

THE BPMA
NETWORKING HUB

5TH OCTOBER - 31ST
DECEMBER 2020

ACCESS TO NETWORKING
& MEETING HUB

THE BPMA NETWORKING HUB

NETWORKING HUB SET UP GUIDE



The BPMA Networking Hub

How To Use Our Networking Hub Platform

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Initial Setup

Invitation Email

Once you've received your email, click the link to join the networking hub. Here you will be prompted to set up a password.

Personal Profile

After you have logged in, you will be asked to set up your profile information. This includes your photo (recommended size 300x300. Accepted formats .jpg .bmp .png .gif), biography and social media information. This can be edited at any time and can be accessed from either the home page or the top right dropdown by clicking My Profile.

Your Interests – adding Tags to your profile

You will also be asked to select 'Tags' from the following sections; Groups, Products, Benefits and Topics to indicate the areas you are interested in exploring. Tags are an important part of creating your profile as they will link you to others with the same Tags.

Once your profile has been set up, you will be directed to the Home Page. The menu options visible on the left hand side bar can also be accessed from any page by selecting your name in the top right corner.

The screenshot shows the BPMA Networking Hub website. At the top, there is a search bar, a magnifying glass icon, and navigation links for Messages, Contacts, and a user profile dropdown for 'Hi, Amelia'. Below this is a large banner for 'The BPMA Networking Hub' with the subtitle 'Recovery, Regeneration & Resilience' and dates '5th October - 31st December 2020'. The hashtag #BPMAVirtual is also visible. A navigation menu includes HOME, MY SCHEDULE, EXHIBITORS, CONTENT HUB, FORUMS, and ATTENDEES. On the left, a user profile for 'Amelia' is shown with icons for My Profile, Contacts, Messages, My Exhibitors, My Notes, and Library. The main content area features a welcome message: 'Welcome to BPMA's Virtual Conference & Networking Hub'. The message thanks the user for joining the event on Wednesday 9th September and mentions over 300 BPMA members. It also reminds users to use the platform during Meeting's Week (9th - 16th September) and provides two bullet points: 'Agenda: If you missed any sessions, recordings are now available here (password BPMA2020Sessions)' and 'Meetings: Locate individuals or companies they want to connect with and request meetings via their profile pages.'

#BPMAVIRTUAL

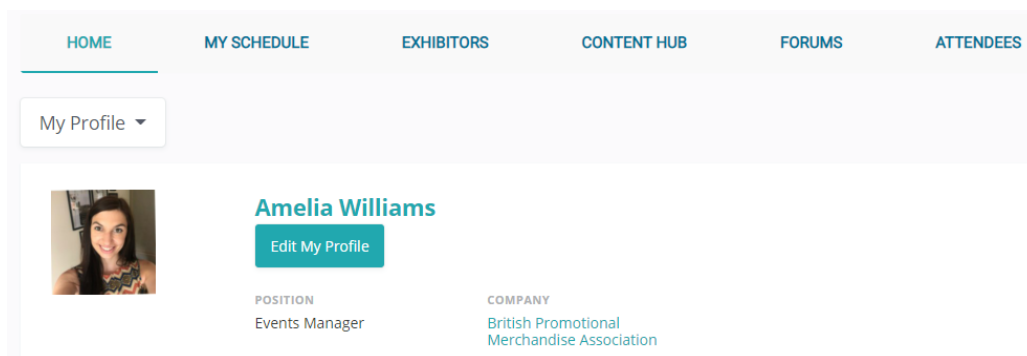
CONTACT EVENTS@BPMA.CO.UK IF YOU REQUIRE ANY HELP

Your Profile

Edit Profile


To edit your profile, simply click 'My Profile' from the left side bar, followed by 'Edit My Profile'. Here you can edit:

- Your Photo: Recommended Size 300x300. Accepted Formats .jpg .bmp .png .gif
- Your Profile: Including name, company (if you are an exhibitor this should not be amended as it is automatically linked to your stand), position and biography.
- Tags (Interests): Select from Groups, Products and Benefits & Topics. These tags will allow exhibitors to see what your goals are. This may be to source or enquire about a product or to discuss specific topics.
- Contact Information
- Web Content: Link all your social media accounts to your profile.



