



1. Registration – OPEN FROM 21st SEPTEMBER to 5th NOVEMBER

-Click on Register Now on the home page.

-Fill in the registration form

You will be directed to the Payment page where you may pay via PayPal or by Credit/Debit card

You will then receive your unique access codes via email

2. Complete your profile – BY 3rdNOVEMBER

If you attended a previous MeetWest your profile may be re-activated. You should then review your re-activated profile, paying particular attention to your company's activities and objectives and indicating precisely what type of partnership sought and/or offered.

If you have not attended MeetWest, you should complete your profile, paying particular attention to your company's activities and objectives and indicating precisely what type off partnership sought and/or offered.

You are advised to be as concise and simple as possible in the presentation of your company's activities and objectives. Use short phrases and key-words that can be easily searched for and read on screen by your possible future partners. Your profile will appear in an online catalogue and hard copy containing business profiles of all businesses attending MeetWest 2015. Please complete your Profile as soon as possible. This will maximise your visibility and help attract companies to meet your objectives.

3. Browse online catalogue and choose and prioritise 25 potential meetings – from Tuesday 3rd November and no later than Thursday 12th November

From 3rd November the online catalogue opens - you will be able to browse and search the list of all participating companies and view the profiles of your potential partners. You can then select and prioritise a minimum of 20 meeting choices from the list of participating companies.

From your choices, and choices made by other delegates, the specialised match-making software used for MeetWest 2015 creates a personalised meeting schedule for each delegate, which you will receive on arrival/at Registration, on Day 2 at the event. Your meeting choices must be made no later than Thursday 12th November.

Your personalised schedule of meetings (of 20 minutes duration each) will include up to 16 meetings according to: Your meeting requests, Companies that have asked to meet with you, and Reciprocal Requests.

You will also receive the profiles of all the companies on your wish list who are not in your meeting agenda allowing you to identify them and meet them during the extensive networking opportunities built into MeetWest 2015 including lunch, coffee breaks, etc.

4. Attend both days

The quality of MeetWest 2015 depends on the commitment of each delegate. All delegates should respect their agenda and attend all meetings for which they have been requested.