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1. ADMIN DEFINITION

Administrator of your MIPCOM online account is the first registered person of your company. They have all entitlements to set up your company page.

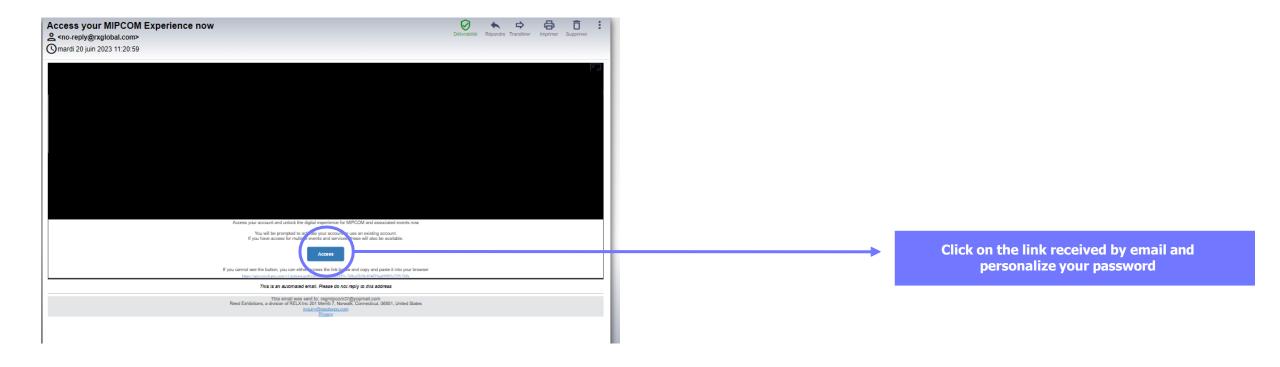
They can also add secondary ADMINS (unlimited) in your company hub page online to share their rights with other colleagues for account set up.



2. ACTIVATE YOUR ACCOUNT

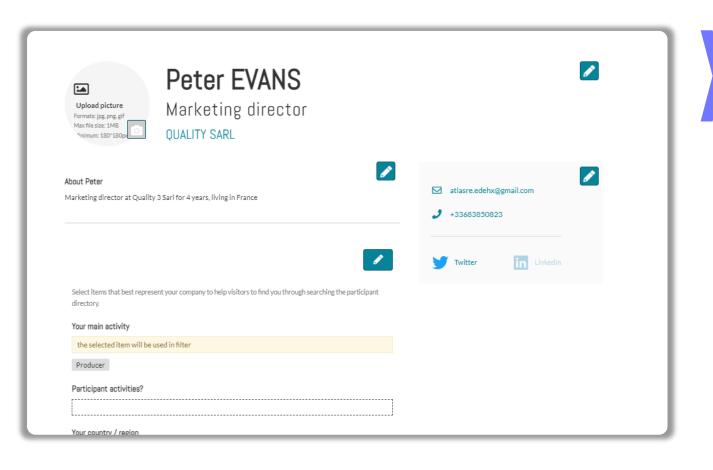
Once your participation is confirmed, you will receive an email to activate your account from: no-reply@rxglobal.com (It may end in SPAM folders)

If you have not received it, please contact the Help Desk





3. PARTICIPANT PROFILE



Click in top right menu under your name on "My Profile".

Then update your personal profile by clicking on the pen icon button on each section

You should add:

- MANDATORY FOR YOUR BADGE: YOUR PHOTO (recommended size 180*180px, max 1MB)
- Your job function and more details about your activity
- Links to your social media profiles (Twitter & LinkedIn)
- Your contact details are displayed by default. Click on the pen picture, then "Change" to hide your email & phone.

IMPORTANT:

Please be as comprehensive and accurate as possible when setting up your personal page so other participants can easily find you in our listings.



