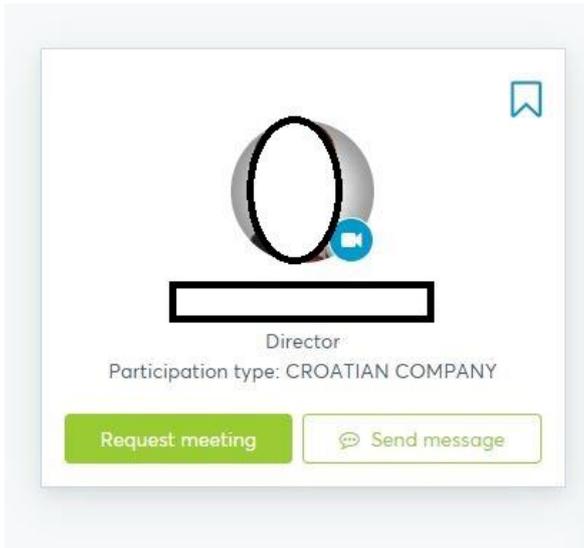


How does it work?

Sending requests and messages

You should find a company/person you are interested in the [PARTICIPANTS LIST](#). You can search through Participants or Organizations (choose from View in top right corner). Click on the chosen participant and it will open his/her profile. On the left side, below the photo and the name of Participant the request for meetings and send messages buttons are available:



By clicking on the **Request meeting** button, another window will pop-up:

Please pick a timeslot for your meeting ×

Time zone for the meetings: [Europe/Zagreb](#)

This meeting will take place on our platform as an online video conference

Please select meeting duration:

15 minutes

30 minutes

45 minutes

60 minutes

Next

You can then choose the length (in minutes) and in further steps the date of the meeting.

Please pick a timeslot for your meeting ✕

Time zone for the meetings: [Europe/Zagreb](#)

This meeting will take place on our platform as an online video conference

Please select date and time for the meeting:

July 2020						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

After sending the request, the other side (participant) can accept or reject the meeting.
Awaiting approval:


Representative of Croatian Chamber of Economy
International Affairs and EU Sector
Participation type: CROATIAN COMPANY

WAITING FOR CONFIRMATION

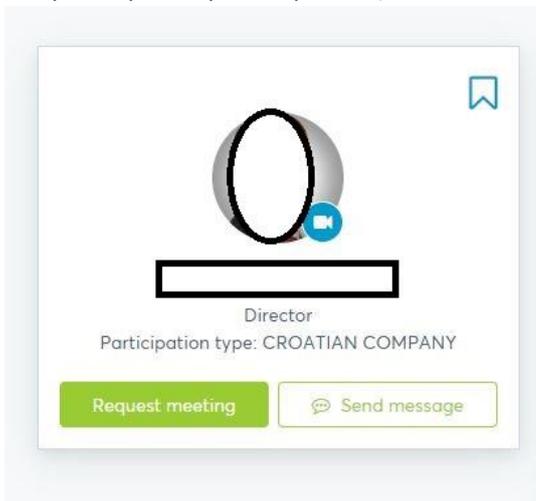
🕒 15:00 - 15:15
📅 Wednesday, July 01
📍 Online Video Conference

Meeting accepted - after the invited participant accepts, underneath his/her profile picture you will see the date and time of the meeting with you. Example below:



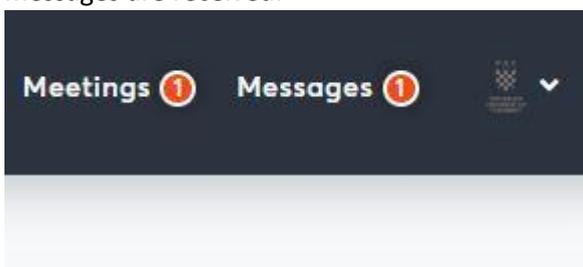
If the meeting has not yet occurred, there is also option to **Cancel** the meeting or **Reschedule** it (as shown in buttons in picture above).

For sending messages the process is the same, you only need to choose **Send messages** button (on the right below the participant's profile picture):

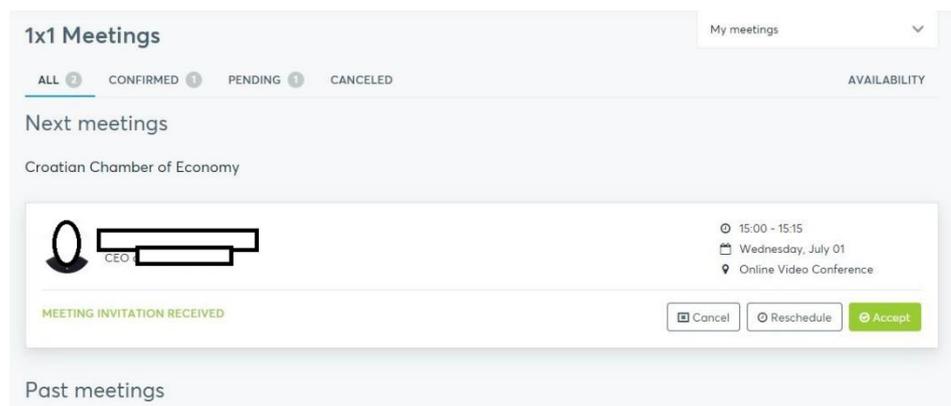


Accepting requests and messages

You as participant can manage your B2B requests (if you were sent a request for a meeting) in your Message board and messages in your Message board – in top right corner a red number will come up when new requests and messages are received:



Clicking on Meetings or Messages will open your personal inbox, where you accept, cancel or reschedule meetings. It will also give you an overview of all current and past meetings:



The screenshot displays a '1x1 Meetings' interface. At the top, there is a header with '1x1 Meetings' on the left and 'My meetings' with a dropdown arrow on the right. Below the header, there are tabs for 'ALL' (with a '2' notification), 'CONFIRMED' (with a '1' notification), 'PENDING' (with a '1' notification), and 'CANCELED'. To the right of these tabs is an 'AVAILABILITY' link. The main content area is titled 'Next meetings' and shows a meeting invitation from 'Croatian Chamber of Economy'. The invitation card includes a profile picture of a person with 'CEO' written below it, a time slot of '15:00 - 15:15', the date 'Wednesday, July 01', and the meeting type 'Online Video Conference'. At the bottom of the invitation card, it says 'MEETING INVITATION RECEIVED' and provides three buttons: 'Cancel', 'Reschedule', and 'Accept'.

For any additional questions you may have, please do not hesitate to contact us by email onlineb2b@hgk.hr and if you wish so talk on the phone, please note so in your email to us.

Sincerely,

The **Go Global Go Virtual** Team

onlineb2b@hgk.hr