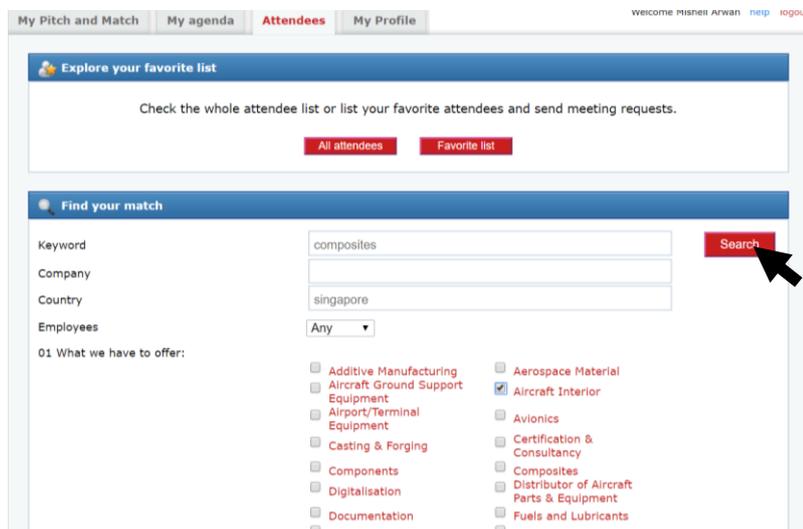


QUICK GUIDE: VIEW PARTICIPANTS, REQUEST MEETINGS, CONFIRM MEETINGS

To View B2B Participants

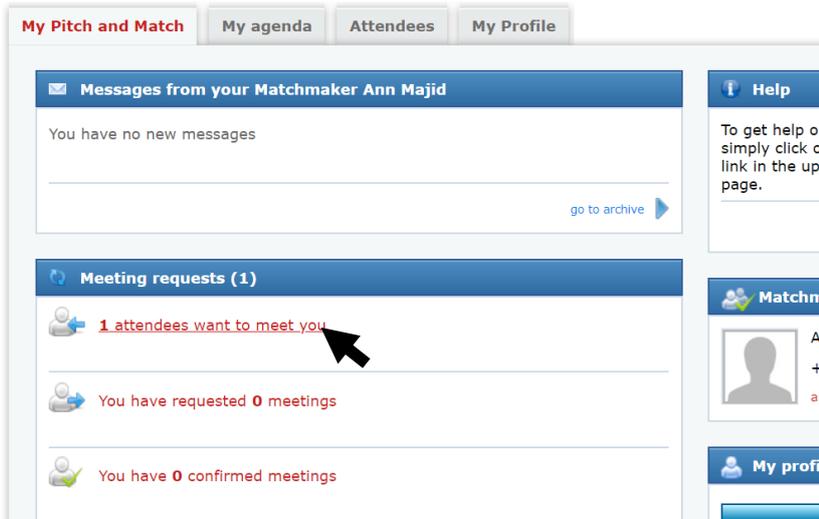
1. Login to the [B2B Platform](#) with your email and password.
 - Ensure you have completed your profile under the **"My Profile"** tab.
 - Ensure you have blocked out timeslots when you are NOT available for meetings by clicking "set to unavailable" under **"My Agenda"** .
2. Click on **"Attendees"** 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.



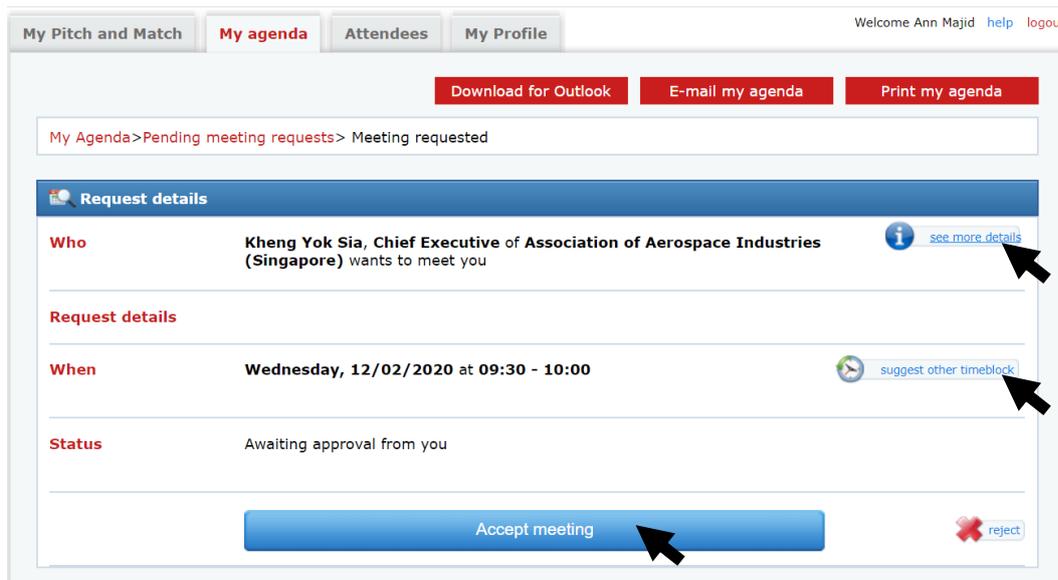
The screenshot shows the 'Attendees' tab selected in the top navigation bar. Below the navigation bar, there are two main sections: 'Explore your favorite list' and 'Find your match'. The 'Find your match' section contains search filters for Keyword (with 'composites' entered), Company, Country (with 'singapore' entered), and Employees (with 'Any' selected). A red 'Search' button is highlighted with a black arrow. Below the filters, there is a section titled '01 What we have to offer:' with a grid of checkboxes for various categories. The 'Aircraft Interior' checkbox is checked, while others are unchecked.

To View Meeting Requests

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



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 accept the meeting or suggest other timeblock to reschedule. Once you accept, the meeting will be confirmed.



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!