



Step by Step:

- I. How can I log in as main exhibitor?
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You can take part at the matchmaking phase (**11 February - 28 February**) if you have completed your matchmaking profile.

During the matchmaking phase you can send meeting requests to interesting buyers and will receive meeting requests.

The buyers list is empty right now, as the matchmaking phase has not started yet.

The matchmaking phase ends 28 February. If you do not have any fixed appointments until then (because there was no interesting buyer for you or the interesting buyers were already fully booked) you cannot participate at the event on the 7 March.

Only exhibitors with at least one fixed appointment can take part on 7 March at ITB Speed Networking, **as there will not be any free networking.**



I. How can log in as main exhibitor?

1. Main exhibitors will receive an invitation end of January for ITB Speed Networking. This invitation will be sent via e-mail to the e-mail address that was included in the **stand registration for contact person**.
1. Login to the Matchmaking Tool webpage with the login data from the invitation e-mail. (Not the Virtual Market Place®)
- a. Click on www.itbspeednetworking.com/user

Image: Login at Matchmaking Tool

 A screenshot of the login page for the ITB Speed Networking Matchmaking Tool. At the top, there are two tabs: "Log in" (selected) and "Request new password". Below the tabs is the heading "User account". There are two input fields: "Username *" and "Password *". Below each field is a small instruction: "Enter your ITB Speed Networking Matchmaking Tool username." and "Enter the password that accompanies your username." respectively. At the bottom left, there is a "Log in" button.

➔ Type in your **Username** and **Password** that was sent in the invitation.

Normally, the username is "MAINEX" and a number. **This number may not be the same as last year!**

Image: Invitation e-mail text:

 A screenshot of an invitation e-mail text. The heading is "Your registration link as a main exhibitor". Below the heading is a photograph of a trade show booth. To the right of the photo, the text reads: "All exhibitors who would like to participate in the ITB Speed Networking Event must first create a **matchmaking profile**." Below this, it says: "Login to the Matchmaking Tool webpage with the **login data from this e-mail**. After your first login as a main exhibitor, you will be prompted to change your password." There is a link: "Link: www.itbspeednetworking.com/user". Below the link are two input fields: "Username: xxx" and "Password: xxx". At the bottom, it says: "Please use the latest update of your browser and preferably Firefox for a perfect display of the website."



2. After your first login as a main exhibitor, you will be asked to change your password. The username stays the same.
3. Please also accept the general terms and conditions and data protection regulations. Then click on "save".

Image: My profile to accept terms & conditions and change password.

A screenshot of the ITB Speed Networking Matchmaking Tool profile page. The page has a navigation bar at the top with links: "Starting Page", "My Profile" (highlighted in orange), "Buyers List", "Co-exhibitor Admin", "Account", "Matchmaking-Profile", "Name Substitute", and "Cancel Registration". Below the navigation bar, there is a "Welcome!" heading. The main content area contains a message: "At first please confirm the general terms and conditions as well as the data protection regulations for a participation at ITB Speed Networking. Please complete your matchmaking profile in order to attend successfully the ITB Speed Networking Event. Please note that you may change your profile until the end of the matchmaking process, ...". Below this message, there is a section for the matchmaking phase: "The matchmaking phase with our buyers starts : [] at noon (CET) and ends : [] at midnight (CET)". There are two checkboxes: "Herewith, I confirm the general terms and conditions PDF. *" and "Herewith, I confirm the data protection regulations PDF. *". Below the checkboxes, there is a "Current password" field. Below the "Current password" field, there is a link: "Enter your current password to change your password or request a new password.". There are two "Password" fields and a "Confirm password" field. To the right of the "Password" fields, there is a "Password strength:" indicator. Below the password fields, there is a note: "To change the current user password, enter the new password in both fields.". At the bottom left, there is a "Save" button, which is circled in red.



II. How can I fill out my Speed Networking Matchmaking Profile?

4. Afterwards, you can create a matchmaking-profile for yourself, if you wish to attend the ITB Speed Networking event yourself. Just click on “**My Profile**” > “**Matchmaking-Profile**”.

Please note: A registration within the Matchmaking Tool, does not guarantee that you can participate during the onsite networking event.

5. You do not have to create a profile, if you do not want to participate yourself, but just use the **co-exhibitor admin page within the tool to coordinate your co-exhibitors**. For your individual admin area you need to log in.

Image: Filling out the Matchmaking-Profile of the own company

A screenshot of the ITB Speed Networking Matchmaking Profile form. A red arrow points to the "Matchmaking-Profile" link in the navigation menu. The form includes fields for Company, Industry, Department, Position, Country, Website, and Phone. A note indicates the deadline for creating the profile. The "Matchmaking-Profile" link is circled in red.

Starting Page [My Profile](#) [Buyers List](#) [Co-exhibitor Admin](#)
[Account](#) [Matchmaking-Profile](#) [Name Substitute](#) [Cancel Registration](#)

Welcome!

Please complete your matchmaking profile in order to participate in the matchmaking phase from

New this year: Only if exhibitors have at least one fixed appointment within the matchmaking tool, you can attend the on-site ITB Speed Networking event. Deadline for creating the matchmaking profile:

Company *

Industry *
- Select a value -

Department *
- Select a value -

Position *
- Select a value -

Country *
- Select a value -

Website *

Phone *

Please use the following format: 0049 30 123456.

