



Digital Platform Onboarding Guide

14-17 November 2023
Moon Palace Hotel
Cancun Mexico

10th mip® cancun
anniversary

1, 2, 3...

Start selecting
your meetings!



Log in Email

You just received an email from **no-reply@eventsairmail.com** with a link to your **Customer Portal**.

Click on the “log in here” button to open the Customer Portal.

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Dear [REDACTED]

Welcome to the 2023 edition of MIP CANCUN!

Connect to our networking platform, exclusively dedicated to MIP CANCUN participants.

You can [log in here](#) & fill in your online profile and start networking now!

Best regards,

MIP CANCUN TEAM

Log in Email

Once your pre-scheduled agenda is ready, you'll receive an email with a link to your Customer Portal.

Click on the “log in here” button to open the Customer Portal.

Hello ,

It's time to select your preferences for MIP CANCUN meetings. This is a crucial step to let us know whom you would like to meet so we can prepare your meeting agenda.

You have **until October 20** to complete your preferences. Please note that **if you don't complete your preferences by the deadline, the quality of your agenda will be strongly impacted.**

[Log in on the platform here](#) and follow the few steps below. You can also [download our tutorial](#) if needed.

1. Make sure your profile is complete (if not already done)

This is a mandatory step before choosing who you want to meet.

Reply to the list of questions to let us know your activity and business goals, the type of business you are looking for...

The Customer Portal

You will be automatically redirected to the Home page of the Customer Portal.

In the menu on your left, you'll see three pages:

- 1 Profile
- 2 Agenda
- 3 Meetings

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Home

Profile 1

Agenda 2

Meetings

Log Off 3

It's time to select your preferences for MIP CANCUN meetings. This is a crucial step to let us know whom you would like to meet so we can prepare your meeting agenda. You have **until October 20** to complete your preferences. Please note that **if you don't complete your preferences by the deadline, the quality of your agenda will be strongly impacted.**

Need Help? We have prepared a tutorial to help you manage your preferences and get a highly-targeted networking experience. Please, check the tutorial by clicking [here](#).

To help you make the most of your experience, here's a summary of the current and upcoming stages:

| Required Task | Due Date |
|---|-------------|
| Make sure your profile is complete This is a mandatory step before choosing who you want to meet. Reply to the list of questions to let us know your activity and business goals, the type of business you are looking for... | 20 Oct 2023 |
| Select whom you want to meet Identify the type of participants you would like to meet the most, according to your business objectives. Rank the contacts you wish to meet, from the most to the least. You can select as many contacts as possible. | 20 Oct 2023 |
| Meeting agenda & free flow meetings On October 30, your meeting agenda will be available on the platform. If you didn't receive all of your requested meetings, you can contact other attendees and set-up free flow meetings. | 30 Oct 2023 |

Check out and modify your profile

In the menu on your left:

Click on the "Profile" button to open your Profile page where you can:

1 Consult your contact details.

3 Modify your answers to your Profile form by clicking on the "Review Profile" button.

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Home

Profile

Agenda

Meetings

Log Off

Your Profile

Profile

| | |
|----------------|----------|
| Profile ID | Anderson |
| First Name | John |
| Address Line 1 | Anderson |
| City | Anderson |
| Country | Anderson |

Review Profile

Review all the information you provided in your profile form.

