

## Virtual Trade Mission 2020 - Manual for Success

Hi, Welcome to the BIG DAY of Virtual Trade Mission 2020. Please see below for the guides on how to access B2Match platform, and the tips on maximising the experience.

### 1. Log In.

Please refer to the links of the individual events:

18<sup>th</sup> November Malaysia: <https://ireland-malaysia-dairy-virtual-trade.b2match.io/>

24<sup>th</sup> November Indonesia: <https://ireland-indonesia-dairy-virtual-trade.b2match.io/>

26<sup>th</sup> November Philippines: <https://ireland-philippines-dairy-virtual-trade.b2match.io/>

1<sup>st</sup> December Thailand: <https://ireland-thailand-dairy-virtual-trade.b2match.io/>

3<sup>rd</sup> December Vietnam: <https://ireland-vietnam-dairy-virtual-trade.b2match.io/>

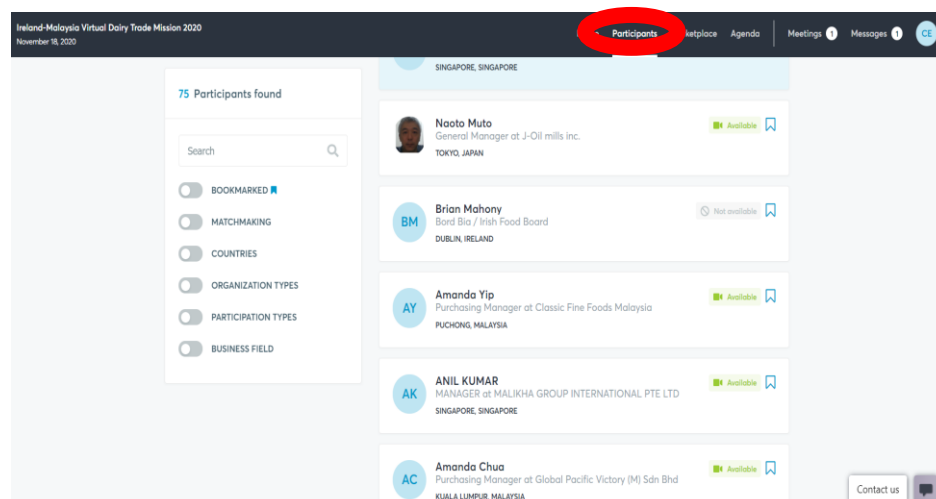
Please login at the homepage, or register yourself if you have not done so.



### 2. Participants List

View the suppliers' under the participants list. You can still request meetings and send messages even on the day of the webinar.

Click on the profile tab you would like to meet.



### 3. Request Meeting

You may request meeting with the selected suppliers' after clicking to their profile.

Naoto Muto  
General Manager at J-Oil mills inc.  
Tokyo, Japan

Request meeting

Send message

Company  
J-Oil mills inc.

One of the largest Oil and Fats company in Japan.  
We manufacturer compound margarine

Nature of Business  
Processor

Products of Interest  
Butter

Registered on November 07, 2020

### 4. Accept Meetings

Under the meetings tab, you are able to view meetings that are confirmed / pending for confirmation.

Ireland-Malaysia Virtual Dairy Trade Mission 2020  
November 18, 2020

Home Participants Marketplace Agenda **Meetings 1** Messages 1 CE

1x1 Meetings

Camera and microphone test

ALL 3 CONFIRMED 1 PENDING 1 CANCELED 1

AVAILABILITY

The meetings and sessions schedule is displayed in the Asia/Singapore time zone (the current time is 14:11). [Change](#)

Next meetings

Charmaine Eu, Marketing at Bord Bia - The Irish Food Board  
Ciarrán Gallagher at Bord Bia - The Irish Food Board

15:45 - 16:00  
Wednesday, November 18  
Online Video Conference

MEETING SCHEDULED

Cancel Reschedule Starts in 8 days

Charmaine Test Eu - Test at Test Company for Trade Mission  
Charmaine Eu, Marketing at Bord Bia - The Irish Food Board

N/A  
N/A  
N/A

MEETING INVITATION RECEIVED

You can choose an available timeslot when accepting the request.

Cancel Reschedule **Accept**

Contact us

### 5. Confirm Meeting Timeslot

You will be able to choose the preferred timeslot for the meeting. Unavailable timeslot will be blocked. Click confirm, and the meeting is confirmed!

