



CPHI china®

P4mec

Virtual Expo Connect

18th November – 18th December 2021

Exhibitor Q&A and Guide



Exhibitor Q&A and Guide

Q: When will CPhI & P-MEC China Virtual Expo Connect (VEC) go live?

A: VEC will be live from 18th November 2021 and the platform is accessible until 18th January 2022. Official website: <https://vec.pharmasources.com/> (Google Chrome recommended)

Q: Our company is an exhibitor of the offline show in December and we took part in the 2020 edition of VEC, do we need to register again for the 2021 edition of VEC?

A: Exhibitors of the offline show in December do not need to register. You can simply log on to the VEC Platform with your existing ID & password for the e-manual from 18th November. Every exhibitor has one account only.

Q: How can we send invitations to clients?

A: As a supplier, you can send invitations to both suppliers and buyers on the VEC Platform. You can send an invitation for Connection - when the invitee accepts your invitation, you will be informed via email. You may log on to the VEC and check the buyers' contact details. You can also send Video Meeting invitations - when the invitee accepts your invitation, you will be informed via email and you can e-meet the invitee at the scheduled time. Detailed guidelines can be found below.

Q: Can I download the buyer list or contacts?

A: Unfortunately it's not possible to download these.

- If buyer click the WhatsApp icon (if provided by suppliers), you will get message and connect with them on WhatsApp.
- You can filter and search suitable buyers by your preferred criteria on the platform only.
- You can check the contact details in the email or on the VEC Platform if the invitee accepts the Invitation for Connection.
- You can get and check the contact details on the VEC Platform after the scheduled meeting time (Video Meetings only)

Q: What platform do you use for video meetings?

A: Video meetings are held via Zoom. We recommend you to have the video meeting on a desktop or laptop. You can simply launch the meeting if you've already installed Zoom on your device, or you can join from your browser (Google Chrome recommended). If you choose to have the video meeting on your mobile device, please download the Zoom app in advance. Detailed guidelines can be found below.

Q: Who can I reach out to if I face any issues on the VEC Platform?

A: Feel free to contact our customer service team cphicustomerservice@informa.com if you need any help.

Q: Are there any online content sessions?

A: Yes of course. VEC features an intensive content sessions rolling out from 6th December including on-demand webinars, live-streaming webinars, guided tours and pharma voices. All sessions are accessible on-demand until 18th January 2022. You can check the content list here: <https://vec.pharmasources.com/program/list>

Exhibitor Q&A and Guide

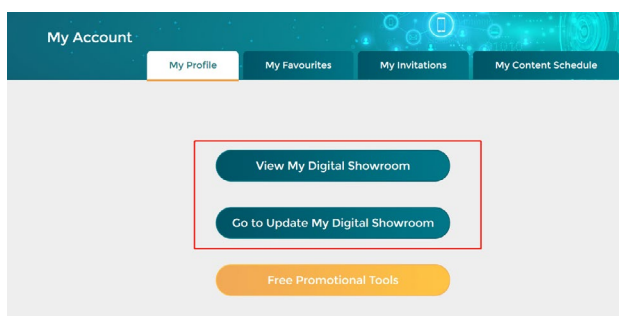
Q: Our company is an exhibitor of the December offline show, how can we participate in VEC?

A: As an exhibitor of the December offline show you can simply log on to the VEC Platform with your existing ID & password of the e-manual from 18th November.

