



Welcome to ASIA FRUIT LOGISTICA ON 2020

Thank you for your kind support for ASIA FRUIT LOGISTICA ON 2020, the place where Asia's fresh produce business meets online, which will be held on 18-20 November 2020.

ASIA FRUIT LOGISTICA ON is the name of our new digital event format and it's much more than just a virtual trade show. It's a sophisticated online platform that **connects exhibitors with buyers and sellers in Asia**. It's an online space which gives thousands of exhibitors and visitors the best platform to make new connections, to meet, to organise formal business meetings, to discuss deals, and to plan the season ahead.

We understand exhibitor's concern on different time zone, thus we are pleased to inform you that we extended the business meeting hours to **a daily twelve-hour duration from 10.00 am to 10.00 pm CN/SG time zone on November 18 - 20, 2020**. The extension of meeting hours of our AFL ON platform aims to better support for business meetings to take place in different international time zones.

Please note that outside the daily business meeting hours, chat and video call function will remain available during the three event days (18-20 Nov) for pre-scheduled meetings and meetings scheduled during show days with meeting quota applies. Chat and video calls require both parties to mutually agreed before they can use the chat and video facility.

Please also note that the majority of buyers are within the Asian time zone. For business matchmaking, buyers normally schedule the best part of their time during regular Asian business hours (around 9 am to 6 pm in Asia). For buyers to accept meetings outside our regular opening hours will depend on their individual willingness & availability, which is outside our control.

Should you require any assistance, please feel free to contact us at exhibitor@gp-events.com or [Representatives in your country](#)

Sincerely yours,

ASIA FRUIT LOGISTICA ON Organising Team

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ASIA FRUIT LOGISTICA ON PLATFORM

Things to know

ASIA FRUIT LOGISTICA ON (**hereafter called “AFL ON”**)

Official show dates: November 18-20, 2020

Business meeting 10.00 am – 10.00 pm CN/SG time zone

at <http://afl-on.asiafruitlogistica.com/>

(please note that business hours in Asia is from 09:00am – 6:00pm, to maximize your business meeting, we would highly recommend adjusting your meeting schedule to Asia business time)

Contents (Online Seminar and conference)

Asia Briefing: Oct 7 - Nov 11 every Wednesday

See here for details:

<https://www.asiafruitlogistica.com/About/NEWEvents/Pre-EventWebinars/>

ASIAFRUIT CONGRESS ON:

November 17: 2:00pm – 6:30 pm SG/CN time (LIVE)

November 18-20: View on demand

See here for details:

<https://www.asiafruitlogistica.com/en/About/NEWEvents/AsiafruitCongress/>

Presentation slot by exhibitors (only ON Corporate package) Nov 18-20, 2020

You can find the Detailed Walkthrough video of the AFL ON platform at <https://www.youtube.com/watch?v=NAi5uqqBTaQ>

Presenters under Exhibitor refer to the staff of an exhibiting company who is appointed by company to take part in ASIA FRUIT LOGISTICA ON

- Exhibitor will be able to view and make appointment with visitors/other exhibitors while VISITORS can view and make appointment with Exhibitor only. (suggest to omit buyer because we do not have this category)
- Each exhibitor presenter will have their own personal profile and non-transferable.
- Each exhibitor presenter can conduct online business matchmaking and meetings at AFL ON during 18-20 Nov 2020
- Entitled to attend our curated content free of charge via AFL Platform that will include pre-event webinars, all Hall Forums and **ASIAFRUIT CONGRESS ON** too.

- **Presenters have the ability to edit the details in company profile within their own profile and it will be applied for whole company. We would suggest to assign 1 presenter to change pictures/image for the company.** Here are the things that presenter can edit inside the platform for company view:

- Company Name
- Logo & Banner
- Company Description
- Content under combined quota for media (product photo or video)

Visitors refer to visitor who will have his/her own individual profile and non-transferable.

- Visitor can view and make appointment with Exhibitor only.

Scheduled Meeting can take place only upon mutual agreement between 2 parties. Video calls & chat function will be made available only when both parties agree to (virtual) meet and meeting time will be 30 mins maximum per each pre-arranged meeting. There will be 2 times (max 60 mins each) chat with video function available to continue discussion during November 18-20 around the clock.

Consecutive Interpretation is available upon request at cost, please contact

Pico IES Group
 Ryann Choi
 Ryann.choi@pico.com
 Tel: +852 2660 4620

Vouchers to invite your clients our exhibitor package always include free visitor voucher codes to invite visitor/buyer to attend AFL ON platform. It is the same concept as Voucher for AFL physical event. Special for this year, each registered voucher will entitle to attend throughout period, including pre-during events & ASIAFRUIT CONGRESS ON.

- ✓ ON Business: 50 vouchers / Euro 1,500 face value in total
- ✓ ON Premium: 150 vouchers / Euro 4,500 face value in total
- ✓ ON Corporate: 500 vouchers / Euro 15,000 face value in total

Once they registered, they can create their own profiles and kindly note that once it is registered in our ticket shop at <https://www.asiafruit-ticketshop.com/afl2020/>, it is not transferable or change to new person as each person will have their own/unique profile in the platform. Organiser will send you the code in October.

We highly recommend you invite your buyers as soon as possible so that they can familiar with the system, set up their own profile and most importantly, you can make request /book the meeting with them earlier than others.

ASIAFRUIT CONGRESS ON Asia's longest-running international conference event for fresh produce decision makers takes place on 17 November 2020, as always one day ahead of ASIA FRUIT LOGISTICA. ASIAFRUIT CONGRESS ON livestreams from FRUITNET's studios on 17 November, delivering a high-powered programme focusing on the impact of the Covid-19 crisis

on the market in Asia, and looking forward to the new business opportunities across the region in 2021. More info about congress, please visit www.asiafruitcongress.com

Invoice and Payment Procedures

1. This year ASIA FRUIT LOGISTICA will provide the invoice as e-invoice (considering as original invoice).
2. The e-invoice will be sent to you in October 2020. You can print out and use it for make the payment via bank transfer.
3. Payment fees will be invoiced upon conclusion of the Contract for the Exhibitor Packages according to section IV.2 of General Terms and Conditions, the remuneration is due and payable immediately without deduction upon receipt of invoice. The prices of the Exhibitor Packages are net prices and do not include the statutory German value added tax.
4. The VAT Form attached to the Contract for the Exhibitor Packages should be filled in and submitted accordingly.
5. All payments must be made in EUR. If payments are made in US-Dollar, the fixed exchange rate for the US-Dollar against the EUR of 1.20 shall apply.
6. For each alteration of invoices, an additional handling fee of EUR 80 will be charged.
7. For more details, see AFL ON General Terms and Conditions section "V. Invoicing Exhibitor Package"

EXHIBITOR OVERVIEW

Exhibitors Packages



ASIA FRUIT LOGISTICA **ON:** EXHIBITOR PACKAGES

	ON Business	ON Premium	ON Corporate
OVERVIEW			
Price ¹	1,500 €*	4,000 €*	10,000 €*
Number of Presenter	2	6	20
Number of Meetings per presenter/day	10	12	unlimited
Company Profile	1	1	1
MEDIA			
Video Products	1	2	4
Product images	2	4	up to 10
CONTENT LIVE STREAM & WEBINARS			
Presenters are able to attend Asiafruit Congress, all webinars and livestreams	17–20 November 2020		
COMMUNICATION			
Chat	18–20 November 2020		
Video Call	18–20 November 2020		
Presentation slot ² (20 min.)	–	–	1
Up-ranking Company Profile ³	–	✓	✓ (Prime Position)
Up-ranking Presenter Profile ³	–	✓	✓ (Prime Position)
Rotating Banner ⁴	–	✓	✓ (Prime Position)
Vouchers for Clients	50	150	500

*plus 16% VAT

IMPORTANT TIMELINE



October – Onwards:

- Exhibitor to complete company profiles and other information in AFL on platform
- Exhibitor to complete presenter's profile in the system.
- E-invoice on participation fee and payment
- Exhibitor initiates request for appointment
- Enjoy free content and webinar at AFL ON platform

7th October -11th November: Asia Briefing (Free Content and Webinar)

Broadcast every Wednesday at 2:30pm China / Singapore time, ASIA BRIEFING covers a range of hot topics.

