Exhibitor Guide for
CCPIT Exhibition Cloud Platform

www.ccpit-expo.com

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CCPIT Exhibition Cloud Platform

Contents

Overview

◆ CCPIT Exhibition Cloud Platform(hereinafter referred to as the Platform) is a new generation of digital exhibition business commissioned by China Council for the Promotion of International Trade (CCPIT) and built by China International Exhibition Center Group Corporation (CIECC).

◆ The Platform mainly serves the exhibitors who can not participate in offline exhibitions, exhibitors can build online booths to display exhibits, corporate image, corporate culture, etc.

◆ The exhibits can be displayed not only by words, pictures and videos, but also by 3D Light models.

◆ Buyers and visitors can search for exhibitors, browse exhibitors' pages and exhibits, and exchange business cards and negotiate online through the Platform.

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Page Description

Platform Home Page

Login, registration portal and multi-language switch

□ The home page of the platform will display all current, closed and potential future exhibitions.

Right floating bar includes Customer Center, Customer Service, Messages and Feedback

Registration Page

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Hello! Welcome to CCPIT EXPO！ Please login

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Welcome to Visitor Registration

*Phone / Email

More than 6 digits, letters or underscores

SMS Verification Code

Verification Code

*Password

6-16Characters

*Confirm Password

6-16Characters

*Captcha

Verification Code

vUQt
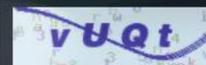
☐I have read and agreed to User Registration Protocol

Register

Login Page

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There is no valid account?Register Now

Login by Password

Login by Verification Code

E-mail/Username/Phone Number

Password

Verification Code

✓ Remember the password

Register for free
Forgot Password? |

Log in

关于我们 | 展商中心 | 媒体中心 | 帮助中心 | 商业条款 | 诚征英才 | 网站地图

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联系邮箱：ciec@ciec-expo.com 电话：010-84600000 地址：北京朝阳区北三环东路六号中国国际展览中心办公楼一层信息部

Exhibition Home Page
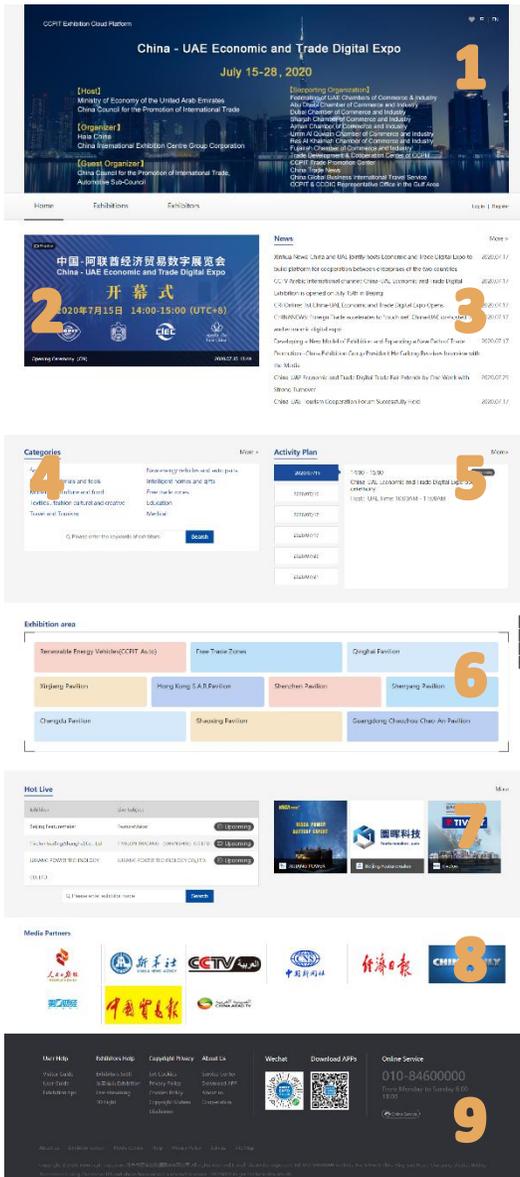
☐ 1. Here shows the information related to the exhibition, such as organizer information, supporters, co-organizers, etc. The page can be switched to multiple languages, and the show can also be bookmarked.

☐ 2. The Official Live Room, located in the upper left corner of the entire page, click to go directly to the live room

☐ 3. News, show all the exhibition related news, click on "more" to see all

☐ 4. Categories, click to enter the corresponding category exhibitor group page, search bar for exhibitor search.

☐ 5. Activity Plan, which can be viewed by date, as well as access to the live rooms on air

☐ 6. Exhibition area, similar to Categories, multi-dimensional classification of exhibitors, to help visitors quickly locate the exhibitors they want

☐ 7. If the exhibitor has a live plan, it will show the detailed live time, live topic, etc. If the exhibitor is on air, it will be automatically topped and show the hint, search bar for live room search.

