

Virtual Trade Mission 2021 - Manual for Success

Hi, Welcome to the BIG DAY of Virtual Trade Mission 2021. Please see below for the guides on how to access B2Match platform, and the tips on maximising the experience.

1. Log In.

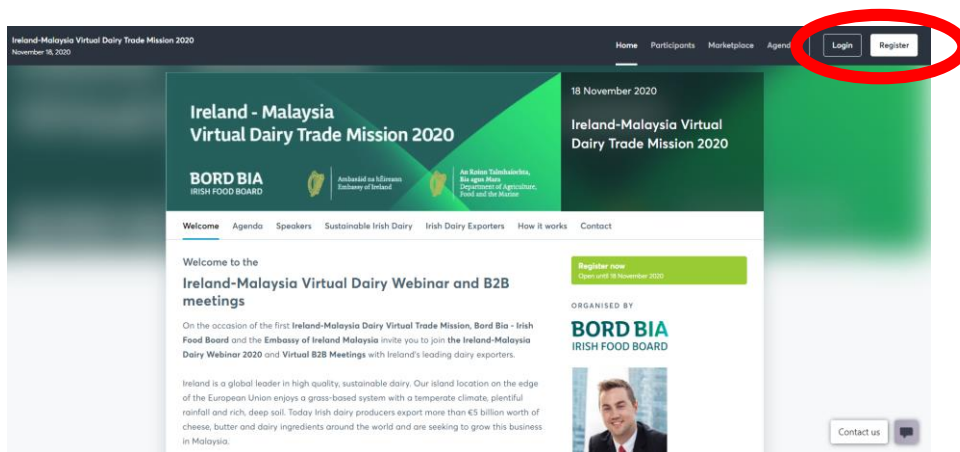
Please refer to the links of the individual events:

October 19th Vietnam: <https://ireland-vietnam-virtual-dairy-trade2021.b2match.io/>

October 27th Southeast Asia: <https://ireland-malaysia-virtual-dairy-trade2021.b2match.io/>

November 2nd Thailand: <https://ireland-thailand-virtual-dairy-trade2021.b2match.io/>

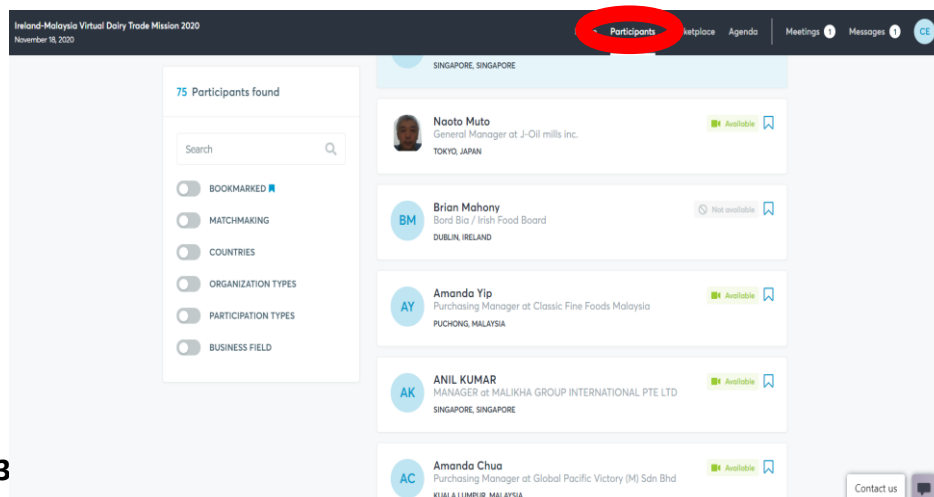
Please login at the homepage, or register yourself if you have not done so.



2. Participants List

View the buyers under the participants list. You can still request meetings and send messages even on the day of the webinar.

Click on the profile tab you would like to meet.



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

The screenshot shows a user profile for Naoto Muto, General Manager at J-Oil mills inc. The profile includes a photo, name, title, and location (Tokyo, Japan). A red circle highlights the "Request meeting" button. To the right, the company information for J-Oil mills inc. is displayed, including a logo, company name, description ("One of the largest Oil and Fats company in Japan. We manufacturer compound margarine"), nature of business (Processor), products of interest (Butter), and registration date (November 07, 2020).

