

LRE
FORUM

LREXPO

GUIDE TO REQUEST MEETINGS

LRE Foundation

LRE Italy



Regione Toscana



Instructions in English

GO TO PAGE 3

Istruzioni in italiano

a pagina 15

LRE Forum Virtual Stage Log-In

Enter the LRE Forum Virtual Stage (via the Eventtia platform) with the same email used for registration.

<https://virtual-stage.eventtia.com/en/lre-forum-2023/login>



LRE Forum Virtual Stage

The virtual stage provides information about the events you have registered for at the LRE Forum.

LRE FORUM | LRE Forum 2023

Local time is 12:40 PM GMT +01:00 | English

LRE FORUM Florence 2023 PROGRAMME

- Welcome Reception**
B.Road, Grand Hotel Baglioni
28 February | 18:00 - 22:00
Invitation Only
- LRE Member Seminar**
Auditorium di Duomo
1 March | 08:30 - 12:30
Invitation Only
- LRE Conference**
Auditorium di Duomo
1 March | 13:30 - 17:30
- LRE Gala**
Palazzo Strozzi
1 March | 19:00 - 22:30
Invitation Only
- LREXPO**
Innovation Center di Fondazione
2 March | 08:00 - 14:00
- Site Visits**
2 - 3 March

Welcome!
Stay tuned, the activity will start in 22 days

Powered by **eventia**

Live now | Chat

Viewing now

- Feb 28th, 6:00 PM - 10:00 PM
Welcome Cocktail
Florence

Coming up next

- Mar 1st, 9:00 AM - 12:30 PM
LRE Member Seminar
Florence
- Mar 1st, 1:30 PM - 5:35 PM
LRE Conference
Florence

Update Profile Information

You can update your profile information by clicking the icon in the upper left corner.

The image shows a user interface for updating profile information. A red arrow points to a user icon in the top left navigation bar. The main content area displays a 'My profile' form for Emme Johnson, Project Officer at LRE Foundation. The form includes fields for first name (Emme), last name (Johnson), email (e.johnson@liberationroute.com), job title (Project Officer), company/business (LRE Foundation), website (www.lre-foundation.org), and a description of the organization. A sidebar on the right shows event listings and a 'Viewing now' section.

My profile

Emme Johnson
LRE Foundation | Project Officer

First name*
Emme

Last name*
Johnson

Email*
e.johnson@liberationroute.com

Job title
Project Officer

Company/ Business
LRE Foundation

Website*
www.lre-foundation.org

Description of Organisation/Company for the Programme Booklet*
The LRE Foundation is a growing international, inclusive network that connects people and organisations dedicated to

Country
Belgium

Region

Local time is 3:21 PM GMT +01:00 English

Live now Chat

Viewing now

Feb 28th, 6:00 PM - 10:00 PM
Welcome Cocktail
Florence

Coming up next

Mar 1st, 9:00 AM - 12:30 PM
LRE Member Seminar
Florence

Mar 1st, 1:30 PM - 5:35 PM
LRE Conference
Florence

Home Reception
TBC
February | 18:00 - 22:00
[Book Now]

Member Seminar
TBC
March | 09:00 - 12:30
[Book Now]

Conference
TBC
March | 13:30 - 17:30
[Book Now]

LRE Gala
TBC
March | 19:00 - 22:00
[Book Now]

LREXPO
TBC
March | 08:00 - 14:00
[Book Now]

Site Visits
TBC
2 - 3 March
[Book Now]

Attendees & Networking Module

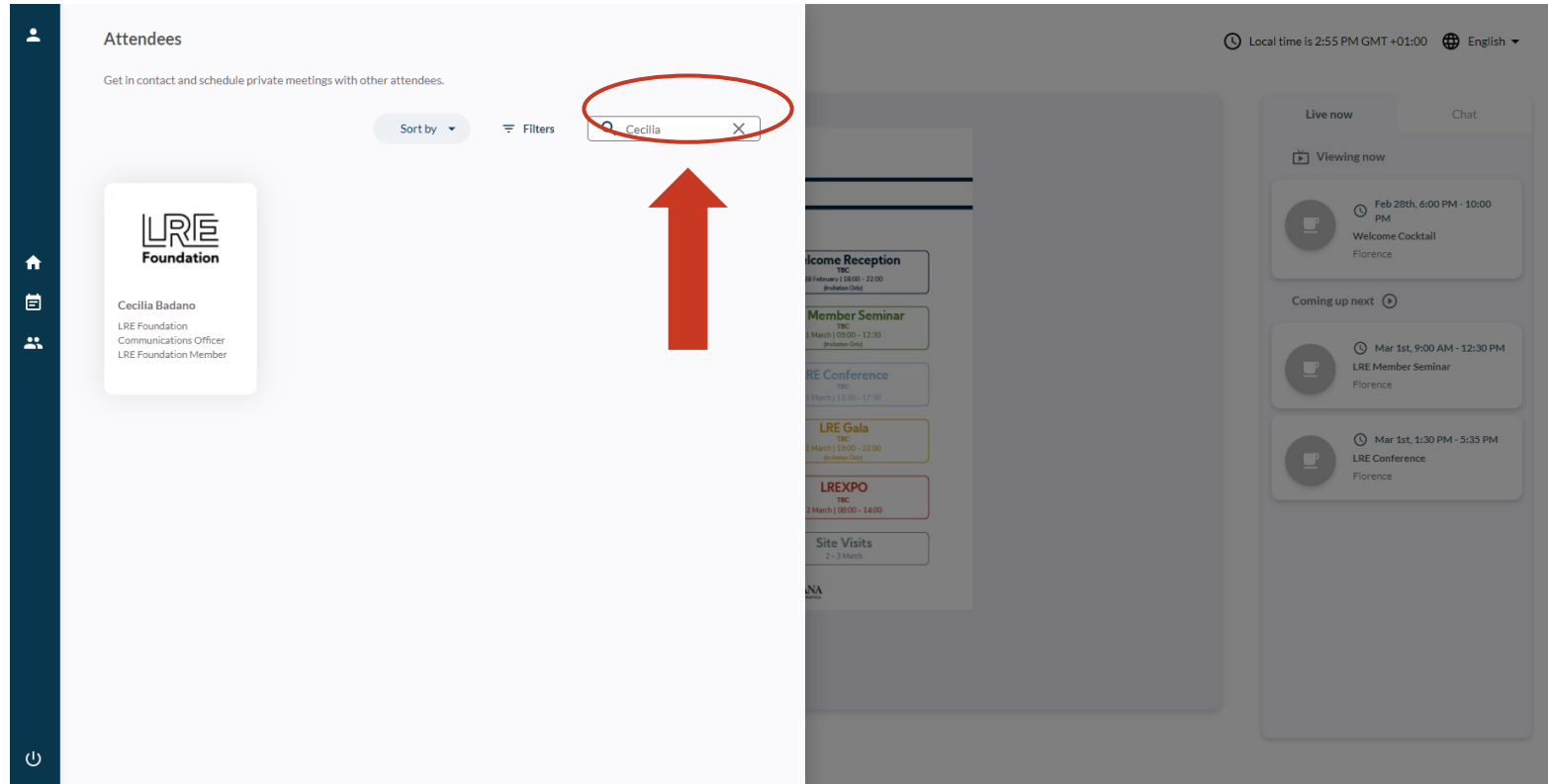
To request a meeting, navigate to the 'Attendees and Networking' Module on the left-hand sidebar.

The screenshot displays the 'Attendees' module interface. On the left, a dark sidebar contains navigation icons, with the 'Attendees' icon (two people) circled in red and pointed to by a red arrow. The main content area is titled 'Attendees' and includes a search bar and filter options. Below this, a grid of attendee cards is shown, each with a logo and name. A secondary window on the right shows a calendar of events, including 'Welcome Reception', 'Member Seminar', 'LRE Conference', 'LRE Gala', 'LREXPO', and 'Site Visits'.

Name	Title	Role
Alain Dubreuil	City Of Saint-raphaël	Project Director Ville De... LRE Foundation Member
Arina Rengelink	Province Of Gelderland	Strategic Communication... LRE Foundation Member
Axel Buch	Liberationroute NRW	Chairman Liberationroute... LRE Foundation Member
Bail Romain	Commune De Ouistreham	Maire LRE Foundation Member
Bertrand Ledan	Musée De Utah Beach	Assistant De Direction LRE Foundation Member
Bertrand Ledan	Musée Utah Beach	Assistant Direction LRE Foundation Member
Bo Van Raaij	Fletcher Hotels	Banquet Sales Supervisor LRE Foundation Member
Carla Sawyer	Limburg Marketing	Product Development, Sal... LRE Foundation Member

Select Participant

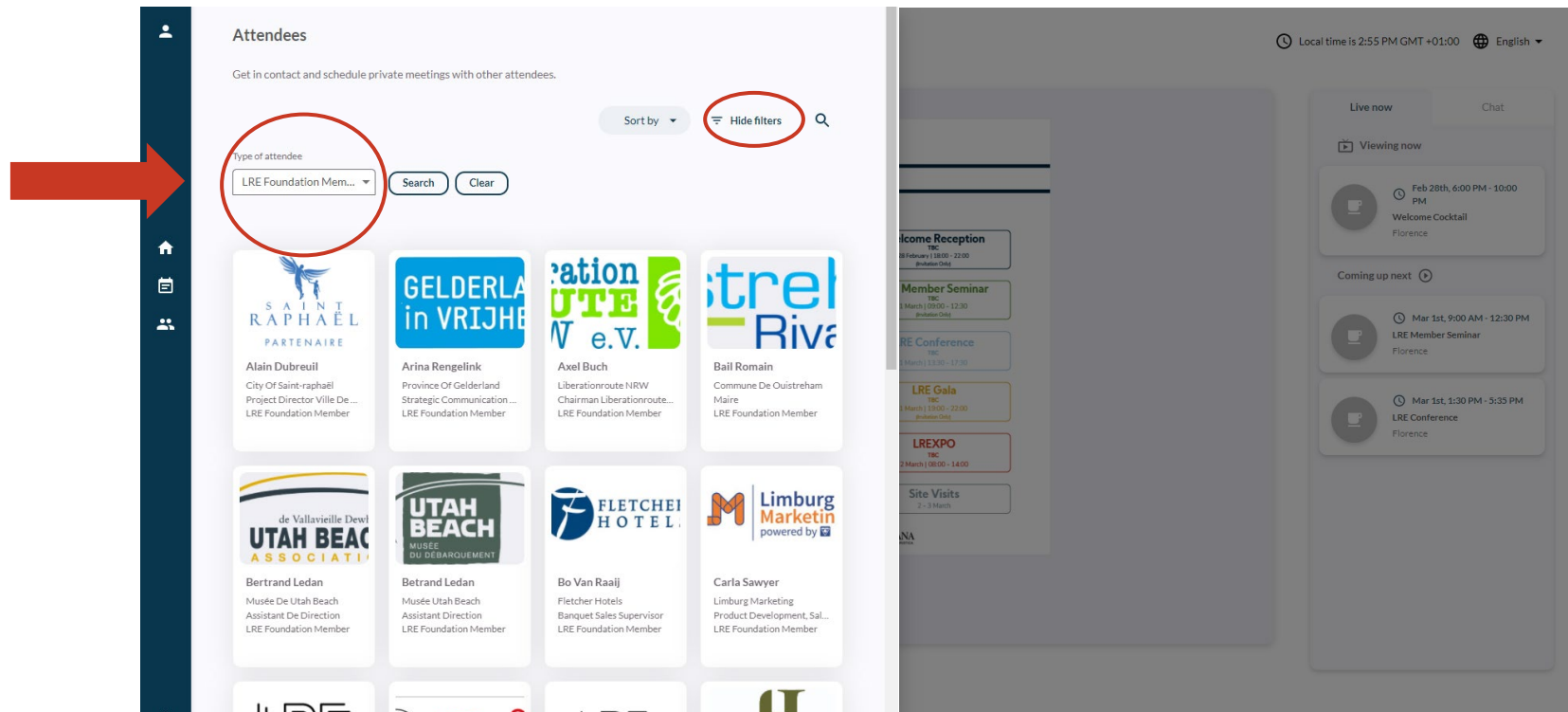
Search and select the participant you would like to request a meeting with at the LREXPO.



A complete list of exhibitors and participants can be found in the LREXPO Programme at [this link](#).