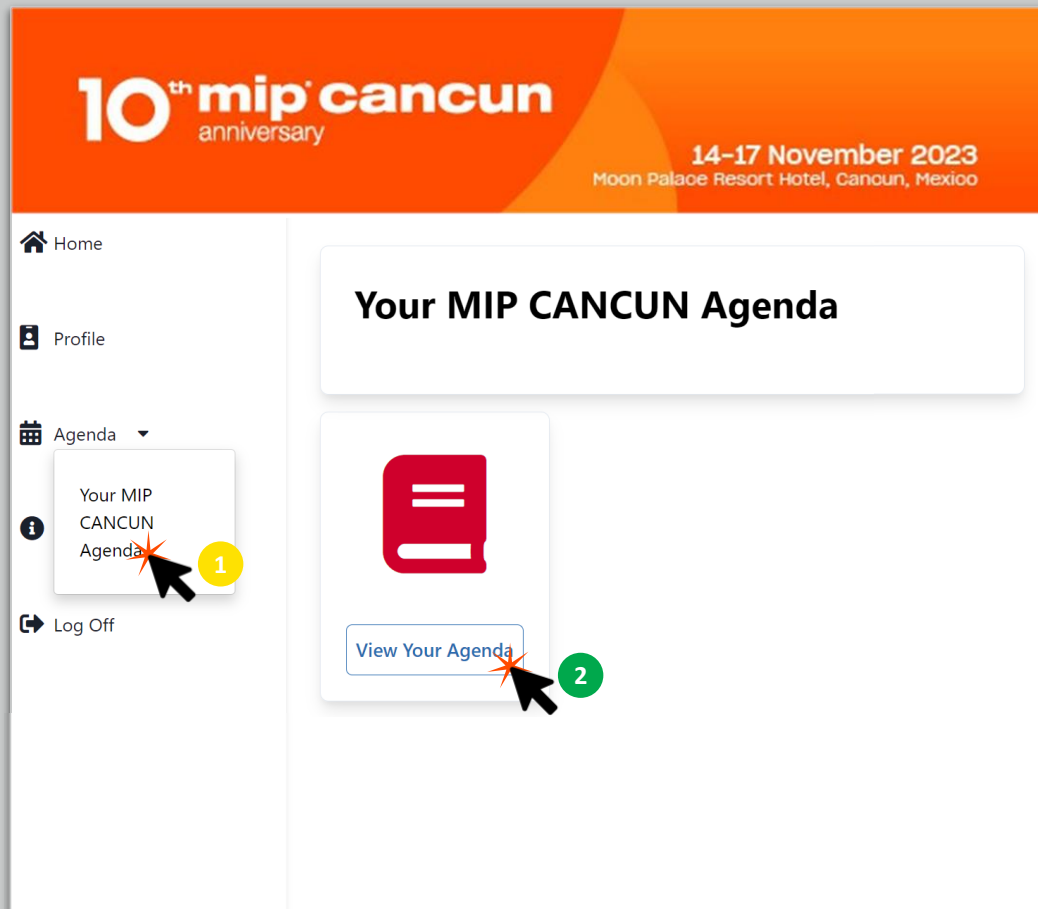
Review Profile

Check out your agenda during MIP CANCUN

In the menu on your left:

1 Click on the “Your MIP CANCUN Agenda” button to open your Agenda page.

2 Then, click on the “View your Agenda” button to consult your agenda.



Check out your agenda during MIP CANCUN

You'll be redirected to your Agenda, which displays:

1 Your Confirmed Meetings (purple cards)

2 Conferences and Events (orange cards)

3 Your Break Times and Available Meeting Slots (grey cards)

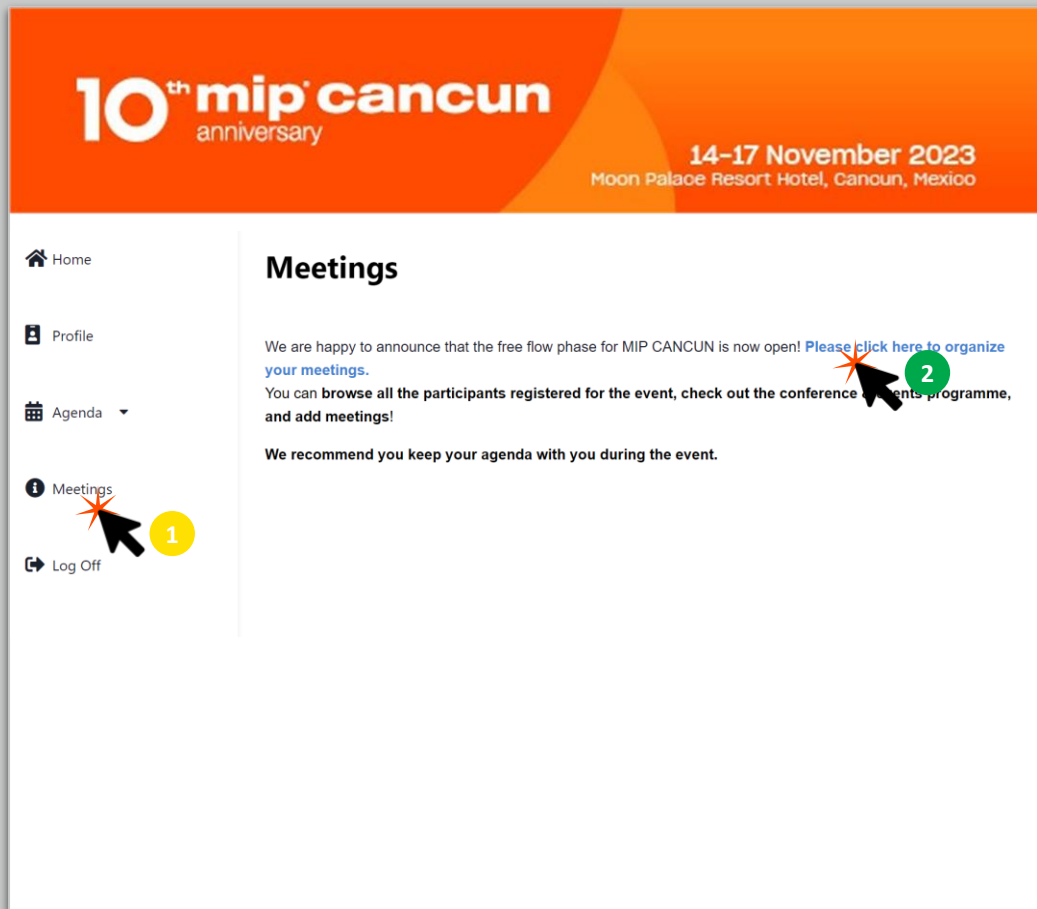
NB: Click on a card to view details.

