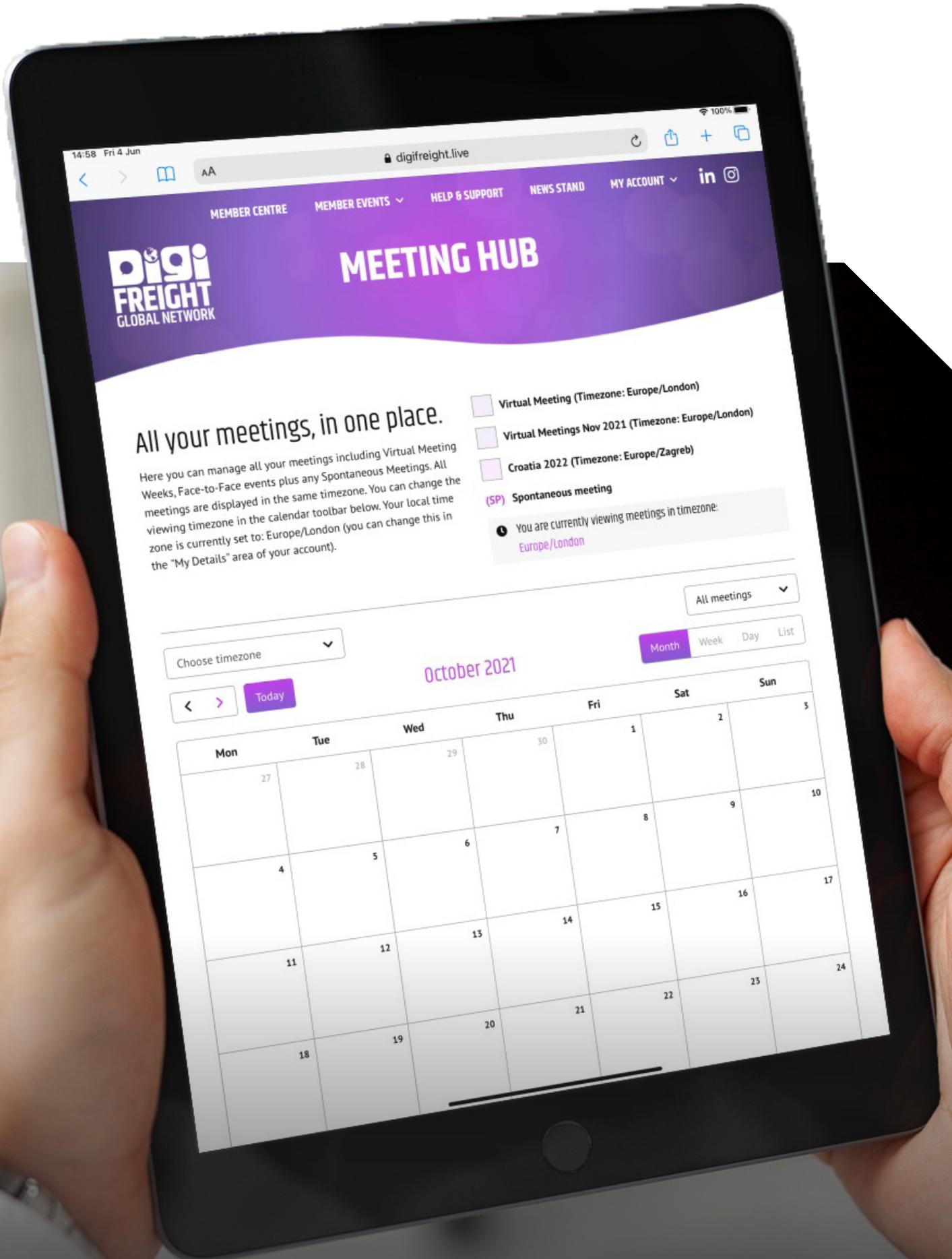
