

A VIRTUAL EXHIBITOR'S TO-DO LIST

ACTIONS REQUIRED BEFORE THE VIRTUAL EVENT

BY 31 JULY

UPDATE COMPANY PROFILE FOR ONLINE EXHIBITOR LISTING

Upload/update your logo, company profile, and products using your login details.

BY 30 AUGUST

REGISTERING CO-EXHIBITORS / CO-REPRESENTATIVES*

- Main Exhibitors should register their Co-Representatives from [the same organization](#) as part of the Virtual Booth Package Entitlement as soon as possible, on the [Exhibitor Portal](#).
- Main Exhibitors who purchased [additional Virtual Booths and/or Pavilions](#) should submit their Co-Exhibitors' details (from different companies) [to the Organiser](#) as soon as possible.

BY 27 SEPTEMBER

ACTIVATE BUSINESS MATCHING PROFILE

Instructions to activate your business matching profile will be sent to all exhibitors with appointment sets by [27 September](#).

BY 18 OCTOBER

REDEEM YOUR COMPLIMENTARY TRADE VISITOR TICKETS

The redemption code will be shared with you by August. If you did not receive any promo code, please contact the [Exhibitor Team](#).

IMPORTANT DEADLINES FOR A VIRTUAL EXHIBITOR

**LAUNCH OF EXHIBITOR
LISTING**

**26
JUL**

**DEADLINE FOR ADDITIONAL
PURCHASE OF APPOINTMENT
SETS***

**Applicable to Pavilion only*

**30
AUG**

**DEADLINE TO REDEEM
COMPLIMENTARY TRADE
VISITOR BADGES**

Invite your clients and prospects to ITB Asia 2021 Virtual by sharing the promo code for a **free** ticket!

**18
OCT**

LAUNCH OF BUSINESS MATCHING

Attendees of **all categories*** will be able to participate in the Business Matching from this date.

Business Matching ends 29 October 2021.

**25 - 29
OCT**



ITB
ASIA

mice
SHOW ASIA



VIRTUAL

HOW BUSINESS MATCHING WORKS

BUSINESS MATCHING

Attendees of **all categories*** will be able to participate in the Business Matching from this date.

Business Matching ends 29 October 2021.

All attendees registered for ITB Asia 2021 Virtual will only have 1 virtual meeting schedule (25-29 Nov) to send meeting requests.

Meetings will take place **online** through video call, via the Business Matching Portal.

**27
SEPT**

**25 - 29
OCT**



On these dates, the scheduled online meetings will commence. Virtual Exhibitors will be able to login to the Business Matching platform to begin the **video calls**.

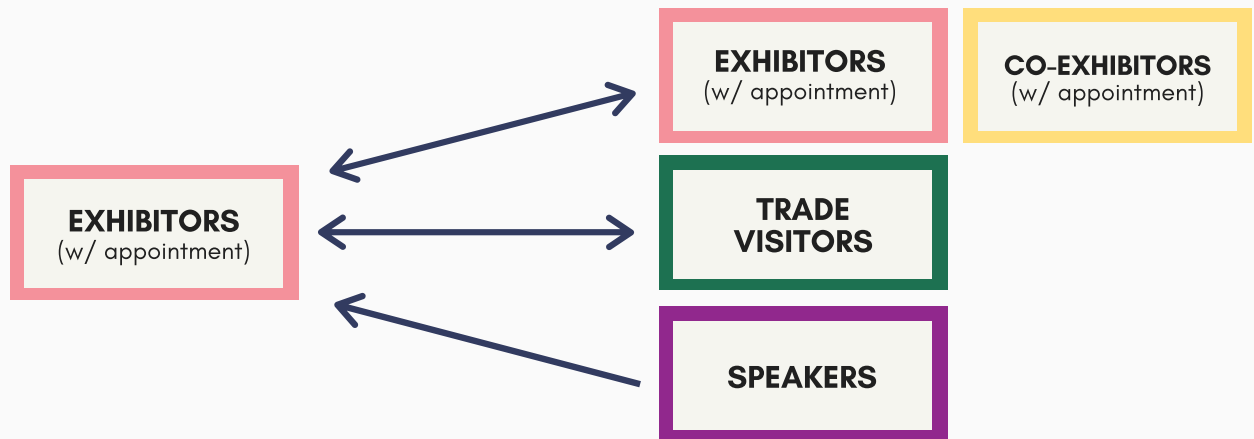
HOW BUSINESS MATCHING WORKS FOR VIRTUAL EXHIBITORS

BUSINESS MATCHING (27 SEPT - 29 OCT)

Types of Virtual Exhibitors with appointment sets:

1. Exhibitors registered for the Starter Package allowed up to 10 meeting slots
2. Main Exhibitors of the Pavilion Package will have unlimited meeting slots
3. Exhibitors registered for Basic, Enhanced, Premium and Co-Exhibitors of the Pavilion virtual booth packages will have up to 25 meeting slots

VIRTUAL EXHIBITORS FROM THE **STARTER PACKAGE** WILL BE ABLE TO MEET THE FOLLOWING ATTENDEE CATEGORIES:



VIRTUAL EXHIBITORS FROM THE **BASIC, ENHANCED, PREMIUM AND PAVILION** VIRTUAL BOOTH PACKAGES WILL BE ABLE TO MEET THE FOLLOWING ATTENDEE CATEGORIES:

