

HOW TO PLAN YOUR B2B MEETING **MAY 9 – 17, 2021**

As a registered Event participant, you will be asked by email approximately 10 days before the Event to select partners for your meetings according to your individual needs (so-called matching).

MATCHING PROCEDURE



- sign in to your profile with your password
- open the 'List of participants' tab
- read the profiles of participant
- select the company you want to meet and click the 'Details' button and then the green 'Request a Meeting' button

HOW TO ACCEPT OR DECLINE THE REQUEST FOR A MEETING

You can also be contacted at this time with a request for a meeting from another Event participants. It's up to you which meeting you accept. You can also decline the meeting, which will free up the capacity for your next B2B. **Unless you reject the appointments, they will be automatically matched and entered in your B2B appointment schedule after the matching time ends.**

- sign in to your profile with your password
- open the 'Meetings tab' to see your 'Own meeting requests' as well as other guests requests to meet you
- Explanation of options: Guest with status 'Waiting' - awaiting confirmation, 'Confirm' - accept the request, 'Delete' - reject the application

After the end of the matching period and a few days before the Event, you will receive a schedule of your meetings by the email. **The schedule shall include information of the company name, the exact time and the link for your online meeting.**

ONLINE B2B MEETINGS **MAY 25, 2021**



For B2B negotiations, you must log in to the Zoom platform under the name of the company identical to the registration on SMF again, but now via the line belonging to the specific negotiation (see your schedule of negotiations which was sent to you a few days before the event).

- Each B2B meeting has its own unique link.
- **One B2B meeting lasts 19 minutes.** Between meetings you will have 1minute time to prepare for the next meeting. **After 20 minutes, the meeting is automatically adjourned.**
- The English language is officially established for bilateral negotiations with foreign companies. Interpretation of negotiations is not provided.
- **Please join your meeting on time and well prepared.**