

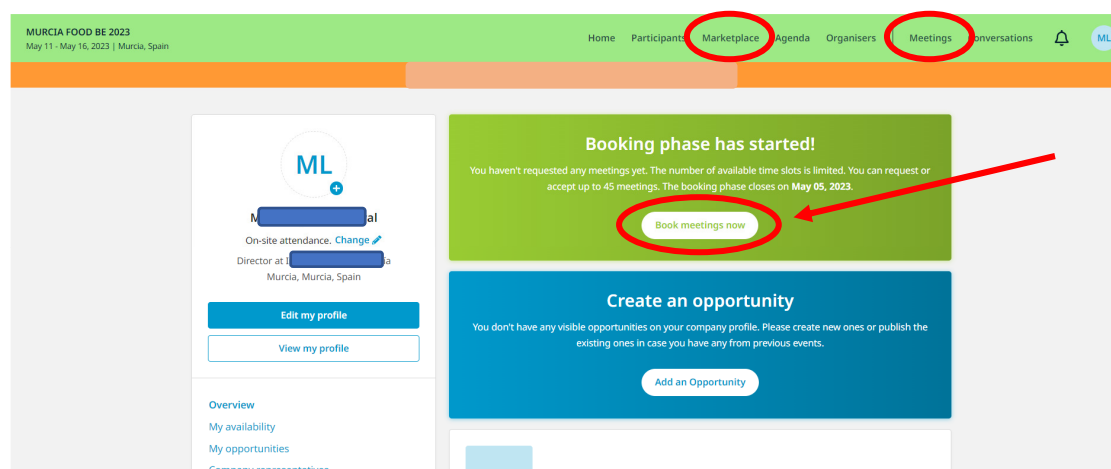


BILATERAL MEETINGS USER'S GUIDE.

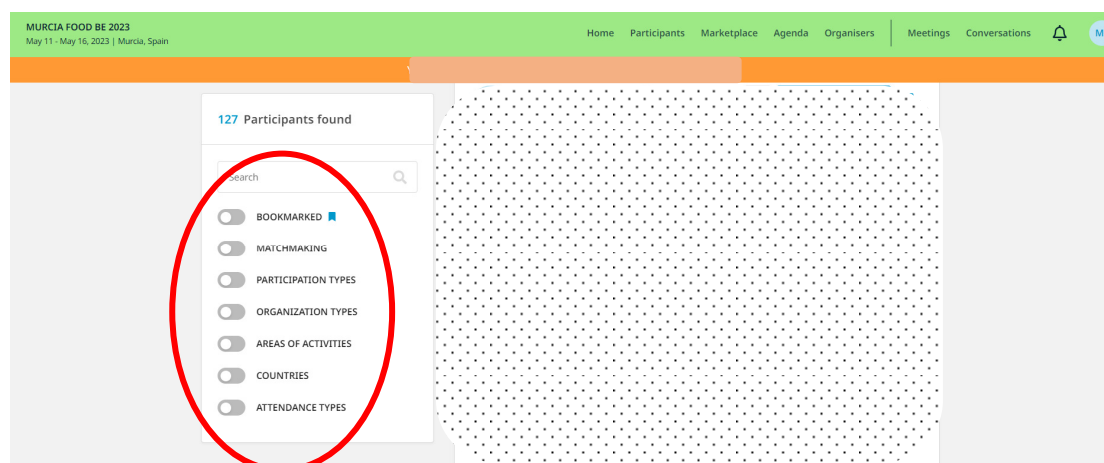
Event website: <https://murciafood2023.b2match.io>

REQUESTING A MEETING

When logging in, the following page will appear:



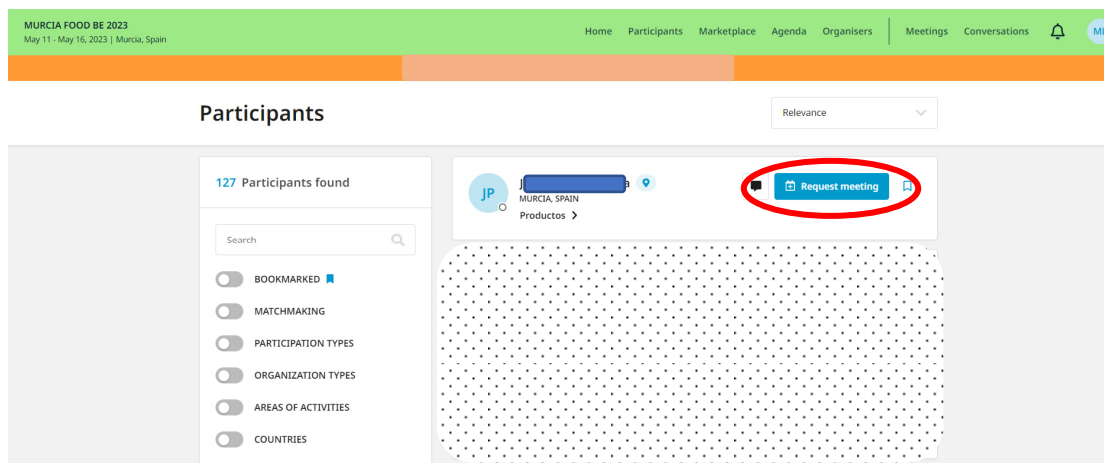
To arrange a bilateral meeting, whether face-to-face or online, click on the button “Book meetings now”. You can also access it by pressing the tabs “Meetings” or “Marketplace”. Next screen, with a list of available participants, will appear:



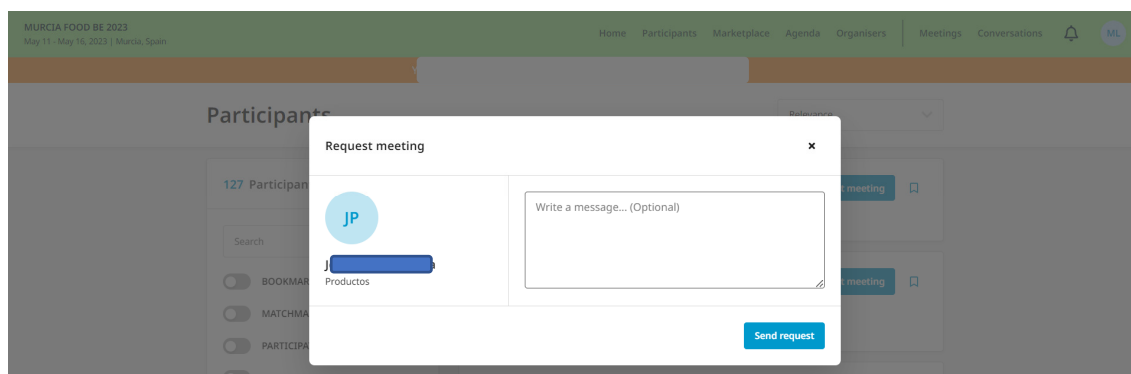
On the left side you can find some user-friendly search tools, to help you in the selection of the most appropriate participants.



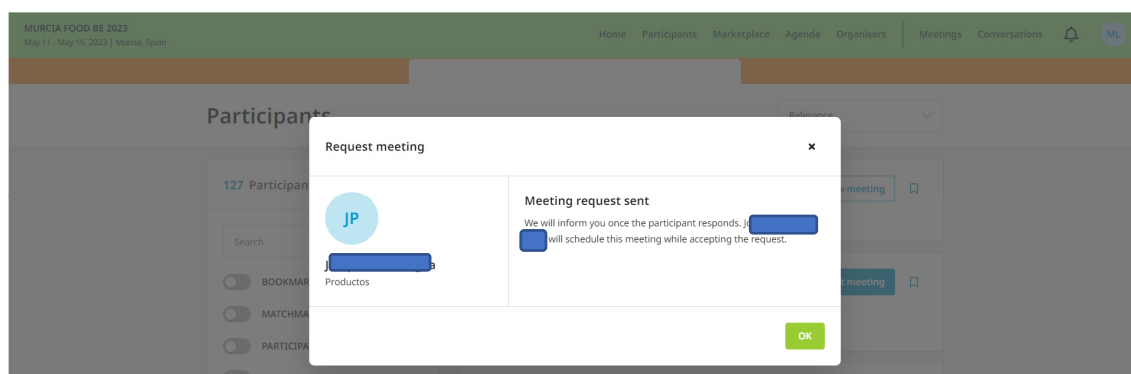
Once selected a participant, click on the blue button “Request meeting”:



Then, you will have the opportunity to send a message, explaining why you want to hold this meeting. This stage is optional:



After clicking on “Send request”, the next screen will confirm that the meeting request has been sent:



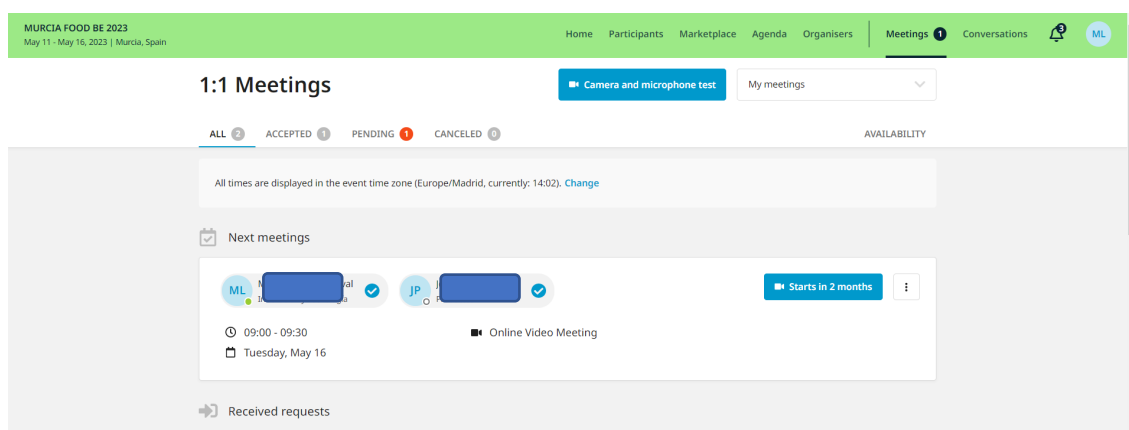


The requested participant must approve the meeting, and he has the possibility to select day and time. You will receive an e-mail informing you whether the proposal has been accepted or rejected.

You can manage your meeting schedule, logging in the event website and pressing the tab “Meetings”:



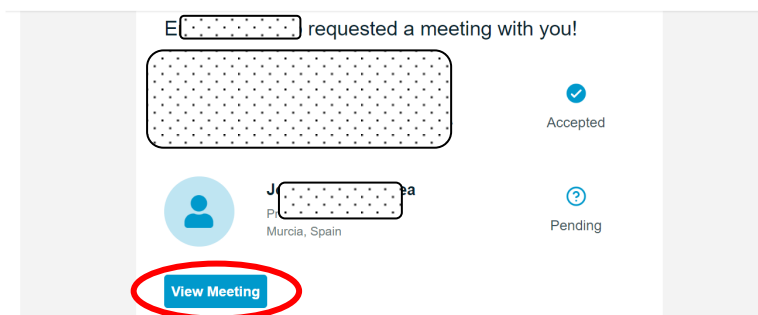
In the next page, you will be able to see your accepted, pending and canceled meeting, and to act upon them:



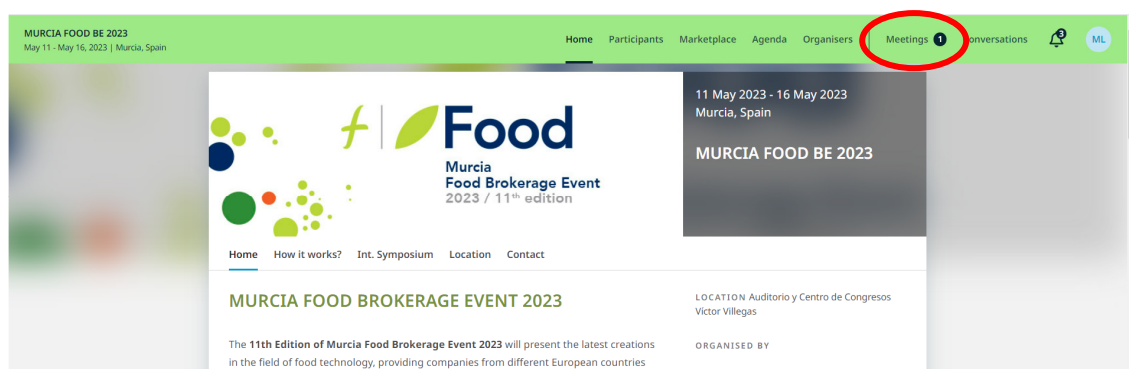


ACCEPTING OR REJECTING A MEETING

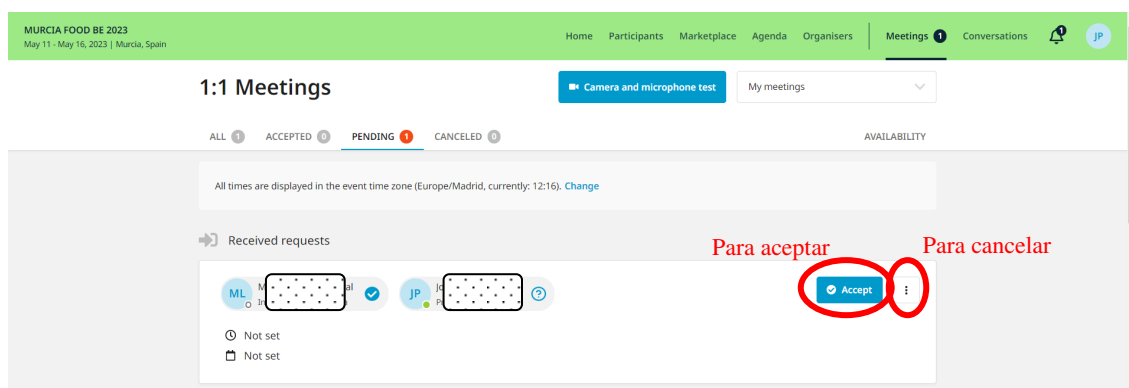
When a participant requests a meeting to you, you will receive an email, with a link “View Meeting”, which enables direct connection to the event website:



Clicking on this link, you will access the meeting management page in the event website. You can also get this page logging in the event website, and pressing the tab “Meetings”:

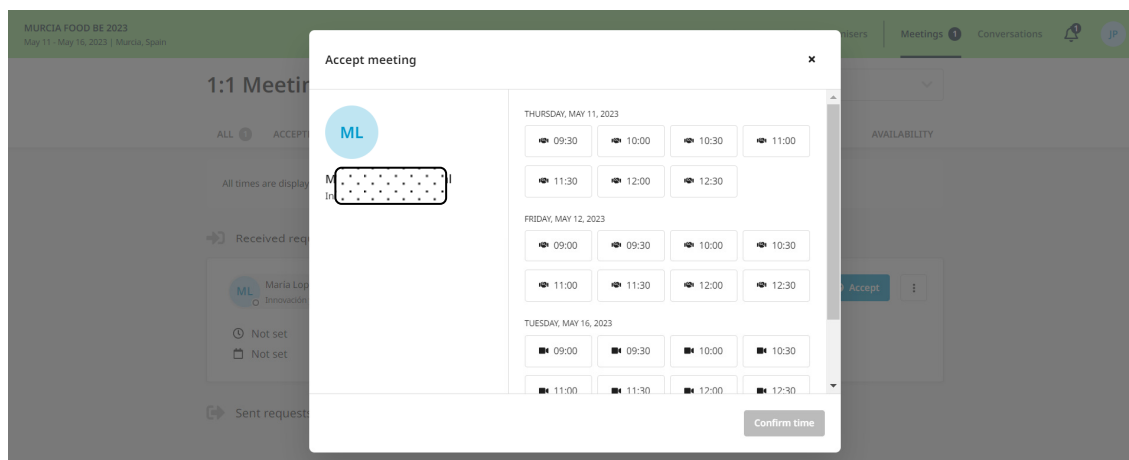


Once in the meeting schedule management page, you can accept the received request, pressing “Accept” button, or reject it in the 3 points button:

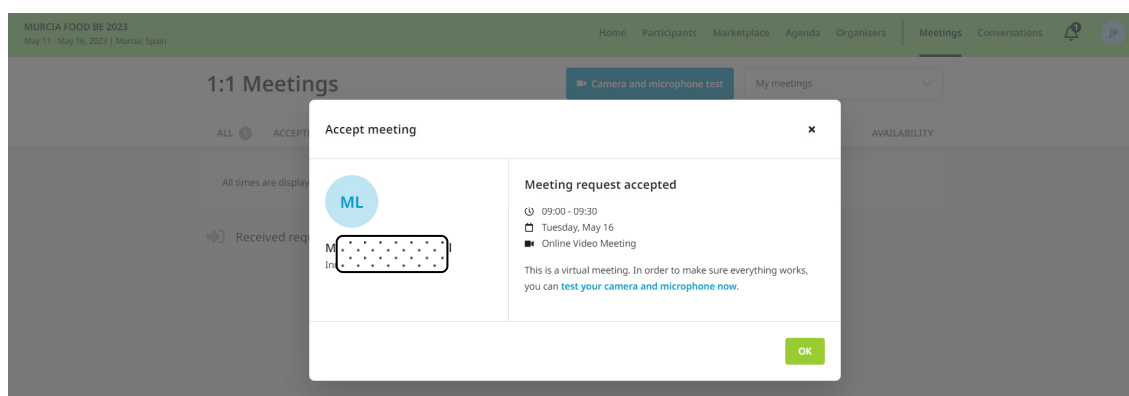




If you accept, the next screen allows you to schedule the meeting:



Finally, a confirmation page will appear:



At any moment, you can manage your meeting schedule, logging in the event website and pressing the tab “Meetings”. In the next page, you will be able to see your accepted, pending and canceled meeting, and to act upon them:

