

How to Use



For **JETRO Chicago's**  
**Japan Supplier Innovation Online Showcase**

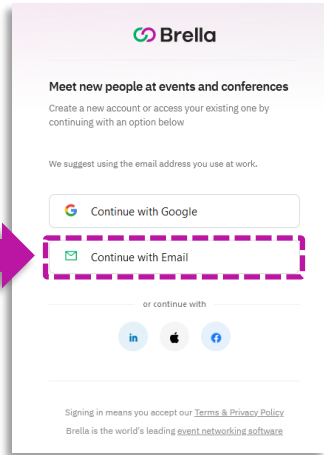
# Table of Contents

- ✦ **Joining** Brella
- ✦ **Creating** your Brella **profile**
  - ▶ Add your name, title, company and a photo
  - ▶ Choose **Matchmaking** categories
- ✦ Setting meeting time **availability**
- ✦ **Sending** meeting **requests**
- ✦ **Accepting** meeting **requests**
- ✦ **Attending** virtual **meetings**

# Joining Brella

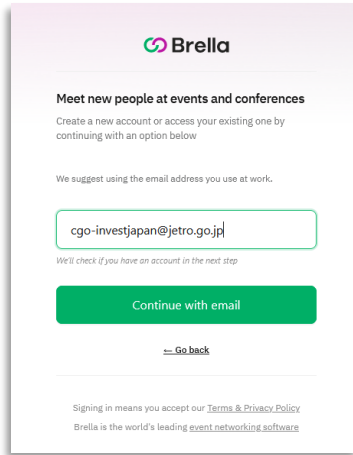
Follow the provided [link](#) to the Login Page.

**Login** with your **work email**  
(Continue with Email)

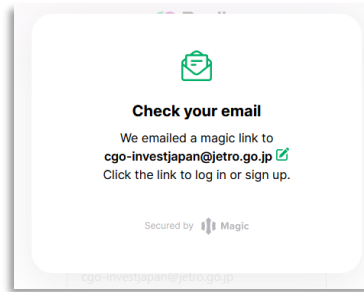


<https://next.brella.io/join/BQSGGL>

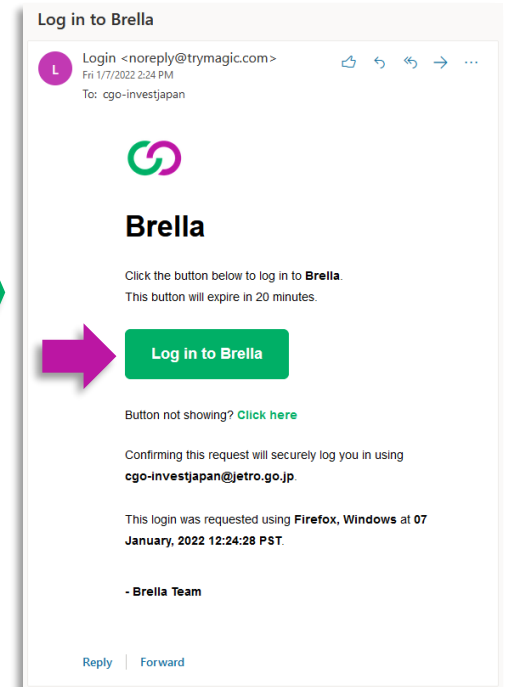
Enter your email address  
*(Please use the same one that used when applying through JETRO's website.)*



You will be sent a login email.  
Please **check your inbox** and spam folder.



Click the **[Log in to Brella]** button



# Create your Brella Profile Part 1

## 1. Fill in your information

**Brella**

Just a few details and we are good to go!

cgo-investjapan@jetro.go.jp

Profile and cover photo

Taro Yamada  
JETRO Chicago, Sales Director

Name

\* First name  
Taro

\* Last name  
Yamada

Company

\* Title  
Sales Director

\* Company / Organization  
JETRO Chicago

**Finish**

Cancel

We strongly suggest adding a **cover photo** and a professional **headshot** to your profile.

The company name entered here will link you to your virtual booth. **Please use the same company name that was used when registering.**

## 2. Agree to Terms of Use

**Brella**

Terms of use

BRELLA SERVICE - ATTENDEE TERMS

Latest update 18 November 2021.