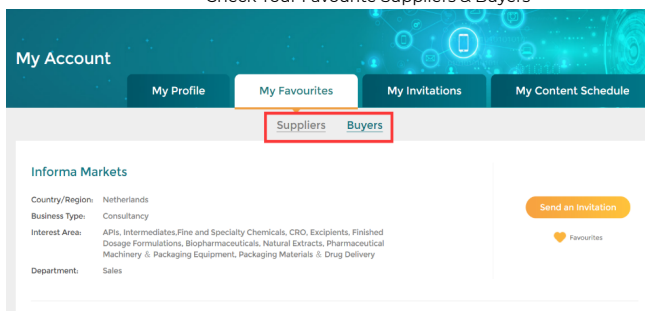
Link: <https://vec.pharmasources.com/login/>

After logging in, you can view and update your digital showroom; check your saved favourite suppliers/buyers; send/manage your invitations and check the content sessions

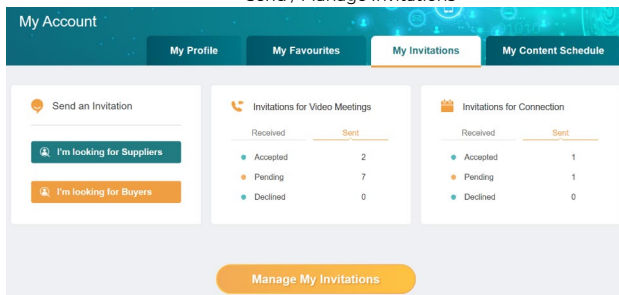
View/ Update Your Digital Showroom



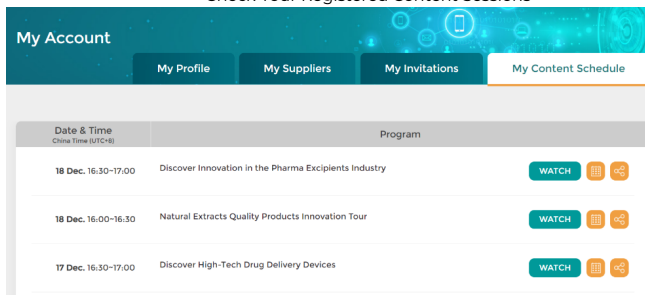
Check Your Favourite Suppliers & Buyers



Send / Manage Invitations



Check Your Registered Content Sessions



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Q: How can I send invitations to potential clients and partners?

A: As an exhibitor, you can send invitations to other suppliers, as well as registered buyers.

· After logging in, you'll be redirected automatically to the "My Account" page. Click on "My Invitations" to send and manage your invitations.

(Every exhibitor can send 20 invitations for free. If you need to send more invitations, please contact our sales team for more information.)

My Account

My Profile My Favourites **My Invitations** My Content Schedule

Send an Invitation

[I'm looking for Suppliers](#)

[I'm looking for Buyers](#)

