

# Meet the Buyer

Higher Education PPP Bundle 1 Construction & FM Services

9<sup>th</sup> December 2020

#GlobalAmbition























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# Registration

Register with your **own email address and create a password**. You must have access to this email as you will receive an automatic email to verify it.

Meet the Buyer Higher Education Bundle 1 Construction of December 9, 2020	and FM	Home	Participants	Agenda	Login	Register
	You are signed in as an organiser. Logou	ut				
	Registration  Choose how to proceed and start signing up for event.	or the				
	Continue with LinkedIn					
	Continue with Google					
	or					
	Enter your email					
	Continue with Email					



#### **Personal Info**

Input your personal profile information. Your name, job title and photo will be visible to other participants on the event platform.

Personal Information	
FIRST NAME*	
LAST NAME*	
JOB POSITION *	
MOBILE PHONE NUMBER	
PROFILE PICTURE	Only the event organiser can see your phone number  Click here to upload a profile picture
	Use a picture that gives the attendees a good impression of who you are. Please do not upload pictures of landscapes or logos.
TIME ZONE *	(GMT+01:00) Dublin ▼



# **Organisation Info**

Your organisation details will be visible to other participants on the event platform. Please input a clear and concise profile so they buyers can determine that they are the best person to assist you.

Organisation Information	
ORGANISATION NAME *	
WEBSITE	http://
ORGANISATION DESCRIPTION •	
ORGANISATION LOGO	Write a short description about what your organisation does. Keep it short and enjoyable to read.  Organisation Logo  Click here to upload an organisation logo
	Upload your organisation's logo. It will be visible in your profile.



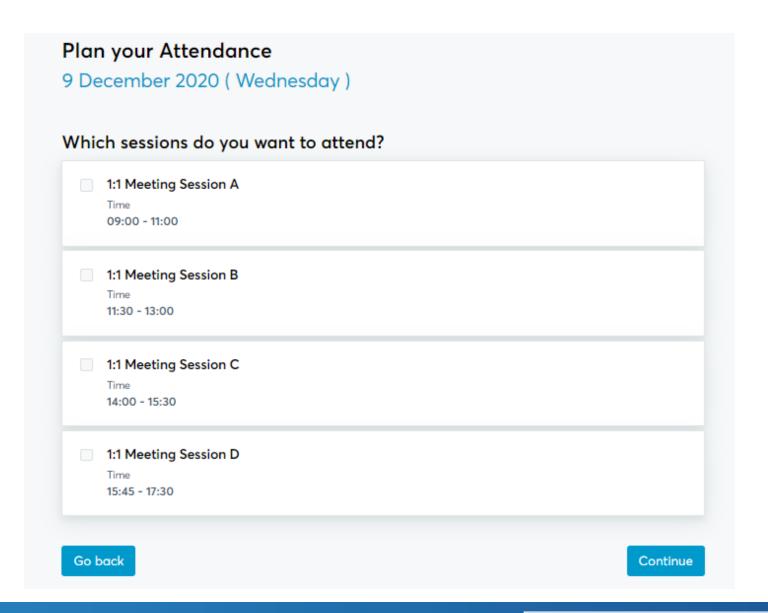
## Agenda

This is where you indicate the times you are available.

To request meetings, you must select sessions.

Each session is made up of blocks of 10-minute meetings.

