

mip[®] london

COMPANY HUB

USER GUIDE FOR PARTICIPANTS

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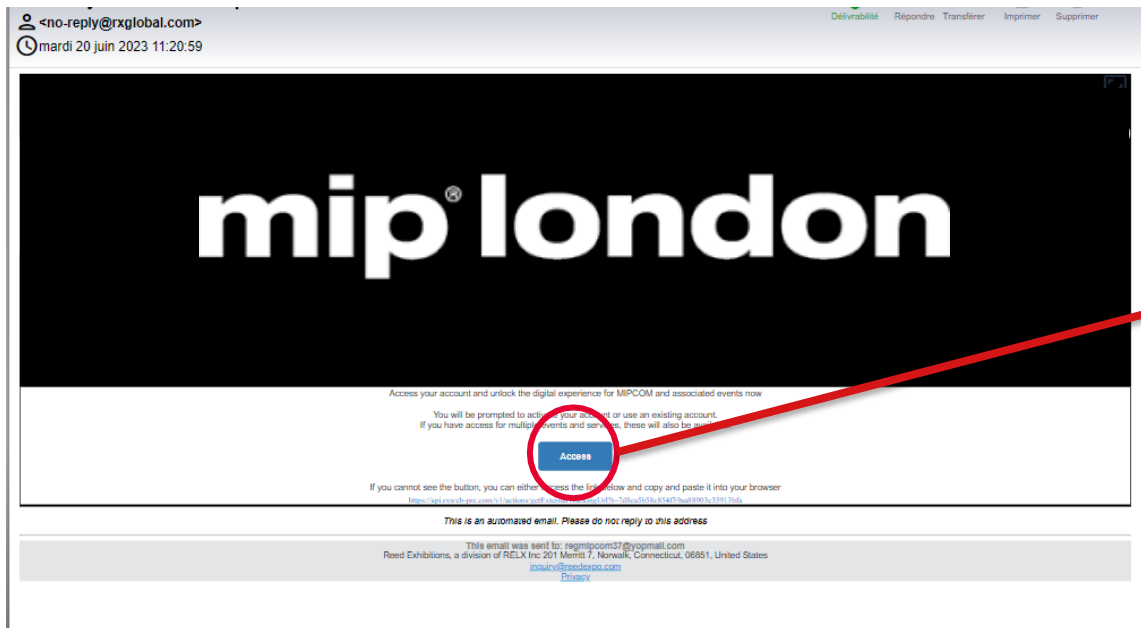
1. Admin Definition

- Administrator of your MIP LONDON online account is **the first registered person of your company**. They have all entitlements to set up your company page.
- They can **also add secondary ADMINS (unlimited)** in your company hub page online to share their rights with other colleagues for account set up.

2. Activate your Account

Once your participation is confirmed, you will receive an email to activate your account from: no-reply@rxglobal.com (It may end in SPAM folders)

If you have not received it, please contact [Help Desk](#).



Click on the link received by email and personalize your password

3. Participant Profile

- Click in top right menu under your name on “My Profile”.
Then update your personal profile **by clicking on the pen icon button on each section**

The screenshot shows a participant profile form for Peter EVANS, Marketing director at QUALITY SARL. The form is divided into several sections, each with a pen icon for editing:

- Profile Picture:** A circular placeholder with the text "Upload picture" and "Parameters (jpg, png, gif) Max file size: 1MB Dimensions: 180*180px".
- About Peter:** A text area containing "Marketing director at Quality 3 Sarl for 4 years, living in France".
- Contact Details:** A section with fields for email ("atlaare.edefoo@gmail.com") and phone ("433683850823").
- Social Media:** Links to Twitter and LinkedIn.
- Company Information:** A section with a dropdown menu for "Select items that best represent your company to help visitors to find you through searching the participant directory".
- Your main activity:** A section with a dropdown menu for "Your main activity" and a note "the selected item will be used in filter".
- Participant activities:** A text area for "Participant activities?".
- Your country / region:** A text area for "Your country / region".

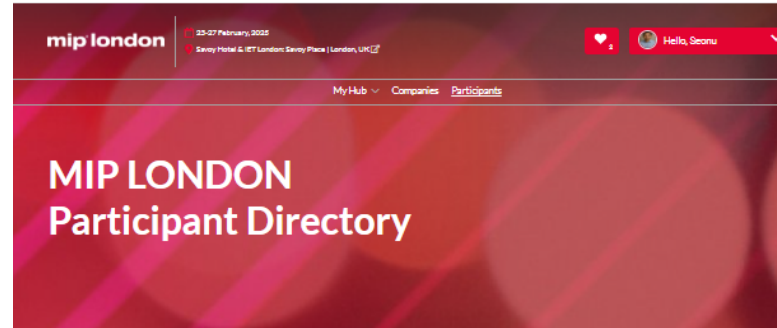
You should add:

- MANDATORY FOR YOUR BADGE : YOUR PHOTO** (recommended size 180*180px, max 1MB)
- Your job function and more details about your activity
- Links to your social media profiles (Twitter & LinkedIn)
- Your contact details are displayed by default.
Click on the pen picture, then “Change” to hide your email & phone.