4. PARTICIPANT DIRECTORY

Filters

Filter participants by

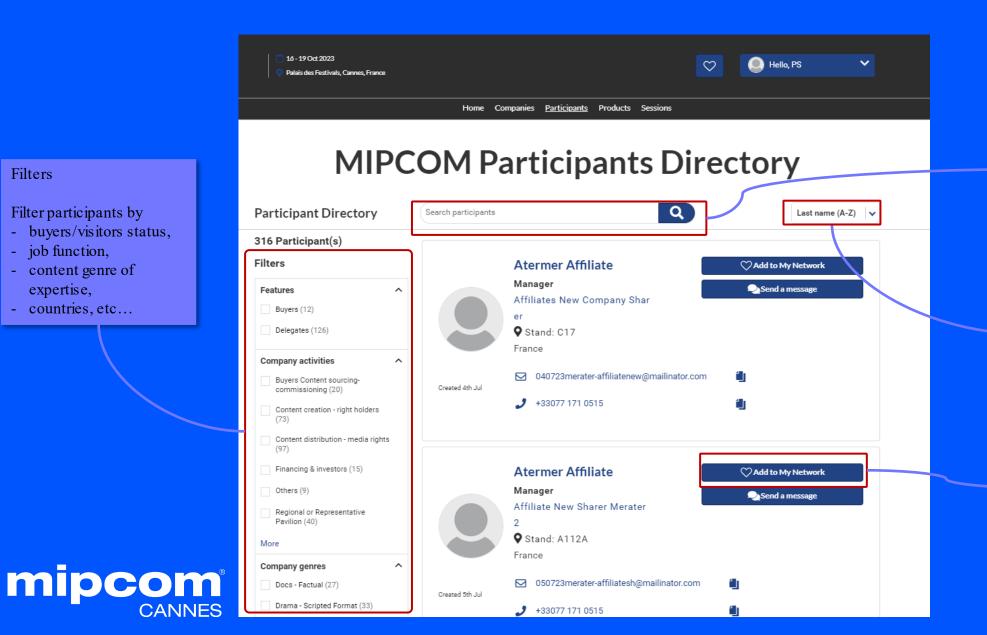
job function,

expertise,

- content genre of

- countries, etc...

- buyers/visitors status,



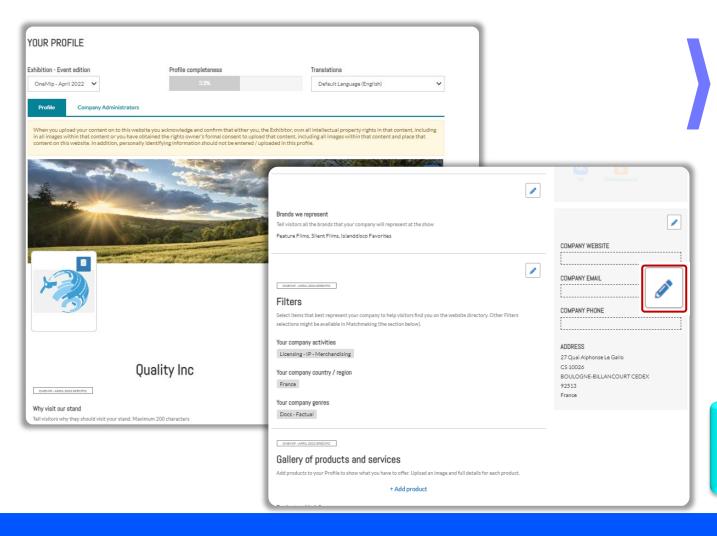
Search by job title, first and last names and company name

Sort by:

- A-Z
- Z-A
- Newest
- Recently updated!!

Option to add a participant to "My Network & Plan" (favourites)

5. COMPANY PROFILE – only available for admins



Click on "Edit my profile" in your "Company Hub" or in the top right menu "My Company". Then update your company profile **by clicking on the pen icon button on each section**

You can add:

- Your logo (recommended size 180x180px, max. 1MB)
- Your banner (recommended size 600x150px, max 1MB)
- Your company description and contact info
- Your company content genre
- Documents (PDF format, max size 5 MB per file)

IMPORTANT:

Please be as comprehensive and accurate as possible when setting up your company details so participants can easily find you in our listings.