Please pick a timeslot for your meeting

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

Time zone for the meetings: Asia/Singapore

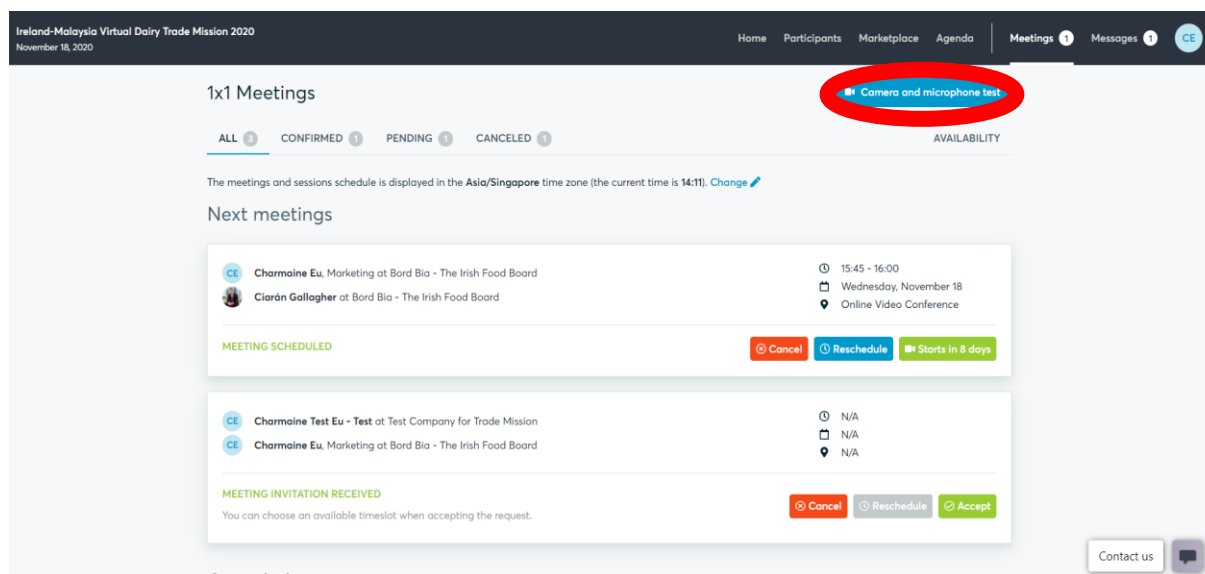
Wednesday, November 18, 2020

15:30 15:45 16:00 16:15  
16:30 16:45 17:00 17:15

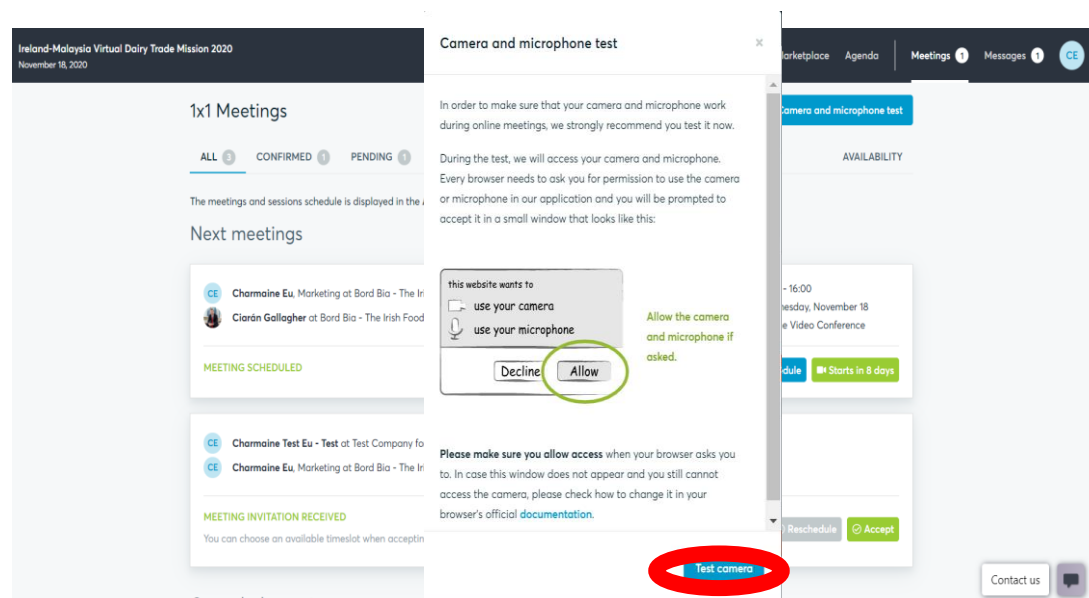
Confirm time

## 6. Technical preparations for Meeting

Please check your camera, microphone, speaker and headset are working well on B2Match platform before the meeting. Click on the test button to check your equipment. We encourage you to check before the meeting start, in order to maximise the 15 minutes with fruitful discussion.



