



USER GUIDE: CONECTA FICTION & ENTERTAINMENT PLATFORM

CREATE AN ACCOUNT AND REQUEST AN ACCREDITATION

To create an account and request your Accreditation, you must:

1. Access from our Home page [Create an account](#).
2. Within this page, you must fill in your data, your password and select whether if you would like to request a **Press Accreditation** or a **Professional** one. Do not forget to accept the conditions.
3. You will then receive a confirmation email. You would then be able to continue your process by [logging in](#) and setting up your profile by completing the form. Remember to fill in all fields and to accept the conditions. Once you have finished, **confirm your application**.
4. You will receive another email informing you that you will be able to proceed with the payment of your accreditation once all the data has been evaluated. Once this process has been completed, [your profile](#) will be ready.

ACTIVITIES

· HOW CAN I WATCH THE PROGRAMME OF ACTIVITIES?

To discover the programme of activities, you must:

1. Access [ACTIVITIES](#) from our website. You must select [PROGRAMME](#) from the list displayed.

· HOW CAN I WATCH THE ACTIVITIES AFTER THE EVENT?

To watch the activities after the streaming you have different options. You can:

1. Access the [On Demand page \(in Activities\)](#). You will be able to watch in streaming the activities that have taken place within this edition.
2. You can also [Log in](#) at the Conecta FICTION & ENTERTAINMENT website.
3. Access the [Schedule Programme](#) page. You can access the different activity pages clicking the icon **i** inside every activity box.
4. **Inside every activity page, you can find the recording of the streaming of the activity.** You will also find information regarding the description of the event and the panelists.

· HOW CAN I WATCH THE ACTIVITIES ON DEMAND?

To watch our ON DEMAND page and enjoy the activities within this section, you must:

1. Access the [ON DEMAND page \(in Activities\)](#) after logging in.
2. Select the section you wish to view from the list (*Keynotes, Opening Act & Awards Ceremony, Panels & Conference*).

3. Play the video you wish to watch.

· WHAT ARE THE SPOTLIGHT CORNERS?

The Spotlight Corners are online areas focused on high-profile companies and institutions that want to present their content and services in Conecta FICTION & ENTERTAINMENT. To access the Spotlight Corners, you must:

1. Be [logged in](#) at the Conecta FICTION & ENTERTAINMENT website.
2. Access the [SPOTLIGHT CORNERS](#) page. In that page, you can access the different corners of companies and institutions that enjoy and spotlight position in Conecta FICTION & ENTERTAINMENT.

· WHAT IS CONECTA THINK TANK SEMINAR?

Conecta Think Tank is an exclusive discussion forum to talk about the future of scripted & entertainment TV production in the world. Key professionals from the audiovisual industry will discuss different issues that affect the international TV sector. In addition, they will also venture to anticipate what will happen in a near future. In order to attend this event you must:

1. [Log in](#) through our website.
2. Accreditation with the 3-day hybrid pack (Those who have Online Accreditation or Day Pass will not be able to contract it).
3. Go to "My profile", click on "Upgrade / Think Tank" and follow the steps below.



4. Once purchased you will receive an email confirming your attendance.

MY SPACE

MY AGENDA

· HOW TO ADD OR DELETE AN ACTIVITY FROM MY AGENDA?

To add and delete an activity from your agenda, you must:

1. Be [logged in](#) at the Conecta FICTION & ENTERTAINMENT website.
2. Access the [Schedule Programme](#) of the event.
3. Locate an appealing activity.

