

# How to prepare your Business Meetings Agenda 2024

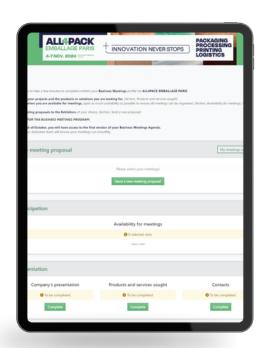
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# **BENEFITS OF THE PROGRAMME**

- Optimize your participation
- Ensure quality appointments with the Exhibitors of your choice
- Create new connections
- Generate relevant contacts according to your needs
- Save time preparing your agenda

Our teams will do their best to provide you a quality follow-up and support throughout the business meetings programme.

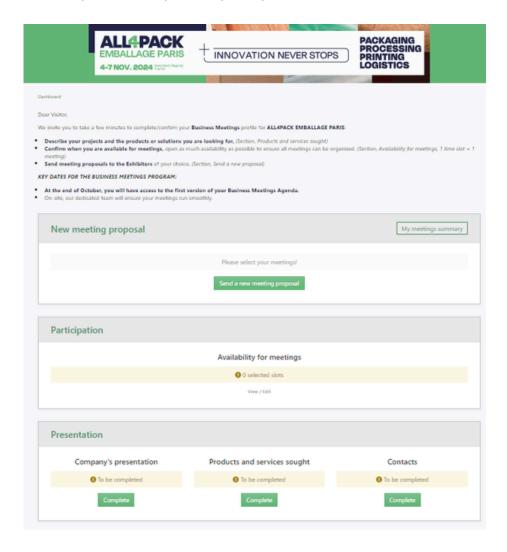






# **LOGIN TO YOUR ACCOUNT**

You will receive an e-mail with a personal link to access the meeting platform. This link will automatically connect you to your profile.



Once logged in, you will find a description of the platform and the reception date for your agenda.





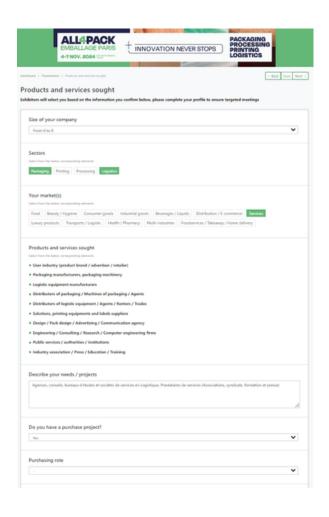
Please note that your telephone numbers are confidential. They will not be communicated to Exhibitors.

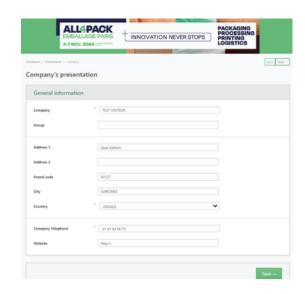
### **BROWSE YOUR PROFILE**

#### **SECTION COMPANY'S PRESENTATION**

This is a summary of your general information.

Only the country will be visible to Exhibitors.





### **PRODUCTS AND SERVICES SOUGHT**

This information will help Exhibitors to find you on the platform.

Completing this section will improve your visibility on the platform and ensure targeted exchanges. Some information has already been filled in for you.

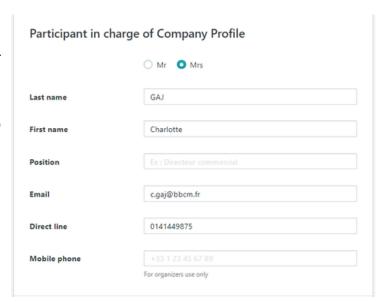




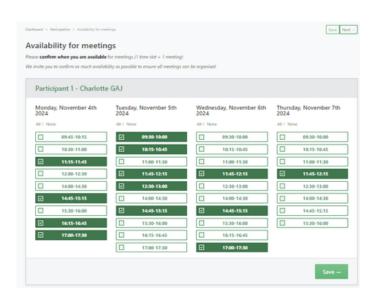
Please note that your telephone numbers are confidential. They will not be communicated to Exhibitors.

# **SECTION PARTICIPANT(S)**

These datas will be used for the proper organisation of the programme. Telephone numbers will not be visible to Exhibitors.



# YOUR AVAILABILITIES



# **SECTION AVAILABILITY FOR MEETINGS**

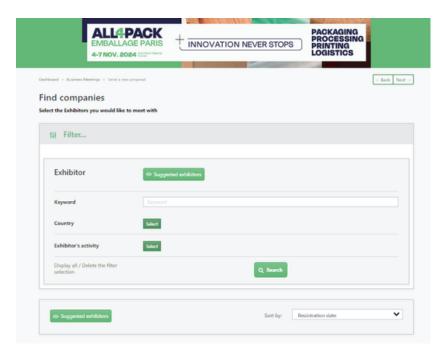
Click to select the slots where you are available to take meetings.

### A slot corresponds to an appointment.

Without these slots, we will not be able to send you your business meetings agenda.



## **SEND MEETING PROPOSALS**



#### **SECTION SEND A NEW PROPOSAL**

By default, the list of all Exhibitors is available under the 'filter' tab.

To send an appointment request, click on 'Propose a meeting' and add a message with your invitation.

The 'Suggested Exhibitors' button offers you a personalised selection of profiles.



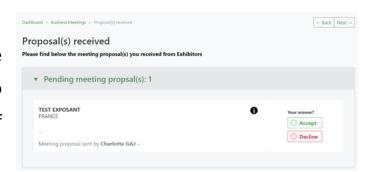
PLEASE, DO NOT PROPOSE A TIME SLOT IN YOUR BUSINESS MEETING PROPOSALS. Our teams will find the best time to accommodate you and your chosen Exhibitors.





#### **SECTION PROPOSAL RECEIVED**

You will find the list of Exhibitors who have proposed meetings. We invite you to respond to these requests. You can, of course, modify your choice later.



# **RECEIVE YOUR AGENDA**



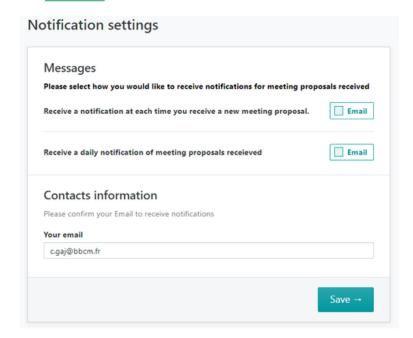
#### **SECTION AGENDA**

On **October 28th,** you will receive the first draft of your meeting agenda by e-mail and consult it in this section.

You will be able to make changes up to **October 31th at 12pm.** 



# **NOTIFICATIONS**



#### **SECTION NOTIFICATIONS**

You can choose whether you want to be alerted by e-mail: once a day, every time a request is received, or not at all.