

MANUAL FOR MEETING DIARY – FOR INVESTORS

In this manual, you will find instructions on how to use the Meeting Diary of Innovation for Health 2024 to schedule one-on-one meetings with start-ups. The scheduled meetings will take place on 28 March 2024 between 8:30 & 18:00.

The Meeting Diary will be open from 20 February 2024 onwards, and you will receive an e-mail with the login link to access the platform. From that date on you can block your agenda, send invitations for meetings and search for start-ups you would like to schedule a meeting with.

Note: Preferred browser is Google Chrome, also for MacBook users.

Timeline

Date	Action	Information
20 February– 24 March	I4H Meeting Diary is open	You will receive the login link for the Meeting Diary via e-mail on 20 February, or if you register for the event after that date, you will receive the link within 2 days after registration.
20 February – 24 March	Time to schedule meetings	
28 March 2024 8:30 – 18:00	Partnering meetings at Innovation for Health 2024	On 28 March the one-on-one partnering meetings will take place at the venue on the ground floor (de Doelen ICC). Please view the floorplan of de Doelen ICC on the final page of this manual.

Contact the Organization

T: +31 35 303 5580
E: i4h@hyphenprojects.nl

Meeting Diary

You will receive a personal link to your Meeting Diary. When clicking on this link you will be automatically redirected to the Meeting Diary. This will show the following page:

Welcome Nilgun Gonenc

Time Zone

Event Time: (UTC+04:00) Amsterdam, Bos...

Home

Welcome to the meeting planner of Innovation for Health!

Here you can schedule your 1-on-1 partnering meetings for 28 March 2024.

Please find below a short explanation of the different tabs:

- Meeting Diary: an overview of the schedule with available meeting slots. Here you can block or accept/request meetings;
- Request meeting: here you can search and filter the investor/attendee list for meeting requests;
- Missed Meetings: check the meetings invites that are pending;
- Instructions: instructions on how to use this partnering planner;
- Meet the Investors: investors specifically available for 1-on-1 meetings with companies/attendees at Innovation for Health 2024.

If you need any help, don't hesitate to reach out to us via i4h@hyphenprojects.nl

The Meeting Diary exists out of 6 tabs, each tab has its own function. Also, within the homepage of the Meeting Diary, you will find an explanation of the planner and each tab has clear instructions.

1. Meeting Diary

The meeting schedule tab will show an overview of your agenda. It offers you the opportunity to block time slots, accept/request meetings and print your time schedule for 28 March 2024 in a pdf file.

Click on "Request Meeting" for a certain time slot and search for a start-up you would like to schedule a meeting with. A new field will open with the option to search with a filter.

Thursday Apr 6, 2023		
9:00 AM - 9:15 AM Meeting 1	Available	<button>REQUEST MEETING</button> <button>BLOCK</button>
9:15 AM - 9:30 AM	Break	
9:30 AM - 9:45 AM Meeting 2	Available	<button>REQUEST MEETING</button> <button>BLOCK</button>
9:45 AM - 10:00 AM	Break	
10:00 AM - 10:15 AM Meeting 3	Available	<button>REQUEST MEETING</button> <button>BLOCK</button>
10:15 AM - 10:30 AM	Break	
10:30 AM - 10:45 AM Meeting 4	Available	<button>REQUEST MEETING</button> <button>BLOCK</button>
10:45 AM - 11:00 AM	Break	
11:00 AM - 11:15 AM Meeting 5	Available	<button>REQUEST MEETING</button> <button>BLOCK</button>
11:15 AM - 11:30 AM	Break	
11:30 AM - 11:45 AM Meeting 6	Available	<button>REQUEST MEETING</button> <button>BLOCK</button>

2. Request a Meeting

On the request meetings tab, you can also schedule meetings. Instead of first selecting the date and time, here you will first search and choose a time when choosing a start-up to meet up with.

How to use the filter to search for the start-up you wish to meet:

You can choose to filter on different topics by person's name, company name or company type. Also, you can select the order by Organization, Last Name, time slot, or Stand Number. If you want to see the entire list with all start-ups available, just click on Search with all the fields empty.

Please note: If you are looking for a specific person, please search on the last name only.

Filter

Please use the filter options below to select your meeting preferences.

Find start-ups and scale-ups

Find investors

Search

Reason for attending the event

Select Multiple Options

Position & Level

Select Multiple Options

Status

☐ Only show Attendees with Meeting Times Available

Time Slot

All

Order

Last Name

Search

Clear

Send a meeting request to those whom you would like to meet 1-on-1 at a proposed time slot. Before sending the request for a meeting you can add a personal message to your invitation.

Make sure that when you send an invite, you include your name and why you would like to meet with this person. The attendee will receive an email including this message in their mail.

Meeting Request

ID

40

Name

Mrs. Haifen Hu

Organization

Hyphen Projects

Available Times

apr 16, 2021, 08:00 - 08:15

Message

Dear Haifen,

My name is Janine Kooistra and I would like to schedule a meeting with you to discuss a possible collaboration.