Select Participant

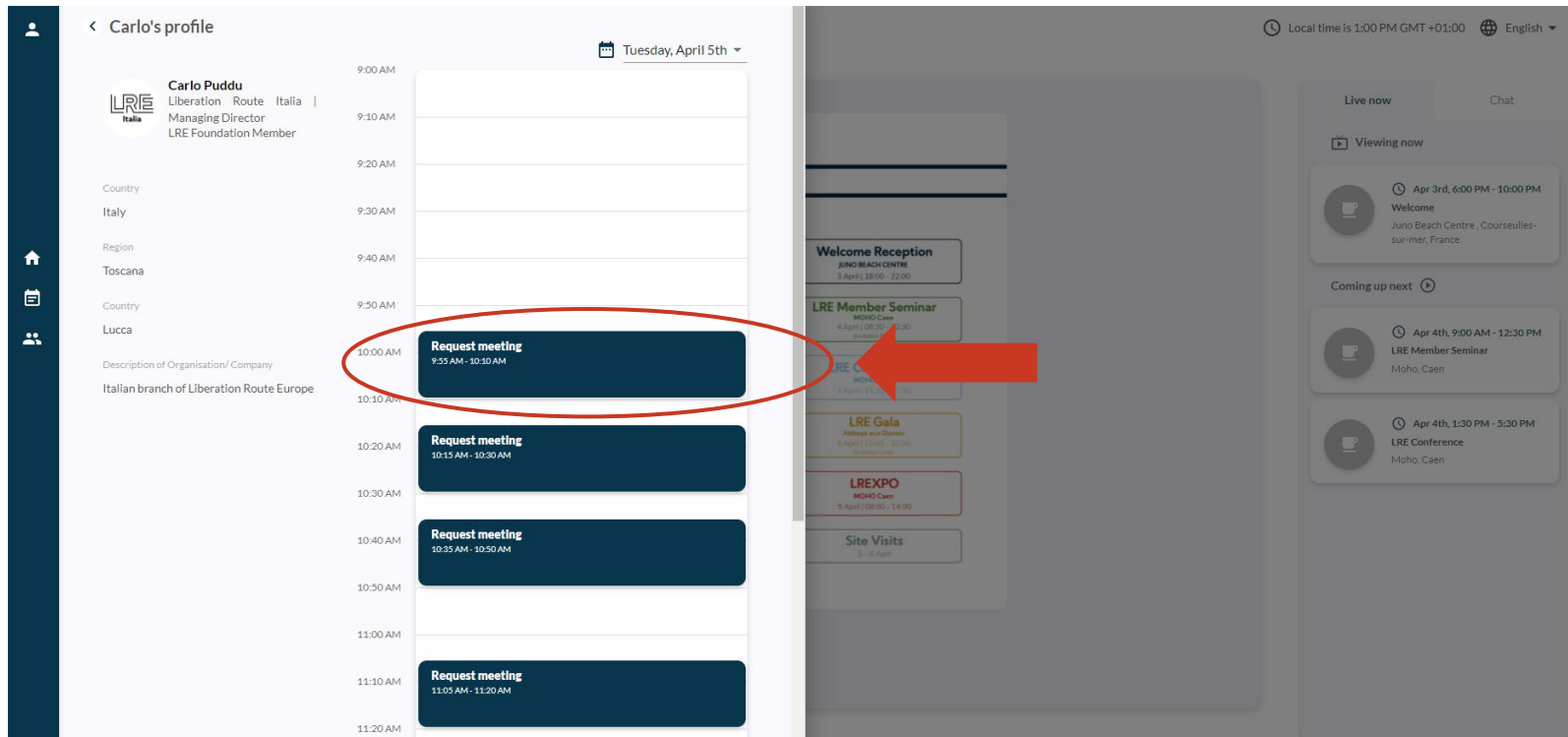
You can also filter participants via type (e.g. 'LRE Foundation Member' or 'Tour Operator').



A complete list of exhibitors and participants can be found in the LREXPO Programme at [this link](#).

Request a meeting

Check their schedule availability. Select an open timeslot and click 'send request'. A notification should appear at the top of your screen confirming the request has been sent.

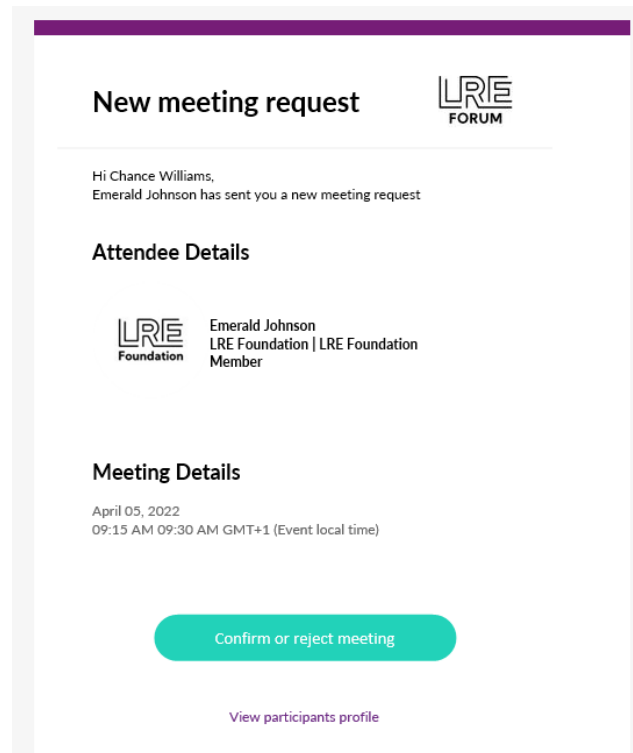


*Please note, you can only request a maximum of one meeting per participant.

Manage Requests

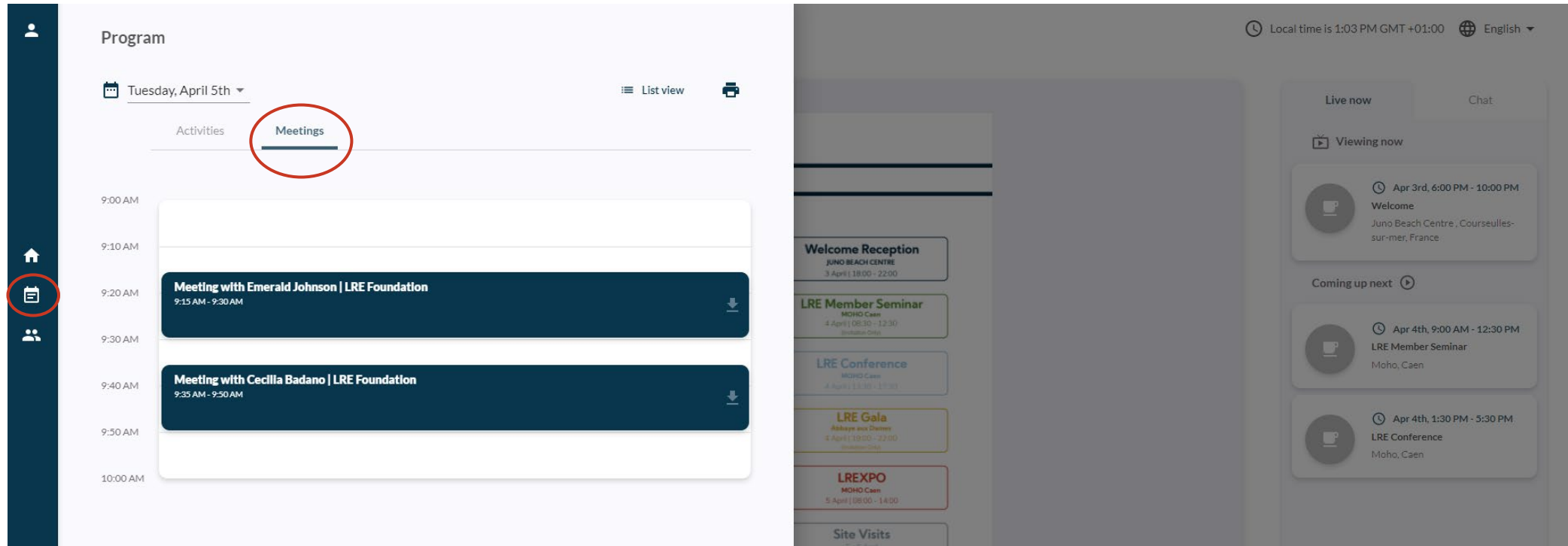
Once a meeting request has been sent, the participant will be able to 'accept' or 'decline'.

