

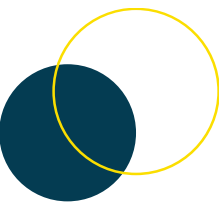
# Meet the Buyer Local Sourcing for Global Markets

3<sup>rd</sup> December 2020



## Meeting Guide

- [The Supplier Process](#)
- [Your Profile](#)
- [Reviewing a meeting request](#)
- [Accepting a meeting request](#)
- [Rejecting a meeting request](#)
- [View meeting details](#)
- [Invite a colleague to join a meeting](#)
- [FAQs / Contact details](#)



# The Supplier Process

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- Registration opens November 20<sup>th</sup>
- Suppliers will register and complete their online profile
- They can request a max of two meetings
- Registration closes December 1<sup>st</sup>
- Meeting booking closes Dec 2<sup>nd</sup> COB

# Your Profile

This is how your profile will look to suppliers. Here they will be able to request a meeting with you or send a message

The screenshot shows a web interface for a 'Meet the Buyer - Global Sourcing' event on December 3, 2020. The navigation bar includes 'Home', 'Participants', 'Agenda', 'Meetings', and 'Messages'. The profile card for John Smith, CEO at Eire Scientific Consulting, features an illustration of a person at a desk and a video call icon. Below the name and title are two buttons: 'Request meeting' and 'Send message'. To the right, the Eire Scientific Consulting profile is shown with a harp icon, the company name, a description of their services, and a registration date of November 17, 2020.

# Reviewing a Meeting Request

You will receive an automatic e-mail when you receive a meeting request.

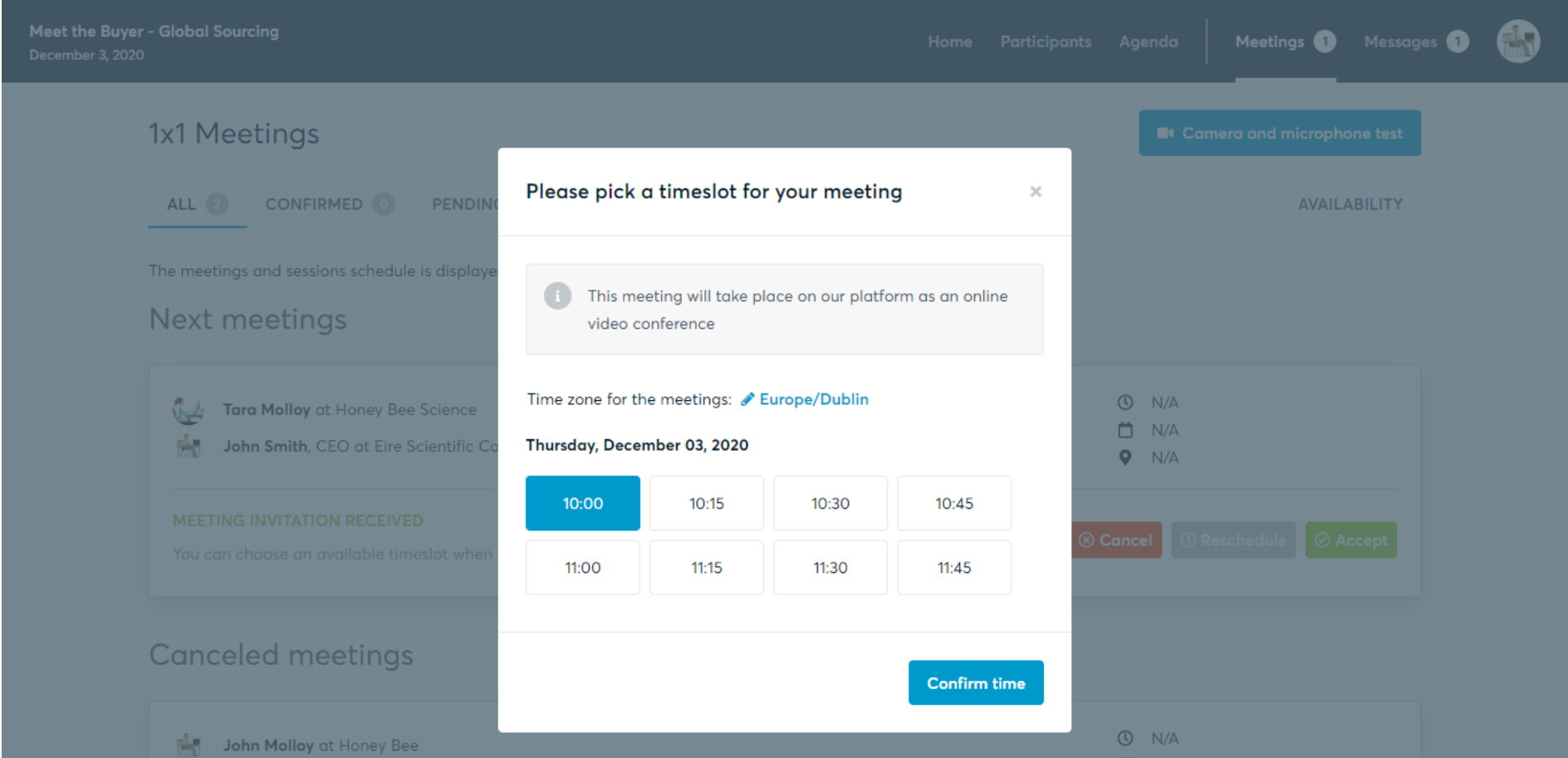
You can view your meetings under the meetings tab in the right hand corner.

