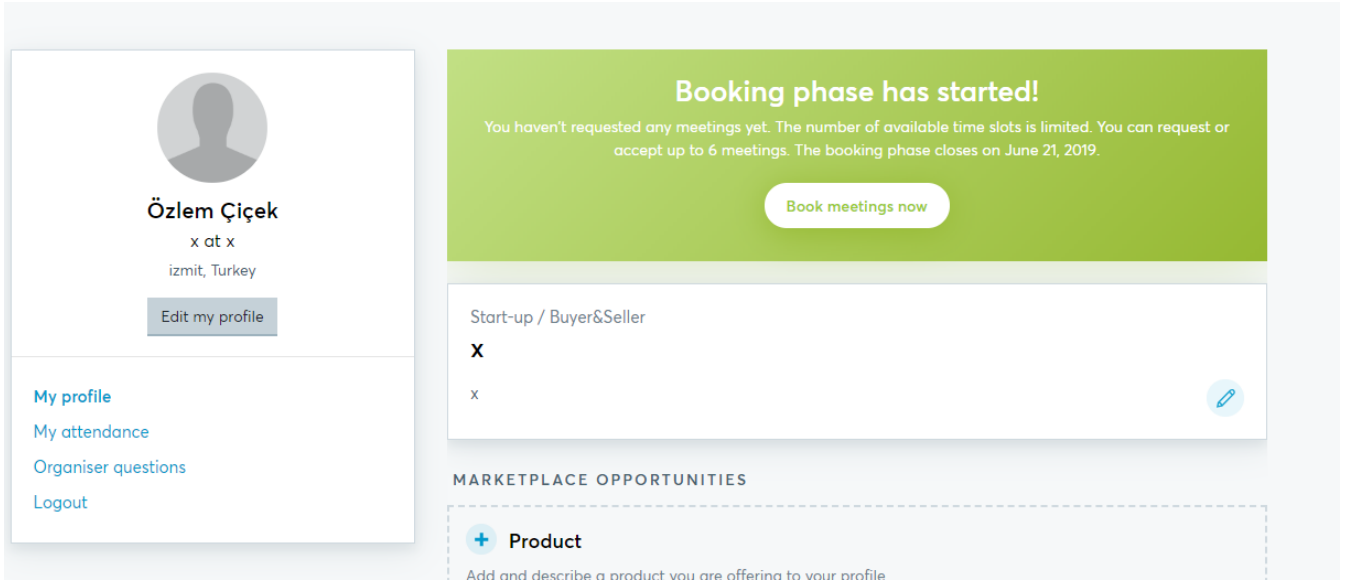


## B2B MEETING PLATFORM BASIC FUNCTIONS GUIDELINE

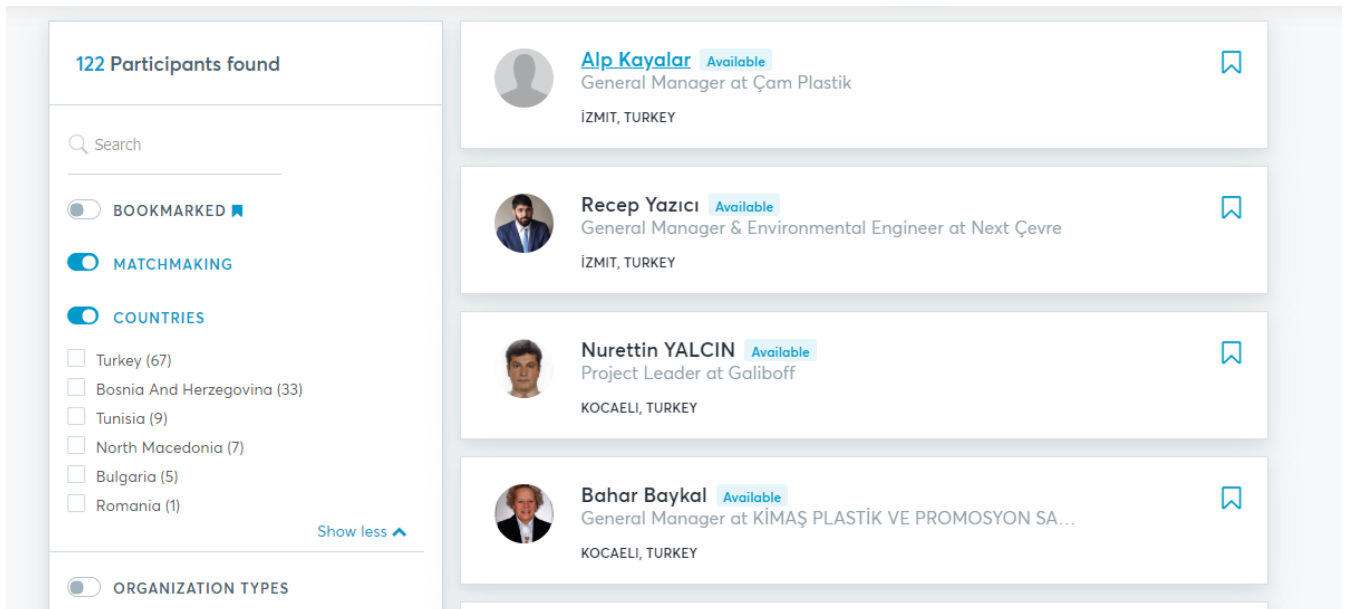
### Sending meeting request

When you register and open an account on the system, your account will be checked and activated by the System Administrator. You can start to create your meeting agenda when you login the system.



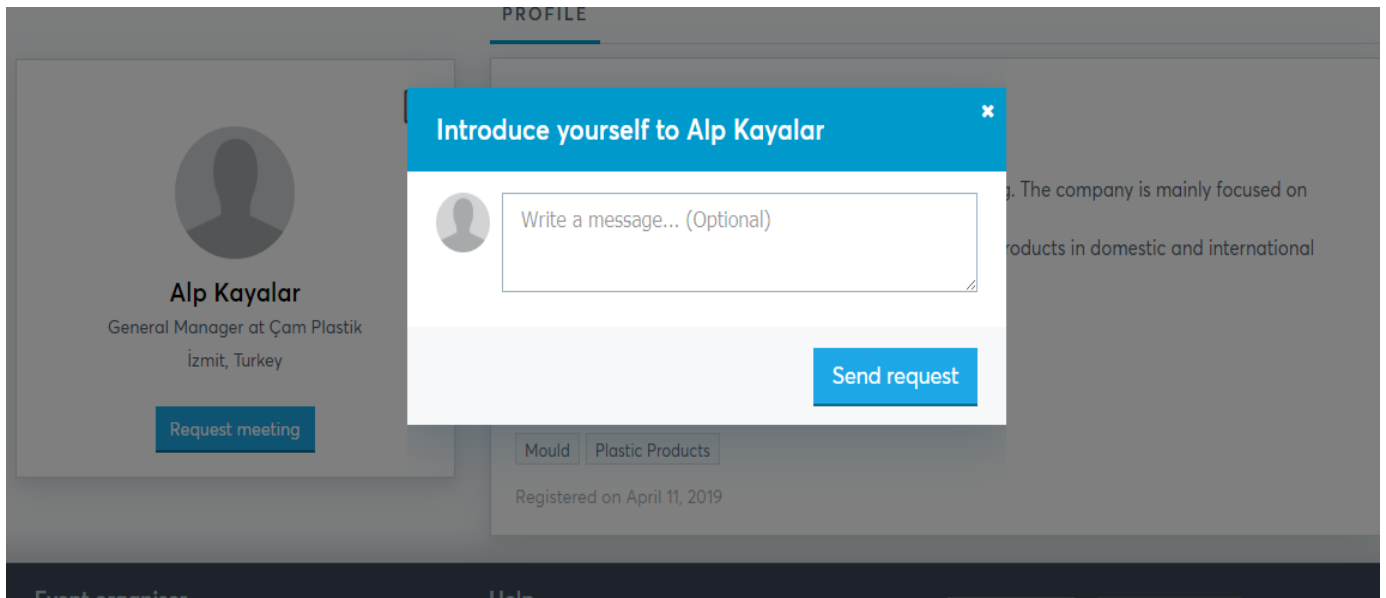
The image shows a user profile on the left and a booking phase notification on the right. The user profile includes a placeholder for a profile picture, the name "Özlem Çiçek", the email "x at x", and the location "izmit, Turkey". There is an "Edit my profile" button and a list of links: "My profile", "My attendance", "Organiser questions", and "Logout". The booking phase notification is a green banner with the text "Booking phase has started!" and a sub-message: "You haven't requested any meetings yet. The number of available time slots is limited. You can request or accept up to 6 meetings. The booking phase closes on June 21, 2019." Below this is a "Book meetings now" button. Underneath, there is a section for "Start-up / Buyer&Seller" with a list of "X" items and an edit icon. Below that is a "MARKETPLACE OPPORTUNITIES" section with a "+ Product" button and a sub-message: "Add and describe a product you are offering to your profile".