☐ 8. For Media Partners, click on the corresponding media website

☐ 9. All help documents, app download links, applet links, customer service phone numbers, all help documents are bilingual.

Online Booth Home Page

- ☐ Online Booth Home Page includes live streaming, Introduction
- ☐ , Products, Product Information, Download and Contact Now.

- ☐ If you hover your mouse over the icon next to the exhibitor name, it will show the link of the WeChat small program code, which will lead you to the corresponding exhibitor's WeChat small program page, so as to spread and share.

- ☐ 1. When the live is on air, click to enter the exhibitors' live room.

- ☐ 2. Introduction, can use words and pictures to describe the company

- ☐ 3. The first 6 products will be displayed on the exhibitor home page, but there is no limit to the number of products, click "more" to display all products.

- ☐ 4. Product Information, also can use words and pictures to describe

- ☐ 5. Download, support for multi-format file uploads

- ☐ 6. Exchange business cards and chat with exhibitors online

- 1、Exhibitor basic information, after the visitor clicks "Exchange", the electronic business card will enter the background of the exhibitor, so that the exhibitor will have further contact with the visitor; "Chat" will activate Online Chatting System, the visitor can contact the exhibitor directly, the chat record will be saved automatically for 30 days.

- 2. Banner, can upload 5 pictures, show company image

- 3. Product list, show all products of the exhibitor

Products Detail Page
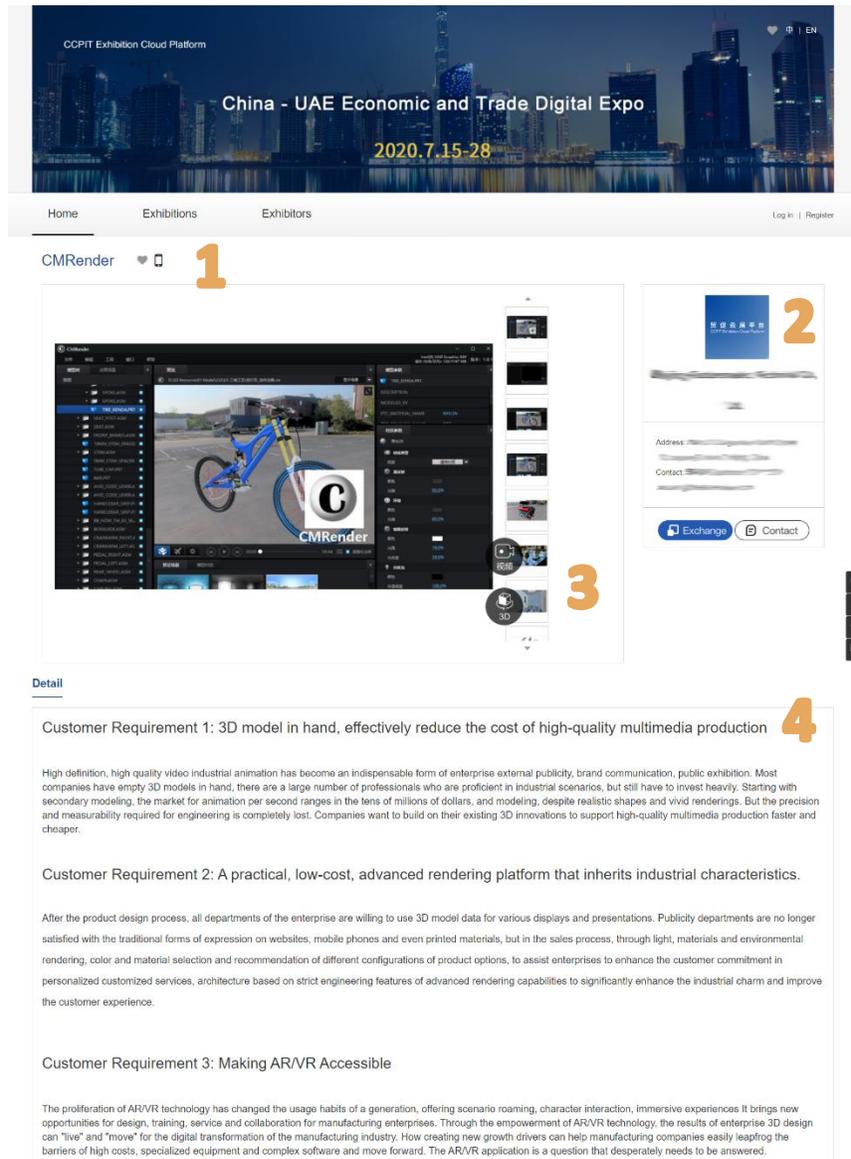
☐ 1. Product Name, you can collect product, you can also use the small program code to locate the corresponding page of the WeChat app.

☐ 2. Information about the exhibitors, visitors can contact the exhibitor directly.

