



Brief instruction for main exhibitor contact persons how to invite colleges in their company for matchmaking participation

1. Participation in matchmaking as main contact person

Would you like to take part in the matchmaking as the main contact person for virtual trade fair participation? Please log in to the virtual trade fair with the exhibitor access data you have deposited with us. Then please go to our "[Networking Plaza](#)", " and click on the button "Matchmaking for exhibitors": Follow the further steps. Complete your personal main contact person matchmaking profile.

In your profile you have the option of inviting colleagues in your company for matchmaking. If you are in charge of several virtual trade fair participations, first select the respective trade fair event (MEDICA or COMPAMED) or the respective "stand" (exhibitor) for which the invitation is to apply via "Stand management". This is absolutely necessary to ensure that the exhibitor representatives can be correctly assigned in the matchmaking tool.

Click on the button "Invite colleagues". A window will then open in which you should enter the e-mail address of the exhibitor representative to be invited. This representative will then receive an invitation e-mail with further steps for matchmaking. In your matchmaking user administration, you can also view the status of your matchmaking invitations, delete contacts and send new (unlimited) invitations.

2. Participation in matchmaking as an invited exhibitor representative

In order to participate in the matchmaking as exhibitor representatives, it is mandatory that they are invited by their main exhibitor contact person. Please advise the exhibitor representatives in your company NOT to register for matchmaking on their own via the portal - otherwise they will automatically be displayed as trade visitors in the tool and it will not be possible to assign them to your exhibitor.

If you have sent the invitation, your colleague will receive an automated invitation e-mail, which will then guide him through the registration process. Please make sure that they follow the steps promptly, as this invitation has a limited validity. If necessary, a new invitation would have to be sent out.

Then you can start! The more precise and comprehensive your profile is, the better contact suggestions our matchmaking tool can generate for you!