You can manage meeting requests via your email account. You will be notified by email when you receive a meeting request.



View Personalised Schedule

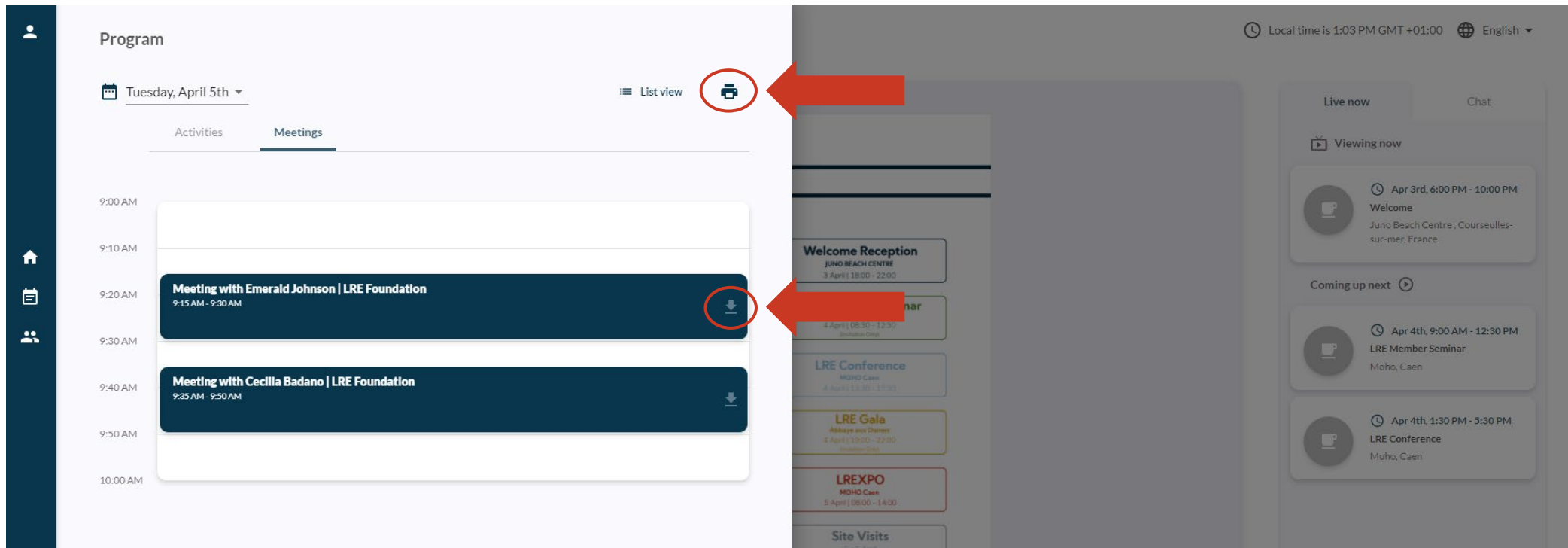
To view your personal schedule, navigate to 'Programme' (left hand sidebar) and select the middle tab 'Meetings'.



You can select meetings from your schedule to 'cancel' or 'add to your calendar'.

View Personalised Schedule

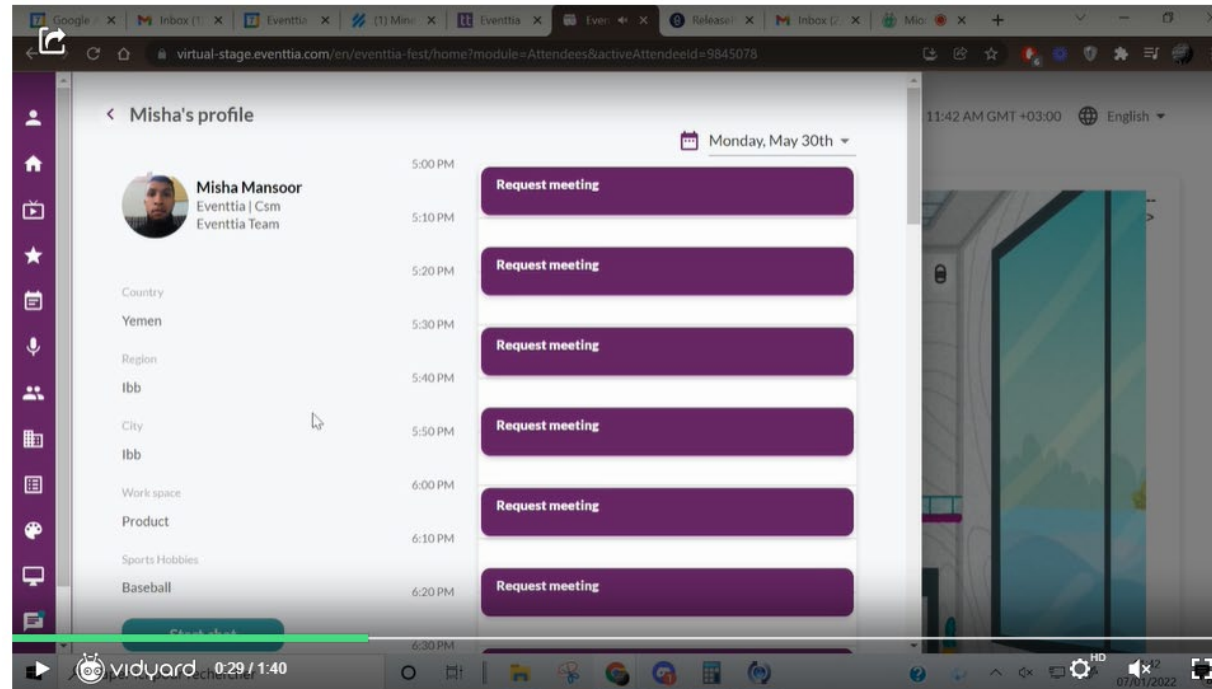
You can download your meetings to add to your calendar or print your personalised schedule.



Video Guide

A full video guide on how to request meetings can be found:

<https://share.vidyard.com/watch/3wGSyPvgQvqwVUopDKa2qa>





Questions?

Send an email to event@liberationroute.com with the subject line “EXPO”.





LRE
FORUM

LREXPO

GUIDA ALLA RICHIESTA DI INCONTRI



LRE Foundation

LRE Italy



Regione Toscana



Piattaforma virtuale del Forum di LRE

Entrate nella piattaforma virtuale di LRE Forum (tramite l'applicazione Eventtia) con lo stesso indirizzo email che avete utilizzato per la registrazione: <https://virtual-stage.eventtia.com/en/lre-forum-2023/login>



Piattaforma virtuale del Forum di LRE

La piattaforma virtuale fornisce tutte le informazioni sugli eventi ai quali vi siete iscritti nell'ambito del Forum di LRE.

