Step by Step:

I. How can log in as main exhibitor?
II. How can I fill out my Speed Networking Matchmaking Profile?
III. How can I invite my co-exhibitors to register for the Speed Networking Matchmaking Tool?
IV. How can I accept /decline co-exhibitors that want to participate in the Speed Networking Matchmaking?

You can take part at the matchmaking phase (10 February - 27 February) if you have completed your matchmaking profile.

During the matchmaking phase you can send meeting requests to interesting buyers and will receive meeting requests. **The buyers list is empty right now, as the matchmaking phase has not started yet.**

The matchmaking phase ends 27 February. If you do not have any fixed appointments until then (because there was no interesting buyer for you or the interesting buyers were already fully booked) you cannot participate at the event on the 5 March.

**Only exhibitors with at least one fixed appointment can take part** on 5 March at ITB Speed Networking, **as there will not be any free networking.**
I. How can log in as main exhibitor?

1. Main exhibitors will receive an invitation end of January for ITB Speed Networking. This invitation will be sent via e-mail to the e-mail address that was included in the stand registration for contact person.
2. Login to the Matchmaking Tool webpage with the login data from the invitation e-mail. (Not the Virtual Market Place®)
   a. Click on [www.itbspeednetworking.com/user](http://www.itbspeednetworking.com/user)

*Image: Login at Matchmaking Tool*

[Log in](#) Request new password

**User account**

- **Username**
  - Enter your ITB Speed Networking Matchmaking Tool username.
- **Password**
  - Enter the password that accompanies your username.

[Log in](#)

⇒ Type in your **Username** and **Password that was sent in the invitation**.
   Normally, the username is “MAINEX” and a number. **This number may not be the same as last year!**

*Image: Invitation e-mail text:*

[Your registration link as a main exhibitor](#)
2. After your first login as a main exhibitor, you will be asked to change your password. The username stays the same.

3. Please also accept the general terms and conditions and data protection regulations. Then click on “save”.

*Image: My profile to accept terms & conditions and change password.*
II. How can I fill out my Speed Networking Matchmaking Profile?

4. Afterwards, you can create a matchmaking-profile for yourself, if you wish to attend the ITB Speed Networking event yourself. Just click on “My Profile” > “Matchmaking-Profile”.

Please note: A registration within the Matchmaking Tool, does not guarantee that you can participate during the onsite networking event.

5. You do not have to create a profile, if you do not want to participate yourself, but just use the co-exhibitor admin page within the tool to coordinate your co-exhibitors. For your individual admin area you need to log in.

Image: Filling out the Matchmaking-Profile of the own company
III. How can I invite my co-exhibitors to register for the Speed Networking Matchmaking Tool?

You can find an invitation link in the invitation e-mail. Please forward this link to your exhibitors and invite them to register for the Speed Networking Matchmaking Tool. This link is connected to your main exhibitor account.

IV. How can I decline co-exhibitors that want to participate in the Speed Networking Matchmaking?

Co-exhibitors have to register themselves. After they have registered with your link, they appear in your co-exhibitor area. You cannot add them yourself on that page.

*Image: Admin area to manage co-exhibitors registrations*

Please note that you (as the main exhibitor) are able to decline the participation of the co-exhibitor:

After you have logged in, you click on “Co-exhibitor admin” (red circle in the image). If there is no name showing, no co-exhibitor has registered so far.
1. Click individually on the **checkbox of the co-exhibitor** to choose them (so you choose which co-exhibitor you want to decline) (you can also choose to select all and decline all at once to save time),
2. then choose an **Decline** (decline co-exhibitor)

*Image: Co-exhibitor administration area, steps to accept /decline a co-exhibitor*