



Showcase Ireland Virtual Showrooms

25 - 29 January 2021

BUYERS

HOW TO GUIDE



25 Jan 2021 - 29 Jan 2021

Showcase Ireland Virtual Showrooms

[Home](#) [About Showcase Ireland](#) [Webinar: The Evolution and Future Trends in eCommerce](#) [Help](#)

Welcome to Showcase Ireland Virtual Showrooms

Ireland is open for business with an exciting five days of Virtual Showrooms for invited buyers from across the globe.

Meet the people, hear the stories behind an engaging selection of Irish *Fashion*, *Jewellery*, and *Home & Gift* categories.



FASHION & ACCESSORIES



HOME & GIFT



JEWELLERY

[Register now](#)

Open until 30 November 2020

ORGANISED BY



In association with



Content

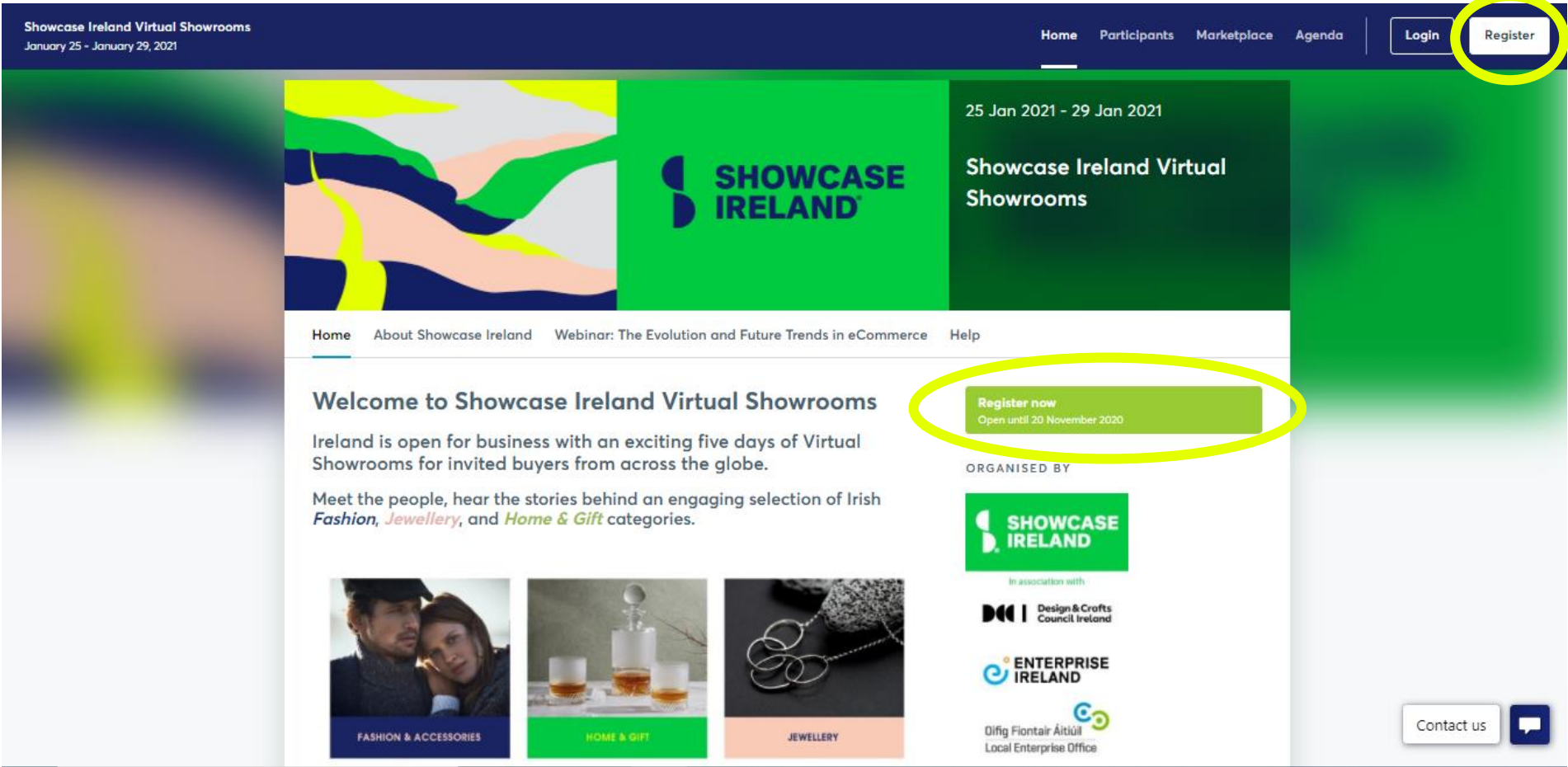
- [Before you start ... TOP TIPS!](#)
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Before you start ... TOP TIPS!

- Only one profile per company should be created. Your company's profile will be linked to the email address used to create your registration. All email notifications for the event will be sent to this email address. You will be able to invite a colleague to join your meetings if required.
- The email address and personal information used to set up the registration should reflect the details of the person that will be holding the meetings in January. This information can be amended at any stage.
- If a colleague is to join you or take a meeting on your behalf, it's recommended that you message the Exhibitors to let them know.
- You can edit your profile at any time but bear in mind that your entries will be visible to Exhibitors as soon as you register.
- You will receive automatic notifications when completing your registration and when receiving responses to meeting requests or new messages. If you don't receive them, please check your junk/spam mail box for the following address: noreply@b2match.io.
- Make sure you have the latest version of your browser installed. The recommended browsers are Chrome, Firefox, Edge or Safari. It's recommended that you set one of them as the default browser on your device.

How to register

Click one of the two options highlighted below to start your registration.



How to register

Enter the email address of the person that will be holding the meetings in January. You can change it at a later stage if required.
Note that a “Verify your email” message will be sent to the email address used to create the registration.
Please verify your email address before proceeding with your registration.

Showcase Ireland Virtual Showrooms
January 25 - January 29, 2021

[Home](#) [Participants](#) [Marketplace](#) [Agenda](#) [Login](#) [Register](#)

Registration

Choose how to proceed and start signing up for the event.

Continue with LinkedIn

Continue with Google

or

Enter your email

Continue with Email

How to upload your profile

Personal Information

- This information will be visible to all participants.
- Your mobile phone number will only be visible to the event organisers and will be used to contact you only if necessary.
Format: (+ country code)XXXXXXXXXX
- Upload your picture to make your profile more personal.
- A “Bad Image” message will appear if the file type you try to upload is not supported by the platform.
- Supported file types: jpeg, jpg, .gif and .png

Complete Your Profile

Add information about yourself and your organisation to your profile.

Personal Information

FIRST NAME*


LAST NAME*

JOB POSITION

MOBILE PHONE NUMBER

Only the event organiser can see your phone number

PROFILE PICTURE



[Click here to upload a profile picture](#)

Use a picture that gives the attendees a good impression of who you are. Please do not upload pictures of landscapes or logos.

