

YOUR MATCHMAKING PLATFORM

Introduction

Hello,

Thank you for choosing WE Connect to speed up the implementation of your resource-efficient and low-carbon projects.

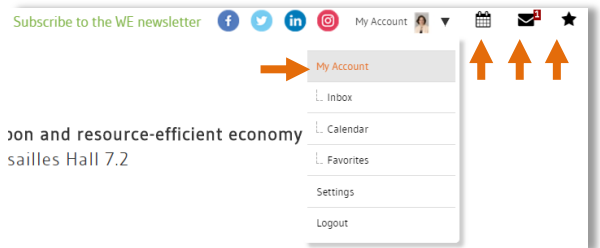
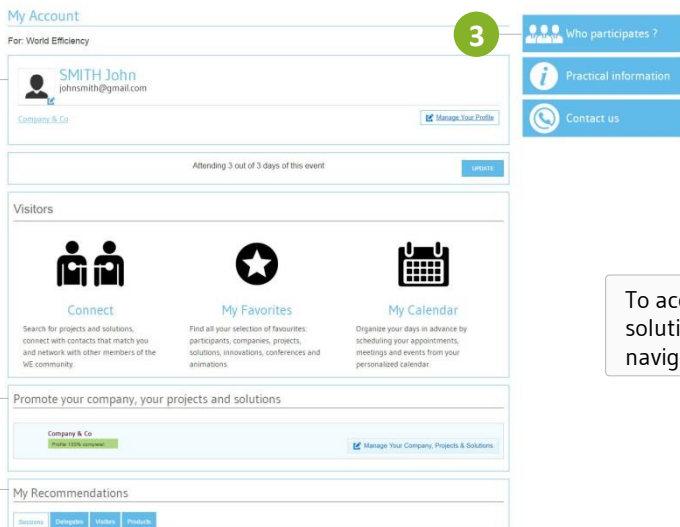
What can I do in my WE Connect account?

- 1 Personalise my participant profile
- 2 Promote my company by declaring projects and solutions
- 3 Access the list of 2017 Participants
- 4 Explore the recommendations proposed in line with my interests

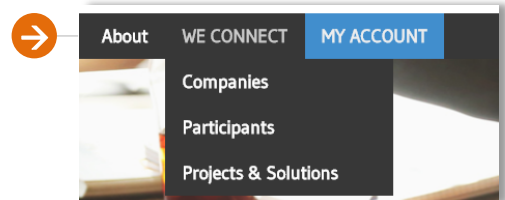
Finding my way in WE Connect

For easy navigation, use the direct links top right on the internet site page

- ➔ Return to the WE Connect homepage
- ➔ Agenda
- ➔ Messaging system
- ➔ Favorites



To access the lists of participants, companies, projects & solutions, use the direct links of the "WE CONNECT" section in the navigation bar



i To get the best out of WE Connect, take a look at the **tips and information** below; they are essential in ensuring you use your new tool correctly:

- How to boost your profile
- How to share your project or solution
- How to identify the stakeholders, projects and solutions adapted to your requirements
- How to make contact and schedule your meetings

1. BOOSTING YOUR PROFILE

Your Photo

Pay careful attention to your profile photo!
This is the first element about you that members will see, even before they access your profile.

From your WE Connect home page

Upload your photo by clicking on the default image



Your Profile

The more detailed your profile, the more likely it is that you will be contacted!

From your WE Connect home page – by clicking [Manage Your Profile](#)

1. Check your job title – this must be entered in English in the "in English" tab and then in French in the "in French" tab
2. Write a short introduction – this must be entered in English in the "in English" tab and then in French in the "in French" tab

After your name and photo, this is the third information item that will be seen by people accessing your profile. Prefer short phrases and keywords which describe your expertise (about me; I can help you to; my specialisation...)

3. Select your thematic interests and types of organisation

The recommendations proposed on your WE Connect home page are based on these items. Select them carefully as this will facilitate connection with pertinent contacts and projects.

4. Check the information entered when you registered: activity sectors, country, etc.
5. Enter your contact information and specify the notifications you wish to receive

You can also add the links to your social network profiles!

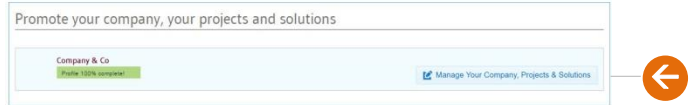
Important! If you only enter your job description and introduction in the "in English" tab, this same information will also be displayed by default in your French profile (and vice versa). Remember to personalise your profile in each of the 2 languages by clicking the corresponding tab.



