

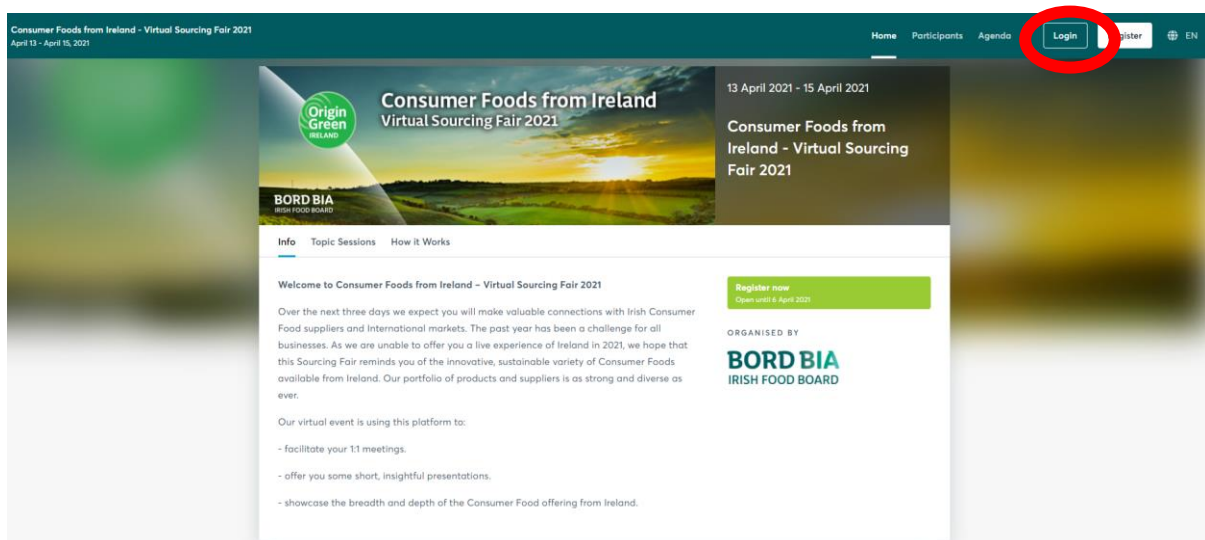


Hi, Welcome to the Consumer Foods From Ireland Virtual Sourcing Fair 2021. Please see below for the guide on how to access B2Match platform, and the tips on maximising your experience.

1. Log In.

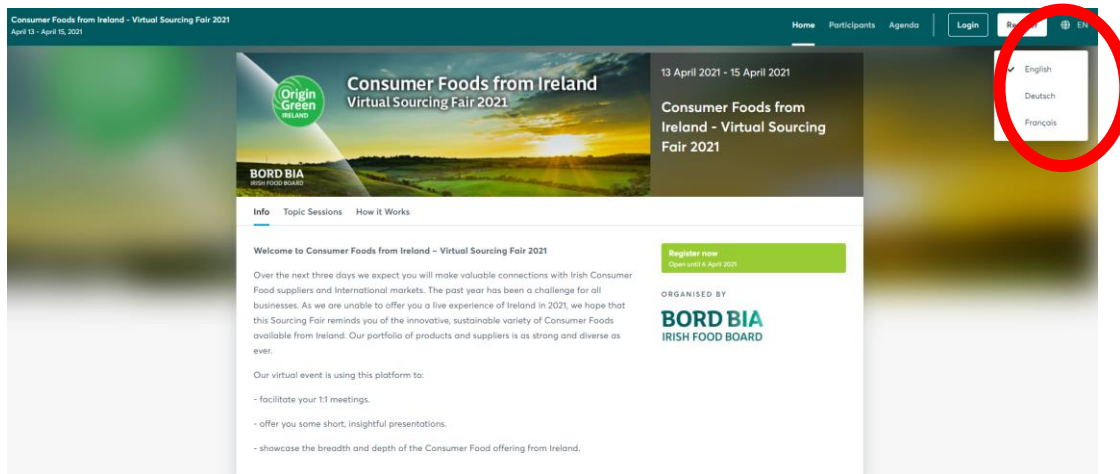
EU 13th – 15th April: <https://showcase-europe.b2match.io/>

