

MATCH!

Guide to Meeting Platform (JUBLIA)



If you face any problems, please reach out to us at asiandownstreamsummitsupport@jublia.com.

If there are any issues during the event, please head over to the MATCH! Booth for assistance.

MATCH! MEETING PLATFORM

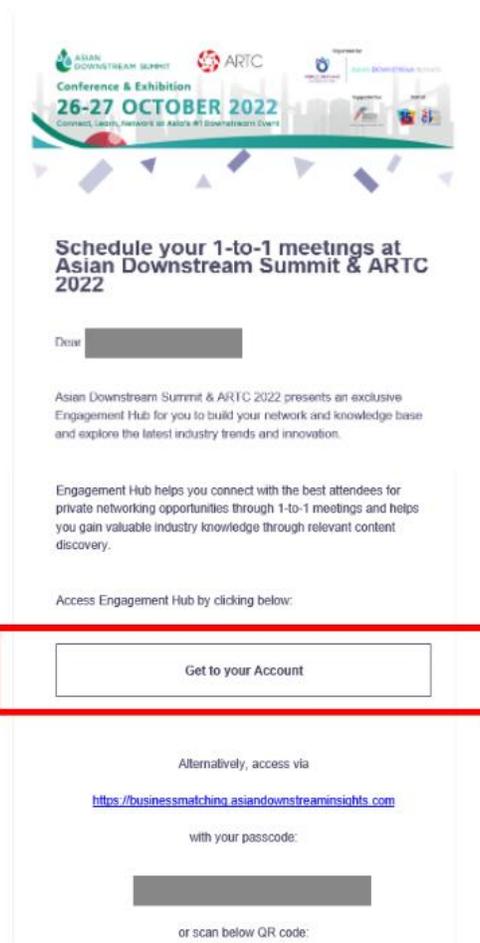
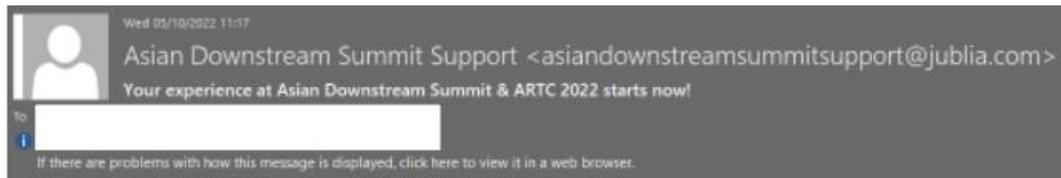
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Get started with MATCH!

1. via EMAIL

Step 1: Search 'Asian Downstream Summit Support' from your registered email account and Click 'Get to your Account'



Step 2: If you did not receive the email or face any problems, please reach out to us at asiandownstreamsummitsupport@jublia.com.

Step 3: Click 'Meet' to start booking meetings!

Asian Downstream Summit & ARTC 2022
26 Oct 22 - 27 Oct 22 (UTC+8)
Sands Expo & Convention Centre, Singapore

Explore
Meet
My Schedule

CONFERENCE AGENDA
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ASIAN DOWNSTREAM SUMMIT | ARTC | ORGANISERS | ASIAN DOWNSTREAM INSIGHTS
Conference & Exhibition
26-27 OCTOBER 2022
Connect, Learn, Network at Asia's #1 Downstream Event

Asian Downstream Summit (ADS) is Asia's most influential downstream oil and gas event; A globally recognised brand, ADS brings together senior industry leaders and decision-makers from all across the downstream value chain to discuss the most pertinent issues and challenges that the industry faces today, and what can be done to overcome them

FAQs

2. via QR CODE

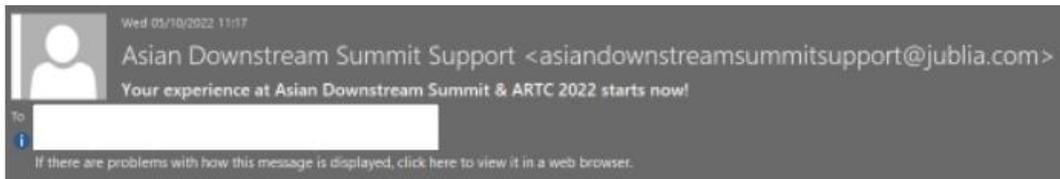


<https://businessmatching.asiandownstreaminsights.com/>

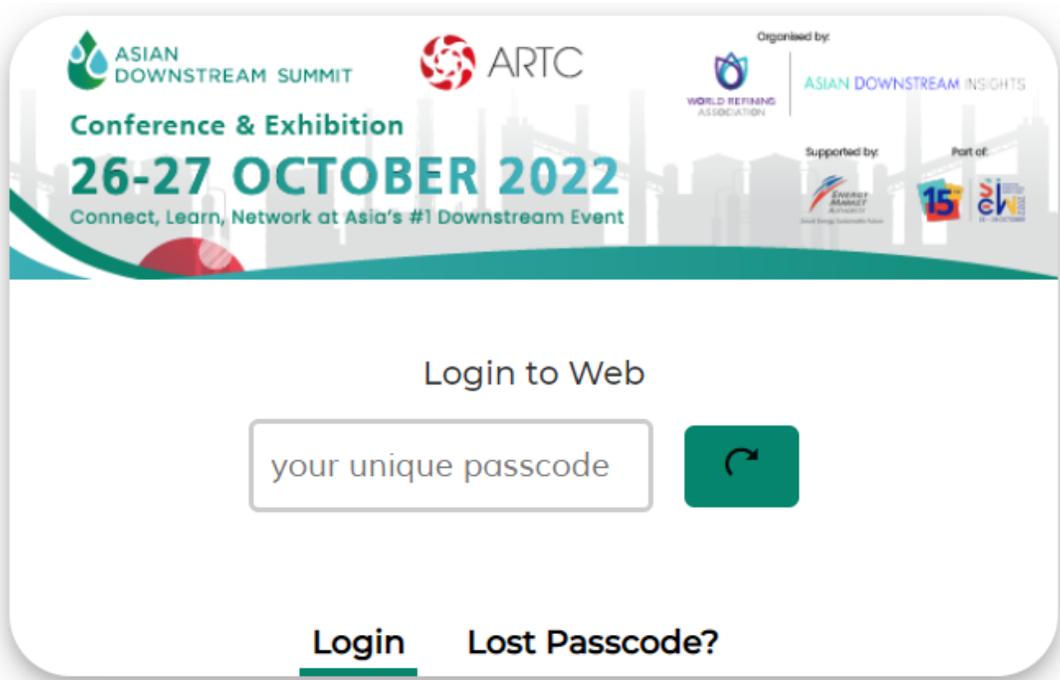
Step 1: Scan the QR code

Step 2: Enter your password – If you forgot, you may...

- a. find your password from 'Asian Downstream Summit Support' from your registered email account



- b. or click on 'Lost Passcode' to get a new password



Step 3: Click 'Meet' to start booking meetings!



If you face any problems, please reach out to us at asiandownstreamsummitsupport@jublia.com OR head over to the MATCH Booth during the event for assistance.