To learn more about the company requesting to meet you, double click on their name to view their company profile.

The screenshot shows a web application interface for reviewing meeting requests. At the top, there is a dark navigation bar with the text "Meet the Buyer - Global Sourcing" and the date "December 3, 2020" on the left. On the right, there are navigation tabs: "Home", "Participants", "Agenda", "Meetings" (with a notification badge of 1), and "Messages" (with a notification badge of 1). Below the navigation bar, the main content area is titled "1x1 Meetings" and includes a blue button labeled "Camera and microphone test". There are filter tabs for "ALL" (2), "CONFIRMED" (0), "PENDING" (1), and "CANCELED" (1), along with an "AVAILABILITY" link. A note states: "The meetings and sessions schedule is displayed in the Europe/Dublin time zone (the current time is 11:08). Change". Under the heading "Next meetings", there is a list of two requests: "Tara Molloy at Honey Bee Science" and "John Smith, CEO at Eire Scientific Consulting". To the right of each name are icons for clock, calendar, and location, all with "N/A" values. Below the list, a green banner reads "MEETING INVITATION RECEIVED" with the text "You can choose an available timeslot when accepting the request." and three buttons: "Cancel", "Reschedule", and "Accept".

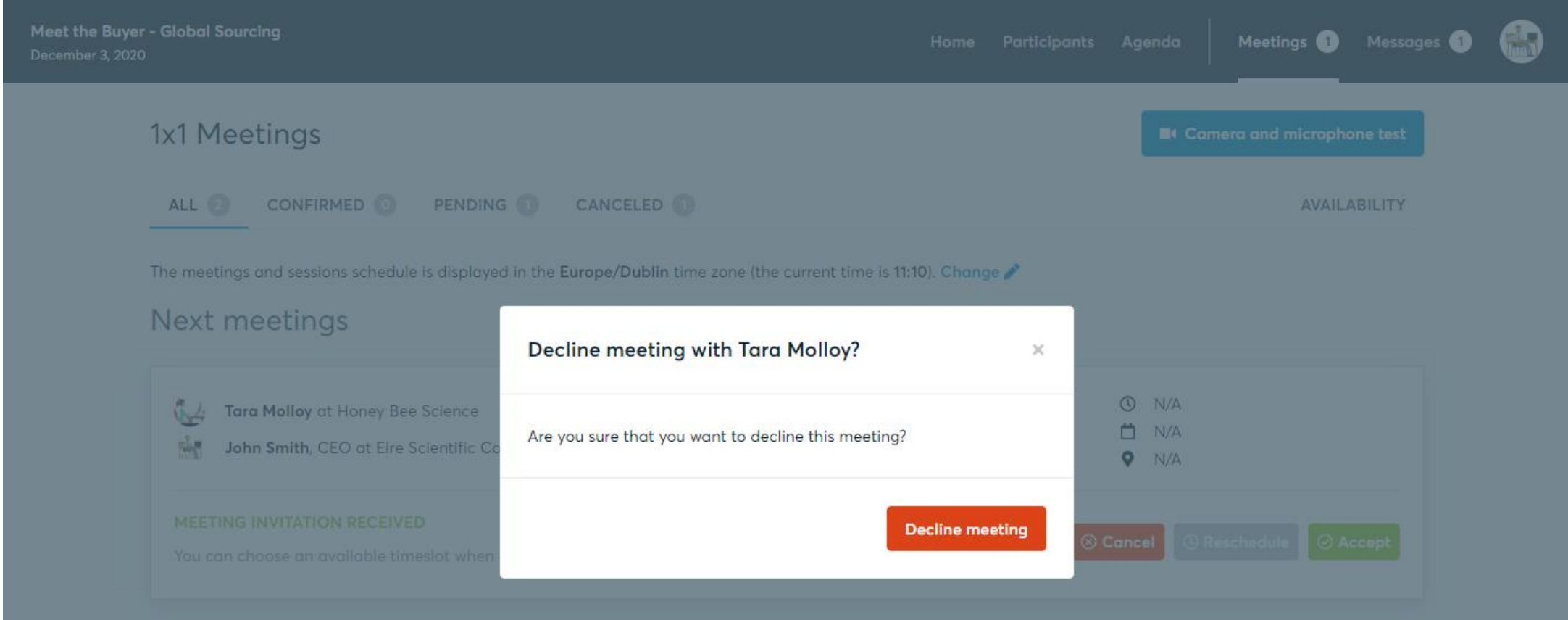
# Accepting A Meeting Request

After pressing the green accept button you will be asked to select a suitable time for your meeting.



