

Welcome to Virtual Fairs of Moldova

Registration Guide for the Buyer



VISIT www.virtual-fairs.md

If you are here, you are definitely interested in one of our events.

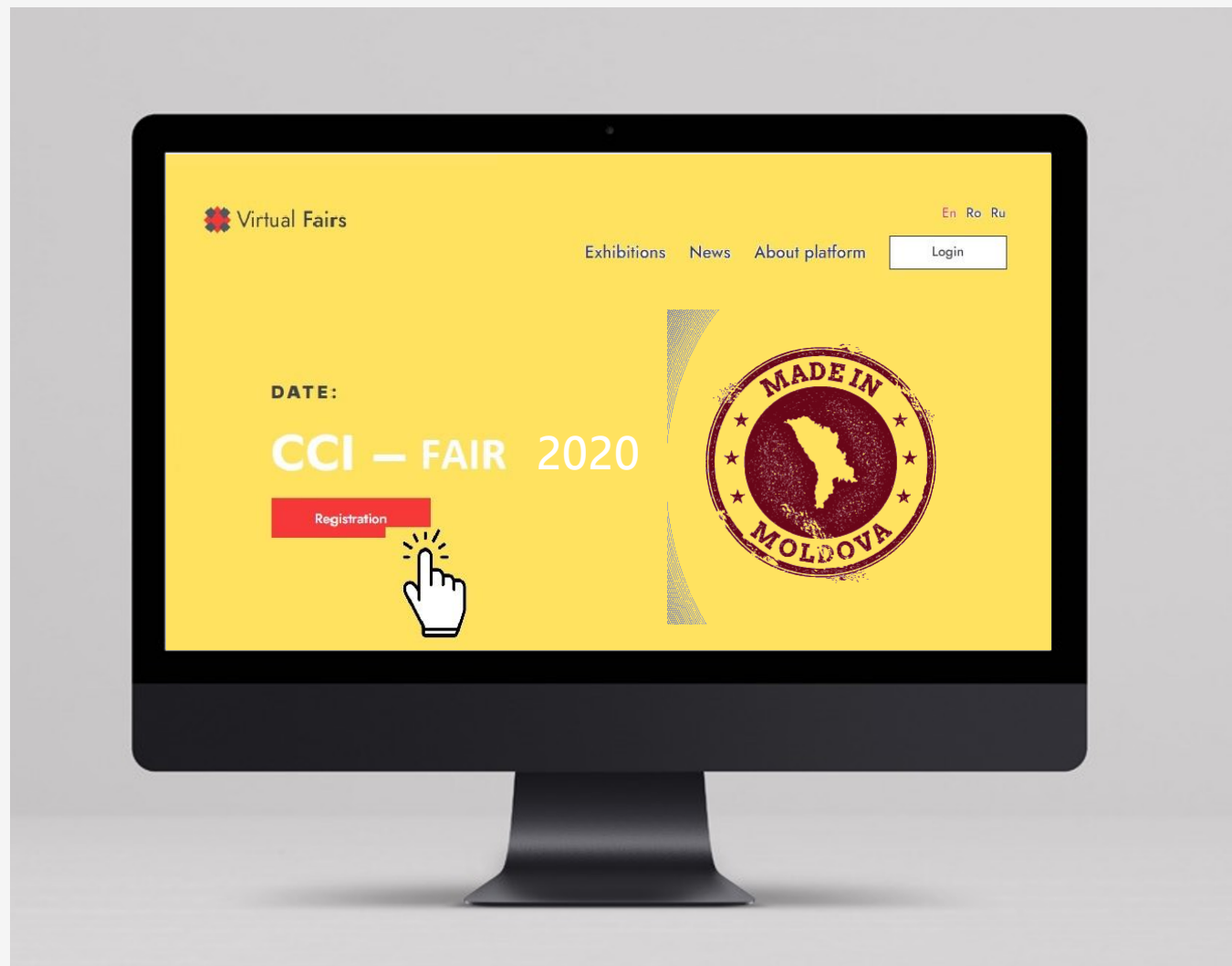
Click on [Exhibition](#) button and choose the event you want to attend!



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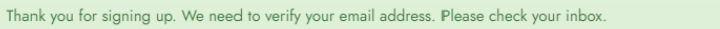
Are you on the page of the exhibition you would like to visit?
Continue with registration!