Welcome to use Brella Service (hereinafter "Service"), which is provided to you as an event attendee (hereinafter "Attendee" or "you") by Brella Ltd.

Brella Ltd. (business ID 2785076-7) is a limited liability company formed under Finnish law, which has its principal office at c/o Maria@ Lapinlahdenkatu 18, 00180 Helsinki Finland (hereinafter "we" or "Company").

An Attendee may participate in professional events (hereinafter "Event" or "Events") arranged by organizers using the Service (hereinafter "Organizer"). The sponsor users of the Service (hereinafter "Sponsor") may use the Service to sponsor Events.

I confirm that I have read and accept the terms of use

**Continue**

Log out

## 3. Join the event [Get Started]

1 Welcome 2 Availability 3 Interests 4 Profile

Welcome to  
**2022 Japan Supplier Innovation Online Showcase**

To help you meet the most relevant people who can help you achieve your goals, let's first create your networking profile. Brella's matchmaking with artificial intelligence will then suggest people you may want to meet.

I'll do this later **Get started**

**M K** Mayu Kasukawa  
JETRO, Director, Business Development...

UX / UI / PMO Improvement

Hi! I would like to meet new people at this event.

Operates in:

**M F** Matt Feagley  
JETRO, Project Coordinator

Hi! I would like to meet new people at this event.

Operates in:

# Create your Brella Profile Part 2

4. Select your available dates

Welcome — Availability — Interests — Profile

Which days are you available for networking?

I WANT TO NETWORK ON

- Wednesday 16 February 2022
- Thursday 17 February 2022

Back to Welcome **Continue**

5. Select your product/technology categories

Welcome — Availability — Interests — Profile

Select the items you're interested in

Search

- Energy Density
- Battery Components
- Battery Management Systems
- Thermal Management Systems
- Motor Control Systems
- Vehicle / Battery Integration
- Disruptive Battery Technology
- Fuel Cell / Hydrogen
- Hybrid Vehicle Improvement
- Carbon Neutral Manufacturing / Supply Chain
- Lightweighting

Back to Availability **Continue**

6. For each category, please select "Explore getting or buying" under TRADING.

Welcome — Availability — Interests — Profile

What are your goals for Vehicle / Battery Integration?

TRADING

- Explore getting or buying
- Offer or sell this

**Save**

Motor Control Systems Vehicle / Battery Integration

Disruptive Battery Technology  Fuel Cell / Hydrogen

7. Please write a short 280 character introduction and select your countries of operation.

Welcome — Availability — Interests — Profile

Finally, let's complete your profile

**TY** **Taro Yamada**  
JETRO Chicago, Sales Director

INTRODUCTION 250 / 280

Hi My name is Taro. I live in Detroit Michigan, but I am originally from Nagoya, Japan!  
My organization specializes in bringing US and Japanese business communities together. I would love the opportunity to discuss bringing your business to Japan!

COUNTRIES WE / I OPERATE IN

Japan x United States x

Back to Interests **Continue**

Finding relevant matches for you...

# Setting Time Slots for Meeting Availability

1. Go to the **Schedule** tab.

2. Choose **“Networking availability”** on the right-side panel.

3. There you will see all your timeslots marked as **“Available.”**

4. **Deactivate** the timeslot by toggling off the button.

**Showcase hours:**

**8:30 – 20:30 EST**

**Feb 16-17, 2022**

2022 Japan Supplier Innovation Online Showcase

Search by Session Name, Speaker

All times in your preferred time zone: (-06:00 CST) America/Chicago [Change time zone](#)

