





EEN Partners Guidelines & Information





About Qatar Matchmaking & Exhibition 2022

Fostering New Partnership and Driving the Future Together

Qatar Matchmaking & Exhibition is a virtual event organized by EEN Qatar/Qatar Development Bank (QDB) under Tasdeer services, aiming to gather top Qatari manufacturers and international distributors, potential partners & businesses to discuss and develop future partnerships.

The event will focus on raising awareness of the manufacturing capabilities in Qatar, in addition to opening new horizons for international companies to partner with leading manufacturers in Qatar.

The event will serve importers, wholesalers, distributors, and enterprises

Event Overview









Event Focus



The Qatar Matchmaking & Exhibition in the year 2022 will focus on multiple verticals from Construction to Pharma showcasing the manufacturing capabilities in the State of Qatar.



Construction, Building Materials, Chemicals & Electrical Equipment



Plastic & Packaging



Chemical Products













Paper Products



Fast-moving consumer goods



Food & Beverage



ICT Services



Pharma, Healthcare & Medical Equipment

Why Virtual?

The Future of Business Gatherings



With the rise of COVID-19 pandemic restricting travel and cancelation of various exhibitions and matchmaking events. Qatar Development Bank new transformation strategy is to create change and conduct various virtual matchmaking events and connect leading exporters to various international companies around the world.

Virtual Events to rapidly **change** the environment, and to **provide** the tools **required** to move forward in an **uncertain** future with **confidence**.







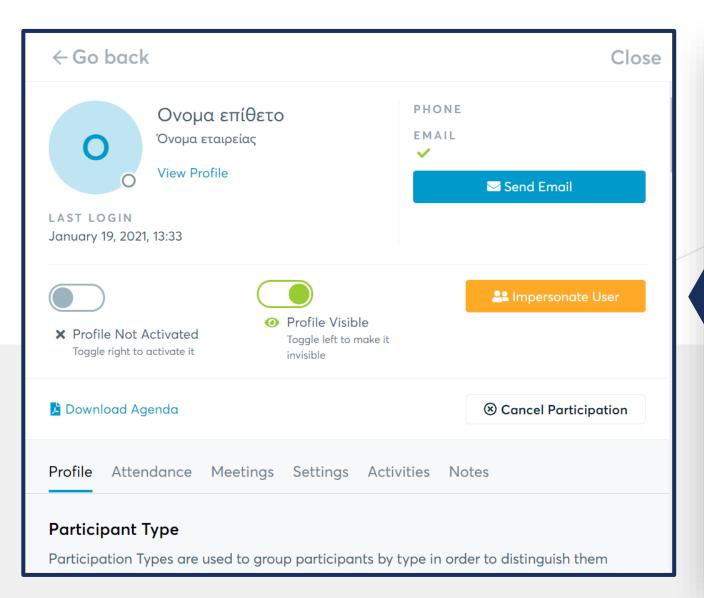












Please click on "Participants" tab on the B2Match dashboard. The dashboard will allow you to approve and make changes to the participants that are being invited from your organization.

This event will be monitored on a constant basis. If there are Participants that have registered as a foreign company in a foreign language. Please make sure to translate the relevant information to **ENGLISH** prior approving it.

If the company has filled out all the information correctly you can **ACTIVATE** the profile accordingly.





Participant Approval

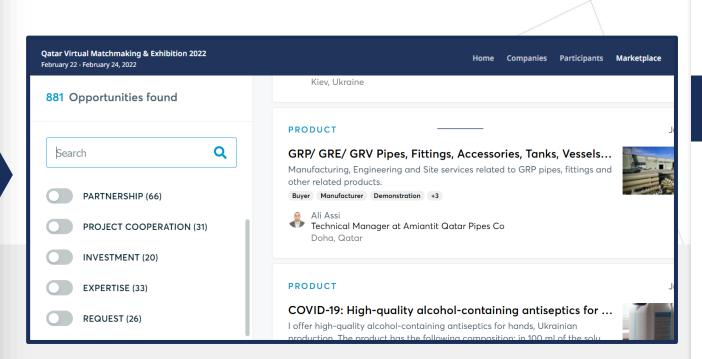






We encourage all participants to add the relevant information on the marketplace. Marketplace allows your participant to stand out and receive more meetings requests

Describe the technology, product & expertise you are offering. Also, specify the type of partner you are looking for. Marketplace will allow your profile for more visibility among all registered companies.





