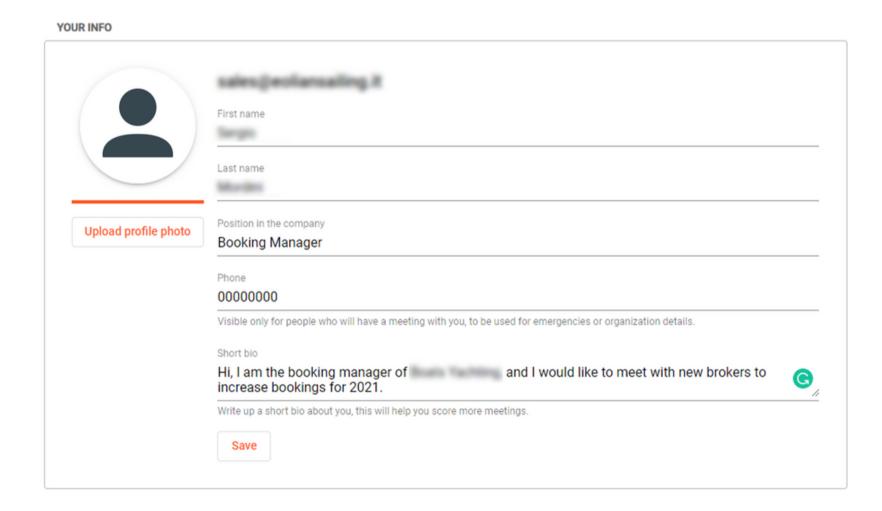
How to use Handshake?



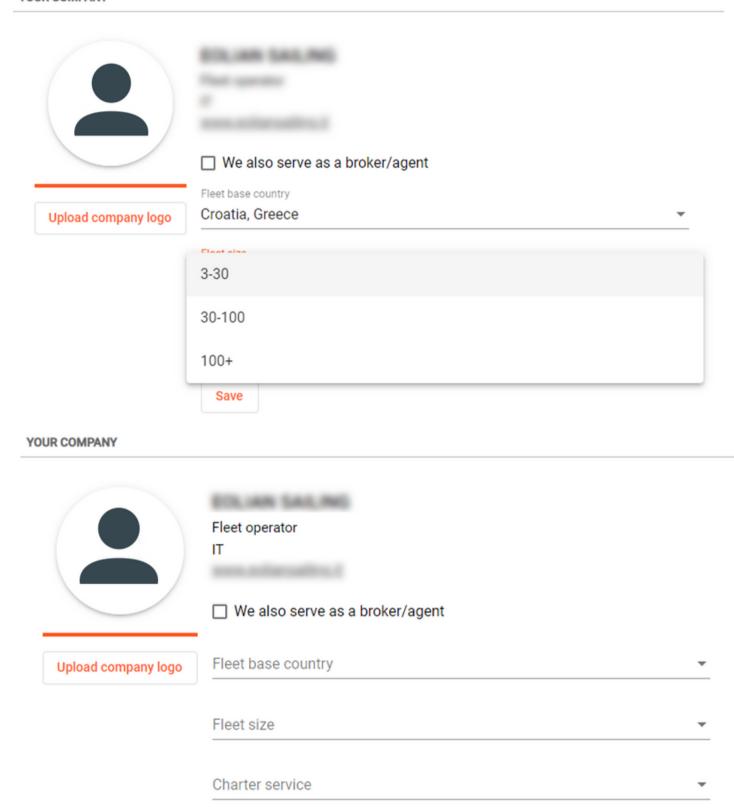
Step 1 Representative profile

Great first impression is vital!

Your profile will be seen to all ICE participants, so make sure you update your profile picture, fill in the **contact information** and write short description.



YOUR COMPANY



Step 2 Company profile

Fleet Operators

As a Fleet operator you should fill in 4 different points. Have in mind that you can choose more than one **country** for the location of your base or **service** that you offer.