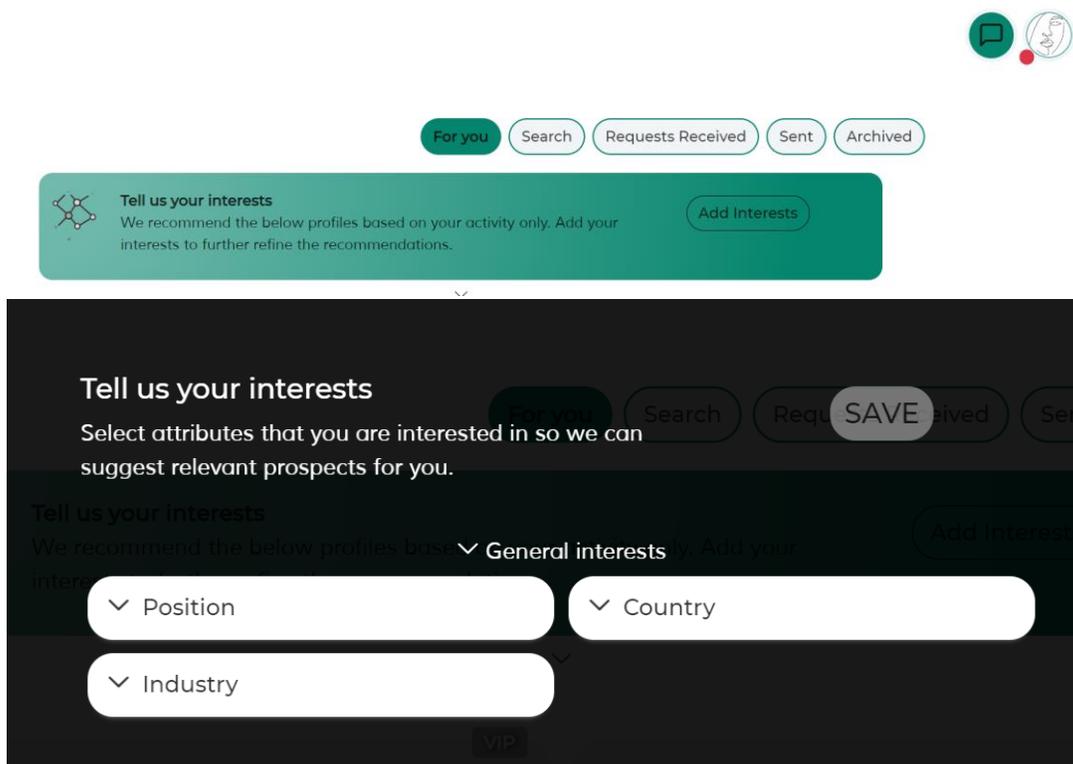
Setting of Meetings

Step 1: Click on the link/scan QR code and login into MATCH

Step 2: Indicate your networking interest on the 'MEET' tab. This will allow the system to filter those that are most relevant to you.



You can indicate your networking interest to rank attendees based on relevance.



Step 3: Click on 'My Schedule' and pick the 'Time availability' to set your schedule

Asian Downstream Summit & ARTC 2022

📅 26 Oct 22 - 27 Oct 22 (UTC+8)
📍 Sands Expo & Convention Centre, Singapore

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Asian Downstream Summit (ADS) is Asia's most influential downstream oil and gas event; A globally recognised brand, ADS brings together senior industry leaders and decision-makers from all across the downstream value chain to discuss the most pertinent issues and challenges that the industry faces today, and what can be done to overcome them.

FAQs

Time Availability

Time Zone

All timings are set to the event time zone.

Notification ✎ Edit

To receive free notification 15mins before each meeting, please add your preferred channel.

Sync Calendar ✎ Edit

Choose your preferred calendar to start syncing your schedule to it.

Cancel out the timings that you are unavailable for meetings below and click 'CONFIRM'. Respondents to your requests will then be able to pick a mutual meeting time based on your availability. Each meeting lasts 30 minutes.

CONFIRM

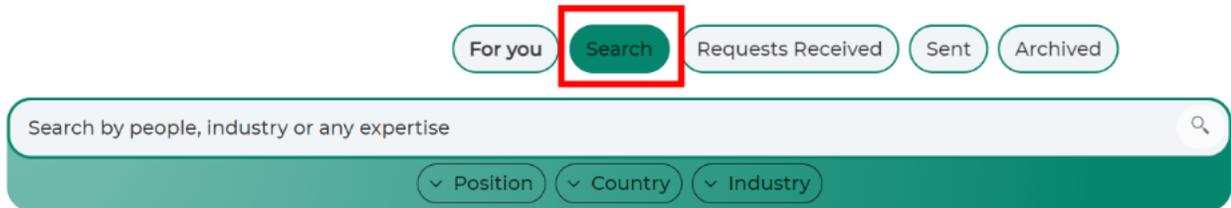
∨ Wednesday, 26 Oct 2022 (UTC+8)

Onsite	Onsite	Onsite	Onsite
✓ 10:00	✓ 10:30	✓ 11:00	✓ 11:30
Onsite	Onsite	Onsite	Onsite
✓ 12:00	✓ 12:30	✓ 13:00	✓ 13:30
Onsite	Onsite	Onsite	Onsite
✓ 14:00	✓ 14:30	✓ 15:00	✓ 15:30
Onsite	Onsite		
✓ 16:00	✓ 16:30		

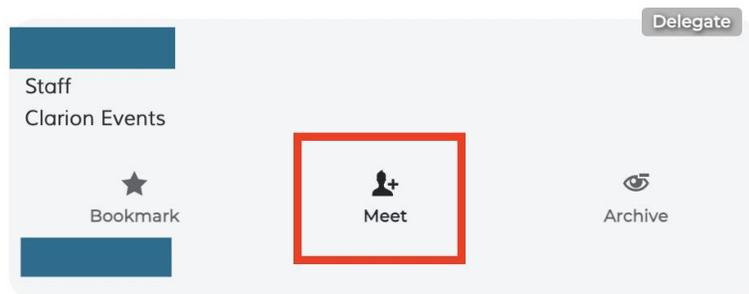
∨ Thursday, 27 Oct 2022 (UTC+8)

