

OUTDOOR TRAVEL HYBRID WORKSHOP 2024

- Tahko **Offline** 27.05.2024
- Digital **Online** 28.05.2024

Training Session



Timeline

- 16.4.2024, 1st training session (Browser, Profile Making)
- 18.4.2024, ToolBox Consulting starts delivering Login credentials
- 18.4.2024, meeting scheduling opens on event platform
- 23.4.2024, 2nd training session, when actual meetings take place
- 30.4.2024, 3rd training session, more about Q & A
- 7.5, 4th training session, more about Q & A
- 14.5, 4th training session, more about Q & A
- 21.5, 5th training session, more about Q & A
- 22.5.2024, meeting scheduling closes on event platform
- 27.5.2024, Offline EVENT DAY in Tahko
- 28.5.2024, testing session + Online EVENT DAY

Day Program

27.5.2024 Monday - **Offline** Tahko

10:00 – 12:20, 1 vs 1 meeting

12:20 - 13:00, lunch break

13:00 – 14:20, 1 vs 1 meeting

14:20 – 14:40, Coffee break

14:40 – 17:00, 1 vs 1 meeting

17:00 Workshop ends

18:00 – 20:00, GetTogether Party

Event platform: TAVATA

<https://tavata.events/>

28.5.2024 Tuesday - **Online** Digital

8:00 – 9:00, testing session for devices

9:00 – 12:00, 1 vs 1 meeting

12:00 - 13:00, lunch break

13:00 – 17:00, 1 vs 1 meeting

17:00 Workshop ends

**Each 1 vs 1 meeting is 20 mins.*

***Finnish time**

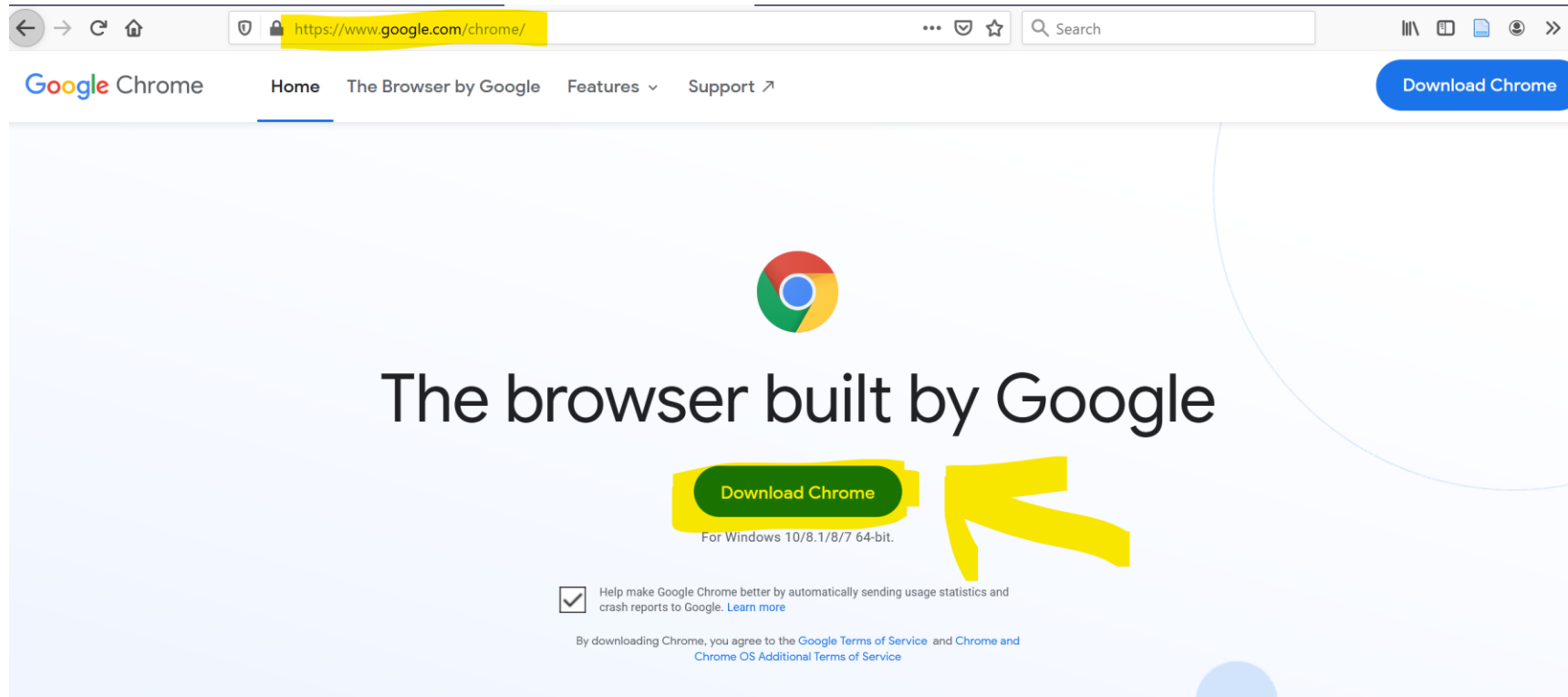
Content of this Training Session

1. Key notes (browser, timezone)
2. How to do user profiling and event profiling
3. How to Find a contact
4. How to schedule a 1 vs 1 meeting
5. How to add a coffee break
6. How to confirm/dismiss a 1 vs 1 meeting
7. User interface of the 1 vs 1 meeting room
8. Sound testing sessions
9. Mobile access
10. HELPLINE on the event day



We highly recommend using Google Chrome as browser

- <https://www.google.com/chrome/>



Final meetings can be arranged

- Meeting scheduling closes on 22.5.2024, 4pm (Finnish local time).

**Unconfirmed meetings will be removed after
22.5.2024, 4pm (Finnish local time)**

Login

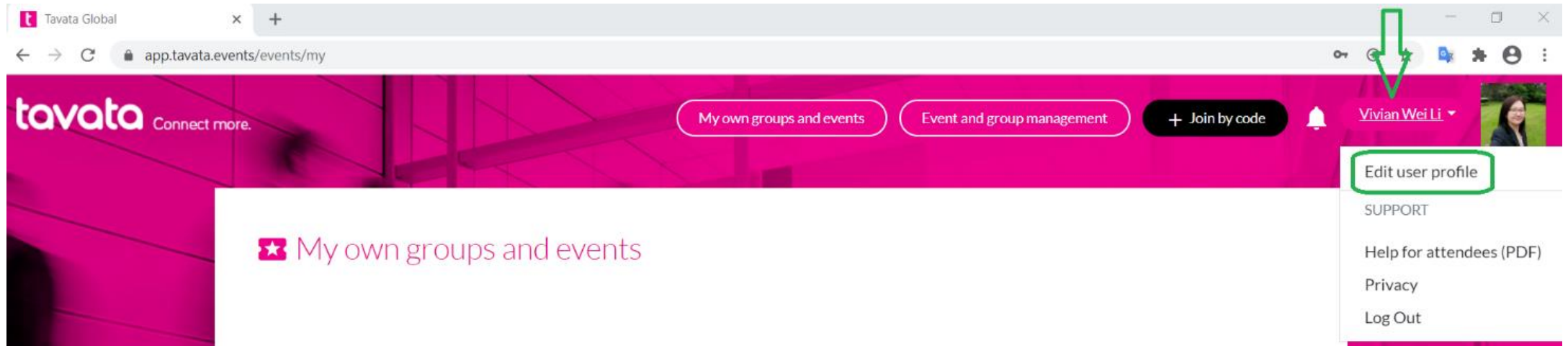
Step 1: Go to event platform: TAVATA <https://tavata.events/>

Step 2: Use your access code (your email address) and password (cryptical code received from ToolBox Consulting to your email)

