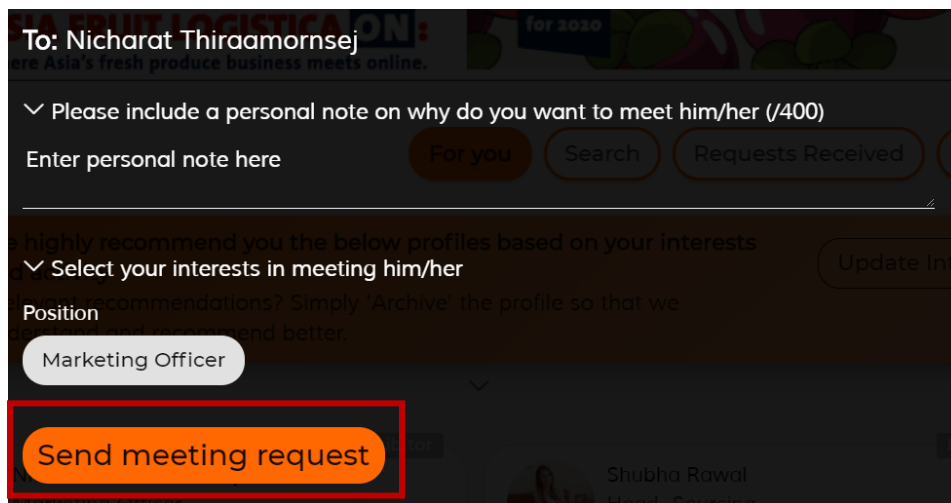
- b) Go to Meet >> Search you can filtered your search



- c) Click on your interested profile >> Meet : to request for meeting



You can send them the Personal note to indicate clearly purpose of the meeting
>> Send meeting request to them



➤ **Remarks**

- **Bookmark** means to keep this profile for future review or action and you all review all bookmarked from top bar “bookmarked”
- **Archived** means profile won't be included in search and recommendations, you can see them at “archived” and bring them back at anytime.

➤ **View the Meeting Request You Sent**

- Go to Meet, click Sent to view the requests you have sent

Remarks:

- The Maximum meeting duration is 30 mins each.
- Your meeting quota is unlimited.
- To view the list of requests, click on "Request received"

➤ Accept a Meeting

1. Go to Meet function on the left-hand menu
2. Click Request Received
3. Click Accept request
4. View the available timeslots of the counterpart, then pick one for the meeting

The image shows a user interface for managing meeting requests. The top navigation bar includes 'For you', 'Search', 'Requests Received' (highlighted with a red box and labeled '2'), 'Sent', 'Bookmarked', and 'Archived'. The left sidebar has 'Meet' (highlighted with a red box and labeled '1') and 'My Schedule'. Below the navigation, it says 'Showing 2 meeting request(s) received'. Two request cards are shown, each with an 'Exhibitor' label, a profile picture, name, and role, and three action buttons: 'Bookmark', 'Accept request', and 'Decline'. The 'Accept request' button for the first request is highlighted with a red dashed box. An inset window shows the 'Accept request' dialog for Isaac Gabriel, Branch Manager, Kann. It displays a message 'Hi' and a list of available timeslots for Wednesday, 18 Nov 2020 (UTC+8) and Thursday, 19 Nov 2020 (UTC+8). The 12:00 slot on Wednesday is highlighted in orange. A red arrow points from the 'Accept request' button in the main view to the 'Accept request' button in the inset window.

OFFICIAL PARTNER COUNTRY OF
ASIA FRUIT LOGISTICA ON 2020

For you Search **Requests Received** Sent Bookmarked Archived

1

2

Showing 2 meeting request(s) received

Exhibitor
Isaac Gabriel
Branch Manager
Kann
Bookmark **Accept request** Decline

Exhibitor
Kann Thammavichit
Fruit Logistica
Bookmark **Accept request** Decline

FAQs

x Accept request

18-20 November 2020
Where Are You? **ASIA FRUIT LOGISTICA ON 2020**
Isaac Ga...
Hi

Format: Meet virtually with online video call.

Here are the available timings to meet him/her. Pick one!

Wednesday, 18 Nov 2020 (UTC+8)

10:00	10:30	11:00	12:00
13:00	13:30	14:00	14:30
15:00	16:00	16:30	17:00
17:30			

Thursday, 19 Nov 2020 (UTC+8)

10:00	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	17:30	

➤ Decline a meeting request

1. Go to Meet on the left-hand menu
2. Toggle to "Requested Meetings"
3. Click on "Decline"
4. Indicate your reason of decline by selecting from the dropdown menu

