Invitation to ITB Speed Networking 2018 Matchmaking

Step by Step: How can I take part 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.

  → Click on www.itbspeednetworking.com/user

  → Type in your **Username** and **Password** that was sent in the invitation.

➔ After your first login as a main exhibitor, you will be prompted to change your password. The username stays the same.

➔ Please also accept the general terms and conditions and data protection regulations. Then click on "save".

Starting Page   **My Profile**   Buyers List   Co-exhibitor Admin
　　Account   Matchmaking-Profile   Name Substitute   Cancel Registration

Welcome!

At first please confirm the general terms and conditions as well as the data protection regulations for a participation at ITB Speed Networking.
Please complete your matchmaking profile in order to attend successfully the ITB Speed Networking Event.
Please note that you may change your profile until the end of the matchmaking process,

The matchmaking phase with our buyers starts 　　　　　　　　　at noon (CET) and ends 　　　　　　　at midnight (CET).

☐ Herewith, I confirm the general terms and conditions PDF. *

☐ Herewith, I confirm the data protection regulations PDF. *

Current password

[   ]

Enter your current password to change your password or request a new password.

Password

[   ]   Password strength:

Confirm password

[   ]

To change the current user password, enter the new password in both fields.

[Save]

- 3. 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".

- 4. 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.

- 5. **IMPORTANT**: If a co-exhibitor registered for the matchmaking tool, you need to accept or decline their registration within the admin area. After your log in, click on the navigation point "**Co-exhibitor admin**" and accept / decline the co-exhibitor registrations. **Please note, that if you do not react or decline their registration, those co-exhibitors cannot take part at the matchmaking phase nor ITB Speed Networking.**

➔ After you have logged in, you click on "**Co-exhibitor administration**" (black circle in the image)
1) Click individually on the **checkbox of the co-exhibitor** to choose them (so you choose which co-exhibitor you want to accept or decline) (you can also choose to select all and confirm/decline all at once to save time),
2) then choose an **action/operation** (accept co-exhibitor or decline co-exhibitor)
3) And then click on "**Execute**" to actually do so.

Red circle:

Then in your table of the co-exhibitors you should see below "**Co-exhibitor accepted**?" that it says "yes" instead of "no". So you know then it was successful. When you have done so, your co-exhibitors will receive an automatic mail that they have been accepted.

- 6. You can take part at the matchmaking phase (12 February - 26 February) if you have completed your matchmaking profile.

- 7. 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.

- 8. The matchmaking phase ends 26 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 8 March.

Only exhibitors with at least one fixed appointment can take part on 8 March at ITB Speed Networking, as there will not be any free networking.