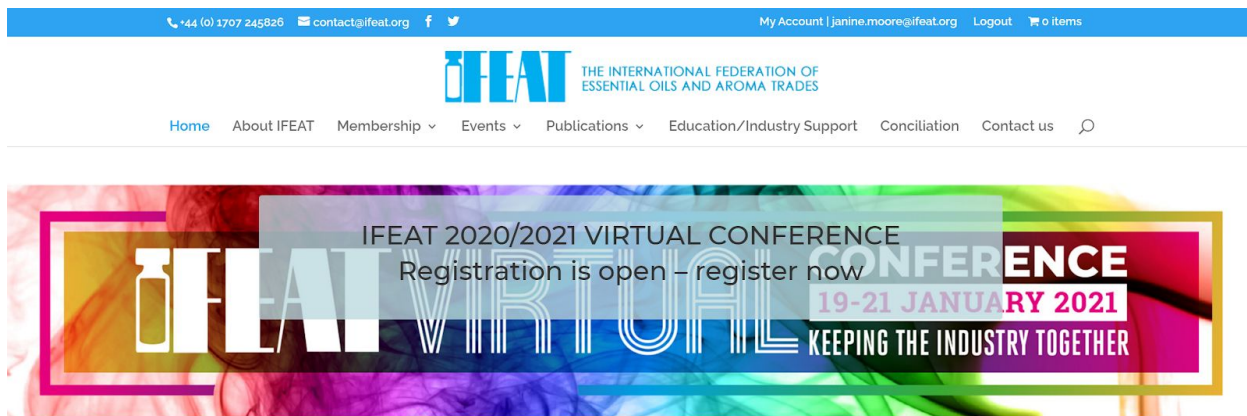


Registration

- Go to the IFEAT website <https://ifeat.org/> to register for the Virtual Conference
- On the home page, you will be able to click on the button 'Register for the IFEAT Virtual Conference' to register



Find out more about the IFEAT 2020/2021 Virtual Conference [here](#)

- After making payment, please make sure that you fully complete all of the fields requested on the registration form that will pop up.

Complete your registration

First Name: _____ Last Name: _____

Email Address: _____

Company: _____

Company Website: _____

Job Title: _____

Mobile: _____

Registration Type:
Delegate _____

Company Business Type:
Select all that apply = _____

Please Specify:
Select all that apply = _____

Individual Participants:
Select all that apply = _____

Access to the virtual platform

- You will be sent an email 24-48 hours after registration to access the platform
- You will be able to:
 1. Log in using the **unique confirmation code** in the email, and upload your profile photo (please note, profile photos will only be visible on the live event platform and not in your appointments calendar)
 2. This will allow you to access your calendar to search the directory of attendees and book meetings with them right away

NOTE: Please bookmark your calendar so that you can return to it at ease

3. Access the live event platform using a **verification code** that will be emailed/texted to you separately. This is a separate platform, you can make appointments here.

NOTE: Please bookmark the live event platform so that you can return to it at ease



Dear Janine,

Welcome to the IFEAT 2021 Virtual Conference.

Please follow the steps below:

1. Log in

- When you go to the 'click here' button in this email, you will be asked to enter your unique confirmation code: DBXRKLSPUVRTLO

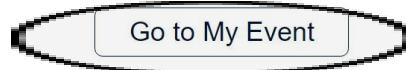
2. Search

- Search the **directory** to request appointments with attendees and access your calendar



3. Access the live event platform

- You can access the live event platform by clicking the 'Go to My Event' button below
- **You will need your unique verification code.** This is a six digit numerical code which will be sent in a separate email/text message for security purposes
- In the live event platform, you can search through the list of Virtual Booths and Sponsors, and view their profiles and schedule appointments
- Please note: the programme and content will not be live until the live event dates from 19th to 21st January 2021.



Click [here](#) to learn more and watch a tutorial on scheduling appointments.

Note: This email contains a personal link to your profile. Do not forward or share this email.

Best regards,

IFEAT Conference Team

conference@ifeat.org

If you no longer want to receive emails from IFEAT Conference Team, please [Unsubscribe](#).

Accessing the live event platform (Virtual Attendee Hub)

- You will have access 24-48 hours after registration.
- We have allowed access to the live event platform so that you can search through the list of Virtual Booths and Sponsors, and view their profiles. This should assist you with booking relevant meetings.
- Please note: the programme and content will not be live until the live event dates from 19th to 21st January 2021.
- The link to access the live event platform will be in your registration email.
- You will be sent a separate email/text message with a **unique verification code**. This is a six digit numerical code.
- Click on the link in your original email and then enter your unique verification code to access the Virtual Attendee Hub.
- For security reasons, a new code will be sent when you have logged out and wish to log back in again.

