



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



LOG IN, EDIT YOUR PROFILE AND ARRANGE MEETINGS

The purpose of this document is to demonstrate log in, edit your profile as well as arrange meetings in our Talk B2B Matchmaking software to our valued clients and partners.

EDITING YOUR PROFILE:

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 | **Log in**

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 system 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-scheduling 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

Organizers

SLOVENIAN CONVENTION BUREAU

GO MICE

Supported by

I FEEL SLOVENIA

Ljubljana

To LOG IN, please select the “Log in” option as indicated on the screen capture above on the right corner of the screen.

Selecting “Log in” will bring up the page as shown below:



How It Works

Payments

Contact

Register or Login

Log in

Email

Password

Can't access your account?

Register

Log in

Please Log in with **your e-mail** and **password** as sent in an e-mail from Conventa team.

Please go to **Personal** data, upload your **Personal photo**, and fill in the **blank fields** as seen in picture below.

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

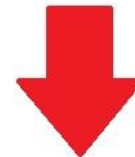
Password

Confirm password

We want to participate at One2One meetings

Update person

YOUR PICTURE



Your personal photo

Prebrskaj ...

Datoteka ni izbrana.

Delete image

Please go to **Organization data** and upload your LOGO as in picture below.

Edit profile

[Sync Profile](#) [Delete Profile](#) [Show my Profile](#)

Personal data **Organization data** Participation schedule Cooperation profiles Participation Fee *

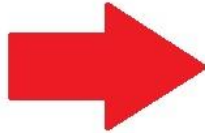
Organization name *

Organization Type*

- Convention Bureau
- Congress hotel
- Congress / Convention Centre
- Hotel with conference facilities
- PCO – professional congress organiser
- DMC – destination management company
- Special venue
- Event Management agency
- Corporate
- Incentive house
- Independent meeting planner
- Association
- Venue finding agency
- Marketing agency
- Others

Logo Datoteka ni izbrana.

Second Person Image Datoteka ni izbrana.



COOPERATION PROFILE

Information in the **Cooperation profiles fields** is very important for persons that would like to arrange the meeting with you. Please go to **Products / Services profiles** as shown in picture below and **add product / service** which you are inquiring.



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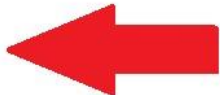
Home How It Works Payments Contact Edit my data Logout

Edit profile

[Sync Profile](#) [Delete Profile](#) [Show my Profile](#)

Personal data Organization data Participation schedule **Cooperation profiles** Participation Fee *

Label	Ordering	Title	Description	Action
<input type="button" value="WE ARE INQUIRING"/>	1	TEST	TEST	Edit Disable Delete



Field Name	Field data required
Type	We are inquiring
Title	What products are you requesting
Description (in one sentence)	Describe what you require

You can add up to 5 different cooperation profiles.

Once all the information has been entered click the "Save new profile" button.

ARRANGING MEETINGS

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

Clicking the "Home" Icon on the left side of the screen will bring up the following screen:

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Home | How It Works | Payments | Contact | Edit my data | Logout

Participants
[Show All](#)
[Search](#)
[Suggested Connections](#)
[Favorites](#)
[Show my visitors](#)
[Participation Fee](#)

Participants
 Total: 0

Profile views
 Before Event: 0
 After Event: 0

Talk B2B
 Log in to your profile

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You can search for Exhibitors **by countries** or click "Show All" button where you will see the complete list of registered Exhibitors and Hosted Buyers. Under each profile, you will see a green "Request a meeting" button. By clicking on it the Exhibitor will have **72 hours** to accept or decline the Meeting.

NEED HELP?

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

E: spela.jeruc@conventa.info

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

With kind regards,

Conventa Team