FAQs

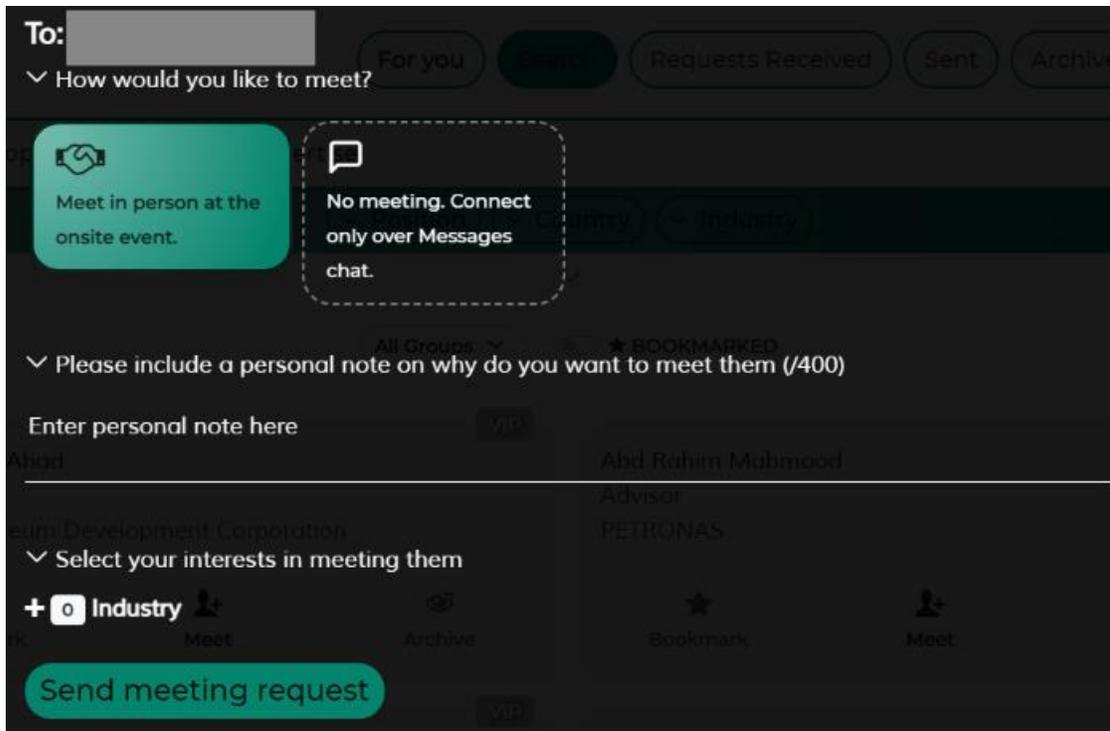
Step 4: Once the system has filtered the registrants, you can browse them on the 'Meet' tab. You can filter them or search for specific registrants by clicking on the search bar.



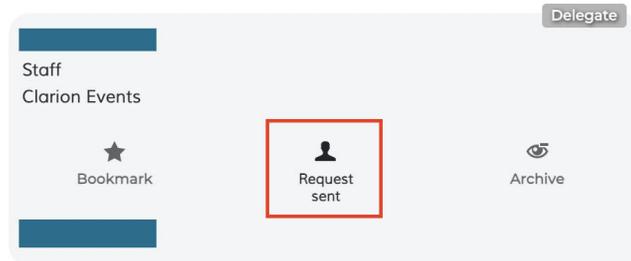
Step 5: To set a meeting, click on the 'Meet' icon on the registrant's profile



Step 6: Click 'Meet in person at the event' and leave a note (optional), then send a meeting request.



Step 6: The 'Meet' icon on the profile will change to 'Request Sent' once the request is sent.



Step 7: Once the request is accepted, you'll receive an email from Asian Downstream Summit Support, and you can also find the detail under your schedule tab.



My Schedule

Time Availability

Time Zone
All timings are set to the event time zone.

Notification [Edit](#)
To receive free notification 10mins before each meeting, please add your preferred channel.

Sync Calendar [Edit](#)
Choose your preferred calendar to start syncing your schedule to it.