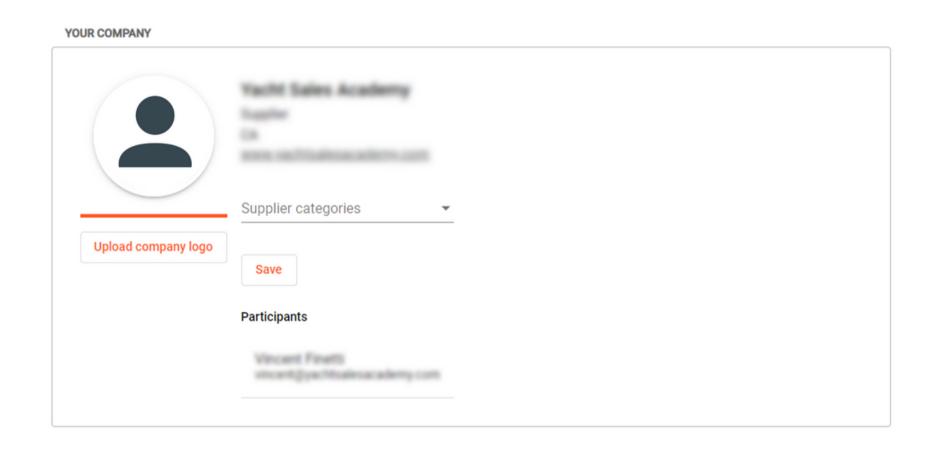
The size of your fleet is important to suppliers and brokers.

We recommend you upload your **company logo** to be more visible to brokers and suppliers.

Suppliers

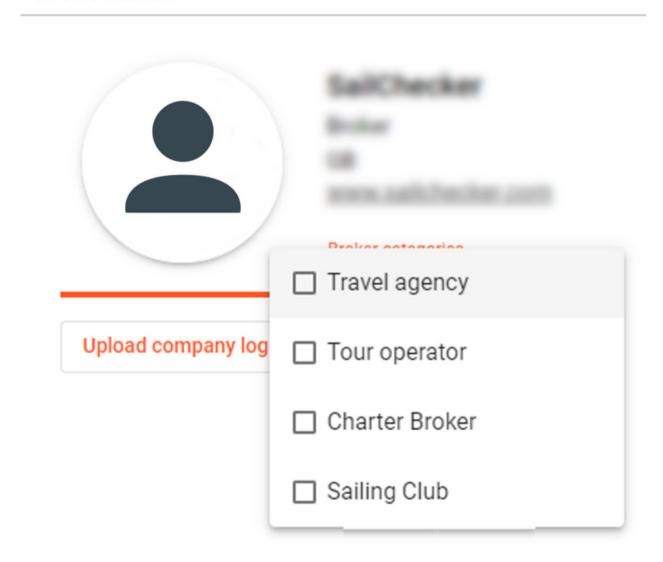
Choose **one or more categories** that can describe the core business of your company.

We recommend you upload your **company logo** to be more visible to fleet operators.



YOUR COMPANY ☐ Marine software & applications Upload company log ☐ Shipyards, boat manufacturers Yacht insurance, leasing, banking ☐ Yacht sales Other goods and services

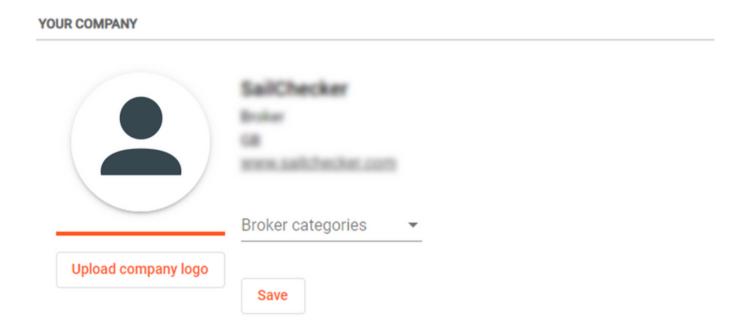
YOUR COMPANY



Brokers

Choose a **category** in which your broker agency belongs to.

We recommend you upload your **company logo** so that you are more visible to fleet operators.

