

Key Dates 2025

Action	Date
Exhibitor Portal	LIVE
Exhibitor Manual	LIVE
Pre-Scheduled Appointments Open	22 nd September
Webinar about Pre-Schedule Appointments	23 rd September
Pre-Scheduled Appointment Closes	16 th October
Webinar Self-Scheduled Appointment	28 th October
Self-Scheduled Appointment Open	30 th October
Self-Scheduled Appointment Closes	10 th November
Final Diaries	17 th November

What are preferences?

Adding your preferences is a crucial step to get your diary filled with as many high value appointments as possible.

What are preferences? **They are the buyers you want to meet.**

The task is to add **50** buyers you want to have meetings with, into your **PREFERENCES LIST**. We give you access to the entire buyer directory for IBTM 2024 and facilitate getting to your preferred buyers through search and filters.

After you have selected who you would like to meet, you must engage in **RANKING your preferences**. This means ordering your list of buyers by priority. The order of preferences considered when we run the scheduling process. **DON'T WORRY!** We've made it really simple to rank your preferences efficiently.

After preference selection closes, we'll run a scheduling process to populate your diary with as many of these preferences as possible. After this you'll be able to fill the gaps by scheduling meetings by directly requesting to buyers or accepting invitations.

Keep in mind that buyers are engaging in this same process, **make sure your profile is complete!**

**Please note that booking meetings is constrained by mutual availability.*

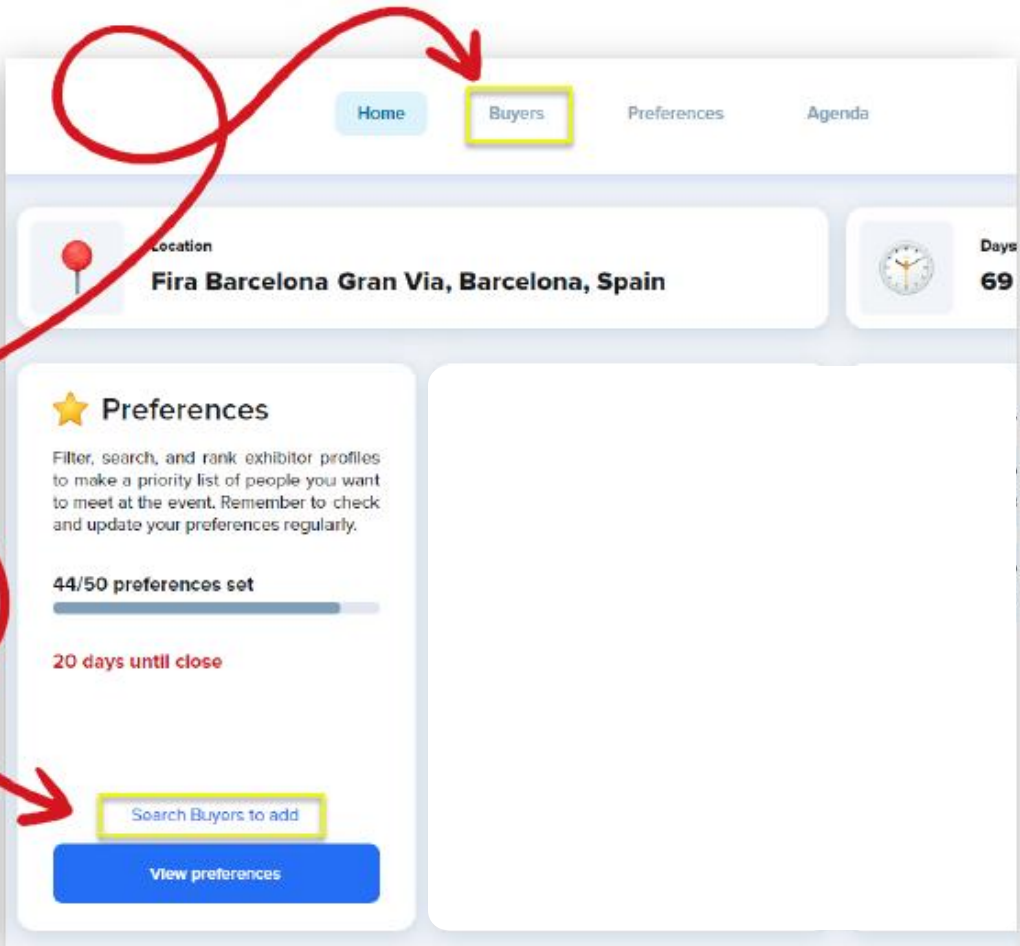


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NAVIGATION MENU

The top menu can be used to jump between pages.

To locate the buyer directory, go to the top menu page **"Buyers"** or the **"Search buyers to add"** link in the Preferences homepage card.



Remember to check your profile to make sure it's complete. buyers will be seeing this on their portal to decide if they want to meet you. Go to your profile link to edit.



RX Global

We are a Receptive and Enticative Tour Operator with more than 15 years of experience in the Market. Our headquarters is in Las Vegas - Nevada. We offer our services for Groups MICE (Meetings, Incentives, Conventions & Events) reservation services in various destinations worldwide.



Product Program Agent

Buyer



I am a experienced travel and event executive with more than 20 years of experience. I am looking forward to BTM 2024.

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SEARCHING OPTIONS

ibtm[®] WORLD

Use the filters function to find relevant buyers to you.
Don't forget to hit **APPLY**.

