

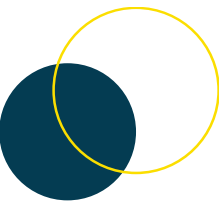
# Meet the Buyer Local Sourcing for Global Markets

3<sup>rd</sup> December 2020



## How To Register & Book Your Meetings Guide

- Registration
- Input your personal details
- Input your organisation details
- Your profile – as it appears on the platform
- Request Meetings
- Search the participant list
- Send meeting requests
- View meeting details
- Invite a colleague to join a meeting
- FAQs / Contact details



# Registration

Register with your **own email address and create a password**. You must have access to this email as you will receive an automatic email to verify it.

Meet the Buyer - Global Sourcing  
December 3, 2020

Home Participants 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

# Personal Info

Input your personal profile information. Your name, job title and photo will be visible to other participants on the event platform.

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\*

# Organisation Info

Your organisation details will be visible to other participants on the event platform. Please input a clear and concise profile so they buyers can determine that they are the best person to assist you.

### Organisation Information


ORGANISATION NAME \*

WEBSITE

ORGANISATION DESCRIPTION \*

Write a short description about what your organisation does. Keep it short and enjoyable to read.


ORGANISATION LOGO

[Click here to upload an organisation logo](#)

Upload your organisation's logo. It will be visible in your profile.

# Agenda

This is where you indicate the times you are available. To request meetings, you must select to attend this two hour session.  
The session is made up of blocks of 15-minute meetings.



PROFILE ATTENDANCE

### Plan your Attendance

3 December 2020 ( Thursday )

Which sessions do you want to attend?


**1:1 Meetings** 1:1 MEETINGS  
Time  
10:00 - 12:00


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

# Your Profile

This is how your profile will look to other participants.


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December 3, 2020

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**Tara Molloy**  
Honey Bee Science  
Cork City, Ireland

[Request meeting](#) [Send message](#)



**Honey Bee Science**

Eire Scientific is a scientific consulting company helping scientists build successful businesses through the full range of consulting services and training courses.

Registered on November 19, 2020

# Request Meetings

Click on **Book meetings now** and start to search the participant list.



Tara Molloy

[Edit my profile](#)

[Overview](#)

[My availability](#)

[Organizer questions](#)

[Logout](#)

**Booking phase has started!**

You haven't requested any meetings yet. The number of available time slots is limited. You can request or accept up to 2 meetings. The booking phase closes on December 02, 2020.

[Book meetings now](#)

Supplier

**Eire Scientific Consulting**

Eire Scientific is a scientific consulting company helping scientists build successful businesses through the full range of consulting services and training courses.





# Participant List






Click on Participants in the top navigation bar to start your search.

You can filter the list by participation type and country.

You can also use the keyword search.

Click on the participants name to view their full profile

The screenshot shows a web interface for a participant list. On the left, there is a sidebar with a search bar and several filter options: 'BOOKMARKED', 'MATCHMAKING', 'COUNTRIES', 'PARTICIPATION TYPES', and a checkbox for 'Buyer (6)'. The main area is titled '6 Participants found' and has two tabs: 'PERSON' (selected) and 'ORGANIZATION'. A 'Relevance' dropdown menu is in the top right. The list contains five entries, each with a profile picture, name, title, location, and status (Available or Not available). A bookmark icon is present for each entry.


PERSON	ORGANIZATION	Relevance
 <b>Jim Holland</b> John son & Jonson Category Lead EMEA - Capital Constru... CORK, IRELAND		Available
 <b>mattie dwane</b> Senior Procurement Manager Capital Projects at Alexion P... DUBLIN, IRELAND		Available
 <b>Louise Cleere</b> Sourcing Specialist II at Boston Scientific CLONMEL, IRELAND		Not available
 <b>Marie McAuliffe</b> Procurement Manager at Pfizer Ireland Pharmaceuticals CORK, IRELAND		Available
 <b>Tom O' Malley</b> Associate Director Global Strateaic Sourcina at Alexion		Available

# Send Request

View the profile, request a meeting or send a message. You can request a maximum of 2 meetings. You do not request the time, the buyers will schedule the meeting based on their availability. You can view and message other companies, but you can only request meetings with buyers


Meet the Buyer - Global Sourcing  
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Home Participants Agenda Meetings Messages TM



**John Molloy**  
Honey Bee  
Donegal, Ireland

[Request meeting](#) [Send message](#)



**Honey Bee**

Honey Bee is a start-up company made up for five biology students look to find new ways to use honey and create a more sustainable future.