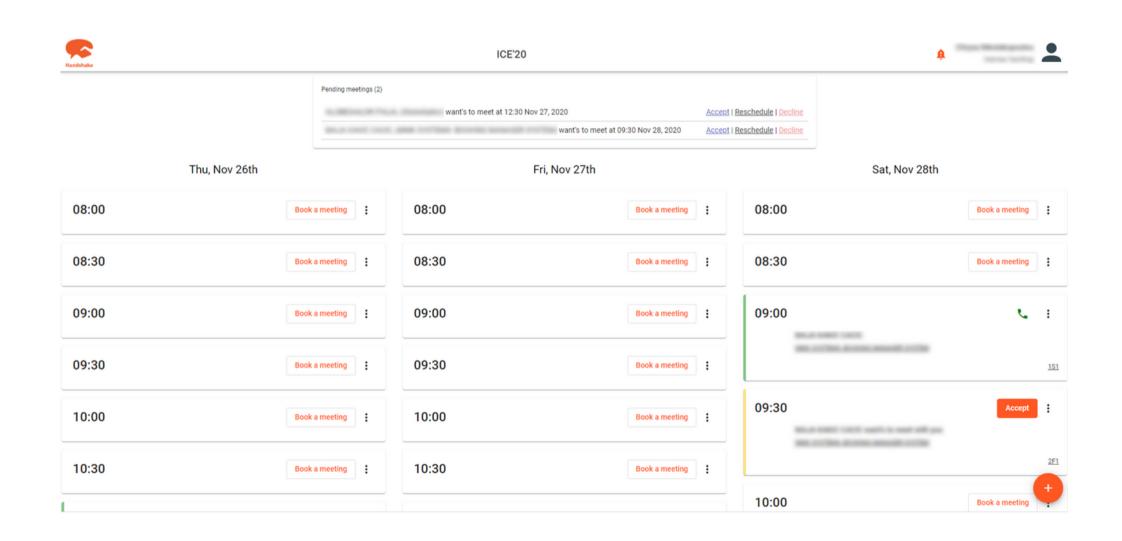


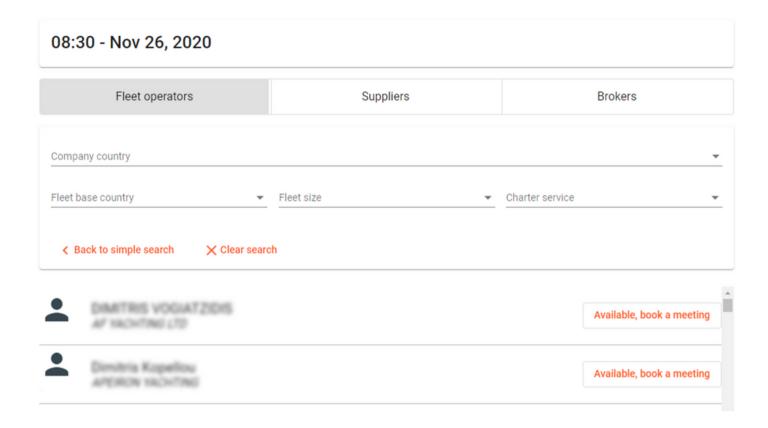
Step 3 Start scheduling meetings!

Open your meeting schedule and fill it in with new meetings. You can prearrange meetings before ICE but you can also arrange meetings during the ICE.

Each day you can have a maximum of **18** meetings. and each meeting is **30 minutes long**.

Meeting slots are **from 8:00 CET to 17:00 CET.** To arrange a meeting, you can click on a time slot or the orange plus sign in the bottom right corner.