Invitations for Video Meetings

Received	Sent
Accepted	2
Pending	7
Declined	0

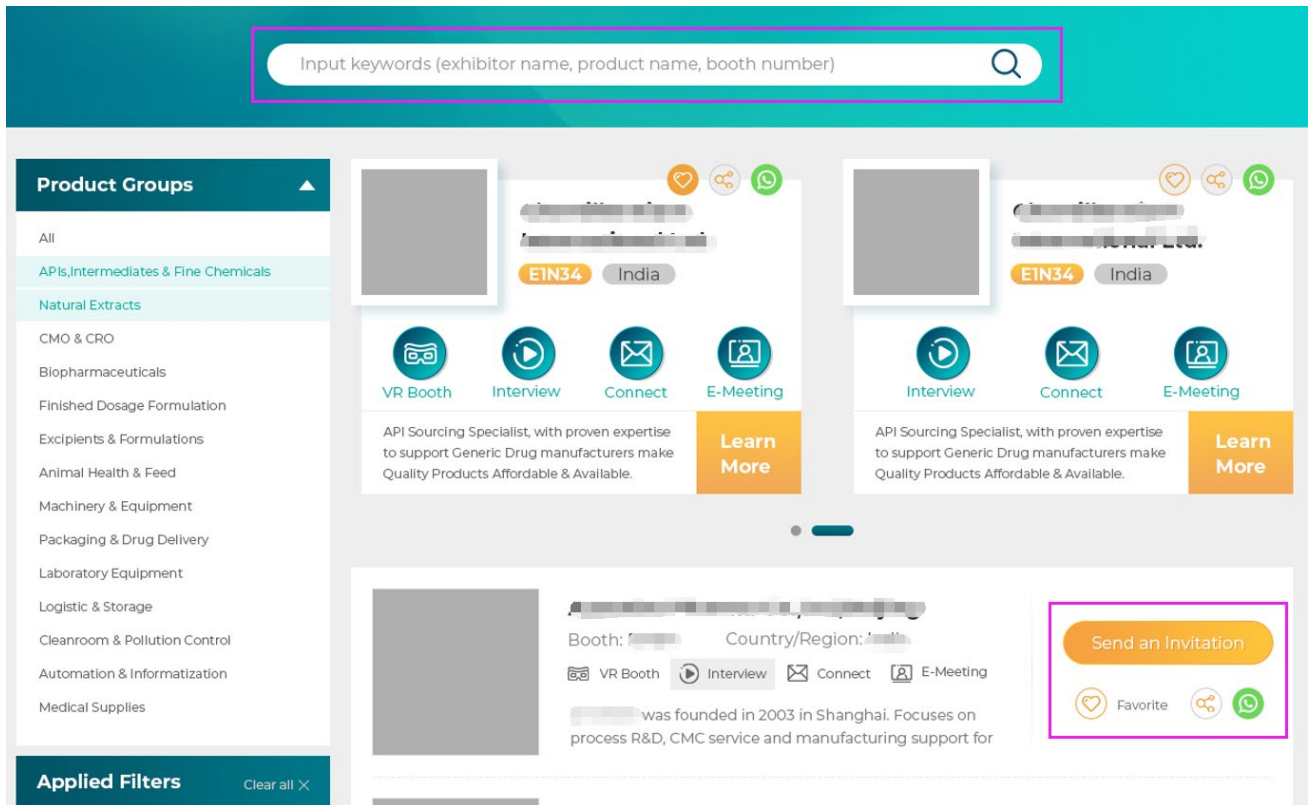
Invitations for Connection

Received	Sent
Accepted	1
Pending	1
Declined	0

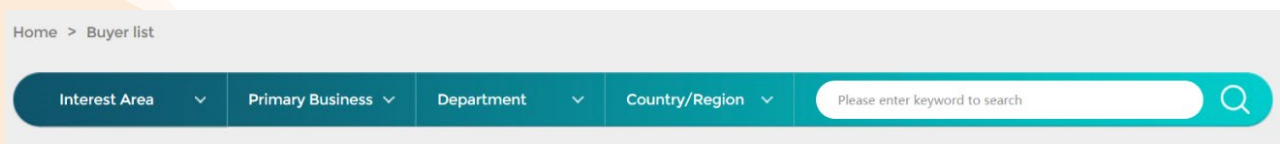
[Manage My Invitations](#)

· To send invitations to suppliers, click on “I’m looking for Suppliers” and you can filter Suppliers by your preferred criteria.

