



#GlobalAmbition

# Meet the Buyer

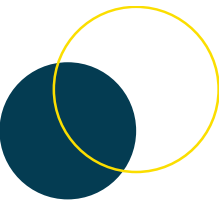
Partnering Opportunities for large  
capital project delivery in Lifesciences

25<sup>th</sup> February 2021



## Meeting Guide

- The Supplier Process
- Your Profile
- Reviewing a meeting request
- Accepting a meeting request
- Rejecting a meeting request
- View meeting details
- Invite a colleague to join a meeting
- FAQs / Contact details



# The Supplier Process

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- Registration opens February 3<sup>rd</sup>.
- Suppliers will register and complete their online profile
- They can request a max of two meetings
- Registration closes February 24<sup>th</sup>
- Meeting booking closes February 24<sup>th</sup>

# Your Profile

This is how your profile will look to suppliers. Here they will be able to request a meeting with you or send a message

Meet the Buyer - Global Sourcing


Home


Participants

Agenda

Meetings

Messages






John Smith

CEO at Eire Scientific Consulting

Dublin, Ireland

Request meeting


Send message



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.

Registered on November 17, 2020

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# Reviewing a Meeting Request

You will receive an automatic e-mail when you receive a meeting request.

You can view your meetings under the meetings tab in the right hand corner.

To learn more about the company requesting to meet you, double click on their name to view their company profile.

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HomeParticipantsAgendaMeetings1Messages1

1x1 Meetings

Camera and microphone test

ALL2CONFIRMED0PENDING1CANCELED1

AVAILABILITY

The meetings and sessions schedule is displayed in the Europe/Dublin time zone (the current time is 11:08). Change

Next meetings

Tara Molloy at Honey Bee Science

John Smith, CEO at Eire Scientific Consulting

🕒 N/A

📅 N/A

📍 N/A


MEETING INVITATION RECEIVED

You can choose an available timeslot when accepting the request.

