TUTORIAL

—

HOW TO ARRANGE A MEETING WITH A BUYER?

For :
- WINE PARIS
- VINEXPO ASIA
- VINEXPO AMERICAS
- WORLD BULK WINE EXHIBITION

VINEXPOSIUM

THE 7 STEPS TO FOLLOW

1   Go to the event's website or Download the Vinexposium mobile app (QR code).

2   Log in to your account.

3   Click on the Buyers list available in your account.

4   Search for the buyer(s) you are interested in by using the search bar or the filters on the left side.

5   Send a meeting request by clicking on the calendar icon. Or send a message via the envelope icon

6   Follow-up on your meeting.

7   Follow-up on your messages.

STEP 1
GOT TO THE EVENT'S WEBSITE

1.1 Go to the event website

- **Wine Paris** - https://event.wineparis.com

- **Vinexpo Asia** - https://event.vinexpoasia.com

- **Vinexpo Americas** - https://vinexpo-americas.com

- **World Bulk Wine Exhibition** - https://worldbulkwine.com

1.2 Download the Vinexposium mobile application

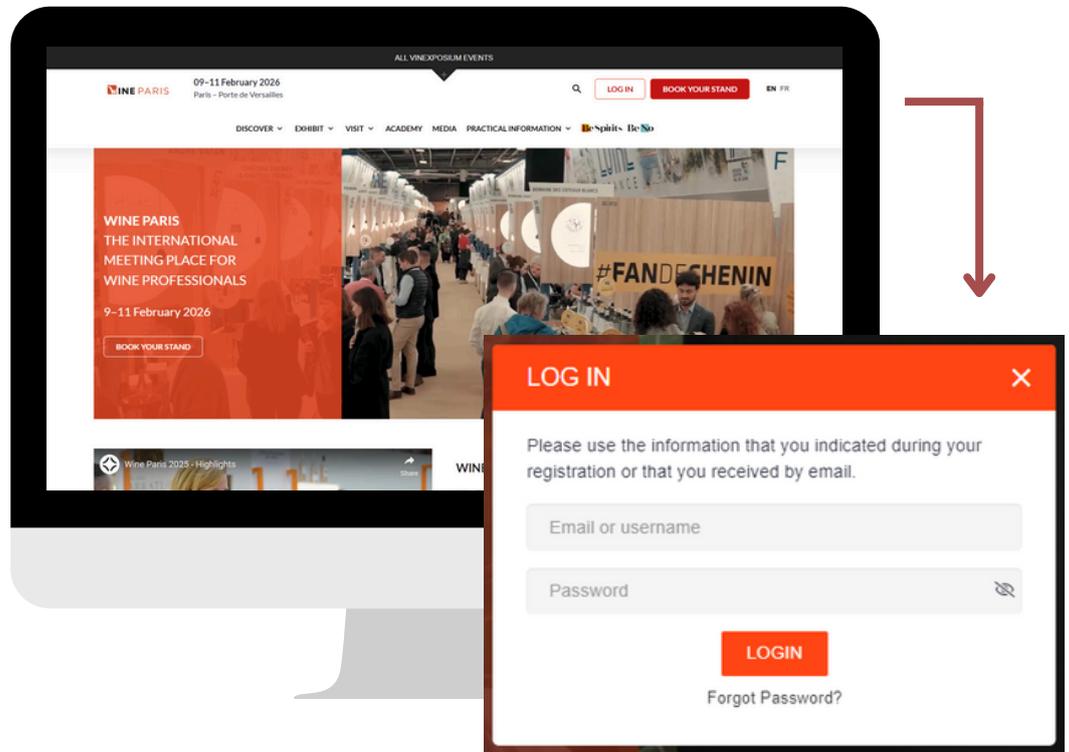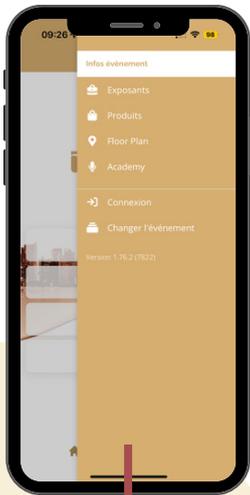From the App Store or Google Play;.

