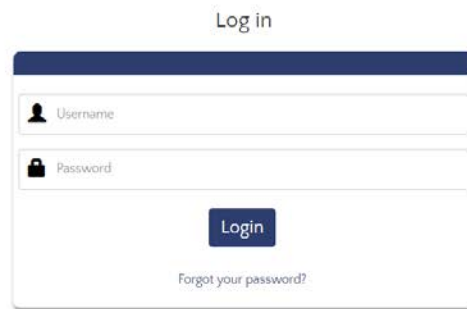


1. Please visit our website and choose “Log In”

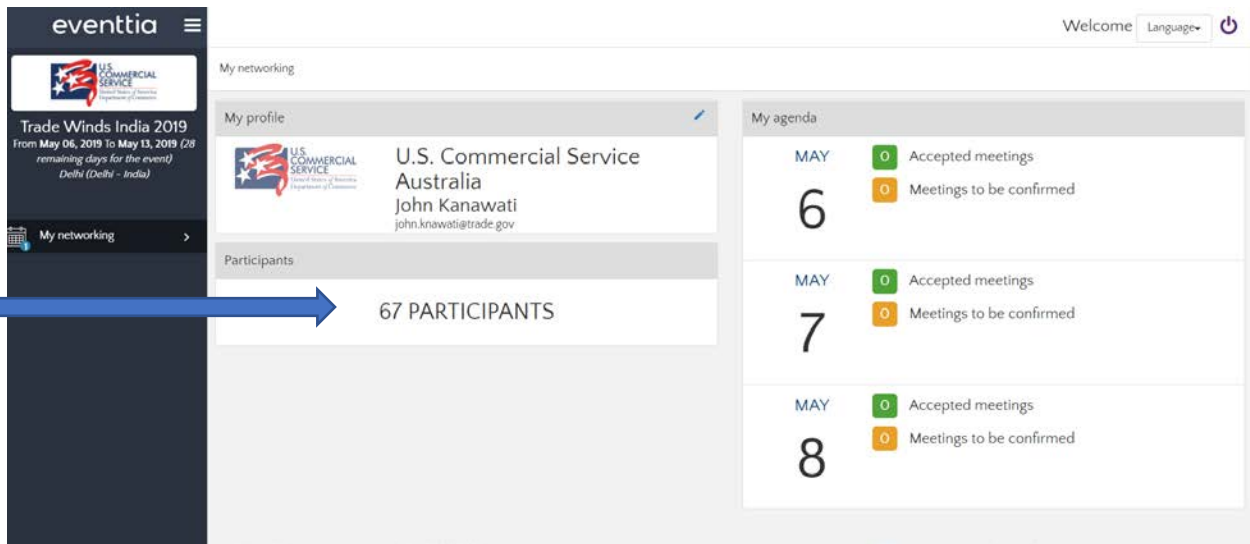


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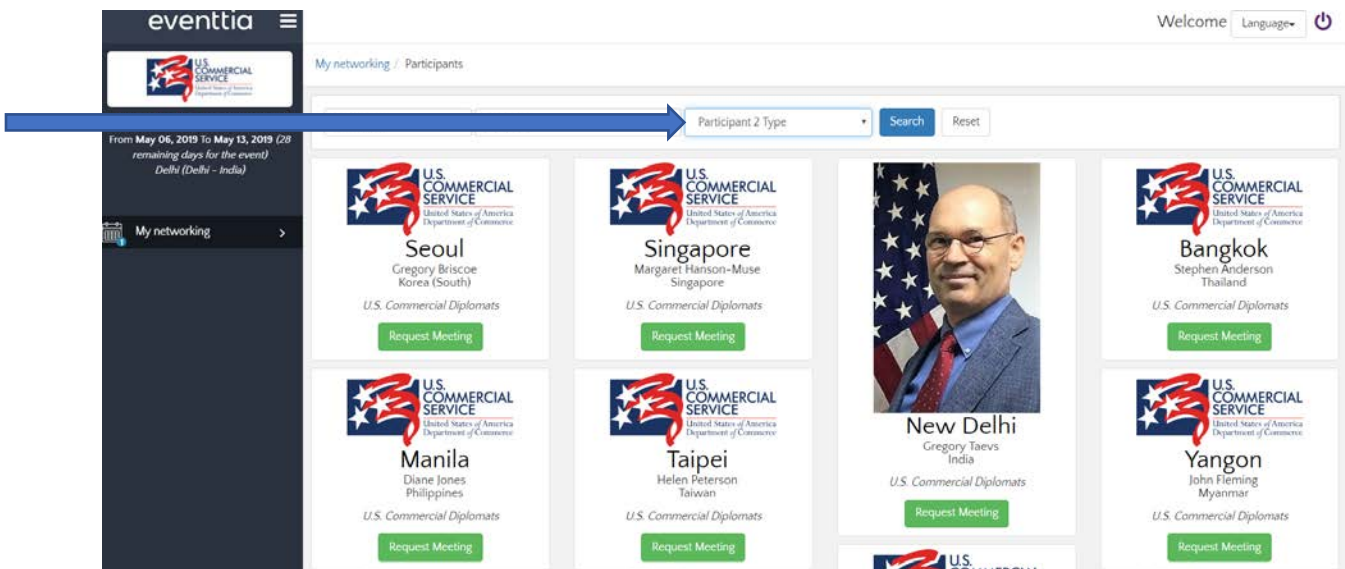
Which takes you to the screen below:



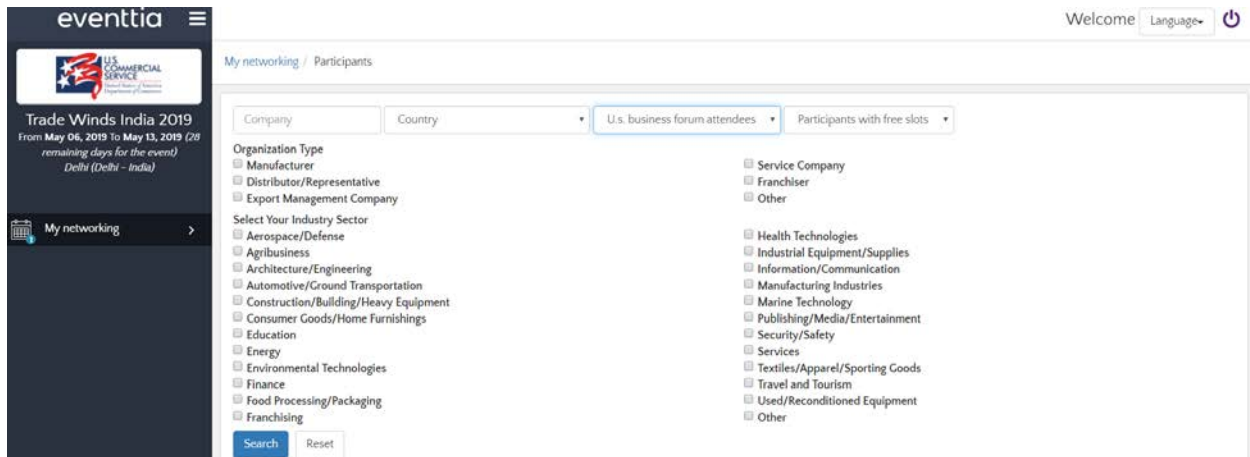
2. Enter the username and password information you created when recently setting up your networking profile. You can now click on “Participants” to see others with whom you can request meetings.



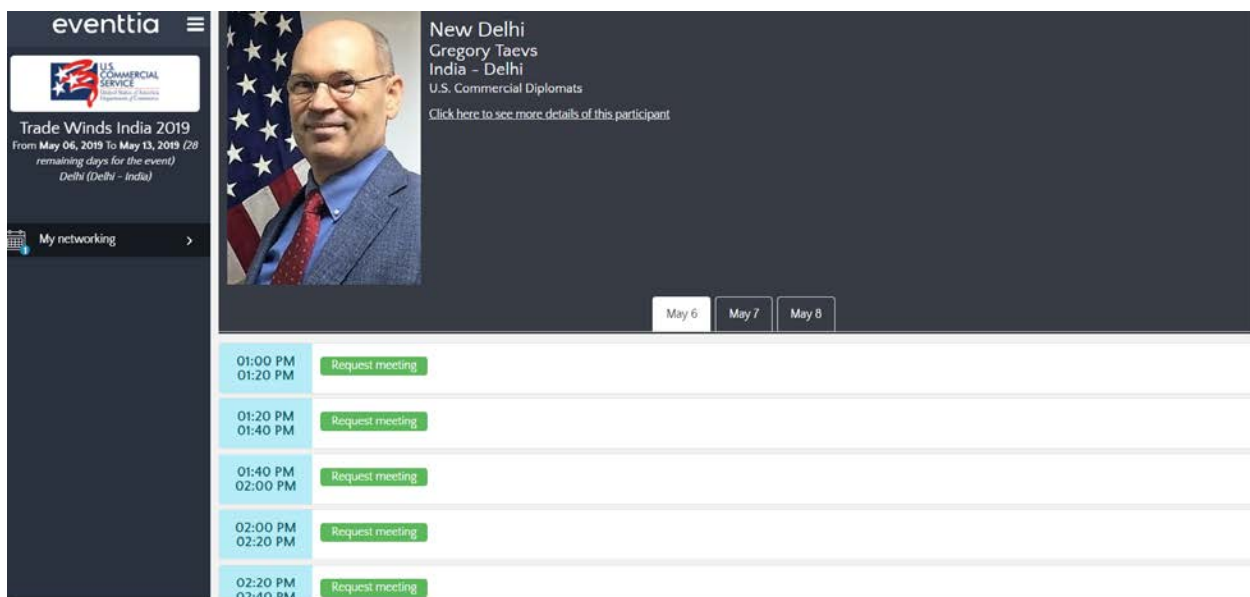
3. You can now select the category of participant you would like to meet with, including U.S. Commercial diplomats, local attendees, other U.S. conference participants, and our sponsors via the dropdown menu. Then press “Search”



4. You can also narrow your search based on organization type or industry sector



5. Select an individual or company you would like to meet with and click “Request Meeting.” This then takes you to their profile and list of available time slots. Choose the time you’d like to meet and click “Request Meeting”



6. You may log in at any time to see your Agenda on the right side of your home screen, including meetings that have been requested and accepted.

The screenshot displays the Eventtia interface for the 'Trade Winds India 2019' event. The top navigation bar includes the Eventtia logo, a 'Welcome' message, a language dropdown menu, and a power icon. The main content area is divided into three sections: 'My networking', 'My profile', and 'My agenda'. The 'My networking' section shows the event title 'Trade Winds India 2019' and dates 'From May 06, 2019 To May 13, 2019 (28 remaining days for the event) Delhi (Delhi - India)'. The 'My profile' section displays the user's name 'John Kanawati', affiliation 'U.S. Commercial Service Australia', and email 'john.kanawati@trade.gov'. The 'Participants' section indicates '67 PARTICIPANTS'. The 'My agenda' section lists meetings for May 6, 7, and 8, with a blue arrow pointing to the May 7 entry.

Day	Accepted meetings	Meetings to be confirmed
MAY 6	0	0
MAY 7	0	0
MAY 8	0	0

7. For any questions, please email Joshua Kaplan (Joshua.kaplan@trade.gov) or Ryan Russell (ryan.russell@trade.gov).