

eCommerce Week



USER GUIDE

1

How to Get Started

- Upon receiving an invitation from our UNCTAD eCommerce Week platform, **please follow the unique personalized link to edit your profile.**
- You will then land on the **'Claim your account'** screen, which will be pre-populated. Please make any changes necessary, create your own password and agree to Terms & Conditions.
- You can then
 - **'Continue to app'** to proceed to the homepage of UNCTAD eCommerce Week or
 - You can hit the **'complete your profile'** button which will take you to a page to edit your personal profile. You will be able to upload a headshot, add your bio and any additional contact information.
Press the **SAVE** button once your profile is completed, and you are all set!

2

How to use our eCommerce Week2022 Platform

As a participant to UNCTAD eCommerce Week, you will have the opportunity to **attend sessions, interact with participants** and **plan private meetings**.

To get around the platform, use the navigation bar at the top right (Home, Programme, People, Session Organizers etc).

To log into the platform, please use the email address you provided and password you created when you claimed your account (see the How to get started paragraph).

Home: This button will always bring you back to the main screen.

Programme: Under the programme tab, press 'full programme' to browse the programme of sessions for the entire week. To enter a live meeting, simply click on the agenda tile for that meeting and click 'join meeting'.

Kindly note that you can browse sessions by Name, Track (High-Level, Thematic or Special Session) or even keywords via the search box on the top right corner of the full programme.

My agenda: You can add sessions to your specific agenda (and view them under 'my agenda') by ticking the + sign on any session tile.



USER GUIDE

People: From within the People tab, you can browse through the speakers and participants list, request meetings & send messages. The 'Want to Meet' tab is simply a shortcut to compile a list of people you'd like to reach out to.

Session Organizers: Find out about all the session organizers under this tab, and find out which session(s) they are organizing.

Account: This tab will allow you to update your profile, organization and get general information about the platform.

Photos: Even though we are not physically together, it's still nice to be able to 'see' each other. Don't hesitate to upload a headshot in your profile to that end!

3

How to Watch Sessions

On the virtual platform, our sessions are embedded into the website, meaning you only have to click **"play"** to watch the session.

When available, interpretation will be accessible via the globe button in the Zoom link. Simply pick the language of your choice and listen!

4

Networking and Participant Interaction

- Want to Meet:** The 'Want to Meet' feature allows you, as a participant, to make a **private list** of other participants or organizations you would like to meet during the event. This is a private list, visible only to you. Think of it as your virtual participant checklist. It is simply a way to keep your networking goals organized.
- Send Message:** You can send a private message to any attendee, speaker or organization within our eCommerce Week platform. Simply find them in the **'people'** tab, click the three dots at the top right and click **'send message'**
- Schedule Meeting:** Interested in setting up a private virtual meeting with another participant? You can request a meeting by finding the participant in the **'people'** tab, click the three dots at the top right and click **'schedule meeting'**. You will then be able to add additional people, choose your suggested time and click send. A note is sent to the invitees and an event is created in **'My Agenda'**. To attend the meeting, simply find it in your agenda and click **'join meeting'**.



Still haven't found what you are looking for? Contact us: ecde@un.org

