

Europort 2011 Brokerage Event 9th of November 2011, Rotterdam



How to select meeting partners?

16th of August 2011

Dear participants,

There are two ways to have a meeting at the Europort 2011 Brokerage Event: you actively book meetings or be requested by other companies.

Active Search for partners:

1. Log in at www.europort2011.b2b-match.com using your e-mail address and password
2. Click on "Catalogue" in the navigation bar
3. Search for suitable profiles in the catalogue via simple free text search or extended search with keywords
4. When you have found an interesting profile you can have the choice to do:
 - **read the detailed profile** by clicking on the text symbol. (Here you can request a meeting or add the profile to your favourites)
 - **save the profile to a list of prospects** by clicking on the plus symbol. (Your prospects will appear under "to do" in your matching report.)
 - **make a meeting request** by clicking on the clock symbol. Here you can write a short message, set a priority for this request and then send your request. The request will appear in your **matching report**. Please note: requests are binding and can not be cancelled !
 - **HINT:** If you wish **to make several requests at once**, you can save the profiles to your prospects list and make the requests all at once. To do this: click on "profiles on your prospects list" under "to do" in your matching report. Select the companies you wish to send a meeting request to and click on "request meetings".
5. Please wait until the requested meeting partner confirms or declines the meeting. The meeting will only be scheduled if the meeting partner accepts the meeting request. A meeting schedule will be sent to you before the event. You can get an overview of your meeting requests at any time while you are logged in by clicking on "Matching report" in the upper left hand side of the webpage.

Passive – A meeting has been requested with you:

In this case you will receive an e-mail with the following text:

Dear Mr / Ms ...,

A meeting with you was requested.

Please log in at www.europort2011.b2b-match.com and accept or decline this request.

All accepted meetings will be scheduled to the convenience of both parties . . .

1. Log in at www.europort2011.b2b-match.com using your e-mail address and password
2. In your matching report under “Contact overview” click on “reply to meeting requests”
3. Under “Incoming requests” you will find the requested meeting
4. Take a good look at the profile via “Details”
5. Click on either “accept” or “decline”

Meetings that are accepted by both parties will be organised by our team starting on the 3rd of November 2011 and are binding.

A meeting schedule will be sent to you before the start of the event.

For further information or any questions please contact your organising Enterprise Europe Network Partner (to find your local partner, please refer to: www.enterprise-europe-network.ec.europa.eu)



Wir stehen Unternehmen zur Seite

The Europort 2011 Brokerage Event team wishes you a very successful business event!

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