| 10 th mip [®] cancun anniversary | | | |
|---|--|--|---|
| 14-17 November 2023 Moon Palace Resort Hotel, Cancun, Mexico | | | |
| Agenda | | | |
| Week - Print ● Matched ● Self-Scheduled ● Sessions < > | | | |
| Day 1 mardi, 14 novembre 2023 | Day 2 mercredi, 15 novembre 2023 | Day 3 jeudi, 16 novembre 2023 | Day 4 vendredi, 17 novembre 2023 |
| 15:15 Welcome Words - Cancun Theater | 07:45 Screening Land of Desire - Cancun Theater | 07:45 Breakfast with the Advisory Board and C-Suites - Cancun Theater | 09:30 |
| 15:30 Fast & Global: America's Summit Intro - Cancun Theater | 09:00 Opening Keynote: SONY - Cancun Theater | 09:00 Keynote: Dori Media - Cancun Theater | 10:00 |
| 15:40 FAST Monetization: Challenges & Strategies for Success by OTTera - Cancun Theater | 09:30 | 09:30 | 10:30 |
| 15:50 Demystifying FAST - Cancun Theater | 09:45 Production Accelerator: Creating and Monetizing Non-Scripted Content - Tulum Theater | 09:45 Insights into Amazon's Streaming Content Strategy and Acquisition Goal - Tulum Talks | 10:30 Best Practices: Management and Protection of IP Rights - Tulum Theater |
| 16:05 Curated and Branded FAST channels: Reaching Audiences Everywhere - Cancun Theater | 10:00 | 10:00 | 11:00 COFFEE BREAK & OPEN MEETINGS (Brought to you by Sony Pictures Television) |
| 16:35 Networking Coffee Break - Cancun Theater | 10:30 COFFEE BREAK & OPEN MEETINGS (Brought to you by Sony Pictures Television) | 10:30 COFFEE BREAK & OPEN MEETINGS (Brought to you by Sony Pictures Television) | 11:30 |
| 17:00 FAST TV Services and Platforms: Expanding Content Options - Cancun Theater | 11:00 | 11:00 | 12:30 |
| 17:35 Channel Opportunities on the SAMSUNG Platform - Cancun Theater | 11:30 | 11:00 Global and Local Perspective on Diversity and Inclusion - Tulum Theater | |
| 17:40 Disruptive and Emerging Digital Initiatives - Cancun Theater | 12:00 A Special Screening with Beatriz CEA OKAN - Cancun Theater | 11:30 | |
| 18:15 Closing Remarks - Cancun Theater | 12:00 LUNCH | 11:30 Keynote: Wild Sheep Content - Cancun Theater | |
| 19:00 Screening #1 - Cancun Theater | 14:00 | 12:00 LUNCH | |
| 20:00 MIP CANCUN PRE-OPENING DRINKS - Other Venue | 14:30 | 13:15 Snack and Screen - Cancun Theater | |
| | 14:45 Hottest Trending Formats and Fiction Series - Cancun Theater | 14:30 | |
| | 15:00 | 15:00 | |
| | 15:30 COFFEE BREAK & OPEN MEETINGS (Brought to you by Sony Pictures) | 15:30 | |

To set up your Meetings

In the menu on your left, click on the “Meeting” button to open the Meetings redirection page.

Then, click on the “Please click here to organize your meetings” link.