Please note: you will also have a **unique confirmation code** which provides access to your calendar/appointments. This is separate to the live event platform (Virtual Attendee Hub).

- The live event platform (Virtual Attendee Hub) looks like this:

NOTE: Please bookmark the live event platform so that you can return to it at ease

The screenshot displays the user interface for the IFEAT 2021 Virtual Conference. At the top, there is a banner with the text "IFEAT VIRTUAL CONFERENCE 19-21 JANUARY 2021" and the slogan "KEEPING THE INDUSTRY TOGETHER". Below the banner, the user is logged in as "Janine". The navigation menu includes "My Event", "All Sessions", "Virtual Booths", and "Sponsors".

The main content area is divided into several sections:

- Welcome Janine:** A section with a "Looking to network?" prompt, stating "Attending virtually doesn't mean you can't connect. Schedule an appointment to chat with an exhibitor you're interested in!" and a "Schedule appointment" button.
- Event Details:** A section featuring a smaller version of the conference banner and the text "IFEAT 2021 Virtual Conference November 12 - February 28, 2021" with a "Visit event website" link.
- Upcoming Sessions:** A section with a "View all sessions" link. It lists an "Opening Welcome Address" by Hussein Fakhry on Tuesday, January 19, 11:55 AM - 12:00 PM GMT, and a "Panel Discussion - Naturals & Business: 2020 & 2021 Trends and Challenges".
- Your Information:** A section showing the user's name "Janine Moore" and email "janine.moore@ifeat.org", with a "View your registration" link.

To schedule appointments through the live event platform

- Click in the 'My Event' tab at the top menu
- Click 'schedule appointment'

IFEAT 2021 Virtual Conference

My Event Sessions Virtual Booths Sponsors

Welcome Janine

Looking to network?

Attending virtually doesn't mean you can't connect. Schedule an appointment to chat with an exhibitor you're interested in.

Schedule appointment

Event Details

IFEAT VIRTUAL CONFERENCE 19-21 JANUARY 2021 KEEPING THE INDUSTRY TOGETHER

IFEAT 2021 Virtual Conference
November 12 - February 28, 2021
[Visit event website](#)

Upcoming Sessions [View all sessions](#)

Opening Welcome Address

IFEAT Executive Committee Chairman, Hussein Fakhry, will officially open the programme sessions of IFEAT's first Virtual Conference.
Tuesday, January 19, 11:55 AM - 12:00 PM GMT

Panel Discussion - Naturals & Business: 2020 & 2021 Trends and Challenges

Your Information

IFEAT 2020 Virtual Conference
Janine Moore
janine.moore@ifeat.org
[View your registration](#)

- This will take you directly to the appointments module, where you can search for attendees and arrange meetings
- For instructions on how to use the appointments module and schedule meetings, please review the pdf document 'Instructions for networking and arranging meetings on the platform'