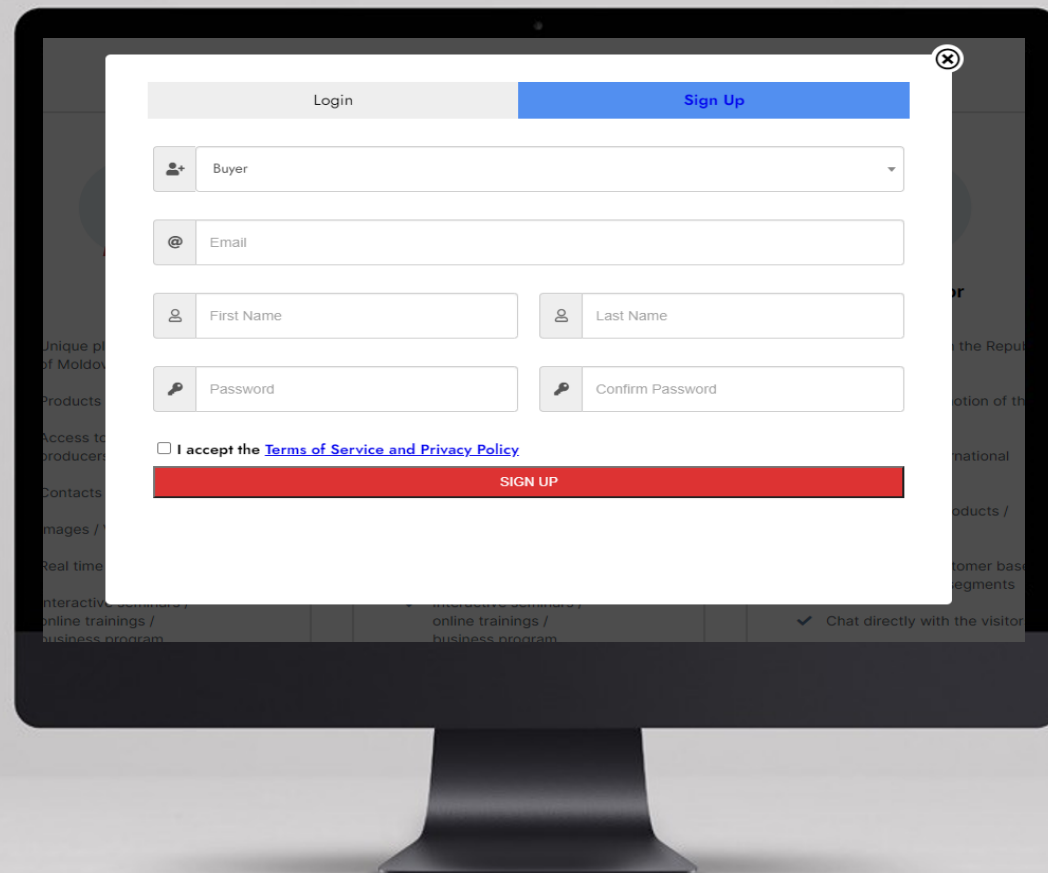
Click on **Registration** button and go to the next step!



HOW TO REGISTER AS A BUYER:

- 1 Choose the type of participation: **Buyer**
- 2 Sing-up by writing: **E-mail address** > **Your First Name** and **Last Name** > **Password**
Password*: Will be of your choice and easy to remember.
- 3 Accept the Terms of Services and Privacy Policy and **Sign up**.

