

What is the Global Meetings Programme?

The Global Meetings Programme at Gastech 2019 is a proactive, pre show platform enabling exhibitors, speakers, delegates and visitors to view participant profiles and select who they want to meet with during the event.

As soon as your registration has been completed, your company will be added to the Global Meetings Programme for Gastech 2019 and you will be emailed a confirmation email with your username and password.

Schedule your meetings now!



When you log in, you will see your profile (about your company), your timeslots for meetings and your individual 'matching report' suggesting who you should meet.



Your profile has been created with the data from your registration form. You are welcome to edit most of the fields as well as add a jpeg of yourself or company logo.



Select who you want to meet – send them a meeting request and they will accept, decline or propose a new time for the meeting with you.



Alternatively the Global Meetings team can assist you with scheduling your meetings. Email us on gastech@bizmatchmakng.net if you want us to schedule for you.



The Global Meetings Team will be on-site to provide you with a printout of your confirmed meetings (with contact details) for you to track your meetings. If a participant does not show up, please provide the hostess with feedback and we will contact these participants on your behalf.

Benefit of using the Global Meetings Programme?

This programme enables you to be proactive before arriving at the event, maximizing your networking experience!

- 1. Research through participant profiles**, you can select exactly who you want to meet with, send a meeting request and confirm all your meetings that take place at convenient times for the meeting invitee.
- 2. Track your meeting requests:** Your online calendar allows you to track your meeting requests in a real-time environment providing up to date information through your private online global meetings account.

CONVENIENT MEETINGS LOCATION WITH A CONCIERGE SERVICE

As an exhibitor, all meetings will take place at your stand. For participants who do not have a stand, your meetings will take place in the meeting lounge area (you can select open meeting tables by timeslot and availability).

Click to watch the video to see how the Global Meeting Programme works

Tips

- When you log in - please check that your profile is correct. It will be viewed by all other participants and the target industry sectors you select are used to generate your matches.
- Within your profile – check your time availability. Meetings will be scheduled in the times selected.
- The earlier you update your profile, select who you want to meet with and start scheduling your meetings– the more meeting confirmations you will have!
- As new participants are confirmed to attend the event, they will be profiled into the programme. Therefore you can login often and view new participants by registered date, on your 'matching report' page.
- Too many pending meetings? Contact the Global Meetings Team and we will call these participants for you.

Using the Matching Report to schedule your meetings

The 'Matching Report' is simple to use and has many different search criterion to use when searching for companies.

Matching Report

Who do you want to meet?

Please select a search option:
 all attendees
 matching your target profile

Name or Surname:

Company:

Country:

Your Target Industries:

Your Target Participation Categories:

City:

Designation:

Keyword:

Registered:

Actions

Favourites

Your favourites are empty.

To add someone to your Favourites, click on "Favourite" next to / below a participant.

1. Select a search option, either search through all attendees or 'matching your target profile' (this is based on the industry/target industry sectors selected in your profile).
2. You can narrow down the search by selecting an Industry that you are interested in. Then click search.
3. If there are still too many suggested matches that come up, you can narrow down the search further by either typing in a keyword search, a country, designation, etc.
4. Then it is just a matter of reading through the profiles and creating meetings with companies you are interested in meeting with.
5. Should you struggle at any time please contact our team and we will assist with scheduling meetings on your behalf.

Tips

- select 'all attendees' or 'my matches' followed with a broad search such as 'industry'
- Using all filters may result in very narrow or zero matches
- To schedule a one-to-one meeting, click on 'create a meeting' next to the participant's profile
- Add an additional filter one by one i.e add 'participation category' - search - then add 'country' - search etc.
- The best filter is the keyword "search" as it searches the entire profile for matches
- To schedule a mini workshop - add all invitees from your favorite list and click on 'Create Mini Workshop with Favourites'

Still can't find who you want to meet? Contact the Business Machmaking Team to assist you!

Calendar Features

There are additional features in your calendar to help you organise and manage your time efficiently.

- **Export & Sync** will allow you to sync your meetings with your personal/work calendar application.
- **Print your calendar.** Your confirmed meetings will print with contact details.

Contact Us!

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www.bizmatchmaking.net/?event=gastech-2019

If you have missed the email with log in details and are unable to access your calendar, visit the home page and click on "Trouble accessing your account", insert your email address and submit. You will then be resent your login details.