LRE FORUM | LRE Forum 2023

Local time is 12:40 PM GMT +01:00 | English

LRE FORUM Florence 2023 PROGRAMME

- Welcome Reception**
8 Blvd, Grand Hotel Baglioni
28 February | 18:00 - 22:00
Invitation Only
- LRE Member Seminar**
Auditorium al Duomo
3 March | 08:30 - 12:30
Invitation Only
- LRE Conference**
Auditorium al Duomo
3 March | 13:30 - 17:30
- LRE Gala**
Palazzo Strozzi
1 March | 19:00 - 22:30
Invitation Only
- LREXPO**
Innovation Center di Fondazione
2 March | 08:00 - 14:00
- Site Visits**
2 - 3 March

Welcome!
Stay tuned, the activity will start in 22 days

Powered by **eventia**

Live now | Chat

Viewing now

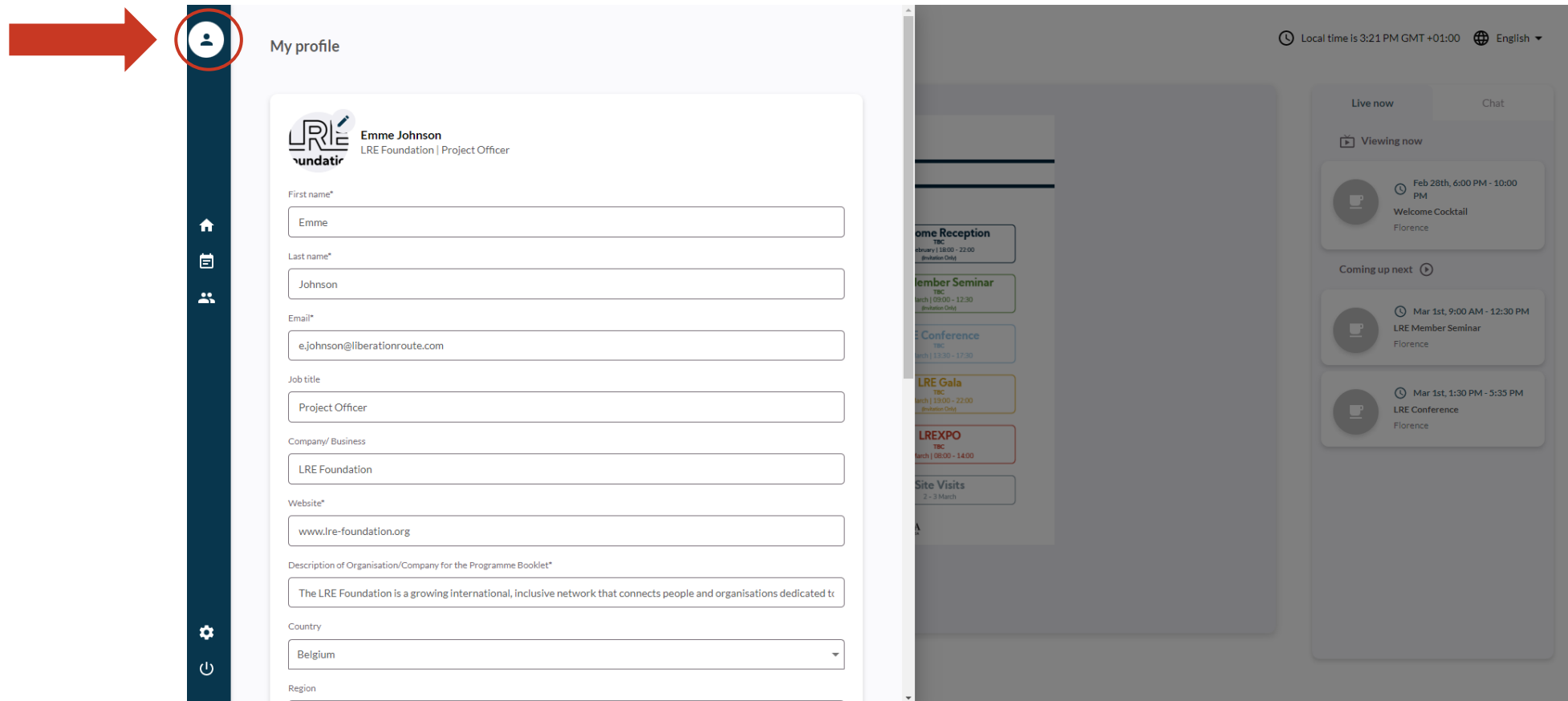
- Feb 28th, 6:00 PM - 10:00 PM
Welcome Cocktail
Florence

Coming up next

- Mar 1st, 9:00 AM - 12:30 PM
LRE Member Seminar
Florence
- Mar 1st, 1:30 PM - 5:35 PM
LRE Conference
Florence

Aggiornare le informazioni del profilo personale

Potrete aggiornare le informazioni relative al vostro profilo cliccando sull'icona nell'angolo in alto a sinistra.



The screenshot shows the 'My profile' page in the LRE Forum. A red arrow points to a profile icon in the top left corner of the page. The profile information is as follows:

- Profile Icon:** Located in the top left corner, circled in red, with a red arrow pointing to it.
- Page Title:** My profile
- User Information:**
 - Profile Picture:** LRE undatir logo
 - Name:** Emme Johnson
 - Role:** LRE Foundation | Project Officer
- Form Fields:**
 - First name*:** Emme
 - Last name*:** Johnson
 - Email*:** e.johnson@liberationroute.com
 - Job title:** Project Officer
 - Company/ Business:** LRE Foundation
 - Website*:** www.lre-foundation.org
 - Description of Organisation/Company for the Programme Booklet*:** The LRE Foundation is a growing international, inclusive network that connects people and organisations dedicated to
 - Country:** Belgium
 - Region:** (dropdown menu)

The right side of the page shows a calendar of events:

- Local time:** 3:21 PM GMT +01:00
- Language:** English
- Live now:** Chat
- Viewing now:**
 - Feb 28th, 6:00 PM - 10:00 PM: Welcome Cocktail (Florence)
- Coming up next:**
 - Mar 1st, 9:00 AM - 12:30 PM: LRE Member Seminar (Florence)
 - Mar 1st, 1:30 PM - 5:35 PM: LRE Conference (Florence)
- Upcoming Events:**
 - Home Reception (Feb 28th | 18:00 - 22:00)
 - Member Seminar (Feb 28th | 09:00 - 12:30)
 - Conference (Feb 28th | 13:30 - 17:30)
 - LRE Gala (Feb 28th | 19:00 - 22:00)
 - LREXPO (Feb 28th | 08:00 - 14:00)
 - Site Visits (2 - 3 March)