Scan this QR code

Step 2 →

STEP 2
YOUR ACCOUNT

Click on 'Log in' and enter your account email address and password.

LOG IN

Please use the information that you indicated during your registration or that you received by email.

Email or username

Password

LOGIN

Forgot Password?

If you no longer remember your password, click on **'Forgot password?'**. You will receive an email with a link to create a new one.
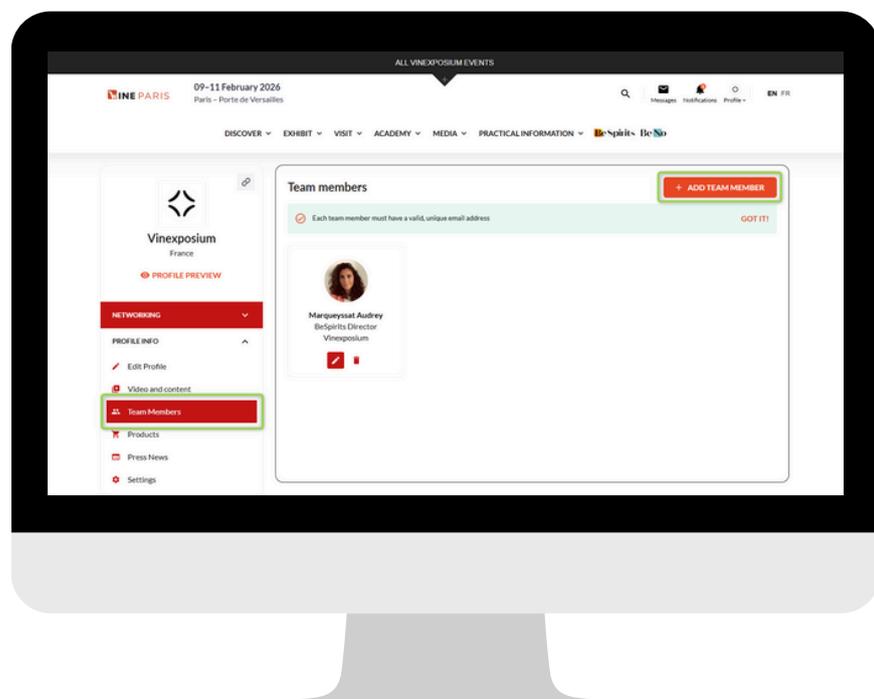
Step 3 →

- You have yet to add a team member to your company page? Access your company page, then go to the 'Team member' tab and add them either as 'Member' or 'Admin'. Anyone with an 'Admin' role can switch profile from their account to the company page.

- The team member account will be approved immediatly and they will receive a confirmation email.

- The email chosen for the team member must not already be associated with an account. This email will not be communicated, it is strictly used as an identifier.

- Meetings are directly arranged via your team member account.

