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USER GUIDE
FOR PARTICIPANTS

Built by
RX
In the business of
building businesses

13 – 16 OCT. 2025 ⟶ Palais des Festivals, Cannes

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1. Admin Definition

❑ Administrator of your MIPCOM 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.
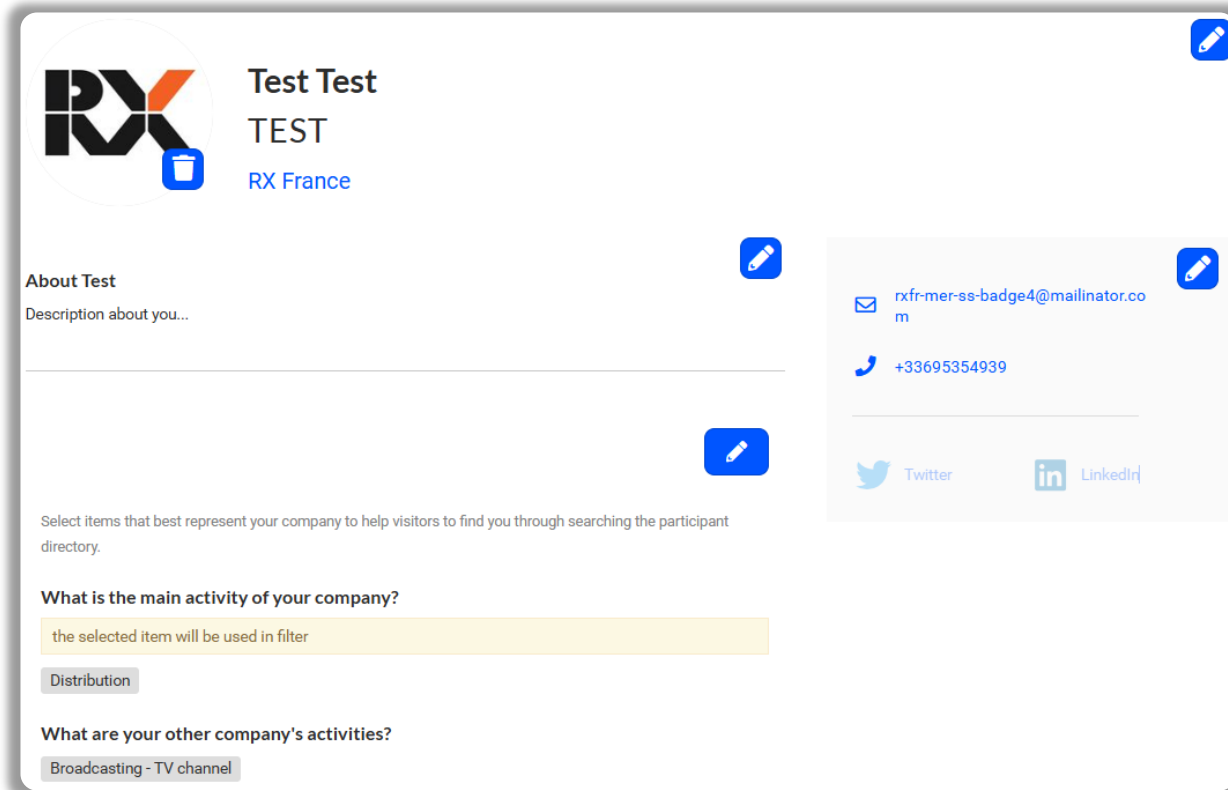
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2. Activate Your Account

Once your participation is confirmed, you will receive an email from RX Global (It may end in SPAM folders) : **no-reply@rxglobal.com**
If you have not received it, please contact the Help Desk

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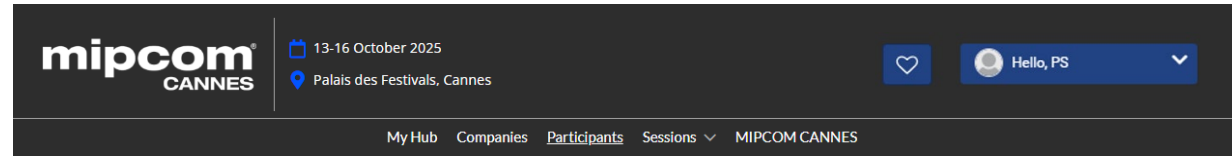
You should add:
- **MANDATORY FOR YOUR BADGE : <u>YOUR PHOTO</u>** (recommended size 180*180px, max 1MB)
- Your job function and more details about your activity
- Links to your social media profiles (Twitter & LinkedIn)
- Your contact details are displayed by default. Click on the pen picture, then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

<u>IMPORTANT</u>:
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

Filters

Filter participants by
- Buyers/visitors status
- Job function
- Content genre of expertise
- Countries

etc…

Search by:
- Job title
- First and last names
- Company name

Sort by:
- A-Z
- Z-A
- Newest

Option to "Add to My Network" (favourites)

Download your favorites in **PDF!**

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 company profile **by clicking on the pen icon button on each section**

You should 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 page so other participants can easily find you in our listings.

