



**NEW EUROPE EXHIBITION FOR MEETINGS,
EVENTS & INCENTIVE TRAVEL**
20–21 JANUARY 2016

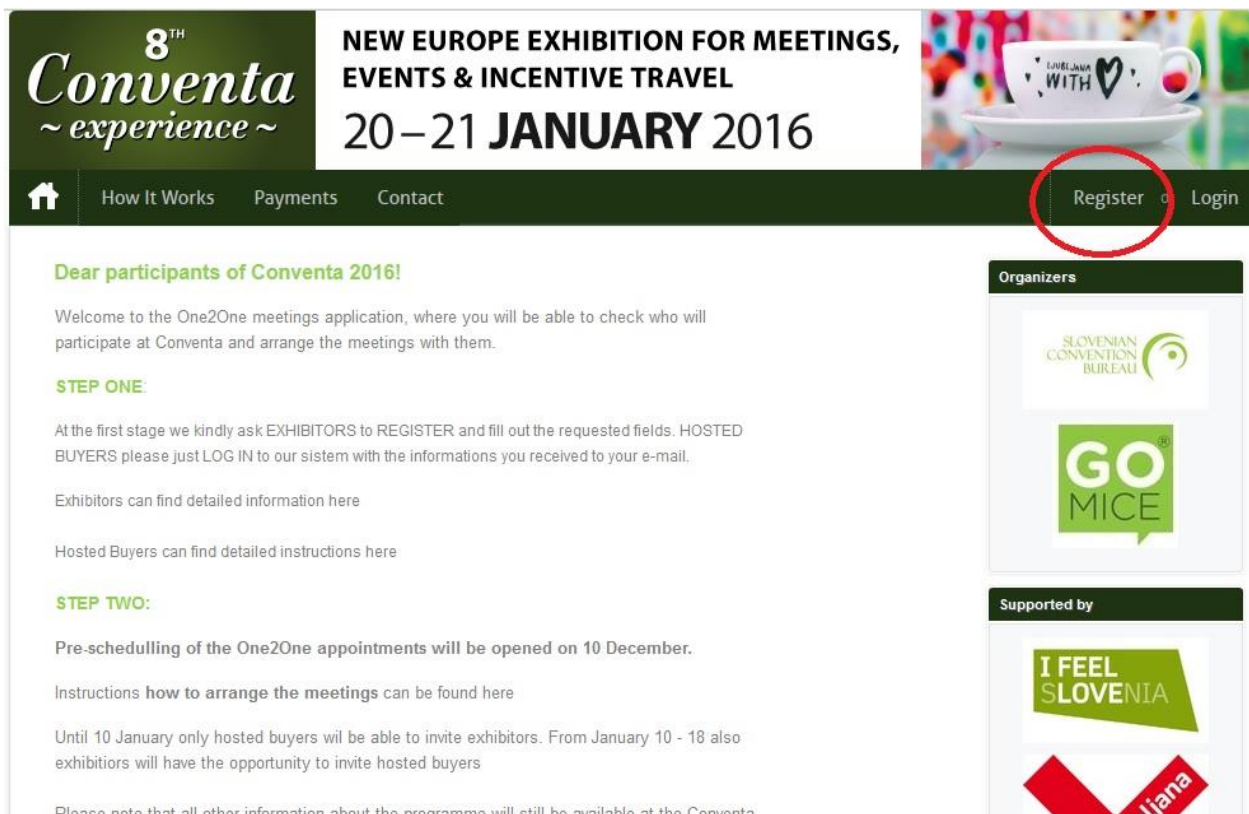


REGISTERING, CREATING A PROFILE AND ARRANGING MEETINGS

The purpose of this document is to demonstrate registering, creating a profile as well as arranging meetings in our Talk B2B Matchmaking software to our valued clients and partners.

REGISTRATION:

The first step is to access the website <http://conventa2016.talkb2b.net/home/index/Home>. The first screen encountered will contain functionality as shown in the screen capture below:



8TH Conventa ~experience~

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Home | How It Works | Payments | Contact | **Register** | Login

Dear participants of Conventa 2016!

Welcome to the One2One meetings application, where you will be able to check who will participate at Conventa and arrange the meetings with them.

STEP ONE:

At the first stage we kindly ask EXHIBITORS to REGISTER and fill out the requested fields. HOSTED BUYERS please just LOG IN to our sistem with the informations you received to your e-mail.