Please login at the homepage



2. Language

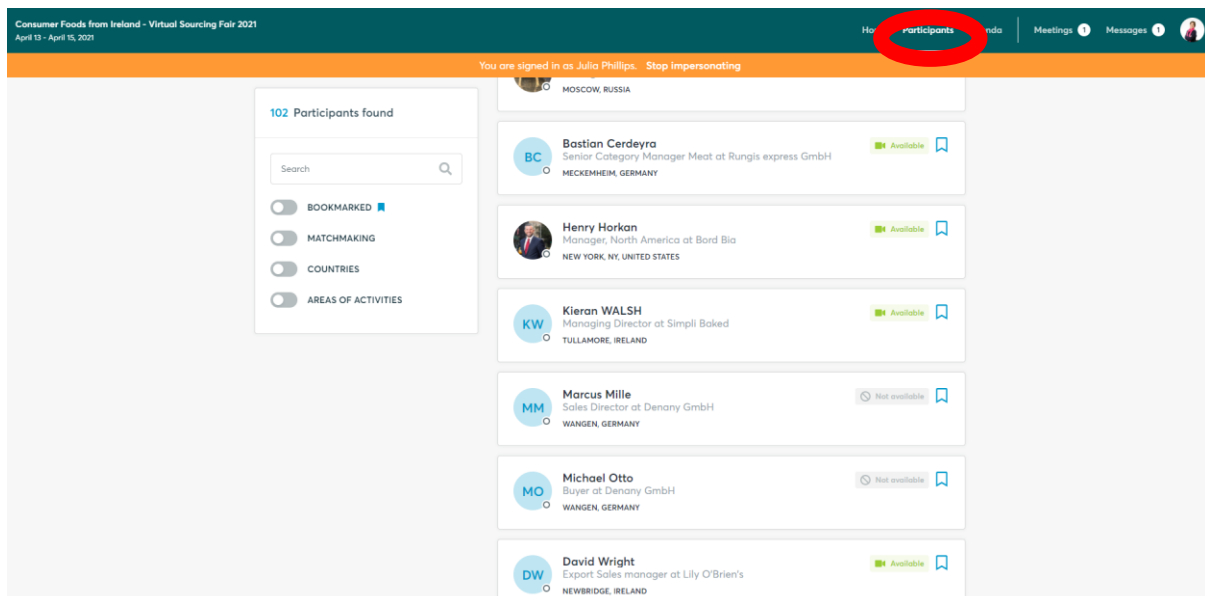
When you register, you will be able to select between viewing the site in English, German or French.



3. How To Set Up A Meeting

View the Irish suppliers under the participants list.

Click on the participants tab to see who you would like to meet.



