

CBME B2B Meeting – Process Flow

Step 1: Click on the link given in the email to login on the B2B Platform. Enter the username and password given in the email on the login page to access the platform. If you have not received any email please contact us at Prasad.raai@ubm.com

https://b2bmeeting.cbmeindia.com

CBME
INDIA
ALBA Ever

10-12 April, 2019
Bombay Exhibition Center, Goregaon (E), Mumbai

Click here to visit our Website

UBM

VISITOR/EXHIBITOR LOGIN

Username:

Password:

Remember Me:

[Sign in](#) [Forgot Password](#)

Powered By **AIMAX** PROVIDER

Step 2 : You will see the below page screen, once you login with your credentials. Click on the notifications tab to check the number of pending meetings

Welcome, Ms. Urvika Panchal

DASHBOARD

Your Profile Completed 41%

41%

Please add following details to complete your profile

1. Fill all details of your profile with profile image.
2. Fill all details of your company with logo, white paper and company video.
3. Add atleast one product.

Dashboard

My Notification 5

My Profile

Unique Products

Matchmaking

My Meetings

My Wishlist

Logout

My Notification

My Profile

Matchmaking

My Meetings

My Wishlist

CBME B2B Meeting – Process Flow

Step 3 : You will see the pending meeting request details in this tab. Click on the icon near the meeting details to accept the meeting request.

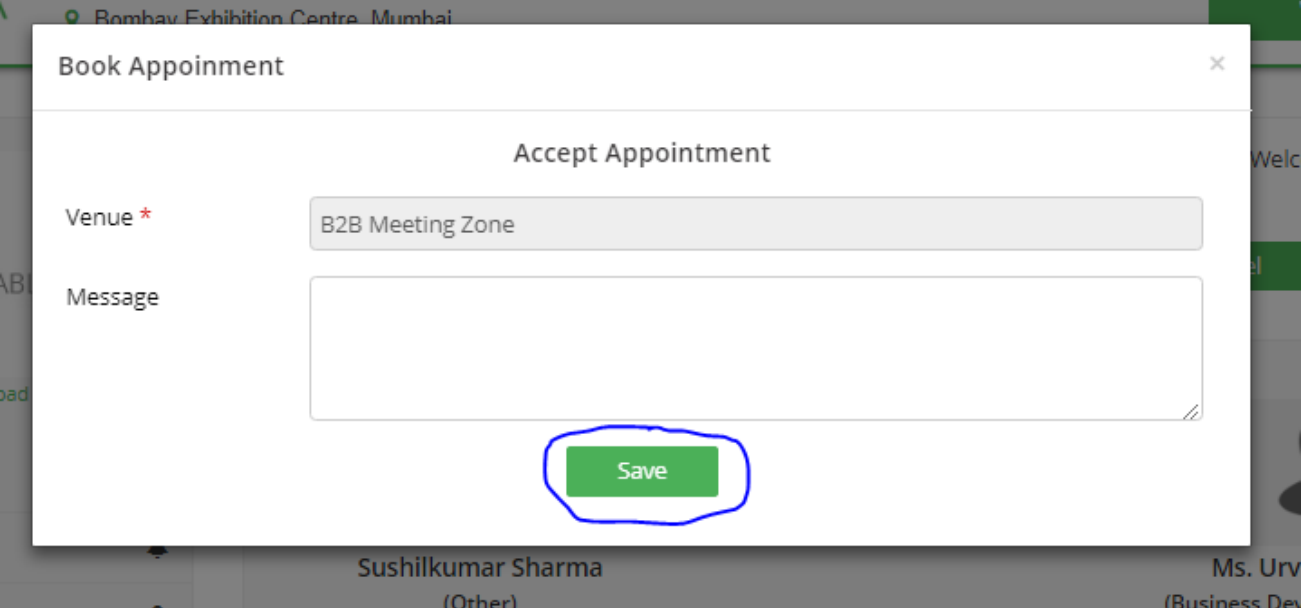
The screenshot shows a user dashboard for Ms. Urvika Panchal. On the left is a sidebar menu with options: Dashboard, My Notification (with a red notification badge), My Profile, Unique Products, Matchmaking, My Meetings, My Wishlist, and Logout. The main content area is titled 'NOTIFICATIONS' and lists two pending meeting requests: 1. Mr. Prasad Rai sent you meeting request. (with an eye icon circled in blue) and 2. Sushilkumar Sharma sent you meeting request. To the right, under 'TOTAL MEETINGS', there is a pie chart showing 100% Pending (orange), 0% Approved (green), and 0% Unapproved (red).