HOME MY SCHEDULE EXHIBITORS CONTENT HUB FORUMS ATTENDEES

My Profile ▾

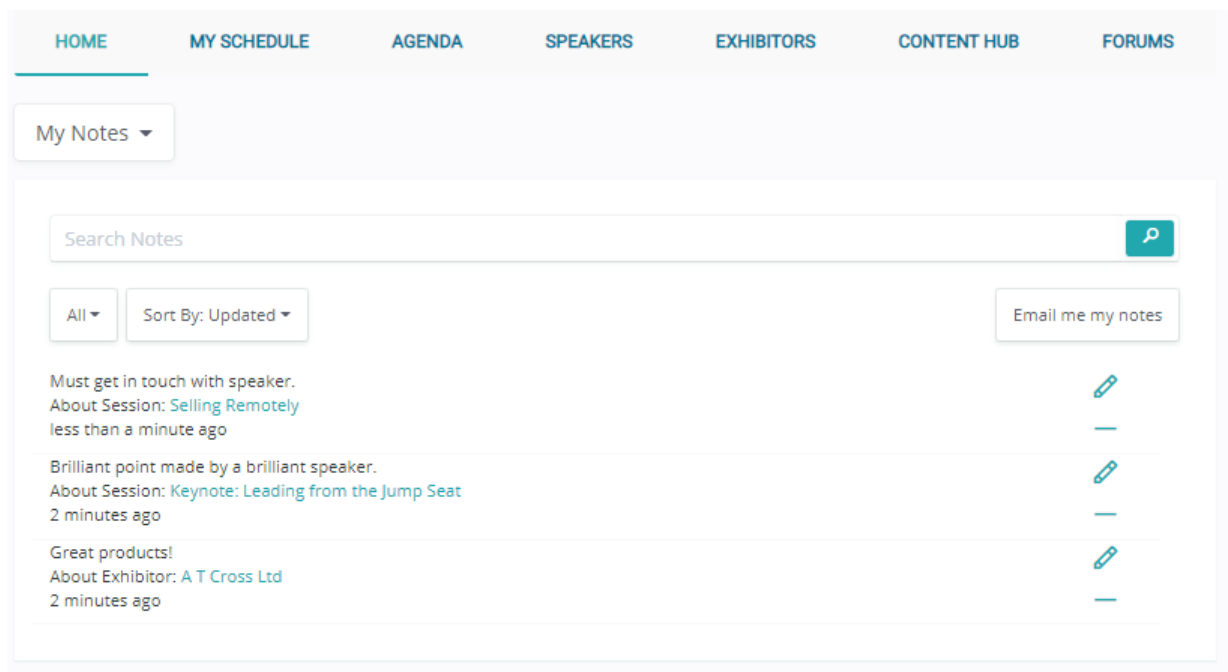
 **Amelia Williams**
Edit My Profile

POSITION
Events Manager

COMPANY
British Promotional
Merchandise Association


My Notes

A useful reminder for any notes you want to make about exhibitors. You will see an edit feature that enables you to make a note and link the company or person it relates to. This section will also collate all your notes together so you can keep a record of meetings, and more. You can also email your notes to yourself in a csv format.





HOME MY SCHEDULE AGENDA SPEAKERS EXHIBITORS CONTENT HUB FORUMS


My Notes ▾

Search Notes 

All ▾ Sort By: Updated ▾ Email me my notes

Must get in touch with speaker.
About Session: [Selling Remotely](#)
less than a minute ago 

Brilliant point made by a brilliant speaker.
About Session: [Keynote: Leading from the Jump Seat](#)
2 minutes ago 

Great products!
About Exhibitor: [A T Cross Ltd](#)
2 minutes ago 

Settings

This can be found at the bottom of the menu on your homepage. Here you can change your password.

Notifications

Here you can amend the settings of how many email and push notifications you will receive.

Messages

To view your messages, select the Messages tab located at the top right corner or on the menu on your homepage.


Receiving/Replying

These messages will appear in your inbox, as well as being emailed to your registered email address. To reply or archive, simply select the relevant button below the message. Your sent messages will appear in the Sent folder and archived messages will move to the Archive folder.

HOME MY SCHEDULE EXHIBITORS CONTENT HUB FORUMS ATTENDEES

Messages ▾

- Inbox (4)
- Sent (1)
- Archive (2)
- Broadcast Message

 **Tom Robey** Sep 15, 2020, 9:22 AM (GB)

Meetings Week until 16th Sep

We hope all your meetings have been constructive over the last few days. Don't forget the meetings platform is open until **16th September**. Access to resources and recordings and content available until early October.

Speaker recordings and **BPMA research findings** through the Content Hub and **Exhibitor collateral** through company profiles.

reply archive

My Schedule

This tab shows all meetings you have accepted / requested.

Unavailable Times

Here you can set your unavailable times so that you do not receive any meeting requests during these times.

