



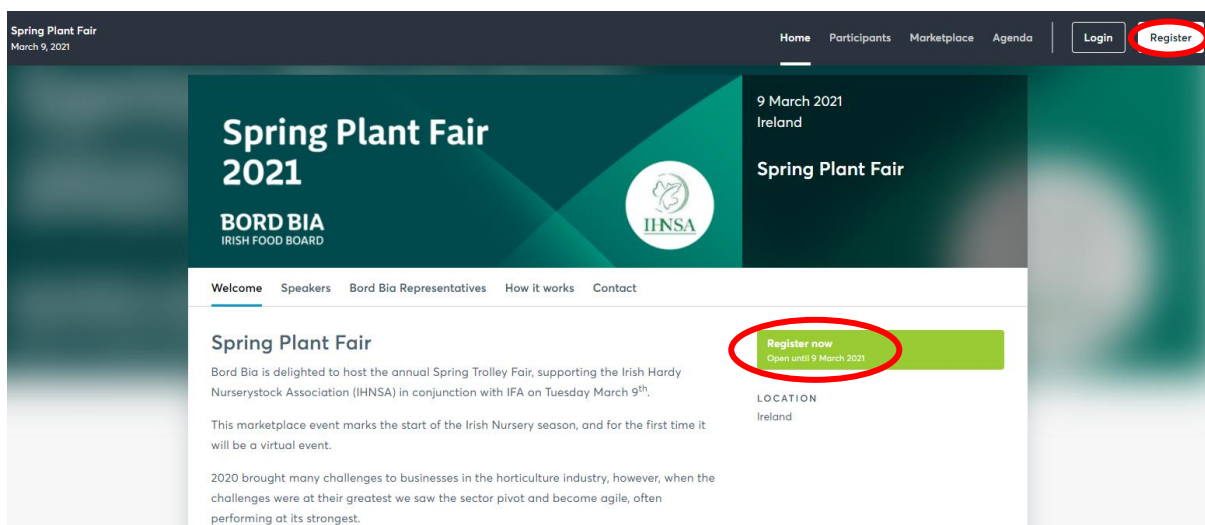
Spring Plant Fair 2021 - Manual for Success

Hi, Welcome to the Spring Plant Fair 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://spring-plant-fair.b2match.io/>

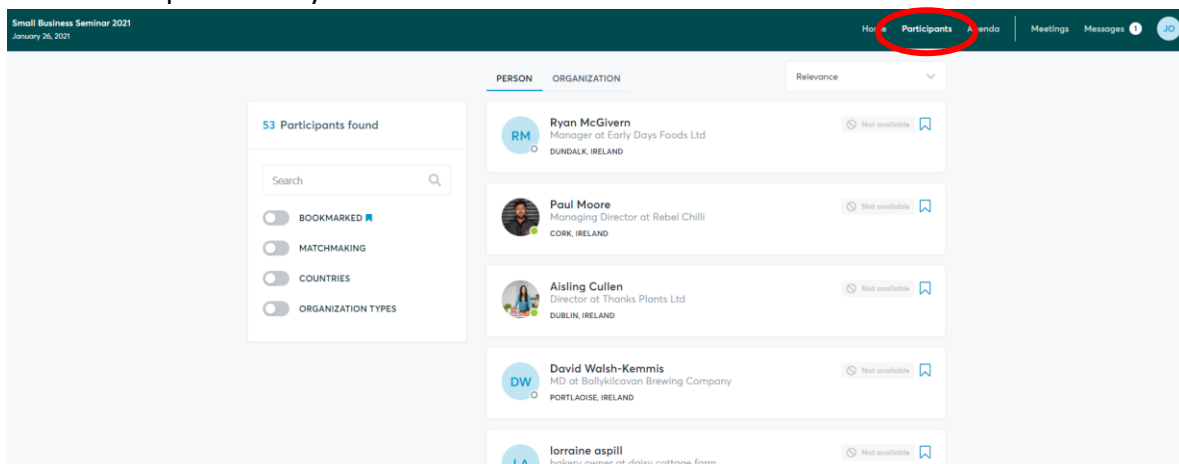
Please login on the homepage, or register yourself if you have not done so.



2. Participants List

View the attendees under the participants list. A list of Bord Bia representatives including sector managers and members of the Horticulture and Brexit 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.

