



# ANUGA Matchmaking Event 2009



## Selecting Meeting Partners

### Active Search for Partners

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1. Log in at [www.anuga.b2bmatchmaking.com](http://www.anuga.b2bmatchmaking.com) using your e-mail address and password
2. Click on "Catalog" in the navigation bar
3. Search for suitable profiles in the catalog via
  1. simple free text search
  2. extended search with keywords
4. When you have found an interesting profile you can do one of three things:
  1. read the **detailed profile** by clicking on the text symbol . (Here you can request a meeting or add the profile to your favorites.) Or you can
  2. save the profile to a list of **prospects** by clicking on the plus symbol . (Your prospects will appear under "to do" in your **matching report**.) Or you can
  3. make a meeting **request** by clicking on the clock symbol . Here you can write a short message, set a priority for this request and then send your request. The request will appear in your **matching report**.

**ATTENTION:** Requests are binding and can not be cancelled!

**HINT:** If you wish to make several requests at once, save the profiles to your prospects list and make the requests all at once. To do this: click on "profiles on your prospects list" under "to do" in your matching report. Select the companies you wish to send a meeting request to and click on "request meetings".

5. Please wait until the requested meeting partner confirms or declines the meeting. The meeting will only be scheduled if the meeting partner accepts the meeting request. A meeting schedule will be sent to you before the event.

You can get an overview of your meeting requests at any time while you are logged in by clicking on "Matching report" in the upper right hand side of the webpage.

Please note: **The number of meeting requests is limited to 40 per participant.** If you wish to make more meeting requests, please register a second person from your company.

### Passive -- A meeting has been requested with you

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You will receive an e-mail with the following text:

*Dear Mr / Ms ...,  
A meeting with you was requested.  
Please login at <http://www.anuga.b2bmatchmaking.com/login.php> and accept or decline this request. All accepted meetings will be scheduled to the convenience of both parties...*

1. Log in at [www.anuga.b2bmatchmaking.com](http://www.anuga.b2bmatchmaking.com) using your email address and password
2. In your matching report under "Contact overview" click on "reply to meeting requests"
3. Under "Incoming requests" you will find the requested meeting
4. Take a good look at the profile via "Details"
5. Click on either "accept" or "decline"

**Meetings that are accepted by both parties will be organized by our team starting on the 26<sup>th</sup> of September, 2009 and are binding.**

**A meeting schedule will be sent to you before the start of the event.**

**The ANUGA Matchmaking Event 2009 Team wishes you a very success business event!**