TIME ZONE *

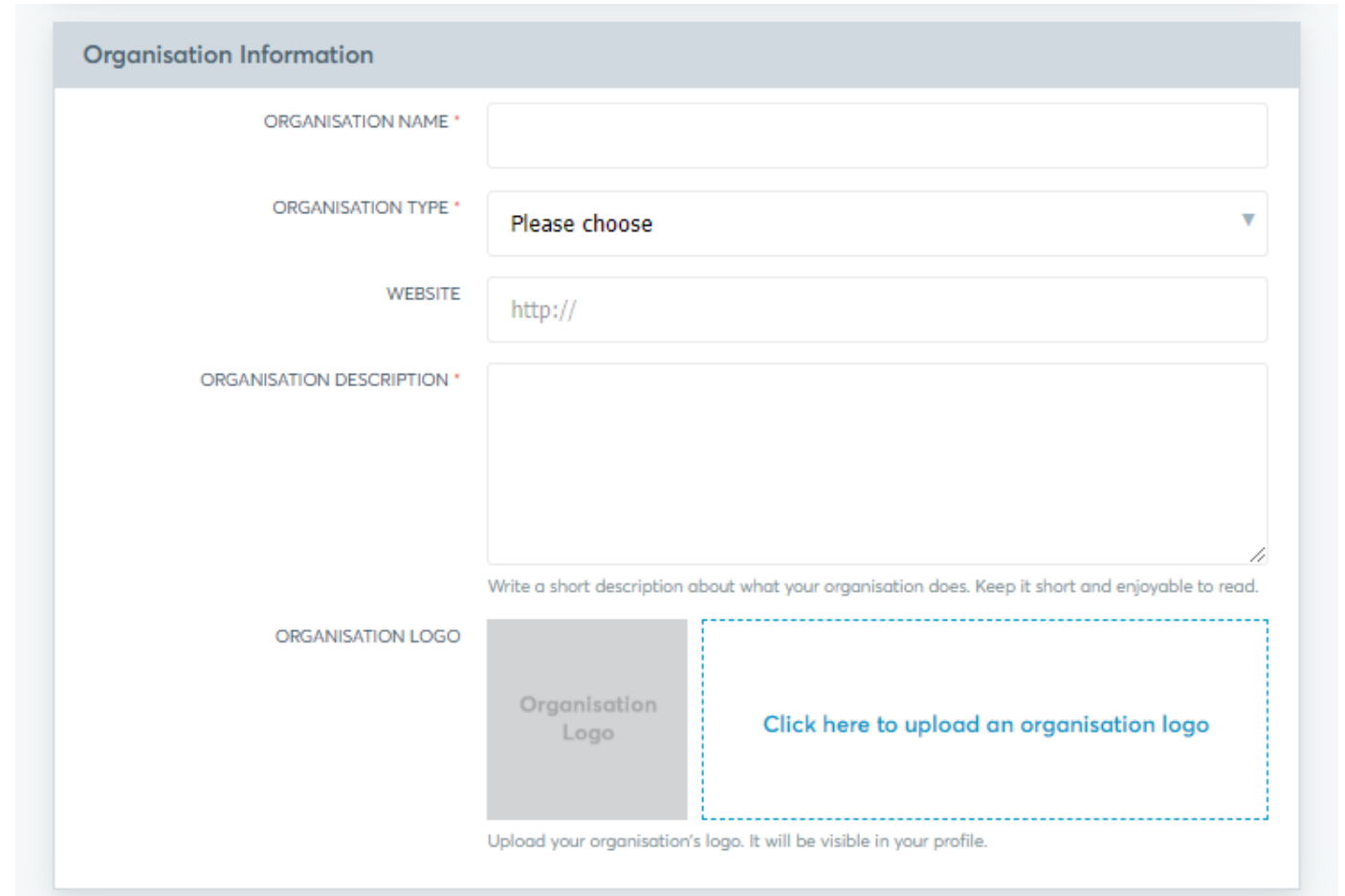
Europe/Dublin ▼

You are attending the event remotely. Pick the time zone in which you are situated

How to upload your profile

Organisation Information

- Your organisation details will be visible to all participants.
- Upload your company logo to make your profile easily identifiable.
- A “Bad Image” message will appear if the file type you try to upload is not supported by the platform.
- Supported file types: jpeg, jpg, .gif and .png



The screenshot shows a web form titled "Organisation Information". It contains the following fields:

- ORGANISATION NAME ***: A text input field.
- ORGANISATION TYPE ***: A dropdown menu with "Please choose" selected.
- WEBSITE**: A text input field containing "http://".
- ORGANISATION DESCRIPTION ***: A large text area with a placeholder text: "Write a short description about what your organisation does. Keep it short and enjoyable to read."
- ORGANISATION LOGO**: A section with a grey placeholder box labeled "Organisation Logo" and a dashed blue box with the text "Click here to upload an organisation logo". Below this is a note: "Upload your organisation's logo. It will be visible in your profile."

How to upload your profile

Address, Socials and Contact Email address

- The social media handles and the contact email address entered here will be visible to all participants.
- It is recommended that the email address entered in this field is checked regularly to ensure a prompt response to any queries.
- Once you're done, click "Continue".

The screenshot shows a web form for uploading a profile. It is divided into two main sections. The top section, titled 'Address', contains five fields: 'COUNTRY *' (a dropdown menu showing 'Please choose' with a red border and the message 'This field is required.' below it), 'STATE PROVINCE' (an empty text box), 'CITY *' (an empty text box with a red border and the message 'This field is required.' below it), 'ZIP CODE' (an empty text box), and 'ADDRESS' (an empty text box). The bottom section contains four fields: 'TWITTER' (an empty text box), 'INSTAGRAM' (an empty text box), 'FACEBOOK' (an empty text box), and 'CONTACT EMAIL ADDRESS *' (an empty text box with a red border and the message 'This field is required.' below it, followed by the note 'This email address will be visible to all participants as part of your company profile.'). At the bottom right of the form, there is a blue 'Continue' button, which is circled in yellow.

Plan your attendance

- Before you can request 1:1 meetings you must first indicate your availability over the five days of Showcase Ireland.
- Use the “Select all” button or pick the individual slots that you are available for.
- Depending on the time zone you are in, this may limit the number of meeting slots available to you.
- You can change your availability at any time by accessing your [Agenda](#) and adding or removing sessions.
- Make sure to sign-up for “*The Evolution and Future Trends in eCommerce*” Webinar on Wednesday 27 January 2021, 14.00-15.00hrs (GMT).

Registration will close on 20 November 2020.

Plan your Attendance
25 January 2021 (Monday 1 of 5)

Which sessions do you want to attend?

1:1 Meetings between exhibitors and buyers from Asia Pacific and Europe [Select all](#) [Unselect all](#)

08:00 09:00 10:00 11:00 12:00 13:00

1:1 Meetings between exhibitors and buyers from Canada, USA and Europe [Select all](#) [Unselect all](#)

14:00 15:00 16:00 17:00 18:00

[Go back](#) [Continue](#)

[Cancel registration](#)

Registration will close on 20 November 2020.

Plan your Attendance
27 January 2021 (Wednesday 3 of 5)

Which sessions do you want to attend?

1:1 Meetings between exhibitors and buyers from Asia Pacific and Europe [Select all](#) [Unselect all](#)

08:00 09:00 10:00 11:00 12:00 13:00

1:1 Meetings between exhibitors and buyers from Canada, USA and Europe [Select all](#) [Unselect all](#)

14:00 15:00 16:00 17:00 18:00

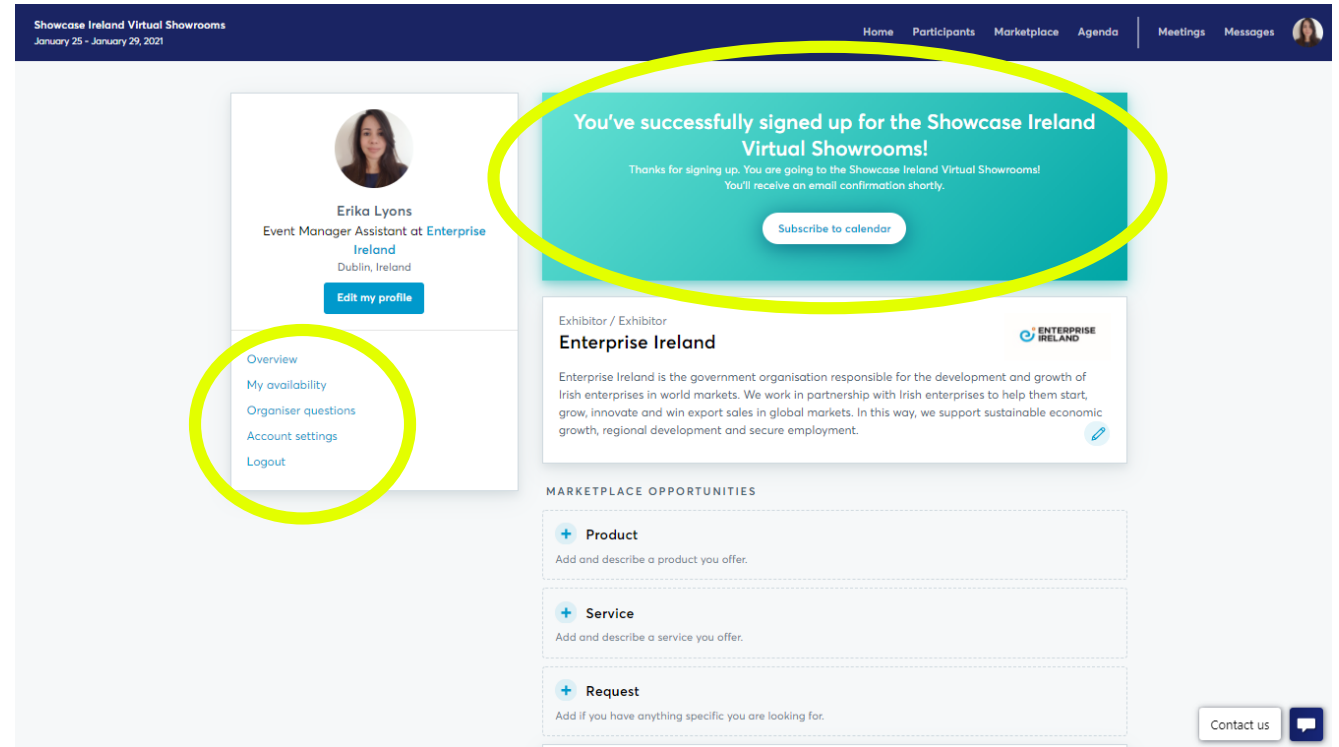
Webinar: The Evolution and Future Trends in eCommerce

Time 14:00 - 15:00 Location Live stage

[Go back](#) [Continue](#)