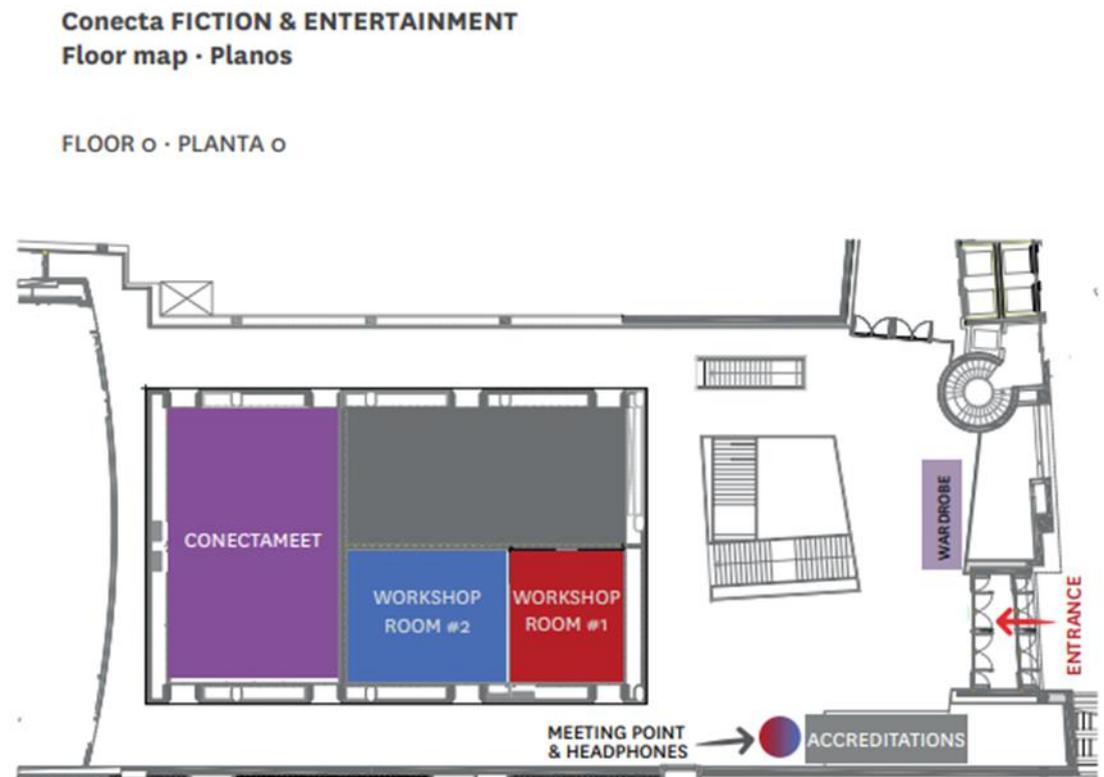
4. Click inside the activity box and an icon () will automatically appear. This icon confirms that the activity has been correctly added in your agenda.
5. If that activity does not interest you anymore, click again inside the activity box and the icon () will automatically disappear.
6. If you want to add the activity to your personal device's calendar (iPad, Tablet, Mobile or computer) click on the download icon () to install the file on your device. For more details about importing your agenda from Excel to your Outlook calendar [click here](#). You can also import the agenda in pdf or ical format.

· HOW TO REQUEST A MEETING?

To request a meeting, you must:

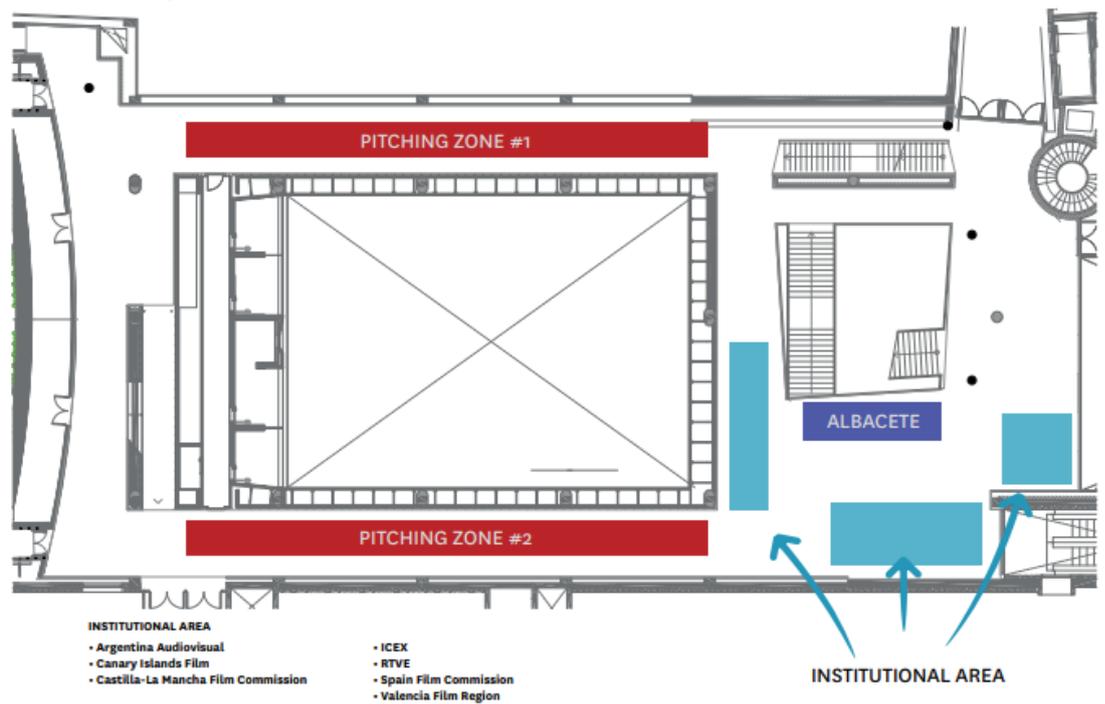
1. Access the list of [Delegates](#). Every participant has a button to “Request Meeting” where you can access their profile and their available slots.
2. Once you are inside the profile of the delegate you want to connect with, you can select the slots for the meeting. These are 30-minute slots, but you can choose more than one consecutive slot to extend the meeting. In case you select an online meeting, you can expect that the videocalls do not abruptly end when the time ends. They can be kept as long as you might need them to be.
3. After choosing your slots, you must write a message on the reasons for the meeting or any kind of information you might want to send the delegate.
4. After indicating the reason for the meeting, you must indicate the room where the meeting will be held. If you want an online meeting, you must choose the Online Room (option available from June 21 to July 8). If you want a face-to-face meeting, you must choose any option other than the Online Room (face-to-face meetings will only be available on June 22, 23 and 24).

The map of the face-to-face meeting areas is as follows:



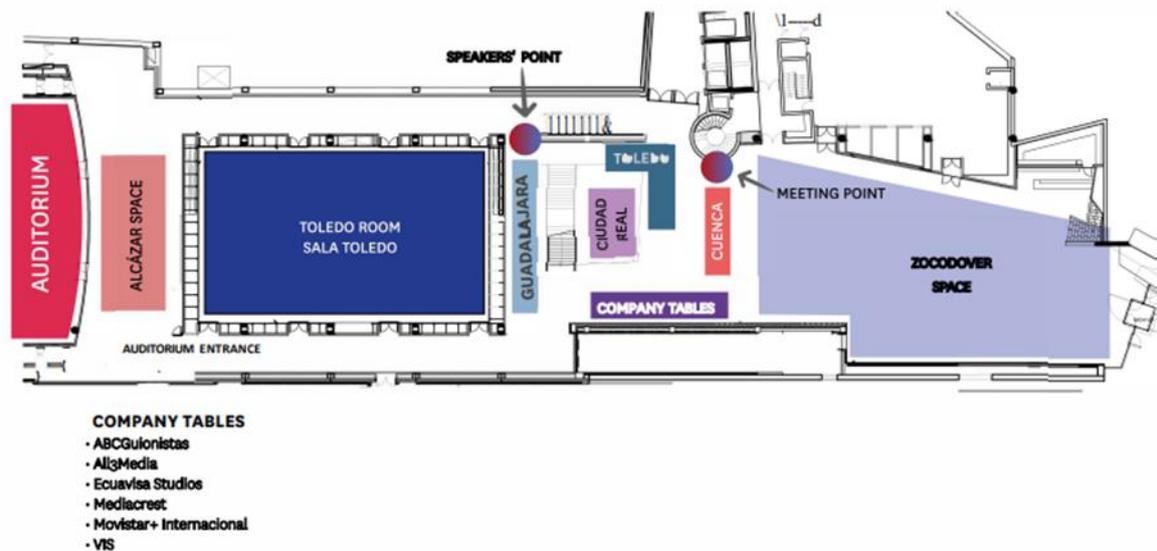
Conecta FICTION & ENTERTAINMENT
Floor map · Planos

