How to use Handshake?

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 INFO

First name

Last name

Upload profile photo

Position in the company

Booking Manager

Phone

00000000

Visible only for people who will have a meeting with you, to be used for emergencies or organization details.

Short bio

Hi, I am the booking manager of ██████████ and I would like to meet with new brokers to increase bookings for 2021.

Write up a short bio about you, this will help you score more meetings.

Save

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

Yacht Sales Academy
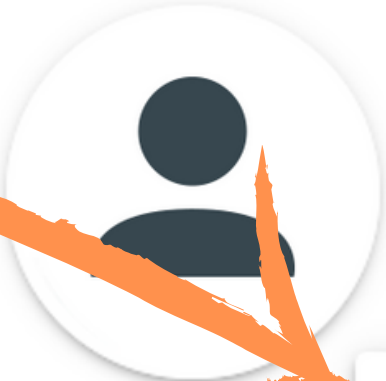Supplier
CH

Supplier categories

Upload company logo

Save

Participants

Vincent Finetti

YOUR COMPANY

Upload company log

☐ Marine software & applications

☐ Shipyards, boat manufacturers

☐ Yacht insurance, leasing, banking

☐ Yacht sales

☐ Other goods and services
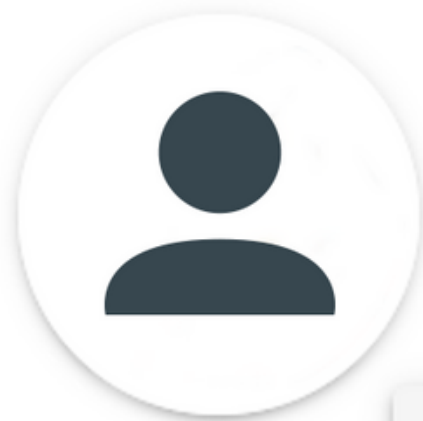
Brokers

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 24 meetings. and each meeting is **30 minutes long.**

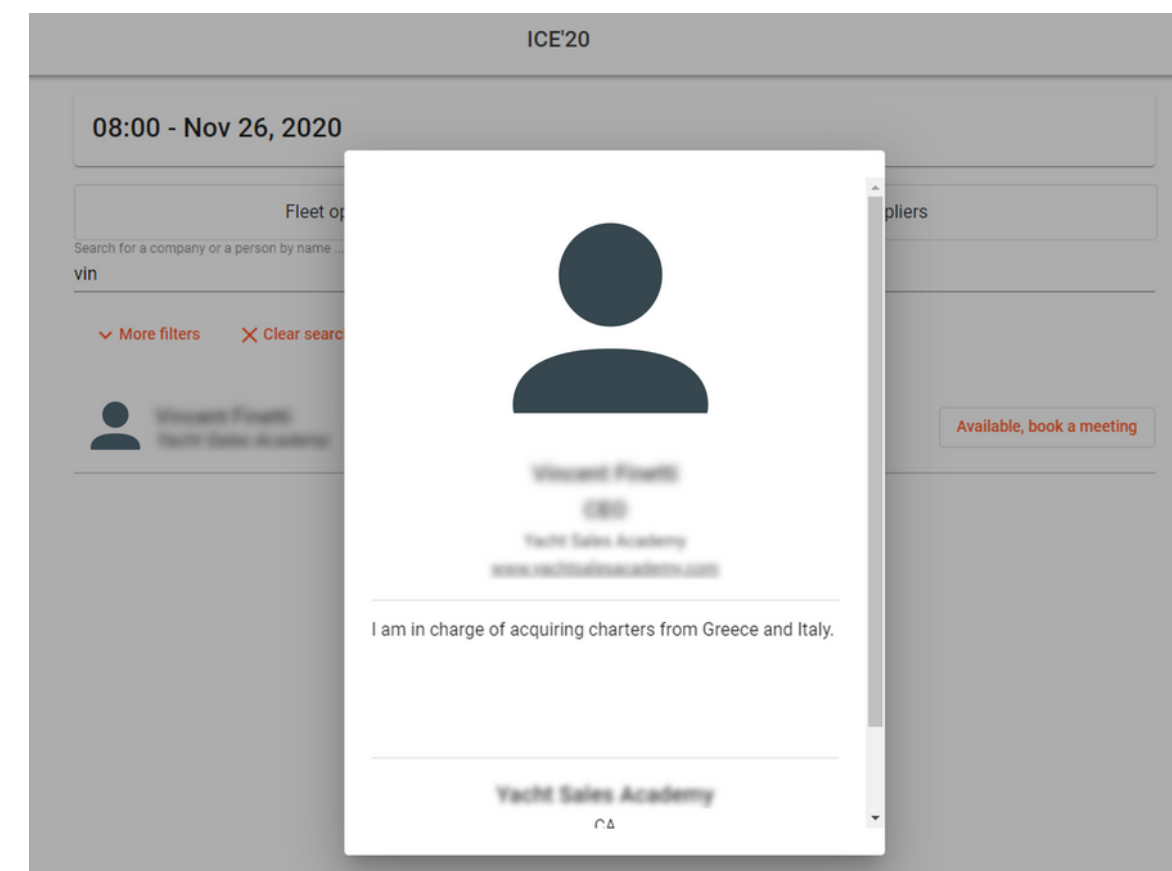Meeting slots are **from 8:00 CET to 20:00 CET.** To arrange a meeting, you can click on a time slot or the orange plus sign in the bottom right corner.

