

## **BOOKING PROCESS GUIDELINES FOR INDIA ITME VIRTUAL BUYER SELLER MEETING**

### **PART A – Registration.**

- Kindly register with valid email id.
- Fill the application with required information.
- Select the Segments describing your meeting interest / product requirement (you can select multiple segments).

### **PART B – Confirmation of B2B Meetings**

- Once Logged in the Virtual Buyer Seller Meet website, you can see all the Exhibitors listed under “**Exhibitor List**” tab. Exhibitors are listed alphabetically and can be searched by Company Name, Trading Country & Keywords.
- **Please click on BOOK NOW button against each exhibitor to select the date & time slot to confirm the meeting.**
- You can see all booked meeting schedule and Join meeting on the day of Virtual Buyer Seller Meet from “**My Schedule**” tab.