User profiling and event profiling

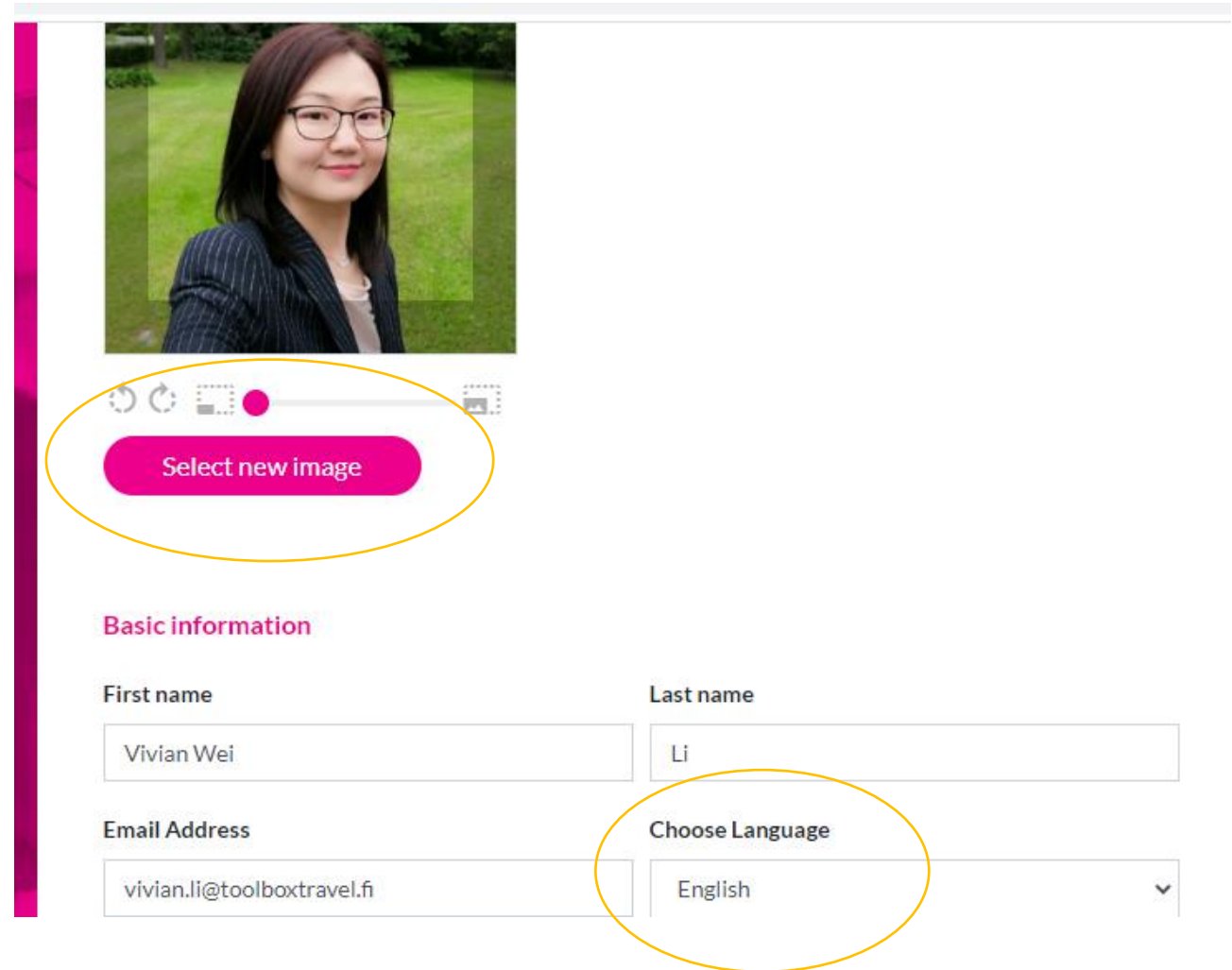
BASIC USER PROFILING

- Edit your user profile (open menu pressing your name on top right corner page)



BASIC USER PROFILING

- Add your picture or company logo and fill in basic information



The image shows a user profile form. At the top is a profile picture of a woman with glasses and a dark jacket. Below the photo is a toolbar with icons for refresh, crop, and zoom, and a pink button labeled "Select new image" which is circled in yellow. Below the photo is a section titled "Basic information" with four input fields: "First name" (Vivian Wei), "Last name" (Li), "Email Address" (vivian.li@toolboxtravel.fi), and "Choose Language" (English). The "Choose Language" field is also circled in yellow.

First name	Last name
<input type="text" value="Vivian Wei"/>	<input type="text" value="Li"/>
Email Address	Choose Language
<input type="text" value="vivian.li@toolboxtravel.fi"/>	<input type="text" value="English"/>

BASIC USER PROFILING

- Fill in company name (+ capital letter of country – which will be shown on your profile card), your title and a short pitch of your company (max 255 characters)

Companies / personal data

Toolbox Consulting Oy, FINLAND

Contact preference **Private person**

Make this the default information This information is private person profile information

Contact information

Company **Title**

Toolbox Consulting Oy, FINLAND Marketing Specialist

Email Address **Email visibility**

vivian.li@toolboxtravel.fi Visible to others Hidden

Phone Number **Phone visibility**

Visible to others Hidden

Location (address etc.) **Webpage URL**

Finland

Write some fancy pitch...

ToolBox Consulting Ltd. is specialized in improving service sector and especially tourism industry; its entrepreneurship and area organizations. Focus in all operations is towards international markets and progress.

Other users see your pitch text in your profile card in event meeting list. Pitch text should tell others what you offer. Make it short and sweet, maximum 255 characters. The pitch length now 215 / 255.

BASIC USER PROFILING

- You can also add links for social media or an attachment file.

- **PLEASE REMEMBER TO CLICK SAVE, after you have edited your profile.**

Social media

LinkedIn

Twitter (@twitteralias)

Facebook

Instagram (@exampleaccount)

Youtube

Attachment File

Choose file

Save

My own groups and events

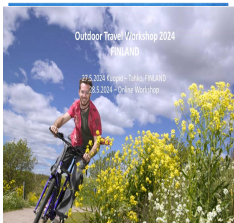
Search event...



Outdoor Workshop 2024 Online **28.5.2024**

10 participants

Open >



Outdoor Workshop 2024 Offline **27.5.2024 Tahko**

29 participants

Open >



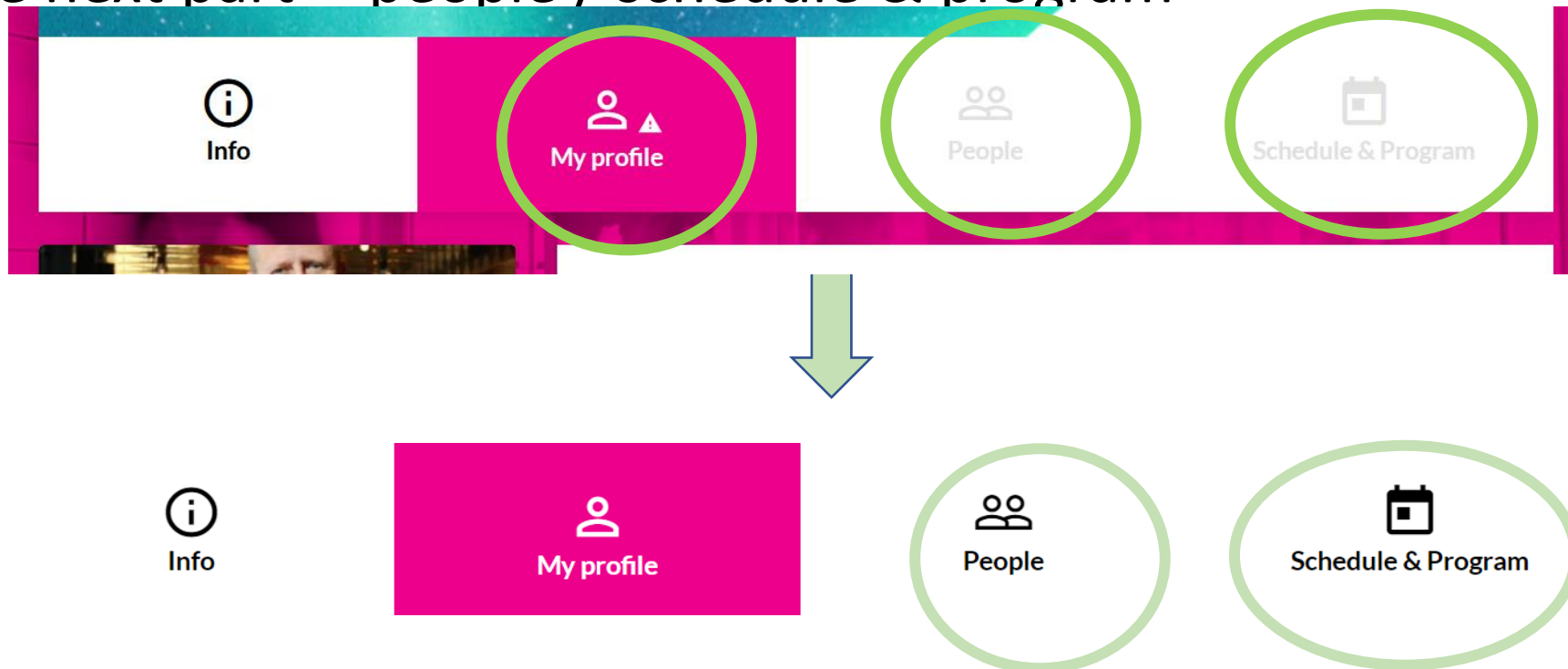
Southeast Asian Online Workshop 12.9.-13.9.2023

2 participants



Event USER PROFILING

- After you have joined the event, select **My profile** and enter your event details. My profile part is mandatory to be filled. Then you can proceed with the next part -- people / schedule & program



Event USER PROFILING

Offering and Seeking

	Offering/Seeking
Accommodation	<input type="checkbox"/> <input type="checkbox"/>
Airline, air charter, private jets	<input type="checkbox"/> <input type="checkbox"/>
Bus company	<input type="checkbox"/> <input checked="" type="checkbox"/>
Countryside holidays, farm holidays	<input type="checkbox"/> <input type="checkbox"/>
Cruises, ship and/or ferry company	<input type="checkbox"/> <input type="checkbox"/>
Culture activities, culture tours, guiding	<input checked="" type="checkbox"/> <input type="checkbox"/>

Event USER PROFILING

- **Minimum criteria here is 1 “Offering” and 1 “Seeking” topic**
- **Check that all your information is correct and remember to click save.**

Sea or lakeside activities	<input type="checkbox"/>	<input type="checkbox"/>
Self-drive holidays, fly & drive packages	<input type="checkbox"/>	<input type="checkbox"/>
Ski resort (summer or winter)	<input type="checkbox"/>	<input type="checkbox"/>
Spa resort	<input type="checkbox"/>	<input type="checkbox"/>
Technical Visits, Special Interest tours	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tour operator, travel agency	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wellness, wellbeing activities	<input type="checkbox"/>	<input type="checkbox"/>

Tags

Add tags and press enter.