Step 4: Once you click on the icon, you will get the below tab where you can accept, decline or reschedule the meeting request as per your preference and availability. You can also check the profile details of the Exhibitor/Visitor who has sent you the meeting request by clicking on the name

The screenshot shows the details of a meeting request from Mr. Prasad Rai (UBM) to Ms. Urvika Panchal (Business Development / Sales, Ubm India Pvt Ltd). At the top right, there are three action buttons: 'Accept' (with a checkmark icon and circled in blue), 'Cancel' (with an 'x' icon), and 'Reschedule' (with a refresh icon). Below the buttons, the meeting details are shown: Date: 29th November 2018, Time: 01:00 PM, Location: B2B Meeting Zone. Under the 'Conversation' section, a message from Mr. Prasad Rai is visible: '21st November 2018 01:11:33 | Mr. Prasad Rai sent meeting request to Ms. Urvika Panchal Message : Test Meeting'.

CBME B2B Meeting – Process Flow

Step 5: Once you click on Accept, you will see the below tab. Click on Save to Proceed with the meeting and the person who has sent you the request will get the notification. Your meeting is set now for the scheduled time

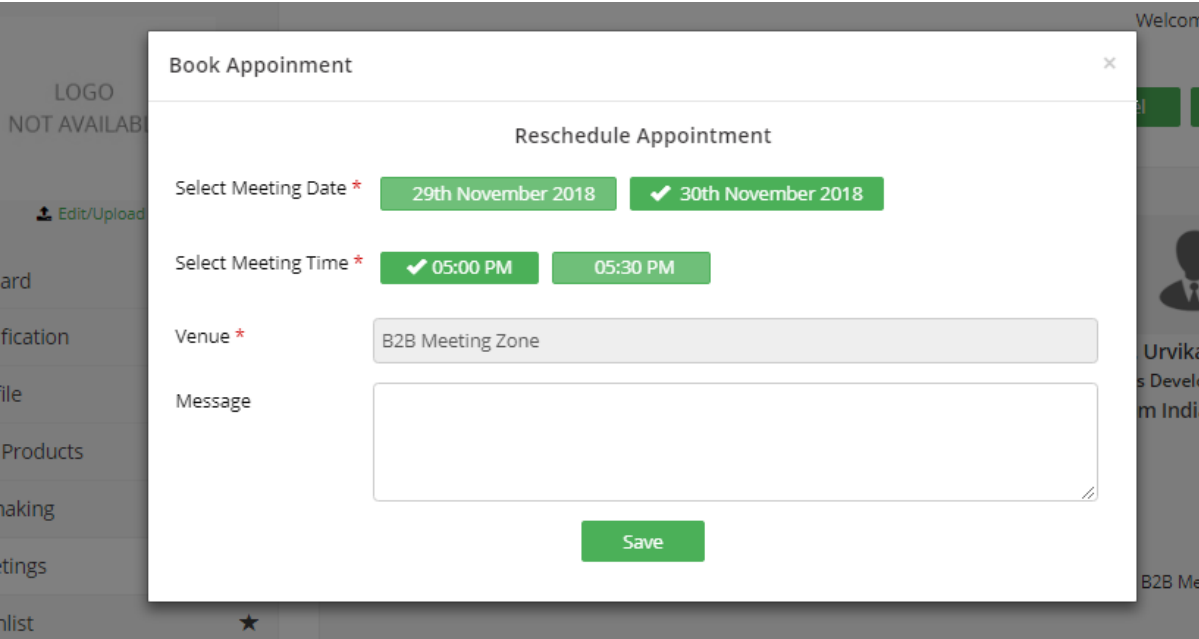


The screenshot shows a 'Book Appointment' dialog box with the following fields and options:

- Title:** Book Appointment
- Tab:** Accept Appointment
- Venue ***: B2B Meeting Zone
- Message**: (Empty text area)
- Action:** Save (highlighted with a blue circle)

Step 6 : If you click on Cancel, you will get a similar tab as shown in Step 5 and you need to follow the same process and send a personalized message if any

Step 7: If you click on Reschedule, you will get the below tab to select a suitable date with the time slots available. You can proceed with the preferable time slot and select it. The Exhibitor/Visitor will get a notification on the same, once he/she accepts the slot the meeting is scheduled.