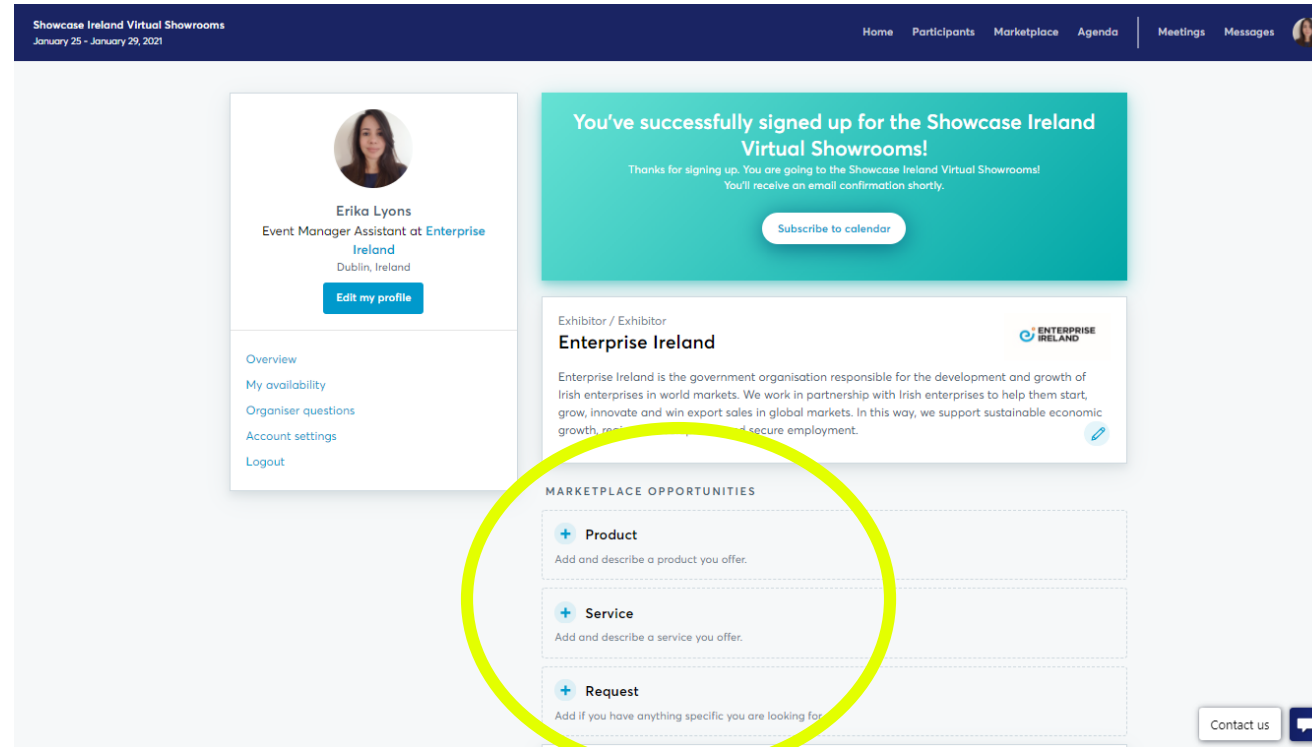
Your profile

- You can now add this event to your calendar.
- You can edit your profile at any time – *e.g. change your image, correct a possible misspelling or add an updated logo*. Remember to click “Save” once you’re done.
- Check your availability and add or remove meeting slots in “My availability”.
- To amend or add social media handles and contact email address click “Organisers questions”.
- If you need to change the email address/password used to create your registration, select “Account settings”. A “Verify your email” message will be sent to the new email address. You must verify the new email address to complete the change.



Marketplace Opportunities

The Marketplace is a dedicated area where Exhibitors have published images and videos of their **Products** and **Services**. This is also where **Buyers** can publish specific **Requests** for any products or services they are looking for.



Marketplace Opportunities

There are three types of **Marketplace** entries:

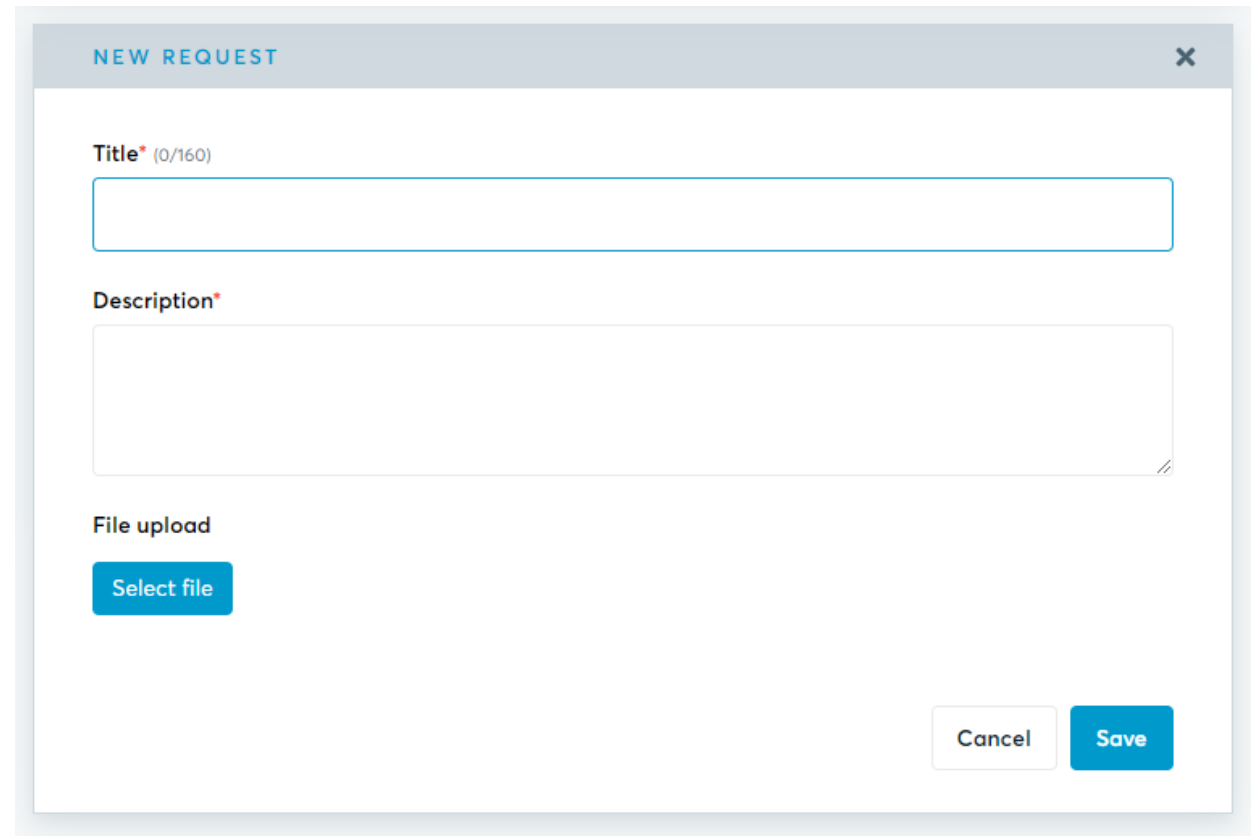
- **Product** – completed by Exhibitors only
- **Service** – completed by Exhibitors only
- **Request** – completed by Buyers only

The screenshot shows the 'Marketplace Opportunities' section of the Showcase Ireland Virtual Showrooms website. The page has a dark blue header with navigation links: Home, Participants, Marketplace, Agenda, Meetings, and Messages. A user profile for Erika Lyons, Event Manager Assistant at Enterprise Ireland, is visible on the left. A teal banner on the right confirms successful sign-up for the virtual showrooms. The main content area is titled 'MARKETPLACE OPPORTUNITIES' and features three entry types: Product, Service, and Request, each with a plus icon and a description field. A yellow circle highlights these three entry types. A 'Contact us' button is located at the bottom right.

Marketplace Opportunities

Requests – for use by Buyers only

- This field is intended for Buyers' use only.
- This is to facilitate any special requests Buyers might have for Exhibitors.
- You can add as many **Requests** as you wish.
- These **requests** are displayed in the Marketplace along with the products and services offered by Exhibitors. They are visible to Exhibitors only.