You will see all participant companies when you click "Book meetings now". You can also check the detailed company profiles when you click on the participant names.



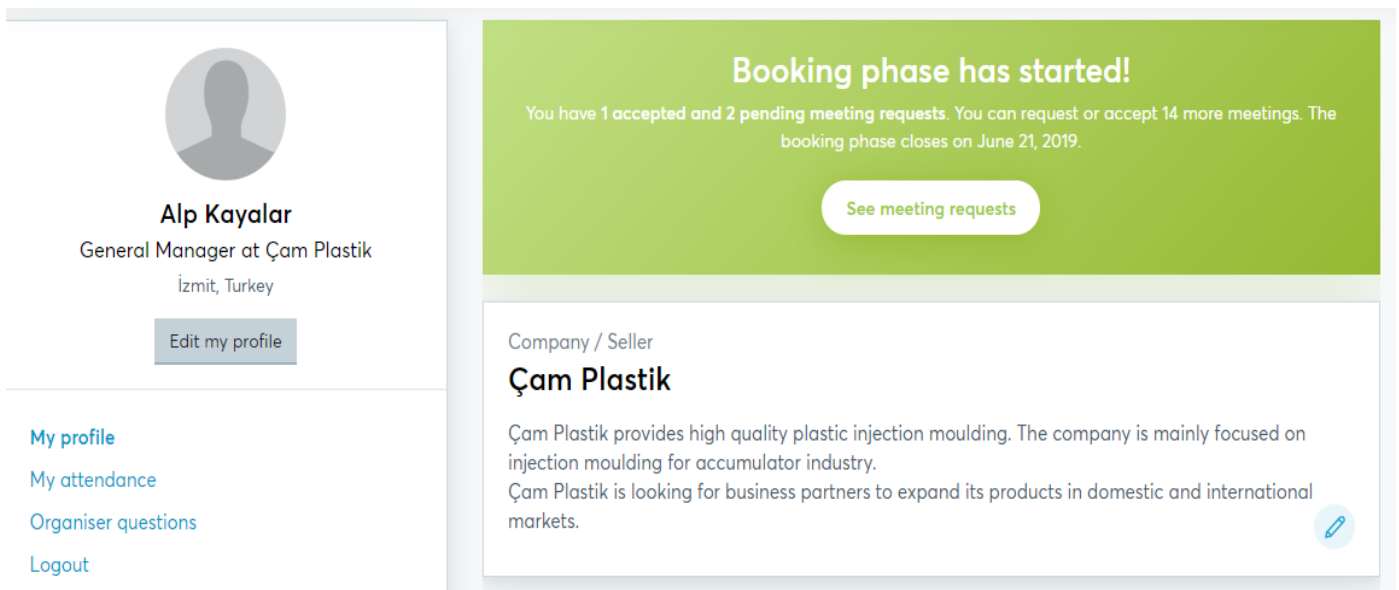
The image shows a list of participants with filters on the left. The list is titled "122 Participants found". The filters include a search bar, a "BOOKMARKED" toggle, a "MATCHMAKING" toggle, and a "COUNTRIES" section with checkboxes for Turkey (67), Bosnia And Herzegovina (33), Tunisia (9), North Macedonia (7), Bulgaria (5), and Romania (1). There is a "Show less" link. Below the filters is an "ORGANIZATION TYPES" section. The participant list shows four entries, each with a profile picture, name, title, location, and a bookmark icon. The participants are: Alp Kayalar (General Manager at Çam Plastik, IZMIT, TURKEY), Recep Yazıcı (General Manager & Environmental Engineer at Next Çevre, IZMIT, TURKEY), Nurettin YALCIN (Project Leader at Galiboff, KOCAELI, TURKEY), and Bahar Baykal (General Manager at KİMAŞ PLASTİK VE PROMOSYON SA..., KOCAELI, TURKEY).

