



mipcom[®] CANNES

COMPANY HUB User guide for Participants

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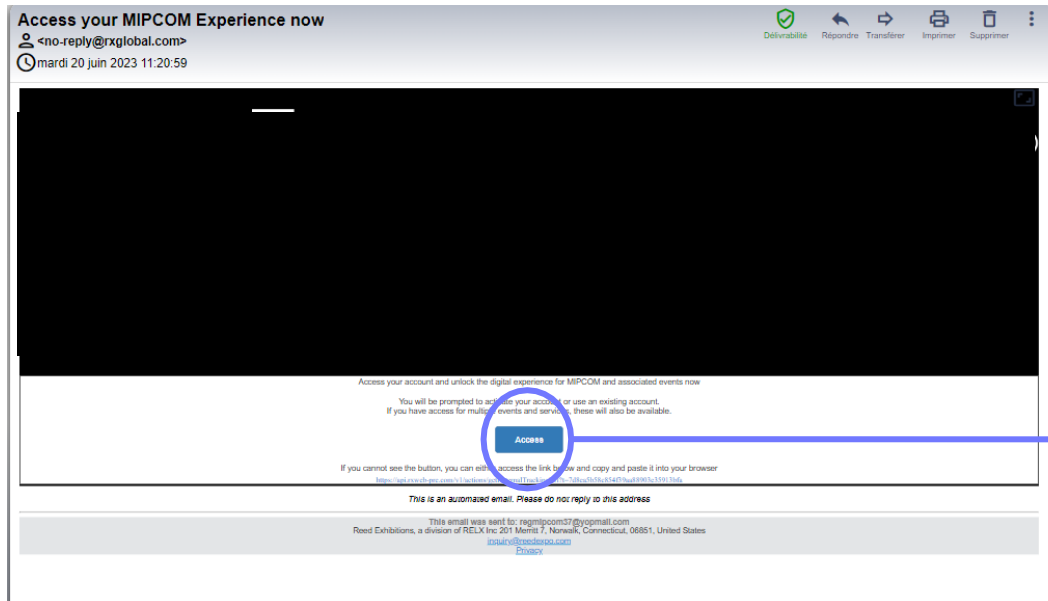
1. Admin definition

- >>> 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](#)



Click on the link received by email and personalize your password

3. Participant profile

Peter EVANS
Marketing director
QUALITY SARL

Upload picture
Formats: jpg, png, gif
Max file size: 1MB
Minimum: 180*180px

About Peter
Marketing director at Quality 3 Sarl for 4 years, living in France

atlasre.edehx@gmail.com
+33683850823

Twitter LinkedIn

Select items that best represent your company to help visitors to find you through searching the participant directory.

Your main activity
the selected item will be used in filter
Producer

Participant activities?

Your country / region

>>> 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.

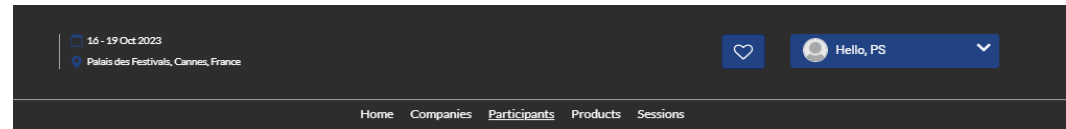
You should add:

- **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. Participants directory



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

MIPCOM Participants Directory

Participant Directory

search participants

Last name (A-Z)

316 Participant(s)

Filters

Features

- Buyers (12)
- Delegates (126)

Company activities

- Buyers Content sourcing-commissioning (20)
- Content creation - right holders (73)
- Content distribution - media rights (97)
- Financing & investors (15)
- Others (9)
- Regional or Representative Pavilion (40)

More

Company genres

- Docs - Factual (27)
- Drama - Scripted Format (33)

Atermer Affiliate

Manager

Affiliates New Company Sharer

Stand: C17
France

Created 4th Jul

040723merater-affiliatenew@mailinator.com

+33077 171 0515

Atermer Affiliate

Manager

Affiliate New Sharer Merater

Stand: A112A
France

Created 5th Jul

050723merater-affiliatesh@mailinator.com

+33077 171 0515

Filters

Filter participants by

- buyers/visitors status,
- job function,
- content genre of expertise,
- countries, etc...

