

AEB Business Dating

Internal Rules

1. For all participants:

Informing participants on the meetings schedule

- a. All registered participants shall be informed of their personal meetings' schedule in advance (latest on the eve of the event), so that each participant can plan the time for his/her participation in the event.

Duration of meetings

- b. - 8 min per meeting + 2 min for switching from 1 table to another.

-Managing meetings

- c. Two representatives for AEB Events shall manage the meetings: one will be responsible for bell rings and following the schedule of planned meetings, one will be responsible for arranging unplanned meetings
- d. In order to control the meetings' schedule three bell rings shall be done by the AEB Events representatives: on the 7th min of meeting, end of meeting (8th min), beginning of meeting (1st min)

Attendance policy

- e. To foresee the possibility of replacing registered participants (as from the big companies' side, as from the SME companies' side) by their deputies in order to keep the planned meetings' schedule.
- f. Non-attendance or any cancellations at the very last moment or on the eve of the event would lead to serious complications in the meetings' schedule fulfillment. Please inform 72 hours for cancellation.

Event / participants visibility

- g. The companies participating in the event on both sides shall be offered the possibility of publishing their presentations on the AEB website.

2. For Purchase responsables

- a. To request big companies to delegate two representatives to take part in the event. That will give some flexibility in scheduling meetings with the most demanded companies and will give the opportunity to save time by organising two parallel meetings with the same company.

Preparation of meetings

- b. To ask big companies' representatives taking part in the event to provide info on current tenders, when appropriate.
- c. To ask big companies' representatives to bring business cards of their colleagues representing other departments.

3. For sales representative

- a. To bring short presentation of their company
- b. To respect the initial scheduling