IMPORTANT:

Please be as comprehensive and accurate as possible when setting up your personal page so other participants can easily find you in our listings.

4. Participants Directory



Search by job title, first and last names and company name

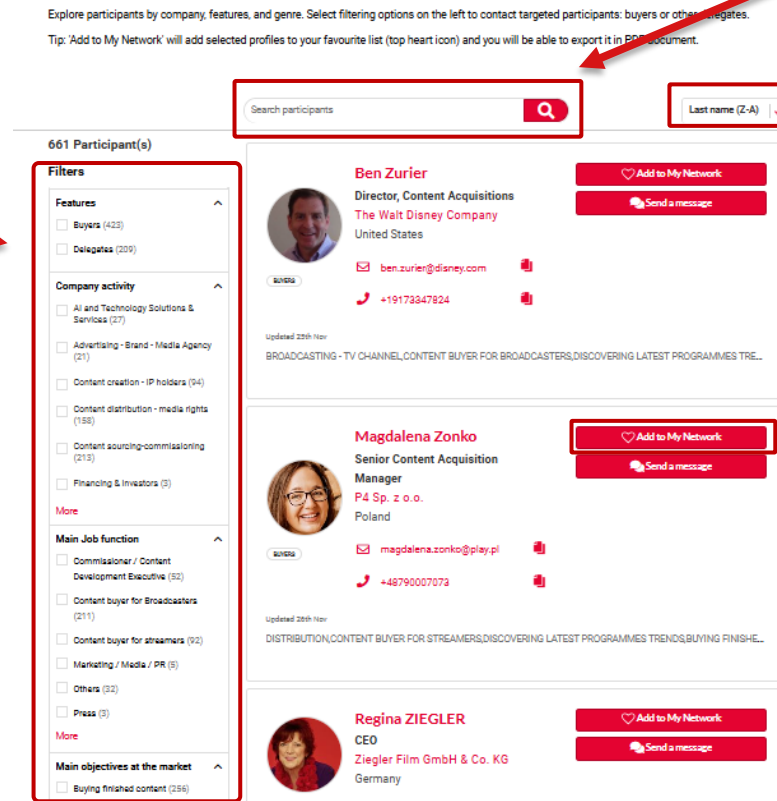
Sort by:

- A-Z
- Z-A
- Newest
- **Recently updated!!**

Filters

Filter participants by

- Buyers/Visitors status,
- Job function,
- Content genre of expertise,
- Countries, etc.



Option to add a participant to "My Network & Plan" (favourites)

5. Company Profile – Only Available for Admins

Click on **“Edit my profile”** in your **“Company Hub”** or in the top right menu **‘My Company’**.
Then update your personal profile **by clicking on the pen icon button on each section**

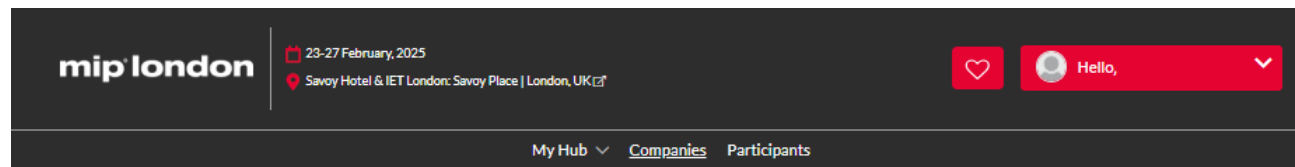
You can add:

- Your logo (recommended size 180x180px , max. 1MB)
- Your banner (recommended size 600x150px, max 1MB)
- Your company description and contact info
- Your company content genre
- Documents (PDF format, max size 5 MB per file)

IMPORTANT:

Please be as comprehensive and accurate as possible when setting up your company details so participants can easily find you in our listings.

6. Company Directory



Same email (login)
& same password
for mipcom.com & mipjunior.com
(if you are registered to both)

Enter any keywords to
find your targets

MIP LONDON Company Directory

478 Companies

Filters

Features

- ☐ Visitors (432)
- ☐ Meeting lounge holders (28)

Company activity

- ☐ Advertising - Brand - Media Agency (10)
- ☐ AI and Technology Solutions & Services (16)
- ☐ Content creation - IP holders (85)
- ☐ Content distribution - media rights (126)
- ☐ Content sourcing-commissioning (150)
- ☐ Financing & investors (1)

[More](#)

Main objectives at the market

- ☐ Discovering newest industry trends (205)
- ☐ Discovering latest programmes trends (183)

3Cat / TV3
Categories
Distribution, Discovering newest industry trends, Discovering latest...