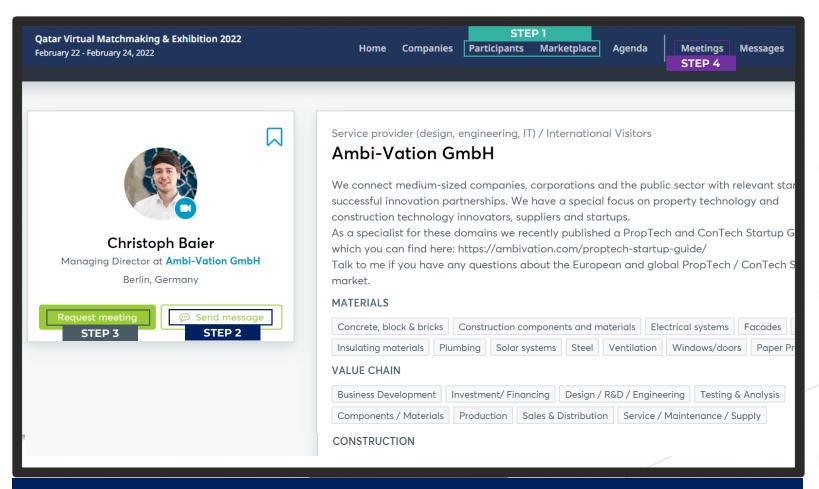


Participant Approval



& During Event





IMPORTANT NOTE

Please refer to your IT Department in the organization to allow the website to operate properly to avoid any technical issues during the matchmaking meeting.

How do virtual matchmaking meetings work?



STEP 1

Search and identify promising partners either via Participants or Marketplace

STEP 2

Use send message button to message potential partner and providing them brief about your organization. Please make sure to provide proposed date & time of your meeting

STEP 3

Request Meeting or receive a meeting request from the participant. Accept and select time of meeting

STEP 4

Confirmed Meetings are summarized under the MEETINGS menu





Tips prior Event & During Event



How to get ready for your meetings

STEP 1

After logging into the website

Please click on the menu button "AGENDA"

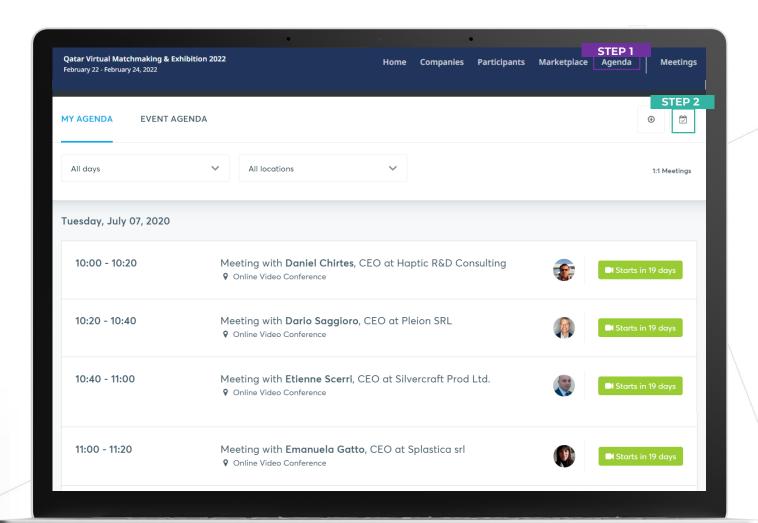
STEP 2

This page will allow you to view the list of meetings with timings that have been scheduled from your end/accepted from participant request

Click on the Download Agenda. That will extract your meetings in PDF format.