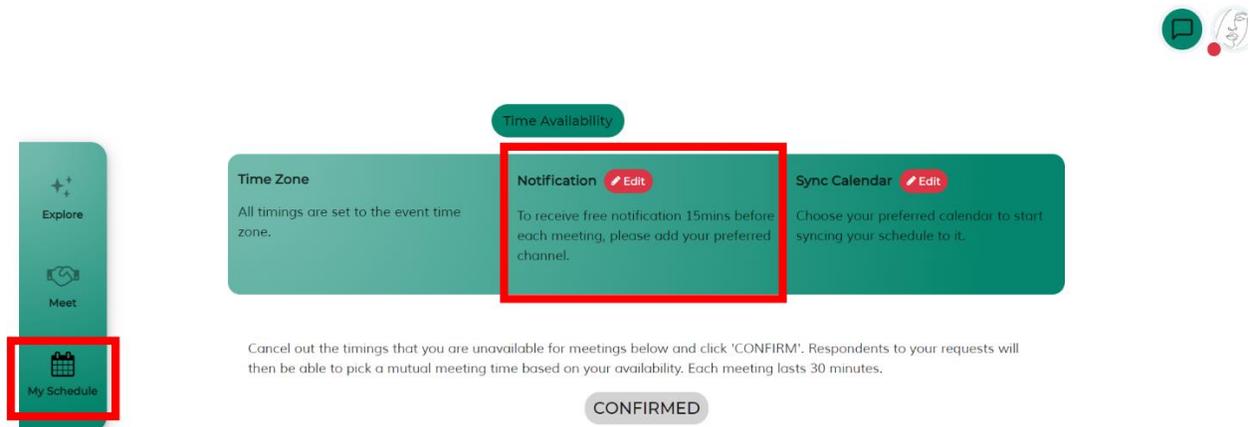
Wed, 26 Oct 22

09:00 **Table 19 at MATCH Lounge** [Delegate](#)

Staff
Clarion Events

[Bookmark](#) [Reschedule](#) [Cancel](#)

As for the notification, you can turn on the notification on the platform to receive the scheduled meetings on your mobile via My Schedule > Notification and click on Edit.



Step 8: If you would like to reschedule the meeting time, click on the 'Reschedule' icon on the registrant's profile and pick a time.



Editing of My Schedule

Step 1: Click on the link/scan QR code and login into MATCH

Step 2: Click on 'My Schedule' > 'Time availability' to edit your available schedule, then press 'Confirm'

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My Schedule

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FAQs

Time Availability

Time Zone
 All timings are set to the event time zone.

Notification [Edit](#)
 To receive free notification 10mins before each meeting, please add your preferred channel.

Sync Calendar [Edit](#)
 Choose your preferred calendar to start syncing your schedule to it.

Cancel out the timings that you are unavailable for meetings below and click 'CONFIRM'. Respondents to your requests will then be able to pick a mutual meeting time based on your availability. Each meeting lasts 20 minutes.

CONFIRMED

Wednesday, 26 Oct 2022 (UTC+8)

Onsite ✓ 09:00	Onsite ✓ 09:20	Onsite ✓ 09:40	Onsite ✓ 10:00
Onsite ✓ 10:20	Onsite ✓ 10:40	Onsite ✓ 11:00	Onsite ✓ 11:20
Onsite ✓ 11:40	Onsite ✓ 12:00	Onsite ✓ 12:20	Onsite ✓ 12:40
Onsite ✓ 13:00	Onsite ✓ 13:20	Onsite ✓ 13:40	Onsite ✓ 14:00
Onsite ✓ 14:20	Onsite ✓ 14:40	Onsite ✓ 15:00	Onsite ✓ 15:20
Onsite ✓ 15:40	Onsite ✓ 16:00	Onsite ✓ 16:20	Onsite ✓ 16:40

Reschedule of Meetings

Step 1: Click on the link/scan QR code and login into MATCH

Step 2: Click on 'My Schedule' and

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FAQs

Step 3: Click 'Reschedule' on the meeting you want to change, then click 'Meet in person at the onsite event' > pick a time and click 'Meet'

09:00 Table 19 at MATCH Lounge Delegate

Staff
Clarion Events

★ Bookmark

Reschedule

Cancel

Format: Meet in person at the onsite event.

Here are the available timings to meet them. Pick one!

▼ Wednesday, 26 Oct 2022 (UTC+8)

09:00	09:20	09:40	10:00
10:20	10:40	11:00	11:20
11:40	12:00	12:20	12:40
13:00	13:20	13:40	14:00
14:20	14:40	15:00	15:20
15:40	16:00	16:20	16:40

▼ Thursday, 27 Oct 2022 (UTC+8)

09:00	09:20	09:40	10:00
10:20	10:40	11:00	11:20
11:40	12:00	12:20	12:40
13:00	13:20	13:40	14:00
14:20	14:40	15:00	15:20
15:40	16:00	16:20	16:40

Meet

FAQ

About

- **How do I get access to MATCH-Jublia?**
 - There should have been emails sent to you prior to the event that includes your password and the link. Please kindly search for an email from '**Asian Downstream Summit Support**' on your registered email.