**Wednesday**

07:30 AM I'm available for requests  Networking Area 25min

08:00 AM I'm unavailable for requests  Networking Area 25min

08:30 AM I'm available for requests  Networking Area 25min

09:30 AM I'm available for requests  Networking Area 25min

Clear filters

**Show**

Bookmarks

Past content

**Filter**

Sessions & Meetings

Sessions

Meetings

Networking availability

**Day**

All days

Wednesday 16th February

Thursday 17th February

Your availability >

Calendar sync >

Powered by Brella

<https://help.brella.io/participants/availability-per-timeslot#desktop>

<https://next.brella.io/events/jetro22/schedule>

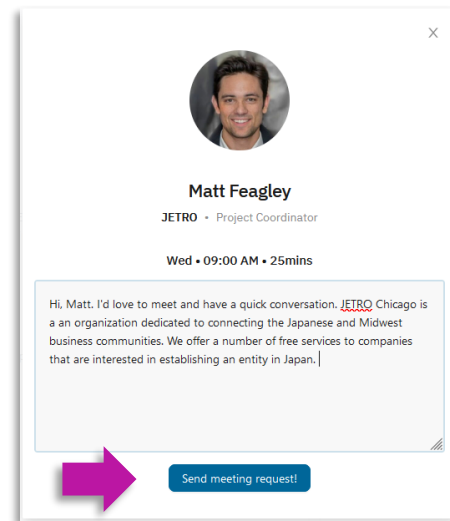
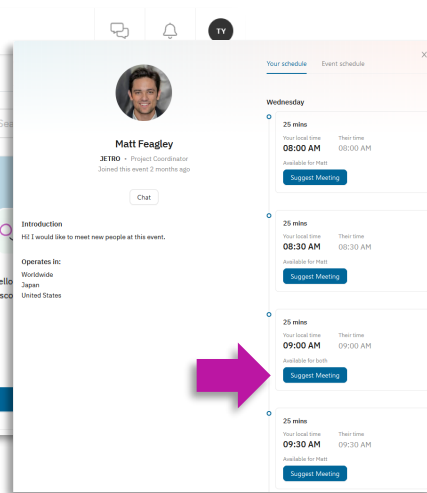
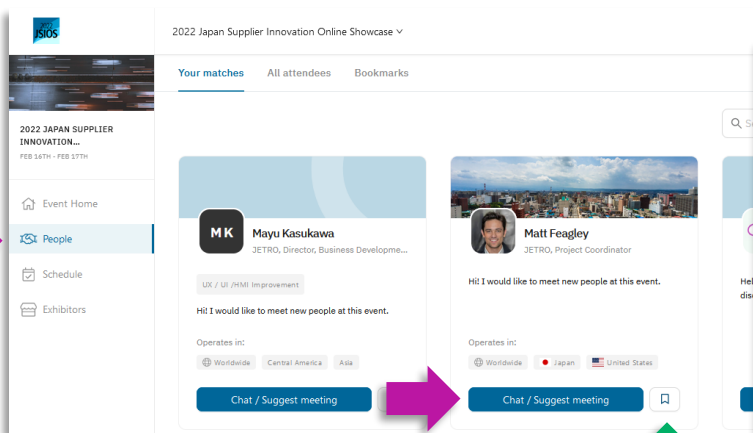
# Send Meeting Requests

You can find people at the event under the **People** tab.

To send a meeting request, click the **Chat/Suggest meeting** button.

You can select from their list of available time slots.  
*\*You will still be able to see time slots that you do not have available.*

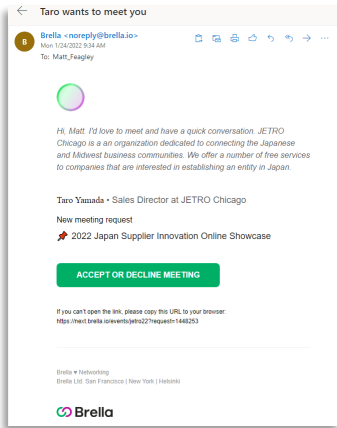
Please be sure to write a **personalized** and specific message when requesting meetings.



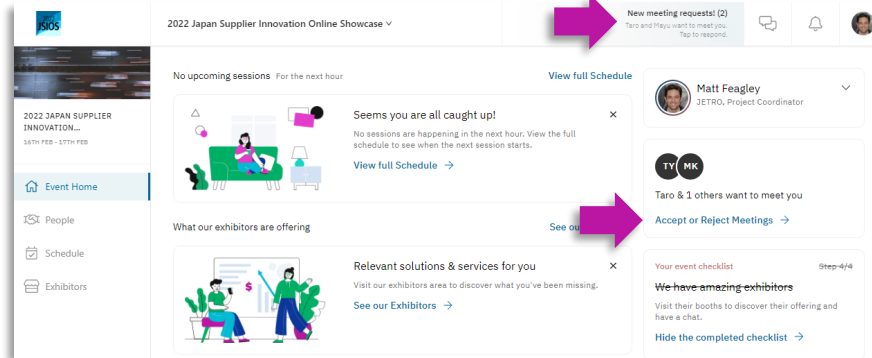
Bookmark an attendee by clicking this button.