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)

The screenshot shows the 'YOUR PROFILE' page for 'Quality Inc'. The page is divided into several sections, each with an 'Edit' icon (a pen) in the top right corner. A red box highlights one of these 'Edit' icons. The sections include:

- YOUR PROFILE**: Exhibition - Event edition (OneMip - April 2022), Profile completeness (53%), Translations (Default Language (English)).
- Profile**: A disclaimer about intellectual property rights.
- Brands we represent**: Tell visitors all the brands that your company will represent at the show. Example: Feature Films, Silent Films, Islandisco Favorites.
- Filters**: Select items that best represent your company to help visitors find you on the website directory. Other Filters selections might be available in Matchmaking (the section below). Example: Licensing - IP - Merchandising.
- Your company activities**: Example: Licensing - IP - Merchandising.
- Your company country / region**: Example: France.
- Your company genres**: Example: Docs - Factual.
- ADDRESS**: 27 Quai Alphonse Le Gallo, CS 10026, BOULOGNE-BILLANCOURT CEDEX, 92513, France.
- COMPANY WEBSITE**, **COMPANY EMAIL**, **COMPANY PHONE**: Empty text boxes.
- Gallery of products and services**: Add products to your Profile to show what you have to offer. Upload an image and full details for each product. + Add product

IMPORTANT:

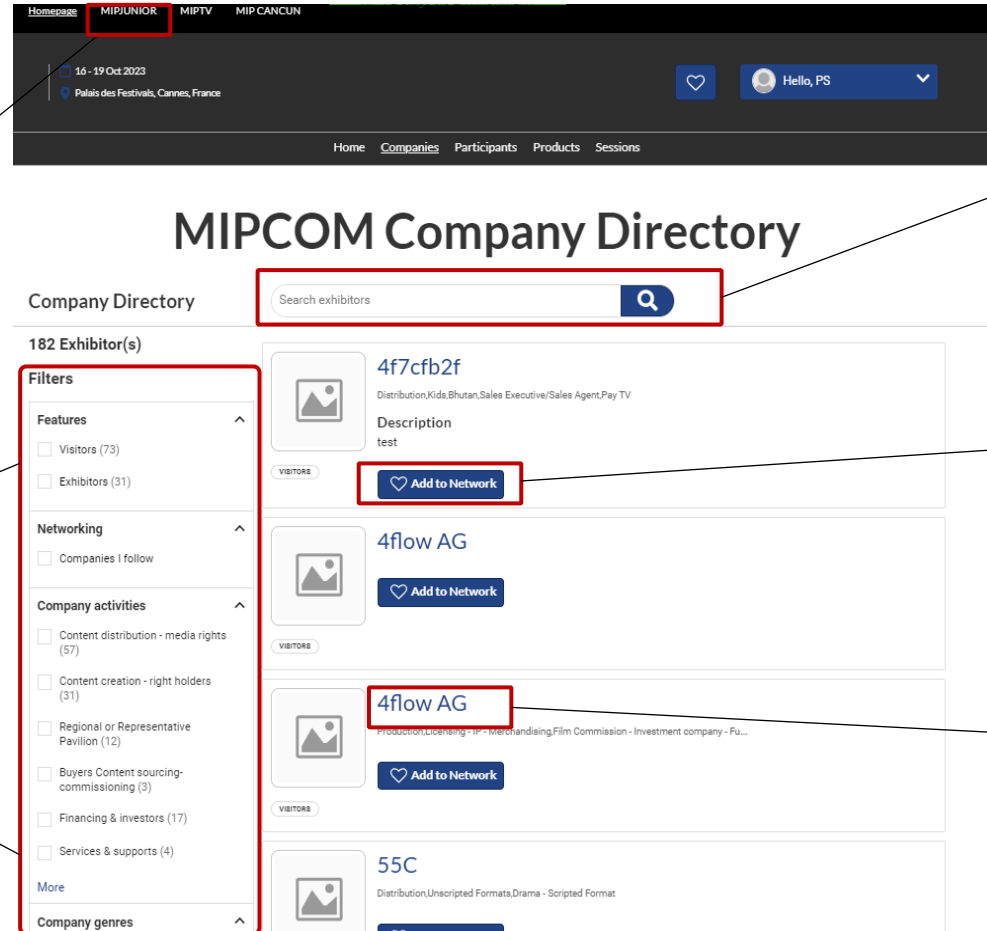
Please be as comprehensive and accurate as possible when setting up your personal page so other participants can easily find you in our listings.