4. Accept Meetings

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

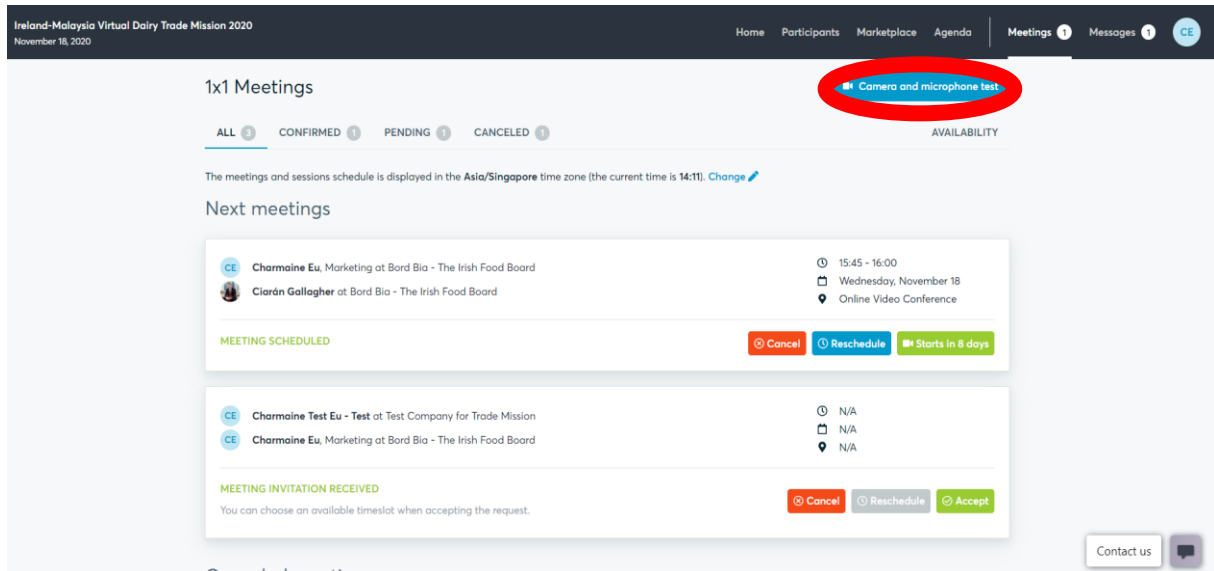
The screenshot shows the "Meetings" tab in the Ireland-Malaysia Virtual Dairy Trade Mission 2020. The "Meetings" tab is circled in red. The page displays "1x1 Meetings" with a "Camera and microphone test" button. Below, there are tabs for "ALL", "CONFIRMED", "PENDING", and "CANCELED". A note states: "The meetings and sessions schedule is displayed in the Asia/Singapore time zone (the current time is 14:11). Change". Under "Next meetings", two meeting cards are shown. The first is a "MEETING SCHEDULED" card for Charmaine Eu and Ciarán Gallagher at 15:45 - 16:00 on Wednesday, November 18. The second is a "MEETING INVITATION RECEIVED" card for Charmaine Test Eu and Charmaine Eu. The "Accept" button on the invitation card is circled in red.

5. Confirm Meeting Timeslot

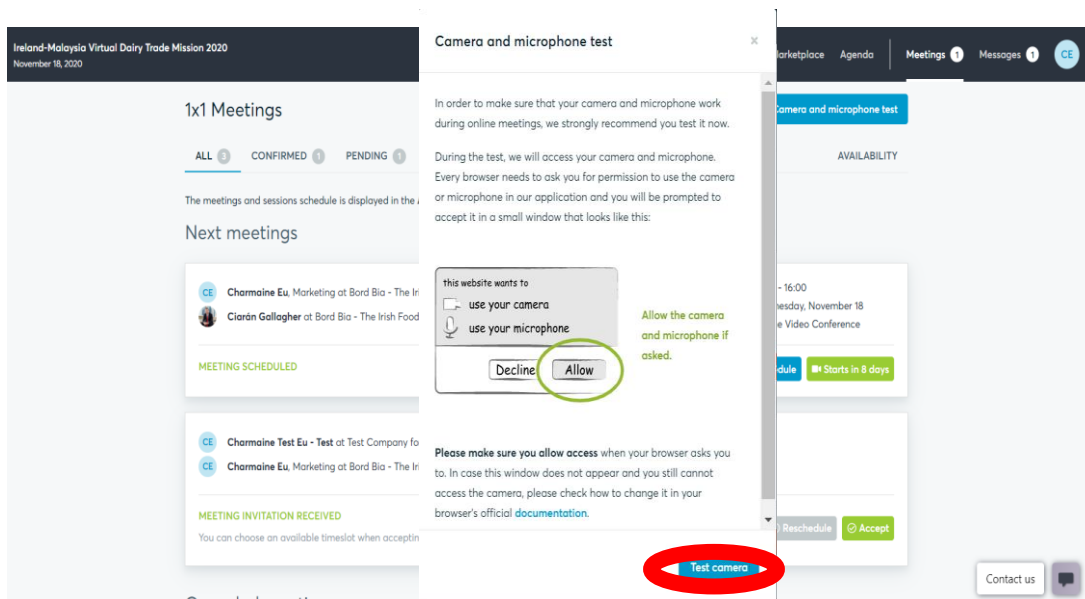
You will be able to choose the preferred timeslot for the meeting. Unavailable timeslot will be blocked. Click confirm, and the meeting is confirmed!

The screenshot shows a dialog box titled "Please pick a timeslot for your meeting". It includes an information icon and text: "This meeting will take place on our platform as an online video conference". Below, it specifies the time zone as "Asia/Singapore" and the date as "Wednesday, November 18, 2020". A grid of timeslots is displayed: 15:30, 15:45, 16:00, 16:15, 16:30, 16:45, 17:00, and 17:15. The 15:30 slot is highlighted in blue. At the bottom, a "confirm time" button is circled in red.