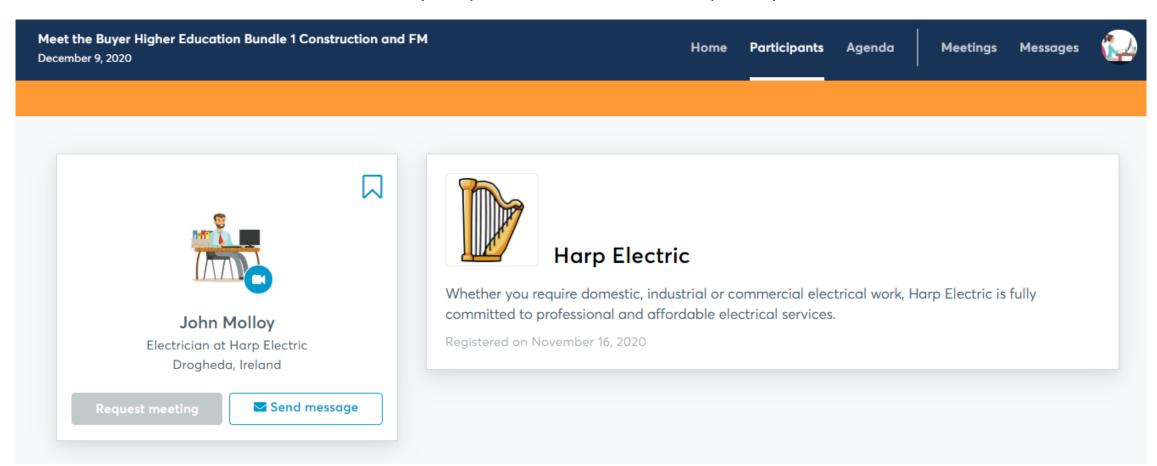
Select as many sessions as possible over the week to maximise your availability.





#### **Your Profile**

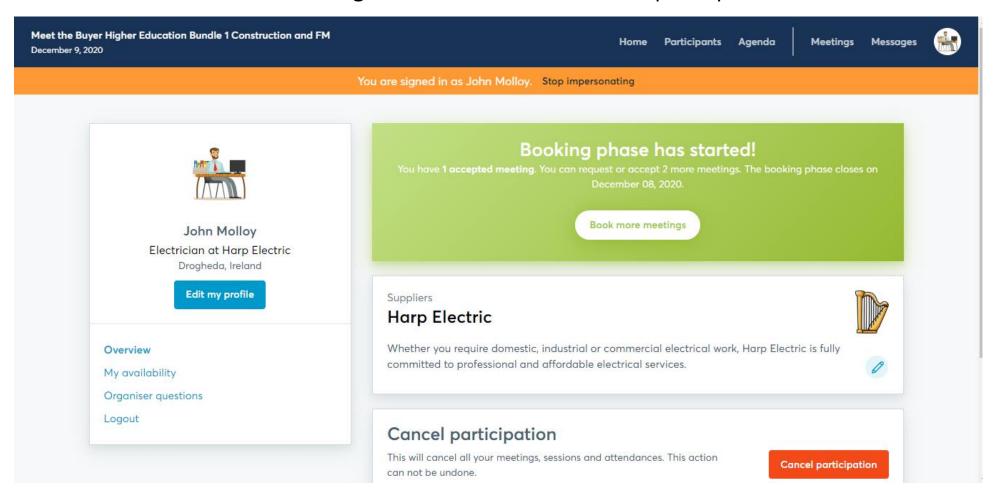
This is how your profile will look to other participants.





#### **Request Meetings**

Click on **Book meetings now** and start to search the participant list.





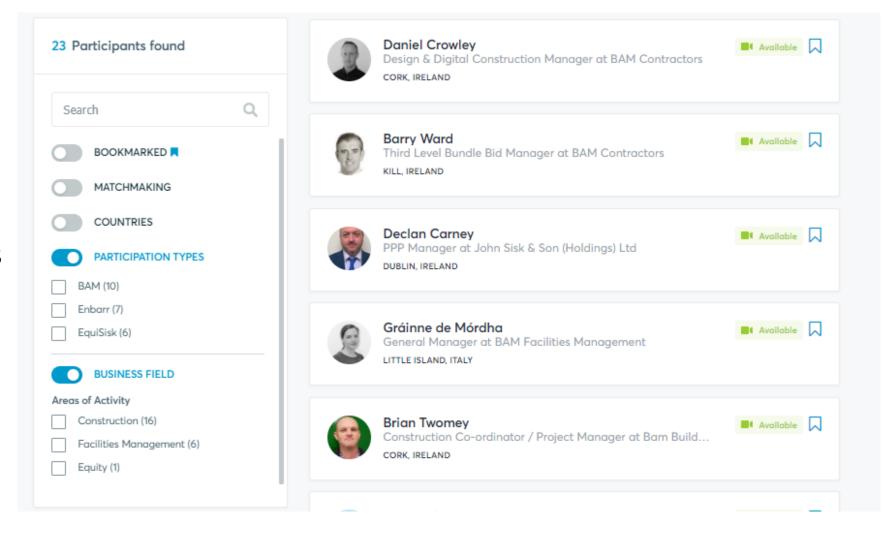
# Participant List

Click on Participants in the top navigation bar to start your search.