The screenshot shows a 'Book Appointment' dialog box with the following fields and options:

- Title:** Book Appointment
- Tab:** Reschedule Appointment
- Select Meeting Date ***: 29th November 2018, 30th November 2018 (checked)
- Select Meeting Time ***: 05:00 PM (checked), 05:30 PM
- Venue ***: B2B Meeting Zone
- Message**: (Empty text area)
- Action:** Save

CBME B2B Meeting – Process Flow

Step 8: Once you are done with accepting of the pending meeting, you can check and update your profile by clicking here so that more people can find you and connect with you.

The screenshot shows the user's profile page. On the left is a sidebar with navigation options: Dashboard, My Notification, My Profile (highlighted with a blue circle), Unique Products, Matchmaking, My Meetings, My Wishlist, and Logout. The main content area is divided into two sections: 'Attendee Type' and 'COMPANY PROFILE'.

Attendee Type: Visitor

Name	: Mr. Prasad Rai	Designation	: N/A
Email Id	: Prasad.Rai@ubm.com	Phone No.	: 7777777777
Interested in	:		
Interested in Designation:	N/A		
Profile Detail	: N/A		

COMPANY PROFILE

Company	: UBM	Website	: N/A
Business Type	:		
Address	: N/A		
City	: N/A	State	: N/A
Country	: India		
Company Detail:	N/A		
Company Video:	N/A		

Step 9: If you wish to connect to people, click on matchmaking and the tab will feature the profiles that match with your interests. You can fine tune your search by clicking on different search criteria's that are available for your reference. Click on view to check the profile details and Appointment to set up a meeting. You can set up a meeting by following the Step 7. Below are the images for your reference.

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LOGO
NOT AVAILABLE

Edit/Upload

- Dashboard
- My Notification 🔔
- My Profile 👤
- Unique Products 📦
- Matchmaking 📅
- My Meetings 📁
- My Wishlist ★
- Logout 🚪

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Mr. Mohit Malpani ☆</p> <p>Heyybaby <i>CEO/ VP/ Director/ GM level</i></p> <p>Business Types Retailer, Wholesaler, Tra...</p> <p style="text-align: center;">VISITOR</p> <p style="text-align: center;"> 👁️ View 📅 Appointment </p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Mr. paresh gala ☆</p> <p>the baby shop <i>Purchasing/Procurement</i></p> <p>Business Types Retailer...</p> <p style="text-align: center;">VISITOR</p> <p style="text-align: center;"> 👁️ View 📅 Appointment </p> </div>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Mr. KAUSHIK JAIN ☆</p> <p>CUTE BABY</p> <p>Business Types N/A</p> <p style="text-align: center;">VISITOR</p> <p style="text-align: center;"> 👁️ View 📅 Appointment </p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Mr. HEMANT V PURANIK ☆</p> <p>KIL BIL BABY SHOPEE</p> <p>Business Types N/A</p> <p style="text-align: center;">VISITOR</p> <p style="text-align: center;"> 👁️ View 📅 Appointment </p> </div>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Mr. RANJANA PATIL ☆</p> <p>KHRISHA BABY & MOTHER CARE</p> <p>Business Types N/A</p> <p style="text-align: center;">VISITOR</p> <p style="text-align: center;"> 👁️ View 📅 Appointment </p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Mr. SANDEEP A ☆</p> <p>BABY N KIDS</p> <p>Business Types N/A</p> <p style="text-align: center;">VISITOR</p> <p style="text-align: center;"> 👁️ View 📅 Appointment </p> </div>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Ms. Ashika Agarwal ☆</p> <p>Posh Baby and Kids</p> <p>Business Types N/A</p> <p style="text-align: center;">VISITOR</p> <p style="text-align: center;"> 👁️ View 📅 Appointment </p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Ms. Shaila Patoley ☆</p> <p>Posh Baby and Kids</p> <p>Business Types N/A</p> <p style="text-align: center;">VISITOR</p> <p style="text-align: center;"> 👁️ View 📅 Appointment </p> </div>

Book Appointment ✕

Select Meeting Date * 👍 29th November 2018 30th November 2018

Select Meeting Time *
👍 10:30 AM
11:00 AM
11:30 AM
12:00 AM
12:30 PM
01:30 PM
02:00 PM
02:30 PM
03:00 PM
03:30 PM
04:00 PM
04:30 PM
05:00 PM
05:30 PM

Venue *

Message *

Send