# Accepting Meeting Requests

Meeting request recipients will receive an email with a link to view the request in Brella.

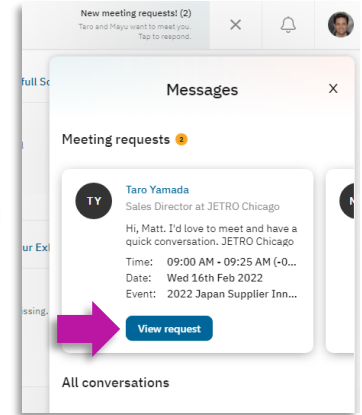


On the Brella home page you can see pending meeting requests on the top bar. You may also see something on the right sidebar. You can also view pending requests on the **Schedule** tab.



<https://next.brella.io/events/jetro22/home>

Open your messages to view pending requests.





# Accepting Meeting Requests

When viewing the request, you can **Accept**, **Reschedule** or **Decline**

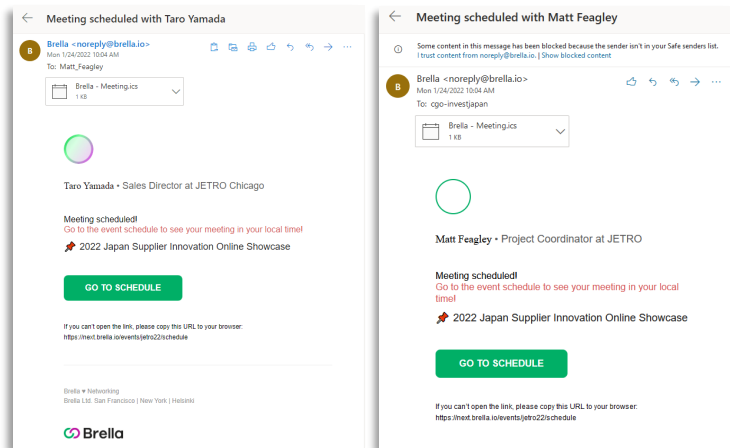
The process is shown in four steps:

- Request Received:** A meeting request from Taro Yamada, JETRO Chicago, Sales Director. The request details include: "Hi, Matt. I'd love to meet and have a quick conversation. JETRO Chicago is an organization dedicated to connecting the Japanese and Midwest business communities. We offer a number of free services to companies that are interested in establishing an entity in Japan. Time: 09:00 AM - 09:25 AM (-0600) Date: Wed 16th Feb 2022 Event: 2022 Japan Supplier Innovation Online Showcase". The user can **Accept** or choose **Other (2 options)**.
- Request Accepted:** The meeting is accepted for 09:00 AM - 09:25 AM on Wed 16th February. The user can **Reschedule** or **Cancel meeting**.
- Reschedule Options:** A dialog asks "What would you like to do?". Options are **Reschedule** (with a right arrow) and **Decline** (with a right arrow). A note states: "Not responding may affect your matchmaking in Brella."
- Reschedule Selection:** A "Reschedule" dialog shows two time slots: "25 mins" (07:30 AM - 07:55 AM + 25min) and "25 mins" (09:00 AM - 09:25 AM + 25min). The second slot is selected. A "Suggest Meeting" button is highlighted with a purple arrow.