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 start, in order to maximise the 15 minutes with fruitful discussion.



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



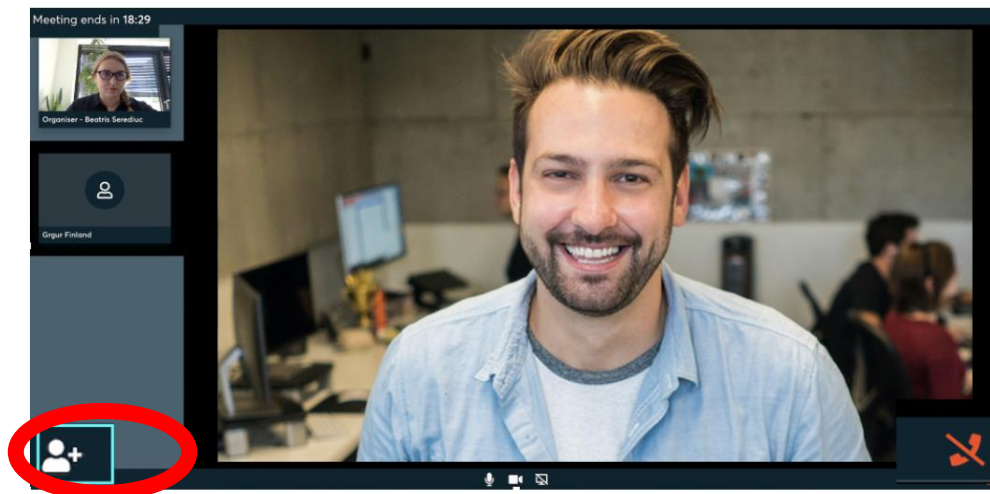
7. Invite Guest to meetings

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



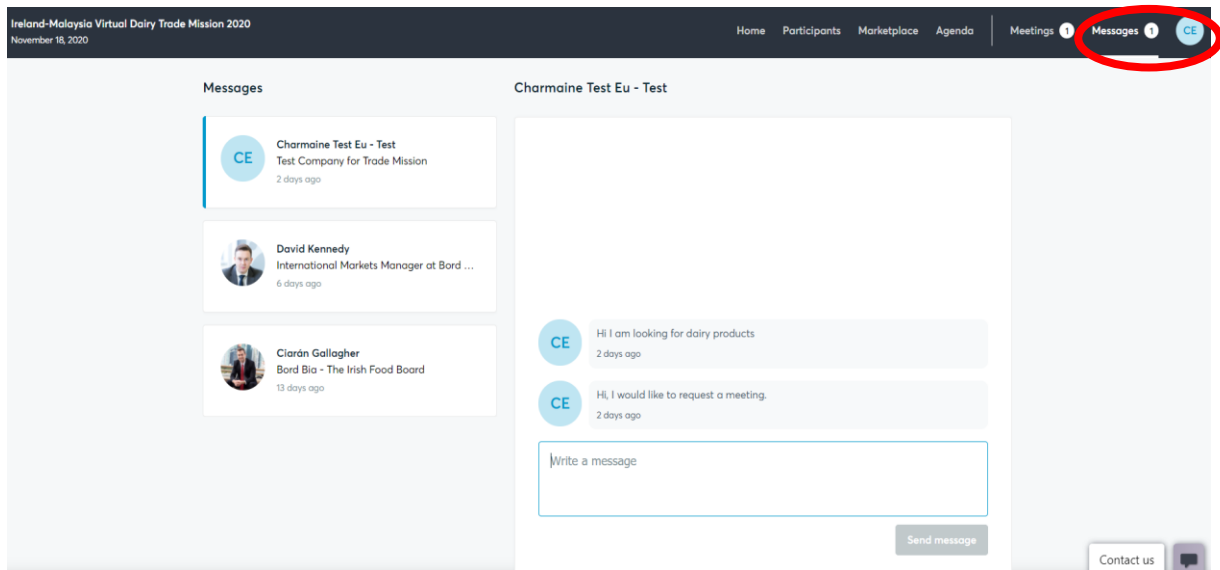
8. Send Messages

You can send Message at the buyer's profile page.



9. View Message inbox

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



10. Access the webinar on the actual day

The online label is also shown in the participants' agenda, marking the sessions which have been set as online.

| Thursday, June 25, 2020 | | | |
|-------------------------|----|--------------------------------------------------------------------------|-----------------------------------------|
| 11:00 - 12:30 | s7 | Rise & Design: Applications of Immersive Technologies In Registration | Conference Online Duplicate Edit |
| 12:00 - 14:00 | s5 | Reinventing the Adventure In Registration | Workshop Duplicate Edit |
| 16:00 - 18:00 | s6 | The Games Talk Afterparty In Reastration | Afterparty Duplicate Edit |