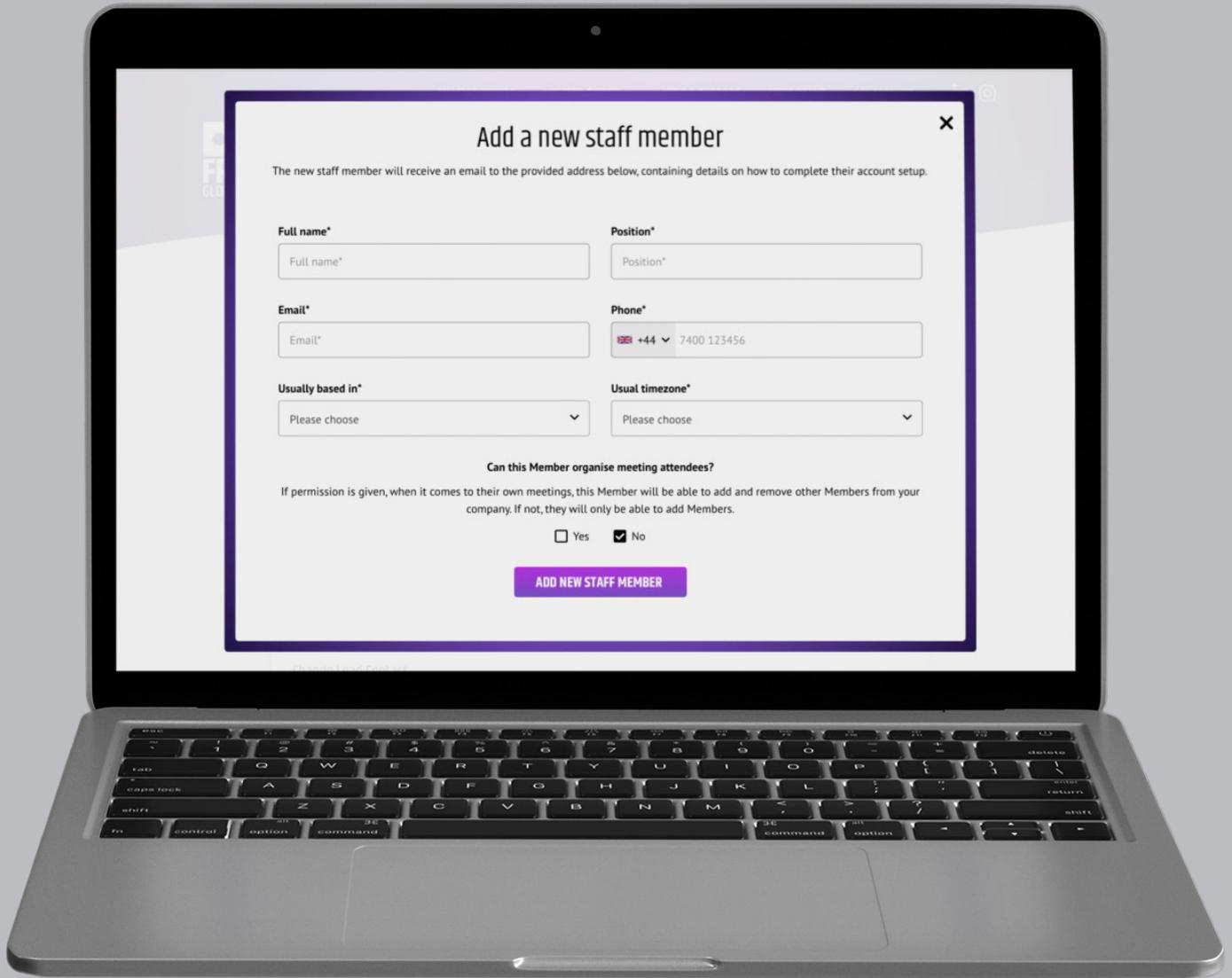