Step 3 →

STEP3
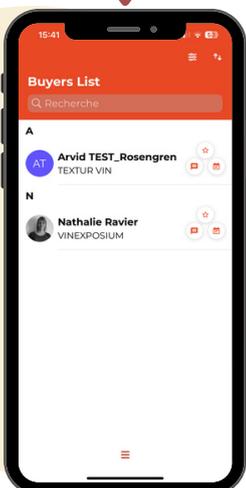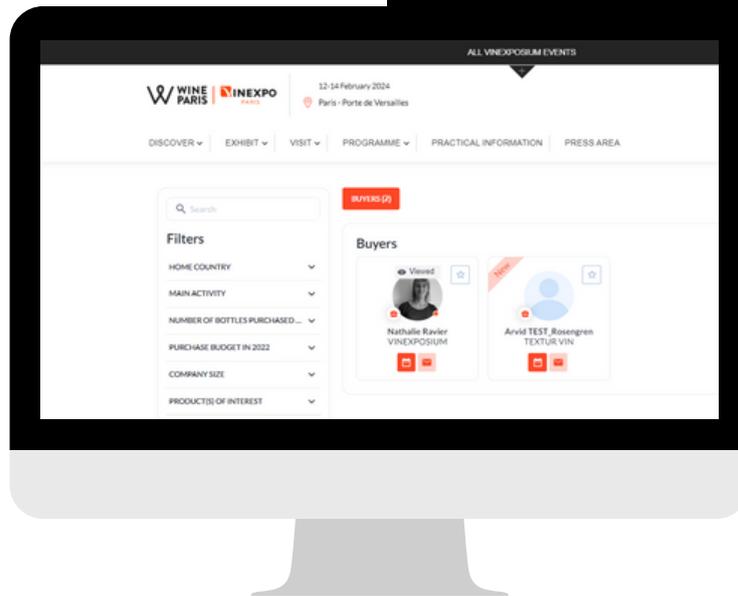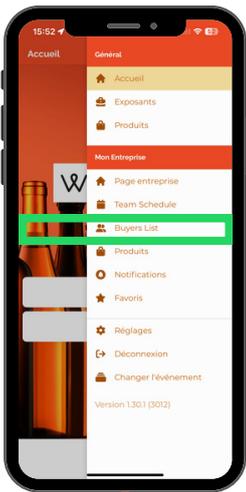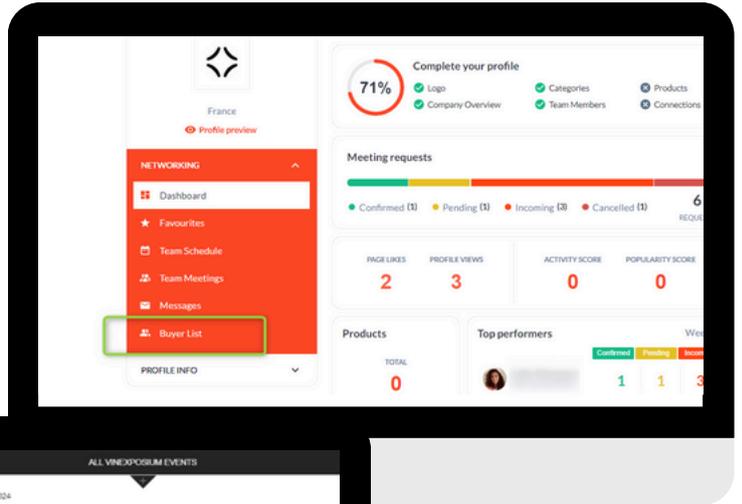## THE BUYERS LIST

- Go to your profile.
- Click Buyers list.
- The Buyers list appears.