Cancel

Reschedule

Accept

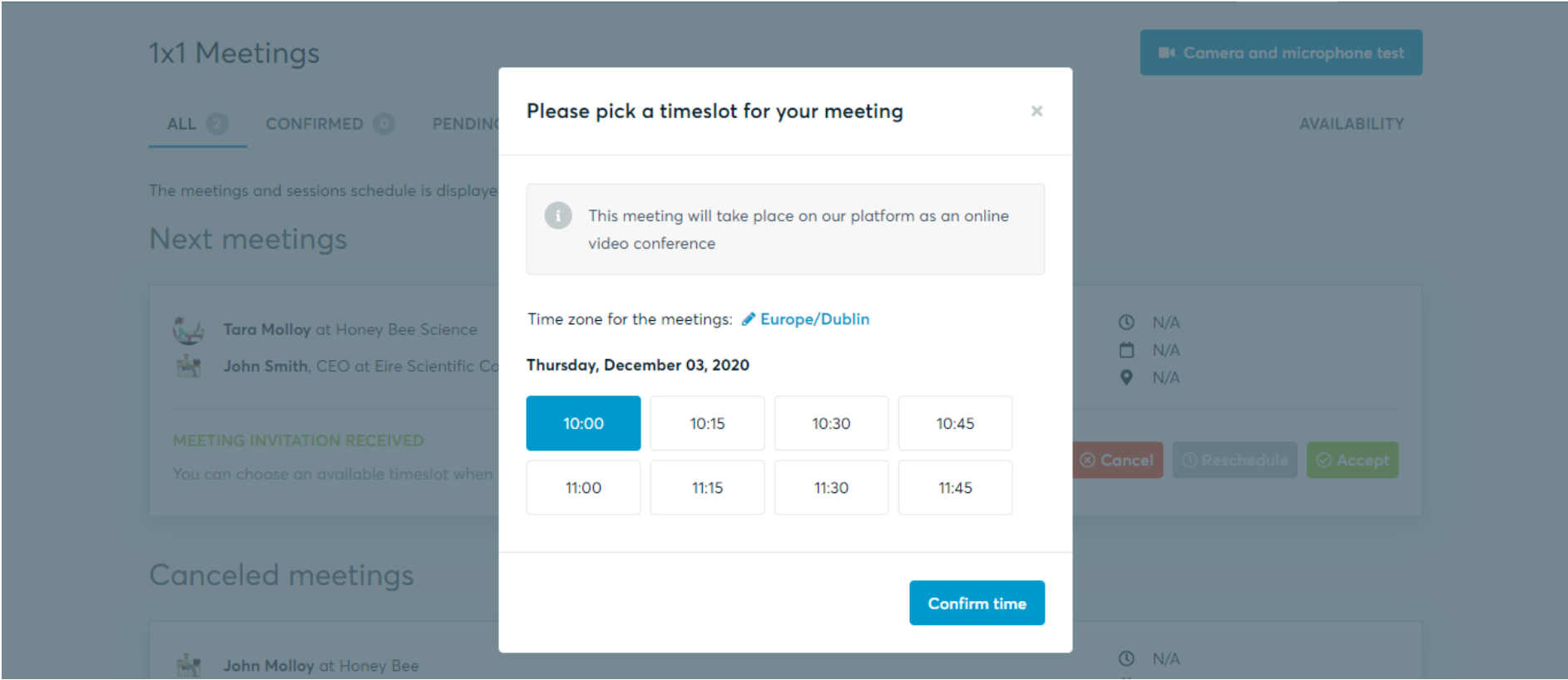
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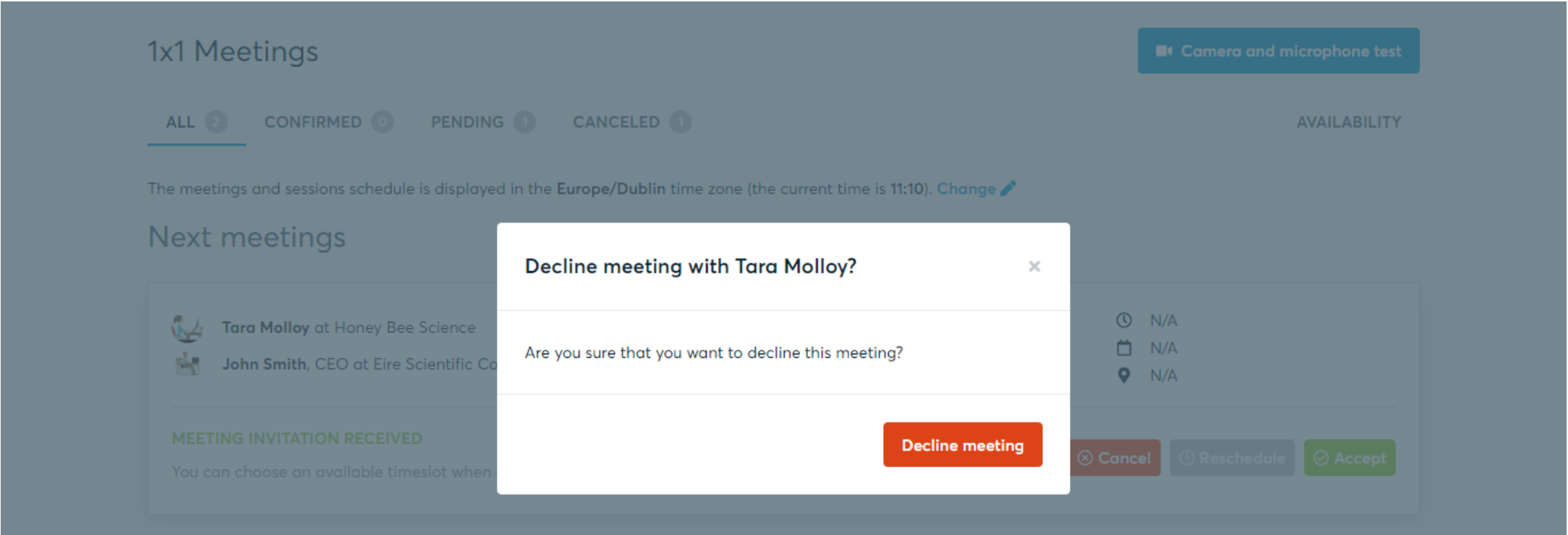
# Accepting A Meeting Request

After pressing the green accept button you will be asked to select a suitable time for your meeting.



# Rejecting a meeting request

If after reviewing their profile, if you don't think the supplier is able to facilitate your needs, you can cancel the meeting. If you decide to cancel the meeting, please send the supplier a short message on the platform to acknowledge this



# Your Meetings

You can view your all meeting details under **Meetings**.

You will join your video meeting by clicking on the green camera button.