IFEAT Virtual Conference 2020

Directory Calendar Confirmed Appointments JM

Create Appointment

November
Schedule is in Greenwich Time

Sessions 3 Day

Sunday 1 Monday 2 Tuesday 3

1 PM

2 PM

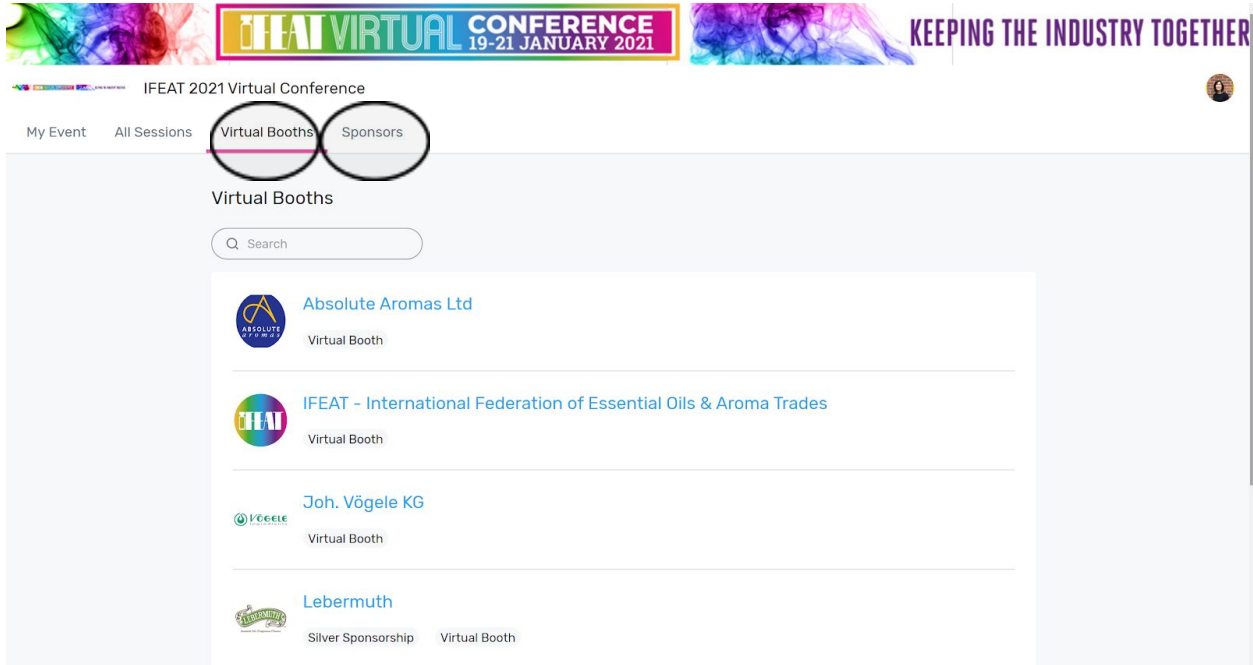
3 PM

4 PM

5 PM

To search the list of Virtual Booths or Sponsors

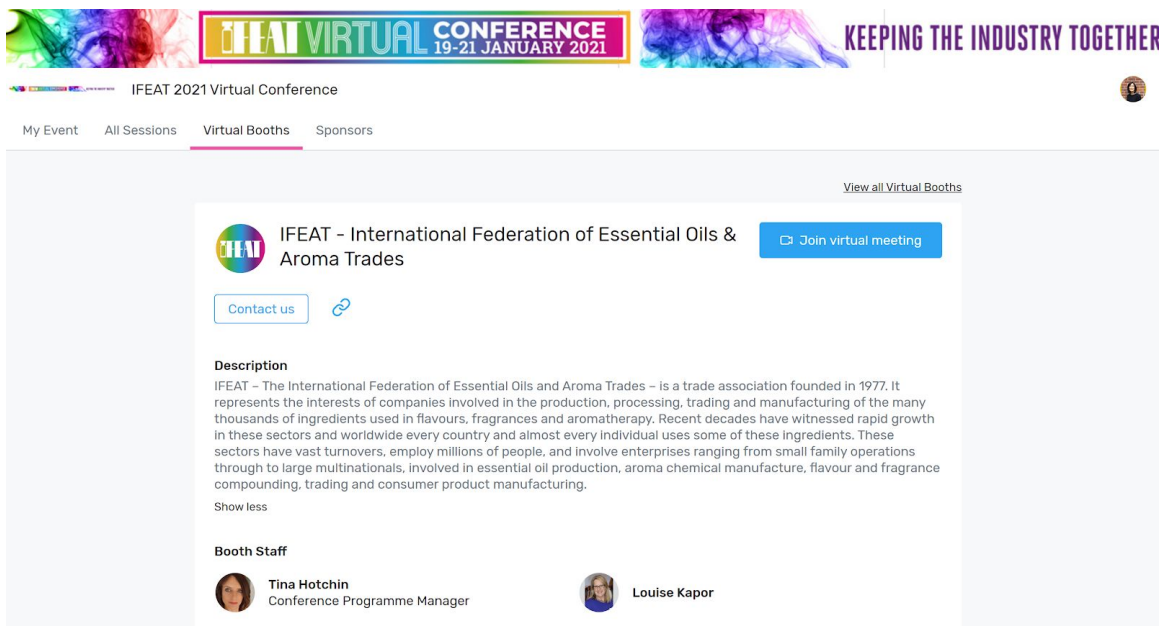
- Click in the 'Virtual Booths' tab or 'Sponsors' tab at the top menu
- You will see the full list
- Click into any booth for more information



The screenshot shows the top navigation bar of the IFEAT 2021 Virtual Conference website. The header includes the event title "IFEAT VIRTUAL CONFERENCE 19-21 JANUARY 2021" and the slogan "KEEPING THE INDUSTRY TOGETHER". Below the header, the main navigation menu has "Virtual Booths" and "Sponsors" tabs, both of which are circled in red. The "Virtual Booths" section is active, displaying a search bar and a list of booths. The list includes:

- Absolute Aromas Ltd** (Virtual Booth)
- IFEAT - International Federation of Essential Oils & Aroma Trades** (Virtual Booth)
- Joh. Vögele KG** (Virtual Booth)
- Lebermuth** (Silver Sponsorship, Virtual Booth)

- Click into any booth for more information



The screenshot shows the detailed view of the IFEAT booth on the website. The header is identical to the previous screenshot. The "Virtual Booths" tab is selected in the navigation menu. The booth details for "IFEAT - International Federation of Essential Oils & Aroma Trades" are displayed, including:

- A "Join virtual meeting" button.
- A "Contact us" button with a link icon.
- Description:** IFEAT – The International Federation of Essential Oils and Aroma Trades – is a trade association founded in 1977. It represents the interests of companies involved in the production, processing, trading and manufacturing of the many thousands of ingredients used in flavours, fragrances and aromatherapy. Recent decades have witnessed rapid growth in these sectors and worldwide every country and almost every individual uses some of these ingredients. These sectors have vast turnovers, employ millions of people, and involve enterprises ranging from small family operations through to large multinationals, involved in essential oil production, aroma chemical manufacture, flavour and fragrance compounding, trading and consumer product manufacturing. (A "Show less" link is visible below the text.)
- Booth Staff:** Tina Hotchin (Conference Programme Manager) and Louise Kapor.

- During the three live event days, you can drop into meetings with Booth Staff by clicking 'Join Virtual Meeting'. This takes you to their zoom meeting room

IFEAT 2021 Virtual Conference

My Event All Sessions **Virtual Booths** Sponsors

View all Virtual Booths

IFEAT - International Federation of Essential Oils & Aroma Trades

[Contact us](#) [Join virtual meeting](#)

Description

IFEAT – The International Federation of Essential Oils and Aroma Trades – is a trade association founded in 1977. It represents the interests of companies involved in the production, processing, trading and manufacturing of the many thousands of ingredients used in flavours, fragrances and aromatherapy. Recent decades have witnessed rapid growth in these sectors and worldwide every country and almost every individual uses some of these ingredients. These sectors have vast turnovers, employ millions of people, and involve enterprises ranging from small family operations through to large multinationals, involved in essential oil production, aroma chemical manufacture, flavour and fragrance compounding, trading and consumer product manufacturing.

Show less

Booth Staff

Tina Hotchin
Conference Programme Manager

Louise Kapor

- Please note, if virtual booth staff are not be available for drop in meetings, you can a) use the 'contact us' form and send them a message

IFEAT 2021 Virtual Conference

My Event All Sessions **Virtual Booths** Sponsors

View all Virtual Booths

IFEAT - International Federation of Essential Oils & Aroma Trades

[Contact us](#) [Join virtual meeting](#)

Description

IFEAT – The International Federation of Essential Oils and Aroma Trades – is a trade association founded in 1977. It represents the interests of companies involved in the production, processing, trading and manufacturing of the many thousands of ingredients used in flavours, fragrances and aromatherapy. Recent decades have witnessed rapid growth in these sectors and worldwide every country and almost every individual uses some of these ingredients. These sectors have vast turnovers, employ millions of people, and involve enterprises ranging from small family operations through to large multinationals, involved in essential oil production, aroma chemical manufacture, flavour and fragrance compounding, trading and consumer product manufacturing.

Show less

Booth Staff

Tina Hotchin
Conference Programme Manager

Louise Kapor

b) request a meeting by going back to the schedule appointments button on the home page

IFEAT VIRTUAL CONFERENCE 19-21 JANUARY 2021

KEEPING THE INDUSTRY TOGETHER

IFEAT 2021 Virtual Conference

My Event All Sessions Virtual Booths Sponsors

Welcome Janine

Looking to network?

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Schedule appointment

Event Details

IFEAT VIRTUAL CONFERENCE 19-21 JANUARY 2021

KEEPING THE INDUSTRY TOGETHER

IFEAT 2021 Virtual Conference

November 12 - February 28, 2021

[Visit event website](#)

[View all sessions](#)

Upcoming Sessions

[Opening Welcome Address](#)

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Tuesday, January 19, 11:55 AM - 12:00 PM GMT

[Panel Discussion - Naturals & Business: 2020 & 2021 Trends and Challenges](#)

Your Information

IFEAT 2020 Virtual Conference

Janine Moore
janine.moore@ifeat.org

[View your registration](#)