- **Fruitnet Forum Cherry** -Cherry boom: the future of the market in Asia
- **Fruitnet Forum Apple** -European apples in Asia
- **Smart Horticulture Asia:** Tech briefing
- **Fruitnet Forum China** -Marketing to China post-pandemic
- **Cool Logistics Asia:** Logistics briefing
- **Fruitnet Forum Avocado** -Extending the reach of avocados in Asia

Update program will be available at <https://www.asiafruitlogistica.com/About/Events/>

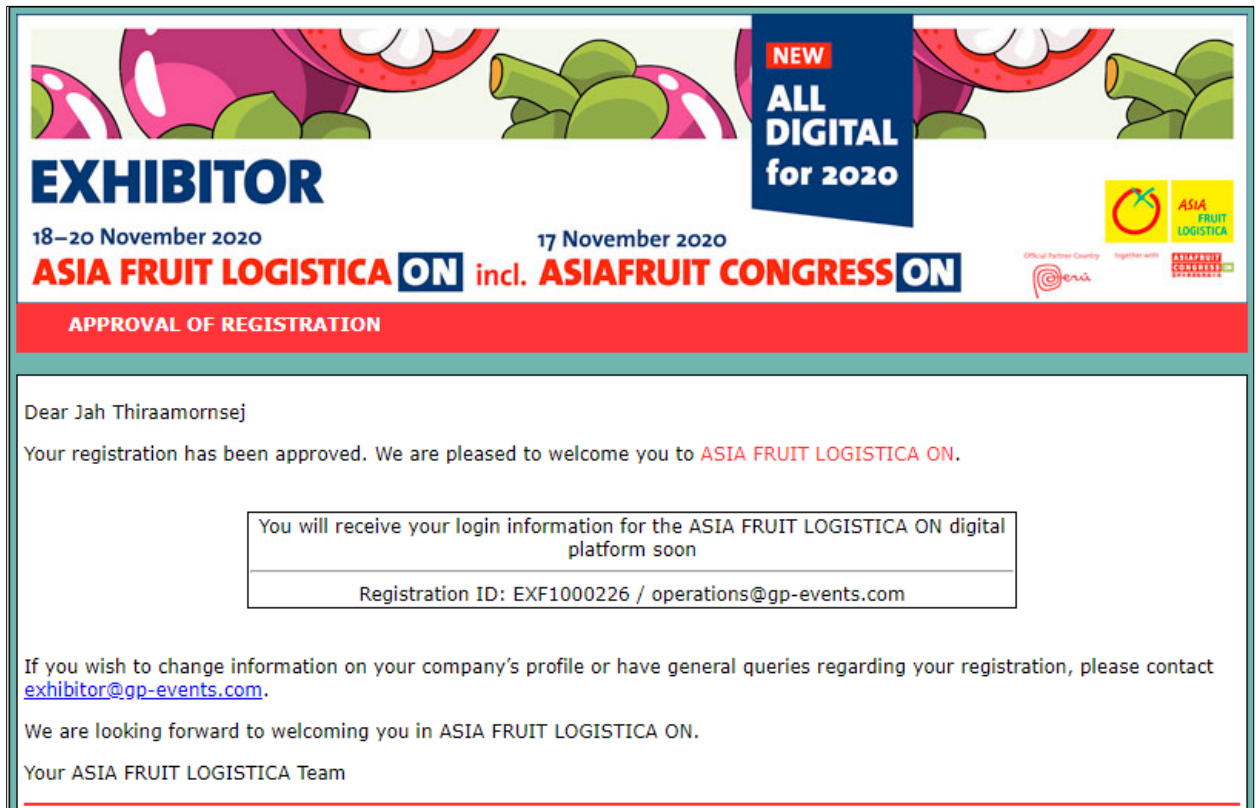
17th November: Asiafruit Congress ON (livestream)

18th – 20th November: ASIA FRUIT LOGISTICA ON at 10:00am-10:00pm:

- **Business match making** via chat or video call
- **Daily content livestream** is available throughout event period

EXHIBITOR REGISTRATION PROCESS

1. After you finished the online registration you will receive the AFL ON 2020 – confirmed email as shown in below capture,



2. Once the revision is completed, you will receive a confirmation email including your registration as a PDF attachment and the Required Information for AFL ON Business Matchmaking sheet.
3. To complete the registration process, you must complete the PDF form and excel sheet by following the below steps,
 - a. PDF application form: Please print and sign it, add your company stamp
 - b. Required Information for AFL ON Business Matchmaking sheet: Complete all required Information (include company details and the company's precentors profile) in excel sheet
 - c. Send both files back to us at exhibitor@gp-events.com.
4. Our operations team will get back to you with the corresponding approval or inquiries, if any, within 1 – 2 working days.
5. The AFL ON platform login will be sent to each presenter of your company

REQUIRED INFORMATION FOR AFL ON BUSINESS MATCHMAKING

Company website	✓
Facebook Link	✓
Twitter Link	✓
LinkedIn Link	✓
YouTube Link	✓
Company Logo (circular form) Format: JPG, PNG or GIF Resolution: 250px - 250px Size: max 1MB	✓
*Company Banner Format: JPG, PNG or GIF Resolution: 1200px × 150px Size: max 1MB	✓
*Rotating Banner Format: Static Graphic Resolution: 500px × 350px	✓ <i>*Available for Premium and Corporate package only</i>
Company description EN: Text Description: Limited to 1,000 characters.	✓
Company description CN: Text Description: Limited to 1,000 characters.	✓
URL link to video product: (Embed Video or iframe content) Quantity: Depend on your package Highly recommended to use Youtube or Vimeo. There is no limitation in length, but we would suggest being within 2 mins duration. The system may take longer time to load a longer video.	✓
Product Images Quantity: Depend on your package Format: JPG, PNG or GIF Resolution: 350px (Width) - 1000px (Width) Size: min. 100 KB - max. 1 MB	✓
*Presentation slot (20 min) Video only This presentation can be run live or recording. AFL ON supports for Zoom, Youtube, Bluejeans, IBM, BrightTalk, Tencent and Youku (YouTube may not be available for users from mainland China)	<i>*Available for Corporate package only</i> 1. The time slots are available and on a first-come, first-served basis, please kindly contact exhibitor@gp-events.com for time slots booking. 2. The meeting time will be from 10:00 am-7:00 pm (SG/CN time) every day during November 18-20,2020

Remark: If you wish to change any of the information submitted or have general queries regarding your registration, please contact exhibitor@gp-events.com.



PRESENTER PROFILE FOR MATCHMAKING

Presenter First name**	✓
Presenter Last name**	✓
Presenter E-mail**	✓
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.	✓

Please kindly send all required information to AFL ON Team at exhibitor@gp-events.com before 31 October 2020

Remark:

*** Presenter or the staff member on AFL ON platform is unique for one person, non-transferable / unchangeable*

BUSINESS MATCHMAKING GUIDELINES

HOW TO ACCESS BUSINESS MATCHMAKING?

Your passcode to access Business Matchmaking can be found in the first email (titled 'Your Online Profile in ASIA FRUIT LOGISTICA ON') that was sent to you after successful & approved registration.

- Each presenter will receive the passcode to access Business Matchmaking via registered email (your account will automatically be generated)
- Click “ACCESS ONLINE PROFILE” or use unique passcode (8 units) or simply scan the QR code in the email for login.



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://afl-on.asiafruitlogistica.com/>

with your passcode:

DFEA3600

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



Remark:

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

EXPLORE – WELCOME PAGE UPON LOGIN

ASIA FRUIT LOGISTICA ON
📍 18 Nov 20 - 20 Nov 20 (UTC+8)
📍 Virtual

ASIA FRUIT LOGISTICA ON is the name of ASIA FRUIT LOGISTICA's new digital event format and it's much more than just a virtual trade show. It's a sophisticated online platform that connects exhibitors with buyers and sellers in Asia. An online space which gives thousands of exhibitors and visitors the best platform to make new connections, to meet, to organise formal business meetings, to discuss deals, and to plan the season ahead.

For more information, visit our [Website](#)
We attach great importance to protect your data: [Data Protection Policy](#)

Our enriching programme includes

ASIAFRUIT CONGRESS ON | **smart horticulture** | **COOL LOGISTICS ASIA**

ASIA FRUIT LOGISTICA 2019
NEW DATES 2020
Mid-November
NEW LOCATION
Singapore

NEW
18–20 November 2020
ASIA FRUIT LOGISTICA

The Supplier - Feeding the future
11:00 - 11:30, 18 Nov
View

Requests Received →

- Exhibitor**: Nicharat Thiraomornsej, Marketing Officer, ASIA FRUIT LOGISTICA
- Visitor**: Amalie Haude, Research and Development, Vegetable Seed Companies
- Exhibitor**: Alba Yuan, Marketing Manager, Fruit Logistica

Prospects for you →

- Exhibitor**: Sinenart Baramirattanonchai, Events Director, ASIA FRUIT LOGISTICA
- Exhibitor**: Tracy Lee, Marketing Manager, ASIA FRUIT LOGISTICA
- Visitor**: Amalie Haude, Research and Development, Vegetable Seed Companies

Upcoming →

- ASIA FRUIT CONGRESS ON**
📍 13:00, 17 Nov
ASIAFRUIT CONGRESS ON OPENS
Fruitnet's Chris White welcomes the fr...