When you click on “Request Meeting” button, a box will appear on the screen as in the below screenshot. You can either write an optional message in the box or simply click on “send request”. If the requestee approves your request, your meeting will be scheduled for the timeslot selected by the requestee during approval.



### Accepting or declining incoming meeting requests


You will receive an informing mail as shown below when a requestor sends you a meeting request. You can schedule the incoming requests by clicking “See meeting requests”.



You can view incoming meeting requests under “pending” tab.


### 1x1 Meetings

ALL(4) CONFIRMED(1) **PENDING(2)** CANCELED(1)

 **Elif Uykan**  
Founder at bensizalma.com

**Request received** 14 days ago

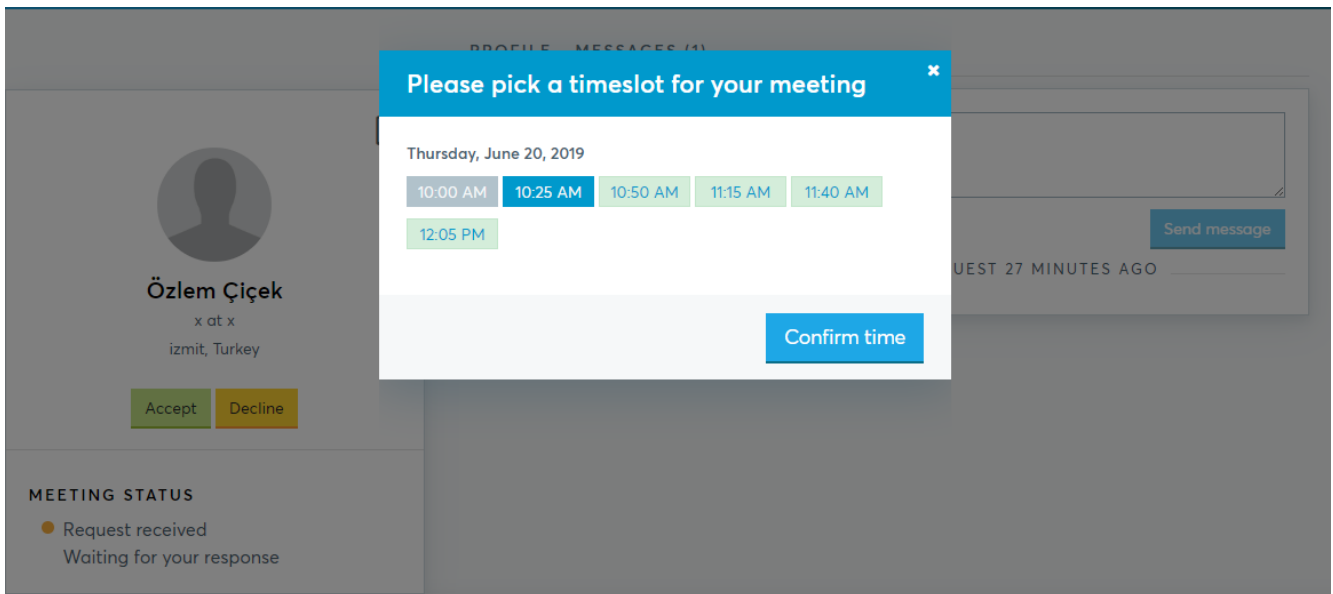
You can choose an available timeslot when accepting the request

