

BIBF recommends using: Google Chrome browser for further online experience.

Online Chat

(★Recommend)

1. Go to BIBF website www.bibf.net
2. Log in with **Sub-account**'s username and password.
3. By selecting **Exhibitors** to look through titles or by selecting titles in **Rights Link**, you can see all the titles have '**Chat Now**' button, by clicking it, you will be able to have the immediate conversation. Sending messages/pictures, having phone calls/video calls are available for all the exhibitors/professional buyers.

[NOTE]

Due to the time difference, please be patient after sending the messages, copyrights managers will respond after they back on our website.

Online Meeting

(This function will be improved gradually...)

How to initiate meetings?

1. Go to BIBF website www.bibf.net
2. Log in with **Sub-account**'s username and password.
3. Click 'My Centre' on the right top corner.
4. Find the 'Titles Management' on the left. Each uploaded title has the **'Set Meeting Time'** button on the 'Function' row.
5. Please select any title you want to have rights trade and choose your available time slot in the 'Set Meeting Time' section. Don't forget to click **'Save'**, on the right bottom corner. The meeting time will be seen by other copyright managers when they view titles.
6. You can review their meeting request from 'My Center' -'Home Page'-'Appointments waiting to be approved' Section, or on 'Chat Now' (please find a red button on the right side with a 'conversation' symbol).
7. After your authorization, Copyright Managers who sending this request will receive messages automatically.
8. When the meeting due to start, please find 'Enter Conference Room' in 'My Schedule'-'Meeting Details'.
9. Please check all the meetings in 'My Schedule' regularly to ensure meetings work smoothly.

[NOTE]

- 1) The Time Setting is based on your time, for example, if you are Copyright Manager A, from China, and your available time slot for this title is September 1st 17:00. Copyright Manager B, who is from UK, will see A is available on September 1st at 10:00 on his website page.
- 2) If the meeting initiator has a 15mins delay or does not show up, the meeting will cancel automatically.
- 3) The system will notify other participants the meeting is starting, once the initiator enters the meeting room.
- 4) We would suggest you to establish contact with the target publishing house through the 'Online Chat' function to give more details of your initiated the meeting, so they can apply for attending.

How to join meetings?

1. Go to BIBF website www.bibf.net
2. Log in with **Sub-account**'s username and password.
3. By selecting **Exhibitors** to look through titles or by selecting titles in **Rights Link**, you can see some of the titles have an '**Online Meeting**' button, this indicates titles copyrights manager's available meeting time.
4. To attend this meeting, please click the 'Online Meeting' button, followed by clicking the set time and 'Appointment confirmed' button.
5. After finishing the above steps, your attending request will send to the meeting initiator. You will receive a notice automatically once initiator authorized your request through 'Online Chat' page or 'My Schedule' section.
6. When the meeting due to start, you can only enter the meeting if the initiator enters the meeting room first.

[NOTE]

- 1) During the meeting, you need to request to speak by clicking 'Apply to speak' first and wait for the meeting initiator's approval.