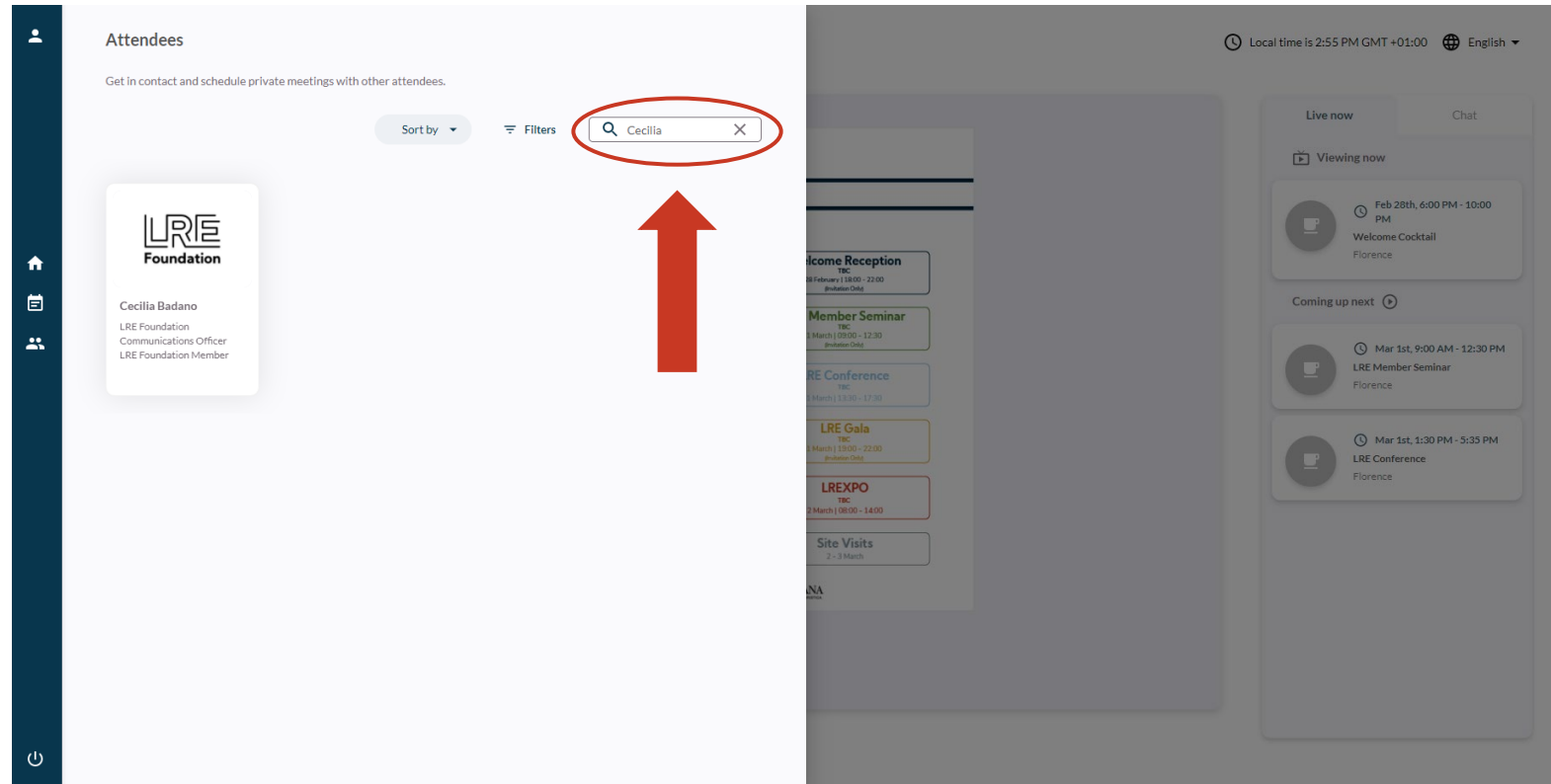
Partecipanti e moduli di networking

Per richiedere un incontro, navigate nella barra laterale sinistra fino al modulo "Attendees and Networking"

The screenshot displays the 'Attendees' section of the LRE Forum. On the left, a dark blue vertical navigation bar contains icons for Home, a calendar, and Attendees & Networking. A red arrow points to the Attendees & Networking icon, which is circled in red. The main content area is titled 'Attendees' and includes the instruction 'Get in contact and schedule private meetings with other attendees.' Below this, there are filters for 'Type of attendee' (set to 'LRE Foundation Mem...') and search options. The main area shows a grid of attendee profiles, each with a company logo and name: Alain Dubreuil (SAINT RAPHAËL PARTENAIRE), Arina Rengelink (GELDERLAND in VRIJHEID), Axel Buch (Liberationroute NRW e.V.), Bail Romain (strel Riva), Bertrand Ledan (de Vallavielle Dewl UTAH BEACH ASSOCIATI), Bertrand Ledan (UTAH BEACH MUSEE DU DEBARQUEMENT), Bo Van Raaij (FLETCHER HOTEL), and Carla Sawyer (Limburg Marketin powered by). On the right side of the interface, there is a 'Live now' section with a 'Chat' button and a 'Viewing now' section listing events such as 'Welcome Cocktail' (Feb 28th, 6:00 PM - 10:00 PM) and 'LRE Member Seminar' (Mar 1st, 9:00 AM - 12:30 PM). A 'Coming up next' section also lists future events. At the top right, the local time is 2:55 PM GMT +01:00 and the language is set to English.

Selezionare i partecipanti

Cercate e selezionate i partecipanti che volete incontrare alla LREXPO.



La lista completa degli espositori e dei partecipanti è reperibile all'interno de programma della LREXPO al seguente [link](#).

