

### BAR CONVENT BERLIN

**BCB Matchmaking** is a specialist Networking tool that will help you find & book meetings with new business connections at BCB.

INTERNATIONAL BAR AND BEVERAGE TRADE SHOW







### Step 1 Get started

Once the platform opens you will receive an email with your personalised link to the BCB Matchmaking Platform.



Q Search or enter website name



#### Hi Ffion,

Your account is ready!

Take two minutes to review important information and check your profile.

Get Started  $\rightarrow$ 

#### How to Get Started

#### Step 1

#### Check & update your profile

Your Company profile will appear in thousands of searches in the event's leadup, so make sure you submit as much information as possible to attract potential business opportunities. **Complete and accurate profiles = more high-quality meetings and new business leads.** 

Organised by



In the business of building businesses

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## Step 2 Check & reconfirm profile

Check and update your personal & company profile, so relevant contacts can find you. Your contact information is shared only with your confirmed meeting partners.

Tip:

Uploading a profile photo will help increase the response rate to your meetings. Add important information about who you are and what you do to allow other users to get a better understanding of your role. Don't forget to add your mobile number, so we can send you text reminders and updates about your meetings during the event.



# Step 3 Find Contacts

Identify the contacts you would like to meet through our intuitive filter and search functionality.







## Step 4 Send Invites

Send and receive meeting invitations to arrange meetings at exhibitor stands, or at the dedicated BCB Matchmaking lounge. You will receive an email each time a user requests a meeting with you. The meeting guest chooses the time of the meeting.

### Tip:

Send an invite with a concise message of why you would like to meet and what you would like to discuss.





## Step 5 Schedule

To ensure meetings take place at a time that suits you, make sure your schedule is up-to-date. Your meeting partner chooses the time of your meeting so it's important you update your availability.

We send you SMS and email reminders before you meeting starts.

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	Start	End 10:30 am	~	
	Details Lunch with supplier		500	
	Add	Cancel		



# Need Help?



**CONTACT THE CONCIERGE TEAM:** bcb@app.eventware.com +44 204 5389 708

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