Bee2Bee
www.bee2bee.asia

Virtual Fair & Business Matching Platform
Connect with buyers and suppliers through online exhibitions & virtual meetings
Step 1 - Create an Account or Login to enter

Go to www.bee2bee.asia and click on Register to create your Bee2Bee account.

Once the account is created you will get a welcome mail on your registered email id.
Step 2 - Click on Show Banner to Enter

Click on the Exhibition Banner to participate as exhibitor. Next, You would be taken to the Bee2Bee Convention Center.
Hello!!! Welcome to Bee2Bee Convention Center. Click **Welcome** to enter the Lobby Area.
Step 4 – Lobby Area

Click on the icons Exhibition Hall, Partners Lounge, Media Lounge, Auditorium, Organiser’s Desk, Technical Desk.
Step 5 – Auditorium

Our Auditorium will host the VIP Opening Ceremony, Product Presentations, Business Forums & Webinars, which would be broadcasted **LIVE** on our Social Platforms too.
Step 6 – Interactive Floor Plan

- Exhibitor can access the Floor Plan and see all other participants of the event.
- When you login to the platform during the show dates, you would get access to the Floor Plan and then you can visit your booth.
- Before the show dates, when you will have access only to your virtual booth.
Step 7 - Enter Exhibitor Code

Click on Exhibition Hall to proceed. You would be asked to choose “Exhibitor or Buyer”. Select Exhibitor & Enter **Exhibitor Code** shared by the Organiser on the pop-up screen. Successful submission would take to set-up your virtual booth.
Step 8 – Sample Exhibitor Booth
Step 9 - Features of Virtual Booth

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Items</th>
<th>Quantity</th>
<th>Format</th>
<th>Size/Dimension</th>
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<tr>
<td>1</td>
<td>Booth No.</td>
<td>–</td>
<td>System Generated</td>
<td>–</td>
</tr>
<tr>
<td>2</td>
<td>Company Name</td>
<td>–</td>
<td>As per Exhibitor</td>
<td>–</td>
</tr>
<tr>
<td>3</td>
<td>Country</td>
<td>–</td>
<td>As per Exhibitor</td>
<td>–</td>
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<tr>
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<td>Product Showcase</td>
<td>30</td>
<td>JPEG</td>
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<td>5</td>
<td>Company Video</td>
<td>1</td>
<td>Youtube link</td>
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<td>6</td>
<td>Company Brochure</td>
<td>1</td>
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<td>9</td>
<td>Social Media Links</td>
<td>–</td>
<td>Facebook &amp; more</td>
<td>–</td>
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<tr>
<td>10</td>
<td>Company Logo</td>
<td>1</td>
<td>JPEG or PNG</td>
<td>200X200 px.</td>
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Virtual Booth Technical Details
Step 10 - Update Your Details

Click on “Add/Edit Details” and upload company Information, Brochure, Corporate Video & Social Media Links.
Step 11 - Product Showcase (Max 30 Photos)

Click on Product Showcase to upload up to 30 product photos and details. You can also change the sequence of the photos in the product showcase.
Step 12 – Multiple Exhibitor Logins (Max 5)

Each Exhibitor can create **5 User Logins** to access Virtual Booth at the event. Using the login, booth representatives can accept video calls, text chat with visitors, conduct B2B meetings and more. Click on “**Add Login**” under “Exhibitor Login Panel” and fill-up basic details to create a login. An e-mail acknowledgement is sent once a login is created successfully.

**One master login** (registered e-mail for signing-up) would allow add/update company information, brochures, videos and more along with above mentioned features.
Step 13 – Buyer E-Invite to Your Booth

Our virtual platform allows you to **Send Personalised E-Invitations** to your clients and potential buyers to visit your booth at the expo.

**Sample Buyer Invite**

Bee2Bee <noreply@bee2bee.com>

to pramit →

Dear Pramit,

Agape Diagnostics invite you to visit our virtual booth at Bangladesh Medical & Healthcare Virtual Expo to be held on 12-15 July, 2021 on Bee2Bee Virtual Platform.

You can connect with us on this online platform to get insights and details of our company, learn about our latest collections in the product showcase area, text/video chat with our company representatives, request for a quotation and book one-to-one meeting with us during the event.

CLICK HERE to Pre-register for FREE and Meet us between 12-15 July 2021 at Bangladesh Medical & Healthcare Virtual Expo.

Until then, take care and stay safe! See you soon!

Warm regards,
Team Agape Diagnostics
https://www.agape.com/in/

Click on **Send Buyer Invite**, fill in required details and click on submit.

You can **send 3 Buyer invitations** at a time from the portal.
Step 14 – B2B Meetings

- Buyers at the Exhibitor’s Booth can request for On-site Business Meetings during the Exhibition dates.

- Pre-Fixed B2B Meetings Request through Organiser’s Buyer Promotion Campaigns (some are shown below).

E-DM  WhatsApp  Social Media  Advt.  SMS
Step 15 - Matches – Meetings Schedule

Click on “Matches” to check your Business Matching Schedule.

E-mail notification of confirmed meetings will be sent on your registered e-mail with meeting link and other details.

Business matching meetings will be conducted via Zoom which is integrated on the Bee2Bee platform.
Step 16 – Zoom Meeting Sample Screen
Click on the Chat icon to check your current & previous chat history with Buyers.

Exhibitor can have multiple chat box based on number of login’s.
Step 18 - Business Cards Notification

Click on Drop Your Card to check the list of Business Cards received.

A notification is sent on your registered email address when a business card is shared.
Step 19 - Video Call Feature

Notification on your screen when you receive a Video Call from a buyer.

Sample screen once you accept the video call
To seek any **technical assistance with our team**, click the chat icon on your screen. Our team will be LIVE during event dates from **9 AM IST to 7 PM IST** to handle your queries.
THANK YOU

Crafted By

WORLDEX
Exhibition & Promotion Pvt. Ltd.

GATEWAY TO GLOBAL TRADE

www.worldexindia.com

Write to us at contactus@worldexindia.com