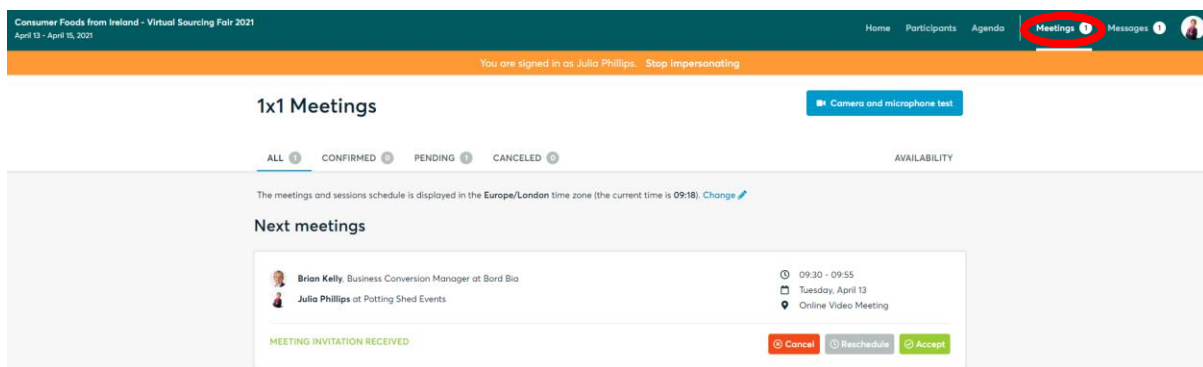
4. Request Meeting

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



The screenshot shows a user profile for Sarah Phelan, Market Specialist France & Belgium at Bord Bia, Paris, France. A red circle highlights the 'Request meeting' button. To the right, the Bord Bia logo and name are displayed, along with a description of the agency's mission in French and its registration date.

5. Accept Meetings

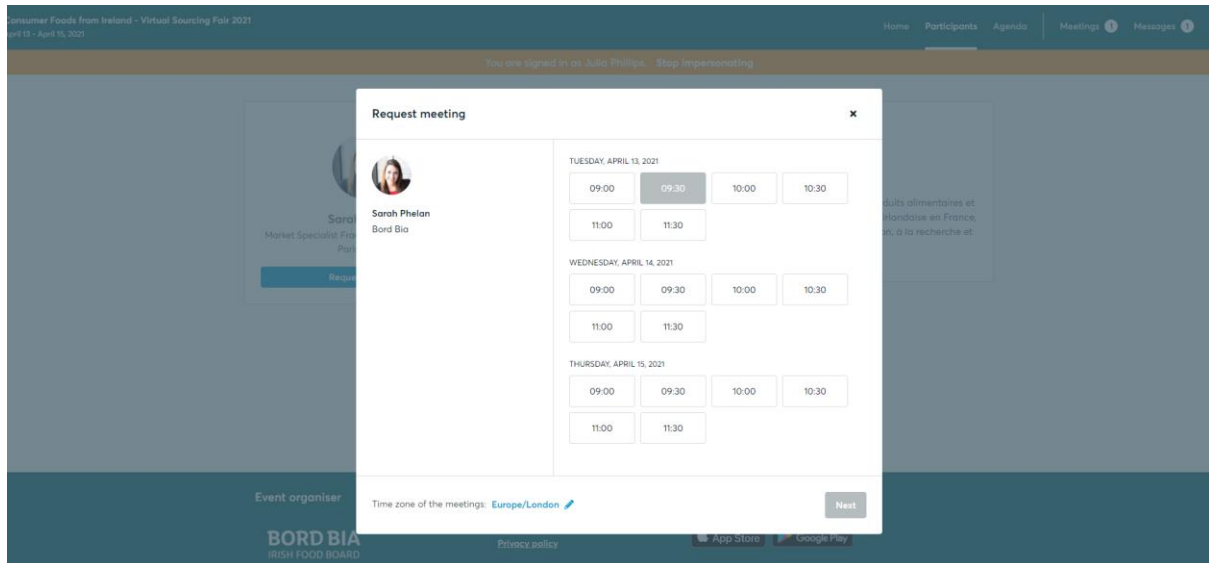


The screenshot shows the '1x1 Meetings' interface. The 'Meetings' tab is highlighted with a red circle. Below, a meeting invitation is shown with 'Accept' and 'Reschedule' buttons. The invitation is from Brian Kelly, Business Conversion Manager at Bord Bia, to Julia Phillips at Potting Shed Events, scheduled for Tuesday, April 13, from 09:30 to 09:55. The status is 'MEETING INVITATION RECEIVED'.

