



# CORKMEET

— 2009 —

International Business Networking

**Guide to Registration Process**



## Register Here

to join the most  
important business  
networking event  
this year

## Registration Process for Cork Meet 2009 Plan for SUCCESS!

On arrival at the **CORKMEET 2009** event, each participant will receive an individual meetings schedule of up to 10 meetings. These meetings are arranged prior to the event itself, but will take place on Thursday 12th November during the **CORKMEET 2009** event.

Meetings are arranged using an online appointments system. In order to participate in the **CORKMEET 2009** event you will need to:

- 1) Register for the event with the **CORKMEET team**
- 2) Complete your online company profile
- 3) Request meetings with other participants

The registration process will take about 15 minutes to complete. After your initial registration you will be able to update your company information. Full details on the registration process are available below.

### **STEP 1: REGISTER FOR THE EVENT**

(**CORKMEET 2009** is open for registration from Friday 4<sup>th</sup> September 2009)

1. Send an email to [enquiries@corkmeet.ie](mailto:enquiries@corkmeet.ie) to sign up for participation in the event
2. You will receive an email from the **CORKMEET** team with your personal access code
3. Use your personal access code to login to the **CORKMEET** 2009 company catalogue (database)



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**LOGIN**

Name:

Password:

PREPARE YOUR PARTICIPATION - CORKMEET 2009

Important steps for a successful forum :

1. Login

## STEP 2: CREATING YOUR COMPANY PROFILE

**NB.** You must complete this profile in order to participate in CORKMEET 2009.

4. The homepage of the CORKMEET 2009 company catalogue provides a 'dashboard' view of all the sections to be completed and your progress. The company profile is divided into 4 sections as follows:

**Identification** – general information about your company

**Activities** – primary activities of your company

**Objectives** – types of potential partners you hope to meet at the event

**Participants** – details on who will attend the event on behalf of your company

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HOME | MY PROFILE | MY PARTICIPANTS | MEETING CHOICES | CATALOGUE

**1. COMPLETE YOUR REGISTRATION PROFILE**

Identification    Activities    Objectives    Participants

**2. SPECIFY YOUR PARTICIPANTS' DETAILS**

Participant  
0 participants

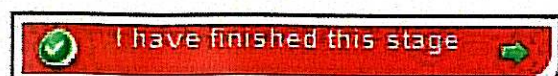
Meeting schedule

**3. PREPARE YOUR MEETINGS**




CONSULT THE CATALOGUE OF PARTICIPATING COMPANIES    PRIORITISE & ORGANISE YOUR MEETING CHOICES

Number of meeting choices made by each participant  
This participant has not yet made any meeting choices.

When moving from one section to another, save your information using the following buttons:



The following key helps you to track your progress and see at a glance which sections remain to be completed:

-  : Complete and Validated
-  : Partially complete, non validated
-  : Not started

Example:



**NB The quality and accuracy of the information submitted here is important and a major key to the success your participation in the CORKMEET 2009 event.**

**Some useful tips:**

- Use key-words (to be easily found in the database search engine)
- Where possible, use short phrases that can be easily read on-screen.
- Remember to choose your activity sectors and company profiles carefully. This is your opportunity to sell your products, services and projects to your future partners.

### **STEP 3: ARRANGING YOUR MEETING SCHEDULE**

Each participant of **CORKMEET 2009** will receive a tailor-made timetable of up to ten meetings. The **CORKMEET 2009** event allows you to request appropriate meetings with potential partners using an online appointments system.

The online catalogue of all participating companies will be available to view from 12<sup>th</sup> October. This is essentially a search engine, complete with key-words and search criteria, which allows participants to search for and request meetings with, potential partners. You will need to choose the participants you wish to meet before the event.



### 3. PREPARE YOUR MEETINGS

**CONSULT THE  
CATALOGUE OF  
PARTICIPATING  
COMPANIES**

**PRIORITISE &  
ORGANISE YOUR  
MEETING CHOICES**

Number of meeting choices made by each participant  
This participant has not yet made any meeting choices.

- 1) **Review and Request:** Review catalogue of participating companies using search criteria. To see further information about another participant, simply click on the company name. If you wish to meet them at the event, click on **Add to your meeting choices**.
- 2) **Prioritise:** Once have identified your full list of potential partners, click on **Meeting choices** to prioritise the choices for each participant.

Please note: while every effort will be made to accommodate your meeting requests, it is not always possible to accommodate the choices of all participants. If you are not successful in organising a particular meeting via the online appointments system, feel free to contact the CORKMEET team during the event and to request an introduction.

For assistance on any aspect of the registration process, contact the CORKMEET team [enquiries@corkmeet.ie](mailto:enquiries@corkmeet.ie)



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