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**

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.**

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.

Dear Handshake user,

You have a new meeting request from ~~Kate Ivanidou~~ for a meeting on 11/27/2020 at 08:30.

Accept | Decline

Access your Handshake account

Let's shake some hands!
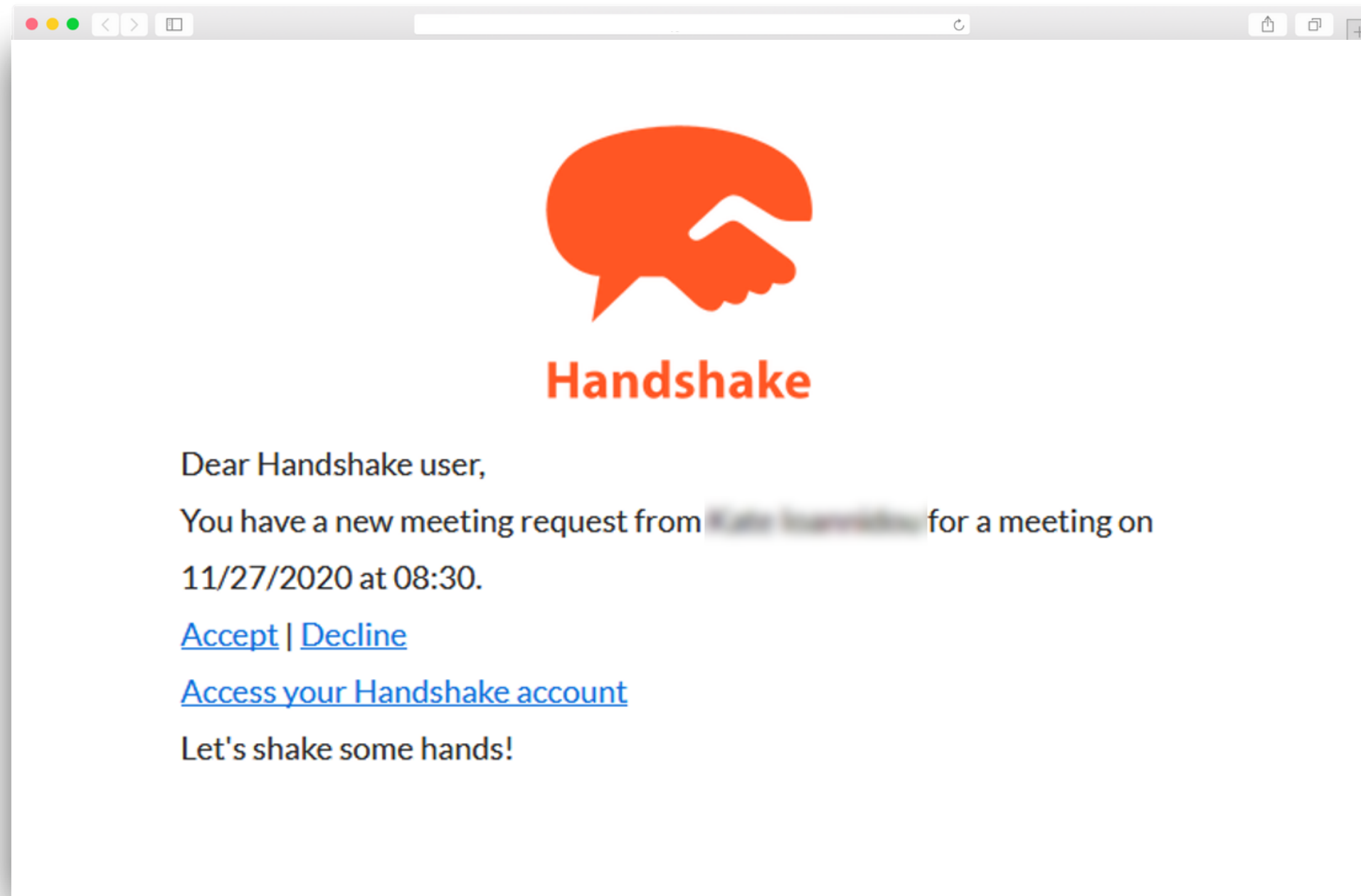
You will receive **e-mail notifications** about meeting requests.

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

We wish you good luck and a lot of successful meetings!