









# **USER GUIDELINE**

#### Dear Sir/Madam

Thank you for your registration for India ASEAN Engineering Partnership Summit, to be held from 24-27<sup>th</sup> August 2021. A step by step guideline is appended below for your kind reference:

## For accessing Webinars:

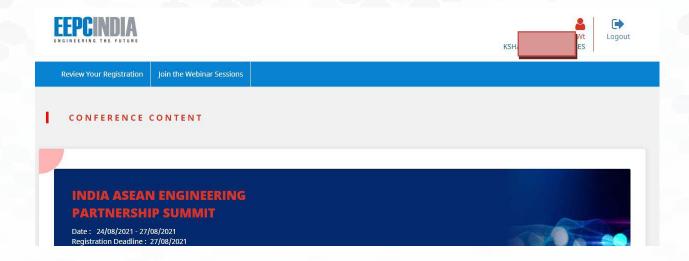
1. To view/manage your registration and to see the list of webinars you have chosen, please click on the following link.

#### https://eepcvirtualexpo.com/conference management/my conference

2. After clicking the above link, the following Login Page will appear in which you will have to provide your **CRN number**.



3. After Login the Dashboard will appear with the two sections "Review Your Registration" & "Join the Webinar Sessions".



4. **Join the Webinar Sessions**: By default, "**Join the Webinar Sessions**" page will appear, in which, you will be able to view your selected sessions, dates, time along with "**Join Now**" Tab which will be activated just before 15 minutes of the session time.



5. Review your registration session: The "Review your registration session" page will open your registration form. Here you will be able to update your registration details such as addition of new participants and sessions, modifications in the Contact Information etc. In case of addition of new participants and sessions, the form will be updated including the revised fee (If applicable) and you can proceed to make the payment by clicking on the tab "Pay Now".

2021 10:00	India-AseAla reciniology conaboration. Focus on Industry 4.0 and smart mandacturing	111/1 1000:00	111K 1200.00	
27-Aug- 2021 11 : 30	Strengthening the Role of MSMEs in the India-ASEAN Regional value Chain	INR 1000.00	INR 1200.00	

#### REGISTRATION FEES

Fee for Webinar (INR/Per Participant)	0.00
Discount (INR/Per Participant)	0.00
No. of Participants	3
Total payable for Webinars (INR)	0.00
GST : 18% (INR)	0.00
Total Payable Amount (INR)	0.00

UPDATE PAY NOW

# **For Accessing Company Listing Page**

1. To view/manage your registration for the company listing, please click on the following link and enter the Login Id & Password that was shared with you via email.

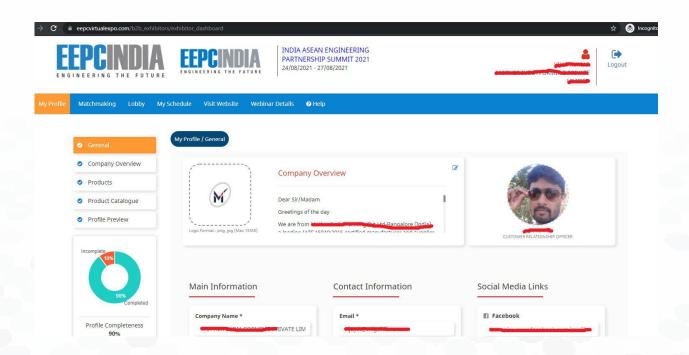
https://eepcvirtualexpo.com/frontend/login/? ei=MTk

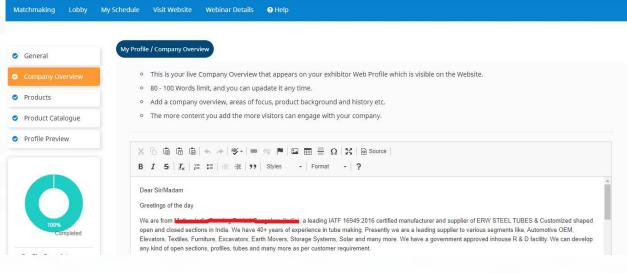


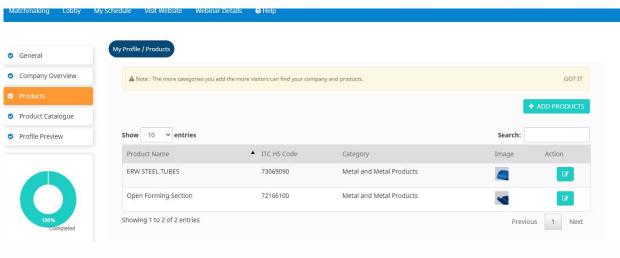
2. After entering the Login Id & Password, you will be directed to your profile home event page. You may enter your profile page either by clicking on My Profile Option on the menu bar or select the My Profile Option by clicking on the three bars on the top right corner.

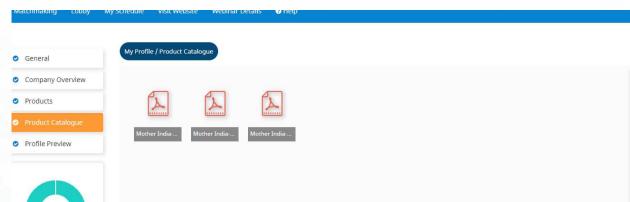


3. After entering through My Profile, you will reach your profile page. Kindly note that in order to complete your Company Listing, carefully go through various fields and fill in the required details.

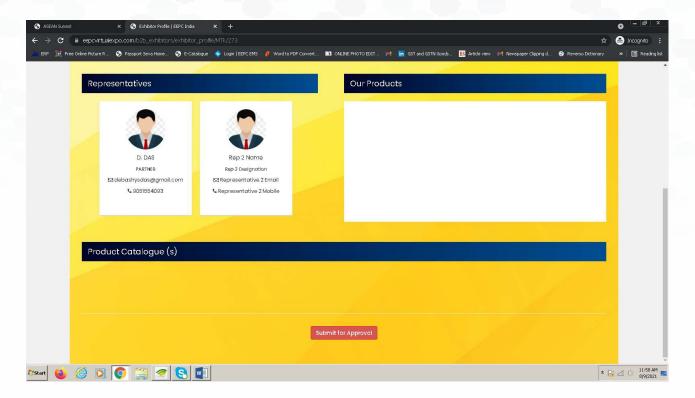








**4.** After completing all the above fields, click on the "**Profile Preview**" option to enter your profile page. Kindly check your profile page thoroughly and click on the "**Submit for Approval**" button to complete your Company Listing. The event administrator will check your profile and approve accordingly.



## During the session-

- Please keep yourself on mute unless host asks you to speak
- If you have any query during the session, please write in chat box
- We recommend you to login through laptops/desktops (Use mobiles in case you do not have access)
- You can login only on one device at a time with your credentials. If you use these credentials on 2 devices, you will be logged out of the previous device automatically.
- The code and dashboard is unique to you, do not share with anyone else.
- For any query or assistance, please contact at 8826211228/9871025115/9830260935

In case you have any doubts, kindly let us know.

Thank you & regards, Team EEPC India