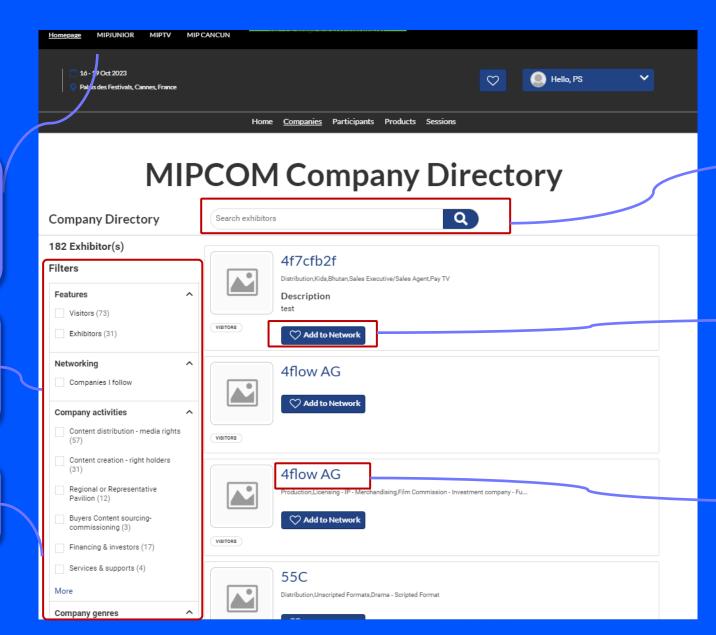
6. COMPANY DIRECTORY

Same email (login)
& same password
for mipcom.com and
mipjunior.com
(if you are registered to
both)

Find out which companies are exhibitor or visitor and filter by company activities

Find your best targets using the filtering options

mipcom[®]
CANNES



Enter any keywords to find your targets.

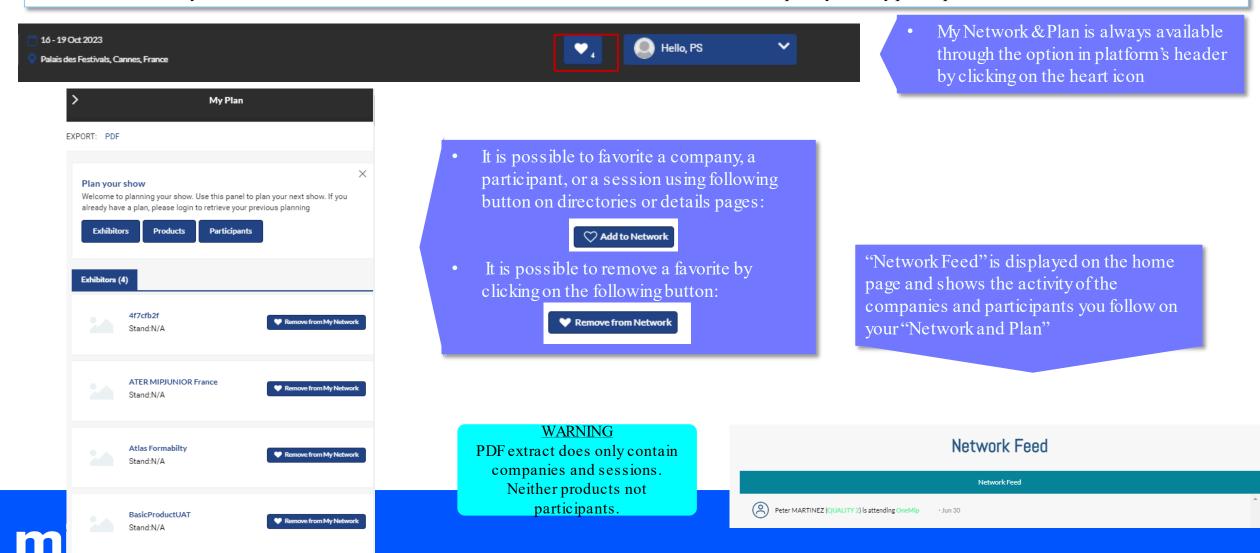
Add a participant to you favourites list called "My Network & Plan" (Heart icon on top)