FLOOR -1 · PLANTA -1

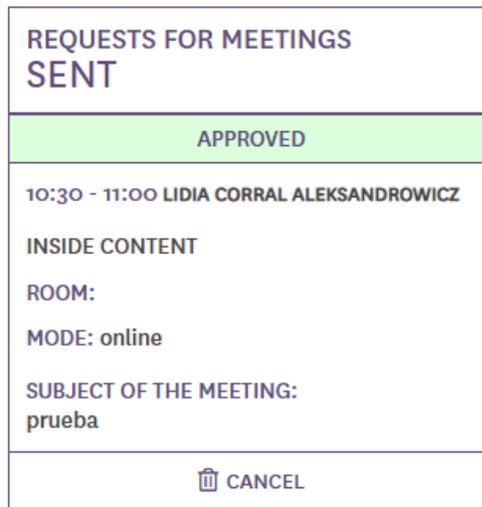


Conecta FICTION & ENTERTAINMENT
Floor map · Planos

FLOOR -2 · PLANTA -2



5. Once you request it, you must wait the acceptance of the meeting.
6. When the delegate accepts your meeting, you will receive a confirmation email. Moreover, you can find this meeting accepted in [My Meetings](#).

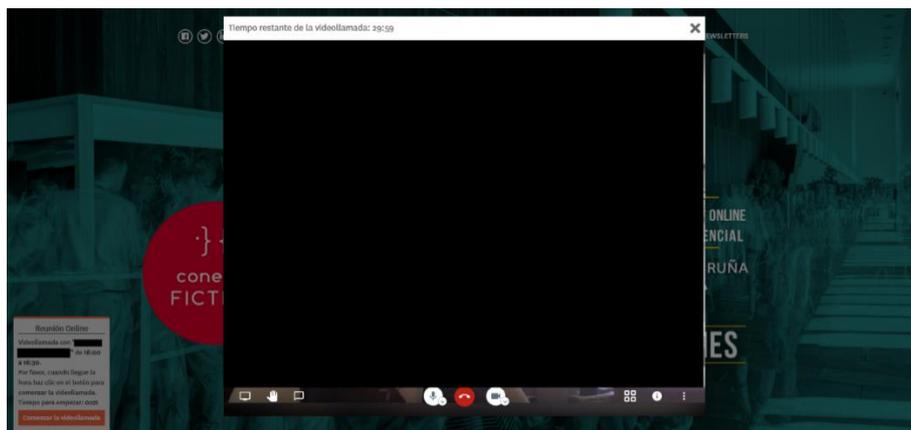


7. In case they request to have a meeting with you, you will receive a notification in the platform (and you will be able to see it in My Meetings) and you will receive an email in your email account.

· HOW TO JOIN THE ONLINE MEETINGS?

To join the online meetings, you must:

1. Be **logged in** at the Conecta FICTION & ENTERTAINMENT website.
2. The videocalls of the accepted meetings will be automatically activated in the shape of a static notification inside the website.
3. You can still attend the activities and move through the website. The notification will remain static on a side (it does not matter in which pages you are).
4. This notification will not disappear until the meeting time is over.
5. You can join the meeting from the button that will appear inside the notification.
6. **The MEET-UP 1:1 videocall will take place inside the Conecta FICTION & ENTERTAINMENT website. It does not matter where you are in the website, once you click on this button, a videocall screen will automatically appear over the website page you are currently visiting.**



7. To connect, both delegates must join the call.

· HOW TO JOIN THE ONLINE MEETINGS?

To communicate with accreditors, you will need to:

1. Request a meeting from [Delegates](#).
2. When requesting the meeting, you will need to add a message that will be sent as an email notification to the accredited.
3. You will not be able to reply to these emails because they are set up as non-replays. However, you can write a message to the accredited person if you decide to decline the meeting, to explain your reasons for declining the meeting.
4. You can also contact the accredited person via their email address, which can be found in their profile under Participants, along with the accredited person's basic information on the side of the page. But remember that the 1:1 meetings will take place through the Conecta FICTION & ENTERTAINMENT website platform.

MATCHMAKING

In order to ensure a better matchmaking service, you should fill in as much detail as possible in the form which you will find by clicking on the “Matchmaking” button in this section.