# Rejecting a meeting request

If after reviewing their profile, if you don't think the supplier is able to facilitate your needs, you can cancel the meeting. If you decide to cancel the meeting, please send the supplier a short message on the platform to acknowledge this



# Your Meetings

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

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


Please remember to do a technical check using the blue “Camera and Microphone Test” Button prior to your first meeting.

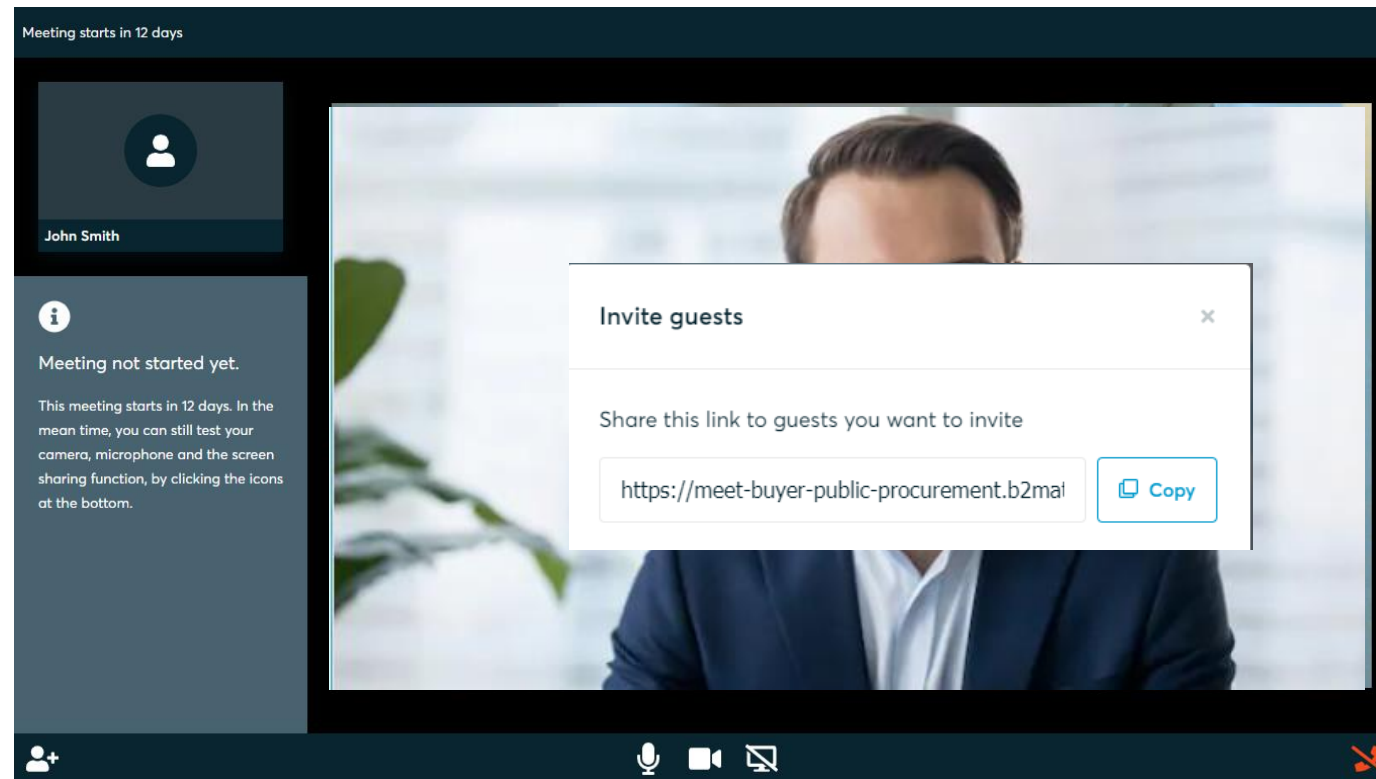
Please ensure you are using Google Chrome, Microsoft Edge or Firefox browser

The screenshot shows a web interface for managing meetings. At the top, there is a navigation bar with 'Home', 'Participants', 'Agenda', 'Meetings 1', and 'Messages 1'. Below this, the main content area is titled '1x1 Meetings' and includes a filter menu with 'ALL 2', 'CONFIRMED 1', 'PENDING 0', and 'CANCELED 1'. A blue button labeled 'Camera and microphone test' is prominently displayed. Below the filter menu, a note states: 'The meetings and sessions schedule is displayed in the Europe/Dublin time zone (the current time is 11:11). Change'. The 'Next meetings' section features a card for a meeting between Tara Molloy at Honey Bee Science and John Smith, CEO at Eire Scientific Consulting. The meeting is scheduled for 10:15 - 10:30 on Thursday, December 03, as an Online Video Conference. At the bottom of the card, there are three buttons: 'Cancel', 'Reschedule', and 'Starts in 12 days'. A green status bar at the bottom left of the card reads 'MEETING SCHEDULED'. Two blue arrows point from the right side of the image to the 'Camera and microphone test' button and the 'Starts in 12 days' 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 -  - 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 browser.



**Any questions...**

**Email**

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[Return to Contents Page](#)