Export

You can export your schedule straight into your calendar on Outlook, iCal or Google. You can even print it out.

View

The grid view is a great way to see an overview of your day.

The screenshot displays the 'MY SCHEDULE' tab in a web application. At the top, there is a navigation bar with links for HOME, MY SCHEDULE, EXHIBITORS, CONTENT HUB, FORUMS, and ATTENDEES. Below the navigation bar is a search bar labeled 'Search My Schedule'. To the left of the search bar are two dropdown menus: 'All' and 'Date'. To the right are buttons for 'List', 'Grid', 'Print', and 'Export'. Below these buttons is a section titled 'Leaving Early? Have to make a work call?' with a subtext 'Let others know so they don't schedule a meeting during those times.' and a button 'Set your unavailable times'. A red notice states '**All times posted are Europe - London**'. The main content area shows two meeting entries. Each entry includes a time slot (e.g., '2:30 PM-3:00 PM on Sep 9, 2020 (GB)'), a 'MEETING CONFIRMED' status, a meeting icon, the meeting title 'British Promotional Merchandise Association (Amelia Williams) - British Promotional Merchandise Association (Georgie Yeats)', a 'VIRTUAL MEETING' label with a 'Join Meeting' link, and a list of participants. The participants list for the first meeting shows 'Amelia Williams Events Manager British Promotional Merchandise Association' and 'Georgie Yeats Office Administrator British Promotional Merchandise Association' with a green checkmark next to her name. The second meeting entry is identical but partially cut off at the bottom.

#BPMVIRTUAL

CONTACT EVENTS@BPMA.CO.UK IF YOU REQUIRE ANY HELP

Meetings

Please note that this feature is not available until 2nd September and meetings can only be scheduled from 9th September.

Receiving a Meeting Invitation

An attendee or exhibitor can request a meeting with you via your profile page. Once a meeting has been requested, it will show up in your Schedule tab.

HOME MY SCHEDULE EXHIBITORS CONTENT HUB FORUMS ATTENDEES

Search My Schedule

All Date

List Grid Print Export

Leaving Early? Have to make a work call?
Let others know so they don't schedule a meeting during those times.

Set your unavailable times

****All times posted are Europe - London**.**

2:30 PM-3:00 PM
on Sep 9, 2020
(GB)

MEETING CONFIRMED

British Promotional Merchandise Association (Amelia Williams) - British Promotional Merchandise Association (Georgie Yeats)

VIRTUAL MEETING
[Join Meeting](#)

PARTICIPANTS

- Amelia Williams Events Manager British Promotional Merchandise Association
- Georgie Yeats Office Administrator British Promotional Merchandise Association

Requesting a Meeting

To request a meeting with an exhibitor, simply visit their company profile page and select 'Request Meeting'. Please note that this feature is not available until 2nd September and meetings can only be scheduled from 9th September.

Request Meeting

+

✉

✎

Setting up a Meeting

Once you have opened the meeting, the system will automatically check if the time requested conflicts with any other meetings you have scheduled. If you would like to request a different time, this can be done within the Time dropdown and selecting Update Meeting. If you are an exhibitor you may also assign yourself or different colleagues to the meeting, this will then show up in their personal schedule.

The screenshot displays a meeting setup page for the British Promotional Merchandise Association (Georgie Yeats). The meeting title is "British Promotional Merchandise Association (Georgie Yeats) - British Promotional Merchandise Association". The time is set to "Wed, Sep 9, 2020 8:00 AM". There is a "Join Meeting" link under the "VIRTUAL MEETING" section. The "MEETING DESCRIPTION" field is empty. The "PARTICIPANTS" list includes:

- Georgie Yeats** (British Promotional Merchandise Association) - HOST
- British Promotional Merchandise Association** (bpma logo) - CONFIRMED ✕
- Carey Trevill** (CEO, British Promotional Merchandise Association) - Assign
- Daniela Arena** (Operations Manager, British Promotional Merchandise Association) - Assign
- Amelia Williams** (Events, British Promotional Merchandise Association) - Assign
- Tom Robey** (Membership Manager, British Promotional Merchandise Association) - Assign

On the right side, there are three buttons: "Decline", "Update Meeting", and "Delete Meeting".

Joining a Meeting

The Join Meeting link will automatically activate once the meeting time has started. Click this link to join the meeting. Here you can use a range of features including; screen share, meeting recording*, whiteboard and invite others.

*Recording a meeting requires a DropBox account.

Attendees

This tab shows all attendee profiles.