☐ 3. Exhibit Album, can display up to 50 pictures, if the product has video , 3D model , it will display the corresponding icon, click to view.

☐ 4. Detailed description of the products can be shown in different ways such as words, pictures, hyperlinks, etc.

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User Guide for Online Booth

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Basic Process

Register to Exhibition

- Exhibitors submit their applications to the organizers

Organizers create accounts

- An account will be created and sent to exhibitors who have applied to participate

Log in and upload information

- Upload company related information
- Upload products material

Apply to join Exhibition

- After the application is approved by the organizer, you will be able to view the online booth.

Chat Online

- Instant communication with visitors and buyers through electronic business cards, online chat service systems, etc.

Exhibitor Login

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□ Enter https://www.ccpit-expo.com/shop/index/login.html and use your username and password to login
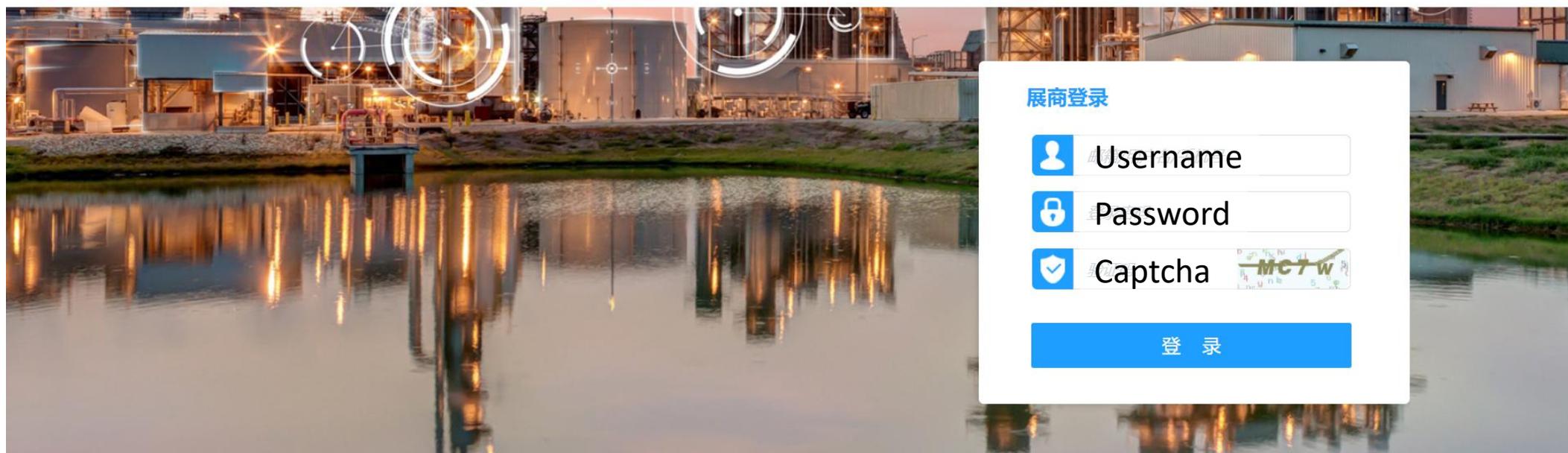
Exhibitor Backstage Home Page

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贸促云展　　☰　展商信息　展会报名　展品管理　销售管理　直播间　系统管理　　🔔　📞　⚙　👤 测试展商0701

◉ 企业信息 ‹

◉ 展商公告 ‹

◉ 资料管理 ‹

📍 展商

展商T0701

　展商
　T0701
　　　　用户名：测试展商0701　上次登录：2020-07-01 19:16:42

　　　　展商地址：

☐　After entering the exhibitors backstage, you can start to maintain the information of exhibitors and products, and at the same time, you can activate the online chatting system through the icon 📞 in the upper right corner to establish contact with visitors and buyers.

☐　You can apply for the exhibition after uploading your documents, and it will be shown on the exhibition page after the organizer has approved it.

Upload Basic Exhibitor Information

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◉ 企业信息　Company Information 基础设置

基础设置　Basic Settings 展商LOGO图：　　　　　　　　　　上传 🖼

详细信息　　　展商封面图：

　　　　　　　　　　　　　　　　　　　　上传 🖼

◉ 展商公告　‹

◉ 资料管理　‹

图片大小:957 x 300 (px)(格式为 gif, jpg, jpeg, png)

滚动广告：

点击选择图片

或将照片拖到这里，单次最多可选5张，每张最大不超过5M

共0张（0B），已上传0张　　　　　继续添加　开始上传

- ☐ Click "Company Information" - "Basic Settings" to upload exhibitor page information

- ☐ Upload required information upon request, including exhibitor logo image, exhibitor cover image, banner, exhibitor introduction (Chinese/English), main products (Chinese/English)

- ☐ Except for the images uploaded in the banners, all other images have no size requirement, and the system will automatically adjust the optimal size according to the image