Meetings

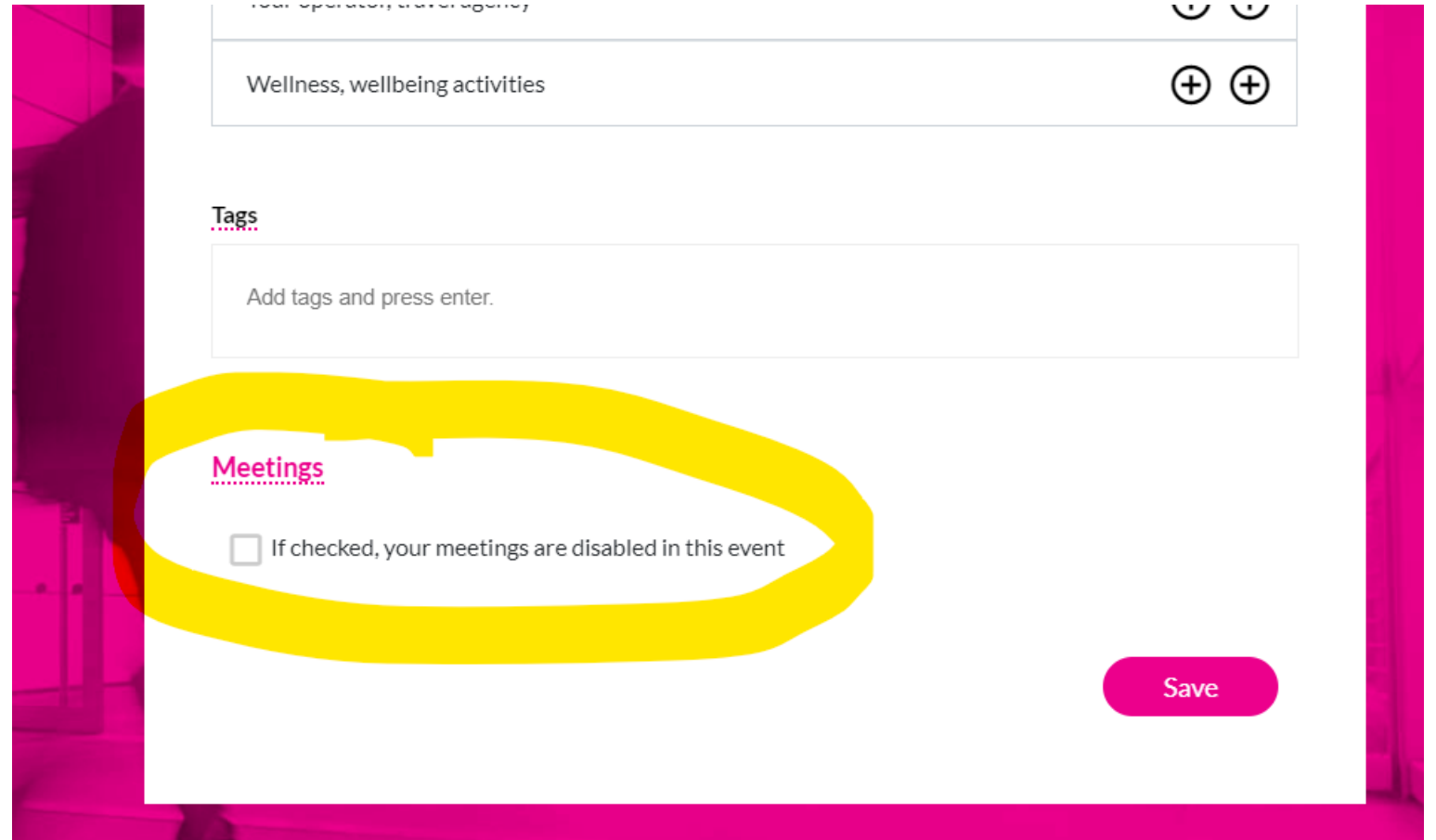
If checked, your meetings are disabled in this event

Save

- Please leave it blank.

Do not tick it.

(apply to suppliers)



The screenshot shows a web form with several sections. At the top, there is a text input field containing "Your operator, travel agency" and two smiley face icons. Below that is a text input field containing "Wellness, wellbeing activities" and two plus sign icons. The next section is titled "Tags" and contains a text input field with the placeholder text "Add tags and press enter." Below the tags section is a section titled "Meetings" which contains a checkbox and the text "If checked, your meetings are disabled in this event". A yellow circle highlights this "Meetings" section. At the bottom right of the form is a pink "Save" button.

Your operator, travel agency

Wellness, wellbeing activities

Tags

Add tags and press enter.

Meetings

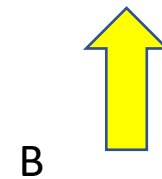
If checked, your meetings are disabled in this event

Save

How to find a contact

- After you open the event, select **People**

- A. Sort by...
- B. View (filter)
- C. **Search by Name**





Info



My profile



People



Schedule & Program

Sort By **Match (combined)** ▾

View **All** ▾



toolbox



Vivian Wei Li

Marketing Specialist

ToolBox Consulting Ltd. is specialized in improving service sector and especially tourism industry; its entrepreneurship and area organizations. Focus in all operations is towards international markets and progress.



Kari Halonen

CEO

ToolBox Consulting Ltd. is specialized in service sector and especially to improve tourism industry in their operations. There is marketing knowledge from more than 20 countries.



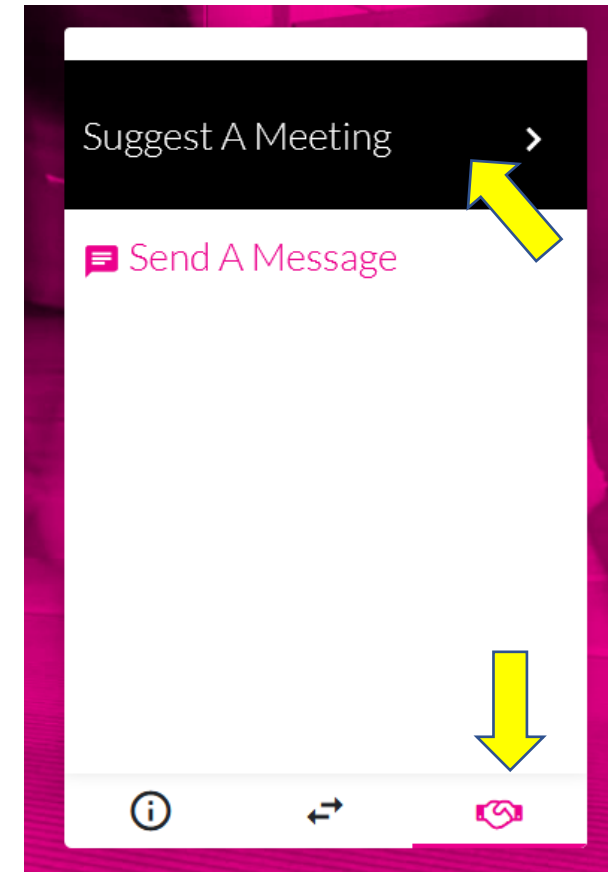
Ninja Halonen

Marketing Specialist

ToolBox Consulting Ltd. is specialized in improving service sector and especially tourism industry; its entrepreneurship and area organizations. Focus in all operations is towards international markets and progress.

scheduling a meeting

- Click the third tab of an attendee's profile card (handshake)
- Click 'Suggest a Meeting'



scheduling a meeting

- Select time
- Write a message
- Click 'to confirmation'

The image shows two overlapping dialog boxes from a meeting scheduling application. The background dialog is titled "Select time ?" and shows a calendar for "21.3.2022" with a list of times from 09:00 to 11:45. The 10:00 slot is selected, indicated by a checkmark and a pink bar that says "To confirmation →". A "Close" button is at the bottom. The foreground dialog is titled "Confirm meeting?" and shows a profile for "Ninja Halonen" (Marketing Specialist, Toolbox Consulting, FINLAND) with a cat icon. It displays the meeting details: "Monday 21.3.2022" and "10:00 - 10:15 (15 min)". A pink bar indicates "This is a video meeting". Below is a "Message" field with the placeholder text "Message". At the bottom are "Close" and "Confirm" buttons. A yellow arrow points to the "Confirm" button.


Select time ?

21.3.2022


09:00	→	Select time
09:15	→	Select time
09:30	→	Select time
09:45	→	Select time
10:00	✓	To confirmation →
10:15	→	Select time
10:30	→	Select time
10:45	→	Select time
11:00	→	Select time
11:15	→	Select time
11:30	→	Select time
11:45	→	Select time

Close

Confirm meeting?

 **Ninja Halonen**
Marketing Specialist
Toolbox Consulting, FINLAND

Monday 21.3.2022
10:00 - 10:15
(15 min)

 This is a video meeting

Message

Message

Close Confirm



Take A break?

Mainly for online participants



Info



My profile



People



My schedule

Download

Day 1 - 21.3.2022 Monday

+ Add own scheduled item

! 10:00-10:15



Ninja Halonen

Marketing Specialist
Toolbox Consulting, FINLAND

Unconfirmed!



Adding own break between 2 pm and 3.50 pm

Add own scheduled item

Description

Hot Chocolate

2:00 PM



-

3:50 PM



Save



Info



My profile



People



My schedule

Download

Day 1 - 21.3.2022 Monday

+ Add own scheduled item

! 10:00-10:15



Ninja Halonen

Marketing Specialist
Toolbox Consulting, FINLAND

Unconfirmed!



14:00-15:50



My own scheduled item

Hot Chocolate



How to confirm/dismiss a 1 vs 1 meeting

- Meeting request notification in email

MEETING REQUEST

Hey, Mikael Hasegawa!

Vivian Wei Li / Toolbox Consulting Oy, FINLAND is asking you a meeting at the event or at the group ADW2022 Hybrid Travel Workshop of Rovaniemi and Finnish Lapland (Offline) 21.3.2022.

Place: Video meeting

Time: 21.03.2022 11:00 +0200 Europe/Helsinki (15 min)

Message: Hello Mikael, this is Vivian from Toolbox. I would like to have a meeting with you regarding school camps. Thanks

Please confirm or dismiss this meeting request by clicking the url below:

[Confirm meeting](#)

[Dismiss meeting](#)



Info



My profile



People



My schedule

TING

Download

Day 1 - 21.3.2022 Monday

+ Add own scheduled item

! 10:00-10:15



Ninja Halonen

Marketing Specialist
Toolbox Consulting, FINLAND

Unconfirmed!