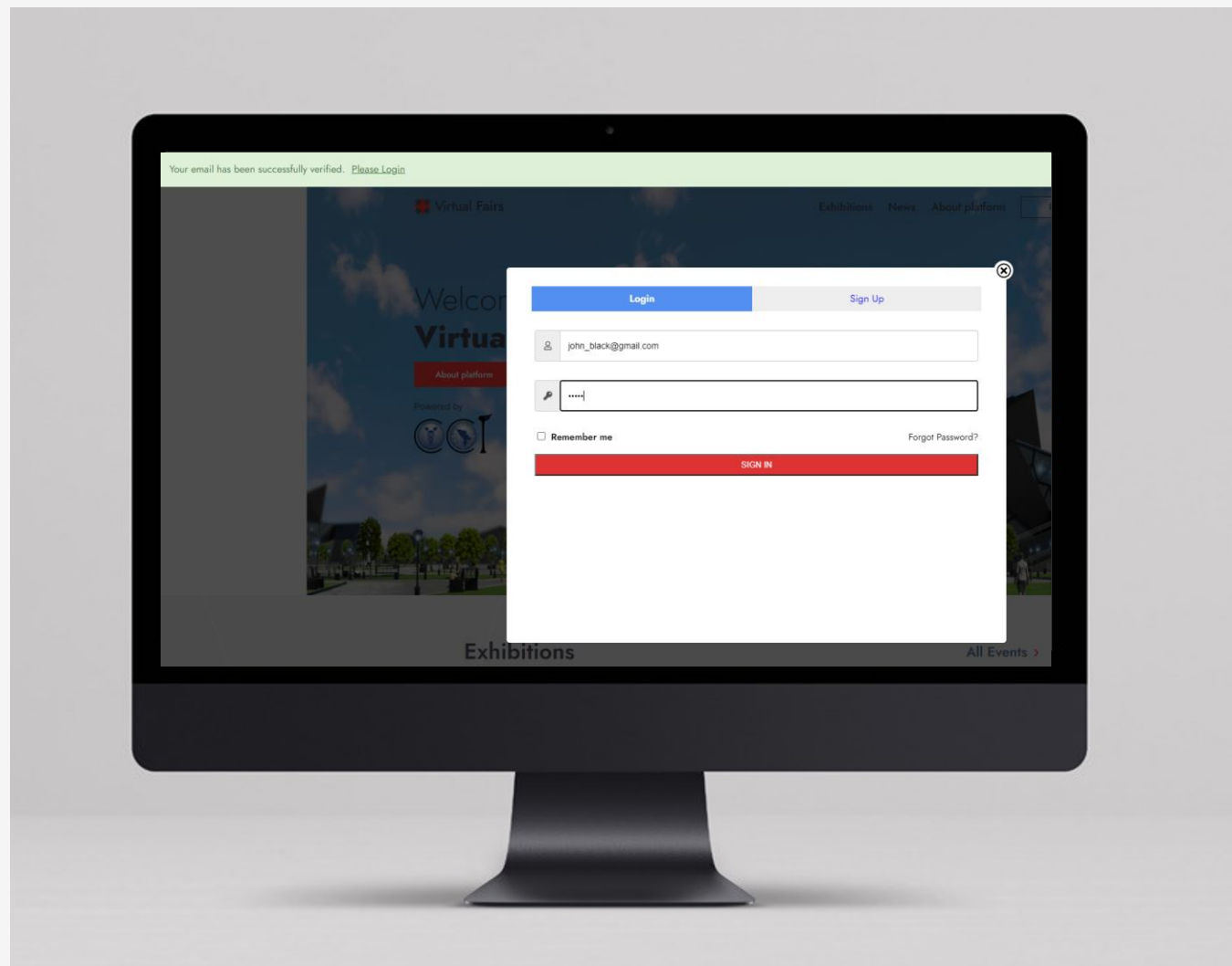
- 4 If this  instruction appears on your screen, know that you are at the last click to be registered. The last **Click** is in your email inbox.



WHAT HAPPENS AFTER REGISTRATION?

After confirming the email address from your inbox, get back on the platform.

Now, please [Login](#) with the email address and password indicated at registration.



WORK ON IN YOUR BACK OFFICE

1

If after logging in, you don't get directly to your back office, know that you can always do it by clicking > **Control Panel** button.

