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QUESTIONS FROM PARTICIPATING COMPANIES

MY PROFILE IS NOT SAVING

Have you been **inactive** on the site for **more than 20mins**?

An Internet server session lasts 20mins, after this, all unsaved info is lost.

Save each tab regularly by clicking the save buttons, or by clicking on another tab.

If the problem persists it may be because the **data** you are entering is **blocking the page saving**.

Check each field to ensure you enter the correct type of information required.

(eg. Date in a date field, email in an email field.)



I CANNOT ACCESS THE WEBSITE

Are you using a recent browser? Internet Explorer 6 *will* cause problems as it is over 10 years old. You must change browser or contact your Delegation Leader for help.

Are you using a “favorites” link or other shortcut button in your web-browser to get to the login page? The browser may have saved incorrect data, which could be trying automatically to access the page each time you click the link.

Always login from the main forum website, and click the button for those *already registered*.



OUR COMPANY CANNOT BE CHOSEN FOR MEETINGS IN THE CATALOGUE

A company cannot choose itself for meetings. Your company *can* however, be chosen by others viewing the catalogue.



OUR PARTICIPANT(S) CANNOT MAKE MEETING CHOICES

A company must have **at least one meeting schedule** to make meeting choices. Choose “with a meeting schedule” in the *Participants Tab* for a participant.



A PARTICIPANT NEEDS TO HONOUR MULTIPLE MEETING SCHEDULES AT THE SAME TIME

A participant can spread themselves over multiple schedules by marking themselves **present for some and absent for other meetings**. (Go to *Participants Tab* to do this)

Take care to ensure the participant is not present on two meeting schedules at the same time.



OUR COMPANY HAS SEVERAL DEPARTMENTS ATTENDING. CAN EACH PARTICIPANT SEE ONLY COMPANIES FROM THEIR SPECIALITY?

Yes. **Create a company per department** in the system, each with its own participant, and the corresponding sectors chosen in the *Activities Tab*.

Give them explicit names, e.g.: **Company1 FINANCE Dept**, and **Company1 SALES Dept** so that they can be easily distinguishable in the catalogue.



CAN A COMPANY HAVE MEETINGS AT THEIR STAND?

Yes, if the forum organizer permits. Please **notify FUTURALLIA of all companies** that wish to have their meetings at their stands.



QUESTIONS FROM FORUM ORGANISER / DELEGATION LEADERS

HOW MANY INTERPRETERS SHOULD WE BOOK FOR THE FORUM?

This will be known once all participants have identified their spoken languages, and the matchmaking software has created the meetings.

FUTURALLIA will supply estimations of interpreter numbers based on this data. Interpreter organizations should be sent a “Save the Date” well before the forum to ensure they are available.