The left side column corresponds to your personal information:

MATCHMAKING INFORMATION: Please, fill in this information as detailed as possible to ensure a better matchmaking service with the rest of the participants of the event. You can access your matchmaking list in [Delegates](#), where you can connect with professionals who adjust to your interests. We remind you that the left column correspond to your personal information (who you are, what you do you do, etc.); meanwhile, the right column correspond to the information that you look for in the rest of the attendees to Conecta FICTION 5.

Please fill in the following information according to your profile:

Participant's profile *

- Acquisitions Actor/Actress
- Agent/Representative Assistant
- Commissioner Communications
- Coordinator Director (TV & film)
- Distributor/Sales Executive Investor
- Lawyer/Legal & tax advisor Manager
- Marketing Music composer
- Original content President Producer
- Programme Scriptwriter Showrunner
- Technician

Please fill in the following information according to what you are looking for in Conecta FICTION:

I look for participants who are *

- Acquisitions Actor/Actress
- Agent/Representative Assistant
- Commissioner Communications
- Coordinator Director (TV & film)
- Distributor/Sales Executive Investor
- Lawyer/Legal & tax advisor Manager
- Marketing Music composer
- Original content President Producer
- Programme Scriptwriter Showrunner
- Technician

The right side column matches the profile you are looking for in the other accreditation holders attending Conecta FICTION & ENTERTAINMENT:

MATCHMAKING INFORMATION: Please, fill in this information as detailed as possible to ensure a better matchmaking service with the rest of the participants of the event. You can access your matchmaking list in [Delegates](#), where you can connect with professionals who adjust to your interests. We remind you that the left column correspond to your personal information (who you are, what you do you do, etc.); meanwhile, the right column correspond to the information that you look for in the rest of the attendees to Conecta FICTION 5.

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Agent/Representative Assistant

Commissioner Communications

Coordinator Director (TV & film)

Distributor/Sales Executive Investor

Lawyer/Legal & tax advisor Manager

Marketing Music composer

Original content President Producer

Programme Scriptwriter Showrunner

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I look for participants who are *

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Commissioner Communications

Coordinator Director (TV & film)

Distributor/Sales Executive Investor

Lawyer/Legal & tax advisor Manager

Marketing Music composer

Original content President Producer

Programme Scriptwriter Showrunner

Technician

You can check your Matchmaking list in [Delegates](#).

In this list you can see the percentage of compatibility with each delegate. By clicking on the percentage of the profile you want, you can check the details of this compatibility.

LAURA OLIVA LERÍN
 FEDERATION SPAIN
 DIRECTORA DE CONTENIDOS / PRODUCER
 ESPAÑA
 Hybrid
 SEND A MESSAGE

BÁRBARA CASTELLA
 BOOMERANG TV
 Adjunta a la producción ejecutiva
 ESPAÑA
 Hybrid

Accredited profile:
 Producer

Main activity:
 Production company

I'm looking for accredited:
 Lawyer/Legal & tax advisor Acquisitions Commissioner
 Communications Original content Director (TV & film)
 Distributor/Sales Executive Scriptwriter Investor Manager
 Marketing President Producer Showrunner

I'm looking for companies:
 Media agency TV channel Consulting company
 Distribution Company Festivals & Markets Freelance Institution
 Investor company Legal & Fiscal company Platform/OTT
 Production company

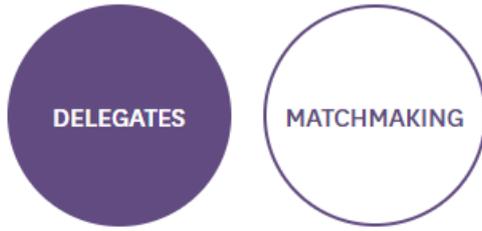
DELEGATES

· HOW CAN I SEE WHICH DELEGATES ARE ATTENDING CONECTA FICITON?

To discover the rest of the Conecta FICTION & ENTERTAINMENT delegates and check your Matchmaking, you must:

1. Be [logged in](#) at the Conecta FICTION & ENTERTAINMENT website.
2. Access [Delegates \(in My Space\)](#).
3. You can use the search bar and filters to find professionals more easily.

By clicking the icon () you can add delegates to your favourites filter.



Download delegates in Excel

Name, surname...

Filters (Favorites, Country, Company) ▾