

## HOW TO USE THE KNOWLEDGE FOR GROWTH 2018 PARTNERING TOOL

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**partneringONE**® | a product of **EBD**GROUP

### VIDEO TUTORIALS:

EBD's [video tutorials](#) are a great way to get started with partneringONE. They cover the complete life cycle from entering your profile all the way to your finalized meeting schedule.

### 7 STEPS TO OPTIMIZE YOUR PARTNERING:

1. **Login** to the partnering platform
2. **Profile** → Complete profiles for yourself, your organization and your projects. The more you include in your profiles and the better you present yourself, the easier it is for others to find you and get them interested in meeting with you. **Make sure to make your profile visible.**
3. **Availability** → Set your availability in your online agenda to indicate when you are available to attend one-to-one meetings.
4. **Search and request meetings** → On 05/04/2018, full partnering services will be launched. Log in to browse the profiles of participating companies and send messages to request meetings.
5. **Respond** → Log in regularly to respond to incoming meeting requests, monitor responses to your requests, or to submit more requests of your own. New registrations are always arriving, so check back regularly.
6. **Sit back and relax, your meetings will be scheduled for you** → One week prior to knowledge for growth, partneringONE will start to schedule your agreed meetings based on the availability of the participants. Consult your meeting agenda online and arrive knowing who you are meeting with, in order to plan your resources accordingly.
7. **Personal Schedule** → Your schedule will then be updated daily, including updates during the event. You can check your schedule for updates and locations, at the partnering terminals or the Partnering Desk on site or in your partneringONE account on your mobile device.

**!! Meeting locations will only be made visible the evening before the event.**

### CONTACT:

For questions relating to your scheduled meetings or company profile please contact [Jancee Clark](#), Project Manager, Partnering Services at EBD Group.