# Meeting Hub

2021



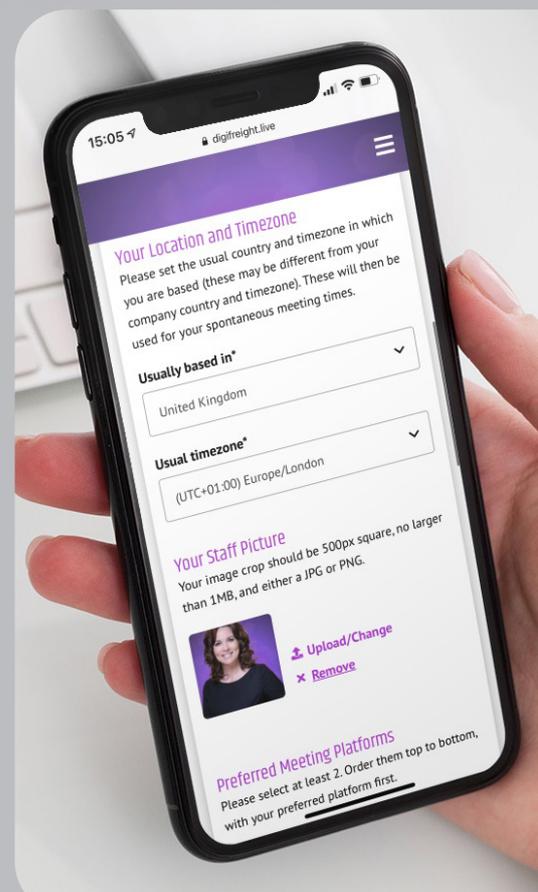


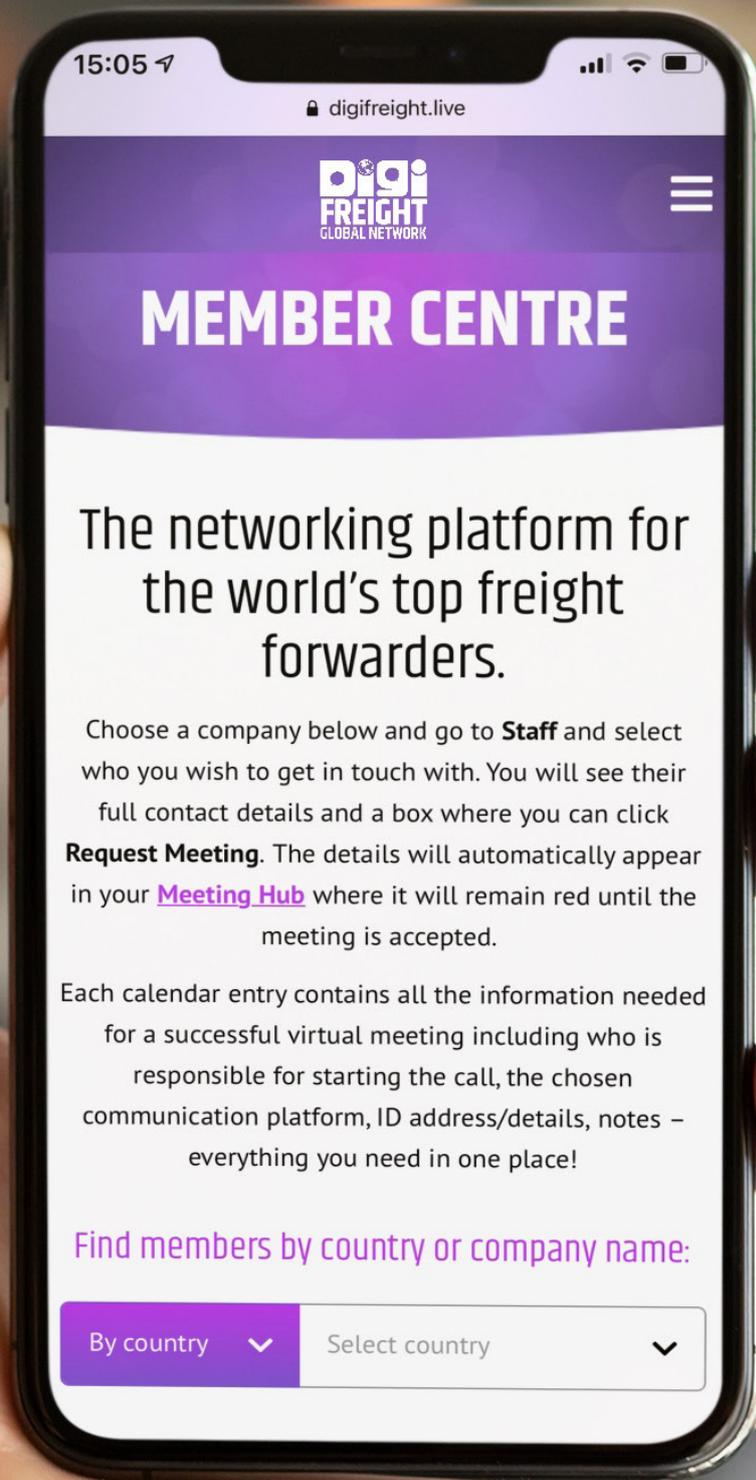
## SETTING UP YOUR ACCOUNT

The Lead Contact of each company will receive an automated email with their log-in details and they can then add other staff members by:

- Log-in and go to **My Account**.
- Under company name, click **Users**>.
- Click and complete **Add New Staff Member**.
- Each staff member will receive an email containing details on how to complete their account setup.

We ask that everyone add a profile picture (in account settings) as we love putting a face to a name! Once set up, you can reach out to your global DigiFreight partners.





A project has come up and you don't have time for a long back and forth email trail? Our powerful interface enables you to quickly schedule a virtual meeting with your Digifreight partner at a mutually convenient time (with time-zones automatically considered) via WhatsApp, Zoom, Google Meet or Skype directly from your mobile device.

## MEMBER CENTRE

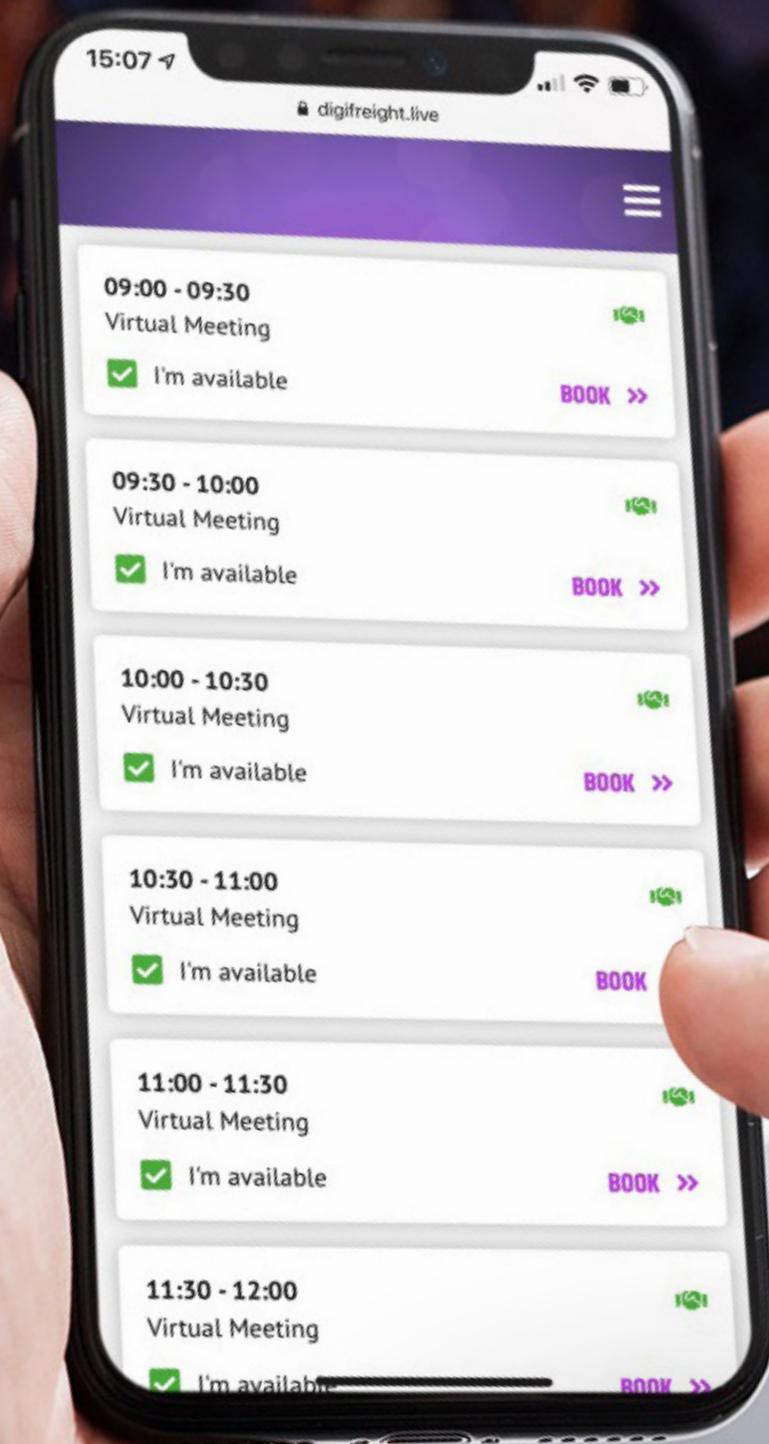
Choose a company and go to **Staff** and select who you wish to get in touch with. You will see their full contact details and a box where you can click **Request Meeting**. The details will automatically appear in your **Meeting Hub** where it will remain red until the meeting is accepted. Each entry contains all the information needed for a successful virtual meeting including who is responsible for starting the call, the chosen communication platform, ID address/details, notes – everything in one place!