· Supplier List: <https://vec.pharmasources.com/supplier/list>

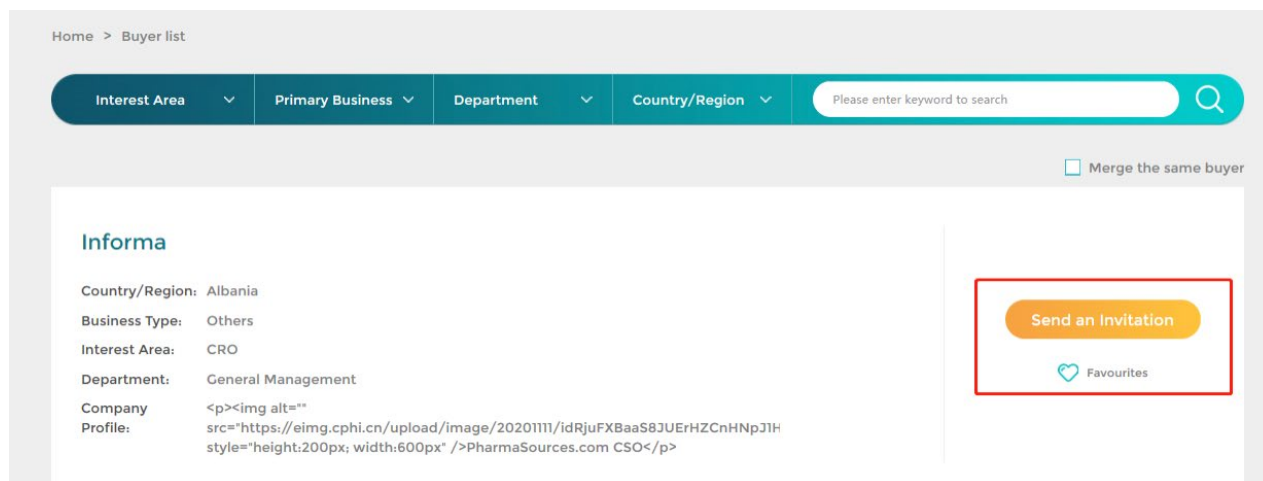


· To send invitations to buyers, click on “I’m looking for Buyers” and you can filter Buyers by your preferred criteria.



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- After targeting your potential client, click on “Send an Invitation”
(You can also click the “♥” icon to add the target client to the “My Favourites” list)



- You can send an invitation for Connection
When your target client accepts the invitation for Connection, you'll receive an e-mail with detailed contact information included.
You can also log on to the VEC platform to check the contact information and reach out.

Send an Invitation

- *Type of Invitation :
- Send invitations for Connection (If accepted, contact information will be shared.)
 - Send invitations for Video Meeting (If accepted, video meetings will be arranged.)

Next

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• You can send invitations for a Video Meeting and select a suitable time slot.

When your target client accepts the invitation for the Video Meeting, you'll receive an email with a Zoom meeting room link.

You can also log on to the VEC platform and join the meeting 15 mins before your scheduled time.

Send an Invitation

*Type of Invitation:

Send invitations for Connection (If accepted, contact information will be shared.)

Send invitations for Video Meetings (If accepted, video meetings will be arranged.)

Time Slot for Meeting:

■ Not Available ■ Can be selected ■ Selected Time Slot

00:00-00:30	00:30-01:00	01:00-01:30	01:30-02:00	02:00-02:30	02:30-03:00
03:00-03:30	03:30-04:00	04:00-04:30	04:30-05:00	05:00-05:30	05:30-06:00
06:00-06:30	06:30-07:00	07:00-07:30	07:30-08:00	08:00-08:30	08:30-09:00
09:00-09:30	09:30-10:00	10:00-10:30	10:30-11:00	11:00-11:30	11:30-12:00
12:00-12:30	12:30-13:00	13:00-13:30	13:30-14:00	14:00-14:30	14:30-15:00
15:00-15:30	15:30-16:00	16:00-16:30	16:30-17:00	17:00-17:30	17:30-18:00
18:00-18:30	18:30-19:00	19:00-19:30	19:30-20:00	20:00-20:30	20:30-21:00
21:00-21:30	21:30-22:00	22:00-22:30	22:30-23:00	23:00-23:30	23:30-00:00

E-Meeting schedule in your current time zone:
2020-11-18 13:30-14:00 (Change my time zone)

E-Meeting schedule in the invited company's local time:
2020-11-18 07:30-08:00

Next

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Q: How can I check the invitations I have received?

A: If any buyers send you an invitation, you'll receive a reminder by email and you can log on to the VEC Platform to manage the invitations.

- Log on to the VEC Platform and manage the invitations you have sent or received.

The screenshot shows the 'My Account' dashboard with a navigation bar containing 'My Profile', 'My Favourites', 'My Invitations', and 'My Content Schedule'. The 'My Invitations' tab is active. Below the navigation bar, there are three main sections: 'Send an Invitation' with buttons for 'I'm looking for Suppliers' and 'I'm looking for Buyers'; 'Invitations for Video Meetings' with a table showing 2 Accepted, 7 Pending, and 0 Declined; and 'Invitations for Connection' with a table showing 1 Accepted, 1 Pending, and 0 Declined. At the bottom, a 'Manage My Invitations' button is highlighted with a red box.

