



MATCHMAKING INSTRUCTION

PHASE 1: Registration — 22nd April - 4th May 2009

Interested participants of the Matchmaking Event have to register and fill in their company profile. All profiles will be published in the electronic catalogue (.pdf file).

PHASE 2: Selection — 7th May 2009

The electronic catalogue complete with registered company profiles will be sent to all participants via e-mail. Then you can have a general overview of event's participants and select those profiles you hold as interesting for you.

PHASE 3: Matchmaking Event — 14th May 2009

At your arrival you will be equipped with a Matchmaking Kit, containing the Matchmaking Instructions, a personal badge making you recognizable to other participants, the printed version of the registered Company Profiles Catalogue and the evaluation questionnaire.

The afternoon programme will open with a plenary session in which all the participants will deliver a business presentation with the pitch elevator technique. (see Pitch Elevator Tips file)

The Matchmaking event itself will take place on Thursday, 14th May 2009, 2-6 pm.

PHASE 3: Matchmaking Evaluation - 14th May 2009

During the individual talks you are required to register your name, the name of your company and the time of the talk in the tracking register you will find at each desk.

Before leaving you are kindly requested to fill in the evaluation questionnaire and leave it to the event's organizers for the feedback.

Costs:

The participation in the Matchmaking Event is free



Remarks:

- **Give as much detailed information as possible on your company when you fill in the registration mask**

- **Remember that the event will be held in English**

- **Prepare carefully your speech, according to the tips available for the download**

- **Be sure to bring with you enough visit cards**

- **Read carefully the Catalogue and listen to the company presentations in order to select properly the persons you want to talk to during the bilateral meetings**