11:00-11:15



Vivian Wei Li

Marketing Specialist
Toolbox Consulting Oy, FINLAND



14:00-15:50



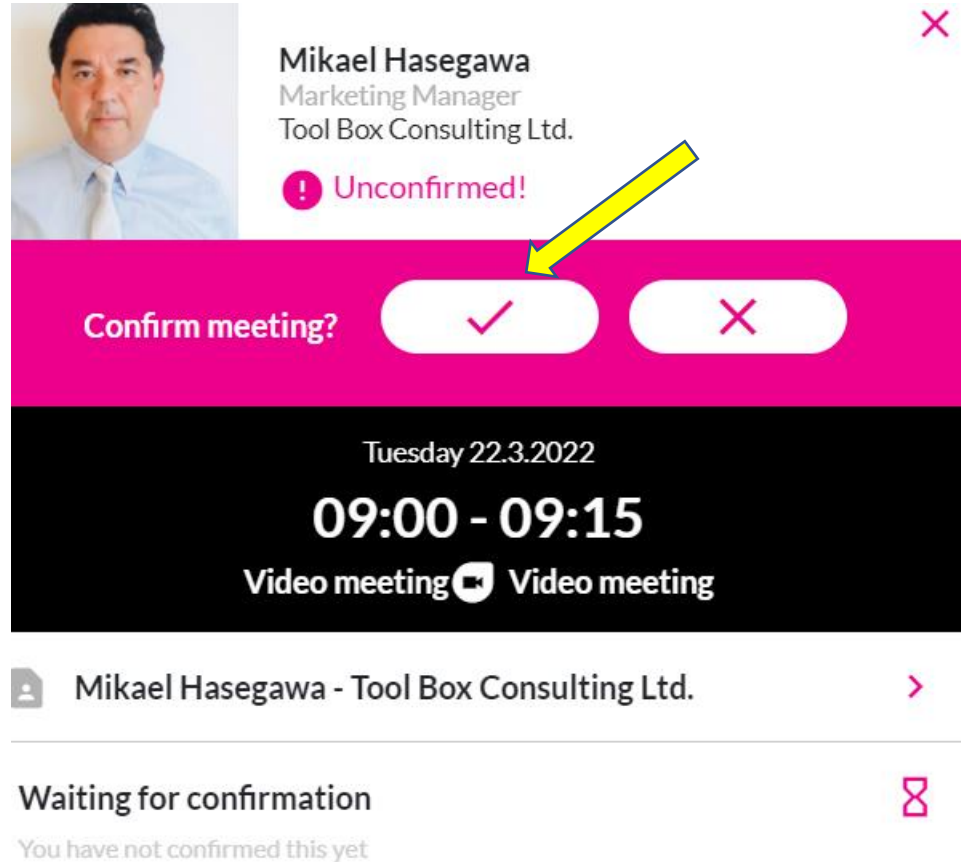
My own scheduled item

Hot Chocolate



HOW TO CONFIRM/DISMISS A MEETING

Choose confirm meeting or dismiss meeting





The screenshot shows a meeting confirmation interface. At the top left is a profile picture of Mikael Hasegawa. To his right, his name and title are listed: "Mikael Hasegawa, Marketing Manager, Tool Box Consulting Ltd." Below this is a pink warning icon and the text "Unconfirmed!". A yellow arrow points to the "Confirm meeting?" section, which contains two buttons: a checkmark and an "X". Below this is a black bar with the date "Tuesday 22.3.2022", the time "09:00 - 09:15", and the text "Video meeting" with a camera icon. At the bottom, there is a list item for "Mikael Hasegawa - Tool Box Consulting Ltd." with a right arrow, and a "Waiting for confirmation" status with a timer icon and the text "You have not confirmed this yet".


Mikael Hasegawa
Marketing Manager
Tool Box Consulting Ltd.

! Unconfirmed!

Confirm meeting? ✓ ✕

Tuesday 22.3.2022
09:00 - 09:15
Video meeting  Video meeting

 Mikael Hasegawa - Tool Box Consulting Ltd. >

Waiting for confirmation 
You have not confirmed this yet

Next Session

About how to join the meeting

How to Join a Meeting
and its user interface

for online event 28.5.2024

For a confirmed meeting

- click the grey arrow to start the meeting
- Click **open video meeting**

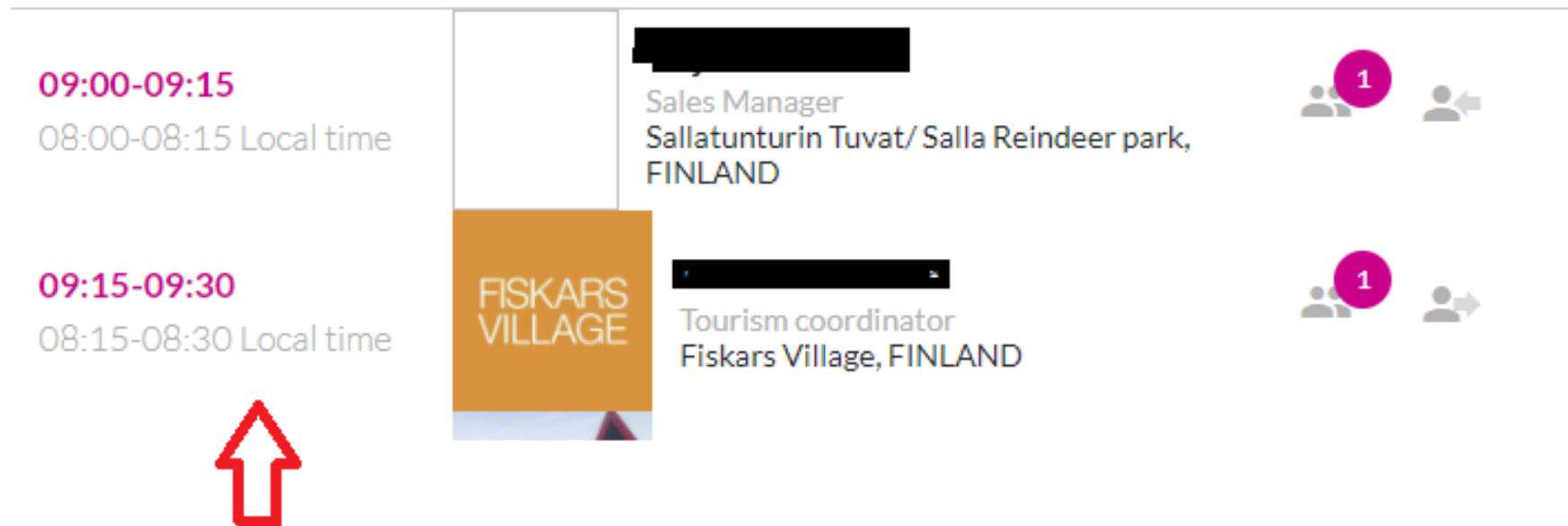
The screenshot shows a navigation bar with four options: Info, My profile, People, and My schedule (highlighted in pink). Below the bar, there is a 'Download' button and a date filter for 'Day 1 - 21.3.2022 Monday'. A '+ Add own scheduled item' button is also present. The main area displays a list of scheduled meetings:

Time	Participant	Status	Action
10:00-10:15	Ninja Halonen Marketing Specialist Toolbox Consulting, FINLAND	Unconfirmed!	Start Meeting
11:00-11:15	Vivian Wei Li Marketing Specialist Toolbox Consulting Oy, FINLAND	Confirmed	Start Meeting
14:00-15:50	My own scheduled item Hot Chocolate	Cancelled	Cancel Meeting

The screenshot shows the details for a confirmed meeting with Vivian Wei Li, Marketing Specialist at Toolbox Consulting Oy, FINLAND. The meeting is scheduled for Monday 21.3.2022 from 11:00 to 11:15. The status is 'Confirmed'. There are two main action buttons: 'Open video meeting' (highlighted in pink) and 'Cancel meeting?'. A yellow arrow points to the 'Open video meeting' button.

TIMEZONE

- You can see the 1 vs 1 meeting in **your own schedule** in local time and in your own timezone.
- **Pink color is Finnish time**
- **Grey color is your local time**



Tavata identifies user's time zone from their browser time zone

Download Your schedule

Pink color is Finnish time



09:30 - 09:45 08:30 - 08:45 +0200

Kari Halonen

Toolbox Consulting Oy

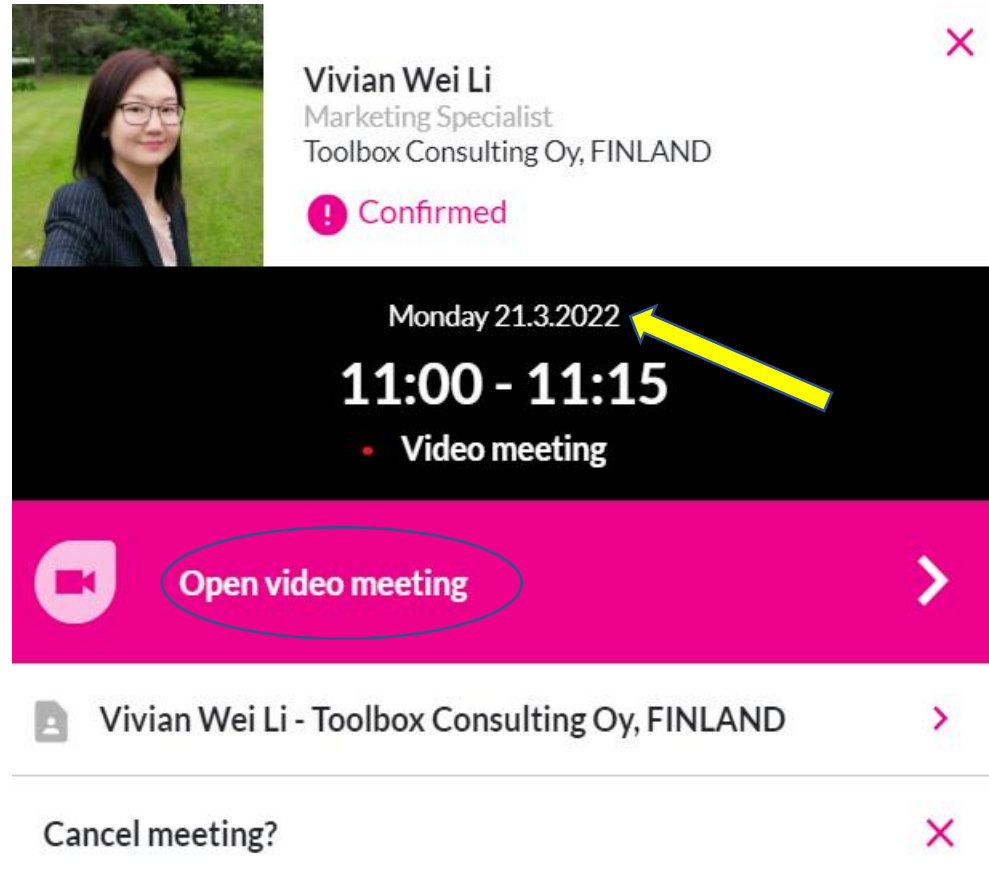
Confirmed

Video meeting

Grey color is your local time

Offline 27.5.2024

- As offline participant, buyers and suppliers will meet in person in Vuokatti event venue (Break Sokos Hotel Vuokatti) to conduct meetings face to face.
- For offline event on 25.3, **Tavata platform is used to organize meetings beforehand.**
- The video meeting option is by system default, meaning all confirmed meetings will be given access to that video function by default.