- The buyers list is updated every 5 minutes.
- Buyers register every day, and many do it 3 weeks or less before the event.
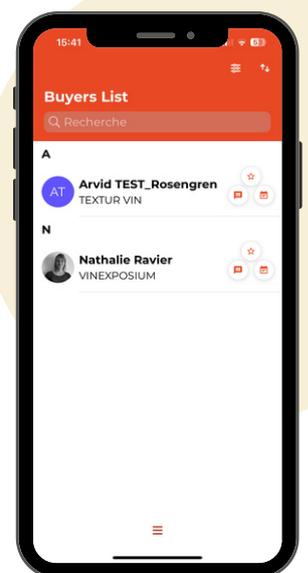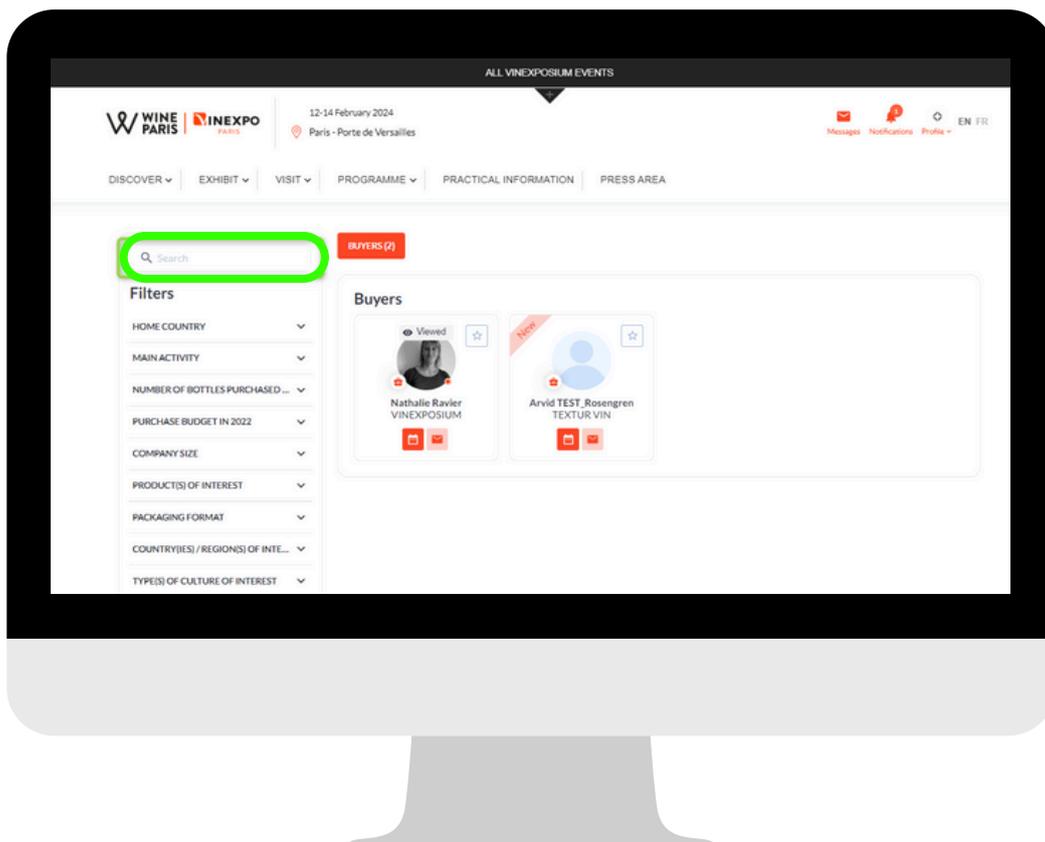- Make sure to check the buyers list on a regular basis.

