

Supplier Guidelines

Automotive Online Meetings

About the event

Automotive Online Meetings is the leading B2B Online Meetings Event organized with the purpose of development and improvement of business relations, dedicated to **automotive professionals, Buyers and Suppliers**.

During **Automotive Online Meetings** we facilitate the presentation of products and new technological innovation, the access to information, the cooperation and the development of new partnerships.

Why is it useful to attend?

Automotive Online Meetings is the most effective online event for automotive suppliers and buyers and all the major industrial companies are invited. Due to the careful selection of participants, the online tools available for the event, the preparation, the invitation of participants and the planning of meetings before the event, every participant has the possibility to optimize his program in order to maximize the productivity of meetings and his participation in the event.

Who are the participants to the event?

Suppliers, buyers and other technical people from industrial companies.

The list of participants is available at <https://automotiveonline.industrialin.com/participants>

Definition of the “Supplier” and the “Buyer” in the event acceptance.

The “Supplier” is a company representing person who wants to promote and sell (or to sell & buy) products or services for his company related to the industrial domains.

The “Buyer” is a purchasing professional, technical people or other representing person, who is searching to buy products or services for his company, related to the industrial domains.

When and where will the event take place?

The date of the event is specified on the event website <https://automotiveonline.industrialin.com>

The event will take place online, all meetings are planned using the online meetings planner and will be held by video conference.

How to register?

The online registration is available at <https://automotiveonline.industrialin.com/registration>

If you are a new user of Industrialin platforms (Industrialin, Industry Expo, Automotive Expo, Online Events).

Please select the **Registration** button and follow the steps described at the online registration.

If you are already a member of Industrialin platforms (Industrialin, Industry Expo, Automotive Expo, Online Events).

Please select **Login**, enter your email and password and after logging into your account, please select the **Registration** button and follow the steps described at the online registration.

If you don't remember your old password please select **Reset Password**.

The closing date for registrations is specified on the event website.

Why is it important to register as soon as possible?

Your early registration gives you the possibility to better optimize your participation, your meetings and your program at the event. You can also ensure that the other participants are available to meet you.

What services do we offer during the online event?

1. Online B2B Meetings Planning (Invite to Event and Meetings Planner Online Modules)

Because your time is very precious, we offer the possibility to optimize your time, the number of meetings and the efficiency of meetings by using our online tools (Meetings Planner, Invite to Event, Your Program) and sending/receiving invitations for meetings to/from potential clients or actual clients that you would like to meet, during the event.

2. Online B2B Meetings by Video Conferencing

In order to held the meetings, we provide you a solution using Zoom Video Conferencing tools.

3. Online Presentations by Video Conferencing

Planning a presentation is very easy with our online tools. In order to held the presentations, we provide you a solution using Zoom Video Conferencing tools.

4. Other additional services

At your request, we can provide you additional services in order to help you better promote your products or services. It is very important to specify these requests upon your registration.

Which are the costs for the participation?

For Buyers

The participation is free of charge for all participating buyers as previously defined.

For Suppliers

The cost of each service is defined in the online registration (please select: I am a Supplier (Exhibitor)) at the following address: <https://automotiveonline.industrialin.com/registration>

How to use the Invite to Event Module?

The Invite to Event module is available for all online accounts.

By using this module, you can send online invitations for participation in the event to a list of email addresses defined by yourself.

Please log into your account at the following address:

<https://automotiveonline.industrialin.com/user/login>

User: your email

Password: your password

1. Select **Invite to Event** (right side button in your account)
2. Write the email addresses into the form
3. Send invitations

The invited persons will receive an invitation and in case of acceptance, they have the possibility to register at the address: <https://automotiveonline.industrialin.com/registration>

How to use the Meetings Planner Module?

The Meetings Planner module is part of B2B Meetings services.

By using the Meetings Planner module, you can send online invitations for meetings to the registered participants in the event.

Please log into your account at the following address:

<https://automotiveonline.industrialin.com/user/login>

User: your email

Password: your password

1. Select **Meetings Planner** (right side button in your account)
2. Select: Request Meeting
3. Select: Book spot (the meeting timing)
4. Write the reason(s) of requesting the meeting
5. Send the invitation

The invited person will receive an invitation in their account and on their email address. In case of acceptance, the meeting will be planned automatically. You will receive the confirmation.

How to approve or refuse a meeting?

You will receive an invitation on your email address.

Please follow the instructions from the email and log into your account at the following address:

<https://automotiveonline.industrialin.com/user/login>

User: your email

Password: your password

1. Select **Meetings planner** (right side button in your account)
2. Select: Pending requests
3. Select: Approve or Refuse

How to use the Video Conferencing Module?

The Video Conferencing module is part of B2B Meetings services.

By using the Video Conferencing module, you can held online meetings with other registered participants.

Please log into your account at the following address:

<https://automotiveonline.industrialin.com/user/login>

User: your email

Password: your password

1. Select **Meetings planner** (right side button in your account)
2. Select: Approved meetings
3. Select: Go to meeting room

Your program at the event

Please log into your account at the following address:

<https://automotiveonline.industrialin.com/user/login>

User: your email

Password: your password

Select **My program** (right side button in your account)

Next Events

We are always at your service, with fairs and B2B meetings events, built for your success. You can see which the following events are and when they will take place on the Events section of Industrialin website, at <http://industrialin.com>.

Online advertising 24/7

We recommend the online advertising services offered by industrialin.com:

Free Account at <http://industrialin.com/registration>