- ☐ Complete all the information and click "Save" to finish editing

Upload Basic Exhibitor Information

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◉ 企业信息　Company Information　›　详细信息　Edit

　基础设置

　详细信息　Details

◉ 展商公告　<

◉ 资料管理　<

展商名称：　展商T0701　✏编辑

公司名称：　展商T0701

展商联系电话：

公司紧急联系人：

公司紧急联系人手机：

展商地址：　0

展商详细地址：

展商名称(中)*：	展商T0701
展商名称(EN)：	
公司名称(中)*：	展商T0701
公司名称(EN)：	
公司所在地：	-请选择- ⌄
公司详细地址(中)：	
公司详细地址(EN)：	
公司电话：	
联系人姓名：	
联系人手机：	

- Click on "Company Information" - "Details" - "Edit" to maintain exhibitor details

- Mainly need to fill in the exhibitor name (Chinese/English), company name (Chinese/English), company location, company full address (Chinese/English), contact person's name and phone number

- Exhibitor name, company address and contact information will be displayed as part of the exhibitor information at the online booth

- Complete all the information and click "Save" to finish editing.

Upload Product Information

贸促云展 | ☰ 展商信息 展会报名 **展品管理** 销售管理 直播间 系统管理 🔔 📞 ⚙ 👤 测试展商0701

◉ 展品库 ⌄

全部展品

All Products

📍 展品管理 > 展品库 > 全部展品 Product Management

[展品名称/展品编号] [Q查询]

Add [+新增] [🗑删除]

#	☐ 展品图片	展品名称	操作
1	☐	测试2	✏修改 🗑删除
2	☐	测试1	✏修改 🗑删除

共**2**条记录 « 1 » 每页20条 ⌄

- ☐ Click on "Product Management" - "All Products" to view all the products that have been maintained

- ☐ Click "Add" in the upper right corner to add new product, there is no limit to the number of additional products

Add new Product

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展品库   ∨
全部展品

⊙ 展品管理 > 展品库 > 全部展品

展品信息   展品相册   Product Album

Product Information

展品名称*：
EN

展品图片*：   upload/sysconfigs/2020-05/5eca2811c94bc.png   上传
(图片大小为800x800，格式为jpg或者png)

展品视频：   上传   1.00
(视频格式为3gp,mp4,rmvb,mov,avi)

3D模型（在线）：

3D模型（CLE）：   上传

中

展品描述*：

✔保存   《返回

☐ Need to maintain the information of "Product Information" and " Product Album"

☐ "Product Information" includes product name (Chinese/English), product cover, product video, 3D model (online/CLE), and product description (Chinese/English).

☐ Up to 50 pictures can be uploaded in " Products Album", the first picture will be the " Products Cover" in " Products Information" by default

☐ Complete all the information and click "Save" to finish editing

☐ Please contact the organizer if you need to display the 3D model

☐ The video better within 50M, maximum size is 100M

Apply to Join Exhibition

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◉ 展会报名 ∨

参展申请

📍 展会报名 > 展会报名 > 参展申请

展会编号	展会名称	行业	展期	地区	操作
5	2020中国(沈阳)国际机器人数字展览会	智能制造	2020-08-03 至 2020-08-07	中国-辽宁省-沈阳市 Apply to Exhibit	申请参展
2	中国-阿联酋经济贸易数字展览会	经济贸易	2020-07-15 至 2020-07-28	中国-北京市-北京	申请参展
6	2020中国国际养老产业博览会云展会	养老，健康，康复	2020-08-25 至 2020-08-31	中国-北京市-北京	申请参展
1	经济贸易博览会	经济贸易	2020-07-15 至 2020-07-24	中国-北京市-北京	撤销申请

< **1** > 到第 1 页 确定 共 4 条 10 条/页 ∨

- After filling in the information, select the exhibition you wish to attend, click "Apply to Exhibit" and wait for the organizer's approval.

- You can continue to maintain your exhibitor and product information during the exhibition process.

Sales Lead Tracking

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◉ 销售线索 ⌄

电子名片线索   business card

采购需求线索

📍 销售管理 > 销售线索 > 电子名片线索

所属展会 [全部 ▾]   时间段 [~]   [搜索]

| ID	展会名称	姓名	公司名称	电话	时间	操作
588353	中国-阿联酋经济贸易数字展览会				2020-08- negotiation	洽谈
588352	中国-阿联酋经济贸易数字展览会				2020-08-26 20:07:22	洽谈
588345	中国-阿联酋经济贸易数字展览会				2020-08-22 10:11:52	洽谈
588344	中国-阿联酋经济贸易数字展览会				2020-08-22 10:00:22	洽谈
587831	中国-阿联酋经济贸易数字展览会				2020-07-31 12:08:31	洽谈
587180	中国-阿联酋经济贸易数字展览会				2020-07-31 12:08:31	洽谈
586425	中国-阿联酋经济贸易数字展览会				2020-07-31 12:08:31	洽谈
582458	中国-阿联酋经济贸易数字展览会				2020-07-30 09:57:09	洽谈
581620	中国-阿联酋经济贸易数字展览会				2020-07-30 09:57:09	洽谈
581349	中国-阿联酋经济贸易数字展览会				2020-07-30 09:57:09	洽谈

< [1] 2 3 ... 21 > 到第 [1] 页 [确定] 共 202 条 [10 条/页 ▾]

☐ During the exhibition process, you will receive business card information from visitors and buyers, as well as from the organizer.