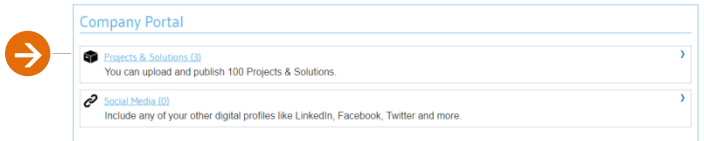
2. | SHARING A PROJECT OR A SOLUTION

Procedure

➔ From your WE Connect home page go to the “Promote your company” item



➔ Next, click “Projects & Solutions” in the “Company Portal – Direct links” item



You are now in your Projects & Solutions input interface

➔ Click “Add Project or Solution” to complete the form

World Efficiency Solutions, 12 December 2017
EXIT COMPANY MANAGER

Company & Co

My Company Account | Company Profile | **Projects & Solutions** | Leads | Tasks | Reports & Stats

Projects & Solutions

Upload your projects & solutions to display in the online Projects & Solutions Directory and your Company Profile.
Each projects/solution can include images, documents and a video. Ensure you have all the files you need ready before you start adding projects/solutions.

Image file types allowed:	Document file types allowed:
- bmp - gif - jpg / jpeg - png - ico	- doc / docx (Word) - xls / xlsx (Excel) - pptx (Powerpoint) - PDF - txt
Image Upload Limit: 4mb	Document Upload Limit: 20mb

97 of 100 projects or solutions remaining. For each project/solution you can upload 1 images, and 2 documents.

Projects & Solutions	Images	Documents	Videos	Display on Website? (Maximum of 100)	Actions
Projet d'un visiteur	Add / Edit (0)	Add / Edit (0)	Add / Edit (0)	<input checked="" type="checkbox"/>	
Reduc20	Add / Edit (0)	Add / Edit (0)	Add / Edit (0)	<input checked="" type="checkbox"/>	
MOBILITY PROJECT IN GREATER PARIS REGION	Add / Edit (1)	Add / Edit (0)	Add / Edit (0)	<input checked="" type="checkbox"/>	

[Add Project or Solution](#)

[Useful Links](#)
[View profile on website](#)

Save



To return to WE Connect, click “EXIT COMPANY MANAGER” top right

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If you only enter your project/solution in the “in English” tab, this same information will also be displayed by default in the French web page (and vice versa). Remember to personalise the name and description of the projects/solutions in each of the 2 languages by clicking the corresponding tab.



2. | SHARING A PROJECT OR A SOLUTION

Your Project/Solution

i The more detailed your project/solution information, the more likely it is that you will trigger pertinent contacts!

→ From your Project/Solution edit page

1. Enter the name of your project/solution

i Prefer a short title with keywords

2. Add a description of your project/solution

i A good way to attract people's interest is to illustrate your project/solution with an image

3. Select the information relative to your project/solution:
 themes, areas of application, organisations and target countries, etc.
 4. Upload any additional documentation

i To enhance your project/solution sheet, you can upload several associated documents: press releases, technical data sheets, slide shows, etc...

→ Once this has been input, you can **modify, delete** or **hide** each of your projects/solutions at any time

97 of 100 projects or solutions remaining. For each project/solution you can upload 1 images, and 2 documents. [Add Project or Solution](#)

Projects & Solutions	Images	Documents	Videos	Display on Website? (Maximum of 100)	Actions
Projet d'un visiteur	Add / Edit (0)	Add / Edit (0)	Add / Edit (0)	<input checked="" type="checkbox"/>	
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MOBILITY PROJECT IN GREATER PARIS REGION	Add / Edit (1)	Add / Edit (0)	Add / Edit (0)	<input checked="" type="checkbox"/>	

[Save](#)



3. IDENTIFYING CONTACTS SCHEDULING MEETINGS

1. Participants 2017

➔ From your WE Connect home page



Start your searches using keywords or different criteria: type of contacts, themes, areas of application, organisation, country, languages

- For each contact in the list you can
- propose a meeting, specifying a date and place for the meeting
 - send a message
 - add the contact to your Favorites



2. My Agenda



Access your agenda to:

- view the meetings scheduled via WE Connect
- accept/refuse meetings proposed by the participants
- reserve slots to attend the sessions you are interested in
- organise your agenda for the event



You can printout your agenda and favorites in a PDF!

[DONWLOAD PDF](#)

3. My Favorites



Find here your favorites selected from the entire WE programme:



↓
Lists on **Companies**

↓
List of **Contacts**
exhibitors/visitors

↓
List of **speakers**



You can printout your agenda and favorites in a PDF!

[DONWLOAD PDF](#)