Carol Marks
Sector Manager - Horticulture at Bord Bia
Dublin, Ireland

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

Bord Bia
Bord Bia acts as a link between Irish food, drink and horticulture suppliers and existing and potential customers in Ireland and throughout the world.
Registered on February 09, 2021

4. Accept Meetings

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

Spring Plant Fair
March 9, 2021

Home Participants Marketplace Agenda **Meetings 1** Messages

You are signed in as Carol Marks. [Stop impersonating](#)

1x1 Meetings

[Camera and microphone test](#)

ALL 1 CONFIRMED 0 PENDING 1 CANCELED 0

AVAILABILITY

The meetings and sessions schedule is displayed in the Europe/Dublin time zone (the current time is 14:19). [Change](#)

Next meetings

MEETING INVITATION RECEIVED

Jessie O'Flaherty at Bord Bia
Carol Marks, Sector Manager - Horticulture at Bord Bia

10:45 - 11:00
Tuesday, March 09
Online Video Meeting

[Cancel](#) [Reschedule](#) [Accept](#)



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!

Request meeting

Carol Marks
Sector Manager - Horticulture
Bord Bia

TUESDAY, MARCH 09, 2021

10:30	10:45	11:00	11:15
11:30	11:45	12:00	12:15
12:30	12:45	13:00	13:15
13:30	13:45	14:00	14:15
14:30	14:45	15:00	15:15
15:30	15:45	16:00	16:15

Time zone of the meetings: Europe/Dublin

Next

6. Technical Meeting Preparations

Please check your camera, microphone, speaker and headset are working well on the 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.

Spring Plant Fair
March 9, 2021

Home Participants Marketplace Agenda Meetings Messages

You are signed in as Carol Marks. Stop impersonating

1x1 Meetings

Camera and microphone test

ALL CONFIRMED PENDING CANCELED

AVAILABILITY

The meetings and sessions schedule is displayed in the Europe/Dublin time zone (the current time is 14:19). [Change](#)