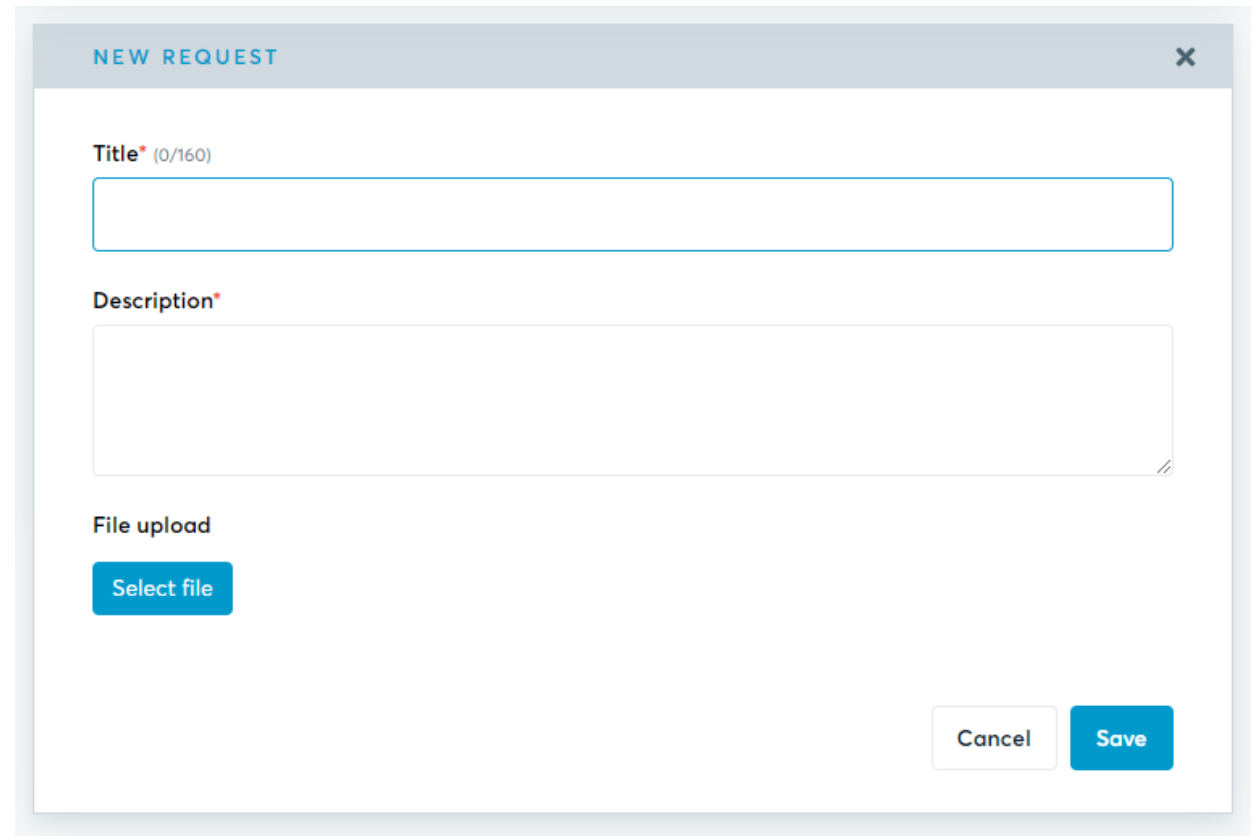


The screenshot shows a web form titled "NEW REQUEST" with a close button (X) in the top right corner. The form contains three main sections: 1. "Title*" with a character count "(0/160)" and a single-line text input field. 2. "Description*" with a multi-line text area. 3. "File upload" with a blue "Select file" button. At the bottom right of the form are two buttons: a white "Cancel" button and a blue "Save" button.

Marketplace Opportunities

Adding a *Request* – Title and Description

- **Title:** add a name to your entry - *e.g. product or service you are looking for.*
- **Description:** enter specific details about what you are looking for.
- **File upload:** to add a brochure or catalogue click “Add file”.
Supported files: pdf, .doc, .docx, .xls, .xlsx, .jpg, .gif and .png.
Maximum size: 10MB per file.
- **Allow a few seconds for any uploads to appear before clicking “Save”.**

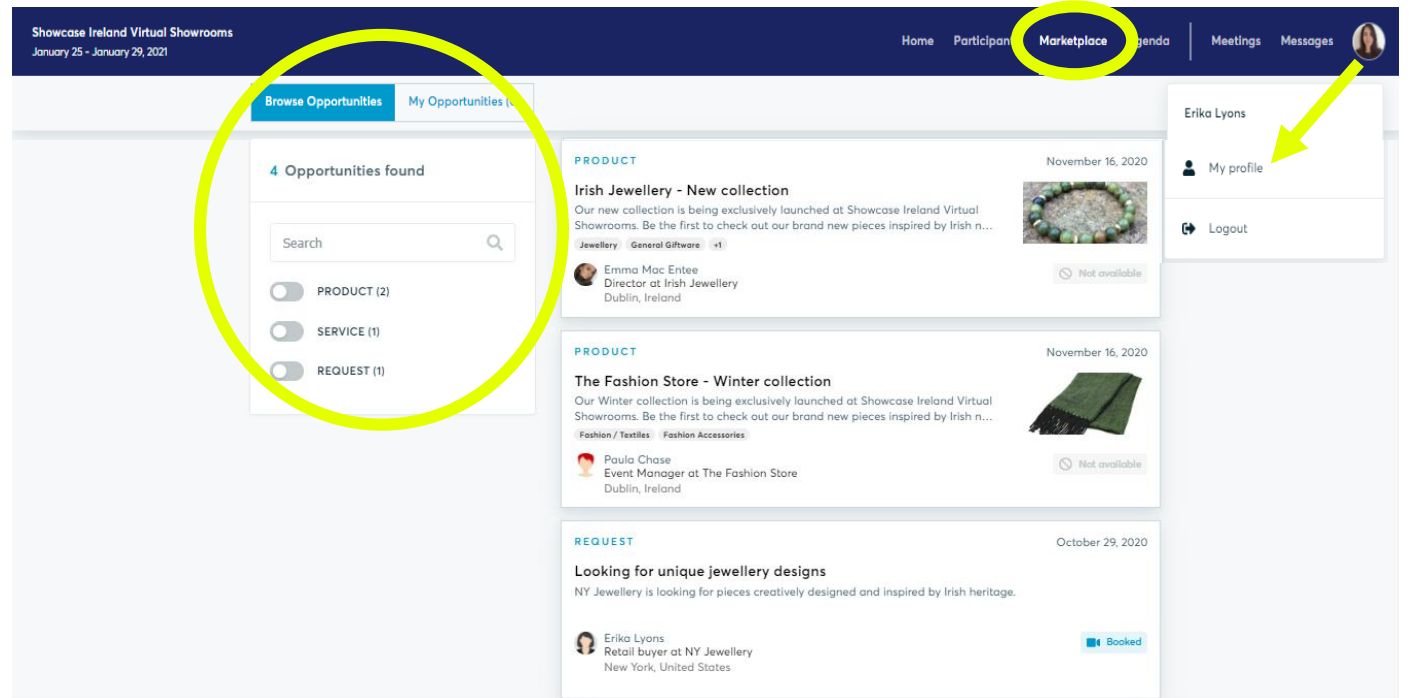


The screenshot shows a web form titled "NEW REQUEST" with a close button (X) in the top right corner. The form contains three main sections: 1. "Title*" with a character count "(0/160)" and a single-line text input field. 2. "Description*" with a multi-line text area. 3. "File upload" section featuring a blue "Select file" button. At the bottom right of the form are two buttons: a grey "Cancel" button and a blue "Save" button.

The Marketplace

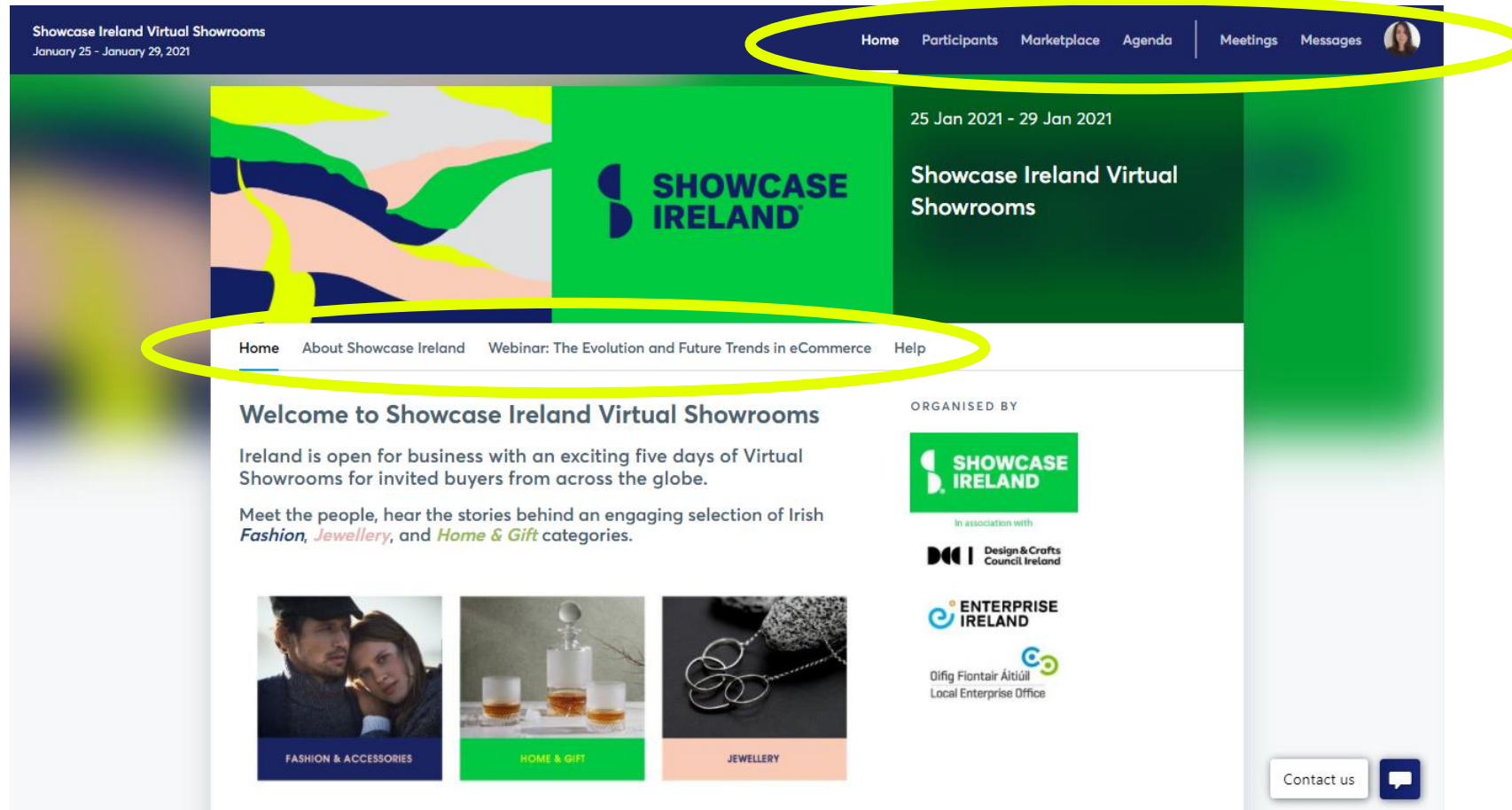
Navigating the Marketplace

- Your company's requests will be visible to Exhibitors in the Marketplace once they are saved.
- To view your own **Requests** click on "My Opportunities" or return to your profile by clicking on your image on the right top side of the page.
- To browse all entries click "Browse Opportunities". You can select the filters "Product", "Service" or "Request" or add a **keyword** in the search bar.



