

Nordic UN Procurement Seminar 2021: TAME GUIDE 'ATTENDEE' + 'EXHIBITOR'

As an 'attendee', you can use the following guidelines to navigate the Tame platform.

1. Open this [link](#), fill in your e-mail and click 'Enter'. If a password is required, Tame will automatically send a new link to your e-mail with the required password (be sure to check your e-mail spam folder also). Type in your password and click 'Enter'.

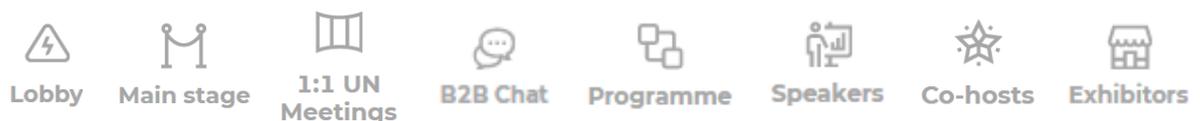


**Welcome to
Virtual Nordic UN Procurement
Seminar 2021**

Whenever you're ready to join, add your email and click 'Enter' button.

Add your e-mail

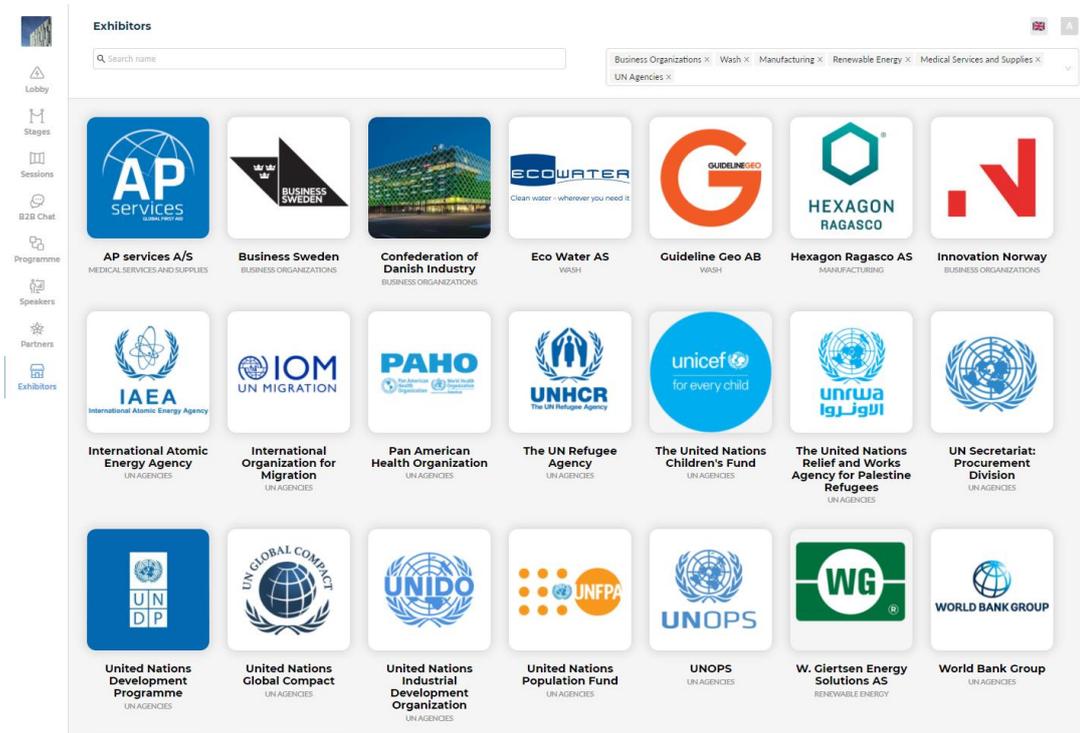
2. As you enter the Nordic UN Procurement Seminar 2021 you will be taken directly to the virtual Lobby. In the Lobby, you are welcomed to the seminar and you can read more about the two days event.
3. On the left side of the virtual platform, you can access different modules of the virtual platform. See the icons below:



4. By clicking on the 'Main stage', you will join our live panel discussions and workshops. You can use the Q&A panel on the right-hand side to ask questions.

