

## QUICK GUIDE: VIEW PARTICIPANTS, REQUEST MEETINGS, CONFIRM MEETINGS

## **To View B2B Participants**

- 1. Login to the <u>B2B Platform</u> with your email and password.
  - Ensure you have completed you profile under the "My Profile" tab.
  - Ensure you have blocked out timeslots when you are NOT available for meetings by clicking "set to unavailable" under "My Agenda".
- 2. Click on "Attendees" tab and scroll down to view the complete list of participating companies.
  - You may click on the "Search" button to find companies with specific competencies/ capabilities/ certifications, etc.
  - Enter Keyword (e.g. "anodising", "anodizing", "repair", "cold spray", "FAA", "vanes"); OR
  - Check specific categories under 01 What we have to offer (e.g. "Aircraft Interior", "OEM", "Precision Machining", "Tooling"). Do remember to uncheck/clear the categories after every search, otherwise, the search becomes more and more limited.

Pitch and Match My agen	da Attendees My Profile	weicome Misnell Arwan neip
🎥 Explore your favorite list		
Check the wh	nole attendee list or list your favorite atten	ndees and send meeting requests.
	All attendees Favori	te list
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	Alicraft Ground Support	Aerospace Material
	Airport/Terminal	Avionics
	Equipment	
	Equipment Casting & Forging	Certification & Consultancy
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	Equipment Casting & Forging Components Digitalisation	Certification & Consultancy Composites Distributor of Aircraft Parts & Equipment

## To Request Appointment(s)

- 1. Click on the company/organisation you would like to set up a meeting with (e.g. "Association of Aerospace Industries (Singapore))".
- 2. Scroll down to see participating representatives and click on the person you would like to meet (e.g. "Kheng Yok Sia").



- 3. View attendee details and scroll down to his/her agenda.
- Select your desired meeting slot (e.g. Wed 12 Feb 0930-1000h) and click "Request a meeting".
  - By selecting "<u>Automatic meeting place reservation</u>", a meeting space will be made available and assigned to you for the specified 30-minute timeblock at the Singapore Pavilion @ Singapore Airshow. These meeting spaces are located within Booth B01 and C11.
  - You may also wish to propose your own location for the meeting. If doing so, please enter details of location (e.g. France Country Pavilion).

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9-00	Tuesday, 11/02/2020	Wednesday, 12/02/2020	Thursday, 13/02/2020	9-00		
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					🕵 Request details	
		09:30 - 10:00 Request a meetin	09:30 - 10:00 Request a meeting.		Who	Kheng Yok Sia of Association of Aerospace Industries (Singapore
		6 free	E Free		When	Wednesday, 12/02/2020 at 09:30
10:00		10:00 - 10:30	10:00 - 10:30		Where	
		Request a meeting.	Request a meeting.		Where	<ul> <li>Stromatic meeting place reservation</li> <li>Store your own location for the meeting</li> </ul>
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		10:30 - 11:00	10:30 - 11:00			
		Unavailable.	Request a meeting.			
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11-00				-11:00		

5. Click on "**Send request**". The representative will automatically receive an email to inform him/her to accept/reject or reschedule the meeting.

## **To View Meeting Requests**

1. Click on "My Pitch and Match" tab.

My Pitch and Match	My agenda	Attendees	My Profile			
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You have no new me	essages			go to archive 🌘	To sin linl pa	get help on 1ply click on < in the upp ge.
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- 2. See your meeting requests (e.g. "1 attendee want to meet you").
  - Click on the meeting request to see request details.
  - Click "see more details" to review the requestor's profile.
  - You may <u>accept</u> the meeting or <u>suggest other timeblock</u> to reschedule. Once you accept, the meeting will be confirmed.

Pitch and Match	My agenda	Attendees	My Profile		Welcome Anr	n Majid help lo		
			Download for Outlook	E-mail my agenda	Print m	iy agenda		
My Agenda>Pendi	ng meeting request	ts> Meeting requ	uested					
🔍 Request deta	nils							
Who	Kheng Yo (Singapor	Kheng Yok Sia, Chief Executive of Association of Aerospace Industries (Singapore) wants to meet you						
Request details								
When	Wednesda	Suggest o	ther timeblock					
Status	Awaiting a	pproval from you	1					
			Accept meeting			渊 reject		

3. You may check your requested meetings and confirmed meetings under the "**My Pitch and Match**" tab. You can also see an overview of your meetings under the "**My Agenda**" tab.

We wish you a fruitful time!