Field Criteria:

- (1) PRODUCTS & SERVICES buyers are offering, e.g. Cruises or Hotels
- (2) Operating countries where buyers are looking to do business and seek services.
- (3) Country where this buyer's main office is located
- (4) Industries these buyers or their customers belong to
- (5 & 6) HOTEL & VENUE CAPACITY that buyers are looking for, e.g. up to 250 rooms. Not offering hotels or venues? Just leave blank or select "not applicable".
- (7) The type of buyer: e.g. Agency or association
- (8) The level of purchasing authority this person has inside their organization
- (9) To filter only added buyers, blocked buyers, or with no preference set yet.
- (10) To filter only buyers that have selected you as a preference.

Keyword Search: Use this search field to look for specific keywords in the buyer title or company description.



Search by name or keyword

Search

ibtm[®] WORLD

Filter

Clear all

Products and Services

1.

Show all

Operating Countries

2.

Show all

Country of Origin

3.

Show all

Industry

4.

Show all

Venue Capacity

5.

Show all

Hotel Capacity

6.

Show all

Company Type

7.

Show all

Purchasing Authority

8.

Show all

Preference Status

9.

☐ All

☐ Added only

☐ Blocked only

☐ No preference set

Buyer Preference

10.

☐ Only buyers that want to meet me

Apply



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Want to meet a buyer? **Add them.**

Already doing business with someone and would like to prioritise other people? You can exclude them from pre-scheduled appointments by using the **block** feature. You can block up to 10 buyers. You can always engage with these buyers during the self-scheduled appointments stage.

RX Test

Greg Fleming
Sales Manager
Buyer

Products and Services

Destination Management Company/Services

Ground Handling

Association Event Agency

Audio / Visual

Event Support Services

Event Management Software

Registration and Ticketing Systems

Travel Management Company

Operating Countries

UK - England

Europe

Show all categories ▾

✓ Added

✗ Block

 **ADDING
PREFERENCES**
(AND EXCLUDING OTHERS)

Notice how the categories that match your search are highlighted?

RANKING PREFERENCES

The most important step!
Make a priority list of the
companies you want to meet
with at the event, by ranking
each preference and placing the
**most important people
at the top.**

When managing your individual
preferences, you have
three options.

1. You can **drag to reorder**
2. **click to reorder**
3. or **click to remove**

HomeBuyersPreferencesAgenda

1

RankBuyer

2

1

RX TEST

3

4

5

RX Test

Bring highlighted to top

Send highlighted to bottom

Expand all

Wants to meet

Remove

2

RankBuyer

1

RX TEST

2

10

Bring highlighted to top

Send highlighted to bottom

Expand all

Wants to meet

Remove

3

RankBuyer

1

RX TEST

2

10

Bring highlighted to top

Send highlighted to bottom

Expand all

Wants to meet

Remove

Note how we've made it easy to see who has selected
you with the "Wants to meet" tag

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BULK RANKING PREFERENCES

ibtm[®] WORLD

The screenshot shows the 'Preferences' tab in the ibtm WORLD interface. On the left, there are filters for 'Products and Services' (set to 'Attractions & Entertainment'), 'Operating Countries' (set to 'Europe'), 'Country of Origin' (set to 'Show all'), 'Industry' (set to 'Show all'), and 'Venue Capacity' (set to 'Show all'). A 'Highlight' button is at the bottom of the filter section. The main area displays '18 highlighted' buyers in a table with columns for Rank, Buyer, and a profile picture. The table lists 7 visible entries, with the 6th entry highlighted by a yellow box. To the right of the table are bulk action buttons: 'Bring highlighted to top', 'Send highlighted to bottom', and 'Expand all'. The 'Expand all' button is highlighted by a yellow box. At the top right, there are status indicators: '44/50 preferences set' and '20 days until preference ordering closes'.

Rank	Buyer	Profile Picture
1	RX TEST	[Redacted]
2	[Redacted]	[Redacted]
3	[Redacted]	[Redacted]
4	RX Test	[Redacted]
5	[Redacted]	[Redacted]
6	[Redacted]	Principal Research Strategist
7	[Redacted]	Senior Group Assistant

- (1) Select categories to highlight specific buyers from your list.
- (2) Use bulk actions like "Bring highlighted to top" to easily move all matching buyers up or down.
- (3) Use the expand arrows to open the buyer profile.
- (4) Use the "expand all" feature to open all buyer profiles.

Support Team

An entire team to support your journey at IBTM



Your Sales Manager

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Mob: +44 7917 514343



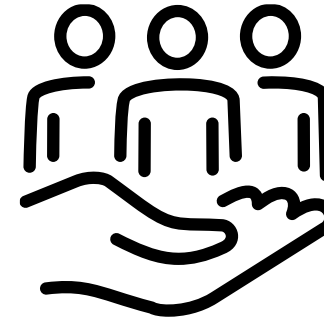
Step-by-step guides

Watch instructional videos at your convenience or attend our webinars live to ask questions during the Q and A.



Operations team

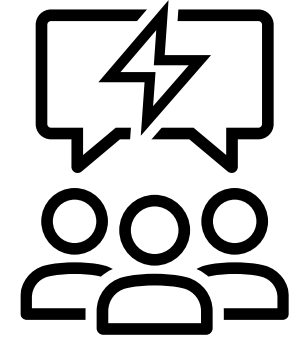
Have questions about your stand? Our operations team is here to provide guidance and ensure everything runs smoothly. Reach out—we're here to help!



Customer Success Team

Available to help with anything related to the Portal from building your profile, preference selection and everything in-between.

Jenny Lemana
jenny.lemana@rxglobal.com



Marketing & PR Team

Dedicated to help you shine! We can help elevate your visibility and boost brand awareness amongst the 2,000+ exhibitors.