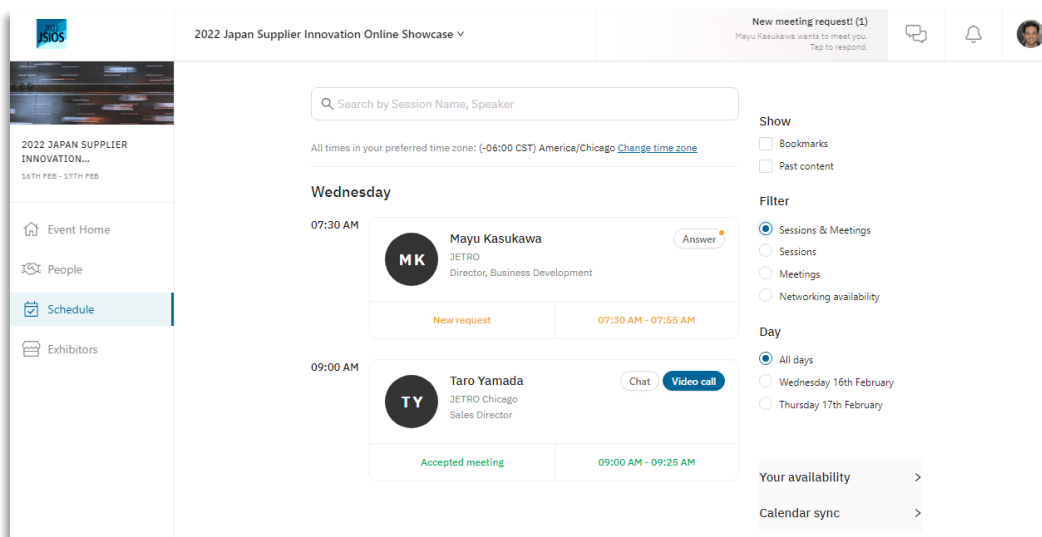
To **reschedule**, select a new time by clicking **Suggest Meeting**.

# Confirming Meeting Requests

Both parties should receive an email confirmation.



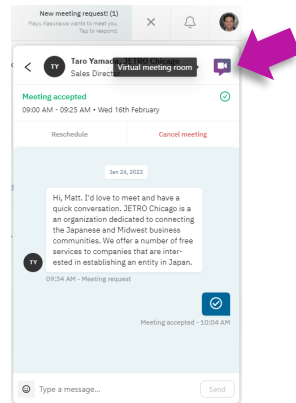
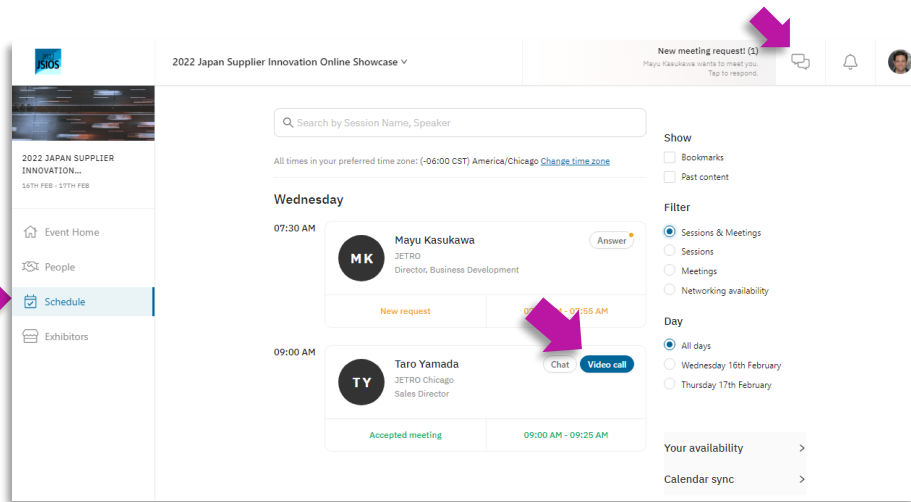
You can view scheduled meetings in the **Schedule** tab.



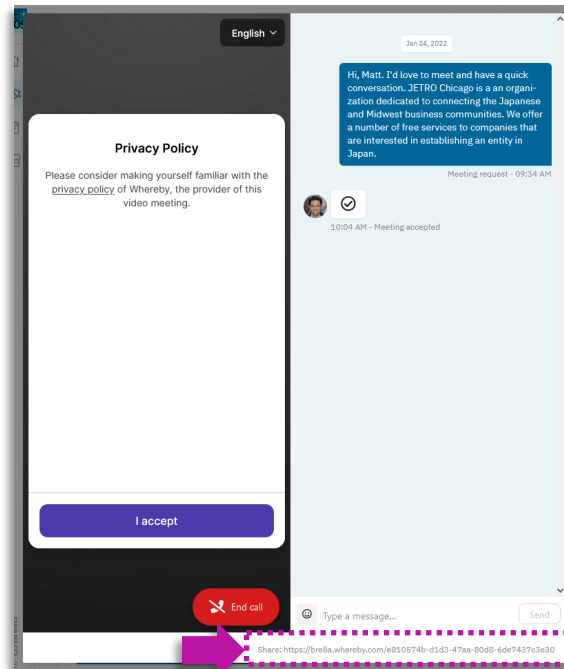
You can change your **time zone** for a more convenient overview.

