Please, enter the website and Log in, using your e-mail address and password. In the main screen, click on the button “My availability”.

A screen will then appear indicating the dates and times on which you are ready to hold bilateral meetings, from 17 to 21 May 2021. Please, confirm your availability, to prevent other participants from requesting meetings to you at inappropriate times.
How to request a virtual bilateral meeting in Murcia Food 2021

The first option is entering "Participants", on the top yellow bar. Information about all participants will appear in the next screen, that it is possible to organize according to various criteria, using the buttons at the top and left:

Once you have found a person or organization with whom you want to hold a virtual bilateral meeting, click on their name. On the next screen, you can request the meeting by clicking on the button "Request meeting" or send a previous message by clicking on the button "Send message":
The second option to request meetings is at "Marketplace" on the top yellow bar. In this case, the "Marketplace opportunities" recorded by the participants will appear on the screen, being possible to organize them using the tools on the left:

When you have located an interesting proposal, click on it. On the next screen, you will be able to request the meeting, by clicking on the button “Request meeting” or send a previous message by clicking on the button “Send message”:

It is very important to record your own “Marketplace opportunities”, to raise awareness of your proposals and to optimize your meetings in Murcia Food 2021.

After requesting the meeting, by either of the two ways indicated, it will appear “Waiting for confirmation” and you must expect the participant’s answer. Coming back to “Participants” or to “Marketplace”, you can request new meetings.
How to manage your virtual bilateral meetings in Murcia Food 2021

When a participant asks you for a meeting, you will receive a message and you will be able to confirm or reject the request.

To monitor your meetings, click on the button “Meetings” on the top yellow bar. A list of meetings you have confirmed, pending and cancelled will appear. You can, on this page, accept or cancel requests and manage your agenda:
INSTITUTO DE FOMENTO REGIÓN DE MURCIA
victoria.diaz@info.carm.es  968 362 800 / 968 357 849

institutofomentomurcia.es