Step 4 →

—

STEP 4
SELECT YOUR CONTACT

To search the buyers list, there are several options:

4.1 Using the search bar

Type in the buyer's name or company's if you know it.

4.2 Using the filters

According to the selection of filters on the left side, select the one(s) you want. Once you have selected the filter(s), the selection is automatically updated.

If you would like **to delete a filter**: click on the cross at the top in 'Your filters'. You can also uncheck it on the side.

It is also possible **to erase all your filters** by clicking on 'Reset all'.
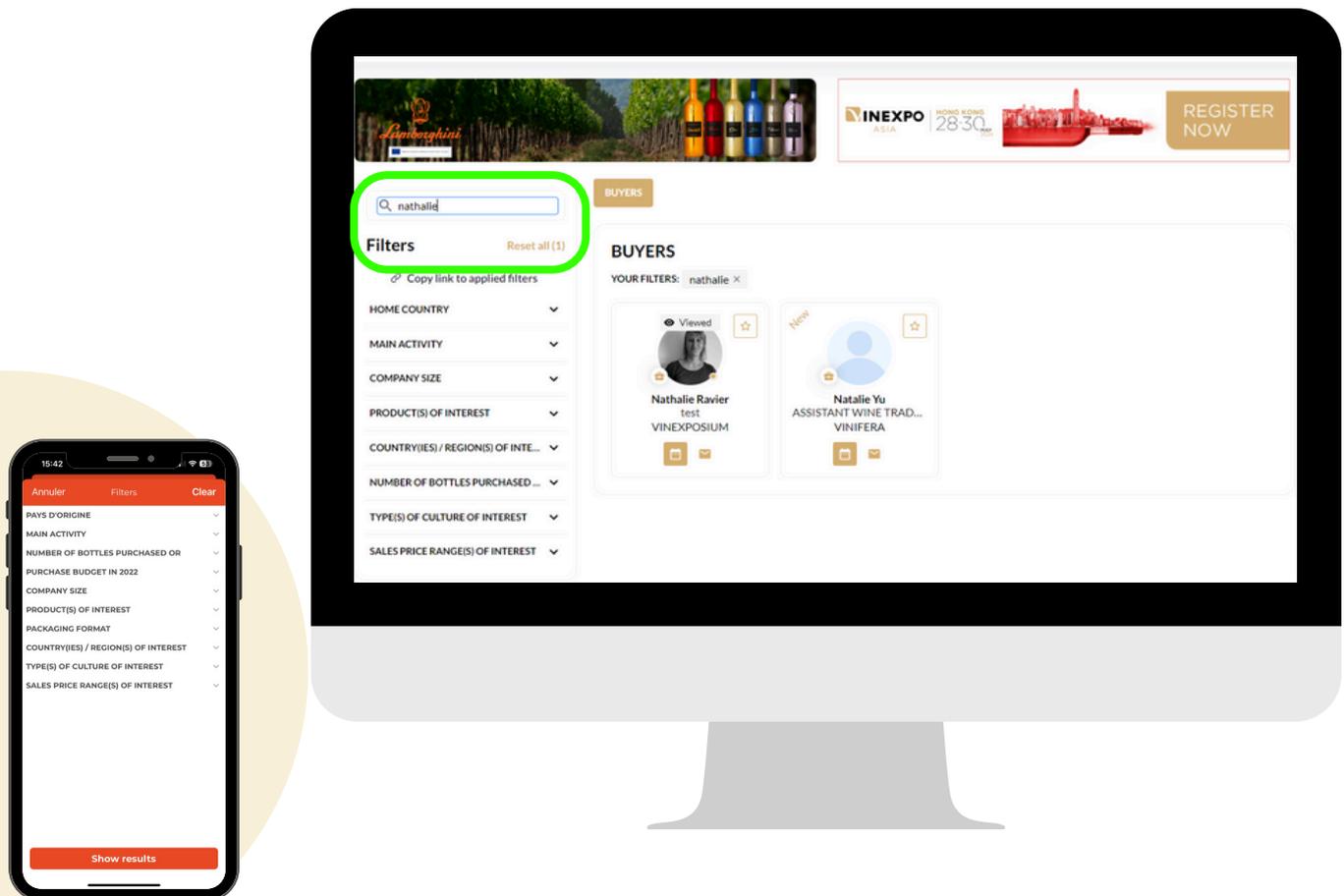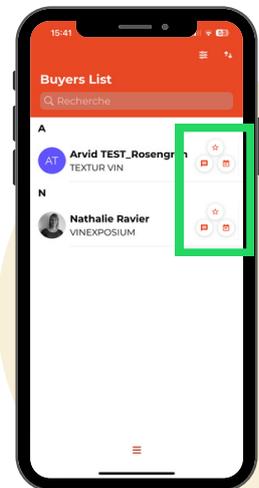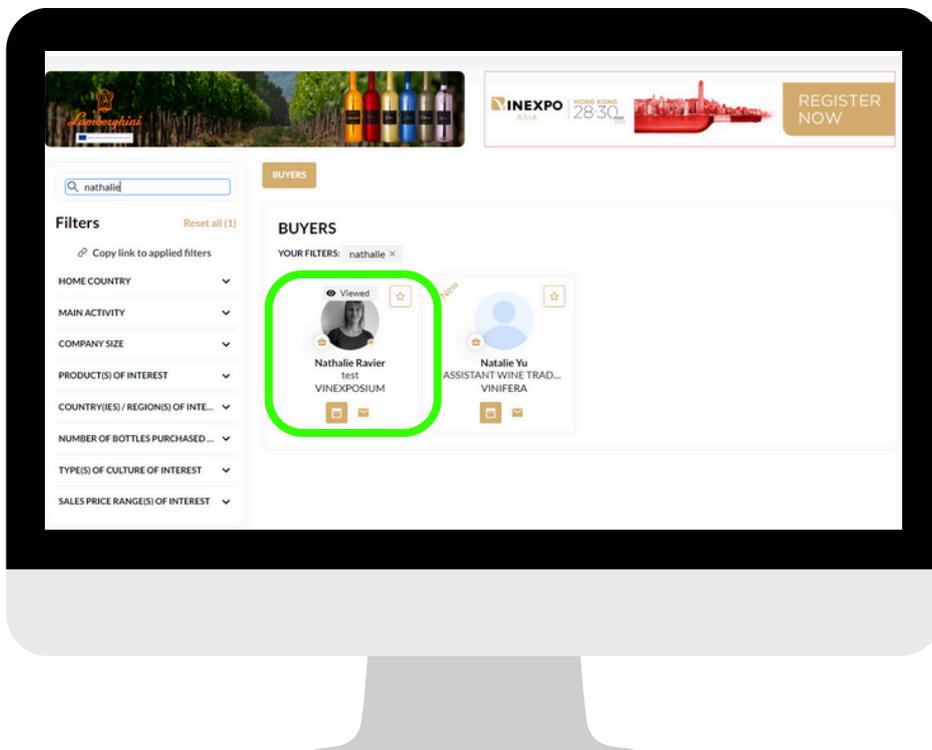

