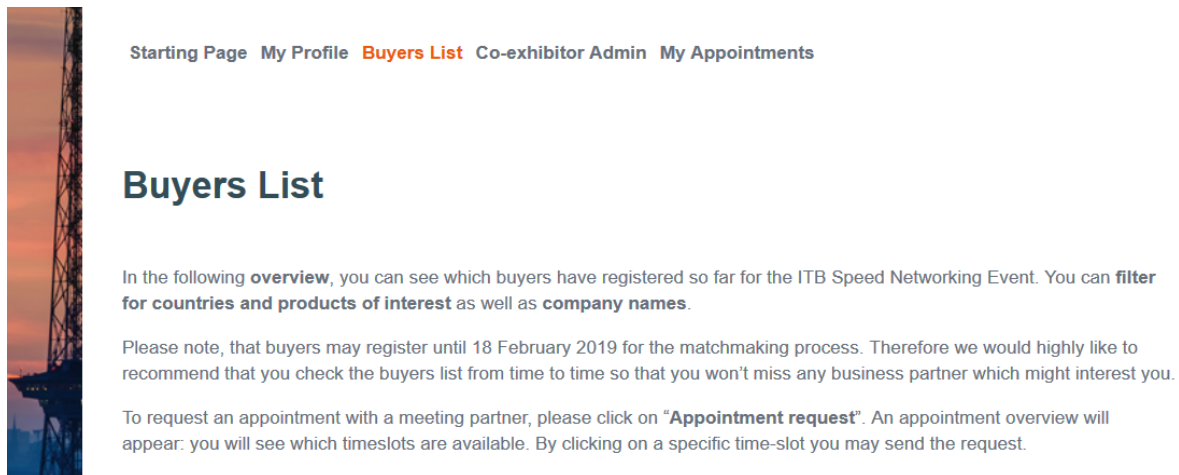




Step by Step: How to make appointments with buyers?

1. Login at www.itbspeednetworking.com/user
2. Go to “**Buyers List**” available from 11 February on for the matchmaking phase

A screenshot of the ITB Speed Networking website's 'Buyers List' page. The page has a navigation bar at the top with links: 'Starting Page', 'My Profile', 'Buyers List' (highlighted in orange), 'Co-exhibitor Admin', and 'My Appointments'. Below the navigation bar is the heading 'Buyers List'. The main content area contains three paragraphs: the first explains that the overview shows registered buyers and can be filtered by countries, products, and company names; the second notes that registration for the matchmaking process ends on 18 February 2019 and recommends checking the list frequently; the third explains how to request an appointment by clicking on 'Appointment request' and notes that an appointment overview will show available timeslots.

Starting Page My Profile **Buyers List** Co-exhibitor Admin My Appointments

Buyers List

In the following **overview**, you can see which buyers have registered so far for the ITB Speed Networking Event. You can **filter for countries and products of interest** as well as **company names**.

Please note, that buyers may register until 18 February 2019 for the matchmaking process. 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.

To request an appointment with a meeting partner, please click on “**Appointment request**”. An appointment overview will appear: you will see which timeslots are available. By clicking on a specific time-slot you may send the request.

3. Duration

The matchmaking process **starts 11 February** at noon (CET) and **ends 28 February** at midnight (CET). 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 18 February 2019 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.

Buyers List

In the following overview, you can see which buyers have registered so far for the ITB Speed Networking Event. You can filter for countries and products of interest as well as company names.

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Total items: 1

Company Name Country of interest

Product of interest

Company Name	Name	Country of interest	Product of interest	Action
Messe Berlin	Ms Franziska Treuer	1. China	1. Catering	request appointment

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.

Starting Page My Profile Buyers List Co-exhibitor Admin **My Appointments**

Appointments for Jessica Naranjo Martinez ITB SPEED NETWORKING EVENT

Date: 8 March 2018
Venue: CityCube Berlin, Level B

- Open requests: 1
- Confirmed requests: 0
- Blocked appointments: 0

Slot-No	Time	Buyer	Option
1 (requested)	09:30 - 09:40	Franziska Treuer, Messe Berlin	<ul style="list-style-type: none"> • cancel appointment • show memo
2 (available)	09:40 - 09:50		<ul style="list-style-type: none"> • block time • find meeting partner
3 (available)	09:50 - 10:00		<ul style="list-style-type: none"> • block time • find meeting partner
4 (available)	10:00 - 10:10		<ul style="list-style-type: none"> • block time • find meeting partner
5 (available)	10:10 - 10:20		<ul style="list-style-type: none"> • block time

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 to start with a maximum of 6 appointment requests. Therefore buyers will also have the opportunity to contact you.

Your Appointment request for Franziska Treuer for 09:30

Send a note with more details. The better your interests are described, the better the match.

Dear Ms. Treuer, I am really interested in your company. Please accept my request.

available characters 500, remaining: 418

[Request appointment](#) [Cancel](#)

9. Block time

You may **block up to 3 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.

• Blocked appointments. 2

Slot-No	Time	Buyer	Option
1 (requested)	09:30 - 09:40	Franziska Treuer, Messe Berlin	<ul style="list-style-type: none">cancel appointmentshow memo
2 (Slots blocked)	09:40 - 09:50		<ul style="list-style-type: none">cancel time block
3 (available)	09:50 - 10:00		<ul style="list-style-type: none">block timefind meeting partner
4 (Slots blocked)	10:00 - 10:10		<ul style="list-style-type: none">cancel time block
5 (available)	10:10 - 10:20		<ul style="list-style-type: none">block timefind meeting partner

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 7 March 2019 if you have at least one scheduled and confirmed appointment.