New meeting requests

Suggestions on who to meet

Suggestions on content

Explore
Content
Meet
My Schedule
FAQs

INSIDE COMPANY – PRESENTERS, PROFILE AND MEDIA PRODUCTS

18–20 November 2020


ASIA FRUIT LOGISTICA ON:


Where Asia's fresh produce business meets online.

NEW!

ALL DIGITAL


for 2020






ASIA FRUIT LOGISTICA

Exhibitor



Sinenart Baramirattanachai
Events Director



Tracy Lee
Marketing Manager

Country

China Hong Kong SAR

National Pavilion

Germany

Company Desc in Chinese


“亚洲国际果蔬展览会—线上云展” (ASIA FRUIT LOGISTICA ON) 为亚洲新鲜果蔬行业提供线上共聚的机会，为亚洲展商和专业观众提供线上互联平台。线上展成为成千上万的展商和专业观众提供最好的平台，助力大家想互联，开展合作。在本季继续发展亚洲业务，亚洲国际果蔬展览会正与合作伙伴Fruitnet Media International共同筹划一系列线上会议、专题讨论会和讲座。这些精彩内容将从10月开始，也会在亚洲果蔬展—线上展正式举行期间进行，其中包括亚洲水果国际果蔬大会线上会议 (Asiatfruit Congress ON)，它是这一亚洲举办年限最长、最成功会议活动的线上版，主要针对亚洲新鲜果蔬行业决策者。

Social Media Link

https://twitter.com/asio_fruit
<https://www.facebook.com/AsiaFruitLogisticaTradeShow>
<https://sg.linkedin.com/showcase/asio-fruit-logistica>


Fresh Products

Mushrooms Fresh fruit




Blueberries

With barely 80 exquisite calories per cup and practically complet...



Shallots

The shallot is a type of onion, specifically a botanical variety of the...

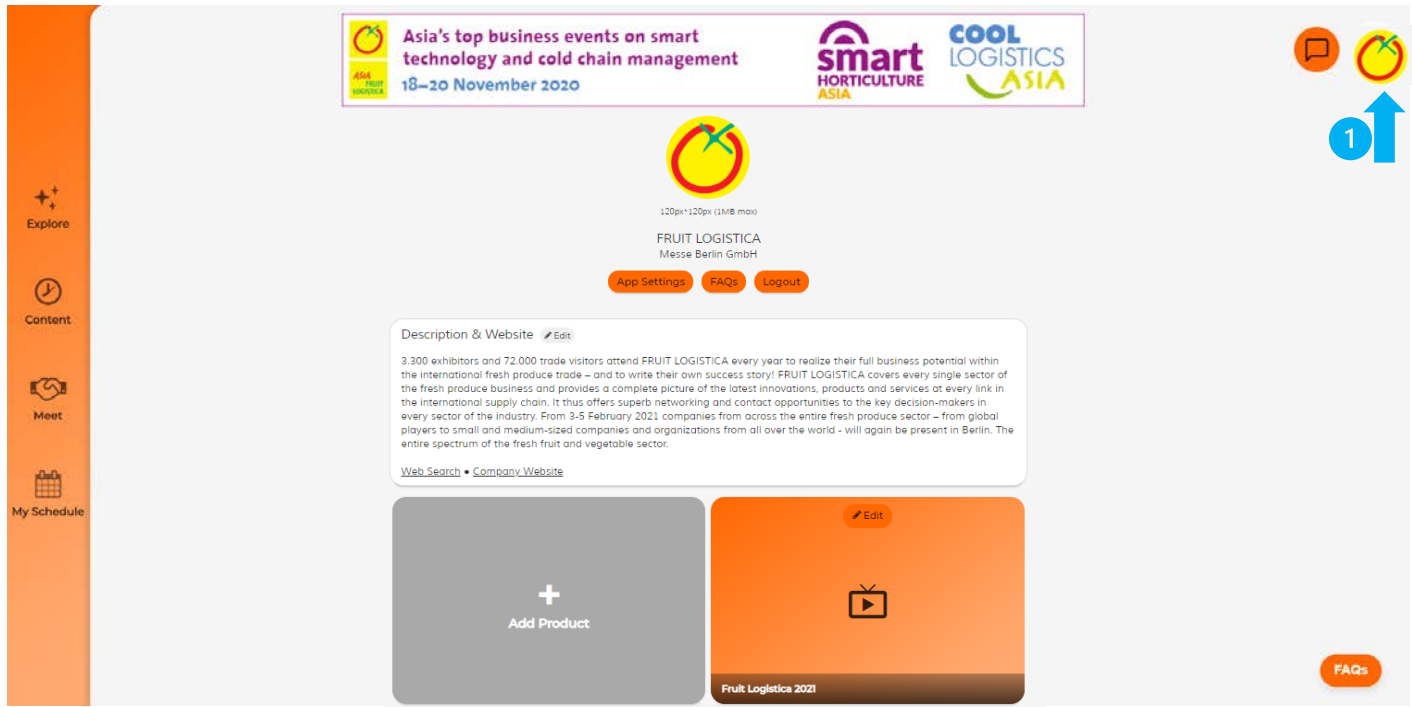


Innovation Retail

PROFILE SETTINGS

➤ How do I change my profile details?

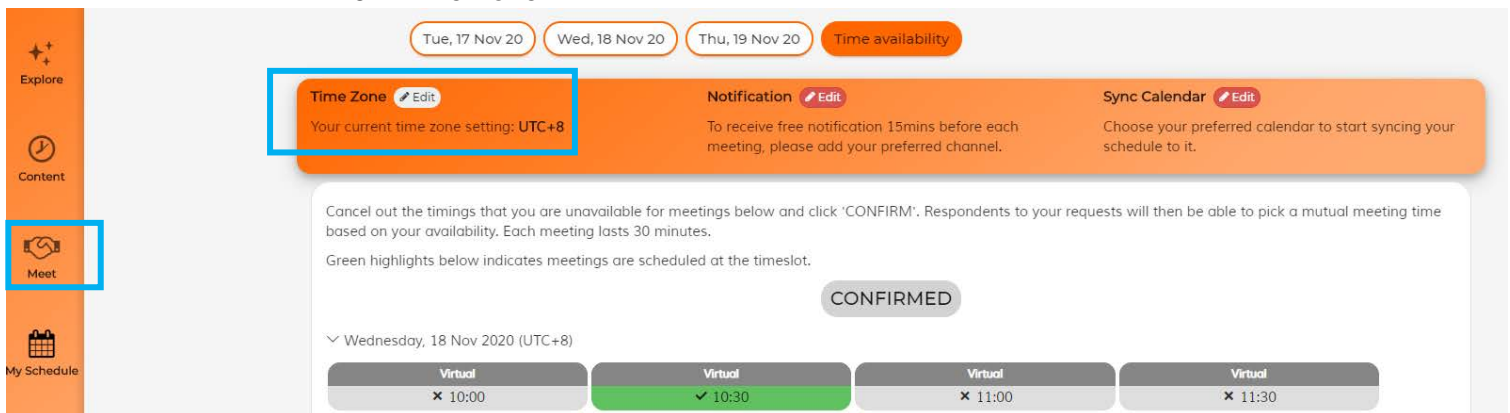
1. To change your profile details, click on your profile logo icon at the top righthand corner.
2. Click Upload Image to update your profile picture
3. Click App Setting to set Notification frequency and system interface language



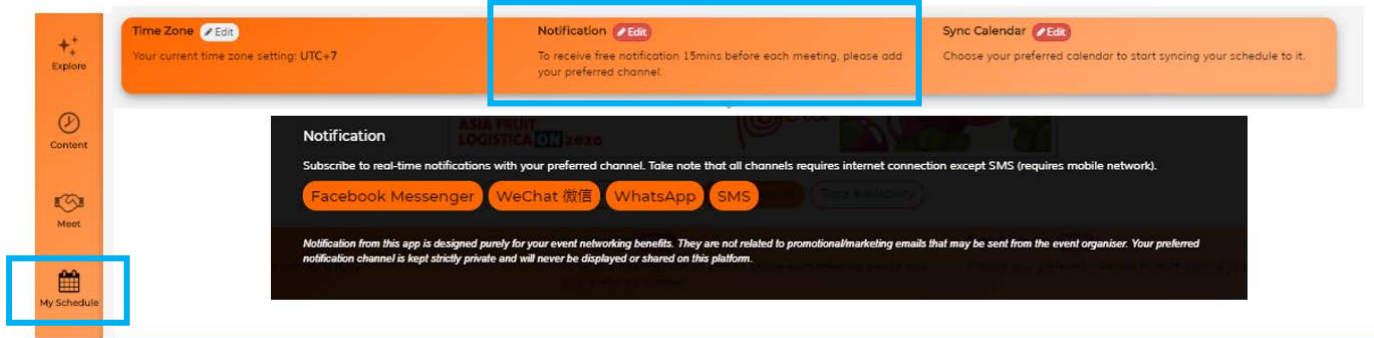
➤ Set up your Time Zone, Notification, Channel, Sync Calendar