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



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

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

The screenshot shows the 'My Plan' interface. At the top, there's a header with 'My Plan' and a back arrow. Below it, there's an 'EXPORT: PDF' option. A 'Plan your show' panel is open, displaying a welcome message and three buttons: 'Exhibitors', 'Products', and 'Participants'. The 'Exhibitors (4)' section is active, showing a list of exhibitors with their IDs and stand numbers. Each exhibitor has a 'Remove from My Network' button. The button for 'Atlas Formability' is highlighted with a red box.

The screenshot shows the platform's header. It includes the date '16 - 19 Oct 2023', the location 'Palais des Festivals, Cannes, France', a heart icon with a '4' (representing 'My Network & Plan'), and a user profile 'Hello, PS' with a dropdown arrow. The heart icon is highlighted with a red box.

- It is possible to favorite a company, a participant, or a session using following button on directories or details pages:

Add to Network

- It is possible to remove a favorite by clicking on the following button:

Remove from Network

My Network & Plan is always available through the option in platform's header by clicking on the heart icon

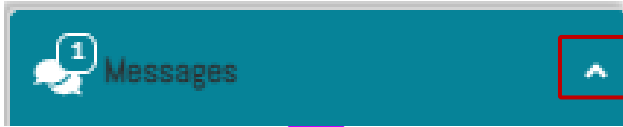
The screenshot shows the 'Network Feed' interface. It has a title 'Network Feed' and a subtitle 'Network Feed'. Below that, there's a user profile 'Peter MARTINEZ (QUALITY 2)' with a status 'is attending OneMip' and a date 'Jun 30'.

“Network Feed” is displayed on the home page and shows the activity of the companies and participants you follow on your “Network and Plan”

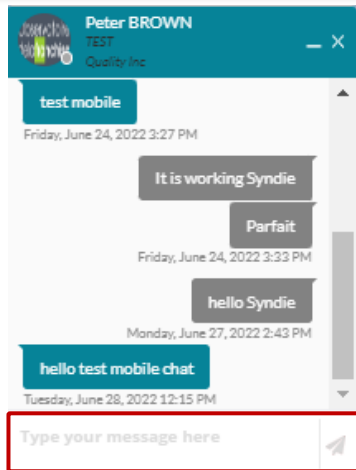
WARNING:

PDF extract does only contain companies and sessions. Neither products not participants.

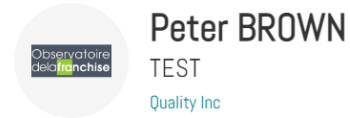
8. Chat



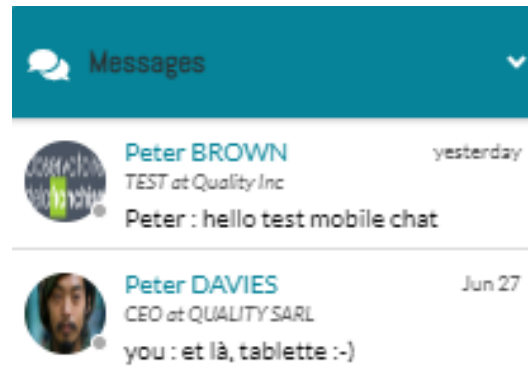
- Chat module is always available in the bottom right of the platform
- It can be minimized or displayed using the small arrow



New posts can be filled in a chat window. Click send to post the message. URL will display as links.