Please make sure to keep the Agenda in hand during the event to able to manage your meetings and timings effectively without delays







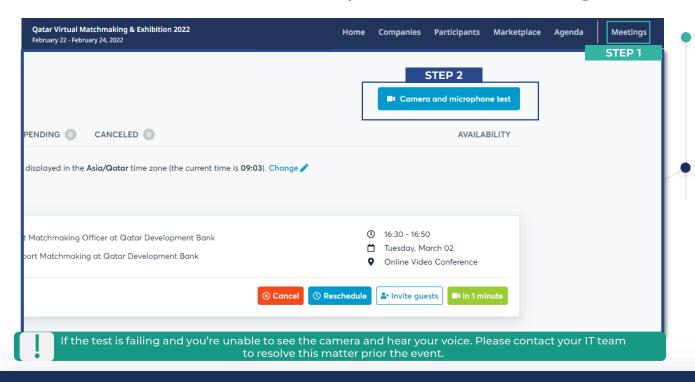


Tips prior Event & During Event





In order to make the website operational on your browser. Please make sure to conduct a <u>test call</u> prior to the meeting with relevant client



STEP 1

Go to your meetings tab after logging in to the event website

STEP 2

Click on the Camera & Microphone test button and follow on the instructions on the screen. Please make sure to allow Microsoft & camera for the test to successfully work on your browser (Google Chrome/Mozilla Firefox) **V**Event Overview

Co-organizer Invitation



Tips prior Event & During Event



Got more questions? FAQs are recently are added to the event website – Click here







Improve your event experience

Download the **b2match Matchmaking a Event Networking** App

Event Info Request and mane

Get all the relevant information about the event such as location and contact information.

Schedule meetings with p to meet at the event. The be notified about your re

See who's attending

Take a look at who else is attending, what kind of business they are offering and looking for and get in touch.

Personalized Ager

The agenda shows all you meetings and sessions yo for.

Once you have completed the registration.

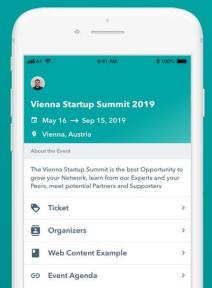
Please make sure to download the B2Match App to receive invitation from international companies and be able to schedule meetings from the app.

The app will allow you to receive the most updated news about the event and also allow message the international companies.

B2MATCH APP

Available on Android & iOS

Have an overview of all your events









Tips prior Event & During Event



Click on the below respective picture to download the app







Pre-event tips you may follow for an effective and productive virtual matchmaking event without facing technical issues



Check your audio quality, using headphones is highly advised.



Use B2MATCH app in order to be able to have your meeting schedule always at hand.



Use a good webcam to improve the image quality, avoid connecting via phone.



Please keep phone notifications enabled you might receive cancellations or meeting requests prior to the event.



Consider cutting your video in case of broadband issues.



Check your participants Time-Zone. Time zones to be based on the location of the participants













During event tips you may follow to be able to present your organization in the most effective manner to the international participant



Access the platform and be online at least 5 minutes before your meeting starts.



Please make sure you
use Mozilla Firefox or Google
Chrome as your browser



RESPECT the other participants' time and show up to all your meetings.



If an unforeseen circumstance arises and you will not attend a meeting. Please let us know



Press the START BUTTON in your profile and start your meeting.



Live chat will be available during the event day. Our team will be available to resolve any issues.















Qatar Development Bank measures client SUCCESS as an important aspect to align ourselves in the most effective manner.











Co-Organizers that have contributed throughout the entire participation of the event. Will receive a digital certificate of participation from Qatar Development Bank. The digital certificates will be addressed to you and your organization.

Please allow 2 weeks for the certificates to be processed post event.









We encourage all co-organizers to promote the event through their network via social media platforms, email, websites posts & newsletters. Please <u>make sure</u> to share the link of the web/social post for us to keep track accordingly.

The bespoke Marketing pack that will include the following

Event Banner Event Content for Web

Event Logo

Email Content

EEN Hashtag
#EENCanHelp

Marketing Pack can be accessed on the below link

EEN Partners PackFile Name – EEN Partners Pack.zip

File Name – EEN Partners Pack.zij File Size – 6.89 MB











THANK YOU!

For any further information please contact us on aanwar@qdb.qa