



## Step by Step: How can I take part as co-exhibitor?

- 1. Main exhibitors will receive an invitation end of January for ITB Speed Networking. This invitation includes a **link** and **code** (main exhibitor ID). This will be sent by the main exhibitor to co-exhibitors. If you have not received those information, please get in touch with the main exhibitor directly.
- 2. With this information provided by your main exhibitor, you can register and create a matchmaking-profile within the Matchmaking Tool (with the code to be automatically connected to your main exhibitor).
  - ➔ For that click on the link <http://www.itbspeednetworking.com/public/p1/co-exhibitor> (use an **updated Firefox** browser)
  - ➔ Scroll down
  - ➔ Click on “**Register**”

Buyer    Main exhibitor    Co-exhibitor

### Matchmaking-Tool for the ITB Speed Networking Event at ITB Berlin 2017

Your main exhibitor has sent you an invitation to participate in the ITB Speed Networking Event at ITB Berlin 2017. There is no fee for participation, but only 500 exhibitors (main and co-exhibitors) can participate.

ITB Speed Networking is a way to establish initial contacts between buyers and exhibitors. In **8 minute timeslots** you have the possibility to meet buyers. The event takes place **9 March, from 9.30 – 11.00 am**.

A matchmaking process will take place 13 - 26 February 2017 in which you will have the opportunity to arrange appointments with buyers within the Matchmaking Tool of ITB Speed Networking. Both parties, exhibitors and buyers, are required to agree to specific appointments in order for the appointments to take place.

Only exhibitors with at least one fixed pre-scheduled meeting can take part in ITB Speed Networking.

**How can I register for the ITB Speed Networking Event?**

First click on "Register" and enter your main exhibitor ID code, register with the name of your company, and create a Matchmaking profile for the ITB Speed Networking Event.

After you set yourself a password, your main exhibitor will then be sent an email requesting approval of your registration for the ITB Speed Networking Event. The main exhibitor will decide whether to confirm or reject your request.

If your main exhibitor approves your participation, you will be sent an e-mail and can then create a matchmaking profile for the ITB Speed Networking Event. Registration is made on a personal basis.

**Please note:** You can only participate in the matchmaking process with your main exhibitor's approval. If you have any questions, please contact your main exhibitor.

**Register**

- ➔ Insert the **main exhibitor code** that was sent to you by your main exhibitor, for example MAINEX000 (instead of the three "0" are different numbers depending on the main exhibitor) and click on “**Submit**”.

### Registration form for Co-exhibitors

Please enter your main exhibitor ID code first and register with your company details.

Main exhibitor ID code \*

**Submit**



- ➔ Afterwards, register with your company details and complete your Matchmaking profile. Also, you need to accept the general terms and conditions and data protection regulations. Furthermore, you choose what destinations and products you are offering.

## Registration form for Co-exhibitors

Please register with your company details and complete your Matchmaking profile.

**Please note: You can only participate in the Matchmaking process with your main exhibitor's approval. If you have any questions, please contact your main exhibitor.**

Herewith, I confirm the general terms and conditions [PDF](#). \*

Herewith, I confirm the data protection regulations [PDF](#). \*

**Username \***

Spaces, periods, hyphens, apostrophes and underscores can be used, other punctuation not.

**E-mail address \***

Please enter your business e-mail address.

**Gender \***

**Title**

**First name \***

**Last name \***

Matchmaking-Profile

**Company \***

**Industry \***

- To finish, just click again on “**Register**” on the bottom of the page. Now your main exhibitor has to log in into his/her account as well to be able to accept your registration request within the matchmaking-tool. **Your main exhibitor** needs to click on “**Accept co-exhibitor**”. **Otherwise, you cannot take part at the matchmaking phase nor at ITB Speed Networking.**

- ➔ Right now, the matchmaking phase has not started yet, so you cannot schedule meetings just set up your profile. Kindly note, that the matchmaking phase will start from 12 February (12:00 pm CET).
- ➔ With this date, the buyers list will show all participating buyers.



- 4. You will receive an automatic confirmation mail afterwards and can login for the matchmaking tool and participate at the matchmaking phase (**from 12 February on**).
- 5. During the matchmaking phase you can try to schedule meetings with interesting buyers and you will receive meeting requests.
- 6. The matchmaking phase within the matchmaking tool ends 26 February 2018 at midnight (CET). If you have no fixed appointment (because there was no interesting buyer for you or the interesting buyers were already fully booked), you cannot participate on 8 March during the event.

Only co-exhibitors with at least one fixed appointment can take part on 8 March at ITB Speed Networking, as there will not be any free networking.