☐ Click on "negotiation" on the right to activate the online chatting system and establish online communication.

Sales Lead Tracking

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◉ 销售线索 ▾

电子名片线索

采购需求线索

📍 销售管理 > 销售线索 > 采购需求线索

| 所属展会 | 全部 ▾ | 需求标题 | 请输入... | 时间段 | ~ | 搜索 |

ID	需求标题	公司名称	姓名	职位	国家/地区	来自展会	发布时间	操作
221					中国-湖北省	经济贸易博览会	2020-08-02 00:29:16	View 洽谈
219					中国	中国-阿联酋经济...	2020-07-23 13:19:59	查看 Negotiate
218					中国	中国-阿联酋经济...	2020-07-21 15:04:32	查看 洽谈
217					中国-河南省	中国-阿联酋经济...	2020-07-21 15:04:33	查看 洽谈
216					中国-河北省	中国-阿联酋经济.. ⌄	2020-07-21 15:04:34	查看 洽谈
215					中国	中国-阿联酋经济...	2020-07-21 15:04:34	查看 洽谈
214					中国	中国-阿联酋经济...	2020-07-21 15:04:35	查看 洽谈
213					中国	中国-阿联酋经济...	2020-07-21 15:04:35	查看 洽谈
212					中国	中国-阿联酋经济...	2020-07-21 15:04:35	查看 洽谈
211					中国	中国-阿联酋经济...	2020-07-21 14:21:33	查看 洽谈

☐ The organizers, buyers and exhibitors can send out their purchase requirements, which will be sent to the corresponding exhibitors' backstage after approval.

☐ Click on "View" to view the details of your procurement requirements, and click on "Negotiate" to communicate with the publisher through the online chatting system.

Live Room

☐ If you need to open the live room, please contact the organizer. After opening, you can broadcast or play the recorded video through your mobile phone or computer.

Live streaming from your mobile phone

☐ Scan QR code to download APP

☐ Click on the icon to open the app

☐ Enter the username and password obtained from the exhibitor's backstage to log into the live mobile terminal.

☐ After logging in, it appears as shown in picture **2** on the right.

