

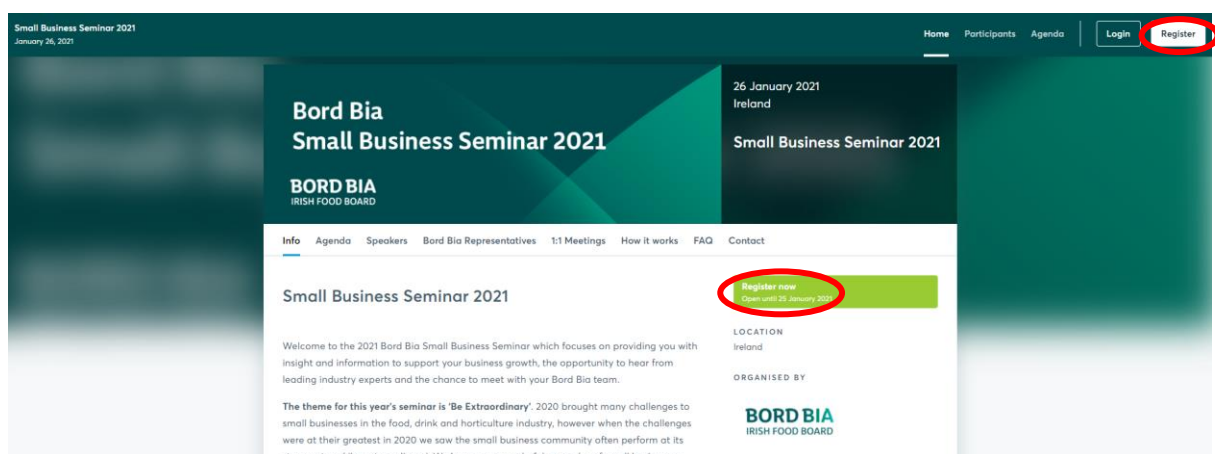
Small Business Seminar 2021 - Manual for Success

Hi, Welcome to the Small Business Seminar 2021. Please see below the guide on how to access B2Match platform, and tips on maximising your experience.

1. Log In.

Please use the link here for the event: <https://small-business-seminar-2021.b2match.io/page-861>

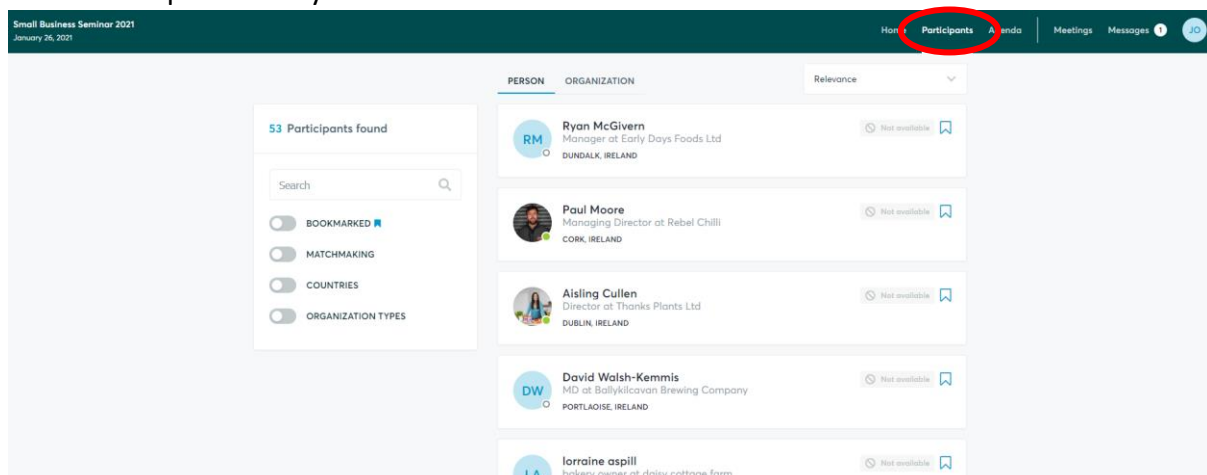
Please login on the homepage, or register yourself if you have not done so.