## MEMBER EVENTS

### Virtual Meeting Event

Every 6 months the DigiFreight team allocate a series of consecutive days where all Members are invited to participate in virtual meetings (at no extra charge). Members can set their local time zone and then instantly view the agenda so that they can make themselves available or unavailable in the dedicated meeting slots. Once set, their availability will then show to all other Members. The perfect opportunity to follow-up from your face-to-face meetings!

THE EVENT IS FULLY SET UP AND SUPER EASY TO USE! Simply log-in, set your time-zone and open up the appointment times you would like to be available (everybody's schedule is currently set to unavailable). You are entirely in charge of your own schedule and can decide when you will make yourself available for meetings and which platform you prefer to use.



*The next event will be from 23-25 May 2022 - a great opportunity for our Founder Members to 'meet'.*

Our industry is about building solid relations, so we are looking forward to getting back to meeting face-to-face.

Our sister networks (IPE and PCN) were proudly the first in the Industry in 2021 to safely hold face-to-face events at the same venue. Therefore, we are confident that we will be putting on a fantastic international gathering for you! We know from experience that a network like ours sees increased business after meeting in person. This is especially important after the impact the COVID crisis has had on our industry ... there is much to discuss!

Our venue, just 5km from Dubrovnik airport, is an idyllic, award-winning base from which to explore the region's historic charm and the medieval Dubrovnik is just across the bay.

[VIEW AGENDA](#)



#### The Schedule...

To kick off the event in style, we will meet at 18:00 on Sunday 4 September for a dinner feast at Restaurant Alverede. We have then arranged for the exclusive use of the Posejdon Night Club with an open bar and private DJ to help us dance off the calories!

Our official meeting will start on Monday 5 September in the [Congress Hall, Ragusa](#) and after lunch we will enjoy a relaxing boat trip across the bay to [Dubrovnik Old Town](#).

We will be shown around the marble-paved squares and cobbled streets, all of which have also remained unchanged for centuries. We will then enjoy dinner together at the stunning Palm Terrace before returning to the hotel by coach at approximately 20:00.

## Croatia 2022

Our industry is about building solid relations, so we are looking forward to getting back to meeting face-to-face. This is especially important after the impact the COVID crisis has had on our industry ... there is much to discuss! We are confident that we can safely and successfully put on a great event after such a long time apart. Building closer relationships (and friendships) is a valuable tool in forwarding, which shouldn't be underestimated. Knowing who you are speaking to, personally, automatically builds confidence. Our exciting first face-to-face gathering takes place in Croatia from 4-6 September 2022 at Hotel Croatia Cavtat, just 5km from Dubrovnik airport. To register your place:

1. Click **Member Events** and select **Event Details** under **Croatia 2022**.
2. Select **Register Now** and complete the form.



