

## GUIDE TO MAKING YOUR BUSINESS ROUND TABLE A UNIQUE A SATISFACTORY EXPERIENCE

### BUSINESS ROUND TABLE VISITORS PROFILE

#### GROWERS SECTOR

GROWERS / EXPORTERS

Owners or managers of their farms, companies marketing fresh produce locally and internationally

#### BUYERS SECTOR

RETAILERS/BROKERS/SUPERMARKETS

Importers, wholesalers, retailers, supermarket chains, brokers or others from key markets from Europe, Asia, and North and South America and the domestic market

#### SERVICE PROVIDERS SECTOR

PACKAGING / NURSERY / TECHNOLOGY / OTHERS

The of service provider chain of Fruits and Vegetables is extensive and as a meeting center, we opened the doors to them to interact directly with the produce industry

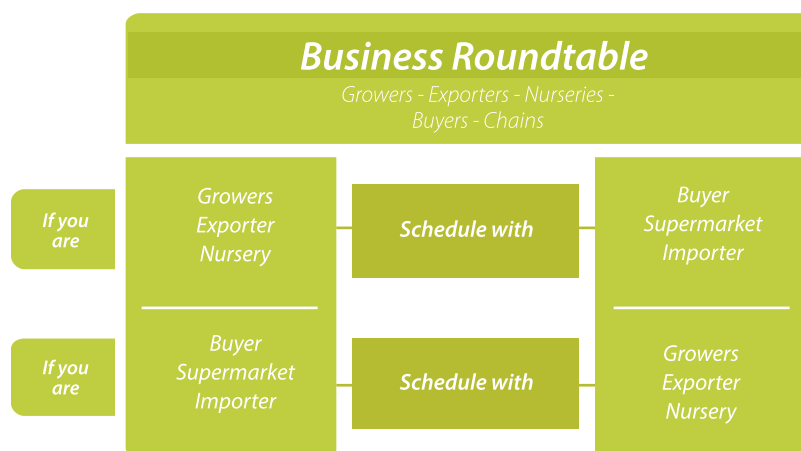
From that moment you can request meetings through the system (you can also receive meeting requests) which could be accepted or rejected.

***We would like to remind you that this year we will have two business round tables:***

- The traditional between Growers/Exporters/Nurseries & Buyers/Supermarkets/Importers
- A second special one for Service Providers where those mentioned above will be able to hold meetings with exhibitors of services that have a stand in the Exhibit area. This round table has a special time on November 12th at 3pm. Therefore, it is important to really know which round table you would like to participate in to search for your clients or providers.

***NOTE: you can participate in both round tables without additional cost.***

# 1. ORGANIZE YOUR MEETINGS ACCORDING TO THE AVAILABLE SLOTS

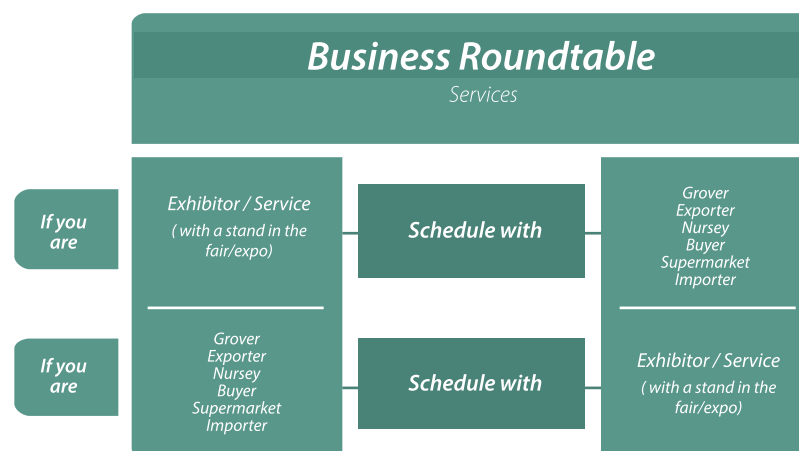


*In this Round Table: the buyers, supermarkets, and importers have the table assigned Time slots to schedule*