2. Participants List

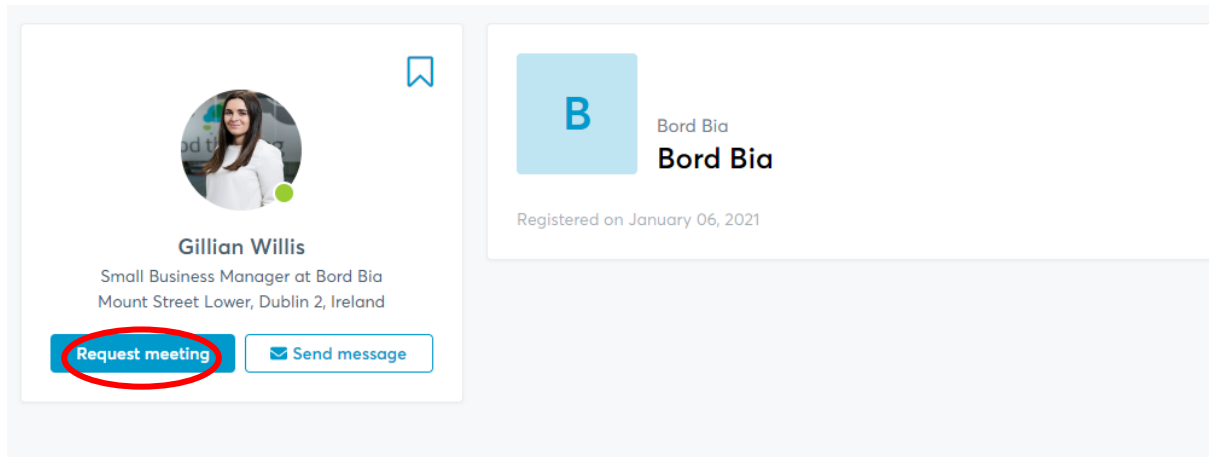
View the attendees under the participants list. A list of Bord Bia representatives including sector managers and members of the Brexit, Grants and Origin Green team will be visible. You will be able to request 15 minute meetings with the representative relevant to you.

Click on the profile tab you would like to meet.



3. Request Meeting

You may request a meeting with the sector managers after clicking to their profile.

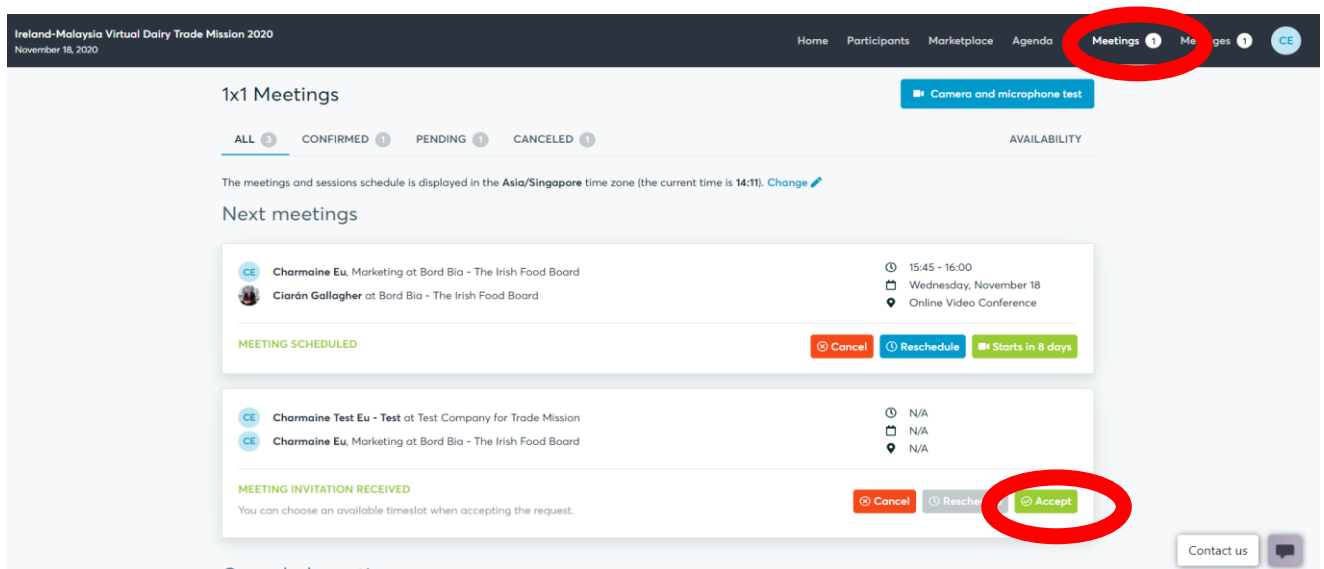


Gillian Willis
Small Business Manager at Bord Bia
Mount Street Lower, Dublin 2, Ireland