The screenshot displays the 'Meet' section of a platform. On the left, a vertical orange sidebar contains navigation options: 'Explore', 'Content', 'Meet' (highlighted with a red box and a circled '1'), and 'My Schedule'. The main content area features a header with 'OFFICIAL PARTNER COUNTRY OF ASIA FRUIT LOGISTICA ON 2020' and a '@Peru' logo. Below the header are filter tabs: 'For you', 'Search', 'Requests Received' (highlighted with a red box and a circled '2'), 'Sent', 'Bookmarked', and 'Archived'. The text 'Showing 2 meeting request(s) received' is displayed. Two meeting request cards are shown. The first card is for Isaac Gabriel, Branch Manager at Kann, with options for 'Bookmark', 'Accept request', and 'Decline'. The second card is for Kann Thammavichit, Fruit Logistica, with options for 'Bookmark', 'Accept request', and 'Decline' (highlighted with a red dashed box and a circled '3'). A red arrow points from the 'Decline' button to a modal dialog box. The modal dialog has a dark background and contains the text: 'Hold on! Do you really want to decline this request? If yes, please select an appropriate reason below so that we can inform the other party.' Below this text is a dropdown menu with the selected reason 'You may not fit our investment criteria at this moment'. At the bottom of the modal are two buttons: 'Decline request' (highlighted with a red box and a circled '4') and 'No, go back'.

Remarks:

Meeting request is raised on individual basis. A particular individual cannot request meeting once it has been rejected.

Please note that due to data privacy law, 2 parties can only talk/communicate if both of them agree/accept the connection.

➤ Reschedule a Meeting

1. Go to My Schedule function on the left-hand menu
2. View your meeting schedule of each day
3. Click Reschedule to reschedule a meeting

The screenshot displays the 'My Schedule' interface. On the left, a vertical orange sidebar contains navigation icons for 'Explore', 'Content', 'Meet', and 'My Schedule' (highlighted with a red box and a circled '1'). The main content area shows a date selector at the top with 'Wed, 18 Nov 20' selected (highlighted with a red box and a circled '2') and 'Thu, 19 Nov 20' next to it. Below the date selector are three orange panels: 'Time Zone' (with an 'Edit' button), 'Notification' (with an 'Edit' button), and 'Sync Calendar' (with an 'Edit' button'). The main meeting list shows two entries:

- 11:30**: Winnie Naomi (Admin, Test Company) with a 'Reschedule' button (highlighted with a red box and a circled '3') and 'Bookmark' and 'Cancel' buttons. The 'Reschedule' button is also highlighted with a red arrow pointing down to the dialog below.
- 12:30**: Jude Plant Manager (Plant Manager, ACF Company) with 'Bookmark', 'Reschedule', and 'Cancel' buttons.

The 'Reschedule' dialog box is open, showing the format 'Meet virtually with online video call.' and the instruction 'Here are the available timings to meet him/her. Pick one!'. It lists available times for Wednesday, 18 Nov 2020 (UTC+8), Thursday, 19 Nov 2020 (UTC+8), and Friday, 20 Nov 2020 (UTC+8). The 14:00 slot on Wednesday is highlighted in orange.

Remarks: You Can re-initiate meeting request as long as it is not denied. Once denied, the person cannot initiate meeting request to the same person again

➤ Cancel a Meeting

1. Go to My Schedule function on the left-hand menu
2. View your meeting schedule of each day
3. Click the "Cancel" button on the person's profile, and select a reason from the dropdown menu (optional)

The screenshot illustrates the 'My Schedule' interface. On the left, a vertical orange sidebar contains navigation icons: 'Explore', 'Content', 'Meet', and 'My Schedule' (highlighted with a red box and a circled '1'). The main content area shows a date selector at the top with 'Wed, 18 Nov 20' selected (highlighted with a red box and a circled '2') and 'Thu, 19 Nov 20' next to it. Below the date selector are three orange panels: 'Time Zone' (with an 'Edit' button), 'Notification' (with an 'Edit' button), and 'Sync Calendar' (with an 'Edit' button). The meeting schedule is displayed below, showing two meetings:

- 11:30**: Winnie Naomi, Admin, Test Company. Role: Networker. Actions: Bookmark, Reschedule, Cancel.
- 12:30**: Jude Plant Manager, Plant Manager, ACF Company. Role: Speaker. Actions: Bookmark, Reschedule, Cancel (highlighted with a red box and a circled '3').

A red arrow points from the 'Cancel' button in the second meeting to a confirmation dialog box. The dialog box has a dark background and white text, asking: 'Do you really want to cancel this meeting? If yes, please select an appropriate reason below so that we can inform the other party.' Below the question is a list of reasons with a scroll bar:

- ✓ There is no specific reason
- There is some personal issue to attend to
- There is some prior work commitment
- There is an unexpected travel issue
- Our interests may not match
- There is no other suitable timings to reschedule.

Warm reminder:

We fully understand meeting arrangement can be very dynamic with lots of last minute changes possible. We do hope you may inform your meeting counter party via CHAT function on any changes and avoid no show by all means as no show is damaging to your business reputation.

IMPORTANT CONTACTS

Area of Responsibilities	Email	Company in charge
Visitor Enquiries	tickets@gp-events.com	ASIA FRUIT LOGISTICA Organiser Team
Exhibitor Enquiries and all operations incl voucher codes	exhibitor@gp-events.com	Global Produce Events GmbH
Consecutive Interpretation	Ryann.choi@pico.com	Pico IES Group
Asiafruit Congress ON and Content Sponsorship Opportunities	info@asiafruitcongress.com	Asia Fruit Congress