The screenshot shows a meeting confirmation card for Vivian Wei Li, a Marketing Specialist at Toolbox Consulting Oy, FINLAND. The meeting is confirmed and scheduled for Monday, 21.3.2022, from 11:00 to 11:15. A yellow arrow points to the date and time. Below the meeting details, there is a pink button labeled "Open video meeting" with a video camera icon, which is circled in blue. To the right of the button is a white chevron icon. Below the button, there is a header for "Vivian Wei Li - Toolbox Consulting Oy, FINLAND" with a chevron icon. At the bottom, there is a "Cancel meeting?" option with a red 'X' icon.

Vivian Wei Li
Marketing Specialist
Toolbox Consulting Oy, FINLAND

Confirmed

Monday 21.3.2022
11:00 - 11:15
• Video meeting

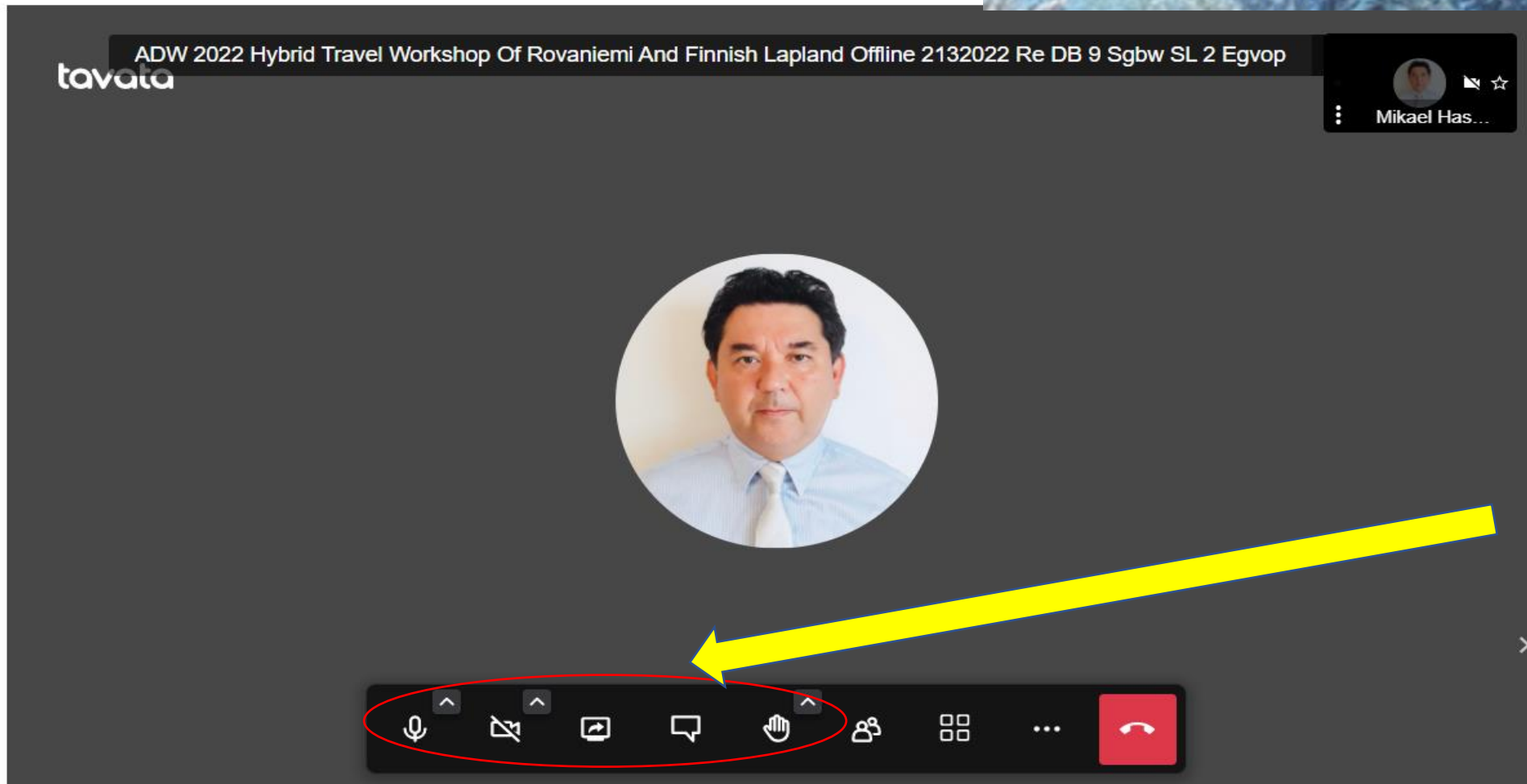
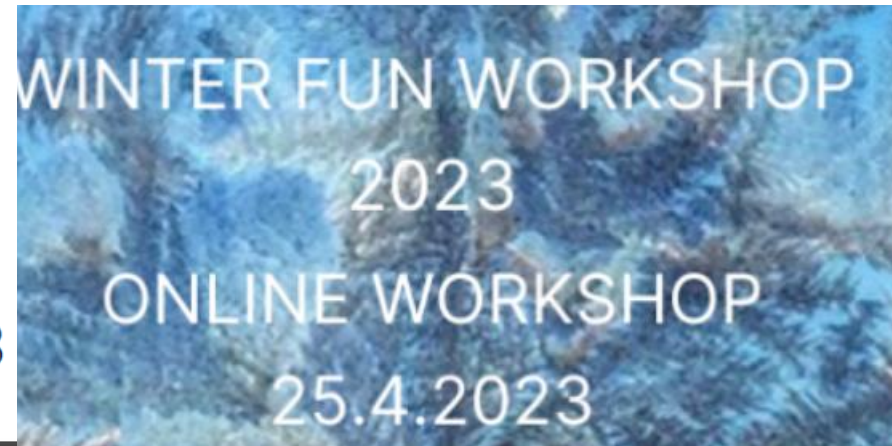
Open video meeting

Vivian Wei Li - Toolbox Consulting Oy, FINLAND

Cancel meeting?

1 vs 1 Meeting user interface

Winter Fun Workshop 2023 Online 25.4.2023



- Microphone
- Camera
- Share screen
- Open chat
- Raise hand



Winter Fun Workshop 2024 Online 26.3.2024



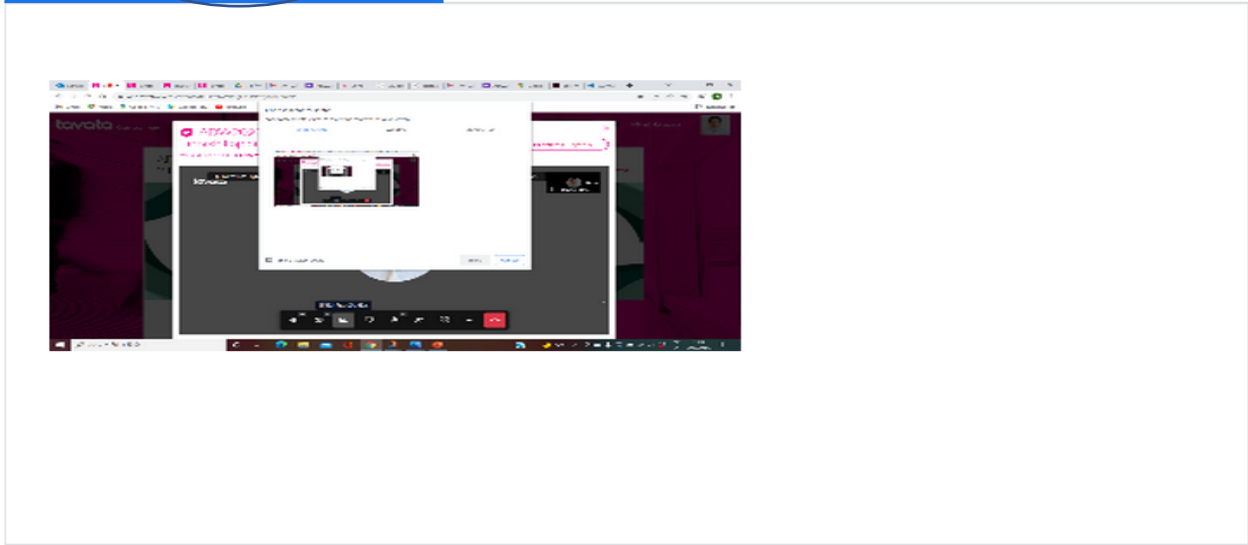
15:00

Problems? Try this.

Choose what to share

app.tavata.events wants to share the contents of your screen.