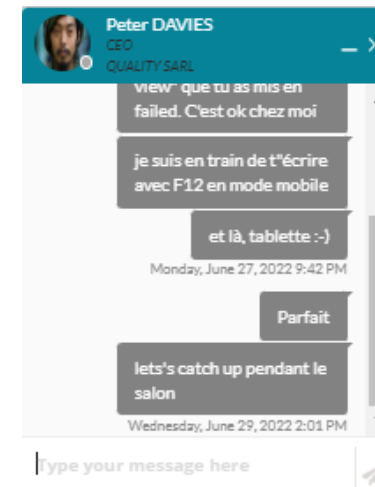
To start a discussion, click on "Send a message" on a participant details page



All active discussions are available in the list. Click on one item to open the thread in a separate panel.

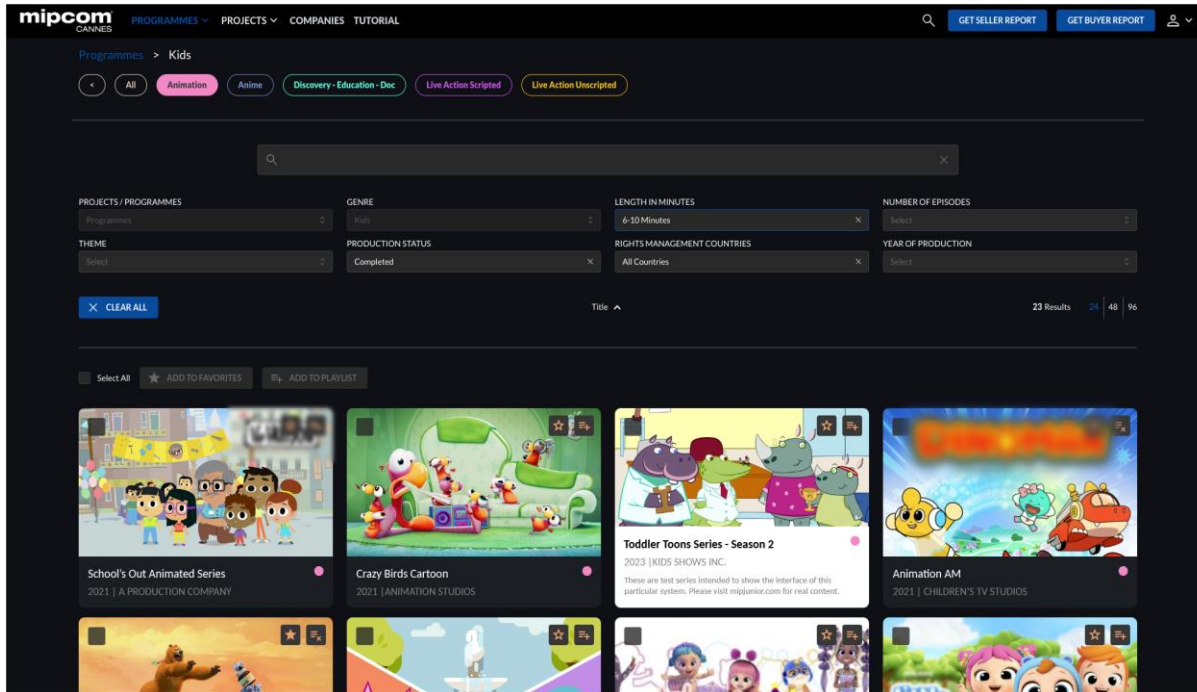


New messages are notified through a particular icon in the chat module header



User's availability is displayed next to the picture. Green: participant is connected Grey: participant is offline

9. MIPCOM Screening Library for buyers only



»» 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**.



Thank you

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**
- **T. +33 (0)6 00 00 00 00**

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CANNES

Palais des Festivals:
Cannes, France

21 → 24
OCT. 2024