


# Pro'energy


Technological Business Meetings


During the DERBI 2011  
International Conference

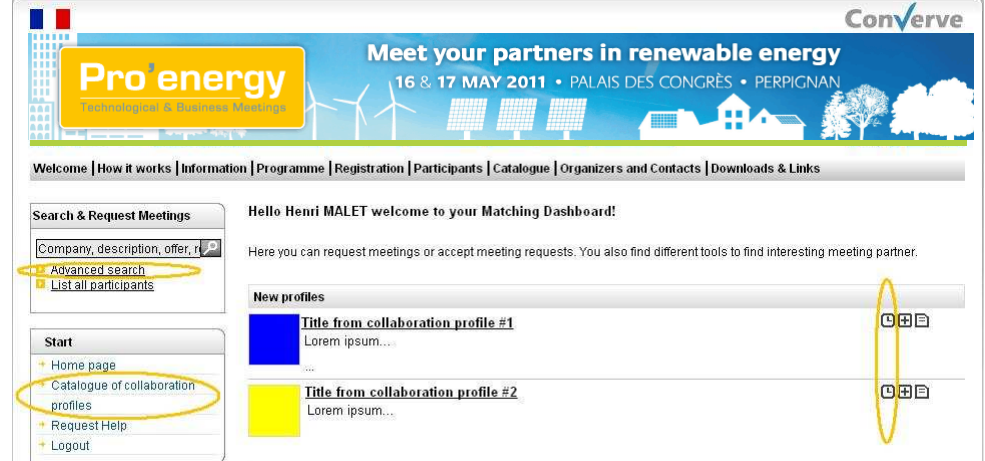


## ◆ How to request meetings?

1. When logged on, select from the **Catalogue of technology profiles** the partners with whom you wish to meet by clicking on the watch icon  next to their profile. (see below)  
You can also find this watch icon directly from the participants' profiles, reachable from logos on main page.

 You can use "Advanced search" to sort profiles by keywords.

 A search facility tool (AutoMatch), guided by technological keywords and free text search, will help you to identify relevant profiles for your activity.



The screenshot shows the Pro'energy website interface. On the left, there is a 'Search & Request Meetings' section with options for 'Advanced search' and 'List all participants'. Below it is a 'Start' section with 'Catalogue of collaboration profiles' highlighted. The main content area shows a welcome message and a list of 'New profiles' with watch icons next to each profile entry.

2. The requested partner will receive a notification of your interest. Unless the requested partner expresses no interest in meeting you, **the meeting will be scheduled according to your availability.**
3. Please note that there is a **maximum of 15 meetings** that each firm will be able to request.

In your personal log-in area, you will be given the opportunity to **validate or decline requests from other participants.** An overview of requested and confirmed meetings will be displayed on this page.

## ◆ How to plan my meetings?

We will care of all the meetings scheduling, according to the availability slots you selected in your personal profile.

A first schedule will be sent to you by mail shortly before the event, taking into account your incoming and outgoing requests that were made and not rejected at this time.