Add to Network

4DIGITAL MEDIA LTD
4Digital Media is a UK-based film distributor supplying all the major digital platforms in North America and the UK. The company is actively acquiring content to expand its portfolio of YouTube channels, which includes The...
Brands
The War Channel, The World of Crime, The Action Movie Zone, The Horro...
Categories
Distribution, Discovering newest industry trends, Buying finished content...

Add to Network

560 MEDIA RIGHTS LTD
560 Media administers the collection of royalties generated from secondary television rights on behalf of film and TV rights owners including production companies, distribution companies, and...

Add to Network

Accessible Media Inc
AMI is a media company that entertains, informs and empowers Canadians with disabilities through the offering of relevant original content. Our Vision is to establish AMI as a leader in the offering of...

Add to Network

Find out which companies
are exhibitor or visitor
and filter by company
activities

Find your best targets
using the **filtering**
options

Add a participant to
you favourites list
called
“My Network & Plan”
(Heart icon on top)

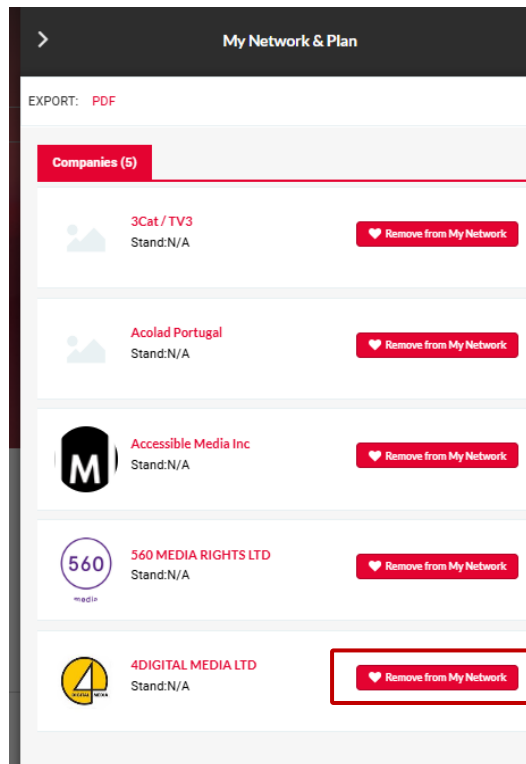
Quick **link** to company
details

7. My Network & Plan

This new functionality is used to add favorites and save some records in case it should be accessed quickly later by participants



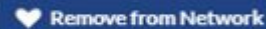
My Network & Plan is always available through the option in platform's header by clicking on the heart icon



It is possible to favorite a company, a participant, or a session using following button on directories or details pages:



It is possible to remove a favorite by clicking on the following button:



“Network Feed” is displayed on the home page and shows the activity of the companies and participants you follow on your “Network and Plan”



8. Chat



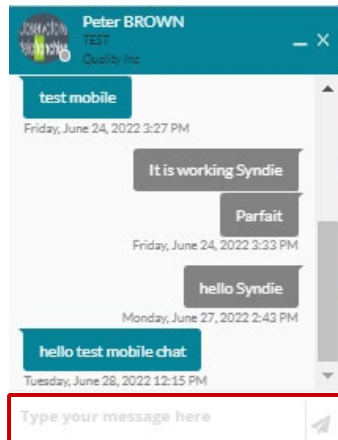
Chat module is always available in the bottom right of the platform. It can be minimized or displayed using the small arrow.



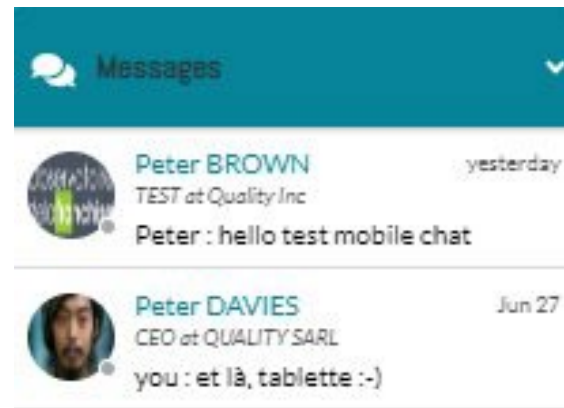
To start a discussion, click on “Send a message” on a participant details page.



New messages are notified through a particular icon in the chat module header.



New posts can be filled in a chat window. Click send to post the message. URL will displayed as links.



All active discussions are available in the list. Click on one item to open the thread in a separate panel.



User’s availability is displayed next to the picture.

Green: participant is connected
Grey: participant is offline

NEED ANY ASSISTANCE

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Contact our Customer Helpdesk :

- By phone : (+33) 1 47 56 24 00

Our telephone service is open from
Monday to Friday, 9am to 6pm CET.

- [By form](#)
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