Step by Step: How to make appointments with buyers?

1. Login at [www.itbspeednetworking.com/user](http://www.itbspeednetworking.com/user)
2. Go to “Buyers List” available from 10 February on for the matchmaking phase

3. **Duration**

   The matchmaking process **starts 10 February** and **ends 27 February**. You can modify your matchmaking profile, adding more countries or products of interest or explain certain aspects more detailed until the last day of the matchmaking phase.

4. **Buyers list**

   In the following overview, you can see the buyers who have registered so far. You can filter for countries and products of interest as well as company names. **Please note that buyers have until 17 February 2020 to register for the matchmaking process and that there will be new registrations from buyers in this period.** Therefore we would highly like to recommend that you check the buyers list from time to time so that you won’t miss any business partner which might interest you.
5. Overview of your appointments

You will see an overview of your accepted appointments under "My appointments". A maximum of 9 appointments can be made for the ITB Speed Networking Event.

6. Finding meeting partners

When you click on a potential meeting partner, a box opens up where you can read more details and a brief description of the countries and products of interest.
7. Making appointments

**Option A:** Requesting an appointment from a specific buyer

To request an appointment with a meeting partner, please click on “Appointment request”. An appointment overview will appear: you will see which time-slots are available and then you can request one by clicking on it.

**Option B:** Overview of all buyers available at a specific time-slot

You can look at your own appointment overview and click on „find appointment“. This way you can see the overview of buyers who are free for a specific time-slot.

**Option C:** Receiving a request from a buyer

Buyers can send you an appointment request. As long as it remains unanswered, each request blocks the time-slot it is requesting. If you aren’t interested in the request, you should decline it so that the time-slot is once again available.

8. Tips about requesting appointments:

Send a short note (max. 500 characters) in the appointment request. This puts your request in concrete terms – increasing the detail of your request increases the chances of a successful personal meeting. We would like to recommend starting with a maximum of 6 appointment requests. Therefore buyers will also have the opportunity to contact you.

9. Block time

You may block timeslots for yourself. These time-slots are not available for any appointment requests. Please use this option if you may not attend the ITB Speed Networking in total. You may redefine your blocked time-slots during the whole matchmaking period. If you want to block a time-slot which has already been scheduled for an appointment you would have to then cancel this appointment. Your meeting partner would receive your cancellation via email. The time-slot would then be available for blocking.
Important:

Appointment requests that are not answered within 48 hours will be automatically deleted by the system. Both parties – exhibitors and buyers – will be informed via email.

You can only participate in the ITB Speed Networking Event on 5 March 2020 if you have at least one scheduled and confirmed appointment.