

Frequently asked questions

Q How do I register for the GO Networking Zone?

A You will automatically be registered for the GO Networking Zone during registration for Procurex Scotland 2011. You will receive a confirmation email with a link to connect to the GO Networking Zone. Much of your registration information will then automatically transfer over to the GO Networking Catalogue. Complete the outstanding fields on the Company Profile and add your logo.

Then complete the outstanding fields on the Person Profile, add a photo if you wish and indicate your meeting availability.

You must then complete up to five Collaboration Profiles outlining the expertise or business partnerships you are offering or looking for.

Categorise these by potential market areas. Please note that each profile can be assigned to a different representative within your organisation.

Q Why is my profile not appearing in the catalogue?

A All profiles are manually validated before appearing in the catalogue. Company profiles will only be validated to appear in the catalogue once a Collaboration Profile has been added. All fields are mandatory. If information is missing or unclear, someone in the Procurex Scotland team will contact you. Profiles which are incomplete, unclear or irrelevant to the event will not be included in the final catalogue.

Q What is the deadline for creating and updating my profiles?

A Registration for inclusion in the GO Networking Catalogue is open until Friday 7 October 2011.

Q When will I be able to request a meeting?

A Registration for requesting meetings is open until Thursday 20 October 2011.

Q How do I request meetings?

A As well as using the 'Request Meetings' function under 'Meeting Administration', you can select potential partners with whom you would like to meet from the profiles in the GO Networking Catalogue. A search tool guided by keywords will help you to identify profiles relevant to your organisation's activity. The requested partner will receive a notification of your interest. When they confirm their interest in meeting you, the meeting will be scheduled in the relevant Networking Zone according to your availability. In your personal log-in area you can find an overview of requested and confirmed meetings.

Q What do I do if someone requests a meeting with me?

A Please review the meeting request and accept or reject it. On acceptance, the meeting will be booked.

Q Who can I meet?

A Depending on your attendance at Procurex Scotland 2011, you will have the opportunity to meet with a range of participants at the event.

- **If you are a visitor from the public sector –**
You will have the opportunity to meet with other visitors from both the public and private sectors. In addition, you will have the opportunity to meet with legal professionals and procurement consultants.
- **If you are a visitor from the private sector –**
You will have the opportunity to meet with other visitors from the private sector. In addition, you have the opportunity to meet with a range of buyers from across the Scottish procurement community.
- **If you are an exhibitor –**
You will have the opportunity to meet with other visitors from both the public and private sectors. In addition, you have the opportunity to meet with a range of buyers from across the Scottish procurement community as well as legal professionals and procurement consultants.



Frequently asked questions continued...

Q Can I communicate with people I would like to meet?

A Yes. You can send and receive messages to/from them in the 'Network' function of the 'Meeting Administration' area.

Q How will I find out who I am meeting?

A In 'Overview' in your 'Meeting Administration' area, you can view your set of proposed meetings which have been created from the requests made by you and those made by others. You will receive your personalised meeting schedule during the period 20-25 October 2011. All meetings will be scheduled to take place in the relevant Networking Zone, although exhibitors may then take their potential partners to their exhibition stands if appropriate.

Q What is My Match?

A This website feature matches keywords in your Company Profile and Collaboration Profiles to recommend parties you may like to meet.

Q There are two or more representatives from our company wishing to attend and host meetings. How do we associate the Collaboration Profiles we have inserted to each of us?

A One person should log in or register and insert the relevant Collaboration Profiles. Then, under 'Person Profile', you can insert the details of one or more people. This means the Collaboration Profiles will be associated to you all. A meeting schedule will be created for each of you. Alternatively, if you would prefer different people to represent different profiles according to their function, you can create a new log-in/registration for each person and create the relevant Collaboration Profile against that person's log-in.

If you have any further queries, please contact us at networking@procurexscotland.co.uk