Please remember to do a technical check using the blue “Camera and Microphone Test” Button prior to your first meeting.

Please ensure you are using Google Chrome, Microsoft Edge or Firefox browser

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HomeParticipantsAgendaMeetings1Messages1

1x1 Meetings

ALL2CONFIRMED1PENDING0CANCELED1

AVAILABILITY

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

Next meetings

Tara Molloy at Honey Bee Science

John Smith, CEO at Eire Scientific Consulting

10:15 - 10:30

Thursday, December 03


Online Video Conference

MEETING SCHEDULED

Cancel

Reschedule


Starts in 12 days

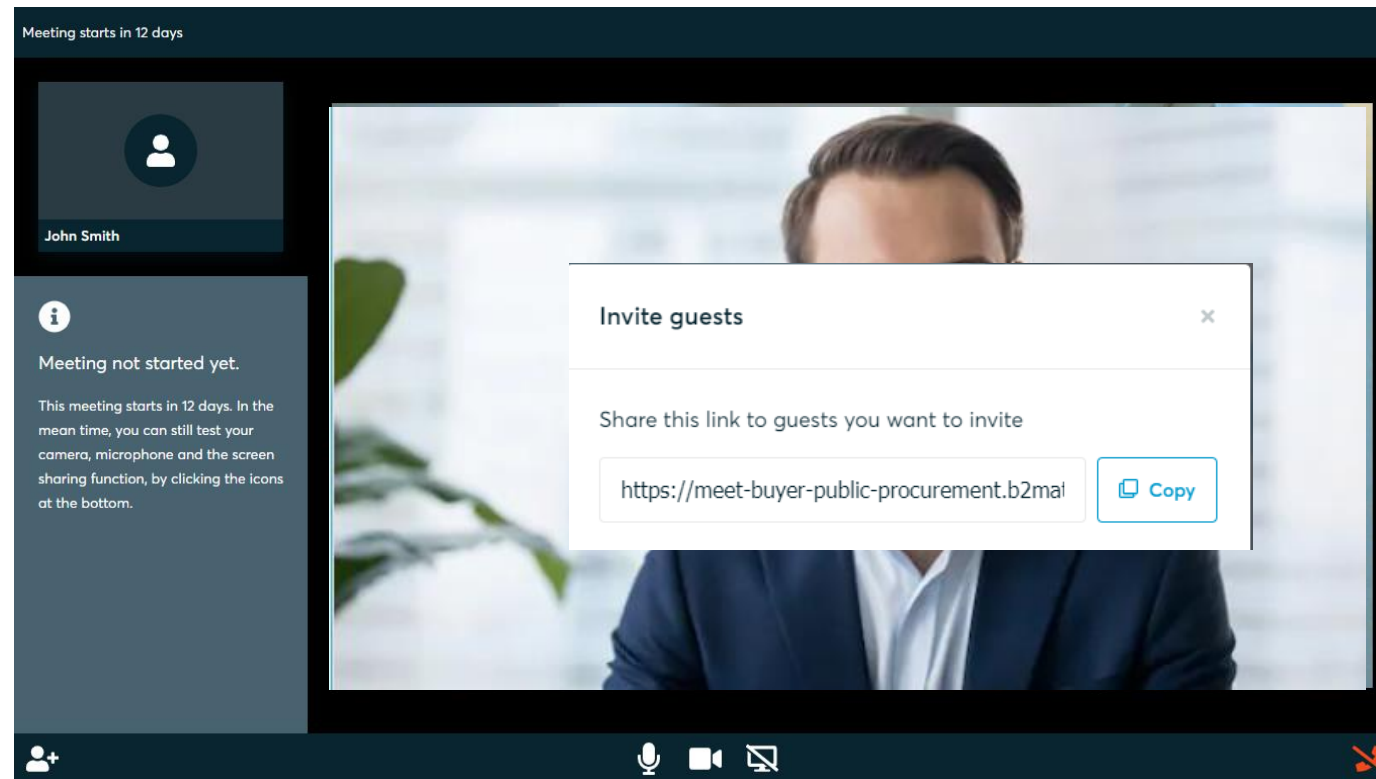
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# Invite a colleague to join a meeting

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.



**Any questions...**

**Email**

[rena.cushion@enterprise-Ireland.com](mailto:rena.cushion@enterprise-Ireland.com)

or

[emma.macentee@enterprise-Ireland.com](mailto:emma.macentee@enterprise-Ireland.com)

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