Received	Sent
Accepted	2
Pending	7
Declined	0

Received	Sent
Accepted	1
Pending	1
Declined	0

The screenshot shows the 'China Pharma Connect' 'Manage My Invitations' page. The navigation bar includes 'My Profile', 'My Favourites', 'My Invitations', and 'My Content Schedule'. The 'My Invitations' tab is active. Below the navigation bar, there is a breadcrumb trail: 'Home > My Invitations > Manage My Invitations'. On the left, there is a sidebar with 'Manage My Invitations', 'Invitations for Connection', 'Invitations for Video Meeting', and 'Settings'. The main content area has two tabs: 'Invitation Received' (highlighted with a red box) and 'Invitation Sent'. Below the tabs, there is a table with columns: 'Invite Company', 'Contact Information', 'Status', and 'Accept/Decline'. A 'View' button is highlighted with a red box in the 'Accept/Decline' column for the 'informa [Buyers]' row. A 'Status' dropdown menu is also visible.

Invite Company	Contact Information	Status	Accept/Decline
informa [Buyers]	Click to view	Pending	View

Exhibitor Q&A and Guide

- Click on “View” to Accept or Decline the invitation for Connection.

If you accept the invitation for Connection, you'll be able to view the inviter's contact details directly.

The screenshot shows the 'China Pharma Connect' interface with the 'My Invitations' tab selected. A modal titled 'Invitation Details' is open, displaying information for an invitation from 'informa'. The details include: Subject: hi; Contact Person: ***; Department: General Management; Job Title: VP / Director; Position: ceo; E-mail: *****; Mobile Phone: *****; Invitation Purpose: Product sourcing, Potential partnership; Message from Inviter: hi, need 100kg products; Sent Time: 2020-11-03 18:19. At the bottom of the modal are buttons for 'Accept', 'Decline', and 'Close'. To the right of the modal, there is a 'Status' dropdown menu, an 'Accept/Decline' button, and a 'View' button, all highlighted with red boxes.

- Click on “View” to Accept or Decline the invitation for the Video Meeting.

If you accept the invitation for the Video Meeting, the “Join” button will be available 15 mins before the scheduled meeting time.

The screenshot shows the 'China Pharma Connect' interface with the 'My Invitations' tab selected. A table of video meeting invitations is displayed. The table has columns for 'Invite Company', 'E-Meeting Schedule', 'Join Meeting', 'Contact Information', 'Status', and 'Accept/Decline'. The first row shows an invitation from 'Informa [Buyers]' with a scheduled time of '2020-11-06 13:30-14:00'. The 'Join Meeting' column contains a 'Join' button, and the 'Accept/Decline' column contains a 'View' button. Both the 'Join Meeting' and 'Accept/Decline' columns are highlighted with red boxes. Above the table, there are filters for 'Invitation Received' and 'Invitation Sent', a 'Status' dropdown, and an 'E-Meeting Schedule' filter with 'Start Time' and 'End Time' inputs.

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Click on “Join” to enter your private Zoom meeting room directly.

- You can join the meeting from your browser (Google Chrome recommended).

- Type in your name and the captcha code to enter the meeting room.

Click **Open** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below.

Launch Meeting

Don't have Zoom Client installed? [Download Now](#)

Having issues with Zoom Client? [Join from Your Browser](#)

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Join a Meeting

Your Name

Your Name

Captcha Code

Enter captcha code



Join

- Or you can simply launch the meeting if you've already installed Zoom on your laptop or desktop.