- Go to My Schedule, click any date to edit the followings:

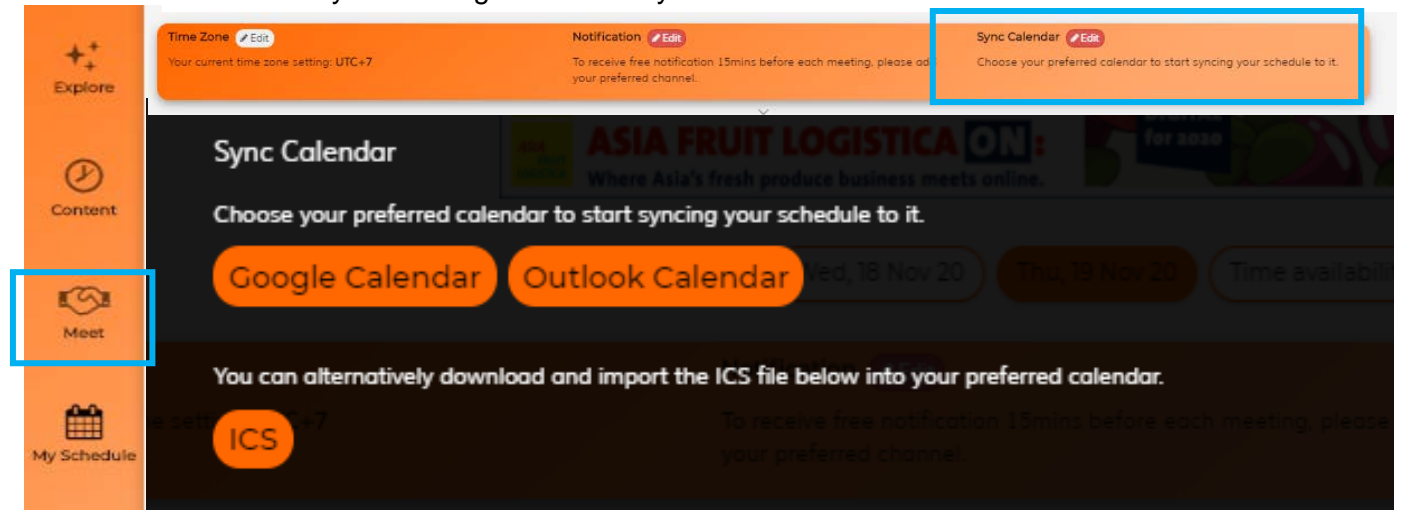
○ Time Zone



o Notification

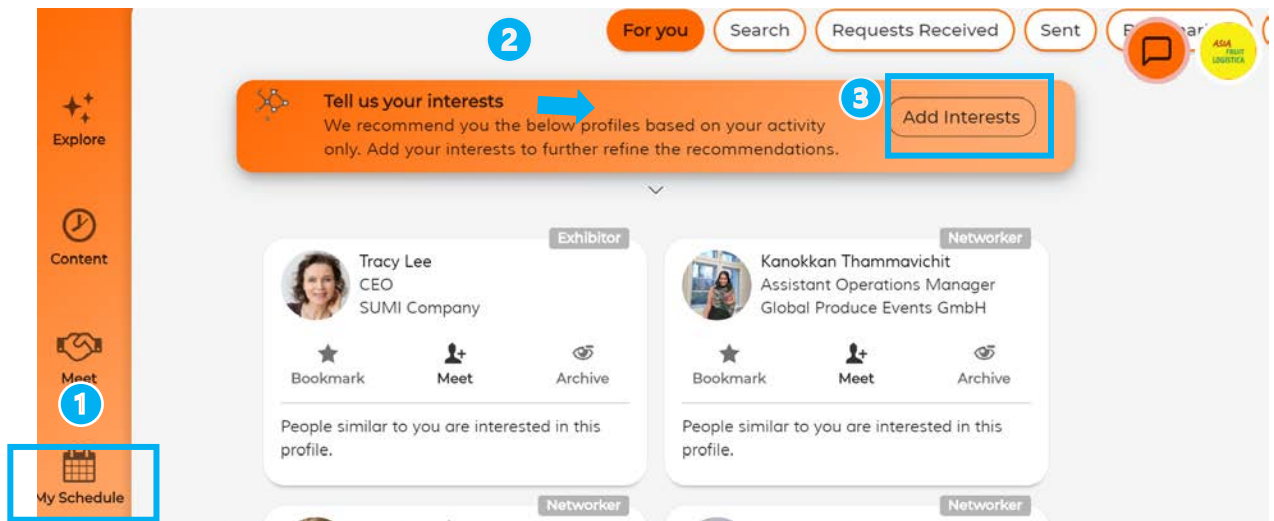


o Sync meeting schedule to your Calendar



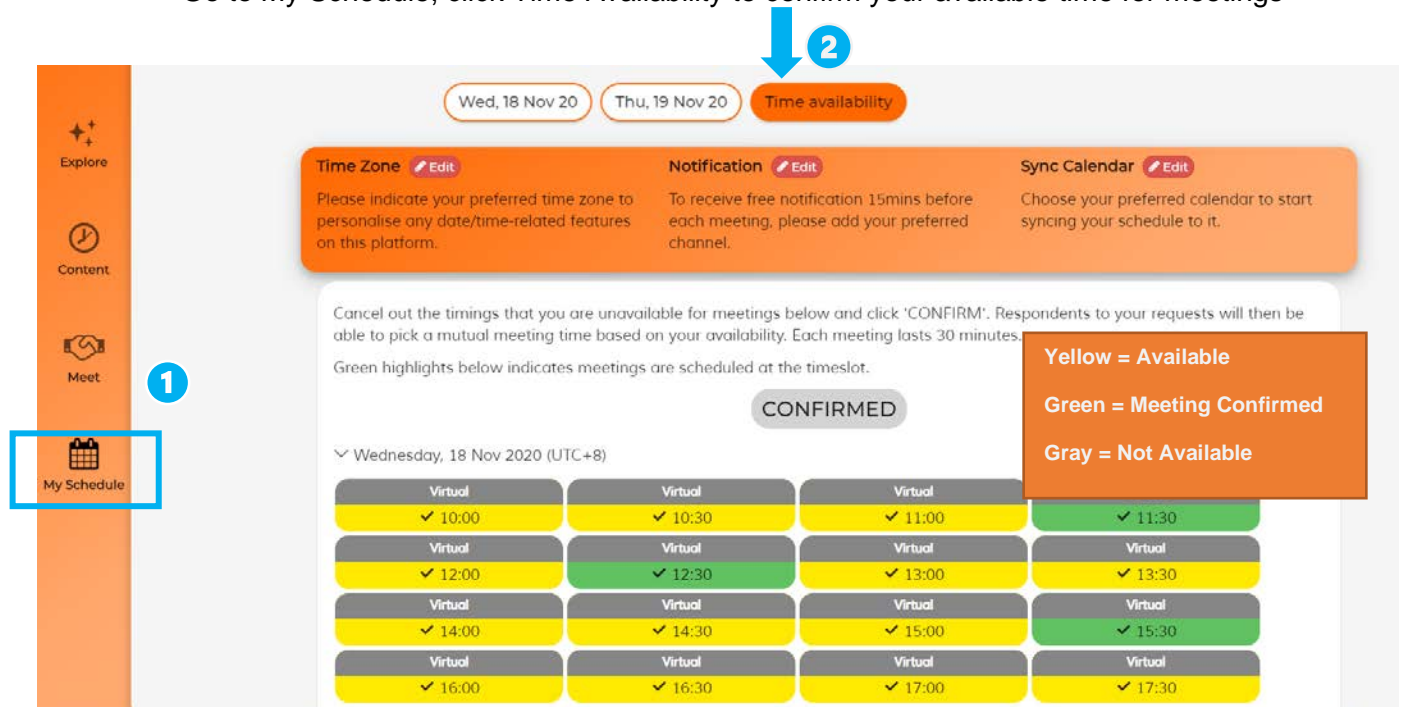
➤ **Set Your Matchmaking Interest**

1. Click Meet on the left-hand menu then click “For you”
2. Click Add Interests to facilitate the best recommendation for you
3. Click the company to view their detailed profile and go to Meet