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

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

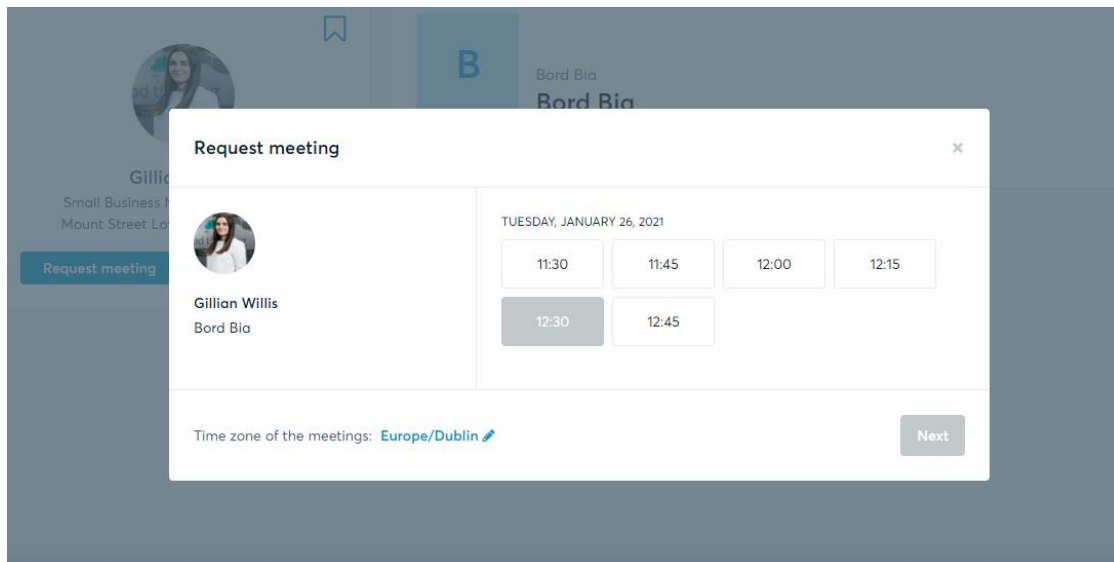
Charmaine Eu, Marketing at Bord Bia - The Irish Food Board
Claran Gallagher at Bord Bia - The Irish Food Board
15:45 - 16:00
Wednesday, November 18
Online Video Conference
MEETING SCHEDULED [Cancel](#) [Reschedule](#) [Starts in 8 days](#)

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

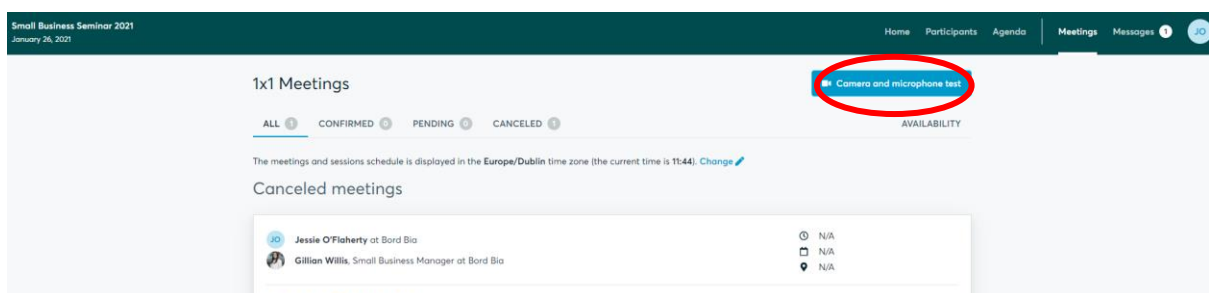
You will be able to choose the preferred timeslot for the meeting. Unavailable timeslots will be blocked. Click confirm, and the meeting is confirmed!