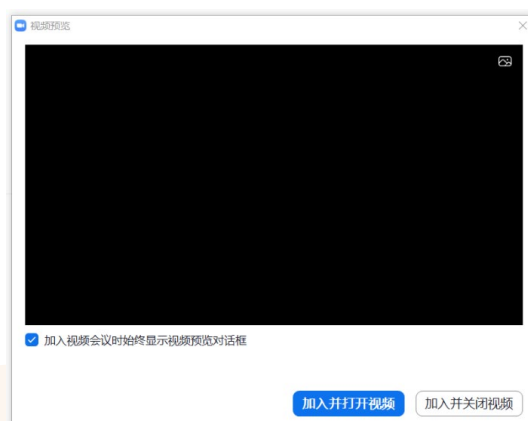
Click **Open** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below.

Launch Meeting

Don't have Zoom Client installed? [Download Now](#)

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Q: How can I set my preferences for a meeting invitation?

A: Click on “Manage My Invitations” and choose “Settings”. You can find the remaining number of invitations you can send for free, change your Time Zone, select preferred meeting dates and time slots, and turn on or off email notifications.

The screenshot displays the 'Manage My Invitations' settings page. On the left, a sidebar contains 'Manage My Invitations', 'Invitations for Connection', 'Invitations for Video Meeting', and 'Settings'. The main content area includes:

- Free Invitations: 9**: A box indicating the current number of free invitations.
- Service Upgrade**: A button to upgrade service, with text explaining that it allows sending more invitations and contacting a service officer.
- Time Zone**: A dropdown menu currently set to 'China UTC+8:00'.
- Available Time**: A section with radio buttons for 'Not Available' and 'Available', a date dropdown set to '2020-11-13, 2', and a 'Time' dropdown.
- Notifications**: A toggle switch set to 'On' with the text 'Turn on notifications to receive reminders of meeting requests and updates of meeting status.'
- Contact Information**: A section for questions, listing 'Miss Zhang' with phone number '+86-21-33392443' and email 'Carina.Zhang@imsinoexpo.com'.

Q: How can I inform my clients of my VEC participation?

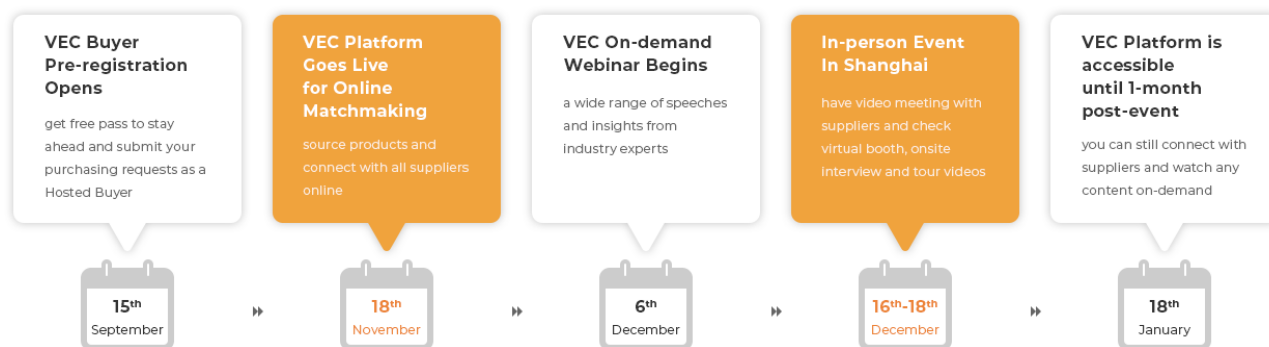
A: Free Promotional Tools are available to customise your own invitation email, banner, etc. with simple steps which you can share with your clients.

The screenshot displays the 'My Account' page. The top navigation bar includes 'My Profile', 'My Favourites', 'My Invitations', and 'My Content Schedule'. The main content area features three buttons:

- View My Digital Showroom**: A teal button.
- Go to Update My Digital Showroom**: A teal button.
- Free Promotional Tools**: A yellow button, highlighted with a red box.

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VEC timeline



You are welcome to visit and log on to the VEC Platform to discover more highlights!

<https://vec.pharmasources.com/>