

ZIMSKO POSLOVNO SREČANJE

Kranjska Gora, Slovenija
3. do 5. februar 2017



WINTER BUSSINES MEETING

Kranjska Gora, Slovenia
3rd to 5th February 2017



Zimsko poslovno srečanje bo Obrtno-podjetniška zbornica Slovenije organizirala v sodelovanju s SPIRIT Slovenija, javna agencija, Ministrstvom za gospodarski razvoj in tehnologijo ter Evropsko podjetniško mrežo EEN.

Bilateral Meetings - How It Works

Dvostranska srečanja – Kako deluje - potek

Timelines	Task	Description
Časovnica	Naloga:	Opis
15 November 2016	Registration Publish your business focus & collaboration wishes Registracija in objava lastnega profila, želja...	<ol style="list-style-type: none">1. Register / Registracija2. Publish your organisational focus and your collaboration wishes The better your profile the more meeting requests you will receive Objavite svoje povpraševanje, ponudbo in želje vezano na sodelovanje. Boljši bo vaš profil več zahtev za sestaneke boste prejeli!



5 January 2017 - 1 February 2017	Book B2B meetings Rezervacija B2B sestankov	<ul style="list-style-type: none"> • Send meetings requests to selected participants of your choice • Meeting requests are treated as accepted as long they are not declined <p>Pošlji zahteve za srečanje izbranim udeležencem po lastni odločitvi. Zahteve za srečanje se štejejo za sprejete v kolikor niso zavrnjene.</p>
2 February 2017	Personal meeting schedule Osebni razpored srečanj	<ul style="list-style-type: none"> • You receive your pre-liminary meeting schedule by email <p>Po e-pošti prejmete preliminarni urnik srečanj</p>
3 February 2017	Bilateral face-2-face meetings Dvostranski B2B sestanki oziroma razgovori	<ul style="list-style-type: none"> • You receive your updated schedule at the reception desk • Your schedule contains time and table number of each single meeting <p>Na recepciji prejmete posodobljen urnik srečanj, ki vsebuje informacije o času trajanja in namizne številke posameznega srečanja.</p>

A matchmaking event is a quick and easy way to meet potential cooperation partners. People meet and greet at high speed. 20 minutes are usually enough to build connections, then the bell rings and the next talk starts.

[Tovrstni dogodek je hiter in enostaven način za srečanje potencialnih partnerjev za sodelovanje. Ljudje se pri tem dogodku srečujejo za 20 minut, kar ponavadi zadostuje za vzpostavitev povezav. Po 20 minutah zazvoni zvonec in prične se naslednji pogovor.](#)

The workflow in detail

[Podrobnejši potek dela](#)

1) Online registration

[Spletna prijava](#)

Register online and submit your own cooperation profile.

[Registriraj se na spletu ter oddaj svoj profil o sodelovanju.](#)



In your profile you can state what kind of technology/product/expertise you are offering, what kind of cooperation you are looking for and which ideas you would like to discuss with potential collaboration partners.

V svojem profilu lahko navedete kakšno tehnologijo / izdelke / strokovno znanje in izkušnje, ponujate, kakšne vrste sodelovanja iščete in o katerih idejah bi radi razpravljali s potencialnimi partnerji.

All cooperation profiles will be published online and will be for everyone to see. You can change your profile any time.

Note: The better the quality of your profile the more meeting requests you will receive. **Your business proposal is your business card, therefore spend some minutes to insert a high quality and meaningful profile.**

Vsi profili sodelovanja bodo javno objavljeni na spletu in bodo vidni vsem. Svoj profil lahko spremenite kadarkoli.

Opomba: Boljša je vsebina vašega profila več zahtev za srečanje boste prejeli.

Predlog/ponudba vašega podjetja predstavlja vašo vizitko, zato si vzemite nekaj minut, da zapišete in objavite primerni profil.

2) Promotion of published profiles

Promoviranje objavljenih profilov

All published profiles will be extensively promoted by the organisers of this event. Furthermore, all participants of the event will view your cooperation profile. A statistical analysis of 40 matchmaking events showed that high quality profiles are visited about 50 to 150 times BEFORE the event and will still be viewed AFTER the event.