6. Company Directory
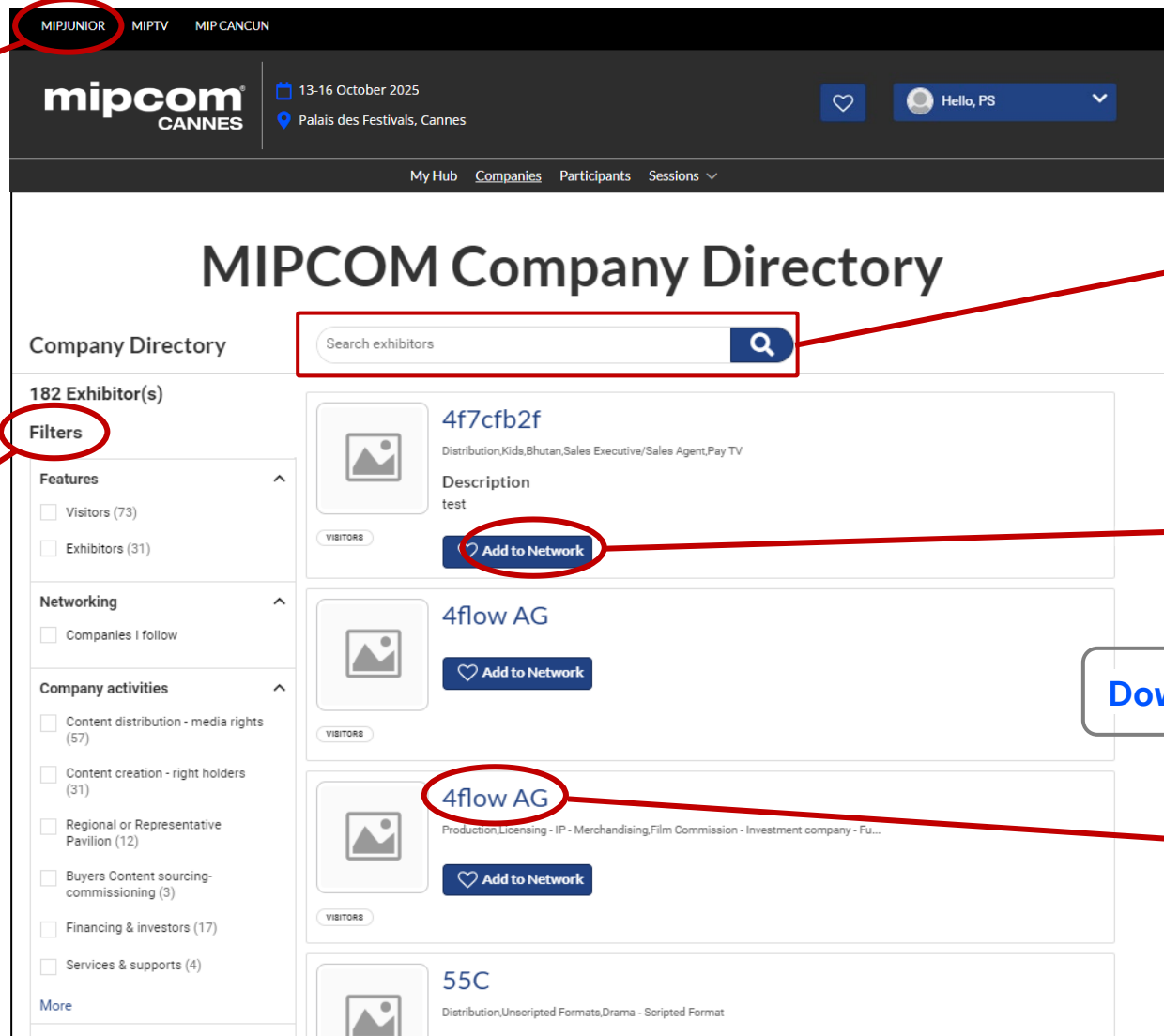
Same email (login) & same password for *mipcom.com* and *mipjunior.com* (if you are registered to both)

