

BALTIC SEA REGION Tourism Business Forum & Workshop

Thank you for your registration for the event, the platform is now open. We are happy to welcome you to our event on October 4th, 2023. The Baltic Sea Region Tourism Business Forum & Workshop uses digital event platform **Tavata** for arranging meetings. On the Tavata platform you will find the event program as well as details on attendees.

Based on your registration info, a pre-created profile has been created for you. Please follow these instructions to attend the event and log into your profile:

LOGGING IN AND SETTING UP YOUR PROFILE:

Go to <https://app.tavata.events/recover-password> and ask for a new password for yourself. Fill in your username (which is your own e-mail). You will then be sent an email and link to log in to the platform.

Please note that if you already have an existing Tavata profile (if you have used the system before), you should log in with your own email and existing password. You will find you have been added to the event.

Under the *My own groups and events* tab you will find our event - **The Baltic Sea Region Tourism Business Forum & Workshop**

Check and update your user profile. Your profile is pre-filled with the information you provided while registering for the event. Please check this is correct and make any additions you wish. Please add a headshot and basic information to your profile. The profile can be found on the upper right-hand corner 'Edit your profile'. Remember to save it!

EVENT PROGRAMME

The event program schedule can be found under the Program tab.

The interactive event platform allows you to communicate with others easily. Check out the participants' company websites and social media. As well as requesting a meeting you can also send them a direct message as well

INSTRUCTIONS FOR THE WORKSHOP:

Get to know the event space (found in *My own groups and events*) If you need to search for the event just type *Baltic Sea Region*).

- Please check first your Event Profile and your profile card.
- The profile card is how others see you.
- Make sure your role in this event is correct (buyer or supplier)
- Write a short pitch about your business
- In the 'Offering and seeking' section please make sure to indicate your interests or ensure these are correct. This enables you to find the right suppliers or buyers.

Remember to save.

REQUESTING AND MAKING YOUR MEETINGS

You can arrange up to 10 meetings in advance plus 2 free appointments you can make on the day. Get to know the other attendees and check out their profile cards in the 'People' section.

When you find a person that you would like to meet, you can suggest a meeting by clicking on the **handshake** button on their profile card. This will send an invitation by email. The recipient can then either confirm or decline the meeting.

Once the meeting is confirmed it will be automatically added to your schedule.

Meetings are scheduled in the event time zone (Riga) but you can also see your local time for each meeting in your own schedule on the Tavata platform.

Please fill up your 10 meetings in advance and accept incoming meeting requests

TROUBLESHOOTING

If you have any questions about the platform or you are having technical issues, please contact kristina.mustonen@tavata.events.