2

In the back-office fill in the fields with the information requested by the organizers, especially those indicated with the asterisk * then click on the right button > **Submit for Review**



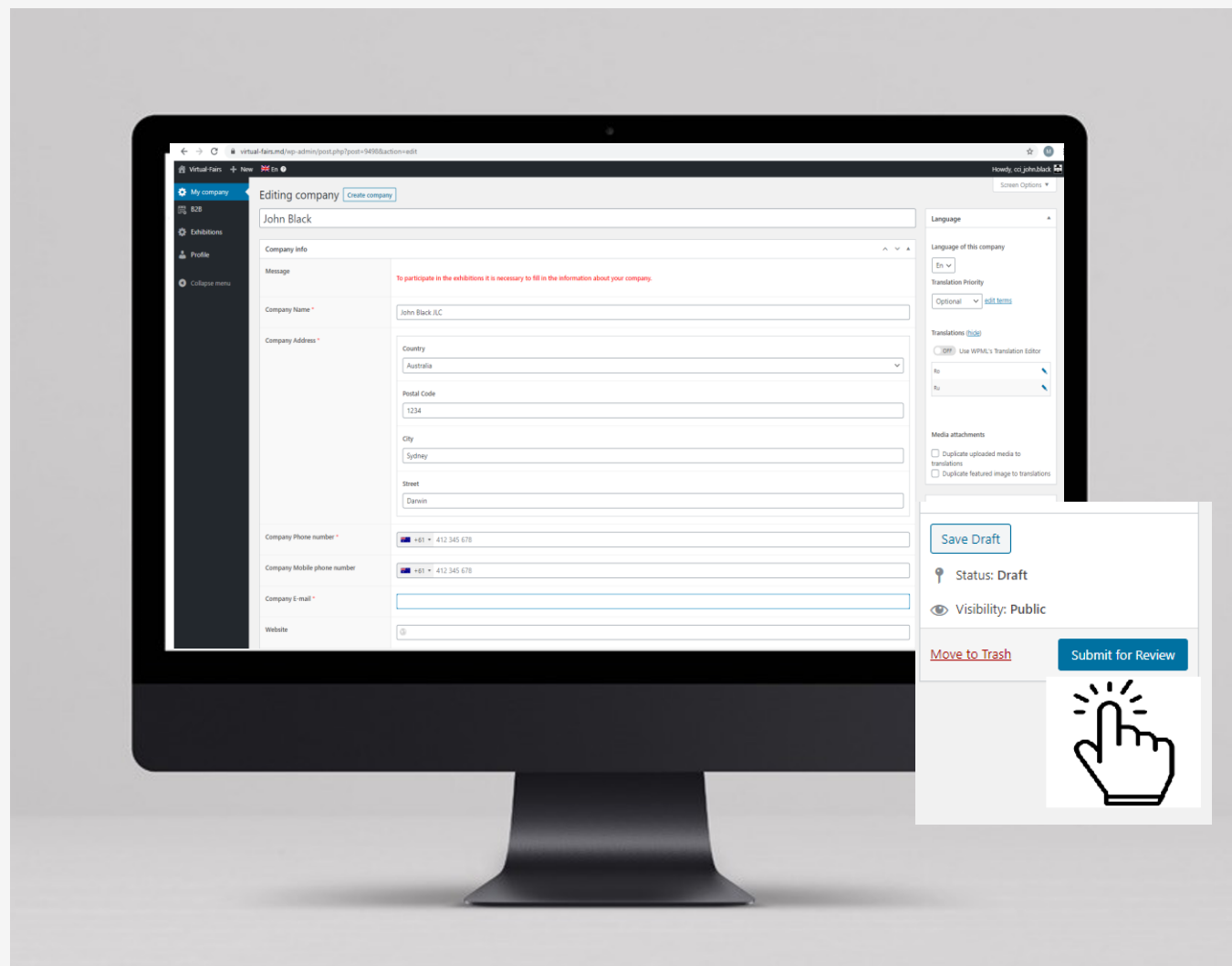
ATTENTION!

Submit for Review !!!

..otherwise your information will not be saved and you will have to repeat the data entry.

Virtual Fairs Moldova Team will analyze the information provided by you and if there is nothing doubtful, your participation will be accepted.