# Attending Virtual Meetings

To attend a virtual meeting, navigate to your scheduled meetings. You can find them in the **Schedule** tab, or in your **Messages**. Click the **Video call** button/icon.



You can invite others to join your virtual meeting by **sharing the link** at the bottom.

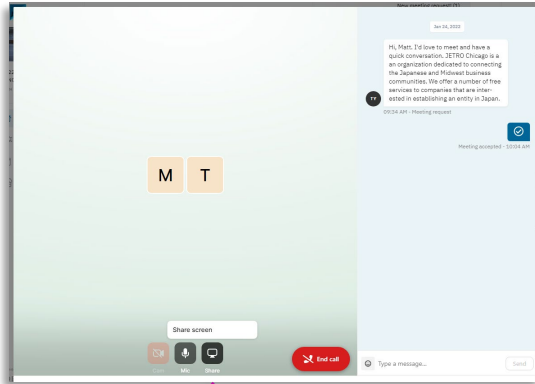


## About Virtual Meetings:

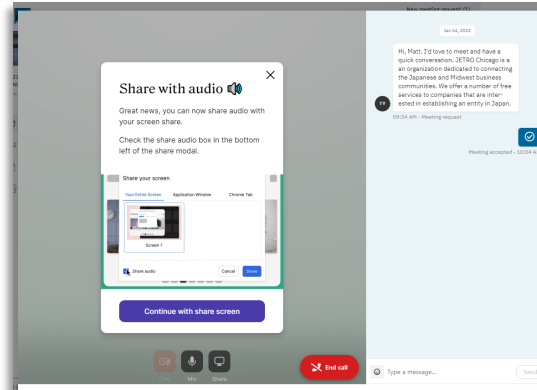
- It is recommended that no more than 4 people join the video call to ensure call clarity.
- It is possible to have more than 4 people in a single virtual meeting room, but not recommended.
- Virtual room links can be shared with other people, even if they are not on Brella.
- If you are experiencing connectivity issues, try turning off your webcam.
- Chrome is the recommended browser. Firefox, Safari, and Microsoft Edge also work, but Internet Explorer does not. <https://help.brella.io/participants/which-platforms-and-operating-systems-are-compatible-with-brella>
- You can also use the Brella App on iOS and Android.
- You will need to grant your browser permissions to access your microphone and camera.

# Attending Virtual Meetings Sharing your screen

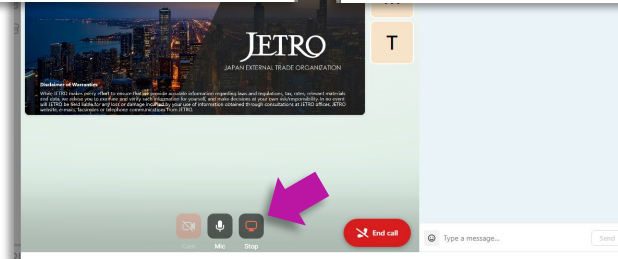
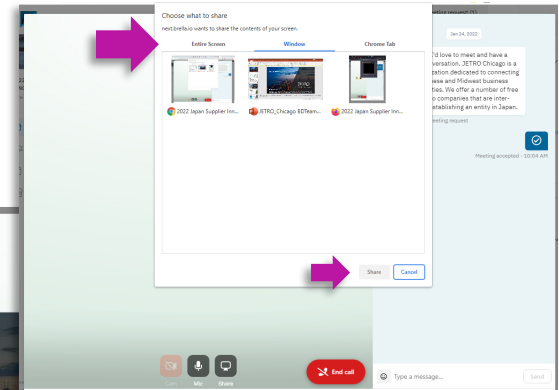
If you would like to share your screen during the call, click the **Share** button at the bottom.



You can share your full screen, an application window, and other Chrome browser tabs.



Select the window or program you wish to share.



To stop sharing, click the **Stop** button at the bottom.

# Thank You!