 **Özlem Çiçek**  
x at x

**Request received** 14 minutes ago

You can choose an available timeslot when accepting the request

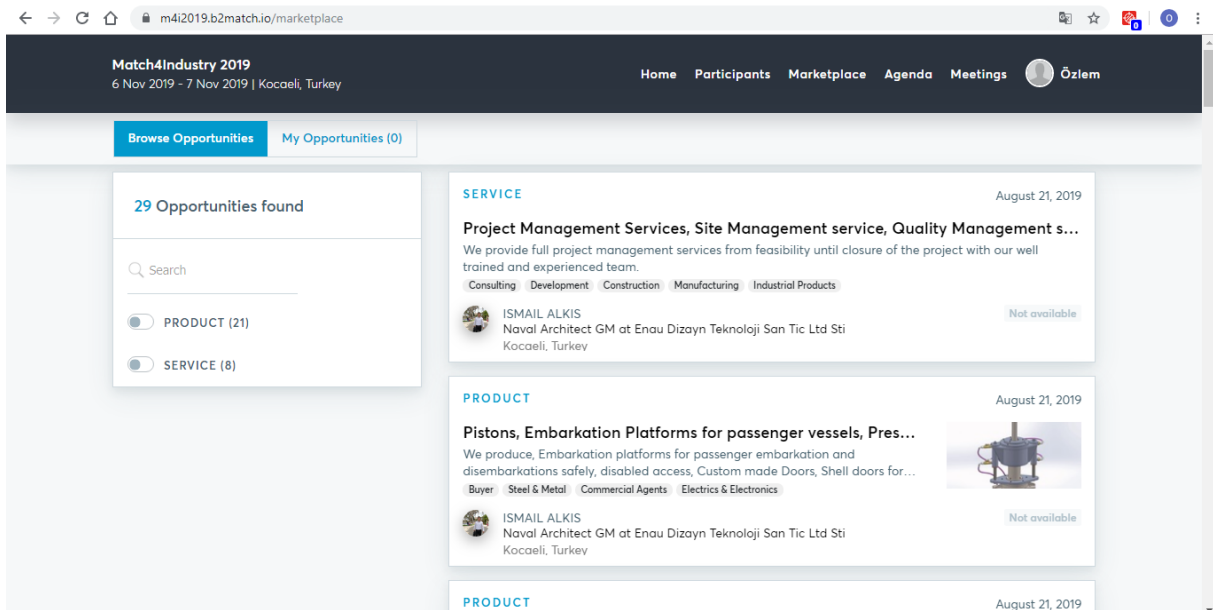
You will be directed to the Requestor’s profile when you click on the Name of the Requestor. You can either click “Accept” or “Decline” button, to decline or schedule a meeting time. When you click “Accept” button, a timetable will be displayed on the screen as in the below screenshot which will enable you to select an available timeslot. Your meeting will be scheduled when you click “Confirm time”.



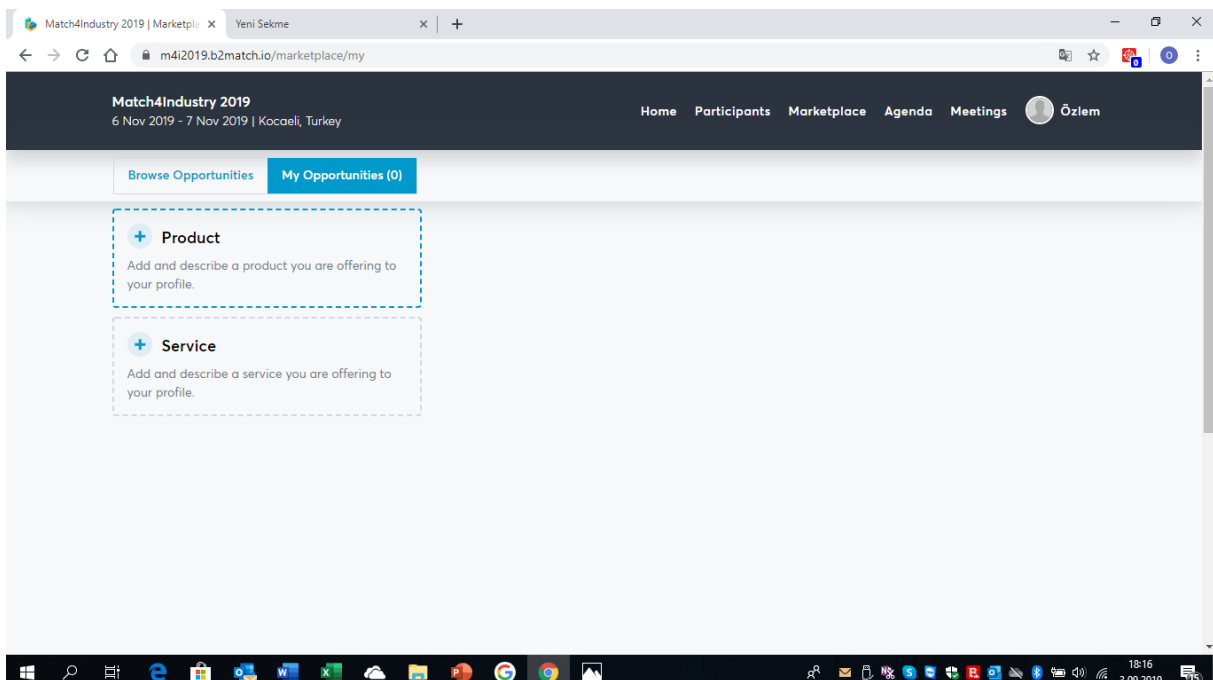
The screenshot shows a user profile for Özlem Çiçek with a meeting request. A modal titled "Please pick a timeslot for your meeting" is open, displaying a calendar for Thursday, June 20, 2019. Available timeslots are shown as colored boxes: 10:00 AM (grey), 10:25 AM (blue), 10:50 AM (green), 11:15 AM (green), 11:40 AM (green), and 12:05 PM (green). A "Confirm time" button is at the bottom of the modal. Below the modal, the "Accept" and "Decline" buttons are visible. The "MEETING STATUS" section shows "Request received" and "Waiting for your response".