# MY ACCOUNT

## My Details

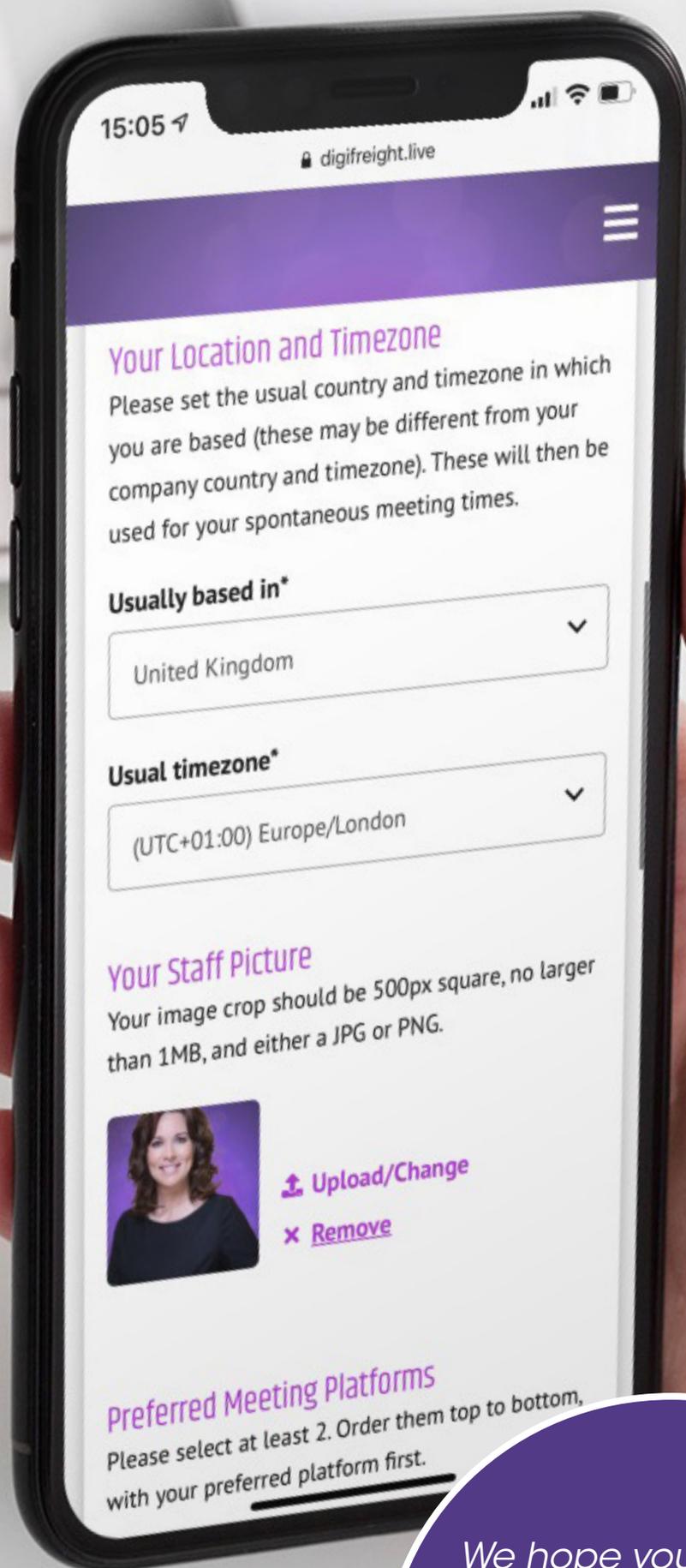
This is all about you! Manage your location, time-zone, upload a profile photo and set your preferred meeting platforms.

## My Company

This is where you can update your company details and also add Users. Each user will be listed as a staff member in the Staff section on your company page (in the Member Centre). They will be visible to all other members. Each staff member will have their own login details to manage their contact details and meetings.

## Meeting Hub

Here you can manage all your meetings including Virtual Meeting Weeks, Face-to-Face events plus any Spontaneous Meetings. Your personal calendar has the ability to view in different time zones in case of travel. Each entry contains all the information needed for a successful virtual meeting including who is responsible for starting the call, the chosen communication platform, ID address/details, notes – everything you need in one place!



*We hope you enjoy using this new membership benefit.*