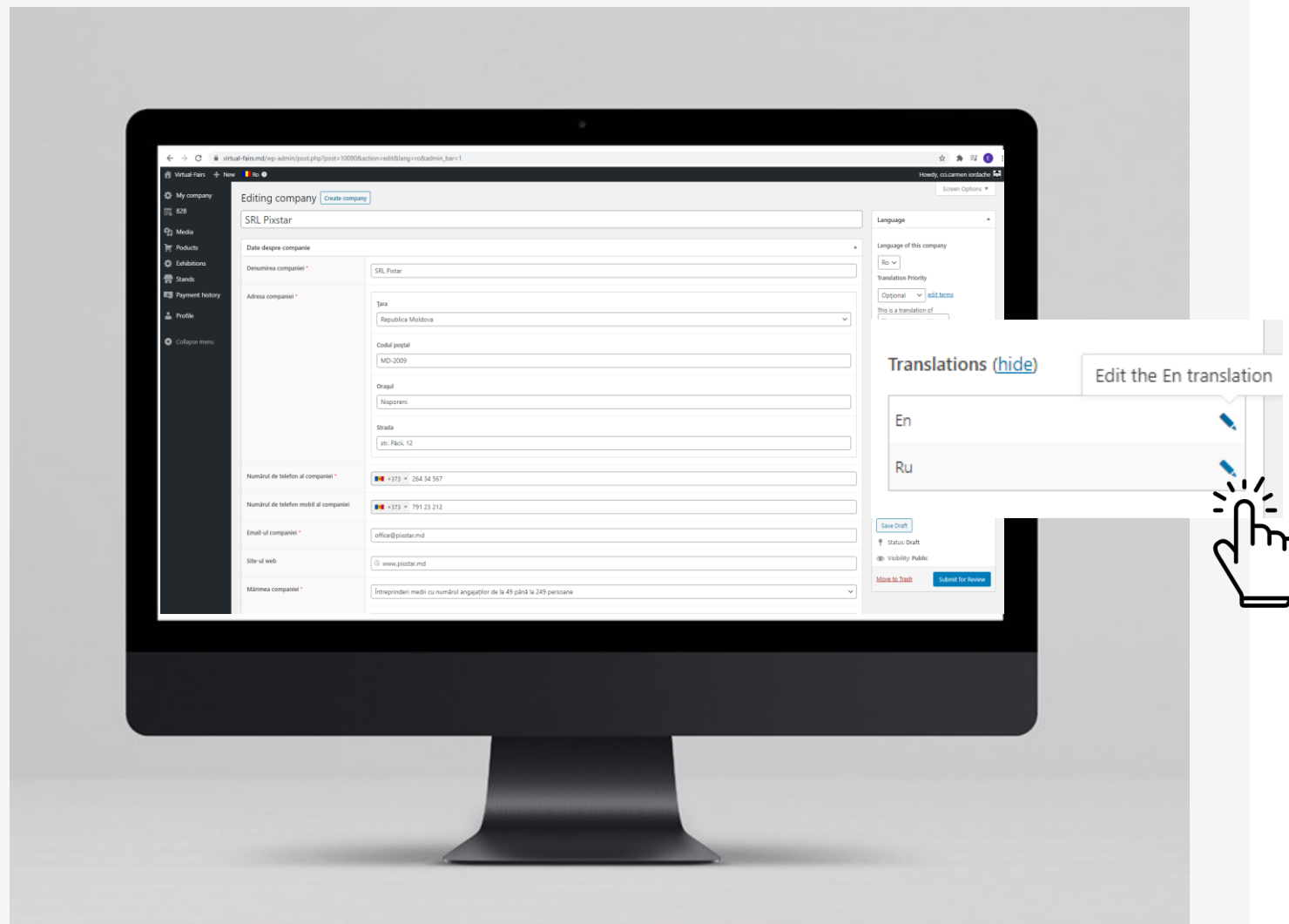
This information, the dates when you can start scheduling the B2B appointments, visit the exhibition or other useful resources you can benefit of will be submitted to the e-mail address you have indicated at registration.



DATA ENTRY INTO OTHER LANGUAGES

Remember!!! You have filled in, saved and sent for verification information only in one language. If you want to be attainable to speakers of other languages available on the platform, follow the steps below.

- 1 On the right side, find the **Translations** button, click on the pencil in one of the languages and the page will automatically change the language.
- 2 When the page has changed, fill in the same data in the selected language. Continue by accepting the **PRIVACY POLICY** > and then > **SUBMIT FOR REVIEW**.
- 3 Repeat the same steps for the 3rd language.



SCHEDULE YOUR B2B MEETINGS

Scheduling B2B meetings will be possible from the opening date of the B2B zone, the date announced by the organizers (see on the platform, in the section - About the Exhibition).