Search

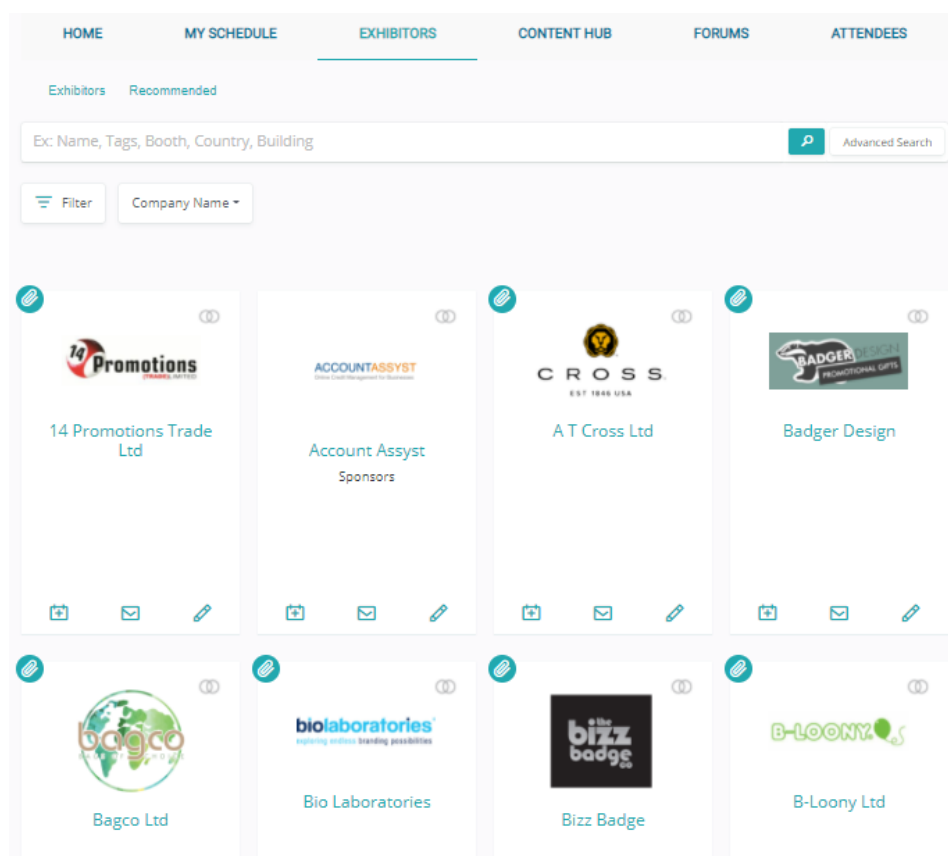
Use the search bar to quickly search for an attendee.

Filter

The filter option shows the different tags that an attendee has selected. These are often products that they are looking for or topics they are involved in and is a quick way to find exactly who may be interested in talking to you.

Exhibitors

Select this tab to view all our exhibitor pages.



Search




Use the search bar to quickly search for an exhibitor.

Filter


The filter option shows the different tags that the exhibitor has selected. These are often products that they supply or topics they are involved in and is a quick way to find exactly what you are looking for.

Icons

These are located under each exhibitor.

- Meeting: Click the  to quickly request a meeting with the exhibitor.
- Message: Click the  to send a message to the exhibitor.
- Notes: To make any notes on the session, select the . These notes will appear on your homepage under My Notes and can be downloaded.

Collateral

 When this symbol is visible on an exhibitor logo, it means that they have uploaded collateral for you to view, such as videos, documents, etc.

Exhibitor Profile Pages

Below is an example of an exhibitor profile page.

The screenshot shows the BPMA exhibitor profile page. At the top left is the BPMA logo (British Promotional Merchandise Association). To the right are icons for home, add, messages, and edit. Below this is a row of three banners: 'LIVE CHAT', 'Download your voucher pack here' (with a 'YOUR BPMA VOUCHER PACK' image), and 'YOUR MEMBER BENEFITS' with a right-pointing arrow. The main content area is divided into a left sidebar and a main section. The sidebar contains 'Networks' (Blog, Facebook, LinkedIn, Twitter, Website) and 'Location' (Fetcham Park House, Lower Road, Leatherhead, KT22 9HD GB). The main section has a 'Company Overview' header, a 'Welcome to BPMA's Conference & Networking Hub' message, a paragraph of text, and a 'Need support?' section with an email address (events@bpma.co.uk). Below this is a 'Contacts (5)' section listing Daniela Arena (Operations Manager) and Tom Robey (Membership Manager).

Collateral

All exhibitors can upload various collateral to their page. In the above example you can see Live Chat, Voucher Pack and Member Benefits. All further collateral can be found by clicking on the arrow to the right of the images.