☐ Click on "Settings" can modify the profile photo

☐ Click "I want to start" to enter the live settings interface

CCPIT EXPO 贸促直播

中国联通 17:04 98%

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登录
欢迎您登录贸促云展平台直播App

请输入账号

请输入密码

login

1

开播默认已阅读并同意《贸促云展平台直播规范》

中国联通 17:05 98%

▶ 我要开播   ⚙ 设置

I want to start   Settings

2
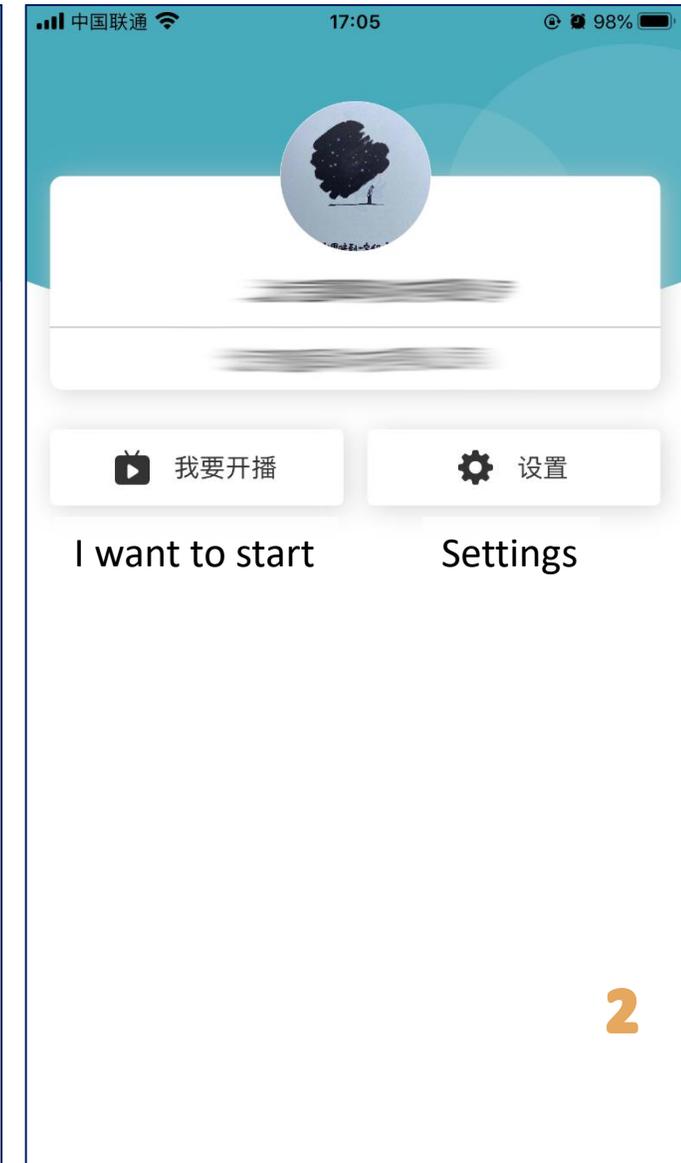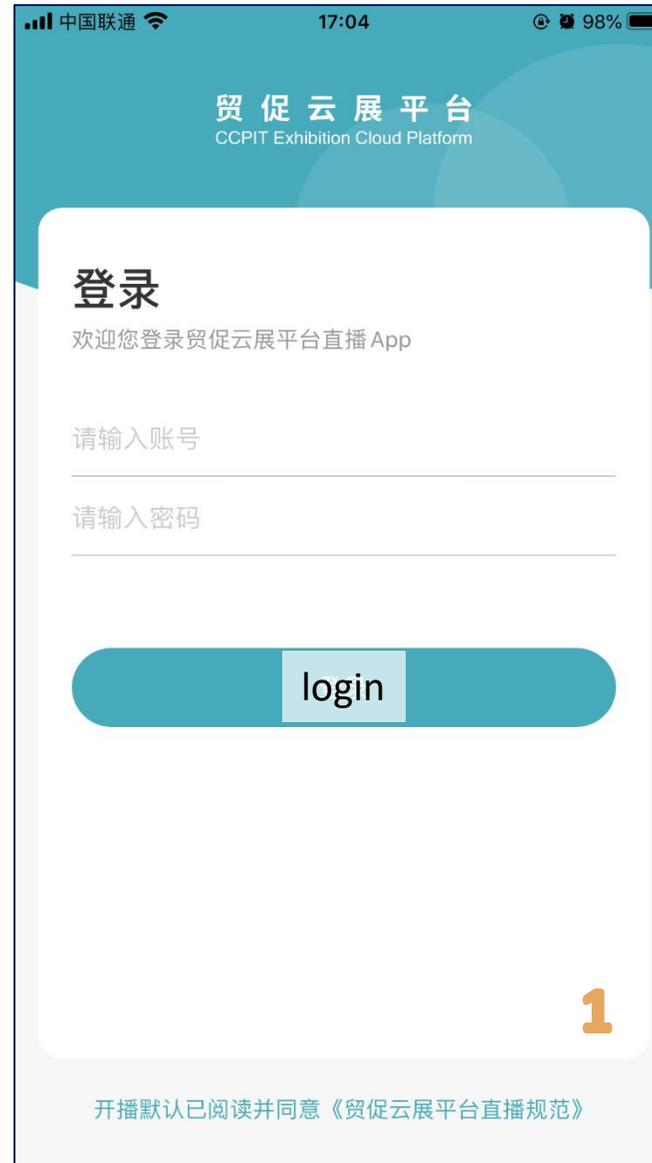
Live streaming from your mobile phone
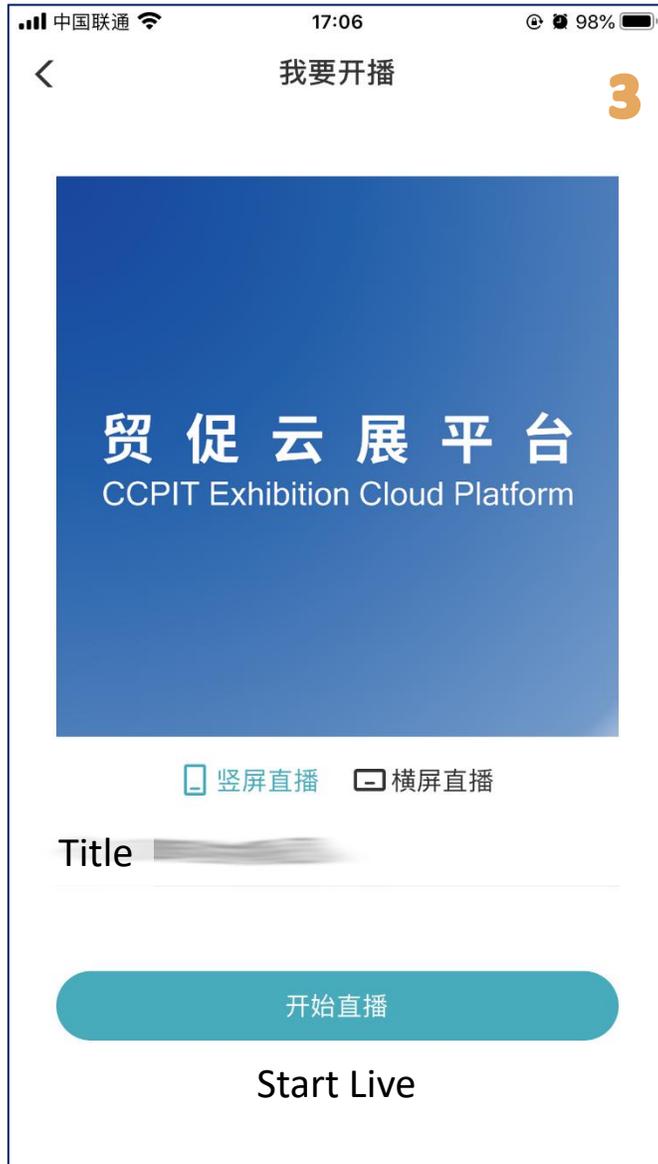
- The interface of "I want to start" as shown in picture **3**, click on the picture to set the cover image of the exhibitor's live room.