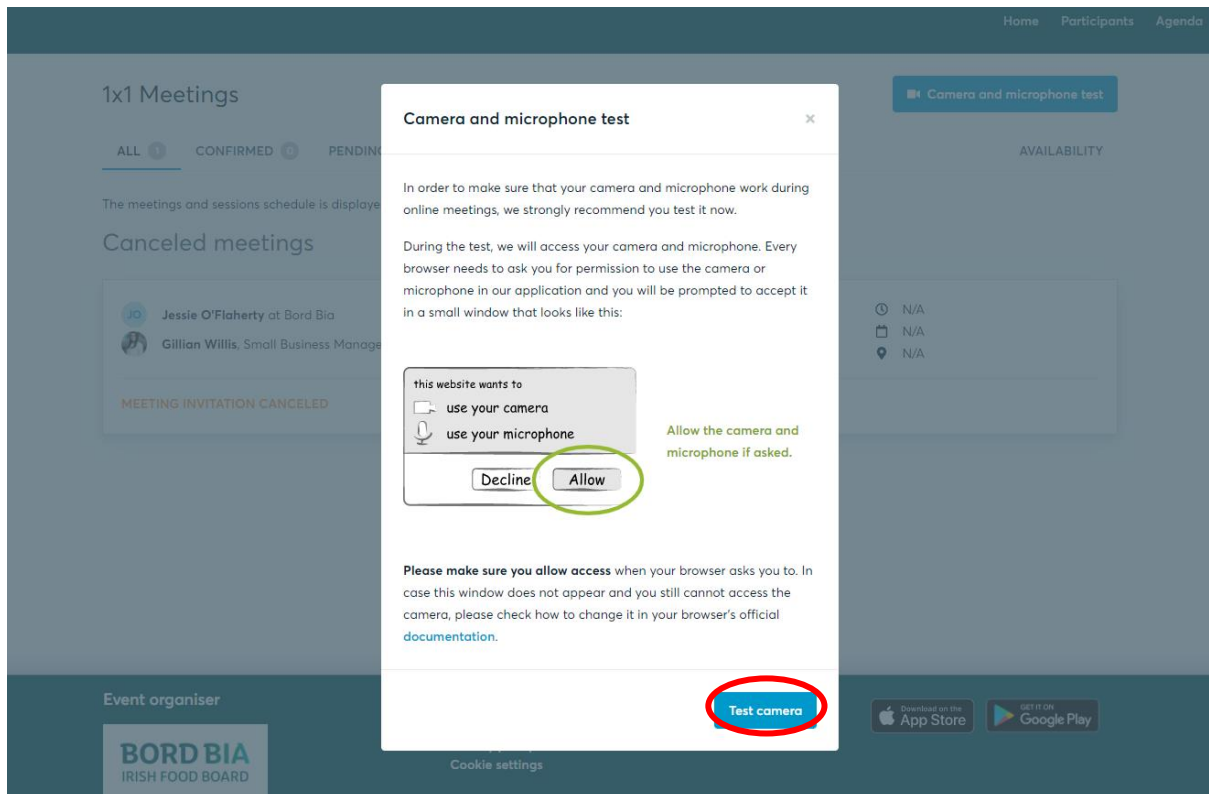


The screenshot shows a 'Request meeting' modal window. On the left, there is a profile card for Gillian Willis, identified as 'Bord Bia'. The main area displays the date 'TUESDAY, JANUARY 26, 2021' and a grid of time slots. The slots are: 11:30, 11:45, 12:00, 12:15, 12:30, and 12:45. The 12:30 slot is highlighted with a grey background, indicating it is the selected or preferred time. At the bottom left, it states 'Time zone of the meetings: Europe/Dublin' with a small globe icon. A 'Next' button is located at the bottom right of the modal.

6. Technical Meeting Preparations

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 starts, in order to maximise the 15 minute discussion.