Filters

Find your best targets using the filtering options

Enter any keywords to find your targets

Add a company to your favourites list called "My Network & Plan" (Heart icon on top)

Download your favorites in **PDF!**

Quick link to company details

7. My Network & Plan

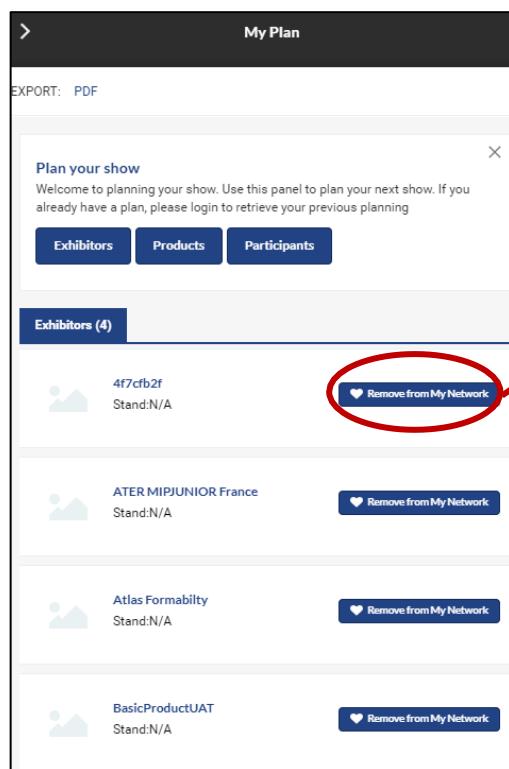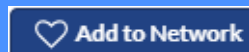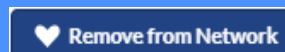*This new functionality is used to add favorites and save some records in case it should be accessed quickly later by participants*

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

♡ Add to Network

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

♥ Remove from Network

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

Network Feed

Peter MARTINEZ (QUALITY 2) is attending OneMip · Jun 30

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

WARNING:
PDF extract does only contain companies and sessions. Neither products not participants.
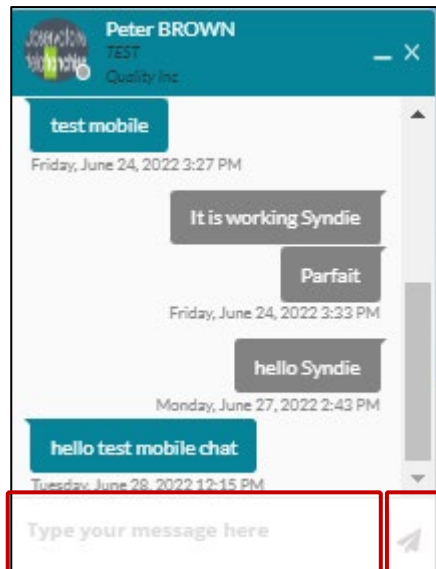
8. Messages

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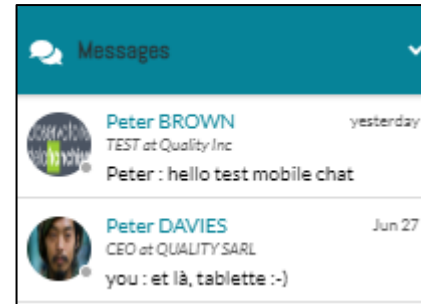- It can be minimized or displayed using the small arrow

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

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

- New posts can be filled in a chat window. Click send to post the message.
- URL will display as links.
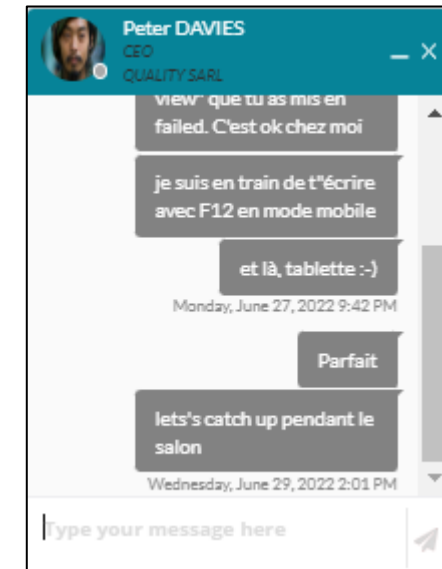
User's availability is displayed next to the picture:
- **Green**: participant is connected
- **Grey**: participant is offline

9. MIPCOM Online Screening Library

Only available for buyers

- Buyers will get an **invitation** via email to access **MIPCOM Online Screening Library** in **early September.**

- They will also receive instructions on how to use the **MIPCOM Online Screening Library** online to screen the content uploaded by MIPCOM's Exhibitors on their company hub. Screening will start **from September 8**.

- Buyers will be able to continue screening online after MIPCOM CANNES **until 20 November**.
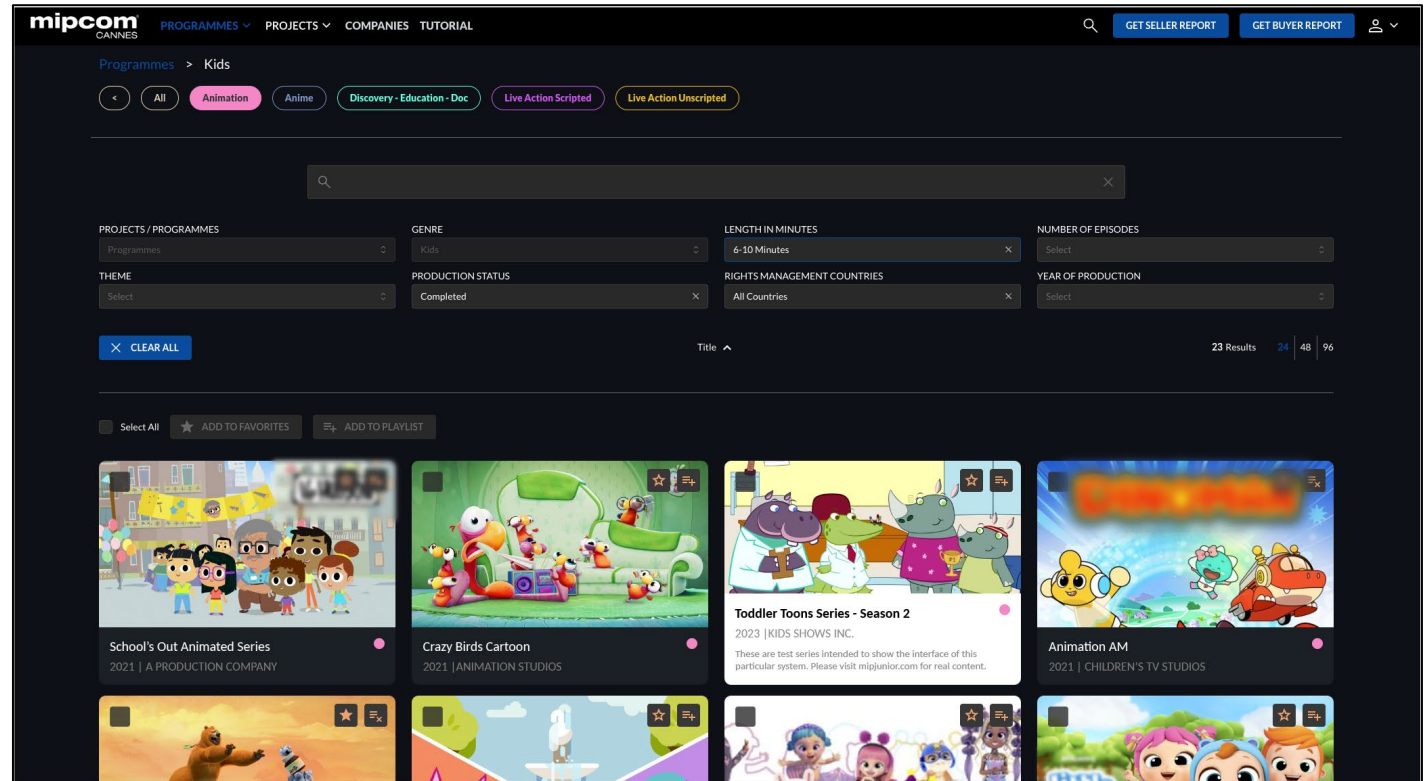
NEED ANY ASSISTANCE

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Contact our Customer Helpdesk :
- By phone : (+33) 1 47 56 51 00

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

- By Form
- Read the FAQ

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