➤ **Set Your Meeting Time Availability**

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



Remark:

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
4. Click Save

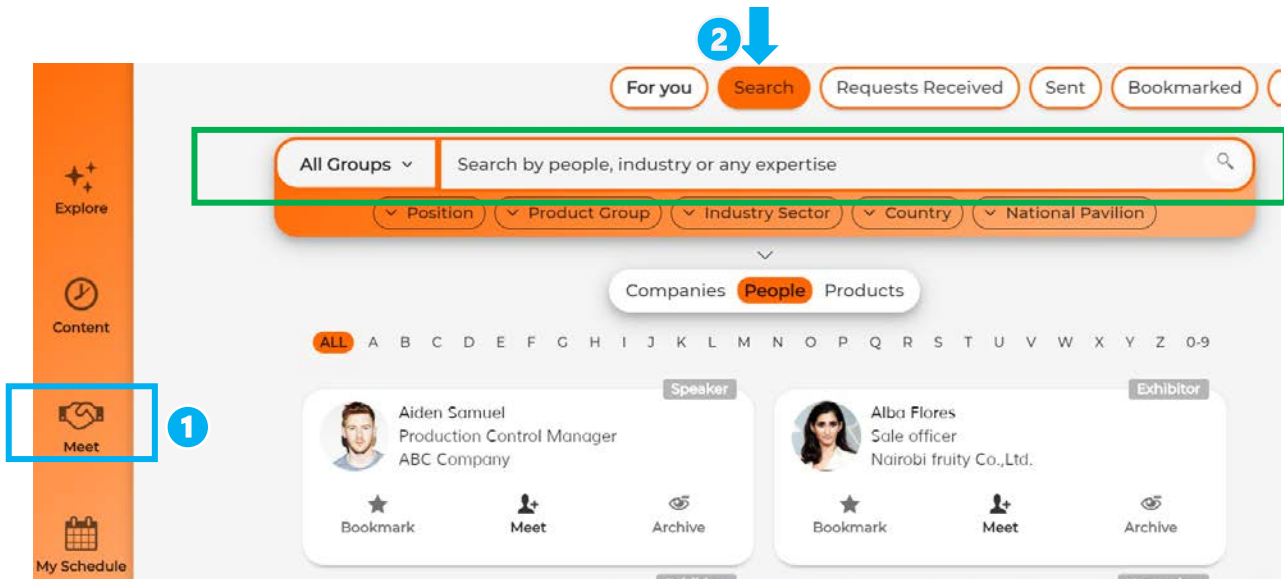
The screenshot shows the 'My Schedule' section of the event management interface. The left sidebar contains icons for 'Explore', 'Content', 'Meet', and 'My Schedule'. The 'My Schedule' icon is highlighted with a blue box and a '1' in a circle. The main content area shows a banner for 'ASIA FRUIT LOGISTICA ON: 18-20 November 2020'. Below the banner, there are three tabs: 'Wed, 18 Nov 20', 'Thu, 19 Nov 20', and 'Time availability'. The 'Thu, 19 Nov 20' tab is selected. Below the tabs, there are three sections: 'Time Zone' (UTC+8), 'Notification' (WhatsApp), and 'Sync Calendar'. The 'Notification' section is highlighted with a blue box and a '2' in a circle. Below the notification settings, there is a profile card for 'Nicharat Thiraamornsej, Marketing Officer, ASIA FRUIT LOGISTICA' with options to 'Bookmark', 'Reschedule', and 'Cancel'.

The screenshot shows the notification settings form. The form has a title 'Enter your number in the format (Country code) - (Mobile number)'. Below the title, there is a text input field with the country code '66' and the mobile number '00000000'. Below the input field, there is a checkbox labeled 'Send me notifications via WhatsApp' which is checked. Below the checkbox, there are two buttons: 'Save' and 'Unsubscribe'. Below the buttons, there is a disclaimer: 'Notification from this app is designed purely for your event networking benefits. They are not related to promotional/marketing emails that may be sent from the event organiser. Your preferred notification channel is kept strictly private and will never be displayed or shared on this platform.'

HOW TO MAKE MEETING

Searching by keywords / filters / companies / people / products / group people and national pavilion

1. Go to Meet function on the left-hand menu then click Search
2. Search by Keywords / Filters / COMPANIES / PEOPLE / Groups of People / National Pavilion



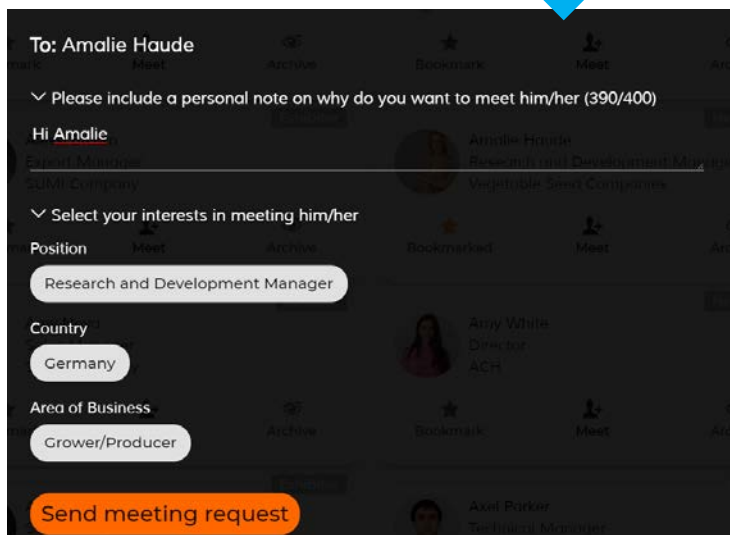
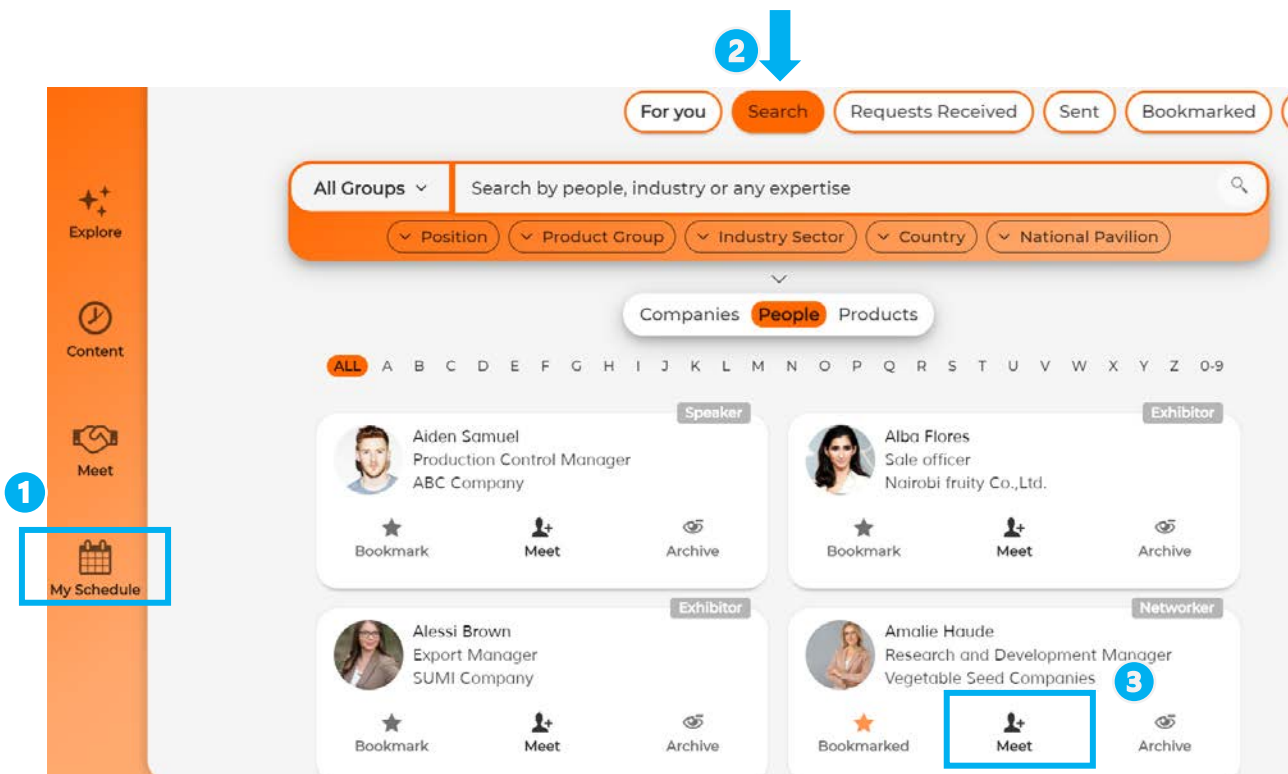
Remarks:

Please indicate your available meeting slots and confirm your schedule before exploring the platform. This will ensure that all your meetings are scheduled within your available time frame

- **Meet** – The page where you can find all attendees and request meeting
- **Bookmark** – You can bookmark any profile that you like and access later
- **Archive** – You can archive the profile that will no longer be under search or “for you”. It can be those who have declined to meet, the profiles you would not prefer to see again

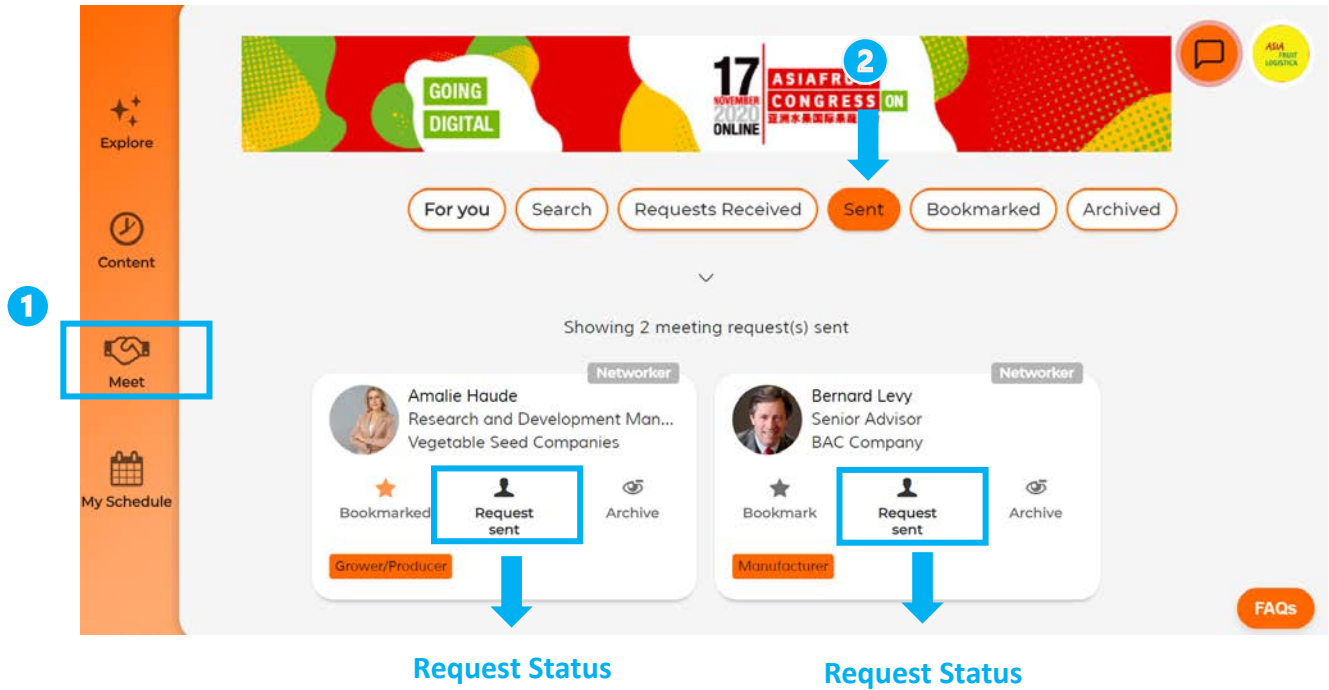
➤ **Request a Meeting**

1. After having located a company under For You / Search, click Meet to send out a meeting request
2. You may enter a message to elaborate your meeting interest and click “Send meeting request”



➤ **View the Meeting Request You Sent**

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

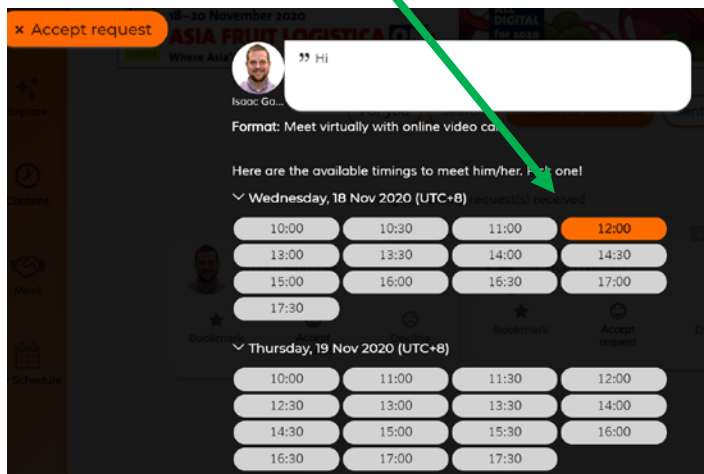
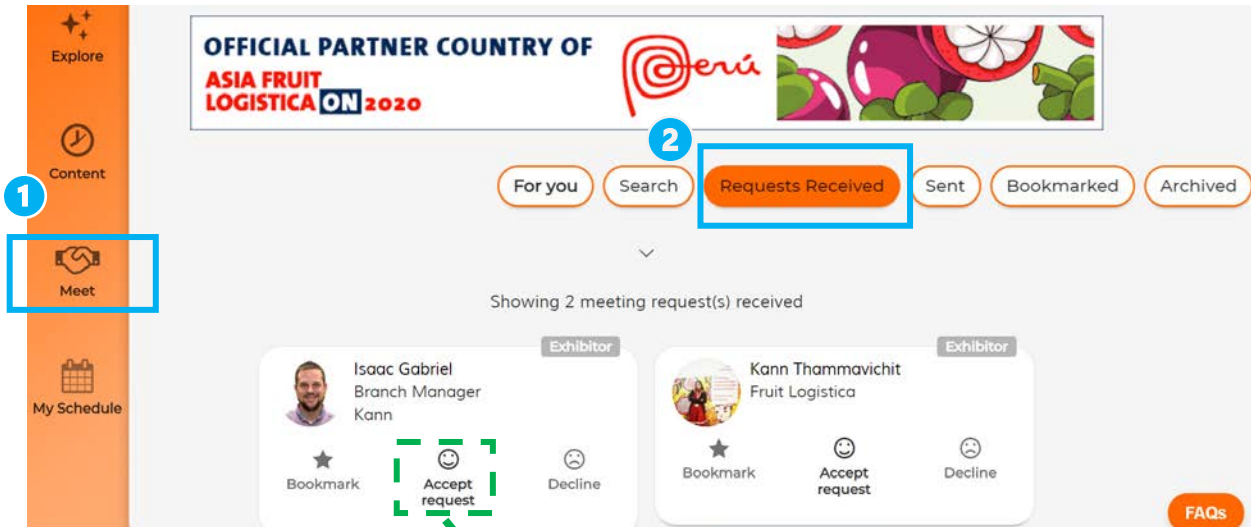


Remarks:

- Meeting quota depends on your exhibitor package
- Meeting requests are personally sent to you by participating attendees who are keen to meet you via the platform. To view the list of requests, click on "Request received"
- If meeting is cancelled before the scheduled time, it will not be counted in the quota.
- No show will not counted in the quota if you do not rating the meeting. If you rate the meeting then it will be counted as 1 meeting quota

