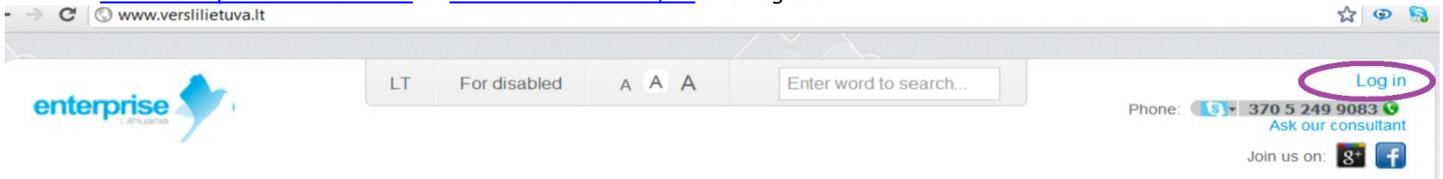


## HOW TO REGISTER TO LIFE SCIENCES BALTICS B2B PARTNERSHIP EVENT AND EXHIBITION AND MANAGE YOUR MEETINGS



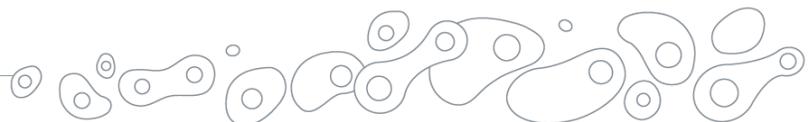
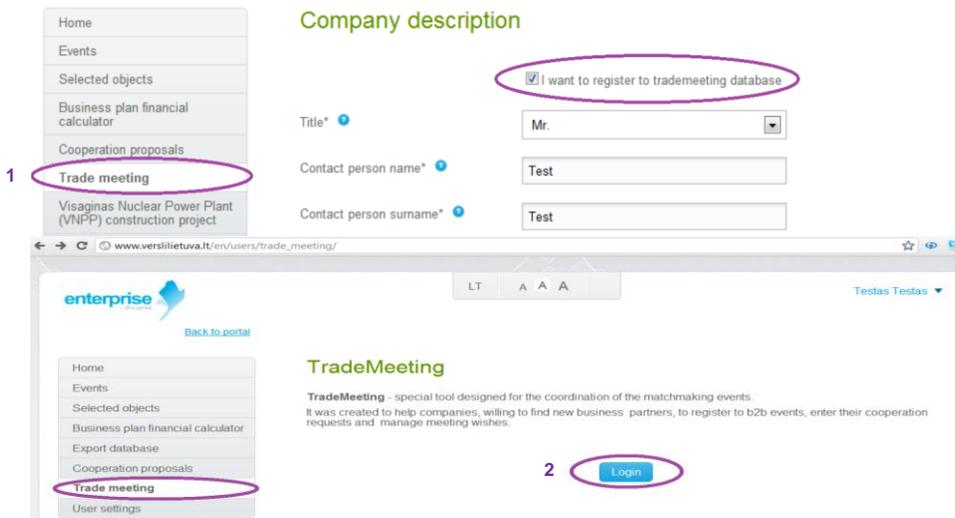
For assistance with the registration please contact *Project Manager Ms. Laura Butkutė*: phone: +370 610 14697 skype: laura.butkute, email: [b2b@lsb2012.com](mailto:b2b@lsb2012.com),

1. Registration to Life Sciences Baltics B2B Partnership Event and Exhibition is through Enterprise Lithuania website. Go to [www.enterpriselithuania.com](http://www.enterpriselithuania.com) or [www.versliiietuva.lt/en](http://www.versliiietuva.lt/en) and register.



**Note:** You are registering as juridical person so you must mark it accordingly and fill in the information about your company.

2. After registration go to your user zone and select **Trade meeting** (1) on the left corner of the page and fill in the information required. Don't forget to mark **I want to register to trademeeting database** at the top of the page. After successfully completing the form press **Login** (2). You will see **Life Sciences Baltics B2B Partnership Event**. Select it and fill in your registration form.



- Fill in your registration form to B2B responsibly as it will be used to arrange meetings best fitting your needs and for the official Exhibition Catalogue.

**Company description:** a respective description of your company's main activities highlighting all the advantages in your possession. Note that this information is a tool to make a positive impression of your company and will be used in all the official exhibition documentation as your company's profile.

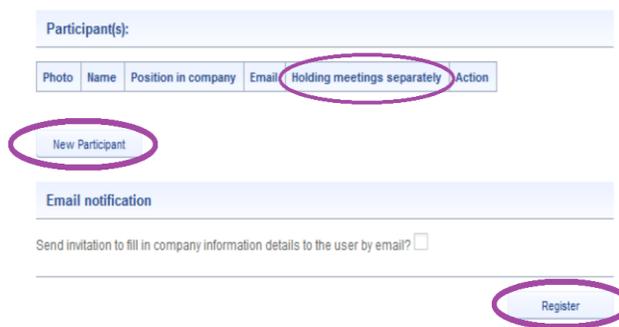
**Company activity:** chose the fields in which you can offer cooperation (**we offer**) and mark in what fields you are looking for cooperation (**we request**). The same field can be indicated both for offering and for requesting partnership. More than one field can be marked.

**Cooperation:** enter specific information on what product or service you are offering or looking for at this partnership event.

**Cooperation sought:** specify what sort of cooperation you are seeking, i.e., *we are looking for partners to conduct research*.

**Target countries:** indicate in what countries you are interested to develop partnership.

**Important.** In order to register to the event you must not forget to fill in the information about the people who will be attending the meetings. Select **New Participant** at the end of the page and add the information needed. Use **Select event dates** to indicate at what times the participant is available for meetings (if planning to have maximum number of meetings mark all the times available). **Note:** if your company representatives are planning to attend the meetings separately you must mark it accordingly.



The screenshot shows a registration form with the following elements circled in red:

- The "Holding meetings separately" checkbox in the "Participant(s)" table.
- The "New Participant" button.
- The "Register" button at the bottom right.

- After successfully completing the registration you will be able to manage your account using the menu on the left side of the page.
- After opening requests for meetings on the 15<sup>th</sup> of July you will be able to check the online catalogue of participants and choose the companies you would like to meet during the event as well as accept meetings from companies that wish to meet you. For requesting a meeting select **My meeting requests** and **Add new meeting**, select **Request meeting** written in green next to the company you are interested in. If you see **Cancel meeting** written in red that means that the request is made and you can cancel it if you wish.
 

**Note:** when making a meeting request you must choose a specific person you wish to meet with seeing that representatives from the same company are likely to attend different meetings at the same time. Meeting requests are available until the 3<sup>th</sup> of September.
- By selecting **My meeting requests** you can see the requests that you made and the meetings you were invited to attend. Referring the column **Initiator** you can see who initiated the request. Mark **Priority** on the first column if you prioritize those meetings thus increasing the opportunity of them to be scheduled.
 

**Note:** there is a probability that not all of your requests will be fulfilled due to time limitations or the schedule and priorities of the other company.
- After the 7<sup>th</sup> of September you can login and check your meeting schedule.

**Participate at Life Sciences Baltics B2B Partnership Event on 12<sup>th</sup> of September at 5:00 PM and explore great networking opportunities!**