The Meeting Diary page

You will be redirected to the page where you will check out your meeting diary.

You'll see your:

- Confirmed meetings (green lines)
- Received requests (light green)
- Free slots (blue lines)
- Break times (white lines) – if you want to do meeting during those slot, you can do it through our chat on the mobile app

- 1 NB: For received requests, you can:
 - Accept the request
 - Decline the request
- 2
- 3 You can block/unblock a free slot from any meeting request

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Welcome [Your Meeting](#)

Home Meeting Diary Request Meeting Sign off

Time Zone

| Time Slot | Event | Actions |
|---------------|--|---|
| 09:30 - 10:00 | Meeting 1 | |
| 10:00 - 10:30 | Meeting 2 | |
| 10:30 - 11:00 | COFFEE BREAK & OPEN MEETINGS (Brought to you by Sony Pictures Television) | ACCEPT MEETING DECLINE MEETING |
| 11:00 - 11:30 | Meeting 3 | |
| 11:30 - 12:00 | Available | REQUEST MEETING BLOCK |
| 12:00 - 14:00 | LUNCH | |
| 14:00 - 14:30 | Meeting 5 | |

Request a new meeting

There are two ways to browse for a new meeting.

1 The first way is to go to the "Meeting Diary" page and, for a free meeting slot, click on the "Request Meeting" button.

2 The second way is to go to the "Meeting Request" page at the top of your window.

The screenshot displays the website for the 10th mip Cancun anniversary, held from November 14-17, 2023, at the Moon Palace Resort Hotel. The navigation bar includes 'Home', 'Meeting Diary', 'Request Meeting', and 'Sign off'. A green circle with the number '2' highlights the 'Request Meeting' button. Below the navigation bar, a 'Time Zone' dropdown menu is visible. The main content area shows a meeting diary with time slots from 09:30 to 14:30. The 11:30 - 12:00 slot is marked 'Available' and 'Meeting 4'. A red starburst icon and a green circle with the number '1' highlight the 'REQUEST MEETING' button in the bottom right corner of this slot. Other buttons like 'ACCEPT MEETING', 'DECLINE MEETING', and 'BOOK' are also visible.

The Request Meeting button (1/2)

When you click on the "Request Meeting" button, a window opens.

Your search will be automatically configured to show you only Participants who are also available in the selected slot.

Use the filters to refine your search.

If you do your research by filter, make sure to:

1. Only choose ONE Attendee Type in the Attendee Type filter below.
2. Only choose filters related to the Attendee Type you've selected.

Please note! that you can search by company or name without using the filters.

The screenshot displays the 'Request Meeting' window on the 10th mip anniversary website. The window is titled 'Request Meeting' and contains the following elements:

- Header:** '10th mip anniversary' logo and 'November 2023' text.
- Navigation:** 'Home' and 'Meeting Diary' buttons.
- Filters Section:**
 - Search:** A text input field.
 - Country:** A dropdown menu.
 - Attendee Type:** A dropdown menu.
 - For Buyers:** A text input field.
 - For Distributors:** A text input field.
 - For Co-Producers:** A text input field.
 - For Visitors:** A text input field.
 - Status:** A checkbox labeled 'Only show Attendees with Meeting Times Available'.
 - Time Slot:** A dropdown menu showing 'nov. 15, 2023, 11:30 - 12:00'.
 - Order:** A dropdown menu showing 'Last Name'.
 - Buttons:** 'Search' and 'Clear' buttons.
- Meeting Slots:** A list of time slots with corresponding meeting titles:
 - 09:30 - 10:00: Meeting 1
 - 10:00 - 10:30: Meeting 2
 - 10:30 - 11:00: COFFEE BREAK & OPEN MEETINGS (Brought to you by Sony Pictures Television)
 - 11:00 - 11:30: Meeting 3
 - 11:30 - 12:00: Meeting 4 (highlighted in blue)
 - 12:00 - 14:00: Meeting 5
- Buttons:** 'ACCEPT MEETING', 'DECLINE MEETING', 'REQUEST MEETING', and 'BLOCK' buttons.

The Request Meeting button (2/2)

Click on the “Search” button to browse for results.

As mentioned previously, the search will only show participants who are available in the same slot as you.

However, you will also have access to the number of free slots you are each available for.

