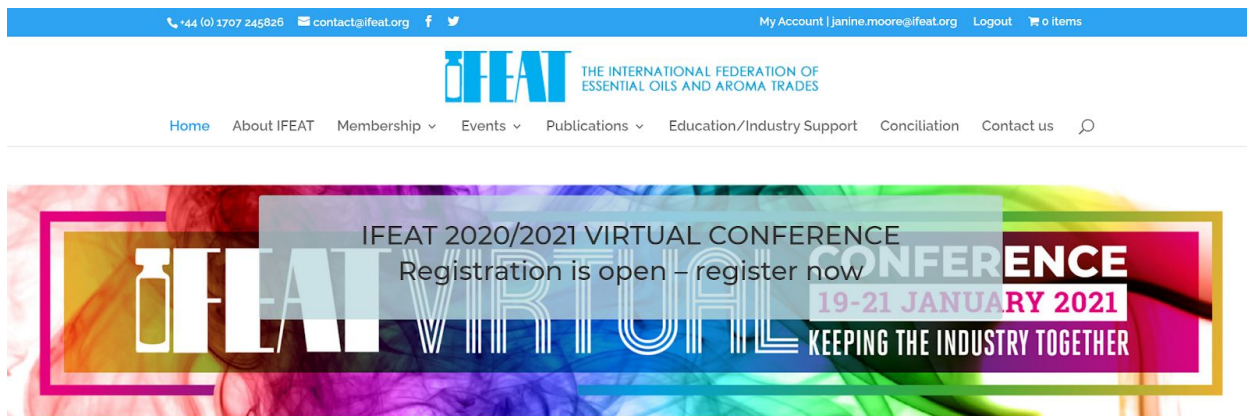


Registration

- 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:
<input type="text"/>	<input type="text"/>
Email Address:	
<input type="text"/>	
Company:	
<input type="text"/>	
Company Website:	
<input type="text"/>	
Job Title:	
<input type="text"/>	
Mobile:	
<input type="text"/>	
Registration Type:	
<input type="text" value="Delegate"/>	
Company Business Type:	
<input type="text" value="Select all that apply"/>	
Please Specify:	
<input type="text" value="Select all that apply"/>	
Individual Position:	
<input type="text" value="Select all that apply"/>	

Access to the Main Event Platform

You will be sent an email 24-48 hours after registration to access the platform. (Please note: if you register on a Friday, there may be a delay as the 24-48 hour timeframe is for working days)

You will be able to:

1. Access the main event platform using a **unique verification code** that will be emailed/texted to you separately. This is a separate platform, you can view virtual booths and sponsors, bookmark sessions and make appointments here.

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

- 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 main 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.



Dear Janine,

Welcome to the IFEAT 2021 Virtual Conference.

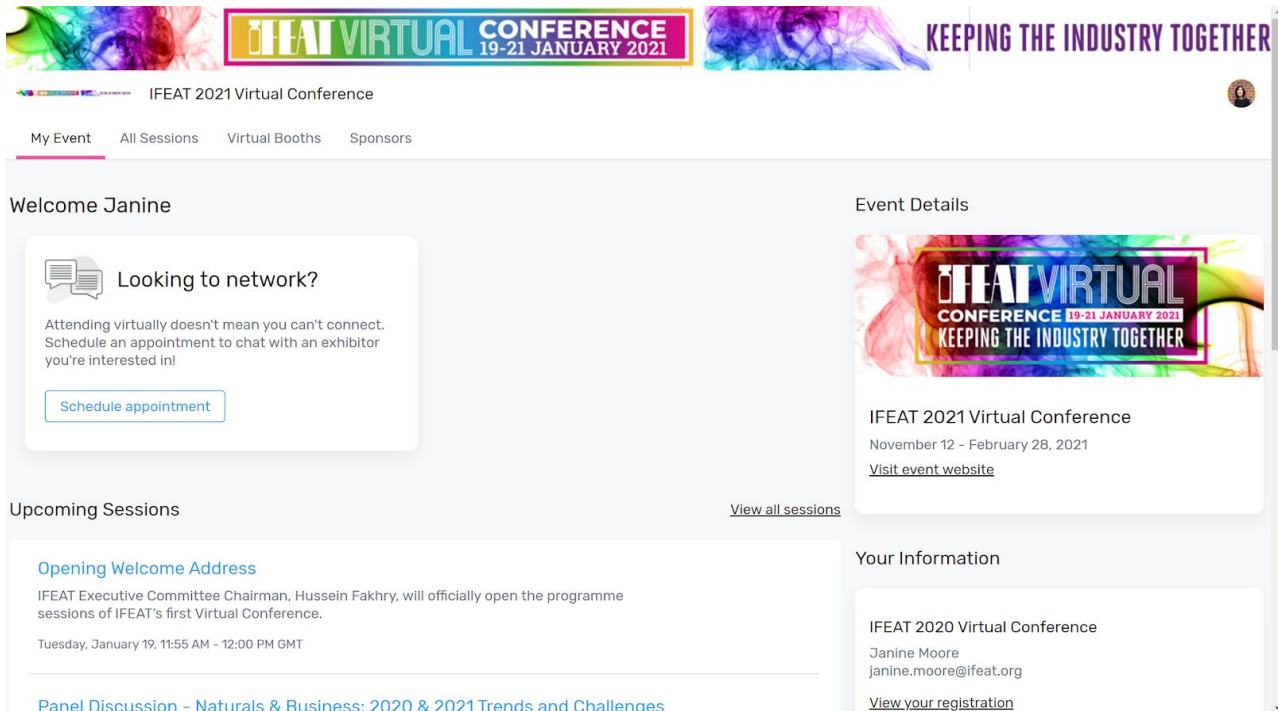
Please follow the steps below:

1. Log in to access the main event platform

- To access the main event platform, click on the 'Go to Main Event Platform' 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
- You can search through the list of Virtual Booths and Sponsors, 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.
- Remember to bookmark the main event platform for easy access

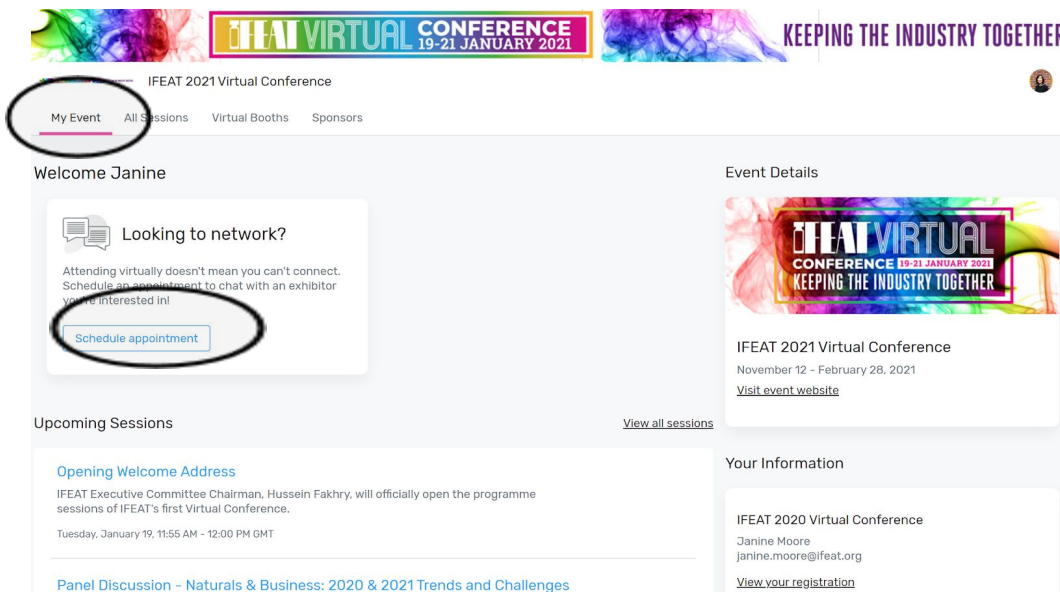
Go to Main Event Platform

- The main event platform (Virtual Attendee Hub) looks like this:
NOTE: Please bookmark the live event platform so that you can return to it at ease