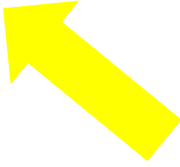

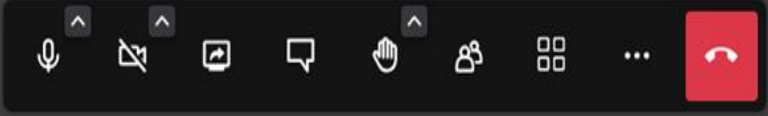

Entire Screen Window Chrome Tab



Share system audio

Share Cancel

ADW 2022 Hybrid Travel Workshop Of Rovaniemi And Finnish Lap
tavata



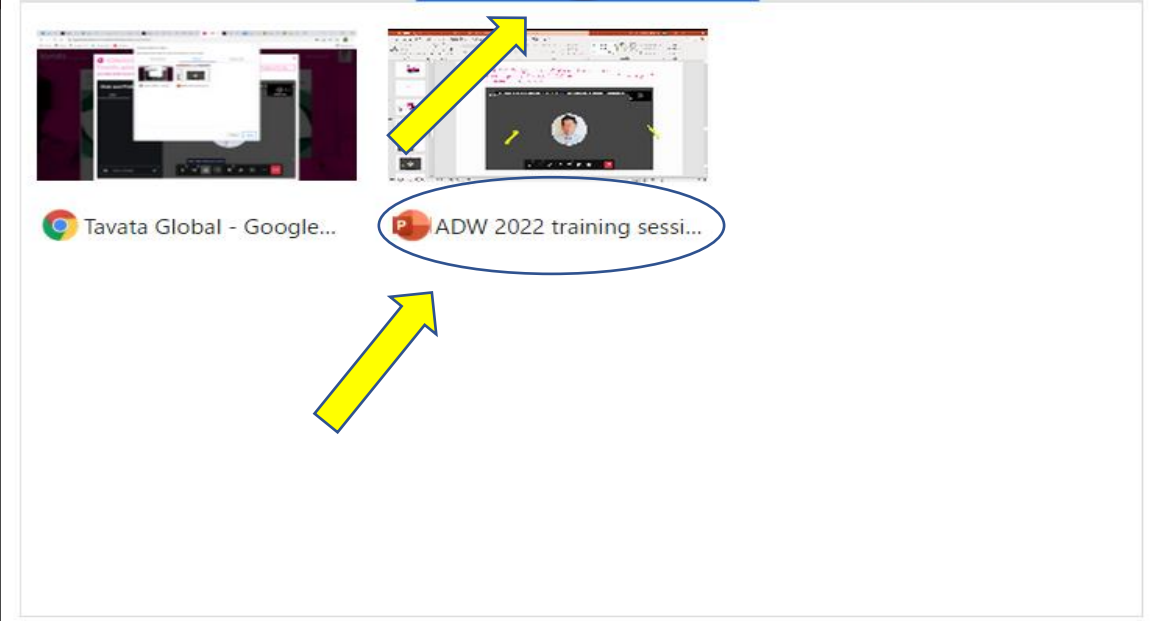
Winter Fun Workshop 26.3.2024

Problems? Try this.

Choose what to share

app.tavata.events wants to share the contents of your screen.

Entire Screen **Window** Chrome Tab



The screenshot shows a sharing menu with three options: 'Entire Screen', 'Window', and 'Chrome Tab'. The 'Window' option is selected and circled in blue. Below the options are two thumbnails: 'Tavata Global - Google...' and 'ADW 2022 training sessi...'. A yellow arrow points from the 'ADW 2022 training sessi...' thumbnail to the 'Window' option. Another yellow arrow points from the 'ADW 2022 training sessi...' thumbnail to the 'ADW 2022 training sessi...' thumbnail. At the bottom right are 'Share' and 'Cancel' buttons.

Tavata Global - Google... ADW 2022 training sessi...

Share Cancel

ADW 2022 Hybrid Travel Work
tavata

Mikael Has...



Info



My profile



People



My schedule

Download

Day 1 - 21.3.2022 Monday

+ Add own scheduled item

! 10:00-10:15



Ninja Halonen
Marketing Specialist
Toolbox Consulting, FINLAND

Unconfirmed!



11:00-11:15



Vivian Wei Li
Marketing Specialist
Toolbox Consulting Oy, FINLAND



14:00-15:50

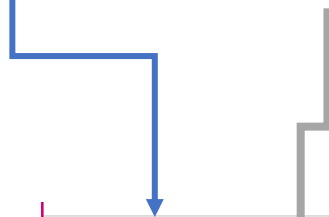


My own scheduled item
Hot Chocolate



My schedule:

- Access to 1 vs 1 meetings
- Block own time (Coffee break)
- **Pink color is Finnish time**
- Grey color is your local time



Info My profile People My schedule

Download

Day 1 - 21.3.2022 Monday + Add own scheduled item

10:00-10:15 Ninja Halonen Marketing Specialist Toolbox Consulting, FINLAND Unconfirmed!

11:00-11:15 Vivian Wei Li Marketing Specialist Toolbox Consulting Oy, FINLAND

14:00-15:50 My own scheduled item Hot Chocolate

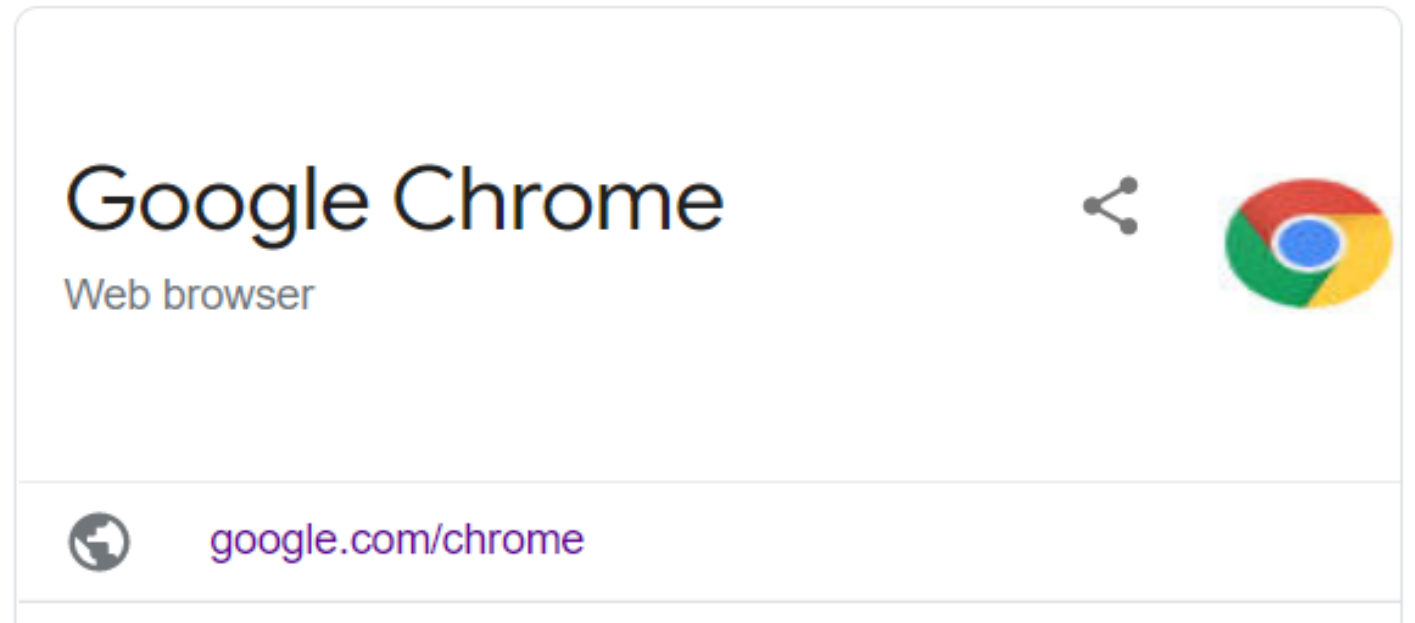
08:00-08:15 Mikael Hasegawa Marketing Manager Tool Box Consulting Ltd. 07:00-07:15 +0200

Instruction regarding the sound/camera

for online event 28.4.2024

- How to avoid any problems?

- Check that you are using Google Chrome as a browser



COMPANY COMPUTER
VS. OWN COMPUTER

VPN CLIENT VS.
VPN CLIENT IN OFF
POSITION



Sound/Camera testing session

- 28.4.2024, 8:00 – 9:00, Finnish time
- (No Testing for Offline event on 27.5.2024)

Login to tavata – open event – 'schedule & program' – 'program' – 'test your setting'



Info



My profile



People



My schedule



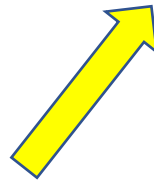
Event wall



Program



Partners



Program:

- Access to testing session
- Overall view of the Workshop program

The screenshot displays a user interface for a workshop program. At the top, there is a navigation bar with four icons: 'Info' (highlighted in pink), 'My profile', 'People', and 'My schedule'. Below this, there are two tabs: 'Event wall' and 'Program' (highlighted in pink). The main content area shows the date '26.3.2024 Tuesday'. Underneath, a 'Schedule' section is visible. The first item in the schedule is a testing session at 08:00, titled 'Test your computer audio/camera settings - Please use Chrome as a browser. Video room is open for testing any time before and during the event!'. A yellow arrow points to this item. The second item is a video meeting at 09:00, titled '9 AM - 12:15 PM (Finnish Time GMT+2) One-on-one video meetings'. A yellow arrow also points to the 'Program' tab in the navigation bar.

Info My profile People My schedule

Event wall Program

26.3.2024 Tuesday

Schedule

08:00 Test your computer audio/camera settings - Please use Chrome as a browser. Video room is open for testing any time before and during the event!
08:00 - 09:00
Schedule

09:00 9 AM - 12:15 PM (Finnish Time GMT+2) One-on-one video meetings

If you encounter sound/camera issue

- You can also press **'Problems, Try This'** button that you can find in the top right corner of the meeting.

NOTE: If you use this, please remember to use chat and ask your opponent to do the same. This will redirect you to a new meeting.



15:00

Problems? Try this.

