

Let's meet on 26-27-28 October 2020, 9:30 am to 7pm  
& log into the [FRANCHISE EXPO ONLINE](#) platform

## PREPARE YOUR EVENT

### I'm participating to the event, what should I do?

All the participants will get an email to activate their account. Once that's done, you should fill in your presentation sheet to be the most visible on the participant directory.

For all: the information that you fill translate automatically on the French part of the sheet, except for the "Activity description" that will stay in English if you don't translate it yourself.

We advise you to upload communication documents on your presentation sheet : PDF, PPT, Doc, picture, video (available on a video platform). Max weight: 10Mo per file.

### Once I've completed my profile, how can I send meeting requests to franchisors/future franchisees?

Each participant has his own meeting schedule. Every participant will be notified to enter the time slots when they are unavailable, so that our system can place the meetings automatically on your schedule when you are available.

### Can you sum up the dates and steps?

- ✓ Activate your account: from 5<sup>th</sup> October
- ✓ Fill in your presentation sheet: from 5<sup>th</sup> October
- ✓ Send meeting requests as soon as the participant directory is live: from 12<sup>th</sup> October
- ✓ Get your schedule with all your meetings: from 19<sup>th</sup> October

## FEATURES OF THE FRANCHISE EXPO ONLINE PLATFORM

### Can visitors and exhibitors contact each other?

Between exhibitors and visitors: Yes, franchisors/exhibitors can send meeting requests to future franchisees/visitors and the other way around. But a visitor cannot contact another visitor and an exhibitor cannot contact another exhibitor.

Regarding other types of exhibitors: the Experts of the French franchise federation, banks of the finance village, cities & territories, media and institutions; all of them will be able to send requests to both exhibitors and visitors.

**🌿 Who are the visitors and the exhibitors on the platform?**

The exhibitors are the brands that were supposed to exhibit on the October's edition, experts of the French franchise federation, banks, cities & territories, media & institutions.

The visitors are future franchisees, entrepreneurs, future franchisors, master franchisees, investors...

**🌿 How many contacts can I have on my presentation sheet?**

For exhibitors, FFF experts, banks, cities, media & institutions, you can have several participants on your sheet.

For visitors, one person per presentation sheet.

**🌿 Can several colleagues organize meetings at the same time but with different people?**

Yes, even if we have several colleagues on one exhibitor sheet, they still have their own profile and their own schedule.

**🌿 How can I interact with my contacts?**

There is no instant messaging, but when you send a meeting request, you can send a message. The meetings are by visiocal.

**🌿 How do I start the visiocal?**

You will be able to start the call by getting on your schedule, click on "Join", when it's time for your meeting. We advise you to test your webcam and microphone before the event.

**🌿 If I don't have a webcam, can I still do the meeting?**

If you have no webcam, you can still do the meeting on the platform only with your microphone.

**🌿 How long are the meetings?**

Each meeting will last 30 minutes.

**🌿 How can I reschedule a meeting that has already been accepted?**

You can reschedule the meeting on your schedule starting from 26<sup>th</sup> October. You will see the time slots available both on your agenda and on your contact's agenda. When the new date and time is accepted on both sides, each of you will be notified by sms.

**🌿 Should I stay online all day long?**

The event is all about organizing your time by preparing your participation, sending all meeting requests you want, say when you are not available so that your meetings are scheduled at the right time and you don't need to stay online for 3 days.

**🌱 I would like to know who saw my profile like on LinkedIn?**

As an exhibitor you will be able to see that on your presentation sheet.

Not available for visitors.

**🌱 Are there webinars / online conferences during the event?**

No, the platform Franchise Expo Online facilitates the contact between all franchise key players that were supposed to attend the 2020 edition.

**🌱 Unfortunately, I am not available during the 3 day-event. Can I still get the contacts of visitors/exhibitors I'm interested in?**

Yes, you can still send meeting requests even if you are not available. You need to declare that you are not available on the 3 days, and when someone accept a meeting with you, or send you a request, you will be able to download the contacts on the 1<sup>st</sup> day of the event (26<sup>th</sup> October).

**Warning**, if you want your details to be shared, you need to accept the meeting.

The platform will also be opened 10 days after the end of the event.

**🌱 I am an entrepreneur, I need to get information about franchising, starting up one's business... where can I find these kind of information during the event?**

We will have an online library available on the website after the event, with documents from franchise and entrepreneurs media.

**🌱 Is Franchise Expo Online a one-time event or will there be another edition?**

We've developed this event as a result of the current situation, in order to enable our exhibitors and visitors to network even if we couldn't hold Franchise Expo Paris. This is our 1<sup>st</sup> edition of Franchise Expo Online, but we always want to improve our services and we want to keep on surprising our clients and visitors.