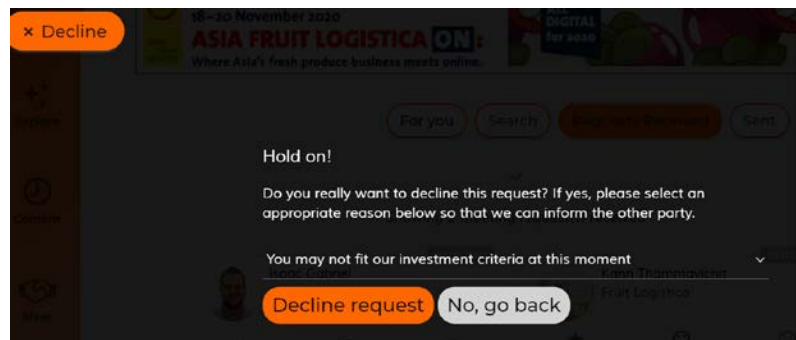
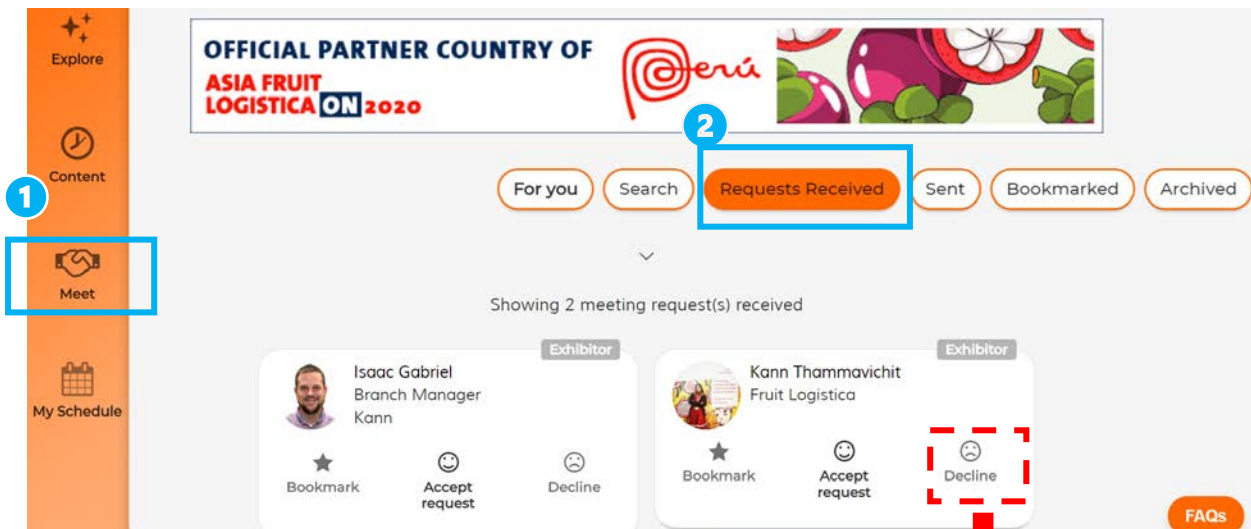
➤ **Accept a Meeting**

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



➤ **Decline a meeting request**

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



Remarks:

Meeting request is raised on individual basis. A particular individual cannot send meeting request once it has been rejected. However the presenter from the same company may initiate meeting request.

Please note that due to data privacy law, 2 parties can only chat/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 where mutually available timeslots will be shown automatically

The screenshot shows the 'My Schedule' interface. On the left-hand menu, the 'My Schedule' icon is highlighted with a blue box and a '1'. At the top right, the date 'Wed, 18 Nov 20' is selected, with a blue arrow pointing to it labeled '2'. Below the date, there are three sections: 'Time Zone', 'Notification', and 'Sync Calendar', each with an 'Edit' button. The main area displays two meeting entries. The first entry is for 'Winnie Naomi Admin' at 11:30. The 'Reschedule' button is highlighted with a blue box and a '3'. A blue arrow points from this button down to the next screenshot.

The screenshot shows the rescheduling dialog. It starts with the text 'Format: Meet virtually with online video call.' and 'Here are the available timings to meet him/her. Pick one!'. The dialog is organized by day and time slots. For Wednesday, 18 Nov 2020 (UTC+8), the 14:00 slot is highlighted in orange. For Thursday, 19 Nov 2020 (UTC+8), the 11:30 slot is highlighted in orange. For Friday, 20 Nov 2020 (UTC+8), the 11:00 slot is highlighted in orange. The dialog also shows 'Sync Calendar' and 'Bookmark' options.

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 process of canceling a meeting. It is divided into two parts: the main meeting schedule view and a confirmation dialog.

Meeting Schedule View:

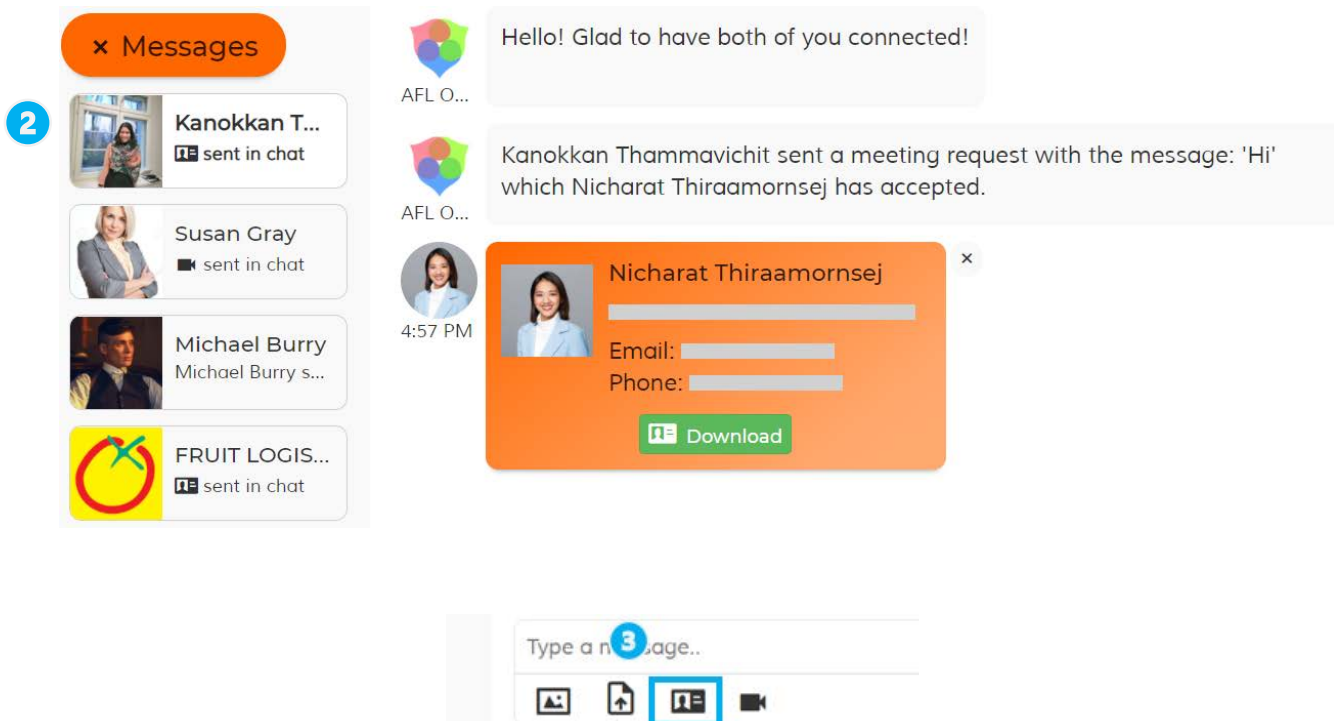
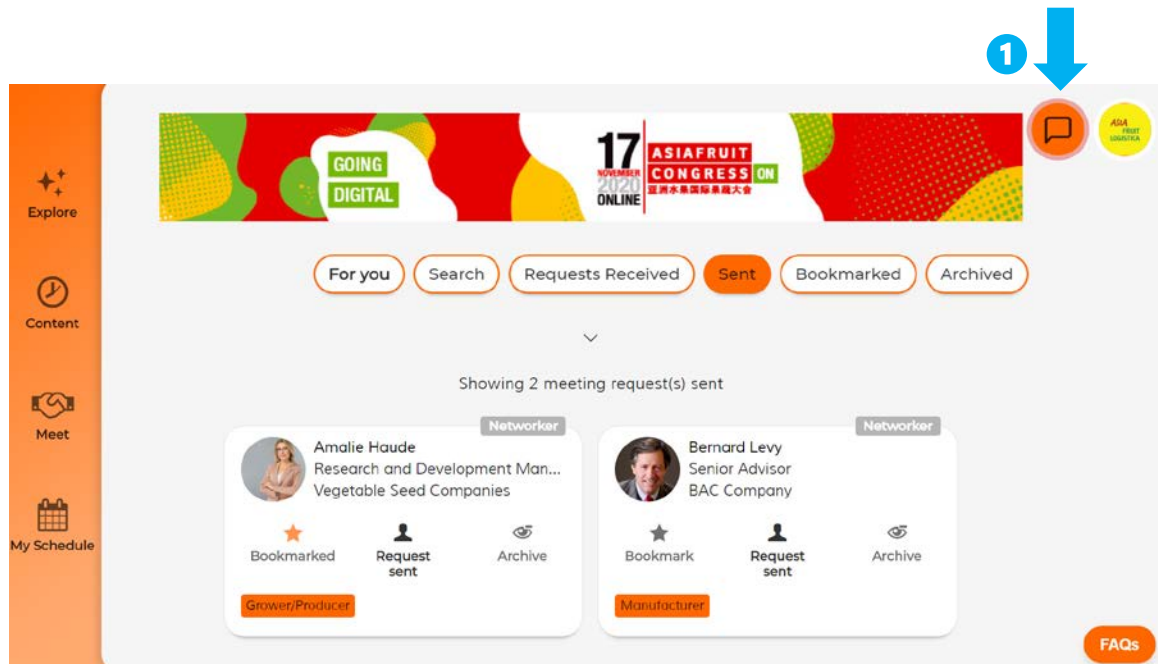
- Left-hand menu:** Contains icons for 'Explore', 'Content', 'Meet', and 'My Schedule'. The 'My Schedule' icon is highlighted with a blue box and a circled '1'.
- Calendar:** Shows dates for 'Wed, 18 Nov 20' and 'Thu, 19 Nov 20'. The 'Wed, 18 Nov 20' date is highlighted with a blue box and a circled '2'.
- Settings:** Three orange boxes for 'Time Zone', 'Notification', and 'Sync Calendar', each with an 'Edit' button.
- Meetings:**
 - 11:30:** Meeting with Winnie Naomi (Admin, Test Company). Role: 'Networker'. Buttons: 'Bookmark', 'Reschedule', 'Cancel'.
 - 12:30:** Meeting with Jude Plant Manager (Plant Manager, ACF Company). Role: 'Speaker'. Buttons: 'Bookmark', 'Reschedule', 'Cancel'. The 'Cancel' button is highlighted with a red box and a circled '3'.