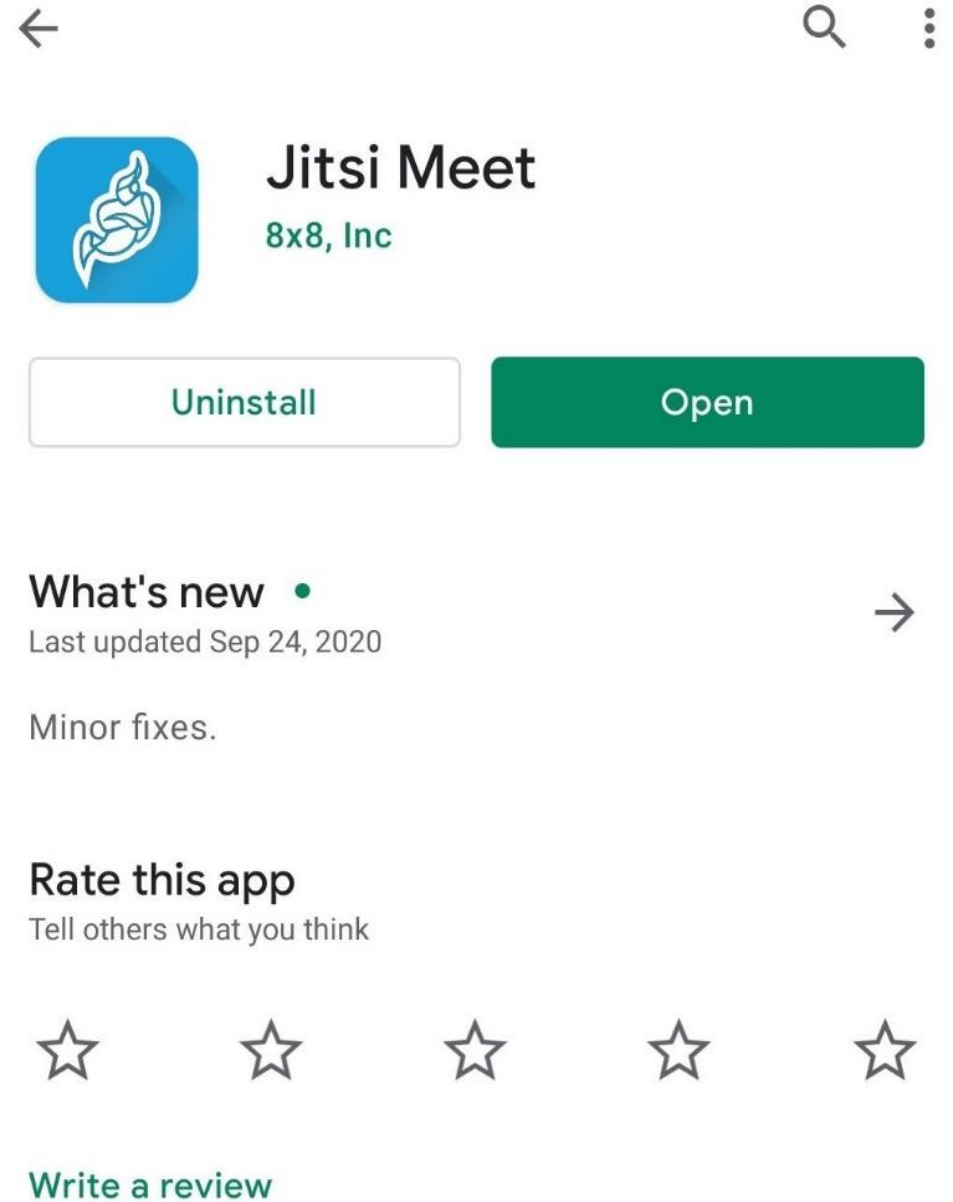
tavata

Mikael Has...



MOBILE ACCESS
(We don't recommend)


- **Download Jitsi Meet app to your phone**
- **Google Play**



The screenshot shows the Google Play Store interface for the Jitsi Meet app. At the top, there is a back arrow on the left, a search icon, and a menu icon on the right. The app's icon, a blue square with a white stylized figure, is displayed next to the app name "Jitsi Meet" and the developer name "8x8, Inc". Below the app name are two buttons: "Uninstall" in a white box with a green border and "Open" in a solid green box. Underneath these buttons is a section titled "What's new" with a small green dot and a right-pointing arrow. Below this title, it says "Last updated Sep 24, 2020" and "Minor fixes." Further down is a section titled "Rate this app" with the subtitle "Tell others what you think". Below the subtitle are five empty star icons. At the bottom of the screenshot is a green link that says "Write a review".

←

🔍 ☰

 **Jitsi Meet**
8x8, Inc

Uninstall Open

What's new • →
Last updated Sep 24, 2020

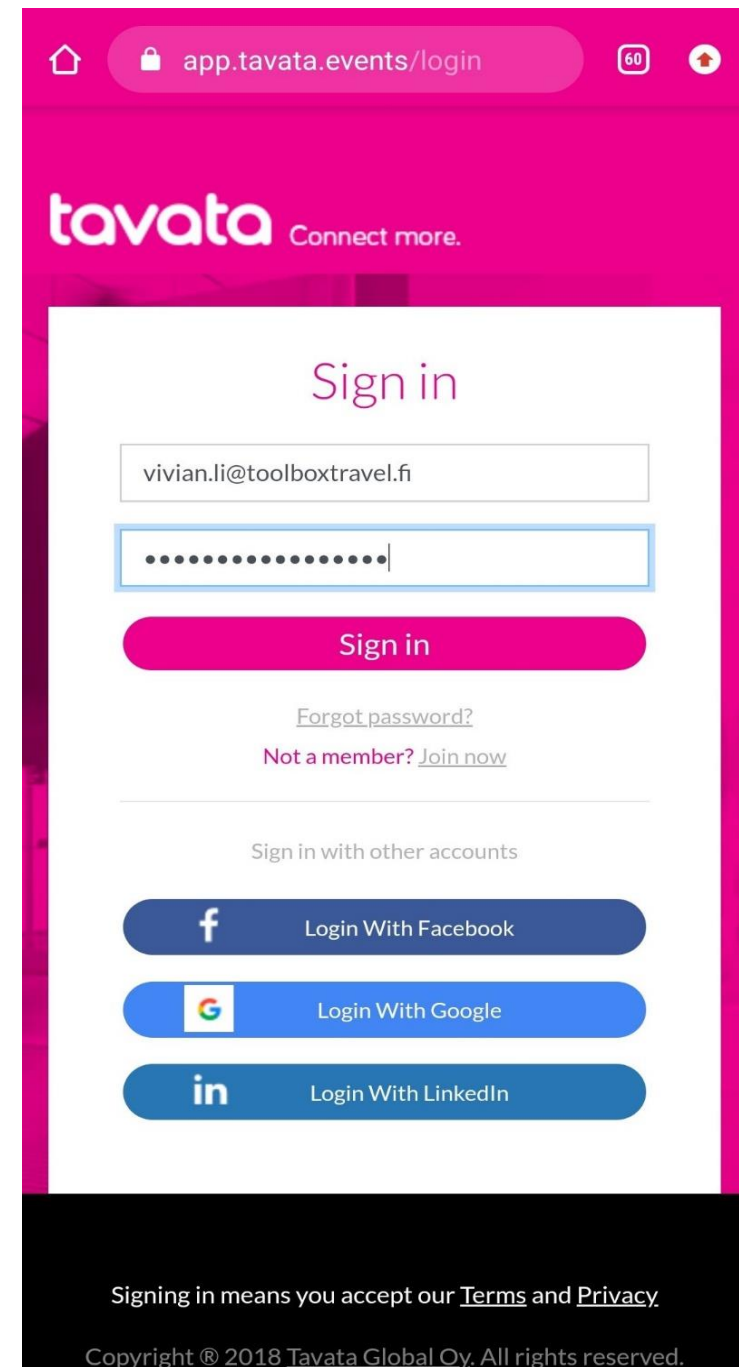
Minor fixes.

Rate this app
Tell others what you think

☆ ☆ ☆ ☆ ☆

[Write a review](#)

- Open browser on your phone and visit <https://app.tavata.events/login>
- Put your email address and password
- Click Sign In



app.tavata.events/login

tavata Connect more.

Sign in

vivian.li@toolboxtravel.fi


.....


Sign in


[Forgot password?](#)

Not a member? [Join now](#)