You can filter the list by participation type, business field and country.

You can also use the keyword search.

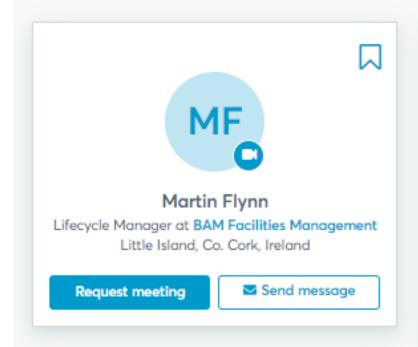
Click on the participants name to view their full profile





#### **Send Request**

View the profile, request a meeting or send a message. You can request a maximum of 3 meetings. You do not request the time, the buyers will schedule the meeting based on their availability. You cannot request meetings with other companies outside the tendered buyers.





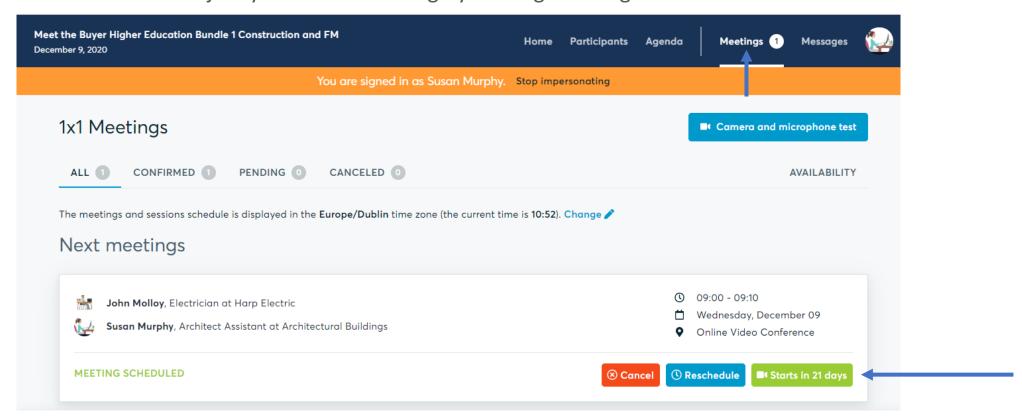


## **Your Meetings**

You will receive an automatic email to let you know when your meeting request has been accepted.

You can view your all meeting details under **Meetings**.

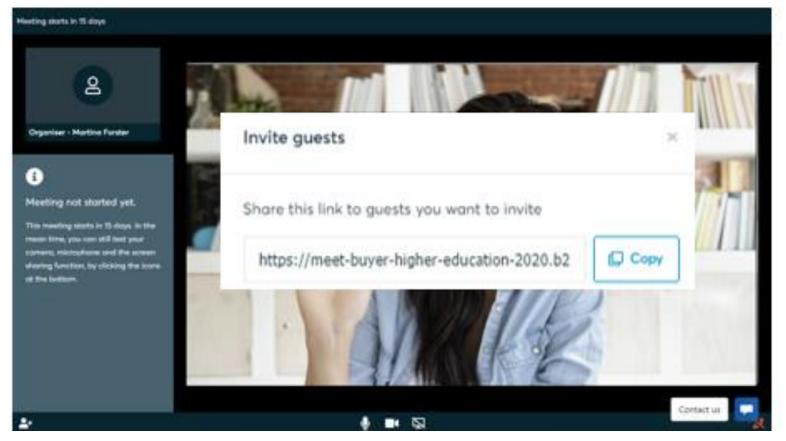
You will join your video meeting by clicking on the green camera button.





# Invite a colleague to join a meeting

In your Meetings tab, click on the green camera button. This will open the video call window. Click on the add people icon - 2+- in the bottom left hand corner. Copy the unique link for this meeting and send, with the meeting details and day/time, to your colleague. They can join the meeting by pasting this link directly into their web





You can request meetings until 7th December

Any questions...

Email us @

events@enterprise-Ireland.com

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