*November 11th: Slot I 11:15 - 13:00 Hrs*

*November 11th: Slot II 14:30 - 17:30 Hrs*

*November 12th: Slot III 09:30 - 13:00 Hrs*



*In this Round Table: the exhibitors have the table assigned  
Hours slots to schedule .*

*November 12th: Slot IV 14:30 - 17:30 Hrs*

## 2. FIND, READ, REQUEST

### FIND

*The companies  
that interest you*

### READ

*Their descriptions*

### REQUEST

*A meeting*

***There are two ways to find a company:***

Double click on AVAILABLE TIME (A) or press the red button SEE PARTICIPANTS (B)

Either way a search box will appear

Enter your ID and email address that you used at registration.



## ROUTE A

Available Time

- **STEP 1:** Here you will have the option to filter as instructed in STEP 1 by time or company name  
1st Select company  
2nd Select which one you want to meet  
3rd You will see the name of the person in charge of participating in the meeting. If you want to meet press next.
- **STEP 2:** Choose date and time: Choose the day that you want to meet - Choose the time
- **STEP 3:** Omit this step and press next
- **STEP 4:** Last step: In your signature type your name and in the message section try to convince your counterpart to accept your request. Press Finish. If in STEP 1 you choose to filter by country, you will have to choose one of them and see the list of people in charge of the companies. After selecting one, press next and continue to STEP 2 mentioned previously. If in STEP 1 you choose to filter by product, choose one of them. If yours does not show it might be due to two reasons: no interest, or the company did not mention it at the time of registration. If so, search by company and try to have a meeting with them. Once you select the product you must choose which company you want to meet. Press next and follow steps 2 through 4 as indicated above.

## ROUTE B

SEE PARTICIPANTS

- **STEP 1:** Here you will have the option to filter as instructed in STEP 1 by time or company name  
1st Select company  
2nd Select which one you want to meet  
3rd You will see the name of the person in charge of participating in the meeting. If you want to meet press next.
- **STEP 2:** Choose date and time: Choose the day that you want to meet - Choose the time
- **STEP 3:** Omit this step and press next
- **STEP 4:** Last step: In your signature type your name and in the message section try to convince your counterpart to accept your request. Press Finish. If in STEP 1 you choose to filter by country, you will have to choose one of them and see the list of people in charge of the companies. After selecting one, press next and continue to STEP 2 mentioned previously. If in STEP 1 you choose to filter by product, choose one of them. If yours does not show it might be due to two reasons: no interest, or the company did not mention it at the time of registration. If so, search by company and try to have a meeting with them. Once you select the product you must choose which company you want to meet. Press next and follow steps 2 through 4 as indicated above.

**IMPORTANT: It does not matter if you choose A or B to request the meeting .**

*Orange is accepted/confirmed*



*Purple is no answer*



*You can always cancel a REQUEST by double clicking on it and clicking cancel.*



### 3.3. ACCEPT / REJECT REQUESTS

There are two ways to find out if you have a meeting request: email (you will have to enter your agenda to accept or reject) or going directly to your agenda

### 4. PRINT AGENDA

There are two printable options, Print the whole agenda: Press the PDF button and you will obtain a printable version of your agenda, which you can keep in your PC or cell phone. Also available in Excel. Print one meeting: Click on the meeting and choose print.

### 5. CANCEL ARRANGED OR PENDING MEETINGS

Select a meeting and click cancel.

### 6. HOW DO I MEET WITH MY CLIENTS / SUPPLIERS?

A room with AC, WiFi, printer and information center will be available to hold your meetings. You should know that in the Business Round Table between exporters and buyers buyers/supermarkets/importers will have a table and the growers, exporters, or nurseries will have to arrive at the agreed date and time. On the contrary, in the Business Round Table between exporters/buyers and service providers (exhibitors) , the exhibitors will have a table, and the rest will have to arrive at the agreed date and time.

## SUPPORT

If you have any questions or need help, contact us:

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