Sign in with other accounts

 Login With Facebook

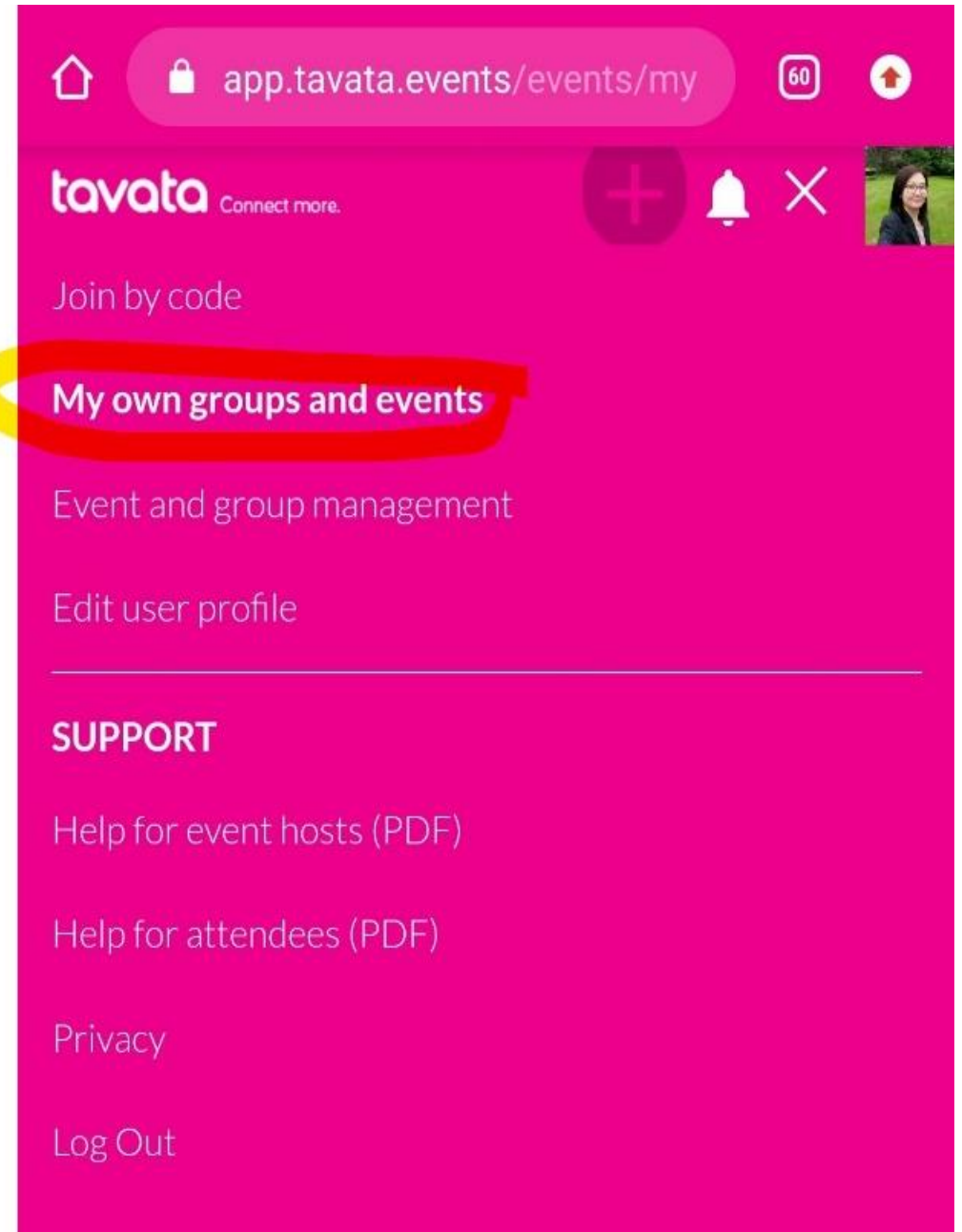
 Login With Google

 Login With LinkedIn

Signing in means you accept our [Terms](#) and [Privacy](#).

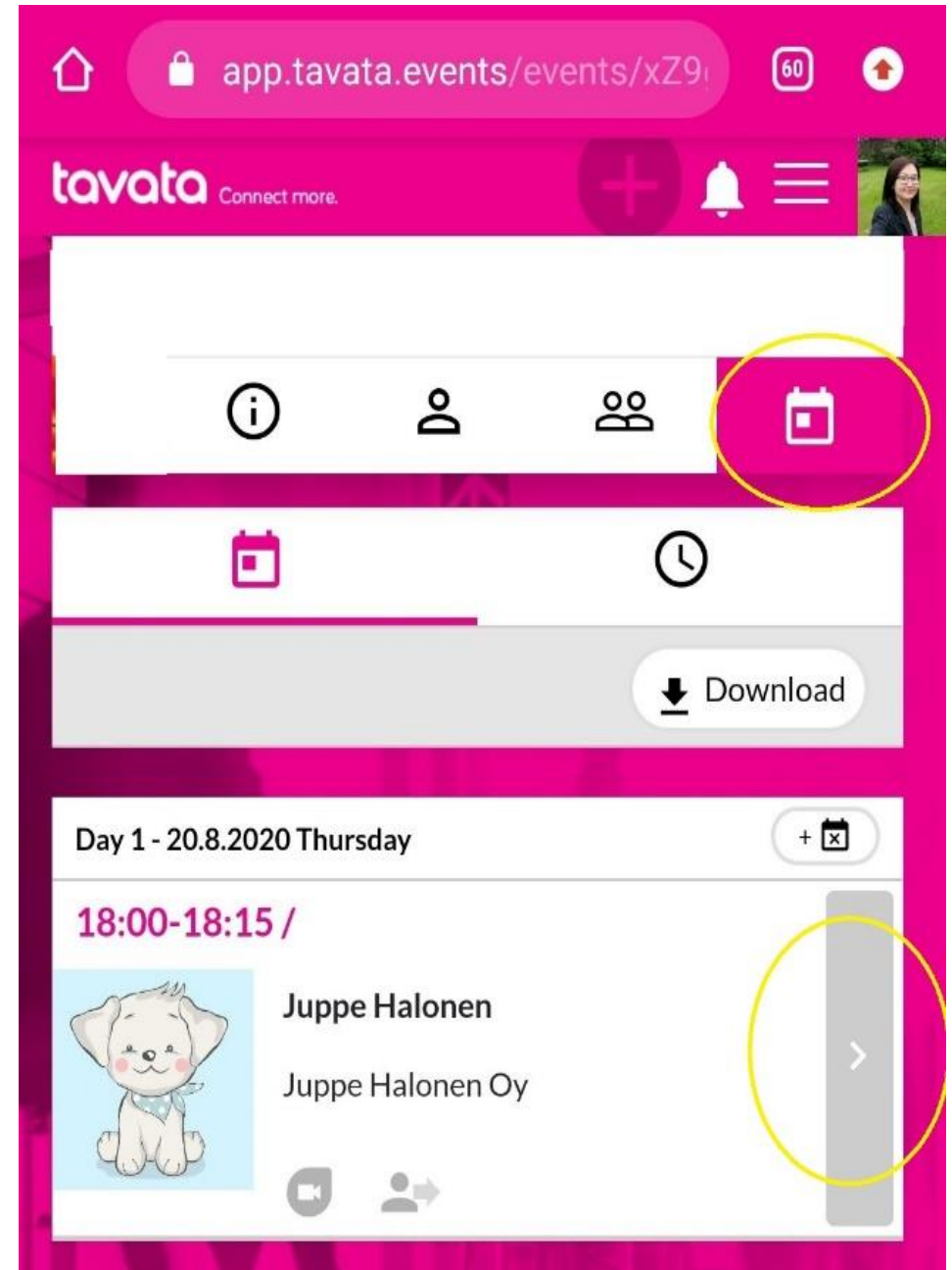
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- Click the upper corner
- Click 'my own groups and events'

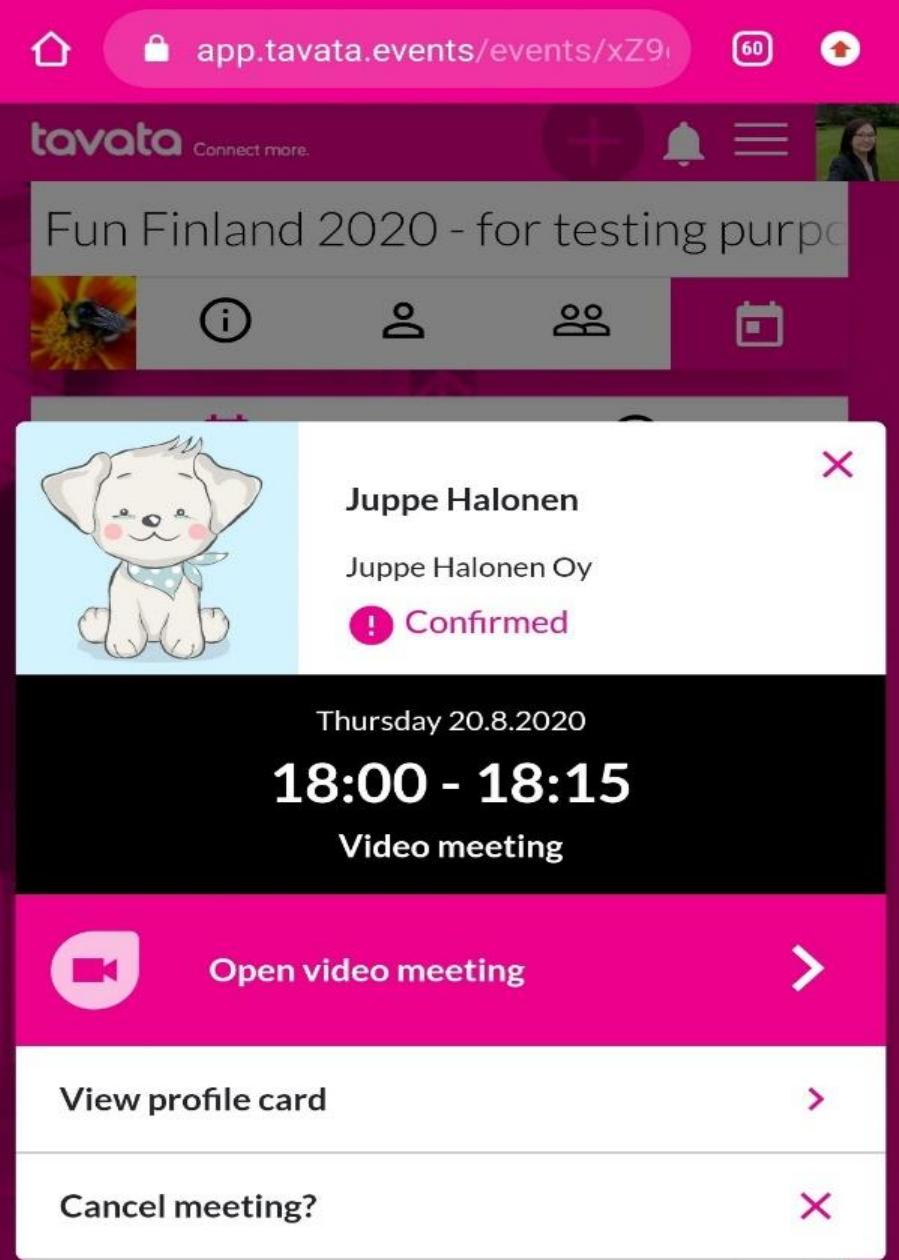


Go to Schedule and Program

For a confirmed meeting, click the meeting arrow



Open Video Meeting



- **Continue to the app**

The screenshot shows a mobile browser interface with a pink header bar. The address bar contains the URL 'app.tavata.events/events/xZ9'. A notification card is displayed with a close button (X) in the top right corner. The notification text reads: 'testing purposes only', '20.8.2020 18.00-18.15 meeting Juppe Halonen', and the Jitsi Meet logo. Below the notification, there is a message: 'You need the Jitsi Meet mobile app to join this meeting on your phone.' Two buttons are present: 'Download the app' (a blue button) and 'Continue to the app' (a blue button with a yellow circle around it).

HELP LINE AT event day

HELP LINE via email

office@toolboxtravel.fi

Toolbox staff will be at your service during the event day, monitoring this email and answering this phone.



Q & a

THANK YOU!

tavata
Connect more.