Step 5 →

STEP 5
SEND A MEETING REQUEST

There are two ways to arrange a meeting:

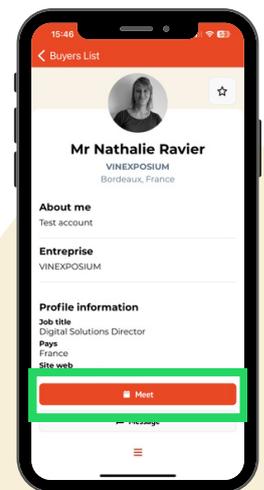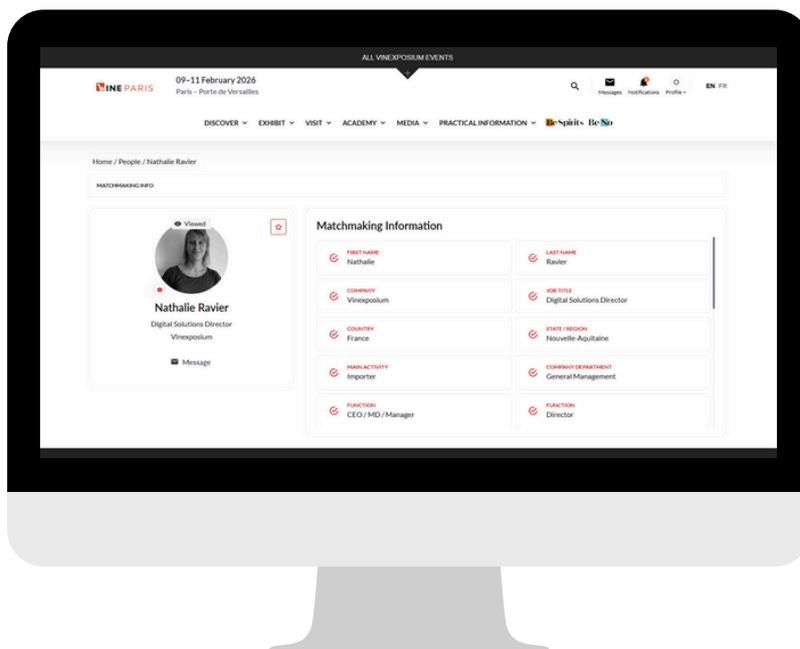**5.1 By clicking directly on the "calendar" icon from the Buyers list**

5.2 By clicking the buyer's profile

Example of a buyer's page: you can find his/her personal information and their interests.

- If a buyer requests a meeting, it is imperative that you respond by accepting or refusing the request. It is also possible to postpone the meeting by proposing another date and/or another time.

- Meetings are only schedule and time slots reserved once both participants have accepted the meeting request.

- The representatives of your team are the only ones who receive notifications on the platform and by email for every step of the meeting-making process. There will be nothing on your company page. For this reason, it is important to register a team member before arranging meetings.

- There is a limit of 20 meeting requests per week (per company).

You can choose the time slot before writing your message to arrange your meeting.

- **'You are requesting a meeting with':** buyer name is already selected.

- **'Who will go on meeting from your side':** you can add the other members from your company page.

- **'Add more delegates' :** you can invite other members by using their email address (they must already have an account).

- **'Location':** select the stand location.

- **'Duration of the meeting':** from 15 minutes to 1 hour.

- **'Subject':** reason for your meeting.

- **'Message':** to briefly explain your request.

- Select the **date** and then the **time**.