Vse objavljene profile bomo v veliki meri spodbujali tudi organizatorji dogodka. Poleg tega si bodo vsi udeleženci dogodka ogledali vaš profil sodelovanja. Statistična analiza 40 matchmaking dogodkov je pokazala, da se je bolj kakovostne profile obiskalo približno 50 do 150-krat **pred** dogodkom. Le-ti bodo pa bodo vidni tudi **po** zaključku dogodka.

3) Selection of bilateral meetings

Izbira dvostranskih srečanj

Email notification

Elektronsko obvestilo



You will be informed by email when you can start booking bilateral meetings. Check which cooperation profiles are most promising. Intelligent search options allow a quick identification of the most suitable participants/cooperation profiles. Within a few minutes you should be able to identify future potential business partners.

Po e-pošti boste obveščeni kdaj lahko pričnete z "rezervacijo" dvostranskih srečanj. Najprej preverite kateri profili so najbolj obetavni. Spletni pametni iskalnik vam omogoča hitro identifikacijo najprimernejših udeležencev / profilov sodelovanja. V nekaj minutah boste prepoznali bodoče potencialne poslovne partnerje.

Booking of bilateral meetings

Rezervacija dvostranskih srečanj

Once you have found the most promising business partners you can select them for bilateral meetings. You can add further meetings any time but please be aware that the bookings are managed on the principle "first come - first served". You can book meetings BUT you can also be booked for bilateral talks by other participants! For more information see FAQ.

Ko najdete najbolj perspektivne poslovne partnerje jih lahko izberete za dvostranska srečanja. Slednje lahko v nadaljevanju dodate kadarkoli ob zavedanju, da se rezervacije delajo po načelu

"kdor prvi pride - prvi melje". Lahko rezervirate sestanek, vendar lahko rezervirajo dvostranski pogovor z vami tudi drugi udeleženci! Za več informacij si oglejte pogosta vprašanja (FAQ).

Your personal meeting schedule

Vaš osebni urnik srečanj

A few days before the event you will receive your personal meeting schedule (furthermore you can constantly check your meeting schedule online). This meeting schedule gives information about the time, the number of the table and who you are going to meet.

Nekaj dni pred dogodkom boste prejeli svoj osebni urnik sestankov (prav tako lahko vedno preverite urnik sestankov na spletu). Urnik sestankov – vaš načrt vsebuje informacije o času (uri), številki mize in koga boste srečali.

Confirm your participation

Potrditev svoje udeležbe

In case you have meetings the organizer needs to be sure that you will attend the event. Therefore please confirm or cancel your participation once you are asked to confirm.



Otherwise the event organizer has to inform all your meeting partners that meetings are/could be uncertain. This causes additional work and makes the event less reliable.

V primeru, da imate rezervirana srečanja mora biti organizator prepričan, da se boste dogodka resnično udeležili, zato je potrebno potrditi lastno udeležbo, ko se to od vas zahteva. V nasprotnem primeru mora organizator dogodka obvestiti vse partnerje s katerimi naj bi imeli sestanek, da so le-ti negotovi. Slednje povzroči dodatno delo in naredi dogodek oziroma sestanek manj zanesljiv.

4) At the event

Na dogodku

At the registration desk, you will receive an updated version of your meeting schedule including last minute bookings. Your personal meeting schedule lists in chronological order for each meeting the

- names of your conversation partners
- number of table for each meeting

Our staff will be at your disposal during the whole matchmaking event.

Ob registraciji boste prejeli posodobljeno različico svojega urnika srečanj, vključno z rezervacijami opravljenimi zadnji hip. Vaši osebni urnik bo vseboval seznam sestankov razvrščen po kronološkem vrstnem redu in

- imena partnerjev s katerimi boste imeli pogovor ter
- število mize vsakega sestanka posebej

Naše osebje vam bo v času dogodka na razpologo.