Registered on November 17, 2020


# Your Meetings

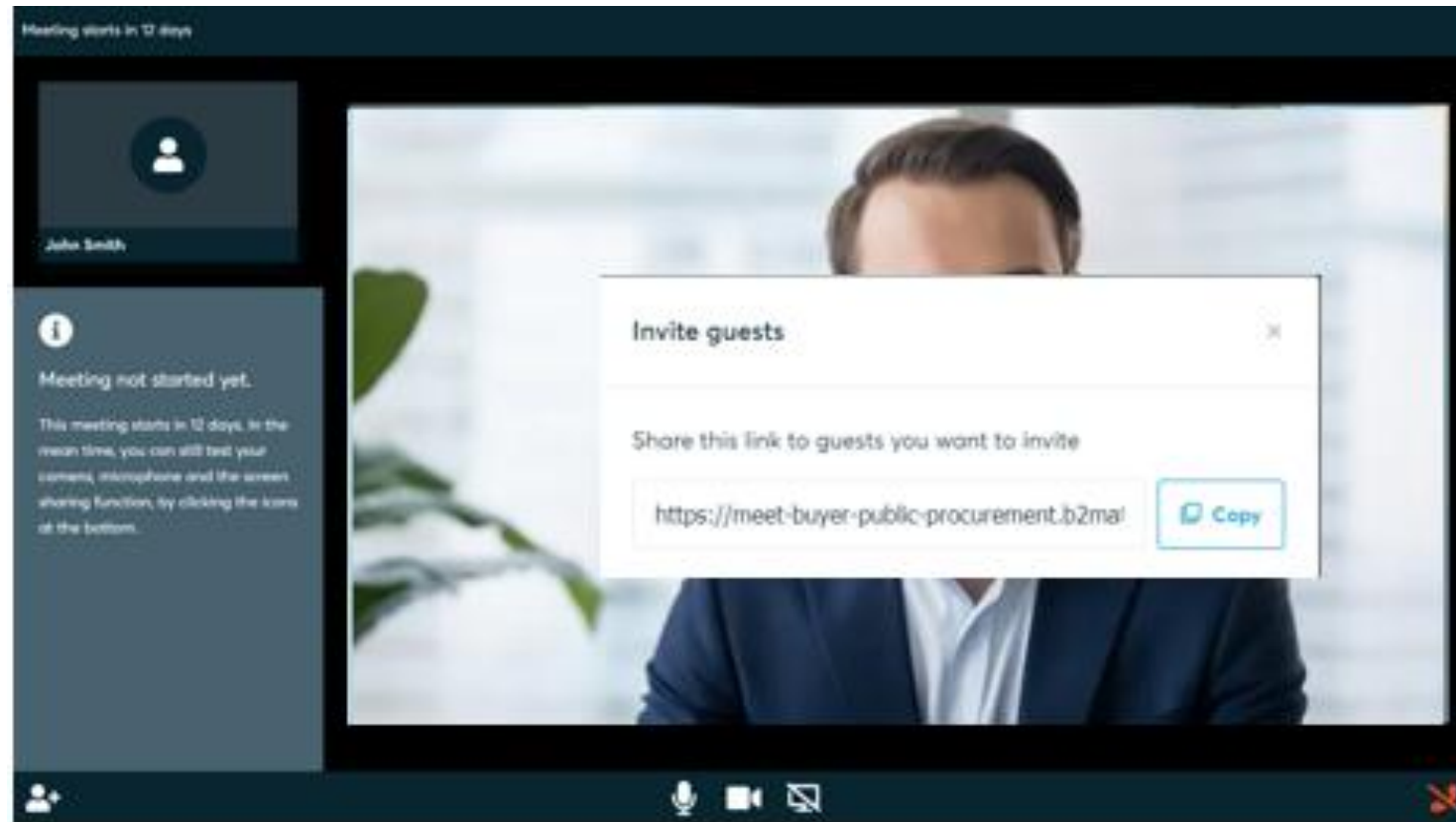
You will receive an automatic email to let you know when your meeting request has been accepted. You can view your all meeting details under **Meetings**.

You will join your video meeting by clicking on the green camera button. Remember to do a tech check using the camera and microphone test button

The screenshot displays the 'Meetings' section of a software interface. At the top, a dark navigation bar contains the text 'Meet the Buyer - Global Sourcing' and 'December 3, 2020' on the left, and 'Home', 'Participants', 'Agenda', 'Meetings', and 'Messages' on the right. The 'Meetings' tab is highlighted with a white underline and a blue arrow pointing to it. Below the navigation bar is an orange horizontal bar. Underneath, the main content area is titled '1x1 Meetings'. It features a filter bar with 'ALL 1', 'CONFIRMED 1', 'PENDING 0', and 'CANCELED 0'. To the right of this bar is a blue button labeled 'Camera and microphone test' with a camera icon, and a blue arrow points to it. Below the filter bar, there is a note: 'The meetings and sessions schedule is displayed in the Europe/Dublin time zone (the current time is 08:00). Change [pencil icon]'. The section is titled 'Next meetings' and contains a meeting card. The card lists 'John Molloy at Honey Bee' and 'Xiaoyu Xie, Manager of General Affairs at WuXi Vaccines Ireland Ltd.' with a blue circle containing 'XX' next to the name. To the right of the names, it shows the time '10:15 - 10:30', the date 'Thursday, December 03', and the type 'Online Video Conference'. At the bottom of the card, there is a green status 'MEETING SCHEDULED' and three buttons: 'Cancel' (red), 'Reschedule' (blue), and 'Starts in 10 days' (green), with a blue arrow pointing to the last button.

## Invite a colleague to join a meeting

In your Meetings tab, click on the green camera button. This will open the video call window. Click on the add people icon -  - in the bottom left hand corner. Copy the unique link for this meeting and send, with the meeting details and day/time, to your colleague. They can join the meeting by pasting this link directly into their web browser.



You can request meetings until 1st December

Any questions...

Email us @

[events@enterprise-ireland.com](mailto:events@enterprise-ireland.com)

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