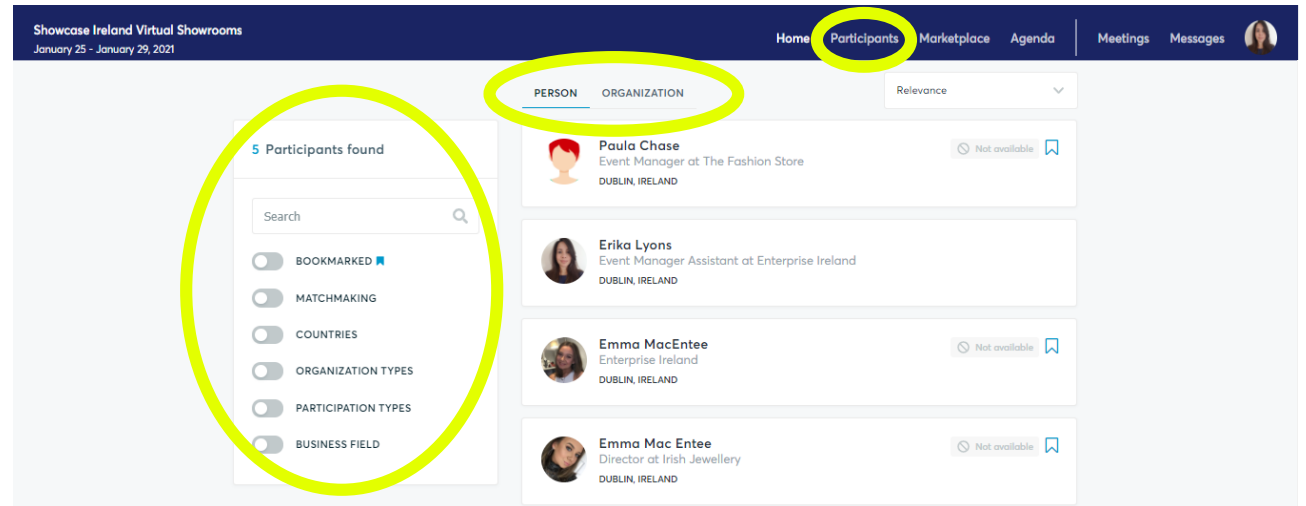
Navigating the event platform

Use the options in the navigation banner and in the “Home” page to find additional information on the event.



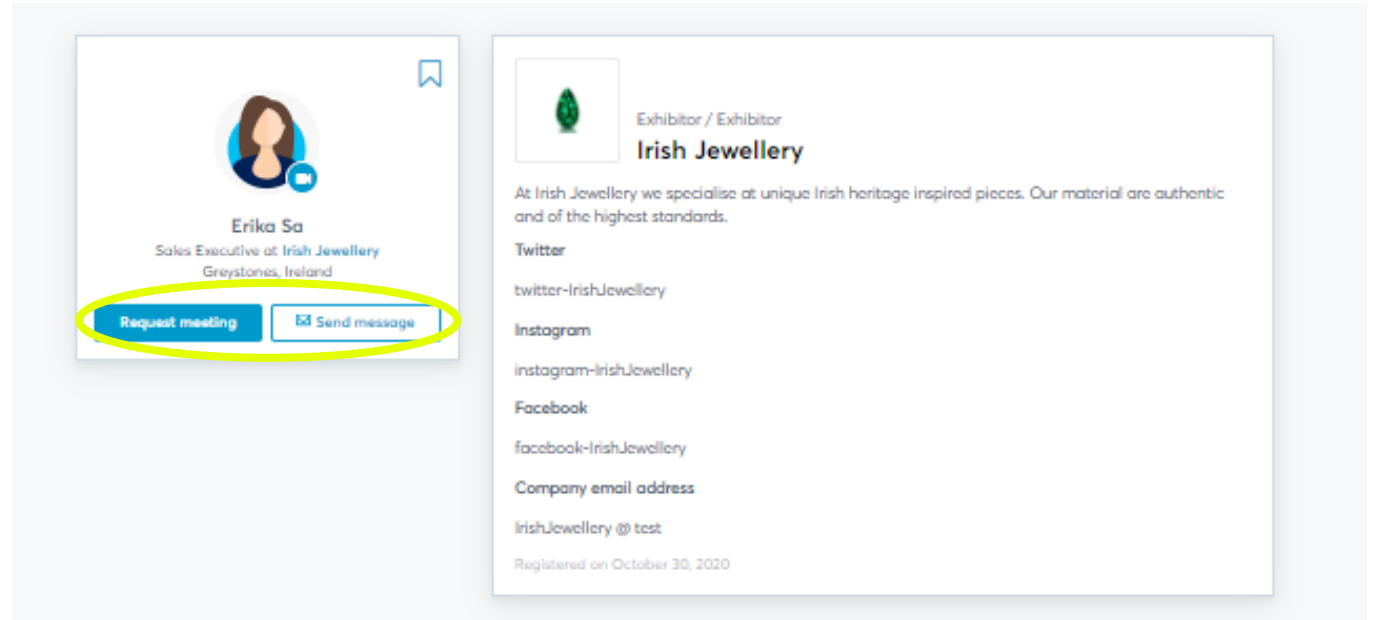
Participants

- To view attendees select “Participants” in the navigation banner. Your details will also be visible to all Exhibitors.
- Using the options available on the left, filter the listing as you wish.
E.g. by “Business Field” to view Exhibitors within the main areas of activity (Fashion, Jewellery and Home & Gift).
- You can apply the filters to a “Person” or “Organisation”.
- Click on the Exhibitor’s entries to view their full profile.
- When viewing an Exhibitor full profile you can also view their social media handles and their Marketplace entries.
N.B. click on the images to enlarge them.



How to request 1:1 meetings

- **Only Buyers can request meetings.**
- Once you have selected an Exhibitor from the “Participants” tab in the navigation banner, you’ll be able to view their full company profile.
- On the left-hand side, you can click “Request meeting” to start the booking process or “Send message” to send the Exhibitor a note to clarify any queries you may have.
- You can also book meetings by accessing the Exhibitor profiles from anywhere on the platform such as the Marketplace.



How to request 1:1 meetings

- After clicking “Request meeting”, a dialogue box will open with the time slots available for both parties. Note that the time slots will be shown in accordance to the time zone you selected when creating your registration.
- Choose the preferred date and time for your meeting. Time slots already filled will be shown in grey. The time you select will be shown in blue.
- Add a short message to outline your objectives for the meeting. If you are happy with the time selected click “Send request”.
- If you would like to book more meetings with other Exhibitors just click the “Participants” tab again to open the page.

Example 1

The dialog box is titled 'Introduce yourself to Erika Sa'. It shows a profile for Erika Sa, Sales Executive at Irish Jewellery Greystones, Ireland. The time zone for the meetings is set to 'Asia/Tokyo'. A message box is present with the text: 'Due to the time zone difference of both parties this meeting can only be scheduled outside typical business hours (09:00 - 17:00). Please take the time zone difference into account when selecting a meeting time.' The date is 'Monday, January 25, 2021' and the time slot '22:00' is selected. The 'Send request' button is highlighted.

Example 2

The dialog box is titled 'Introduce yourself to Erika Sa'. It shows a profile for Erika Sa, Sales Executive at Irish Jewellery Greystones, Ireland. The time zone for the meetings is set to 'Europe/Dublin'. A message box is present with the text: 'This meeting will take place on our platform as an online video conference'. The date is 'Monday, January 25, 2021' and the time slot '10:00' is selected. The 'Send request' button is highlighted.

How to request 1:1 meetings

Time zones

- If you are a Buyer based outside the GMT time zone, when requesting a meeting you may see one of the highlighted messages on the right.
- ***These are automated messages to flag the different time zones. They do not impact your ability to book meetings in any available time slot.***
- Any timeslots available are valid and free to be selected, as the Exhibitor has marked themselves available for this 1:1 meeting time.