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

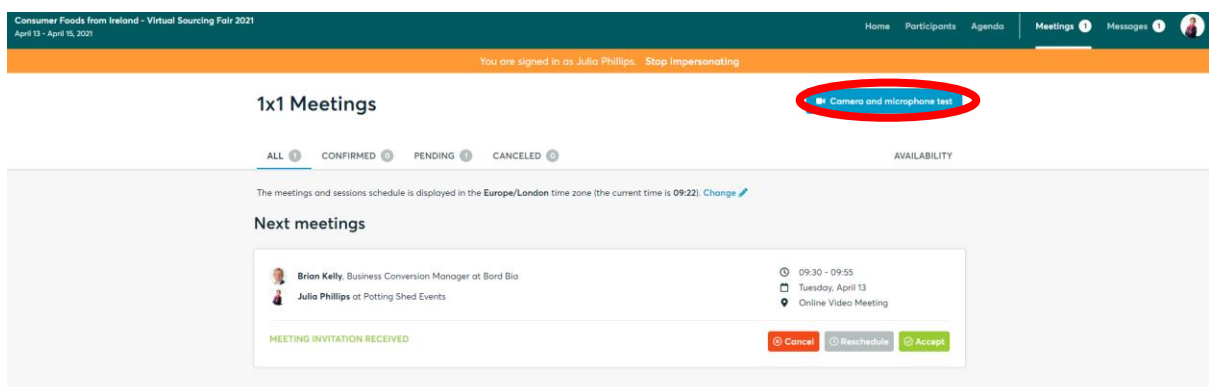
6. Confirm Meeting Timeslot

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

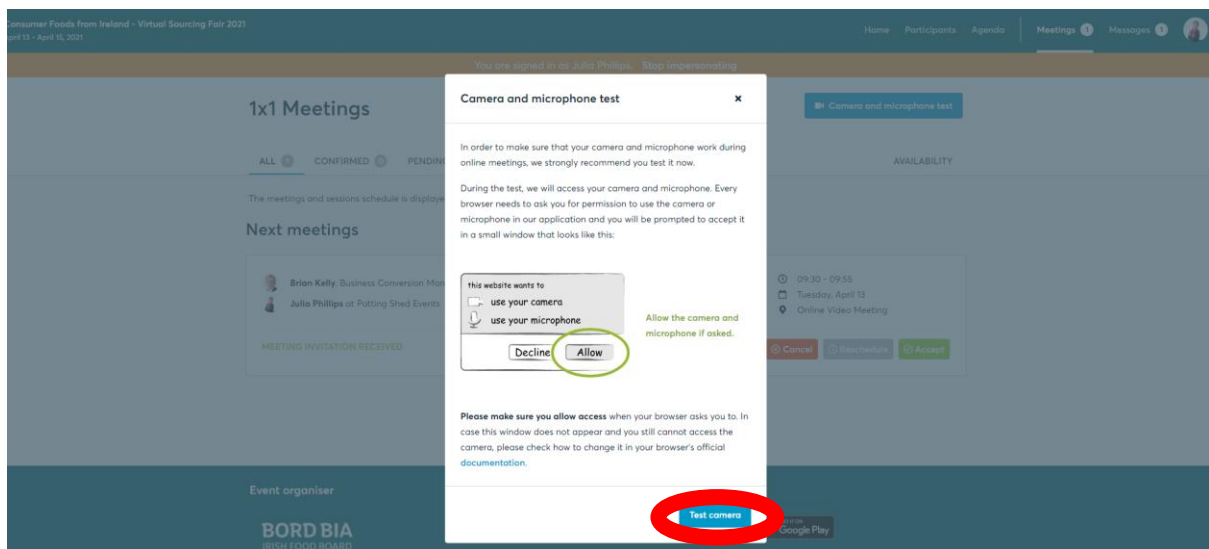


7. Technical preparations for Meeting

Please check your camera, microphone, speaker and headset are working well on B2Match platform before your 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.



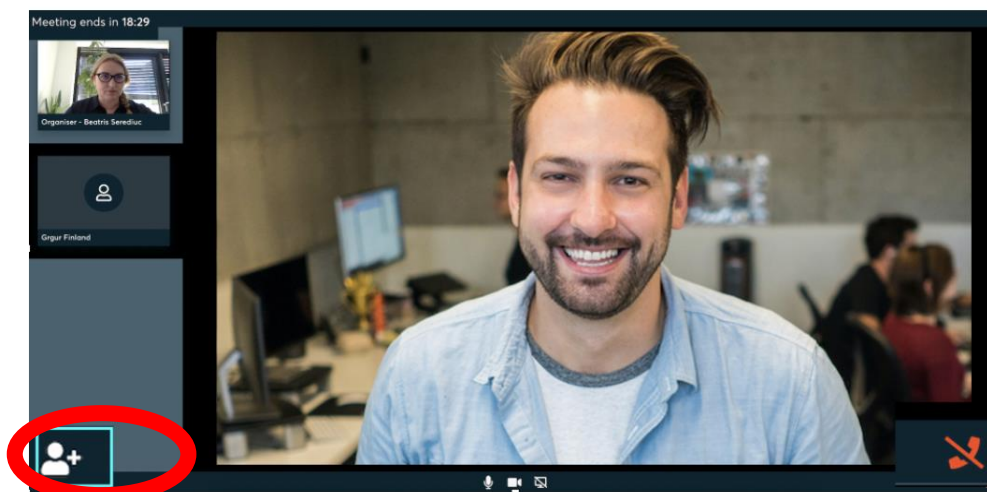
8. Invite Guest to meetings

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

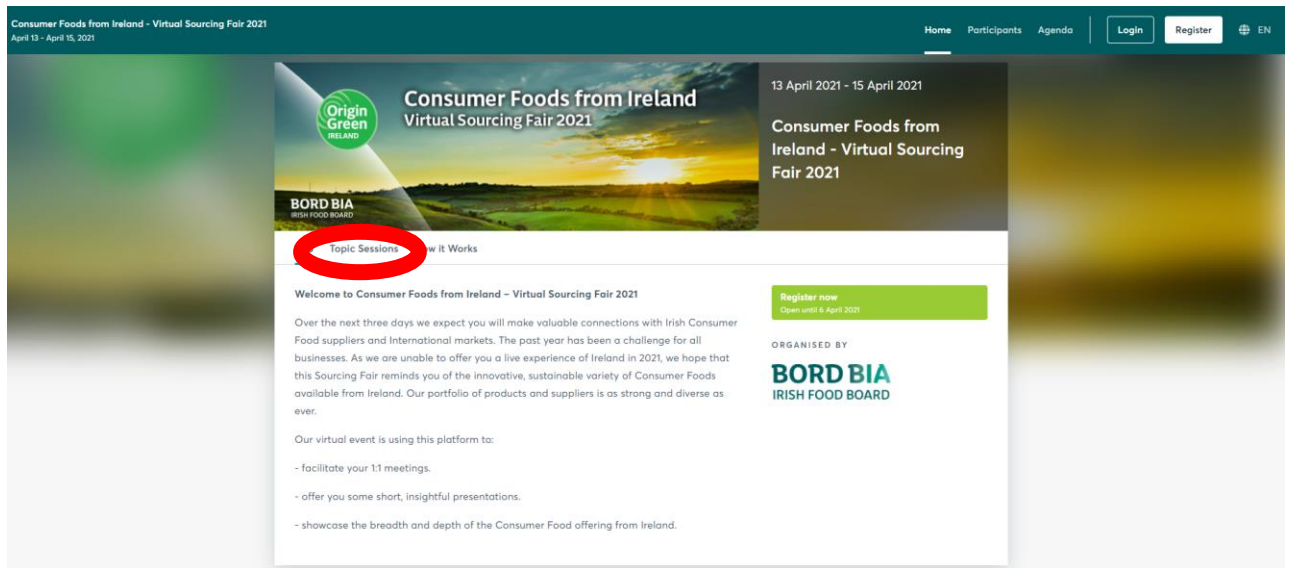
A guest can be invited to a bilateral meeting **through the link available when accessing the virtual meeting.**

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



9. Online Content

To view the online video content for the event please click the Topic Sessions page:



10. 3D Exhibition

To access the 3D exhibition and view the showcase of our Irish companies please click the link on the Home Page.