OR

You can email us at asiandownstreamsummitsupport@jublia.com

OR head over to the MATCH Booth during the event for assistance.

- **Can I save MATCH-Jublia to my phone?**
 - Yes, you can. First, you need to login into MATCH on your phone browser and follow the steps according to your phone operating system.
 - **IOS Safari:** Tap on share icon then select 'Add to Home Screen'
 - **Android/ Chrome Mobile:** Go to browser menu then select 'Add to Home Screen'



Notification frequency

Summary
 Immediate
 Disable

Summary (Recommended): Receive all forms of notifications in summarised format, on a timely basis. Useful if you do not wish to be spammed.

Immediate: Receive all forms of notifications immediately, in real-time.

Disable: Only critical notifications will be sent to you.

Note: 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 organisers.

Install app on mobile device

iOS Safari: Tap on share icon then select 'Add to Home Screen'.

Android, Chrome Mobile: Go to browser menu then select 'Add to Home Screen'.

- **Why am I not aware of MATCH-Jublia?**
 - There have been multiple emails sent to you before the event and reminder calls have been made.
 - Number – wrong number/cannot reach/didn't pick-up
 - Email – General email/went into spam/wrong email

Accessibility

- **I cannot access the link provided.**

You can email us at asiandownstreamsummitsupport@jublia.com

or head over to the MATCH Booth during the event for assistance.

- **I have lost/cannot remember my password.**

- You can log in to website using QR Code, and click on 'Lost Passcode' to get new password



<https://businessmatching.asiandownstreaminsights.com/>

- **Why don't I have access to JUBLIA?**
 - **Only Delegates, VIPs, Speakers & Exhibitors** have access to MATCH! Meeting platform (JUBLIA).
 - If you are under the category stated above and cannot access, please email us at asiandownstreamsummitsupport@jublia.com or head over to the MATCH Booth during the event for assistance.
 - If you don't fall in the categories above and want to get access, you may consider upgrading your pass. Kindly contact us for more information.

Search

- **How do I set a meeting?**
 - To send a meeting request to someone, log in to the platform and simply click on **Meet**, enter an optional message to the other party and then **Send meeting request**.
 - **IF the meeting request is sent on the event day itself, there is a high chance that the other party may not be aware of it. We do encourage you to schedule meetings before the event.**

- **Why can't I find myself in the platform?**
 - You won't be able to find yourself as it works like Facebook. But if you're concerned, you can reach out to us at asiandownstreamsummitsupport@jublia.com or head over to the MATCH Booth during the event for assistance.

- **Why can't I find _____ or the company _____?**
 - Either they are not attending and have been removed, or they have opted –out of the business matching program.
 - For further clarification, please email us: asiandownstreamsummitsupport@jublia.com or head over to the MATCH Booth during the event.

- **How do I find relevant people or categories?**
 - Click on the search bar at the top of the app to do a search. You can narrow down your search list by typing into the search bar. You can also select filters* provided (eg. Country, Position, Industry etc).

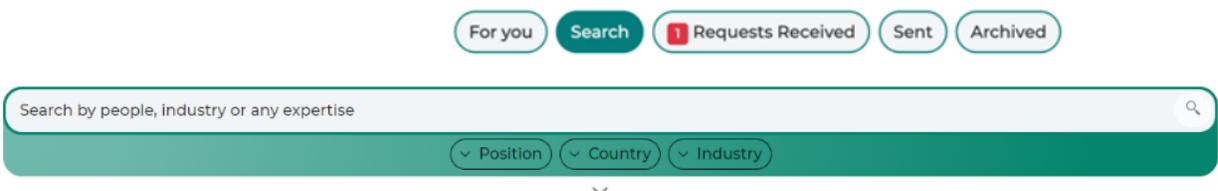
 - * Do note that these filters vary in each event

Meeting Requests

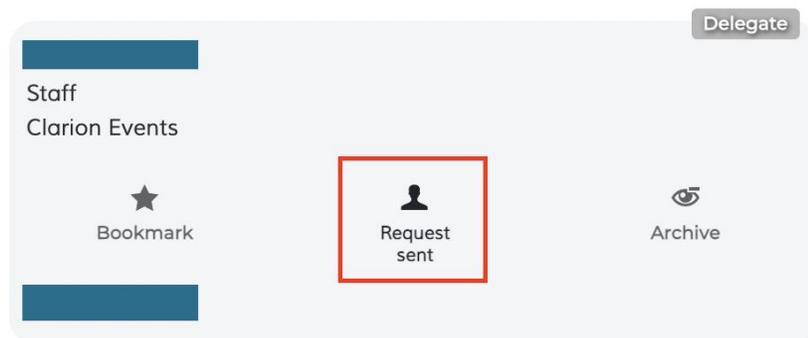
- **Where do I know where to go for my meeting request?**
 - On MATCH, click on the 'My Schedule' tab. At the top of every meeting, you can see the table number and the location.