Please remember to allow B2Match to access the camera and Microphone.



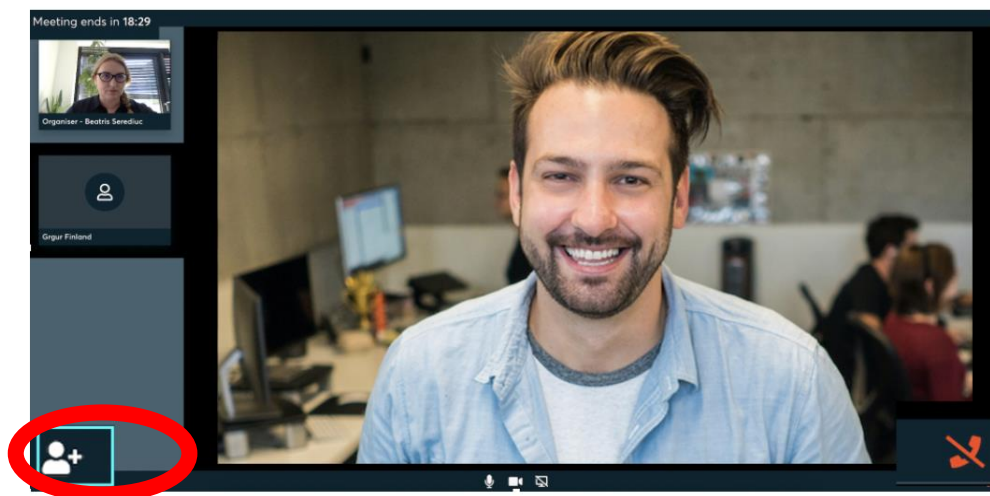
## 7. Invite Guest to meetings

You can invite your team to join in the meeting once it starts. Click on the invite guests' button to generate invitation link. You can send this to your colleagues – anyone with this link can join the meeting, limited to 5 people.

### How it works

A guest can be invited to a bilateral meeting **through the link available when accessing the virtual meeting.**

- Start your virtual meeting by clicking on **Meet** in your **Meetings** tab
- Click on **Invite guests** to generate the invitation link



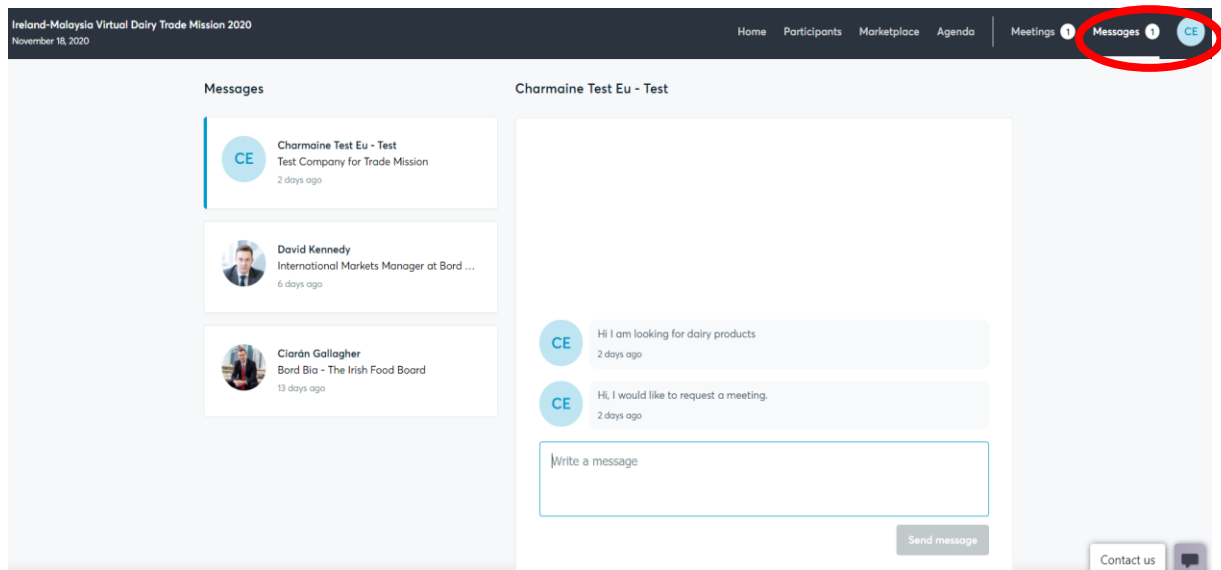
## 8. Send Messages

You can send Message at the participants's profile page.



## 9. View Message inbox

The message button on the top right hand allows you to view all messages sent / receive



## 10. Access the webinar on the actual day

Click on the Live Stage to view the Live Webinar