Time zone for the meetings: [Asia/Tokyo](#)

This meeting will take place on our platform as an online video conference

**INTERP
ELAN** Write a message... (Optional)

Due to the time zone difference of both parties this meeting can only be scheduled outside typical business hours (09:00 - 17:00). Please take the time zone difference into account when selecting a meeting time.


Monday, January 25, 2021

| | | | |
|-------|-------|-------|-------|
| 18:00 | 19:00 | 20:00 | 21:00 |
| 22:00 | 23:00 | | |

Wednesday, January 27, 2021

[Send request](#)

Time zone for the meetings: [America/New_York](#)

 Write a message... (Optional)

To schedule this meeting during typical business hours of both parties we suggest you request a meeting in the following time period: **09:00 - 12:00.**

Friday, November 13, 2020

| | | |
|-------|-------|-------|
| 07:00 | 07:20 | 07:40 |
|-------|-------|-------|

[Send request](#)

Meetings

- Select “Meetings” in the navigation banner to view and manage your meeting requests.
- Exhibitors will receive an email notification when you request a meeting with them.
- The Exhibitor can “Accept” it or “Reschedule” the meeting by proposing a new time slot in which case you will receive an automatic email notifying you of the proposed new time.
- You can filter your meetings by their status using the options at the top of the page.
- If you need to cancel a meeting, please [send the Exhibitor a brief message](#) to explain why.
- Your cancelled meetings will be listed at the bottom of the page.

Showcase Ireland Virtual Showrooms
January 25 - January 29, 2021

Home Participants Marketplace Agenda **Meetings 2** Messages

1x1 Meetings Camera and microphone test

ALL 2 CONFIRMED 1 PENDING 1 CANCELED 0 AVAILABILITY

The meetings and sessions schedule is displayed in the Europe/Dublin time zone (the current time is 18:19). [Change](#)

Next meetings

Meeting 1:
Paula Chase, Event Manager at The Gift Store
Erika Lyons, Event Manager Assistant at Enterprise Ireland
08:00 - 08:45
Monday, January 25
Online Video Conference
MEETING SCHEDULED
[Cancel](#) [Reschedule](#) [Starts in 2 months](#)

Meeting 2:
Erika Lyons, Retail buyer at NY Jewellery
Erika Lyons, Event Manager Assistant at Enterprise Ireland
15:00 - 15:45
Monday, January 25
Online Video Conference
MEETING INVITATION RECEIVED
[Cancel](#) [Reschedule](#) [Accept](#)

Meetings

- Once your meeting request has been accepted, the green button will be active and will show a countdown to the scheduled meeting time.
- By clicking on the green button you can test the video meeting facility or [get a link to share the meeting invitation with a colleague](#).
- You can also test the camera and microphone functionality on your preferred browser by clicking the blue button at the top right corner.
- To avoid any technical delays during the live meetings, test the meetings facility in advance.

Showcase Ireland Virtual Showrooms
January 25 - January 29, 2021

Home Participants Marketplace Agenda **Meetings 2** Messages

1x1 Meetings

ALL 2 CONFIRMED 1 PENDING 1 CANCELED 0

AVAILABILITY

The meetings and sessions schedule is displayed in the Europe/Dublin time zone (the current time is 18:19). [Change](#)

Next meetings

Paula Chase, Event Manager at The Gift Store
Erika Lyons, Event Manager Assistant at Enterprise Ireland

08:00 - 08:45
Monday, January 25
Online Video Conference

MEETING SCHEDULED

Cancel Reschedule **Starts in 2 months**


Erika Lyons, Retail buyer at NY Jewellery
Erika Lyons, Event Manager Assistant at Enterprise Ireland

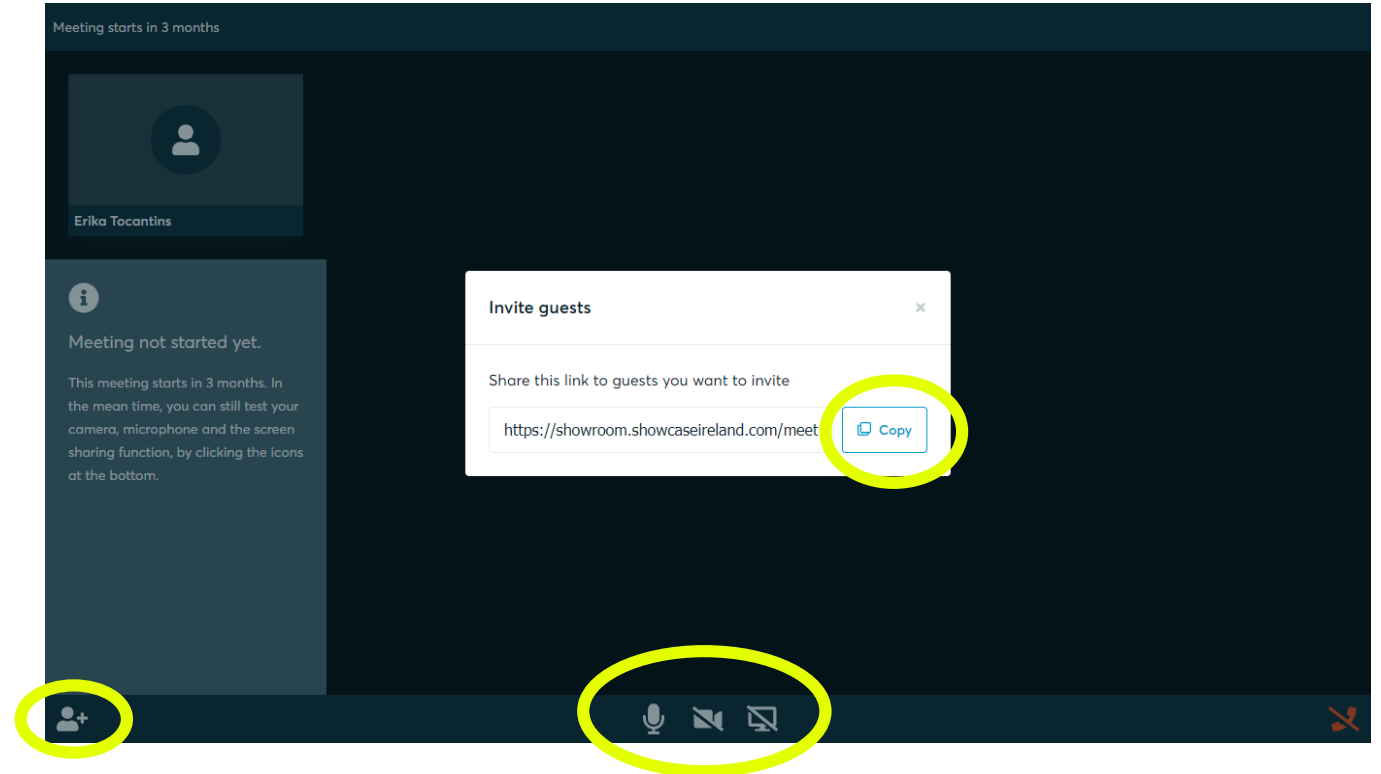
15:00 - 15:45
Monday, January 25
Online Video Conference