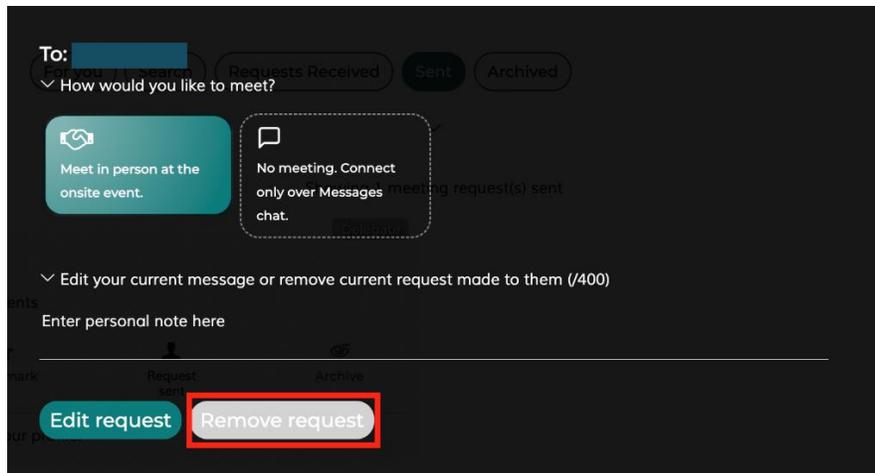
- **The meeting time is too short**
 - We have allocated specific times for each meeting. If no one is scheduled at your table after your meeting timeslot, you'll be given more time. However, if there's a meeting scheduled for at that table after yours, we do apologise and request you to continue your meeting elsewhere.

- **Is it possible for me to meet someone outside of the event instead of here?**
 - It is possible. But you'd first have to get in contact with them
 - 1 – You can book him for a meeting through MATCH, and then use the chat function to communicate with them.
 - 2 – You can have a meeting at the MATCH lounge first and then talk to them about having a meeting outside instead.
- **Can I set a meeting during the event?**
 - You can try to request for a meeting, however there is **no guarantee** that they'll respond to it as they'll be busy walking around networking. However, you can meet our ADS/ARTC team at the MATCH booth, and we will try to assist you on the meeting.
 - You may try to head to networking areas where majority of the registrants are networking and try to reach out to them there.
- **How can I see my meeting requests?**
 - Click the meet icon on the platform. At the top, you can see various categories. Click request received.

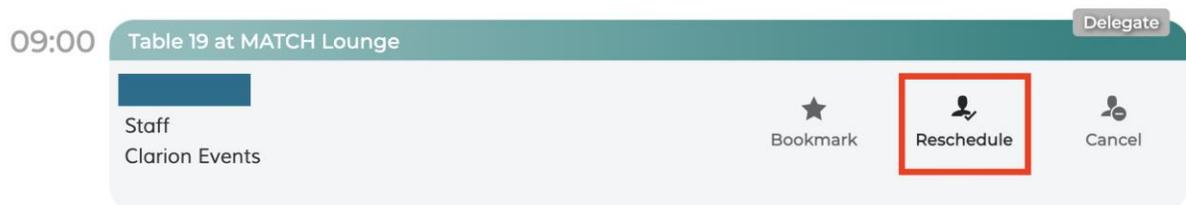


- **How do I send a meeting request?**
 - To send a meeting request to someone, simply click on the Meet, enter an optional message to the other party and then Send meeting request. (OR please refer to 'Setting of Meetings')
- **How do I know that my meeting request was sent?**
 - All your sent meeting requests will be reflected under 'Sent'.
- **How do I accept a meeting request?**
 - Click on Accept request and choose a suitable date and timing for your meeting.
- **How do I decline a meeting request?**
 - Click on Decline and indicate your reason of decline by selecting from the dropdown menu.
- **How do I remove a meeting request?**
 - Click on Request sent in the person's contact card that you have requested > Click Remove Request
The meeting request will automatically be removed.





- **How do I reschedule a meeting?** (OR please refer to 'Reschedule of Meetings')
 - Click 'My Schedule' tab
 - Click on Reschedule icon. A prompt to reschedule or cancel your meeting will be shown.