Selezionare i partecipanti

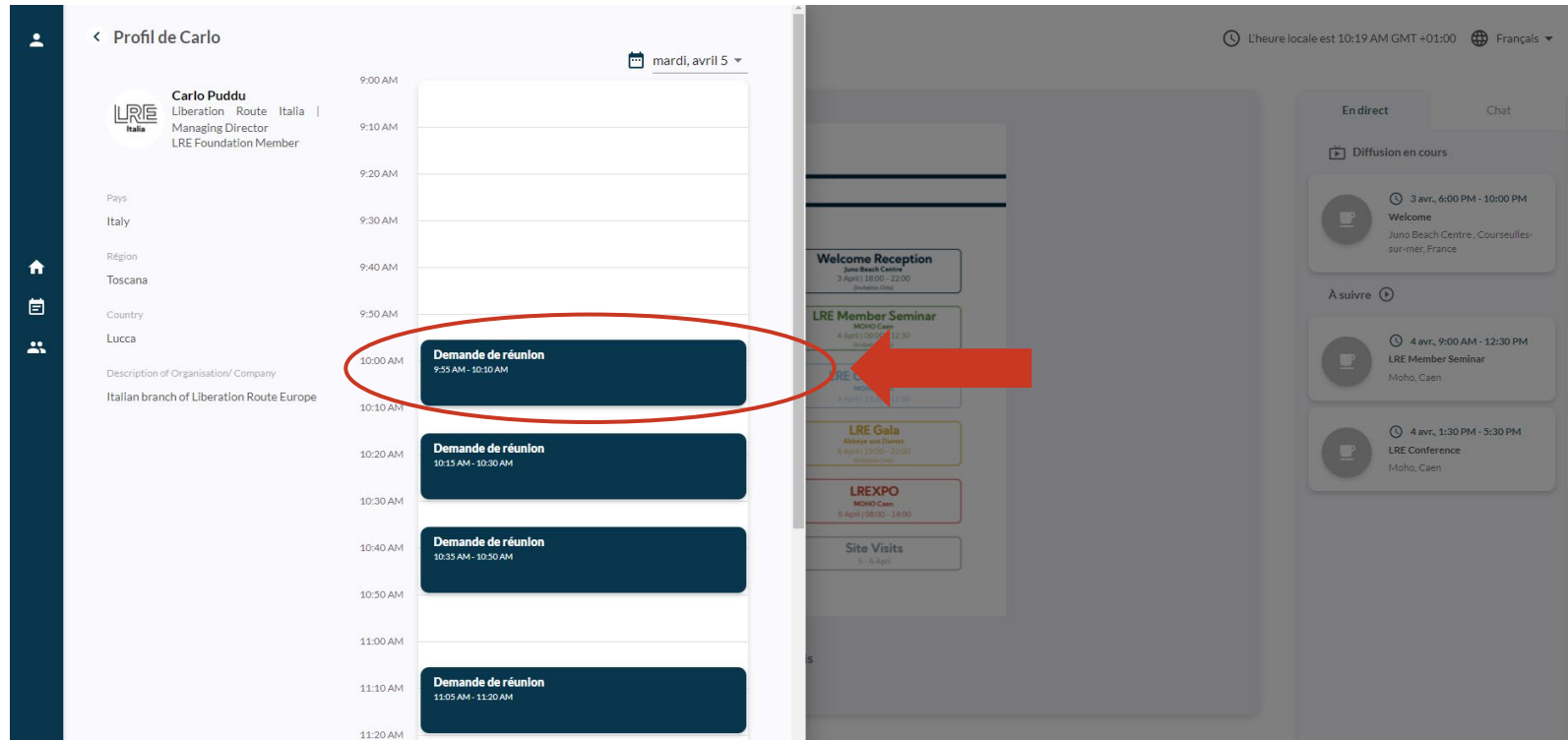
Avete inoltre la possibilità di filtrare i partecipanti (es. « LRE Foundation Member » o « Tour Operator »).

The image shows a screenshot of the 'Attendees' page in the LRE Forum. A red arrow points to a dropdown menu labeled 'Type of attendee' which is currently set to 'LRE Foundation Mem...'. The page displays a grid of participant cards, each with a logo and name. The 'Hide filters' button is circled in red. On the right side, there is a sidebar with a 'Live now' section and a 'Coming up next' section, both containing event cards with dates and times.

La lista completa degli espositori e dei partecipanti è reperibile all'interno de programma della LREXPO al seguente [link](#).

Richiedere un incontro

Verificate le loro disponibilità. Selezionate una fascia oraria libera e cliccate su «send request» per inviare la richiesta di incontro. A questo punto, una notifica dovrebbe apparire in alto nel vostro schermo, confermando l'avvenuta richiesta.

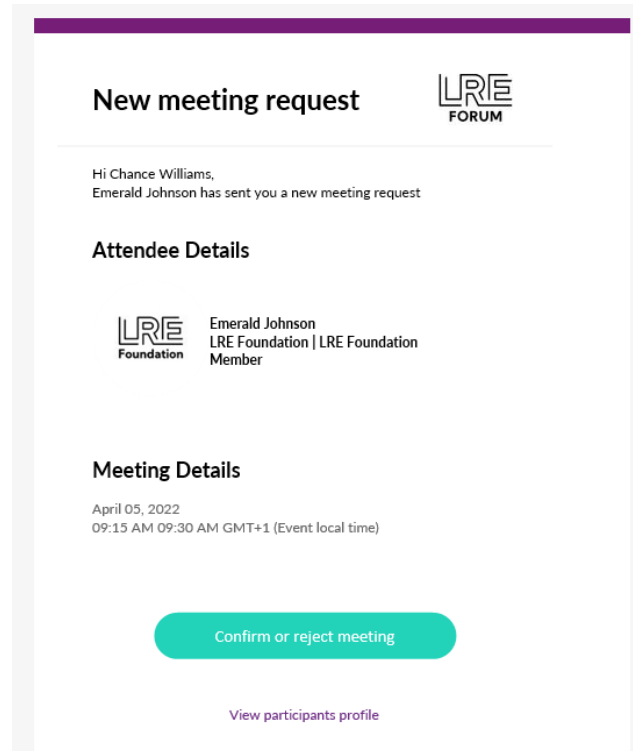


*Nota bene: non è possibile inviare più di una richiesta di incontro per partecipante.

Gestire le richieste

Una volta che la richiesta è stata inviata, il partecipante potrà decidere di accettarla cliccando su « accept », o rifiutarla, cliccando su « decline ».

Potrete gestire le richieste di incontro tramite email. Vi arriverà infatti una notifica via email ogni volta che qualcuno vi invierà una richiesta.



Consultare il calendario personale

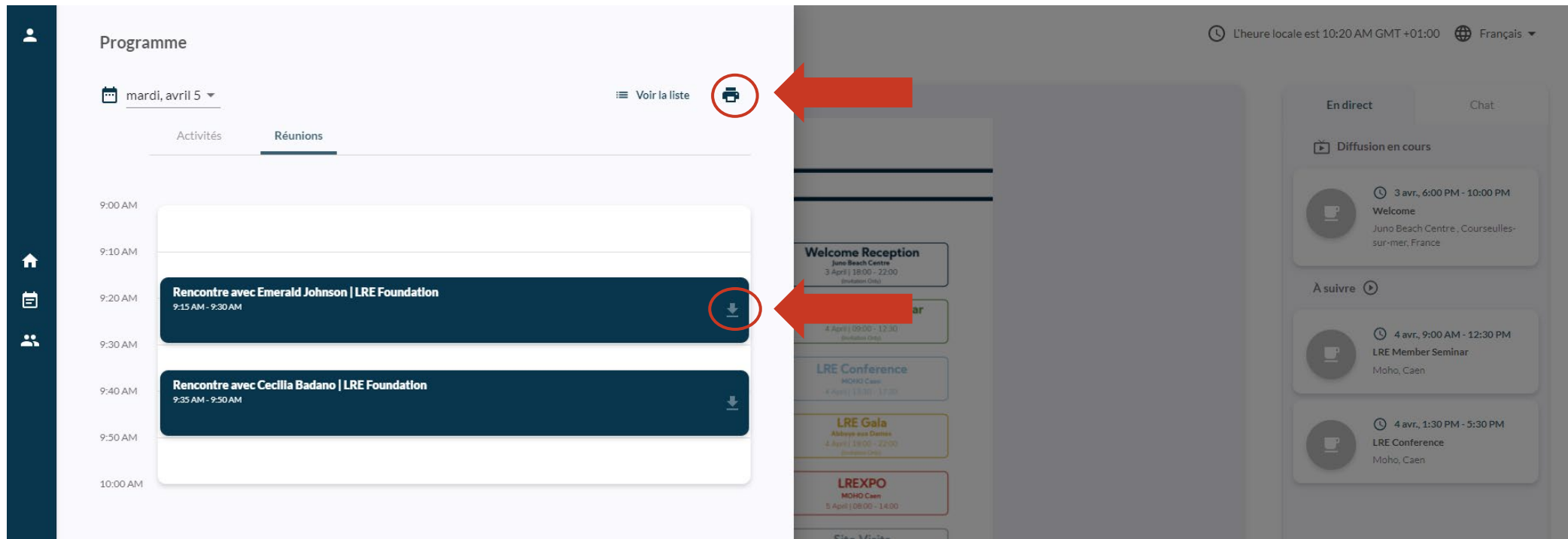
Per consultare il vostro calendario personale, navigate fino a « Programme » (nella barra laterale sinistra) e selezionate la scheda centrale « Réunions ».