Confirmation Dialog:

- Title:** 'Hold on!' with a sub-header 'Where Asia's fresh produce business meets online'.
- Text:** 'Do you really want to cancel this meeting? If yes, please select an appropriate reason below so that we can inform the other party.'
- Calendar:** Shows dates for 'Wed, 18 Nov 20', 'Thu, 19 Nov 20', and 'Fri, 20 Nov 20'.
- Reasons:** A list of reasons with a blue selection bar over the first option: 'There is no specific reason'. Other reasons include: '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', and 'There is no other suitable timings to reschedule'.

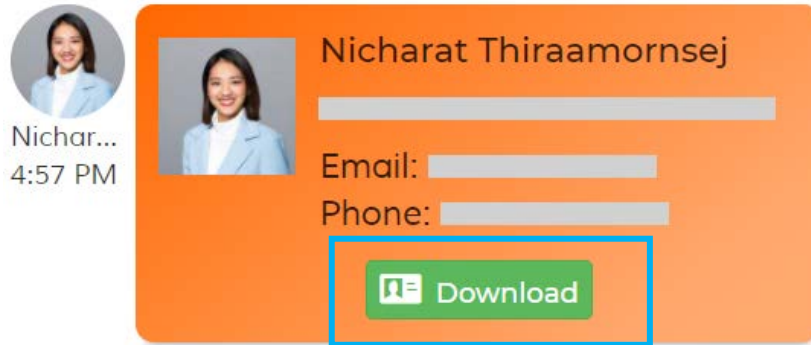
➤ Exchange E-Business card

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 onto their device 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



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, CN / SG time)

VIDEO MEETING

1. Go to [My schedule](#)
2. Click the [video icon](#) or Go to chat box to enter the meeting room

The screenshot shows the video meeting interface. On the left sidebar, the 'My Schedule' icon is highlighted with a blue box and a '1'. The main content area shows the date 'Wed, 18 Nov 20' and 'Thu, 19 Nov 20'. Below the date, there are three sections: 'Time Zone', 'Notification', and 'Sync Calendar'. A blue arrow labeled '2' points to the video icon next to the 11:30 meeting. The meeting details for 11:30 are: Winnie Naomi, Admin, Test Company, with options for Bookmark, Reschedule, and Cancel. The meeting details for 12:30 are: Jude Plant Manager, Plant Manager, ACF Company, with options for Bookmark, Reschedule, and Cancel.

Remarks:

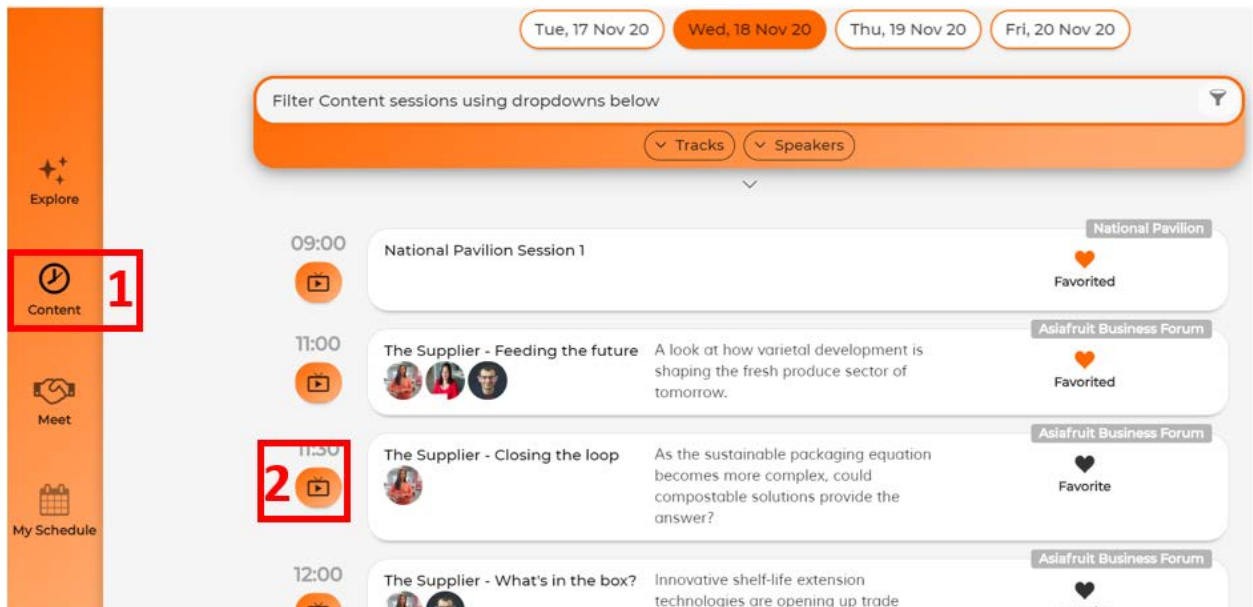
- Allow using your microphone and camera & allow pop-ups in your desktop or mobile settings
- Click [Join Now](#) to join the meeting
- The system will count down the meeting starting time
- Screen sharing function is only allowed on PC

Important note: Video meeting function work better on desktop browser. Some of the old versions Mobile may not support.

HOW TO VIEW THE CONTENT

To view the video content on the platform

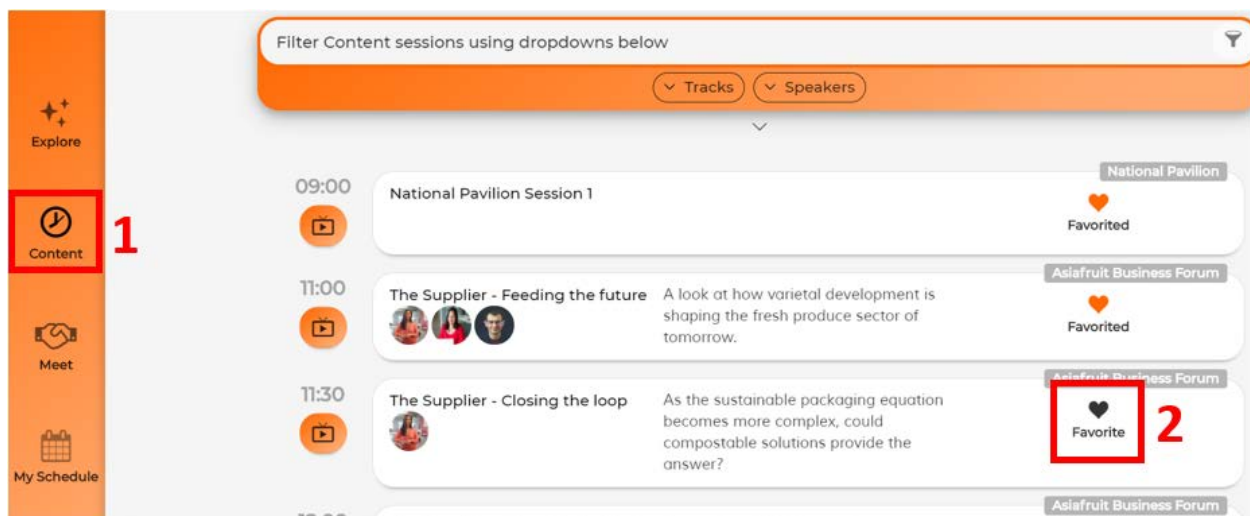
- Go to the **"Content"** Tab
- You may either find your session by date or filter the sessions using the drop-down options
- Click on the **Video** button to access the media content



HOW TO BOOKMARK A SESSION TO MY FAVORITES

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.



IMPORTANT CONTACTS

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