- You can choose "vertical live" or "horizontal live" as needed

- Live title changes can be made on the line

- After all settings are complete, click on "Start Live" to start broadcasting

- When you end the broadcast, you will be shown a screen like picture **4**, display information about the duration of the live broadcast and the number of viewers

Live streaming from a computer
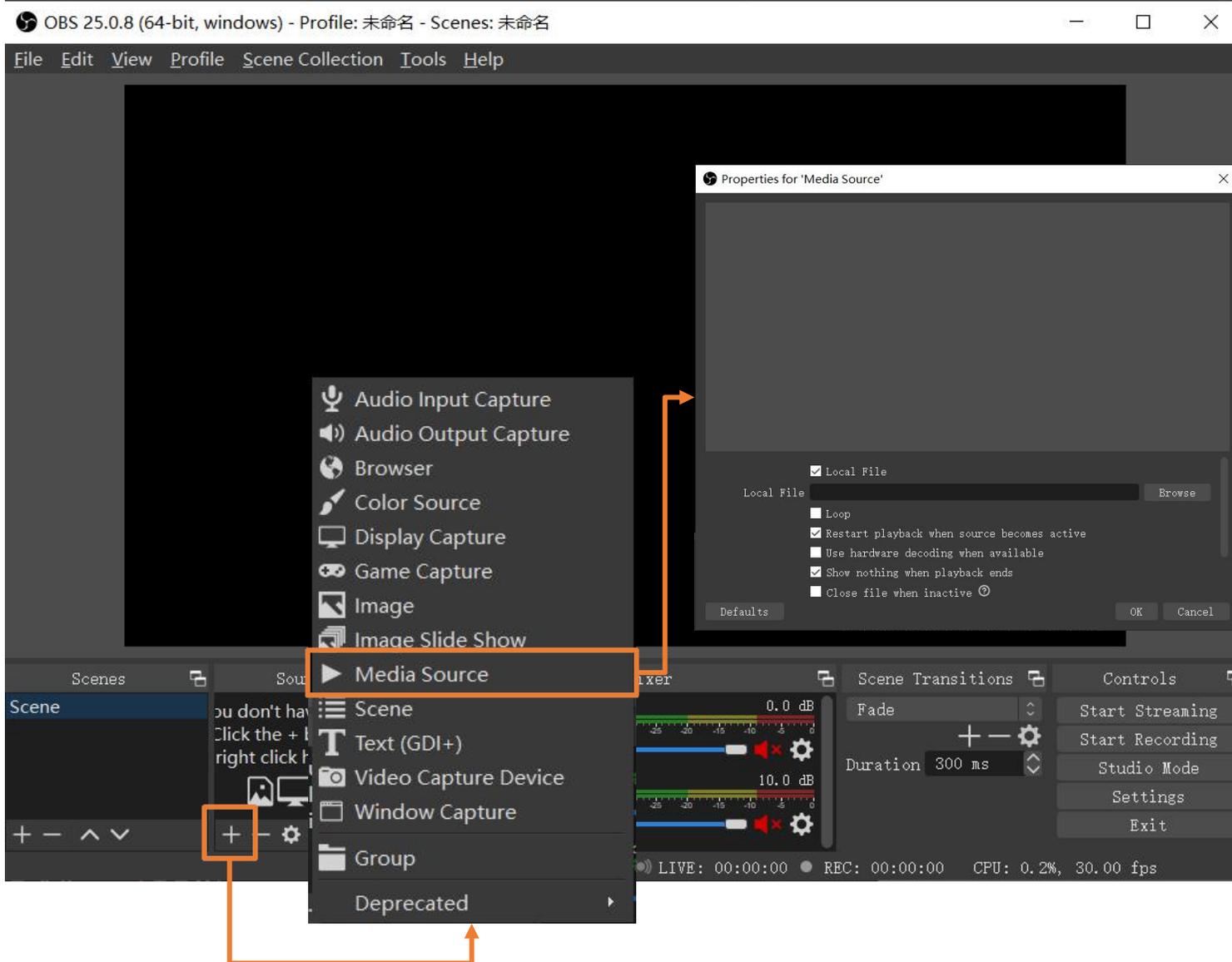
- ❑ Download OBS from
  https://obsproject.com/