- 1 Click > **Conference Room** button
- 2 Choose between > **Business Program** or > **B2B Zone**
- 3 **Business Program** > take notes for those events you really want to attend. Recommendation: access the event link 10 minutes before the start time.



PROGRAM YOUR B2B MEETINGS

4

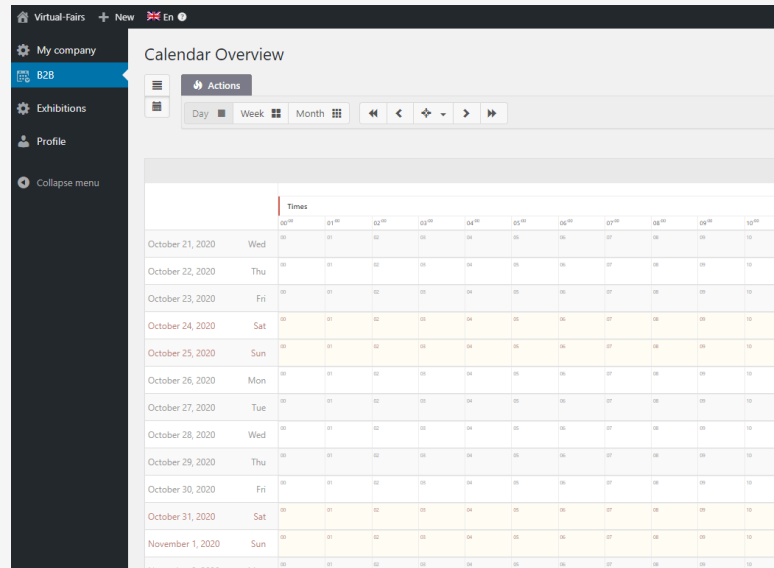
B2B Zone > offers you a list of all participants, both exhibitors and buyers (*until the exhibition opens, this list will be updated daily*).

Деловая программа

B2B zone

☒ EXPOZANTI
 ☐ BUYERS

Organizație	Contactul perso	Limba vorbită	Activitate	Domeniul de interes	Țară	
ECOVIT N&N SRL	Виктор Ермак	Русский Английский Украинский	Производство напитков		Moldova	Назначить встречу
Tingimar SRL	Татьяна Пешкова	Русский Английский	Производство напитков	tingimar@yandex.ru	Moldova	+373 694 03 879 Назначить встречу
Учитель Бизнес	Марина Верига	Английский	Вспомогательные услуги	office@teacher-business.md	Moldova	+373 694 03 879 Назначить встречу
Polista Expo SRL	Полина Станева	Русский	Производство напитков	staneva.p@gmail.com	Moldova	+373 694 03 879 Назначить встречу
ECOVIT N&N SRL	Виктор Ермак	Английский	Производство напитков	viktor.ermak@gmail.com	Moldova	+373 694 03 879 Назначить встречу



The screenshot shows the 'Calendar Overview' in the B2B zone. It features a sidebar with navigation options: 'My company', 'B2B', 'Exhibitions', 'Profile', and 'Collapse menu'. The main area displays a calendar grid for October 2020. The grid shows dates from October 21 to November 2, 2020. The days of the week are listed on the left. The grid cells contain time slots (08:00, 09:00, 10:00, 11:00, 12:00, 13:00, 14:00, 15:00, 16:00, 17:00, 18:00, 19:00) and a 'Times' column on the right. The calendar is currently set to 'Week' view.

Find the company you want to have an appointment with > **click** the button on the right side of the list to request the meeting.

Response to requests, including the login link for each meeting, you will receive in the e-mail inbox indicated at registration.

Meetings scheduled on days other than those in which the exhibition takes place will not be valid.

The **Buyer** > can request but also receive requests for B2B meetings. The requests will be visible in the **B2B** calendar in your back office. Only from the calendar you can accept or reject a meeting.

!!! In your **B2B** calendar, you will not have the appointments you requested even if they were accepted. Therefore, we recommend to you to make an individual calendar in order to not overlap some meetings.

More questions about Virtual Fairs Moldova?

THERE ARE SEVERAL OPTIONS:

Write directly from the platform



Chat with us, we're online!

jivochat

Write us an e-mail



virtualfairs@chamber.md

Call us



+373 22 210 725

