



Dear participants,

It's time to prepare your participation at the Matchmaking session during the Clean Cooking Investment Forum now. The following instructions will help you to prepare your profile and to book bilateral meetings.

How to handle your registration and profile?

What type of information do I need to fill in the registration form?

STEP 1

Register to the Clean Cooking Investment Forum 2018. Use the “Register now” button in the top right corner of the website. Fill in your email, first name and last name and choose a password to access your profile. You will receive an email to verify your email address. After submitting your registration, you can login to your profile on the B2B Matchmaking platform at any time.

Registration

Choose how to proceed and start signing up for the event.

Continue with LinkedIn

Continue with Google

or

Enter your email

First name

Last name

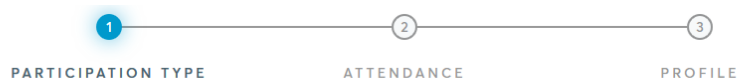
Password





STEP 2

Choose your type of participation.



Choose your type of participation

- Delegate
- Speaker
- Organiser

STEP 3

Confirm your attendance if you want to participate at the B2B Matchmaking Session.



Plan your Attendance

6 November 2018 (Tuesday)

Which session do you want to attend?

- B2B Matchmaking Session MATCHMAKING
Time
14:10 - 16:30 EET



STEP 4

Create your business profile.

VERY IMPORTANT:

Your profile is your virtual business card - the higher the quality, the more participants will select you for bilateral meetings!

To receive qualified meeting requests, fill properly your business profile

Complete your profile

Add information about you and your organisation to your profile so that participants can get a better understanding for what you are looking for and can offer.

Personal Information

Job Position *

Phone Number *

Only the Events Organiser can see your phone number

Profile Picture



[Click here to upload a profile picture](#)

Use a picture that gives the attendees a good impression of who you are. No logos or pictures of landscapes please.



Is it possible to modify my profile?

Yes, it is.

- Log in via the Login button.
- Click on your picture to choose the tab “My profile”
- Use the button “Edit my profile” to modify your profile.

[Edit my profile](#)

How to handle meeting requests?

To view and manage meetings, you have to login via the login button (in case you have no password please click "Password forgotten").

Choose the Tab “Meetings” in the Menu in the top right corner.

[Home](#) [Participants](#) [Agenda](#) [Meetings](#)

When will I be able to book meetings?

You may book meetings between 22nd of October and 5th of November. However, we recommend to book meetings as soon as possible because highly solicited meeting partners might otherwise be booked out already.



How can I send a meeting request?

1. Browse in the list of “Participants” or use the searching function on the left side to find interesting business, investment or government contacts. Within a few minutes you should be able to identify future potential partners.
2. Select “Matchmaking” in the Menu on the left to filter the profiles of available Matchmaking participants.
3. Use the other search filters to the left to reduce the participants list to more suitable matches.

49 Participants found

Search

BOOKMARKED

MATCHMAKING

COUNTRIES

ORGANIZATION TYPES

BUSINESS FIELD Clear

Expertise

- Stove Distributor/Retailer (49)
- Stove Designer/Manufacturer (30)
- Fuel Distributor/Retailer (19)
- Fuel Producer (14)
- Other (10)
- Development organization (9)
- Consumer Finance Provider/Carbon Intermediary (8)
- Consultant (6)
- Donor – Private foundation/HNW (2)
- Donor – Public/gov't (2)
- Investor – Equity (2)
- Donor – Corporate/CSR (1)

[Redacted Name]	at Appropriate Energy saving technologies (AEST) LTD	Not available
[Redacted Name]	Advisor at National Improved Cookstove Program	Not available
[Redacted Name]	member at Ghana Cylinder Manufacturing Company Limited	Not available
[Redacted Name]	k Enterprises Pvt Ltd	Not available
[Redacted Name]	ational Limited	Not available
[Redacted Name]	hts & Rural Development Association FHRRA	Not available



4. Click on a profile if you want to read more and choose "Request Meeting" to send a meeting request.
5. Participants who do not participate in the Matchmaking session or are fully booked already, have no "Request Meeting" button.

Note: As long as your counterpart has not confirmed your request, the meeting will not be scheduled.

How can I access and confirm/decline meeting requests?

All incoming and outgoing meeting requests are listed under the Tab: "Meetings" in your Dashboard. Use the button "Accept" or "Decline", respectively. In case you cannot attend a scheduled meeting, please cancel it so your partner does not unnecessarily wait for you.

- **Headline | Confirmed**

Here you can find all accepted meetings (incoming & outgoing)

- **Headline | Pending**

Here you can find all incoming requests which you have not confirmed/declined yet or which haven't been confirmed/declined by your counterpart yet

- **Headline | Cancelled**

Here you can find meetings requests which were canceled.

Your personal meeting schedule provides information about who you are going to meet, the time and the table number to find your meeting partner. When logged in to your matchmaking profile, you can view your updated meeting schedule under the tab "Agenda" at any time.