- Collateral types: Exhibitors can upload documents, videos, links, audio, etc. These can be viewed by clicking the respective image.

Live Chat

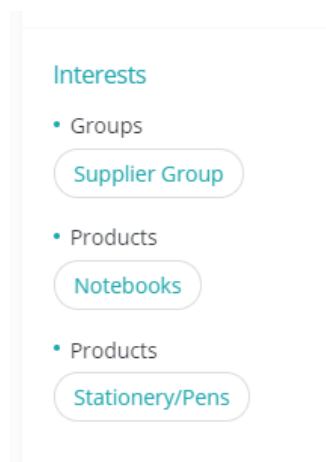
If an exhibitor has chosen to have this feature, simply click on the Live Chat image which will automatically open live chat on a new tab. If the exhibitor has chosen to use Whereby, enter your name after which you will be asked to knock on their room. They will then be able to allow you access if available (if not available, please schedule a meeting).

Company Overview, Networks and Contacts

- Overview: Shows the company biography, along with any products or information they may wish to showcase.
- Networks: Shows all social media associated with the company.
- Contacts: Individuals who are on the networking hub from this company will be visible here and you can message them directly.

Interests

Below the company contacts you will see a list of the company interests. These may be products that they supply or groups and topics they are involved in.



Forums

The Forums tab is a great way to join in and start conversations about topical subjects affecting our industry. **Please note this section is not for sales and will be monitored by BPMA. The BPMA have the right to remove any posts we deem unacceptable and users have the ability to report abuse.**

The screenshot shows the BPMA Forums interface. At the top, there are navigation tabs: HOME, MY SCHEDULE, EXHIBITORS, CONTENT HUB, FORUMS (highlighted), and ATTENDEES. Below the tabs, the word 'Forums' is displayed. A search bar with the placeholder text 'Search a title or keyword in the description' and a magnifying glass icon is present. Below the search bar are two filter buttons: 'Updated' (selected) and 'Most Active'. A 'Create' button is also visible. The main content area shows a list of forum posts under the heading 'Forums'. The posts are as follows:

Title	Started By	Replies	Latest
Sustainability: driving the sustainable agenda for merchandise	Amelia Williams	5	Sep 9, 2020 at 5:31 PM
Getting back to work	Amelia Williams	1	Sep 9, 2020 at 8:37 AM
Defining effectiveness in our market	Amelia Williams	0	Sep 9, 2020 at 8:37 AM
			Sep 9, 2020 at 8:36

Search

Use the search bar to look up any topics or subjects by searching keywords.

Create


To create a forum, simply select 'Create'. Here you enter your subject and post, you can also include a photo. Once finish click 'Post'. Your post can be edited or deleted after posting by clicking the dropdown arrow next to your post. Please note this section is not for sales posts.

The screenshot shows the 'Create New Post' form in the BPMA Forums interface. At the top, there are navigation tabs: HOME, MY SCHEDULE, EXHIBITORS, CONTENT HUB, FORUMS (highlighted), and ATTENDEES. Below the tabs, the text 'Create New Post' is displayed. The form consists of a 'Subject' input field and a larger text area for the post content with the placeholder text 'Enter your post here'. Below the text area is a link that says 'Add a Photo'. At the bottom right of the form are two buttons: 'Cancel' and 'Post'.


Comment

To comment on any posts, select the post and add your comment underneath. You can view other attendee comments and 'Like' them. You can also 'Like' the post. To report any abuse select the arrow next to the time the post was uploaded.

Voucher Campaign Live Today!


 **Georgie Yeats**
British Promotional Merchandise Association 10 minutes ago

As an distributor, one of our many member benefits is our voucher campaign. This is available from today (9th September) and provides you with £50 off an order over £500 from participating suppliers (*subject to T&Cs). To view the full voucher pack and start saving today, visit the BPMA exhibitor page!



1 Comments

[Like](#) [Comment](#)

 **Amelia Williams**
Great news, can wait to get saving!
[Like](#) 1 minute ago
BPMA Virtual Conference & Networking Hub

Write a comment...

[Post](#)

Further Help

We are always here to help and support every BPMA member. If you have any questions, queries or aren't sure how to access all the features described in this help document, please contact us.

BPMA Events

Please contact Amelia via events@bpma.co.uk

BPMA Membership

Please contact Tom via 07960 497491 or tom@bpma.co.uk

#BPMAVIRTUAL

CONTACT EVENTS@BPMA.CO.UK IF YOU REQUIRE ANY HELP