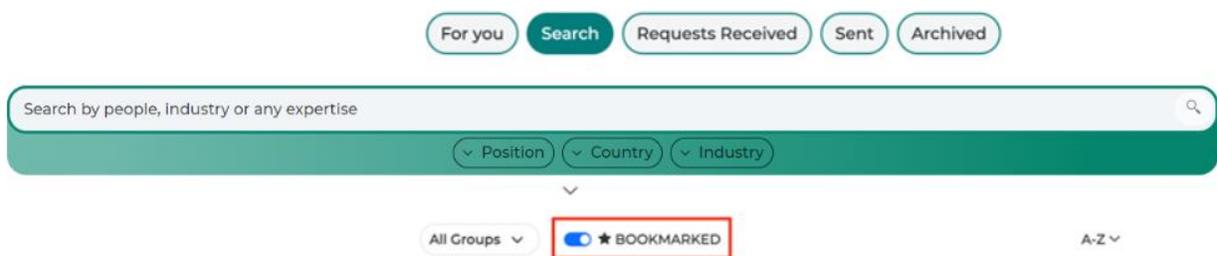


- (**If it is done on the event day itself, high chance the other party might not know.)
 - You may need to try and reach out to the other party using the chat to inform them of a schedule change.
 - Reach out to the ADS/ARTC team at MATCH booth, and we will try our best to assist you.
- **How do I cancel a meeting?**
 - Click 'My Schedule' tab
 - Click on the 'Cancel' button on the person's profile and select a reason from the dropdown menu (optional).

- **How do I know if the person that I have set a meeting with is present?**
 - Please head over to the MATCH booth and ask us for help.

Meeting Status

- **How can I bookmark contacts for later?**
 - Select Bookmark. The bookmarked profile will be stored in Bookmarked section at the 'Meet' tab.



- **How do I check the status/location/time of my meetings?**
 - Click on and select My schedule to view your confirmed meetings as well as meetings that are pending confirmation of the other person's time availability.
 - This will show you all your confirmed meetings, their location, time, and date.
 - You can also use the 'Sync Calendar' function on the platform to sync all your meetings to your preferred calendar before the event.

Time Availability

<p>Time Zone</p> <p>All timings are set to the event time zone.</p>	<p>Notification </p> <p>To receive free notification 10mins before each meeting, please add your preferred channel.</p>	<p>Sync Calendar </p> <p>Choose your preferred calendar to start syncing your schedule to it.</p>
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Cancel out the timings that you are unavailable for meetings below and click 'CONFIRM'. Respondents to your requests will then be able to pick a mutual meeting time based on your availability. Each meeting lasts 20 minutes.

CONFIRMED

- **How do I know if someone has accepted my request?**

- All meeting requests require mutual confirmation from the other party, and they will be reminded on a timely basis (depending on their email frequency), about your requests to them. This means that you should send out your requests early so your engagement manager will have a longer period to follow up on your requests with them.
- Once they accept, you will get an email from Asian Downstream Summit Support, and you can also **turn on the notification on the platform to receive the scheduled meetings on your mobile via My Schedule > Notification and click on Edit.**

- **How do I edit my schedule or time availability?** (OR please refer to 'Editing of My Schedule')

- It is important to edit and confirm your schedule so that others can see this while confirming their meetings with you. It also helps to ensure that all your meetings are scheduled within your available time frame.

- You can edit your schedule by going to and clicking on My Calendar. To set your schedule, just cross or tick by clicking to set your available and unavailable time slots. Click CONFIRM button to save your schedule.
- **When will my meeting request be accepted if I send a meeting during the event?**
 - Since everyone is busy networking during the event, there is no guarantee that they'll check MATCH, therefore, low chances of them accepting your request.
 - We will try our best to reach out to them to expedite the process; however, we cannot guarantee that we will be able to reach them. We do encourage you to schedule a meeting before the event.
- **I have been messaging the registrant, but they do not respond. Can you help me?**
 - We cannot guarantee but we will try our best to try to reach out to them.

Settings

- **How do I change my profile details?**

- To change your profile details, click on and select My Profile under the button on top right.



- Fill up your Profile Details accordingly to allow others to know you better.

- **How can I change the frequency of email update on the platform?**

- Depending on your preference, our platform now allows you to set the frequency of email updates regarding your meetings opportunities. You can access this by clicking on the bottom right and selecting 'App settings'.
- Here you can choose if you prefer to receive your notifications in Summary, Immediate or Disable them.