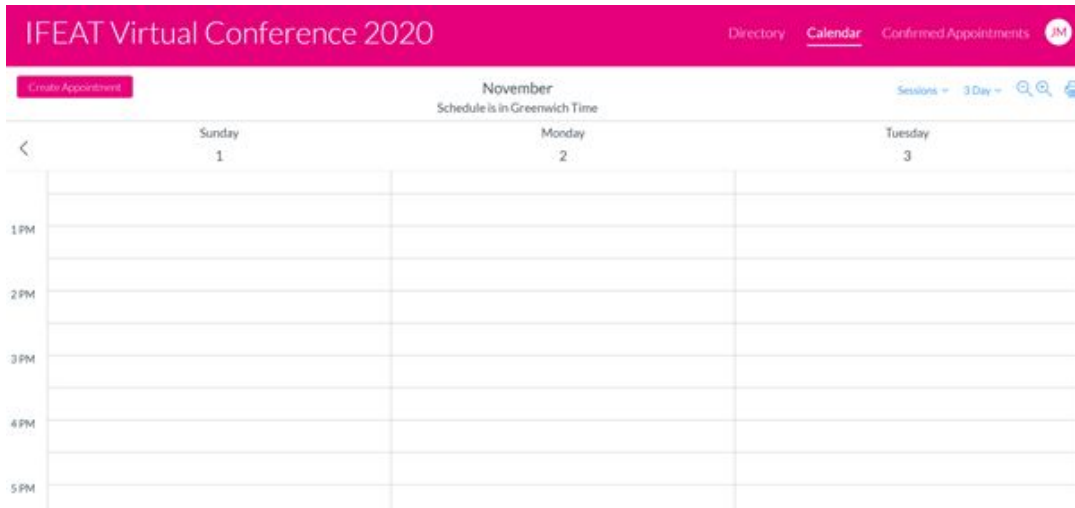


To schedule appointments through the live event platform

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

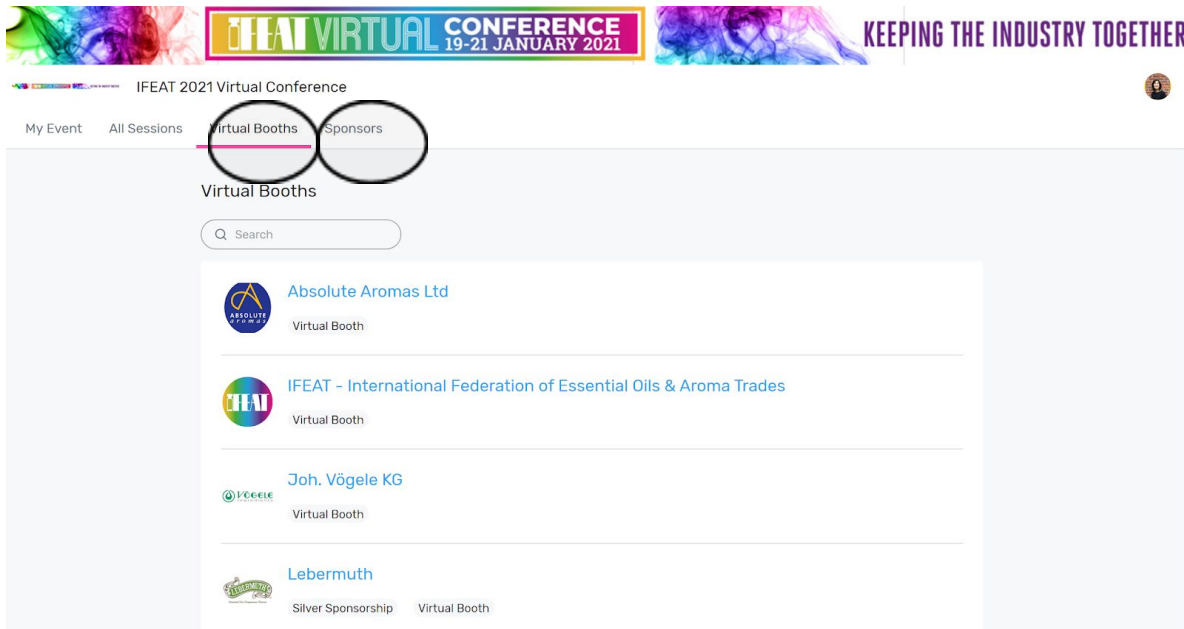


- This will take you directly to the appointments module, where you can search for attendees and arrange meetings
- For instructions on how to use the appointments module and schedule meetings, please review the pdf document 'Instructions for networking and arranging meetings on the platform'



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



- Click into any booth for more information

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

IFEAT 2021 Virtual Conference

My Event All Sessions **Virtual Booths** Sponsors

[View all Virtual Booths](#)

IFEAT - International Federation of Essential Oils & Aroma Trades [Join virtual meeting](#)

[Contact us](#)