- Click on '**Request meeting**'.
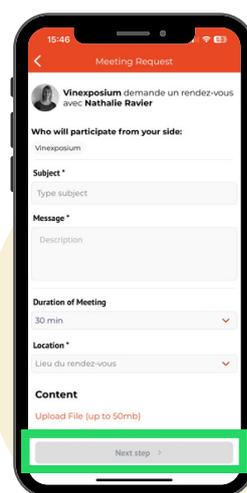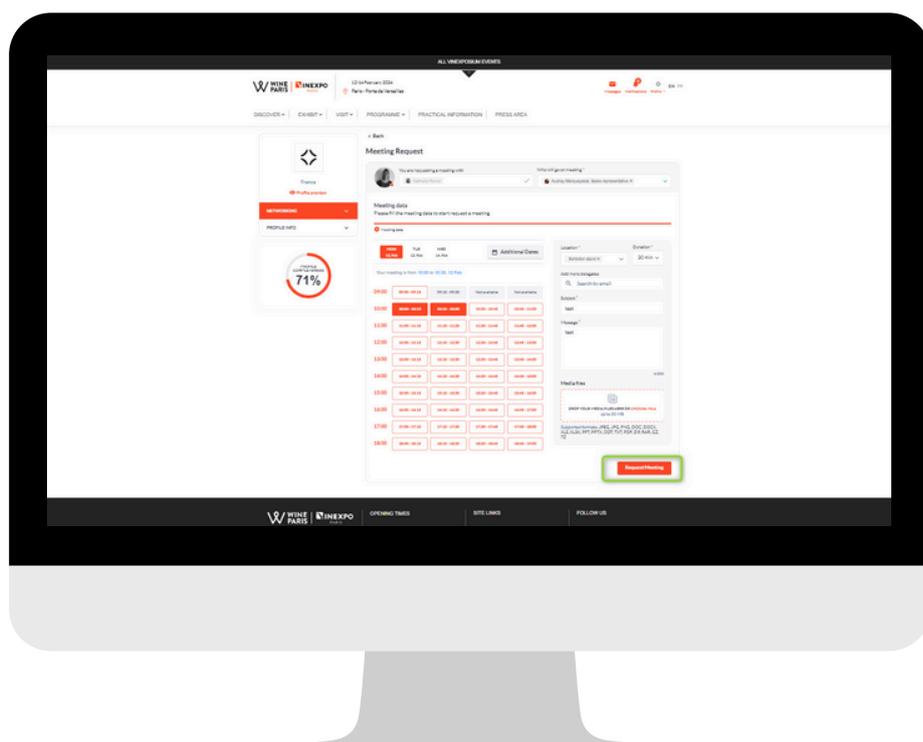
Step 6 →

STEP 6
FOLLOW-UP ON YOUR MEETING

Thanks to the different color codes, you can see the status of your meetings in 'Team Meetings' tab in calendar view.