Exhibitors can find detailed information here

Hosted Buyers can find detailed instructions here

STEP TWO:

Pre-schedullung of the One2One appointments will be opened on 10 December.

Instructions **how to arrange the meetings** can be found here

Until 10 January only hosted buyers will be able to invite exhibitors. From January 10 - 18 also exhibitors will have the opportunity to invite hosted buyers

Please note that all other information about the programme will still be available at the Conventa

Organizers

- SLOVENIAN CONVENTION BUREAU
- GO MICE

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- I FEEL SLOVENIA
- Slovenija

To begin the registration process, please select the **“Register”** option as indicated on the screen capture above. Selecting **“Register”** will bring up the Register for Event page as shown below:



Registration Form

E-mail*

First Name*

Last Name*

Job title

Gender Male Female

Your Personal Photo Datoteka ni izbrana.

Organization name*

City*

Address*



We want to participate at One2One meetings*

We want to attend additional events*

The fields on the left marked with a red star are mandatory and need to be filled in. Special attention needs to be paid to the purple square on the right side of the fields, which is shown on the screen above. If you wish to participate in One2One meetings, you need to, first of all, check the "We want to participate at b2b matchmaking sessions" checkbox, and **select the desired time slots**, when you will be available for the meetings.

Our tip for exhibitors: do not miss any opportunity. Mark all the possible time slots!

COOPERATION PROFILE

Information in the **Cooperation profiles fields** is very important for persons that would like to arrange the meeting with you.

Cooperation Profile*

Select an option that best describes your situation

Type*

What are you offering/requesting

Title*

Describe what you offer or require

Description

Password*

Confirm password*

I agree with [privacy policy](#) *

Enter displayed code:

Please refer to the table below regarding the values that need to be entered on the screen above.

Field Name	Field data required
Type	Select an option that best describes your situation (do you offer a product or you have request)
Title	What products are you offering / requesting
Description (in one sentence)	Describe what you offer or require

You can add up to 5 different cooperation profiles. Example: a hotel can offer 1.) accommodation, 2.) conference centre, 3.) wellness & spa

Once all the information has been entered click the **“Register”** button. You registration should be then confirmed by administrator and you shall receive an **activation link to your e-mail address.**

EDITING YOUR PROFILE

Clicking the link sent to your e-mail will bring up the following screen:

Edit profile

Sync Profile Delete Profile Show my Profile

Personal data Organization data Participation schedule Cooperation profiles Participation Fee *

First name* Špela

Last name* Jeruc

Job title TEST

E-mail* spela.jeruc@conventa.info

Gender Male Female

LinkedIn Profile Link

Password

Confirm password

We want to participate at One2One meetings

Update person

YOUR PICTURE

Your personal photo

Prebrskaj ... Datoteka ni izbrana.

Delete image

Complete the Personal Data tab and click the **“Update person”** button. Once you have completed entering and/or updating the information on the Personal Data tab, please do the same with **Organization Data** and **Participation Schedule** tabs, which contain registration information, always ensuring to click the **“Update person”** button before moving to the next tab.

Do not forget to check if all the time slots are marked.

The second way of creating or **editing** a profile is by going to the event web address <http://conventa2016.talkb2b.net/home/index/Home> and selecting the **Login option** as shown below:



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Organizers



Supported by



Ensure that you enter the **same email address and password** that you entered during the **registration process**.

In order to create/update the organization profile information, select the **"Edit my data"** option as shown on the screen bellow:



Edit profile

Sync Profile

Delete Profile

Show my Profile

Personal data

Organization data

Participation schedule

Cooperation profiles

Participation Fee *

First name*	<input type="text" value="Špela"/>
Last name*	<input type="text" value="Jeruc"/>
Job title	<input type="text" value="TEST"/>
E-mail*	<input type="text" value="spela.jeruc@conventa.info"/>
Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female
LinkedIn Profile Link	<input type="text"/>
Password	<input type="password"/>

Your personal photo

Prebrskaj ...

Datoteka ni izbrana.

This takes you to your profile where you can make any other updates to the profile and later arrange the meetings.

ARRANGING MEETINGS:

We are kindly asking you to complete your profile by **10 December 2015**, when the opening of the **option for pre-scheduling of the meetings is planned**.

Please do not hesitate to contact us, if you need any assistance!

E: natalija@conventa.info

T: +386 1 430 51 03 (Mon – Fri 9.00 – 16.00)

With kind regards,

Conventa Team