



SECRÉTARIAT AUX ALLIANCES
ÉCONOMIQUES NATION CRIE
ABITIBI-TÉMISCAMINGUE

KEYS TO SUCCESSFUL NETWORKING





What is a scheduled Business meeting?

Scheduled business meetings allow you to meet different companies or organizations. They are considered as a speed dating process between non-indigenous and Indigenous companies.

These meetings enable you to: Accelerate, energize and facilitate your business relationships.

With a duration of 15 minutes, you can meet several people over a possible 10 time slots.

Two time slots will be dedicated exclusively to meetings between indigenous businesses or organizations.

What is the Allia platform?

Allia is a business networking platform.

You need to fill in your Allia profile to be visible to other companies who would like to know more about you.

In the Allia platform, a few days before the event, you'll have access to your agenda containing all your scheduled business meetings.



How does it work?

In preparation

- Identify your organization's participants and ensure they are comfortable communicating in English.
- Decide whether your team will attend the meetings together or separately.
- Designate your group's representative (see page 4) (see page 5)

Step 1: Buy your ticket

To participate in the business meetings, you must register before November 12.

- If you purchase multiple tickets, assign each one to a participant as soon as possible so they can complete their registration.
- If you are registering on behalf of your representative, make sure to inform them that an important email from noreply@pairconnex.app will be sent to them on November 13.

Step 2: Complete your registration

- Each participant must complete their own registration.
- Identify yourself as: representative, accompanying person or non-participant in scheduled business meetings.
- Identify yourself as an Indigenous or non-indigenous organization.

Step 3: Answer the Selection Form

- On November 13, a link to the selection form will be sent to the representative to complete the matching process.
- Only the group representative must fill out this form.
- If the form is not submitted **November 20, we cannot guarantee that you will have any meetings** in your agenda

Step 4: Your meeting schedule

- Your business meetings will appear 24 hours before the event in your Allia Agenda.
- As a courtesy, please arrive on time and contact us if you are unable to attend. [See our cancellation policy](#)



REPRESENTATIVE'S ROLE

Each group must designate a representative when registering.

- His/her name and the name of your organization will be visible in the Selection Form containing the list of company choices to be selected for matchmaking.
- His/her e-mail address will be used to send the link to the Allia profile associated with your company and your Selection Form to complete the matchmaking process.
- He or she must complete the Selection Form, specifying your meeting preferences and the names of the colleagues who will be accompanying him or her, so that the meetings appear in everyone's agenda.

PLEASE NOTE:

- All members of your group wishing to participate in the business meetings must be registered, but **only the representative must fill in the Selection Form** to complete the matchmaking process.
- If your representative is unable to complete it, or if you wish to change the e-mail address associated with the representative, contact-us.
- If your form is not completed by November 20, we cannot guarantee that you will have meetings in your agendas.



Strategy for maximizing your business meetings

Multiply your meetings by dividing your team:

By department or division:

- Designate a representative from each department or division. For example, one representative from the Construction division and one from the Human Resources department.

By Non-indigenous / Indigenous partnership :

- Designate a representative who will identify as a non-indigenous company and meet with indigenous organizations, and another representative who will identify as an indigenous company and meet with non-indigenous organizations.

Each division representative must :

- Complete the Selection Form for your division.
- Each division will have a different meeting schedule.

Contact us for more details



PRACTICAL TIPS TO PREPARE FOR YOUR BUSINESS MEETINGS

Your Business Exchange Survival Kit

- Business cards
- Promotional documents or materials (e.g., portfolio, brochure, service list)
- Power cords and power bar (multi-outlet)
- Reusable water bottle or coffee cup

DAY OF THE EVENT

Be ready for productive meetings

- Download the PairConnex app to access your meeting agenda.
- Prepare a short presentation of your business.
- Get familiar with the companies you may be meeting.
- Identify your goals and needs ahead of time.
- The meetings in your schedule have been planned based on the interests expressed in your selection form or that of the person you are meeting, with the aim of maximizing potential connections.
- As a courtesy, please arrive on time and inform us if you can't attend.

What if a meeting doesn't show up?

- Stay at your table for a few minutes, then notify a member of the SAENCAT team. They will provide you with the participant's contact details.

Use that time to:

- Network with other available participants.
- Visit the exhibitor booths.