- **'You are requesting a meeting with':** select the company member.s you'd like to meet.
- **'Add more delegates' :** you can invite other buyers by using their email address (they must already have an account).
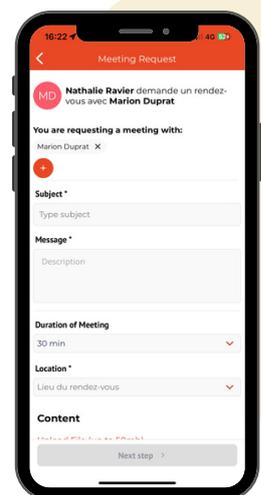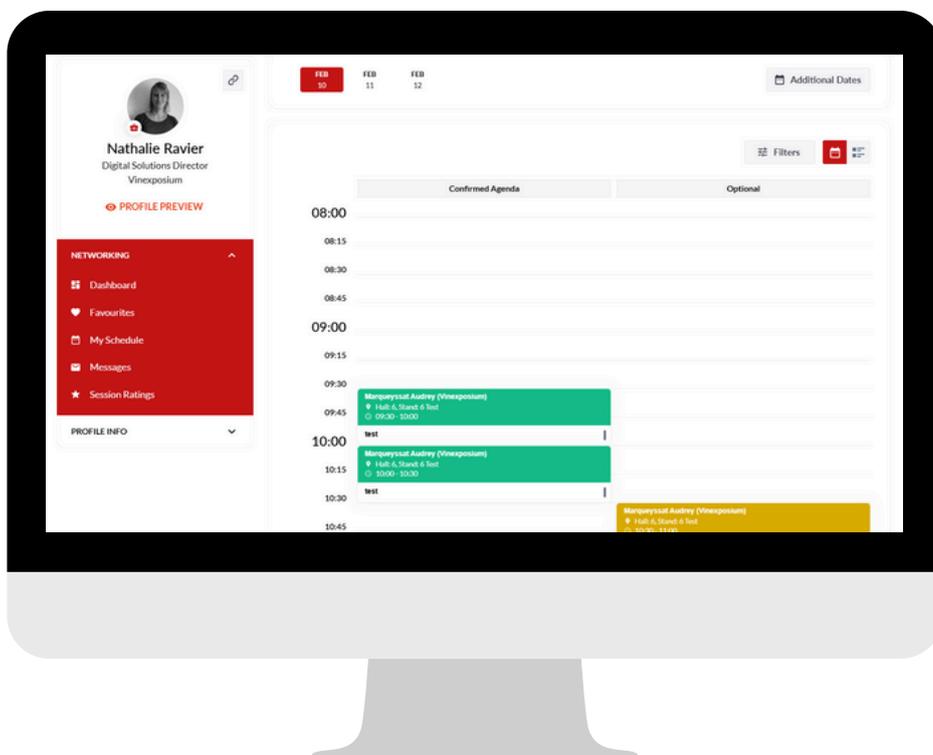

Step 7 →

STEP 7

FOLLOW-UP ON YOUR MESSAGES

- In order not to clog up buyers' mailboxes, the limit for sending meeting requests is limited.

- There is a limit of 20 message requests per week (per company).

- Once the message has been sent, the person will receive a notification.

- The star allows you to bookmark a buyer and then find them in the "Favorites" section of the profile.

Now you can sort out your message with filters:

- One filter lets you see who has initiated the chat.

- The other lets you select contacts with whom you have validated, pending, incoming, cancelled or no meetings.
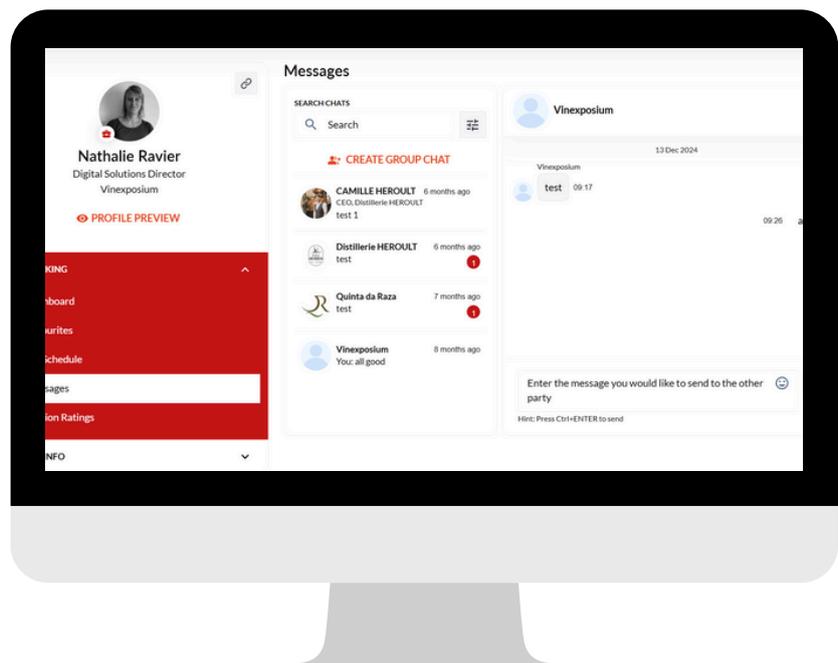
CONTACT

___

For any technical information concerning your stands or the organisation of the show, please fill out the form at this address:

https://www.vinexposium.com/en/contact/

For all sales enquiries, please contact:

https://www.vinexposium.com/en/contact/

For any question related to invoicing:

https://www.vinexposium.com/en/contact/