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

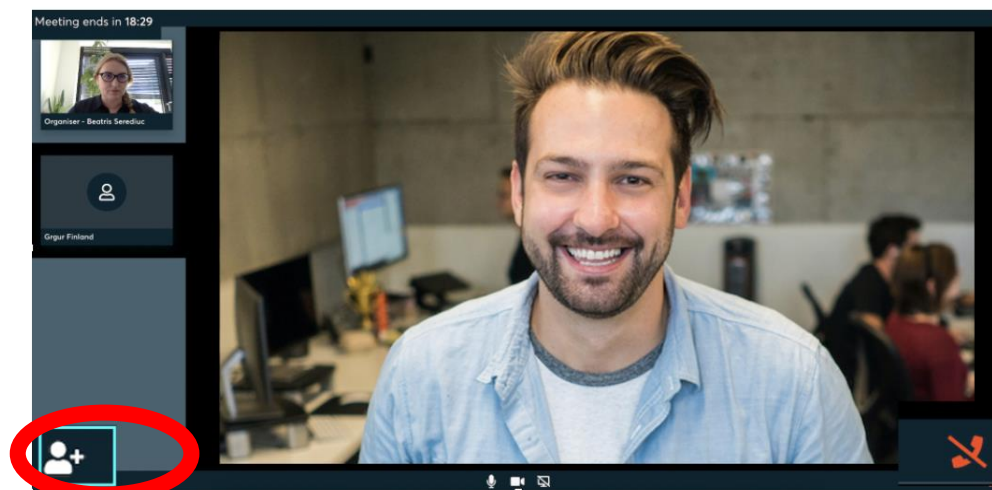
7. Invite Guest to meetings

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

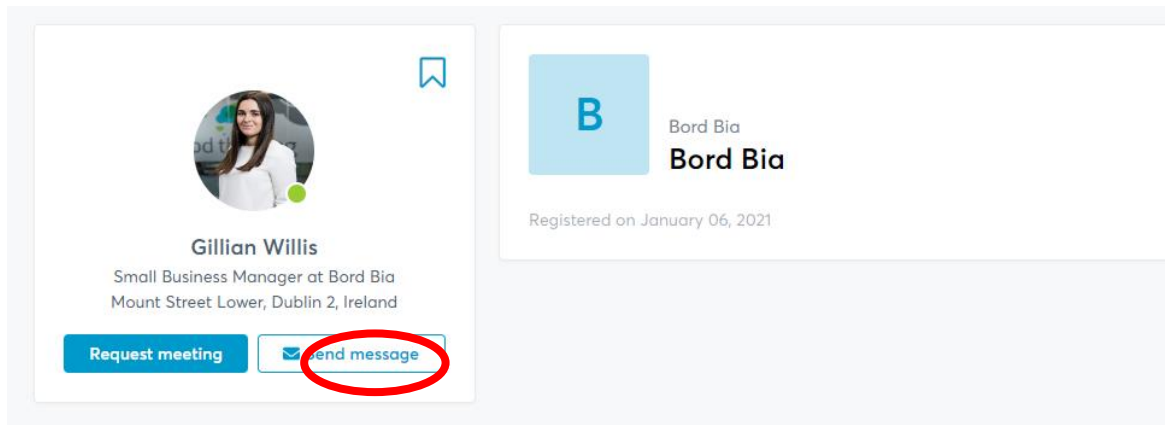
A guest can be invited to a bilateral meeting **through the link available when accessing the virtual meeting.**

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



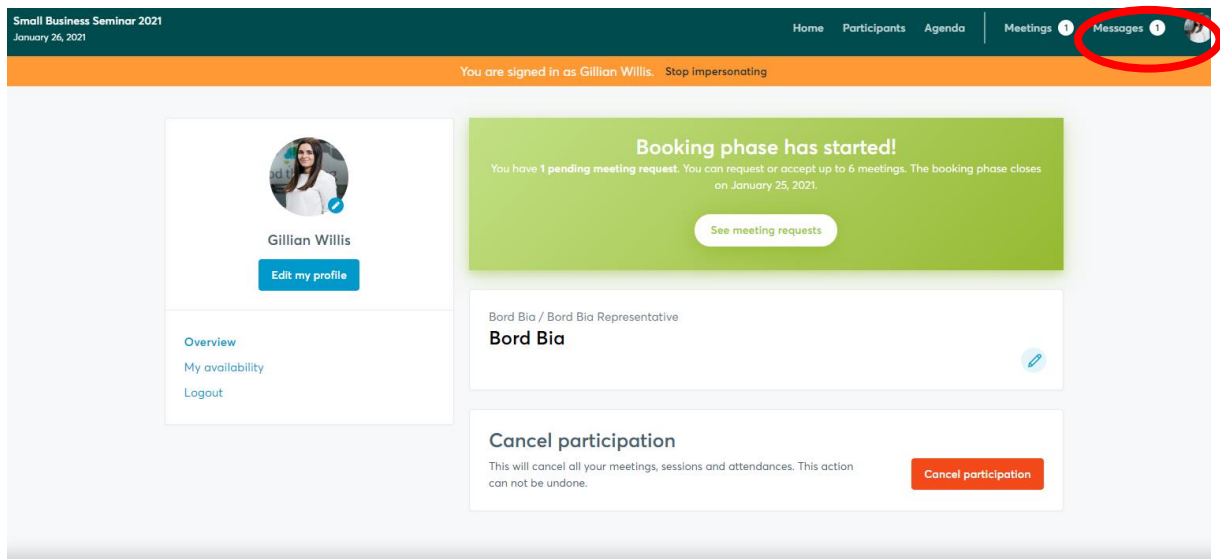
8. Send Messages

You can also send messages to the Bord Bia representative on their individual profiles.



9. View Message inbox

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



10. Access the webinar on the actual day

In order to join the seminar live on the day, please go to your Agenda and select the “Join Online Session” button, this will bring you to the live link.

Please note the link will be available from Monday the 25th of January.