In which geographical areas do you mostly offer your products? *



III. How can I invite my co-exhibitors to register for the Speed Networking Matchmaking Tool?

You can also invite your co-exhibitors to register for the Speed Networking Matchmaking Tool by forwarding them the following information:

1. The **login link** for co-exhibitors

www.itbspeednetworking.com/public/p1/co-exhibitor

and

2. Your **main exhibitor ID code** (the same as your username) which was sent in your invitation.

After each of your co-exhibitors has registered individually for the Matchmaking Tool, **you will receive a notification via e-mail** and then you have to

- a. **authorize** the registration so that the co-exhibitor can participate in the matchmaking process for the ITB Speed Networking event

or

- b. **decline**, e.g. in case the applicant is not truly one of your co-exhibitors on your stand.

You can also authorize / decline all at once.

➔ See on the next page how to enter the co-exhibitor admin area and manage your co-exhibitor registrations. If there is no name showing, no co-exhibitor has registered so far.

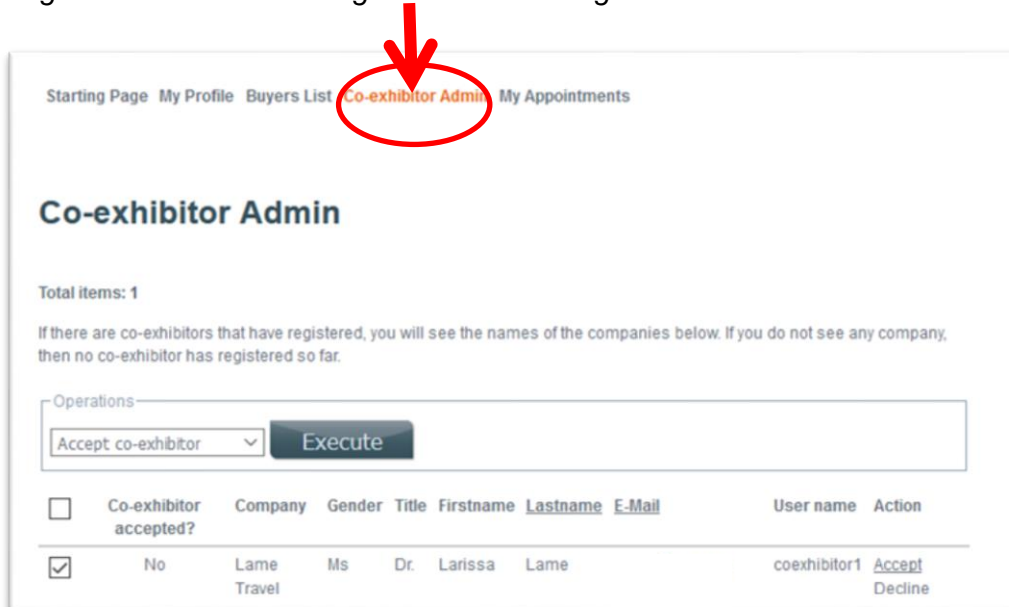


IV. How can I accept /decline co-exhibitors that want to participate in the Speed Networking Matchmaking?

IMPORTANT: If a co-exhibitor registered for the matchmaking tool, you need to accept or decline their registration within the admin area. After your log in, click on the navigation point "Co-exhibitor admin" and accept / decline the co-exhibitor registrations. **Please note, that if you do not react or decline their registration, those co-exhibitors cannot take part at the matchmaking phase nor ITB Speed Networking.**

Co-exhibitors have to register themselves. After they have registered with your main exhibitor code, they appear in your co-exhibitor area. You cannot add them yourself on that page.

Image: Admin area to manage co-exhibitors registrations





6. After you have logged in, you click on “Co-exhibitor administration” (red circle in the image). **If there is no name showing, no co-exhibitor has registered so far.**
 1. Click individually on the **checkbox of the co-exhibitor** to choose them (so you choose which co-exhibitor you want to accept or decline) (you can also choose to select all and confirm/decline all at once to save time),
 2. then choose an **action/operation** (accept co-exhibitor or decline co-exhibitor)
 3. And then click on “Execute” to actually do so.

Image: Co-exhibitor administration area, steps to accept /decline a co-exhibitor

 A screenshot of the "Co-exhibitor Admin" web interface. At the top, it says "Total items: 2". Below this is an "Operations" section with a dropdown menu (labeled with a red box '2') showing options: "Choose an operation -", "Accept co-exhibitor", and "Decline co-exhibitor". To the right of the dropdown is an "Execute" button (labeled with a red box '3'). Below the operations section is a table with columns: "checked?", "No", "Gender", "Title", "Firstname", "Lastname", "E-Mail", "User name", and "Action". The "checked?" column has two rows, each with a checked checkbox (labeled with a red box '1'). The "No" column has two rows, each with the word "No" circled in red. The "Action" column has two rows, each with "Accept" and "Decline" links.

checked?	No	Gender	Title	Firstname	Lastname	E-Mail	User name	Action
<input checked="" type="checkbox"/>	No							Accept Decline
<input checked="" type="checkbox"/>	No							Accept Decline

Red circle: In your table of the co-exhibitors you should see below “**Co-exhibitor accepted?**” that it says “yes” instead of “no”. So you know then it was successful. When you have done so, your co-exhibitors will receive an automatic mail that they have been accepted.