Next meetings

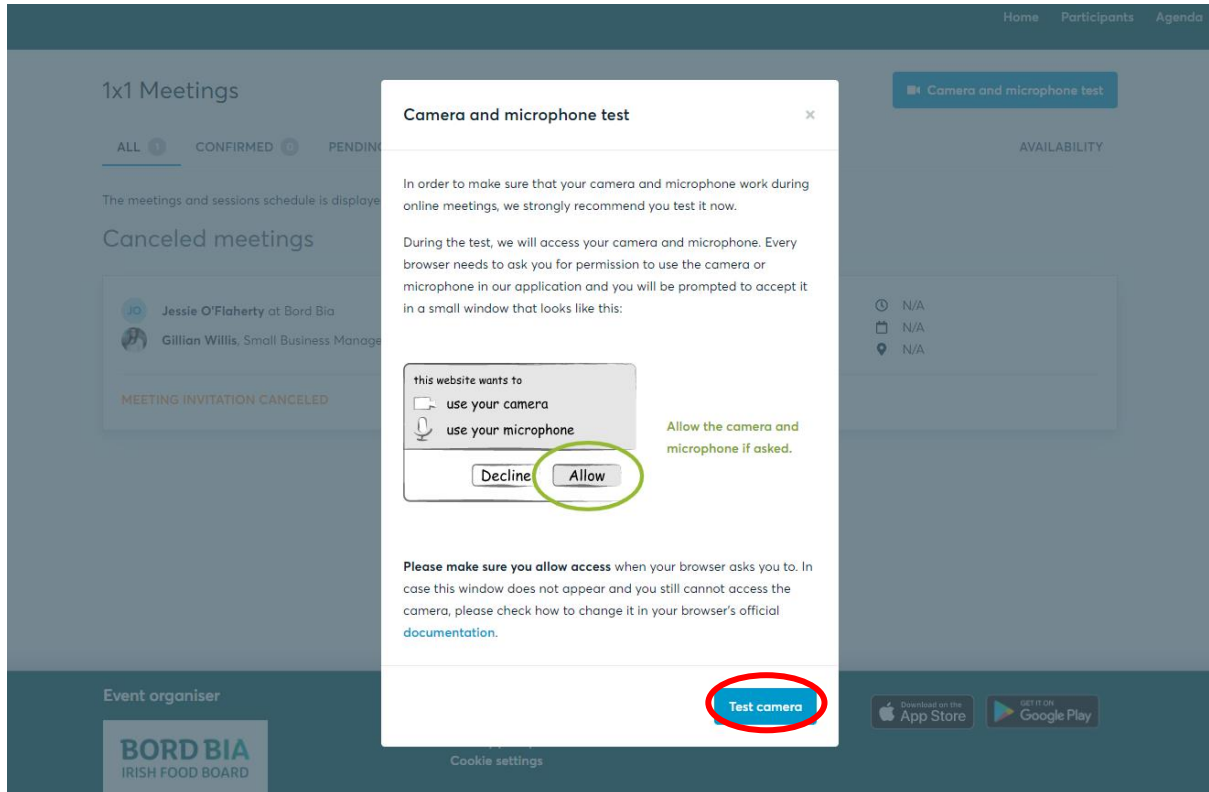
Jessie O'Flaherty at Bord Bia

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MEETING INVITATION RECEIVED

Cancel Reschedule Accept



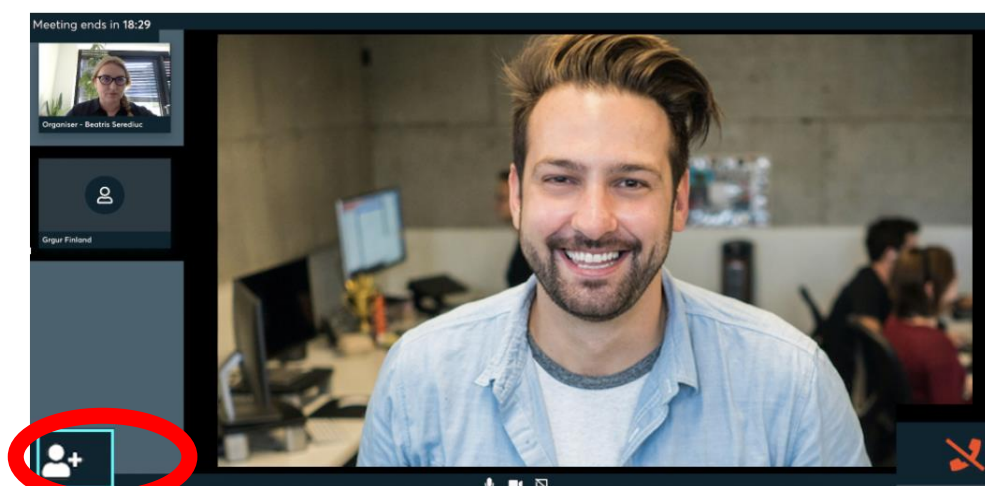
Please remember to allow B2Match to access your camera and Microphone.

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 [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.

A screenshot of a user profile for Carol Marks. The profile includes a circular profile picture of a woman, her name "Carol Marks", and her title "Sector Manager - Horticulture at Bord Bia" with "Dublin, Ireland" below it. There are two buttons: "Request meeting" and "Send message". The "Send message" button, which has an envelope icon, is circled in red. To the right of the profile is a summary card for "Bord Bia" with a blue square containing the letter "B". The card text says "Bord Bia acts as a link between Irish food, drink and horticulture customers in Ireland and throughout the world." and "Registered on February 09, 2021".

9. View Message inbox

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

A screenshot of the Spring Plant Fair 2021 user interface. The top navigation bar includes links for Home, Participants, Marketplace, Agenda, Meetings, and Messages. The "Messages" link, which has a notification badge, is circled in red. Below the navigation bar, an orange banner states "You are signed in as Carol Marks. Stop impersonating". The main content area is divided into two columns. The left column shows the user's profile for Carol Marks with an "Edit my profile" button and a sidebar menu with "Overview", "My availability", and "Logout". The right column features a green banner that says "Booking phase has started!" with a "Book meetings now" button. Below this is a summary card for "Bord Bia" with the text "Bord Bia acts as a link between Irish food, drink and horticulture suppliers and existing and potential customers in Ireland and throughout the world." and a small blue icon.



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 8th of March.

A screenshot of the Spring Plant Fair 2021 web application. The top navigation bar is dark blue with links for Home, Participants, Marketplace, Agenda, Meetings, and Messages. Below this is an orange banner stating "You are signed in as Carol Marks. Stop impersonating". The main content area has tabs for "EVENT AGENDA" and "MY AGENDA". A dropdown menu shows "All days". A blue button labeled "1:1 Meetings" is visible. The agenda for "Tuesday, March 09, 2021" is displayed. A time zone notice states: "The time displayed in the Agenda is in the Europe/Dublin time zone (the current time is 14:30). Change". The agenda item for "09:30 - 10:30" is titled "Spring Plant Fair Webinar". Below the title, a button labeled "Join Online Session" is circled in red. To the right of the agenda item is a red "Remove" button.