The screenshot displays the 'Request Meeting' interface. On the left, a vertical timeline shows meeting slots: 09:30 - 10:00 (Meeting 1), 10:00 - 10:30 (Meeting 2), 10:30 - 11:00 (COFFEE BREAK & OPEN MEETING), 11:00 - 11:30 (Meeting 3), 11:30 - 12:00 (Meeting 4), 12:00 - 14:00, and 14:00 - 14:30 (Meeting 5). The main area features a 'Request Meeting' form with various filters: Search, Country, Attendee Type, For Buyers (Main objectives), For Distributors (Genre of programmes, Main objectives), For Co-Producers (Main objectives), For Co-Producers (Whom they want to meet), and For Visitors (Main objectives). There are also checkboxes for 'Status' (Only show Attendees with Meeting Times Available) and dropdowns for 'Time Slot' and 'Order'. Search and Clear buttons are at the bottom of the form. Below the form, a 'Results' section shows a table with columns: ID, Name, Organization, and Status. The first row shows a participant with 9 Meeting Times Available and a 'REQUEST MEETING' button. On the right side of the interface, there are buttons for 'ACCEPT MEETING', 'DECLINE MEETING', 'REQUEST MEETING', and 'BLOCK'.

The "Meeting request" works slightly the same way as the previous browser. The only difference is that you won't be looking for a meeting for a particular slot here.

Here, the search will display all participants who have at least one available slot compatible with your agenda.

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Welcome **Paul Webster**
Sign off

[Home](#)
[Meeting Diary](#)
[Request Meeting](#)

Filters

Attendee Type

For Buyers: Main objectives

For Distributors: Genre of programmes

For Distributors: Main objectives

For Co-Producers: Main objectives

For Co-Producers: Whom they want to meet

For Visitors: Main objectives

Status

Time Slot

Order

☐ Only show Attendees with Meeting Times Available

[Results](#)

Please see below the results of your filter

| ID | Name | Organization | Status |
|----|------------------|--------------|---------------------------|
| 1 | Mr. Paul Webster | Moon Palace | 9 Meeting Times Available |

[REQUEST MEETING](#)

Request a new meeting

No matter which way you choose to look for a meeting partner, you must click on the "Request Meeting" button to start your request.

You can attach a message to your request.

The screenshot displays the 10th mip'cancun anniversary website interface. At the top, the header features the event logo and dates: 14-17 November 2023 at Moon Palace Resort Hotel, Cancun, Mexico. A navigation bar includes a 'Home' link and a 'Sign off' button. A sidebar on the left lists various filters for finding a meeting partner. The main content area is titled 'Meeting Request' and contains a form with fields for 'ID', 'Name', 'Organization', 'Available Times' (set to nov. 15, 2023, 09:30 - 10:00), and a 'Message' text area. A green circle with the number '2' is placed over the message field. Below the form are 'Send Request' and 'Cancel' buttons. At the bottom of the page, a table lists meeting requests, with a 'REQUEST MEETING' button highlighted by a red star and a yellow circle with the number '1'. A 'CANCEL REQUEST' button is also visible, highlighted by a blue circle with the number '3'. Arrows indicate the flow from the 'REQUEST MEETING' button to the 'Send Request' button and then to the 'Cancel' button.

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Welcome [User Name]

Home [Sign off]

Filters

Attendee

For Buyer

For Distributor

For Distributor objective

For Co-Partner objective

For Co-Partner they want

For Visitor

Status

Time Slot

Order

Search [Clear]

Meeting Request

ID

Name

Organization

Available Times

nov. 15, 2023, 09:30 - 10:00

Message

I think it would be a wonderful idea for us to meet.

2

Send Request

Cancel

| ID | Name | Organization | Status |
|---------------|-------------|--------------|---------------------------|
| [User Avatar] | [User Name] | SALABI | 9 Meeting Times Available |

REQUEST MEETING

CANCEL REQUEST

3

1

Accept/Decline a request

When you receive a meeting request (and the same applies to participants who receive your invitation), you have the option to either:

- 1 Accepting it
- 2 Declining it.
- 3 No matter what you choose, you can add a message to your reply.

Please note that if you have not reply to a meeting request in 48h, the meeting will be automatically canceled.

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Welcome

Home

Accept Meeting

ID

Name

Organization

Meeting Details

Date nov. 15, 2023

Time 09:30 - 10:00

Alternate Times Available nov. 15, 2023, 09:30 - 10:00

Message

3

Accept Meeting Cancel

09:30 - 10:00 Meeting Requested by Attendee Request

Meeting 1

TEST VISITOR

RX FRANCE

Table 11

ACCEPT MEETING

DECLINE MEETING

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Thank you !