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

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

IFEAT 2021 Virtual Conference

My Event All Sessions **Virtual Booths** Sponsors

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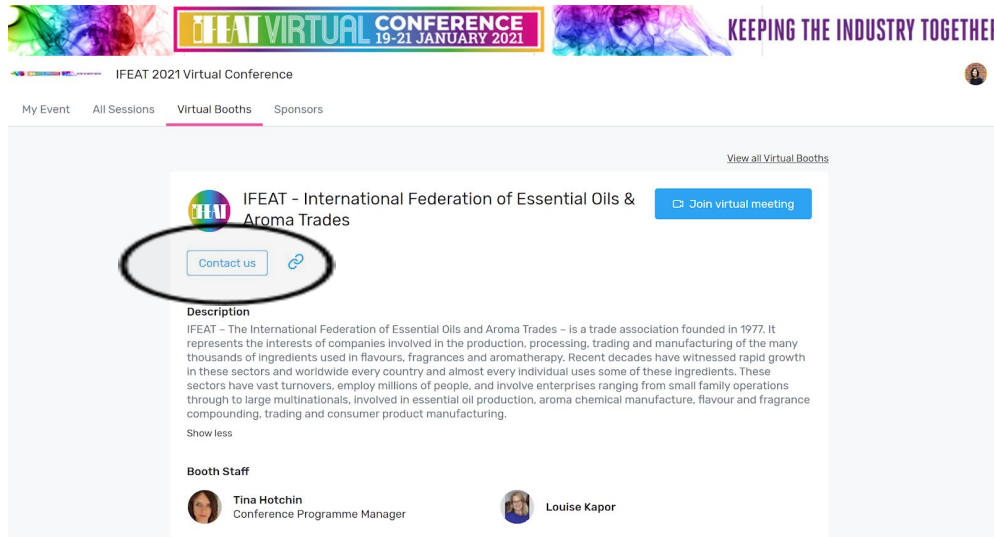
Show less

Booth Staff

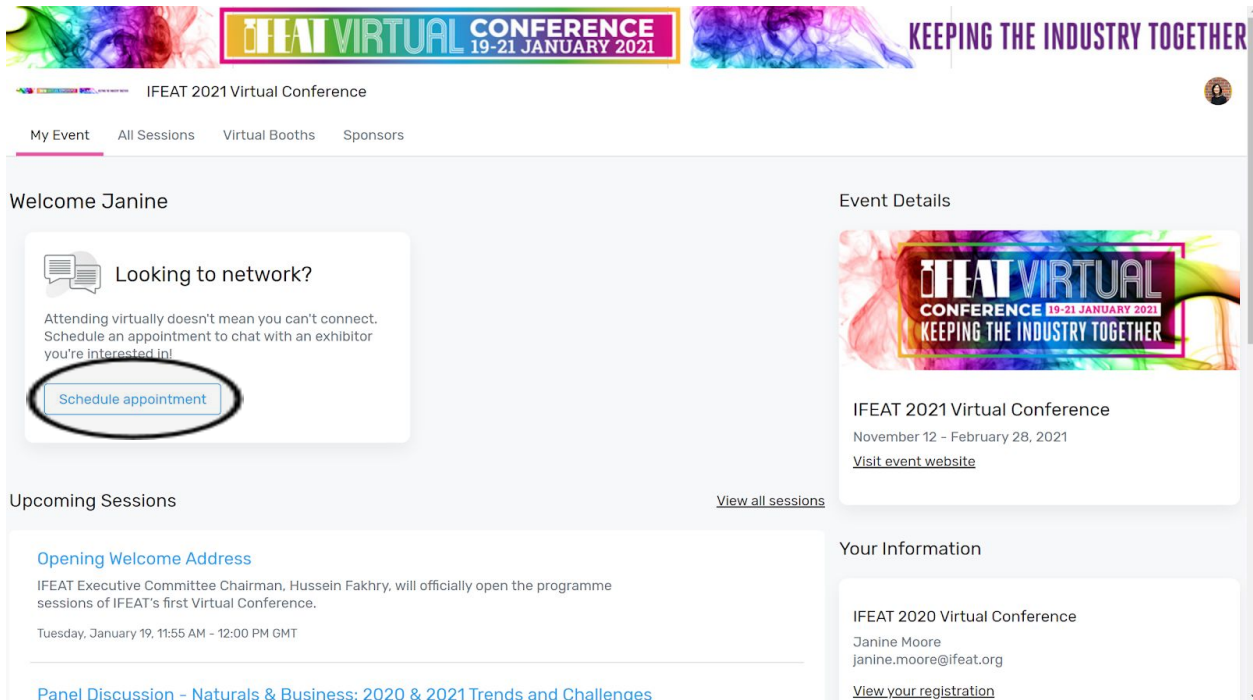
Tina Hotchin
Conference Programme Manager

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



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



Access to your Calendar

2. Access your Calendar 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)

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

2. Log in to access your calendar

- To access your calendar and schedule appointments, click on the 'Go to Calendar' button below
- You will be asked to enter your unique confirmation code:
DRMGMTMRM2M
- Remember to bookmark your calendar for easy access



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.

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).