MEETING INVITATION RECEIVED

Cancel Reschedule Accept

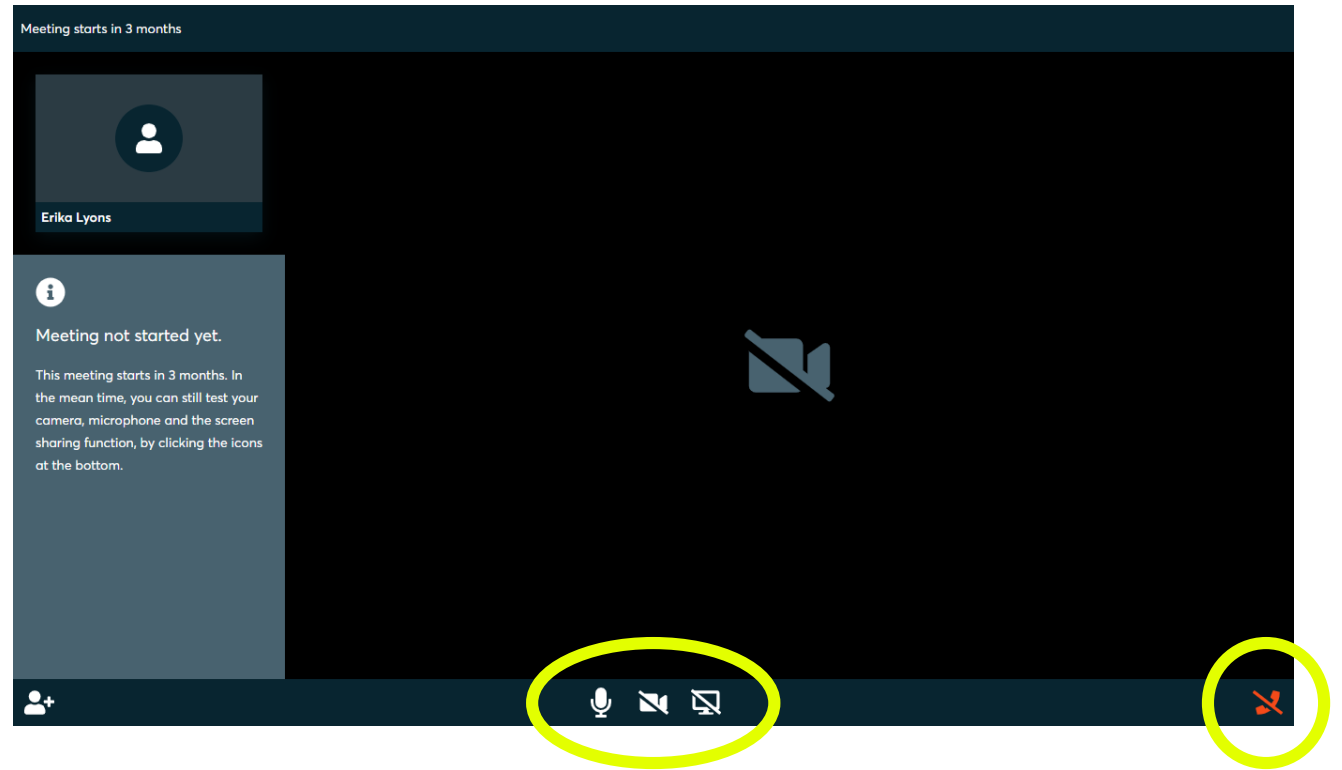
Meetings

- This is how the video meeting interface looks.
- All meeting participants will be shown on the left side panel with the person speaking showing in the main screen.
- You can invite a colleague to join a meeting. Click the  icon at the bottom left of the screen and click “Copy” in the dialogue box. Then email/message the link to the colleague you would like to invite. This can be done in advance or during a meeting.
- To optimise your meeting, it's recommended that a max of two people from your company participate in a meeting.



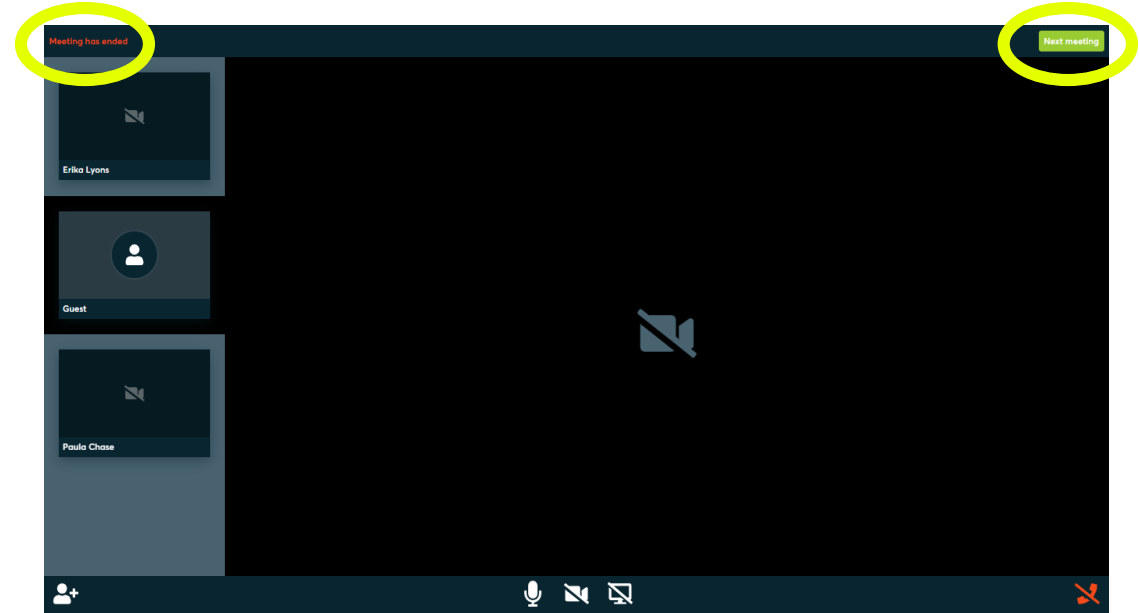
Meetings

- Turn your microphone and camera on/off, and end the call, by clicking the icons at the bottom of the page.
- You can share your screen during the meeting. **N.B.** Please note that the sound of any videos you may play when sharing the screen will not be audible to the other participants.
- If you would like to share a video, we suggest you send the link to it via the messaging facility or upload it in the “Marketplace”.



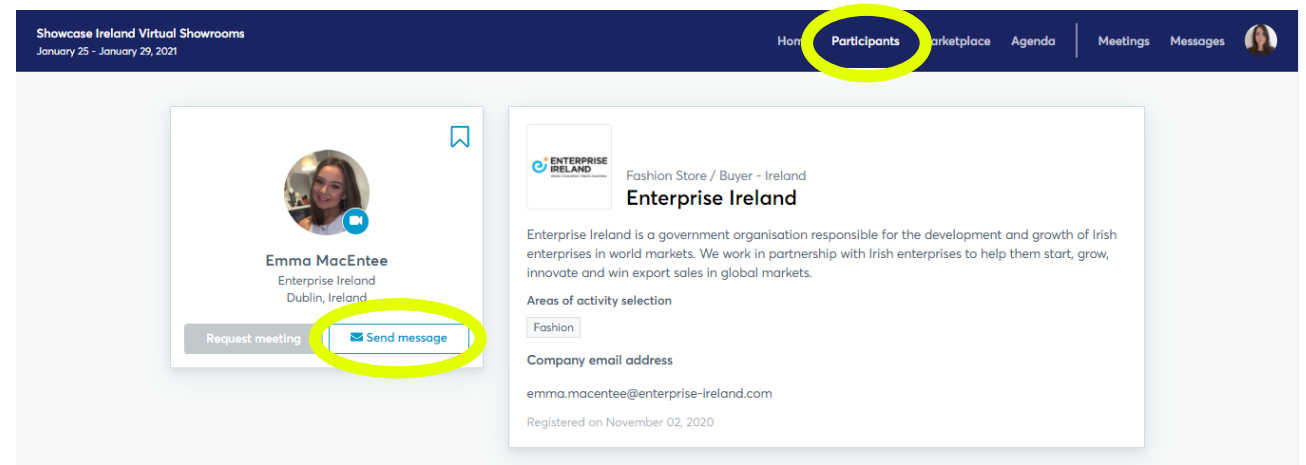
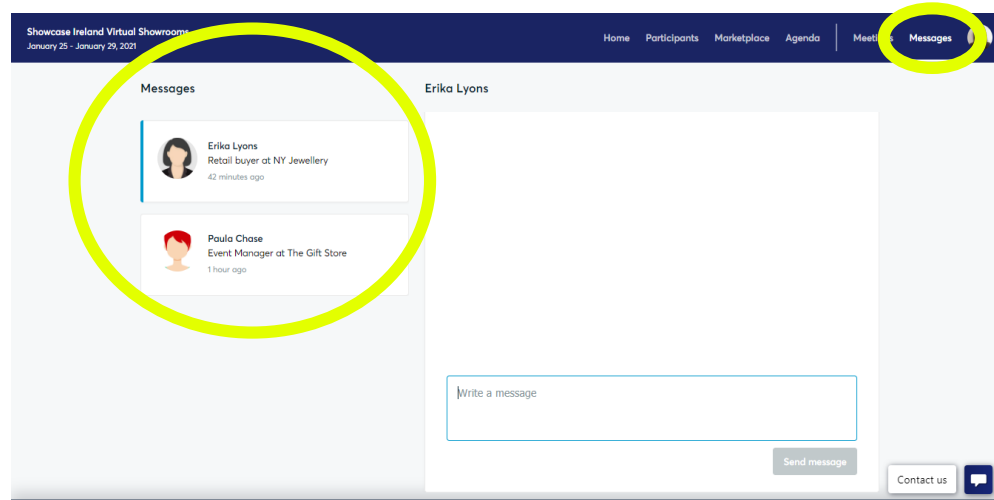
Timekeeping

- Join your booked meetings at the scheduled time. To avoid any technical delays, [test the meetings facility in advance](#).
- During the 45 minute meeting, a countdown clock will show at the left top corner.
- It's recommended you follow the structure below:
 - 10 mins – Introductions and companies overview
 - 20 mins – Collection presentation and selling
 - 10 mins – Agree actions points
 - 5 mins – Wrap-up and move to next meeting
- Both you and the Exhibitor may have back-to-back meetings, so please finish on time.
- The countdown clock will turn red once your meeting time slot is over.
- If you have back-to-back meetings, a “Next Meeting” button will appear on the right top corner of the screen. This will bring you directly to that meeting.



Messages

- Select “Messages” in the navigation banner to view and respond to any messages.
- Exhibitors have the option to introduce themselves and highlight any products or services they believe would be of interest to you.
- Buyers can also initiate such conversations by selecting an Exhibitor profile in the “Participants” section and clicking “Send message”.
- You will be notified of any new messages by email.



Agenda

Event Agenda

- Select “Agenda” in the navigation banner to view the full “Event Agenda”.
- In this section you can manage the sessions and the meeting slots you have selected.
- You can “Change” your preferences for each day; “Add” a session you may not have selected previously or “Remove” a session you are no longer available for.
- If you click “Change” or the session name the side control panel will appear where you can review your time slots selection for each day.