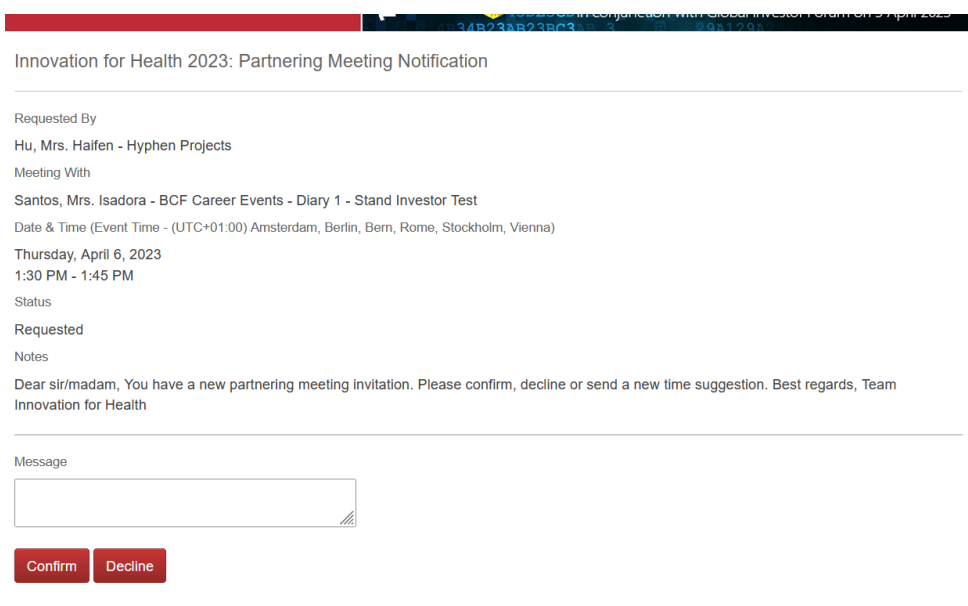
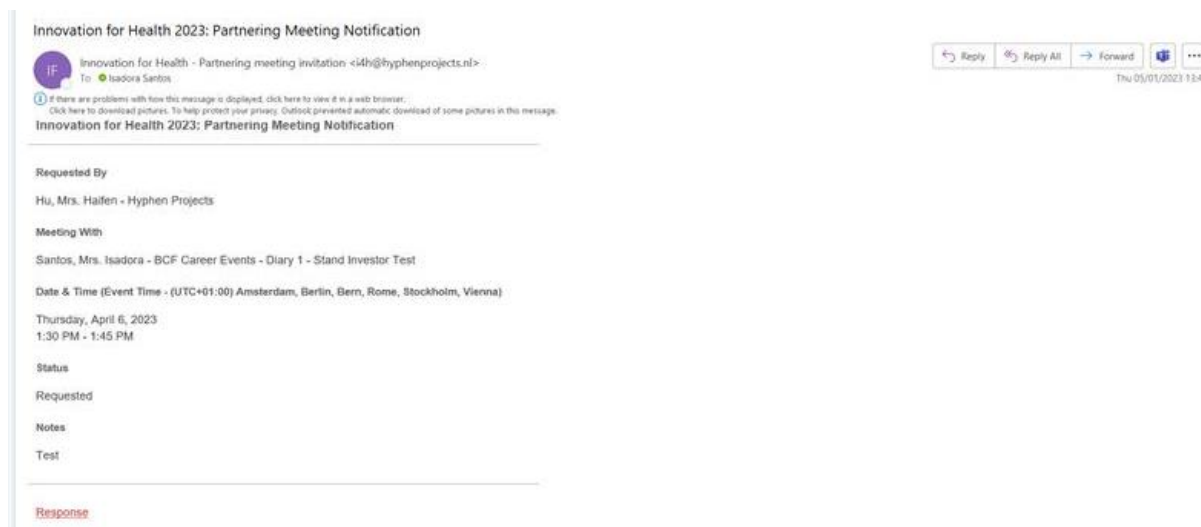
Kind regards,
Janine Kooistra

Send Request

Cancel



Below is an example of the message that the start-up will receive once you send them an invite. If you are invited to a meeting you will also receive an e-mail like this. At the bottom of the e-mail, there is a button to respond to it. You/the person you invited should accept or deny it.



3. Missed Requests

Once a meeting request has been sent, a reminder will be sent within **48 hours** if the meeting is not yet accepted or denied.

On the Missed Requests page, you will get an overview of all expired meeting requests that you have not accepted or denied. These are requests missed by you or missed by the attendee you have invited. On the Missed Requests tab, you can resend a request if you wish.

4. Instructions

In this tab, you have a review of all the instructions to use the Meeting Diary.

Tips & Tricks

We would like to give you some tips & tricks for the Meeting Diary & your one-on-one meeting.

Tip 1:

Use the filter to search for a specific type of start-up to meet up with.

If you are searching for a person you know, please search by their last name.

Tip 2:

When sending a meeting request, add a personal message. Indicate why you would like to meet and who you are.

Tip 3:

Look at your Missed Requests. It might be that you or another attendee was not in time to answer the request. You can resend a meeting request to this attendee.

FLOORPLAN INNOVATION FOR HEALTH 2024

28 March 2024 | Rotterdam de Doelen ICC