### EXHIBITING PRODUCTS/SERVICES IN “MARKET PLACE”

If you want your products or services to stand out, you can use “Market Place”. When you login, click “Market Place” tab located on the top righthand side of the screen. The following screen will be displayed.



There are 2 tabs on the top left-hand corner. When you click on “My Opportunities” tab the following screen will be displayed.



You can click on either “Product” or “Servis” buttons depending on what you want to exhibit and a new page will appear according to your choice (New Product or New Service) to enter the full details of your product/service.

Tüm fotoğrafları görüntüle + Şuraya ekle: 🔍 🗑️ ❤️ 🔄 ✂️ 🔗 Düzenle ve Oluştur 📄 Paylaş 🖨️ ⋮

**NEW SERVICE** ✕

**Title\*** (1/150)

**Description\***

**Type of service**  
 Development  Consulting  Manufacturing  Coaching  Others

**Market application keywords**

**+ Product**  
 Add and describe a product you are offering to your profile.



Enter the name of your product/service under “Title”, give detailed information about your product/service under “Description” and complete the other sections and “Save” your entries. When you click on Save button, your Market Place profile will be displayed as in the following screenshot. Now your products/services are in the Market Place!

Tüm fotoğrafları görüntüle + Şuraya ekle: 🔍 🗑️ ❤️ 🔄 ✂️ 🔗 Düzenle ve Oluştur 📄 Paylaş 🖨️ ⋮

**Match4Industry 2019**  
 6 Nov 2019 - 7 Nov 2019 | Kocaeli, Turkey

Home Participants Marketplace Agenda Meetings Burak

**Browse Opportunities** My Opportunities (1)

30 Opportunities found

Search:

PRODUCT (21)

SERVICE (9)

**SERVICE** August 29, 2019

**Consultancy**  
 ABIGEM East Marmara has responsibility for defined areas of consultancy expertise, and developing services to SMEs utilizing international and local experts. The services are comprised of training, counsell...  
Consulting

Burak Çakır  
 UYG at ABIGEM East Marmara  
 Kocaeli, Turkey

**SERVICE** August 21, 2019

**Project Management Services, Site Management service, Quality Management s...**  
 We provide full project management services from feasibility until closure of the project with our well trained and experienced team.  
Consulting Development Construction Manufacturing Industrial Products

ISMAIL ALKIS  
 Naval Architect GM at Enau Dizayn Teknoloji San Tic Ltd Sti  
 Kocaeli, Turkey Not available

**PRODUCT** August 21, 2019

**Pistons, Embarkation Platforms for passenger vessels, Pres...**  
 We produce, Embarkation platforms for passenger embarkation and disembarkations safely, disabled access, Custom made Doors, Shell doors for...  
Buyer Steel & Metal Commercial Agents Electrics & Electronics

ISMAIL ALKIS  
 Naval Architect GM at Enau Dizayn Teknoloji San Tic Ltd Sti  
 Kocaeli, Turkey Not available