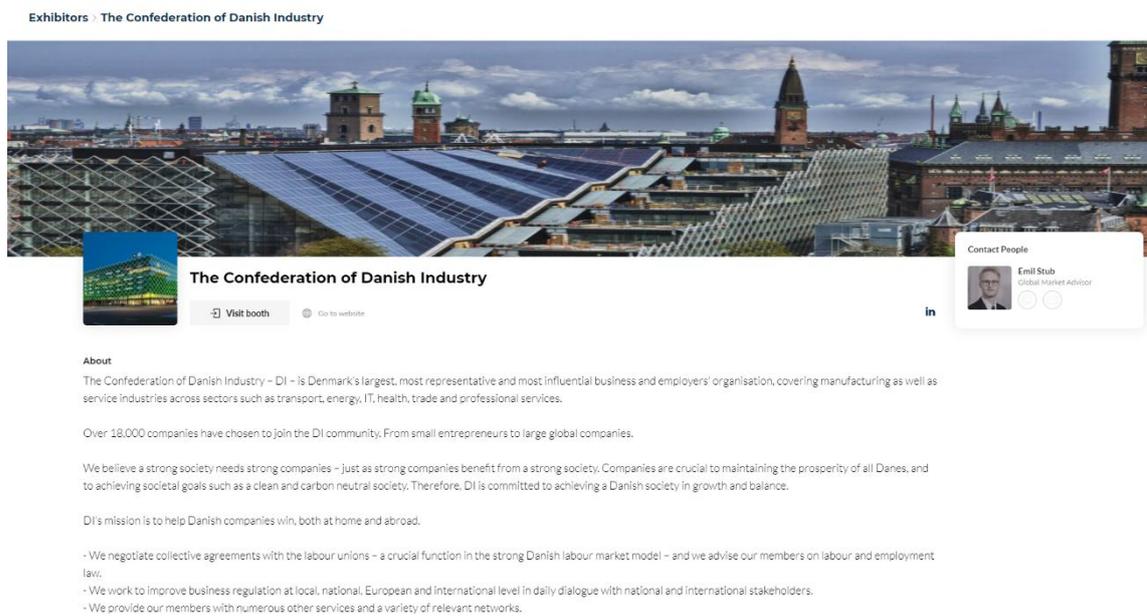
5. In the '1:1 UN Meetings' module you will find your 1:1 meetings with UN procurement officers. Click on the arrow to join the meeting when it is time.
6. By clicking on the 'B2B Chat', you will have the opportunity to reach out to other attendees to network and explore business opportunities with other Nordic companies. You can add multiple attendees to the chat at once.
 - a. Click 'New conversation' and search for the attendees you want to engage in dialogue with.
 - b. You can click on the video camera in the right-hand corner to create a meeting.
 - c. Click 'Join meeting' if you want to meet up with the attendee via a video call. You are live on the call, when you click '**Start broadcasting**'.
7. By clicking on the 'Programme' you can see all the different programme elements of the Nordic UN Procurement Seminar.
 - a. You can favorite the sessions you are the most interested in by clicking on the star on the upper-right corner of the different programme elements. Access your saved sessions by clicking on 'Saved sessions' in the upper-left corner.
 - b. You can also add your favorite programme elements directly to your own calendar by clicking on the calendar icon on the different programme elements.
8. By clicking on 'Speakers' you can learn more about the speakers, who will join the panel discussions and workshop.
9. On the 'Co-host' page you can review the members of the Nordic Consortium, who are the organizers of the Nordic UN Procurement Seminar.
10. By clicking on 'Exhibitors' you will be able to see Exhibition Booths of the UN agencies as well as the participating Nordic companies.
 - a. The Exhibitors are categorized into different categories. You can filter on the categories by clicking 'Search categories'. The UN Agencies is in their own category while the companies are categorized into sectors.
 - b. The UN Agencies' Exhibition Booths provides you with an overview of their organization. Explore the presentations of the different UN Agencies in order to familiarize yourself with their organization.
 - c. On the company's Exhibition booths you can find company information, videos, contacts and a calendar for booking meetings, as well as company website links.

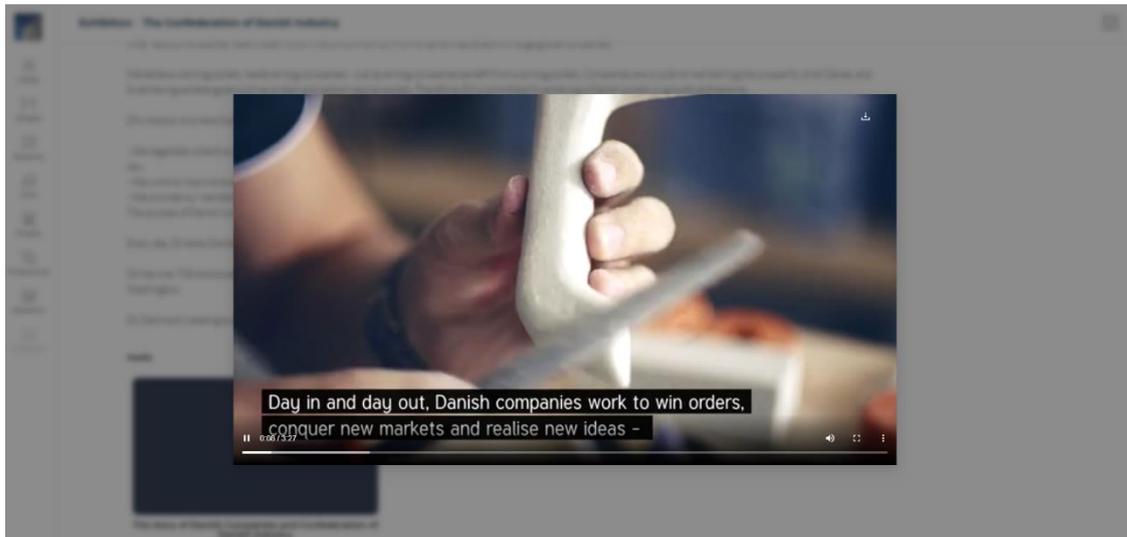
11. The 'Exhibitors' module will look like this (click on the Exhibitors to see more information):



As an 'Exhibitor', you can use the guidelines below to access your 'Exhibition booth':

12. As an 'Exhibitor', you can edit your Exhibition booth on the link provided to your company. You can add pictures, descriptions, videos and links. Below you can see how an Exhibition booth can look like and how videos will be played.





Welcome to the Nordic UN Procurement Seminar 2021 - we are pleased to have you participating.

If any of the above leads to questions, please find contact information below.

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