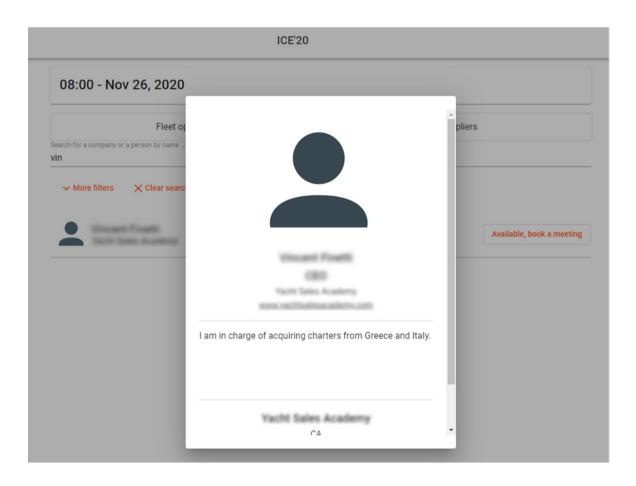


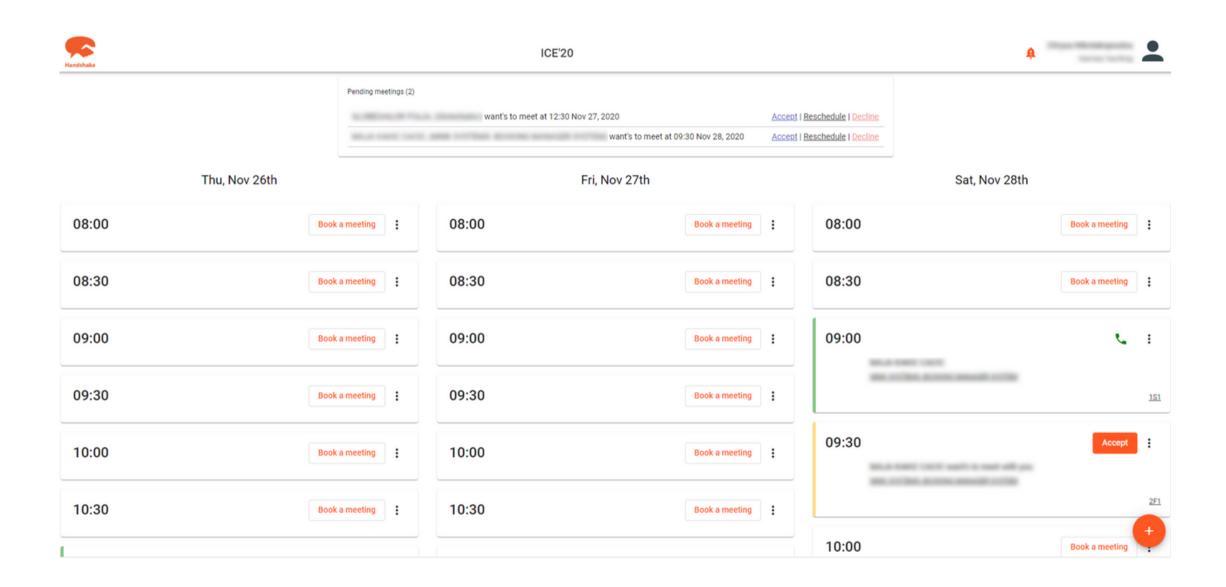
When searching for someone, you can also click on their name, or the company name, and their **profile will pop up.**

We recommend you to check out the profile before arranging a meeting.

You can search for meetings using **filters** by **sector**, by **category** and by typing the **name** of a company or a person you would like to meet with.

Once you find the person you would like to meet with, **click on the button - Available, book a meeting**



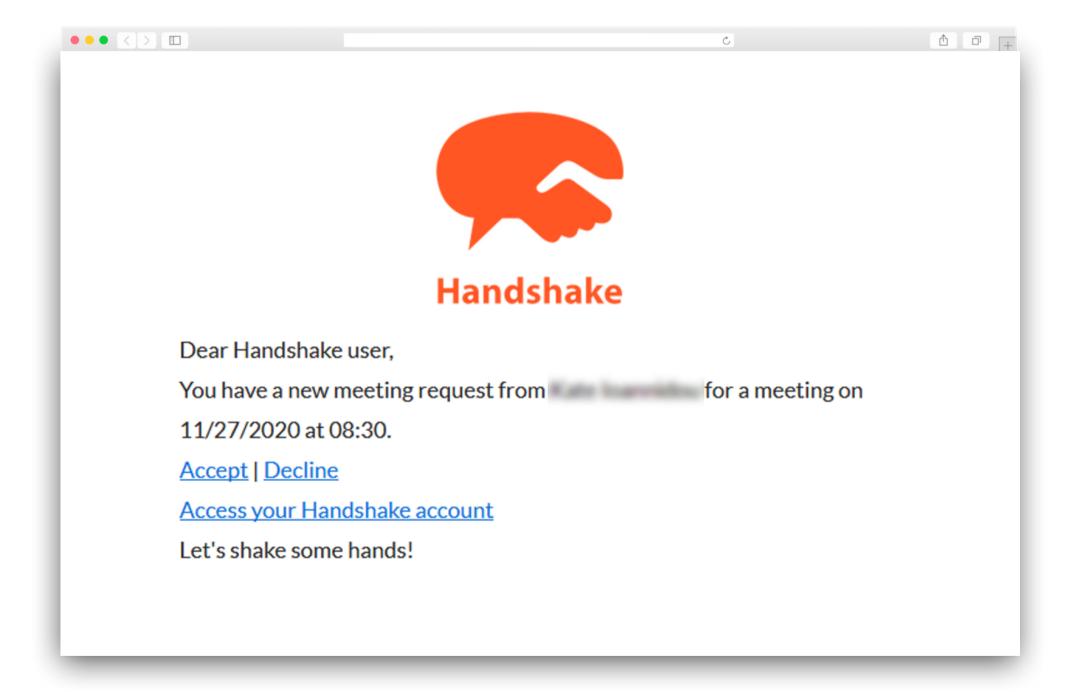


Your schedule will start to fill up with meetings.

Accepted meetings are green.
Pending meetings are yellow.

If you want to check out your notifications just click on the **notification icon** in the upper right corner of the page.

Note that you can have a meeting with one person more than once if necessary.



You will receive **e-mail notifications** about meeting requests.

Please check your inbox spam if you do not receive any e-mails in the first few days.