- ❑ Open OBS

- ❑ If you want to play the recorded video, click "+", select "Media Source", select "Local Files", and click "Browse", select the file you want to play and click "Confirm "

- ❑ You can add many different sources, which can be configured as needed.

Live streaming from a computer
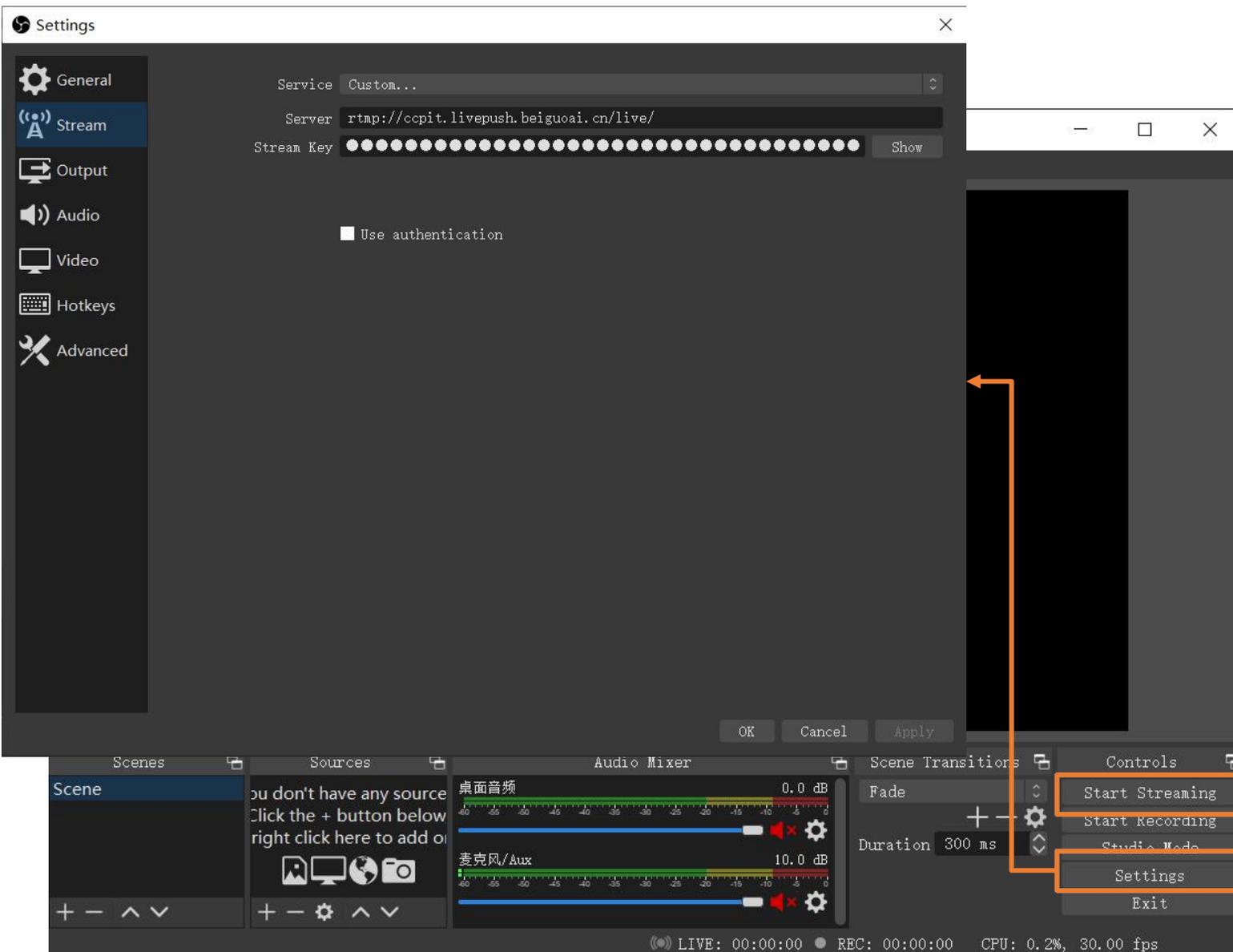
- When you are done, click on "Settings" and select "Stream".

- Select "Custom" for "Service", and ask the organizer for the server and stream key.

- Click "OK" to return to the main page after completing the settings.

- Finally, click on "Start Streaming" to officially start the live broadcast.