Showcase Ireland Virtual Showrooms
January 25 - January 29, 2021

Home Participants Marketplace **Agenda** Meetings Messages

EVENT AGENDA MY AGENDA

All days All locations

The time displayed in the Agenda is in the Europe/Dublin time zone (the current time is 20:02). [Change](#)

Monday, January 25, 2021

| | | |
|---------------|---|------------------------|
| 08:00 - 13:45 | 1:1 Meetings between exhibitors and buyers from Asia Pacific and Europe | Change |
| 14:00 - 18:45 | 1:1 Meetings between exhibitors and buyers from Canada, USA and Europe | Add |

Tuesday, January 26, 2021

| | | |
|---------------|---|---------------------|
| 08:00 - 13:45 | 1:1 Meetings between exhibitors and buyers from Asia Pacific and Europe | Add |
| 14:00 - 18:45 | 1:1 Meetings between exhibitors and buyers from Canada, USA and Europe | Add |

Wednesday, January 27, 2021

| | | |
|---------------|---|------------------------|
| 08:00 - 13:45 | 1:1 Meetings between exhibitors and buyers from Asia Pacific and Europe | Add |
| 14:00 - 18:45 | 1:1 Meetings between exhibitors and buyers from Canada, USA and Europe | Add |
| 14:00 - 15:00 | Webinar: The Evolution of B2B Trends in eCommerce | Remove |

Live stage

[Join Online Session](#)

[Contact us](#)

1:1 Meetings between exhibitors and buyers from Asia Pacific and Europe

| | | |
|-------|--|--------------------------|
| 08:00 | Available | Unselect |
| 09:00 | Paula Chase Online Video Conference | View |
| 10:00 | Available | Unselect |
| 11:00 | Unselected | Select |
| 12:00 | Available | Unselect |
| 13:00 | Available | Unselect |

[Unselect all](#) [Select all](#)

Agenda

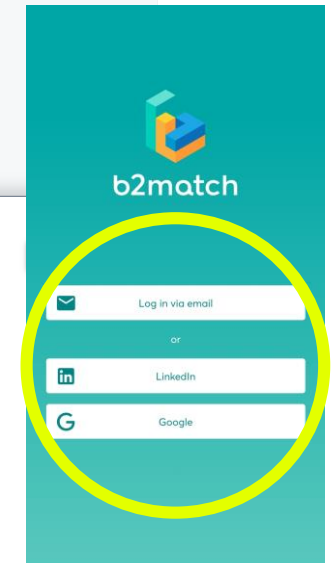
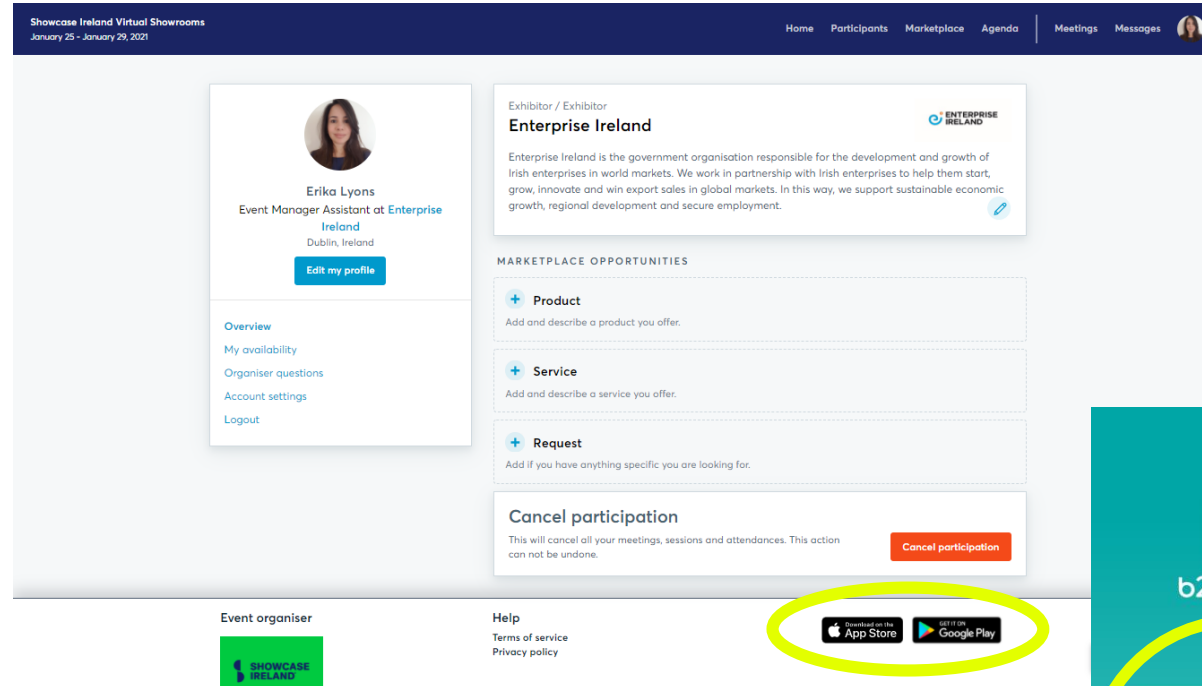
My Agenda

- View your confirmed meetings by clicking “My Agenda” at the top of the page.
- You can filter it by “All days” or by individual event day.
- You can add the meetings to your calendar or generate a PDF agenda by clicking the options on the top right corner.

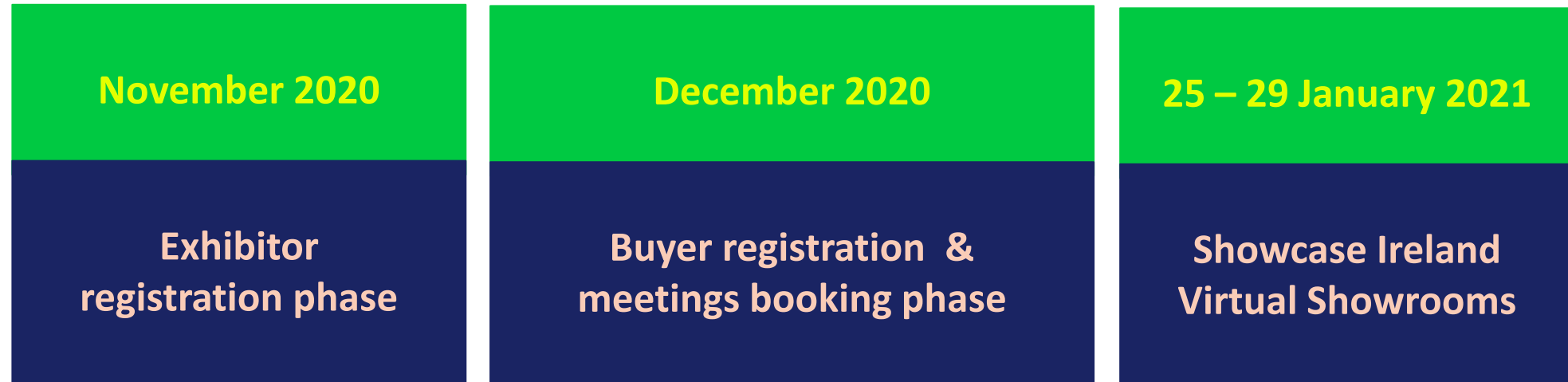
The screenshot shows the 'Showcase Ireland Virtual Showrooms' interface for the period of January 25 to January 29, 2021. The top navigation bar includes links for Home, Participants, Marketplace, Agenda, Meetings, and Messages. The 'Agenda' tab is active. Below the navigation bar, there are two tabs: 'EVENT AGENDA' and 'MY AGENDA', with 'MY AGENDA' highlighted by a yellow circle. To the right of these tabs are two icons: a calendar icon and a PDF icon, both also circled in yellow. Below the tabs are two dropdown menus: 'All days' and 'All locations', with the 'All days' dropdown circled in yellow. A notice states: 'The time displayed in the Agenda is in the Europe/Dublin time zone (the current time is 20:21). Change'. The agenda is organized by date, starting with 'Monday, January 25, 2021'. Under this date, there is a meeting entry for '09:00 - 09:45' titled 'Meeting with Paula Chase, Event Manager at The Gift Store', which is an 'Online Video Conference'. A green button next to it says 'Starts in 2 months'. The next date shown is 'Wednesday, January 27, 2021', with a meeting entry for '14:00 - 15:00' titled 'Webinar: The Evolution and Future Trends in eCommerce', which is a 'Live stage'. A 'Join Online Session' button is present, and a red 'Remove' button is also visible.

Event App Information

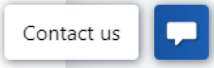
- **Showcase Ireland Virtual Showrooms** is available on the b2match app. The link to download the app will be at the bottom of your completed profile.
- Once you're registered, you can manage your profile and meetings on the app.
- The only functionality not available on the app is access to the Marketplace.
- Your log in credentials are the email address and password used to register on the event website.



Timeline



If you have any additional queries in relation to **Showcase Ireland Virtual Showrooms**:

- Check our [Help](#) section on the [event website](#)
- Use the  facility on the event website
- Or send us an email at showcase.support@enterprise-ireland.com

Best wishes for a successful event!