The screenshot displays the 'Programme' section of the LRE Forum interface. On the left, a dark blue sidebar contains a calendar icon circled in red, with a red arrow pointing to it. The main content area shows the 'Programme' header, the date 'mardi, avril 5', and a navigation bar with 'Activités' and 'Réunions' (circled in red). Below this, a calendar grid shows two meetings: 'Rencontre avec Emerald Johnson | LRE Foundation' (9:15 AM - 9:30 AM) and 'Rencontre avec Cecilia Badano | LRE Foundation' (9:35 AM - 9:50 AM). A secondary screenshot on the right shows a list of events: 'Welcome Reception' (3 Apr 18:00 - 22:00), 'LRE Member Seminar' (4 Apr 10:00 - 12:30), 'LRE Conference' (4 Apr 13:30 - 17:00), 'LRE Gala' (4 Apr 18:00 - 22:00), and 'LREXPO' (5 Apr 08:00 - 14:00). The right sidebar shows 'En direct' and 'Chat' sections, with 'Diffusion en cours' and a list of upcoming events: 'Welcome' (3 avr., 6:00 PM - 10:00 PM), 'LRE Member Seminar' (4 avr., 9:00 AM - 12:30 PM), and 'LRE Conference' (4 avr., 1:30 PM - 5:30 PM).

Potete selezionare gli incontri e decidere di cancellarli, cliccando su « cancel », oppure di aggiungerli al proprio calendario, cliccando su « add to your calendar » .

Consultare il calendario personale

Potete scaricare i vostri incontri per aggiungerli al vostro calendario o stampare il vostro programma personalizzato.

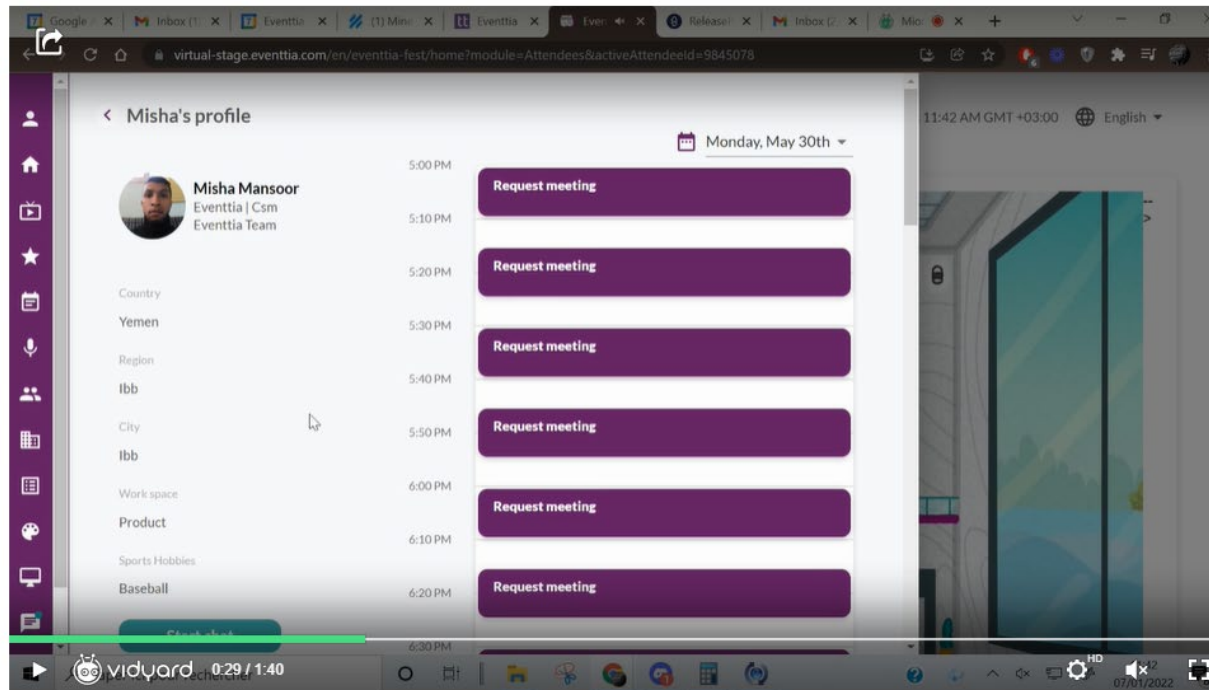


The screenshot displays the 'Programme' section of the LRE Forum interface. On the left, a vertical navigation bar contains icons for user profile, home, calendar, and group. The main content area shows a calendar for 'mardi, avril 5' with a 'Réunions' tab selected. Two meeting events are listed: 'Rencontre avec Emerald Johnson | LRE Foundation' (9:15 AM - 9:30 AM) and 'Rencontre avec Cecilia Badano | LRE Foundation' (9:35 AM - 9:50 AM). Each event has a download icon (a square with a downward arrow) in its bottom right corner. A red circle highlights the download icon for the first event, with a red arrow pointing to it from the right. Another red circle highlights the 'Voir la liste' button (a printer icon) at the top right of the calendar view, with a red arrow pointing to it from the right. The right side of the interface is partially visible, showing a sidebar with 'En direct' and 'Chat' options, and a 'Diffusion en cours' section listing live events like 'Welcome' and 'LRE Member Seminar'.

Videoguida

Potete trovare una videoguida completa su come richiedere un incontro qui:

<https://share.vidyard.com/watch/TYXL9FC3YERfeFwUzuFLfX>





Domande?

Inviare un'email con oggetto "EXPO" a event@liberationroute.com



LRE Foundation

LRE Italy



Regione Toscana