Quick link to company details

7. MY NETWORK & PLAN

CANNES

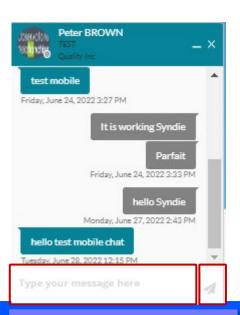
This new functionality is used to add favorites and save some records in case it should be accessed quickly later by participants



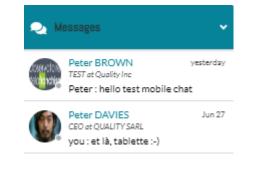
8. MESSAGES



- Chat module is always available in the bottom right of the platform
- It can be minimized or displayed using the small arrow

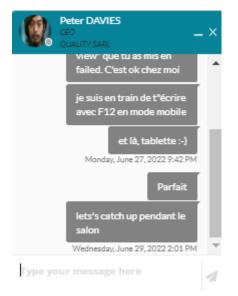








New messages are notified through a particular icon in the chat module header



All active discussions are available in the list. Click on one item to open the thread in a separate panel. User's availability is displayed next to the picture.

Green: participant is connected

Grey: participant is offline



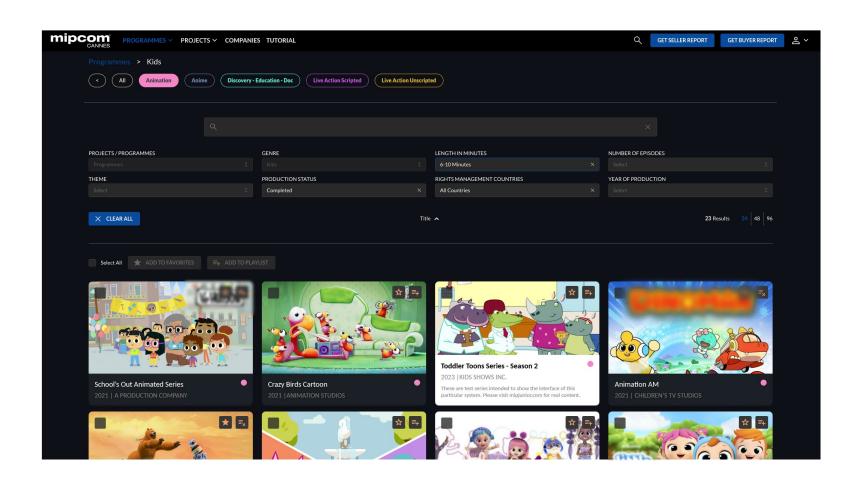
window. Click send to post the message.
URL will displayed as links.

New posts can be filled in a chat

9. MIPCOM DIGITAL CONTENT LIBRARY

For Buyers

- Buyers will get an invitation via email to access MIPCOM Content Directory in early October to prepare their playlist.
- They will also receive instructions on how to use the MIPCOM Digital Content Library online to screen the content uploaded by MIPCOM's Exhibitors on their company hub. Screening will start from October 18.
- Buyers will be able to continue screening online after MIPCOM CANNES until 25 November





NEED ANY ASSISTANCE

Contact our Customer Helpdesk:

- By phone: (+33) 1 47 56 51 00 Our telephone service is open from Monday to Friday, 9am to 6pm CET.
- By form
- Read the FAQ

