



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



### ARRANGING MEETINGS:

Dear exhibitors and hosted buyers at Conventa 2016

You are kindly invited to arrange the One2One meetings that will open on Thursday, December 10<sup>th</sup>, 2015.

**Please note that in the first step only hosted buyers can invite exhibitors. From January 10<sup>th</sup> 2015 on, also exhibitors will get the possibility to invite hosted buyers.**

After logging in at the Registration site, please click the **"Home icon"** at left side of the screen and then select the **"Show All"** option or click **"Search"** and choose **"Advanced"** option to search upon different criteria on the left hand side as shown on the following screen. Doing so will display a list of all participants who are available to set up and arrange a meeting:"

The screenshot shows the 'Participants' page of the Conventa website. The top navigation bar includes a home icon, 'Program', 'Contact', 'Edit my data', and 'Logout'. On the left, there is a sidebar with navigation options: 'Participants' (with 'Show All' circled in blue), 'Search', 'Favorites', 'Show my visitors', 'Notifications', 'Messages', 'B2B Meetings' (with 'Overview', 'My Meetings', and 'Agenda' sub-links), and a 'Participants' list by country.

Country	Count
Brazil	1
Denmark	1
Egypt	1
Estonia	1
Germany	2
Greece	1
Poland	1
Serbia	5
Total	13

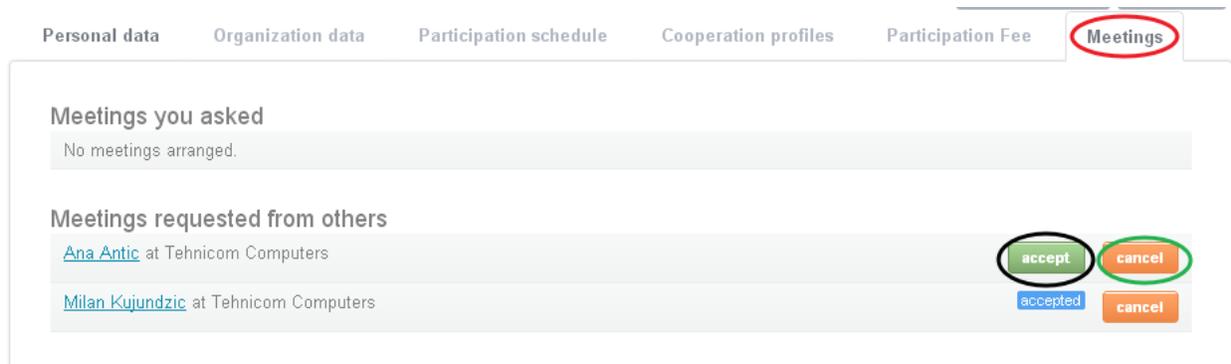
The main content area displays a list of participants:

- CompuMedical** (Company): Ghada Abdullah, Egypt, Cairo. Includes a 'view profile' link and a star icon.
- Comtrade Poland** (Company): Mark Hiber, Poland, Warsaw. Includes a 'view profile' link, a 'Request a Meeting' button (circled in red), and a star icon.
- Doaker** (Company): Klaud Bo, Germany, Berlin. Includes a 'view profile' link, a 'Request a Meeting' button (circled in green), and a star icon. Skills listed: Software (OFFER), Web design (REQUEST), Cooperation (REQUEST), digital library (OFFER).
- Medianetworks**: Includes a star icon.

There is a green **"Request a Meeting"** option below each participant shown. Clicking this option will automatically send a meeting request. The person/organization to which you sent

the meeting request will receive an email and will have the option of either accepting or declining the meeting request. The same rule applies if somebody sends you a request. The meeting will automatically be declined **after 72 hours** if not accepted.

To see a summary of all meeting requests sent and received, as well as an option to accept or reject a meeting request please click "**Edit my Data**" option on top right corner of the screen. Under "**Meetings**" option you will be available to accept or cancel the meetings. Please refer to the following screen capture:



As you can see above, besides the name of person who sent you a meeting request, there are two options; accept and cancel. By clicking the "**accept**" button, you will accept and confirm the meeting, whereas if you click "**cancel**", you will cancel or decline the meeting.

When a meeting is accepted, it is shown in **blue** and when a meeting is canceled, it is shown in **red**.

The meeting that was cancelled will stay cancelled; however, you always have the option of sending that same organization a meeting request at a time that is more convenient for you.

If you want to check your Agenda, please click the "**House icon**". After that, you can check your meetings in the "**Agenda**" option on left hand side of the main page.

If you need any help, please do not hesitate to contact us!

Your CONVENTA team

[natalija@conventa.info](mailto:natalija@conventa.info)

[spela.jeruc@conventa.info](mailto:spela.jeruc@conventa.info)

T: 386 1 430 51 03