第十四屆澳門國際旅遊（產業）博覽會
14.ª Expo Internacional de Turismo (Indústria) de Macau
14th Macao International Travel (Industry) Expo

MITE

# Business Matching Guide

## PSA & On-site Matching （For Buyers）

**11th March -16th April**

Distribution of Business Matching Guide.

**16th March - 15th April**

Pre-scheduled Appointment and Online Matching

**10th April - 12th April**

On-site Business Matching

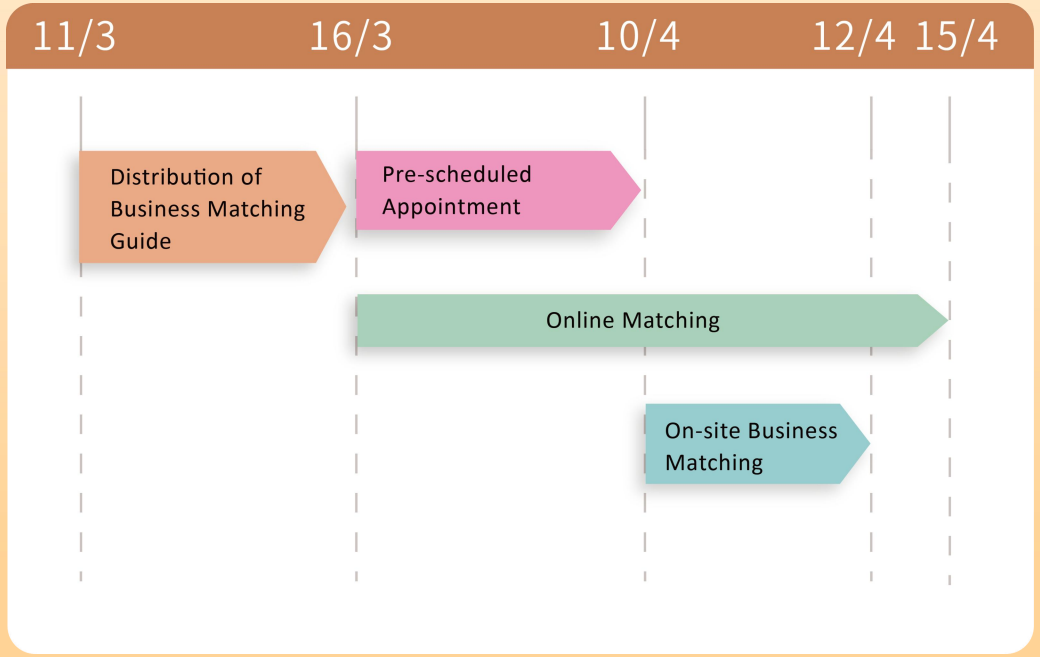
- The **Pre-scheduled Appointment ( PSA)** System provided by the 14th MITE allows buyers and exhibitors to schedule appointments and negotiate online before the Expo, fully utilizing the time to cultivate business opportunities and build your network.

- **Open Period: 11th March 2025 - 15th April 2025**

  **11th March - 16th March :**
  Distribution of Business Matching Guide

  **16th March - 15th April:**
  Pre-scheduled Appointment and Online Matching

  **10th April - 12th April:**
  On-site Business Matching



# Content

1. Login PSA System
2. AI Consulting Service
2. Setting Personal Profile
3. Business Matching
4. My Plan

第十四屆澳門國際旅遊（產業）博覽會
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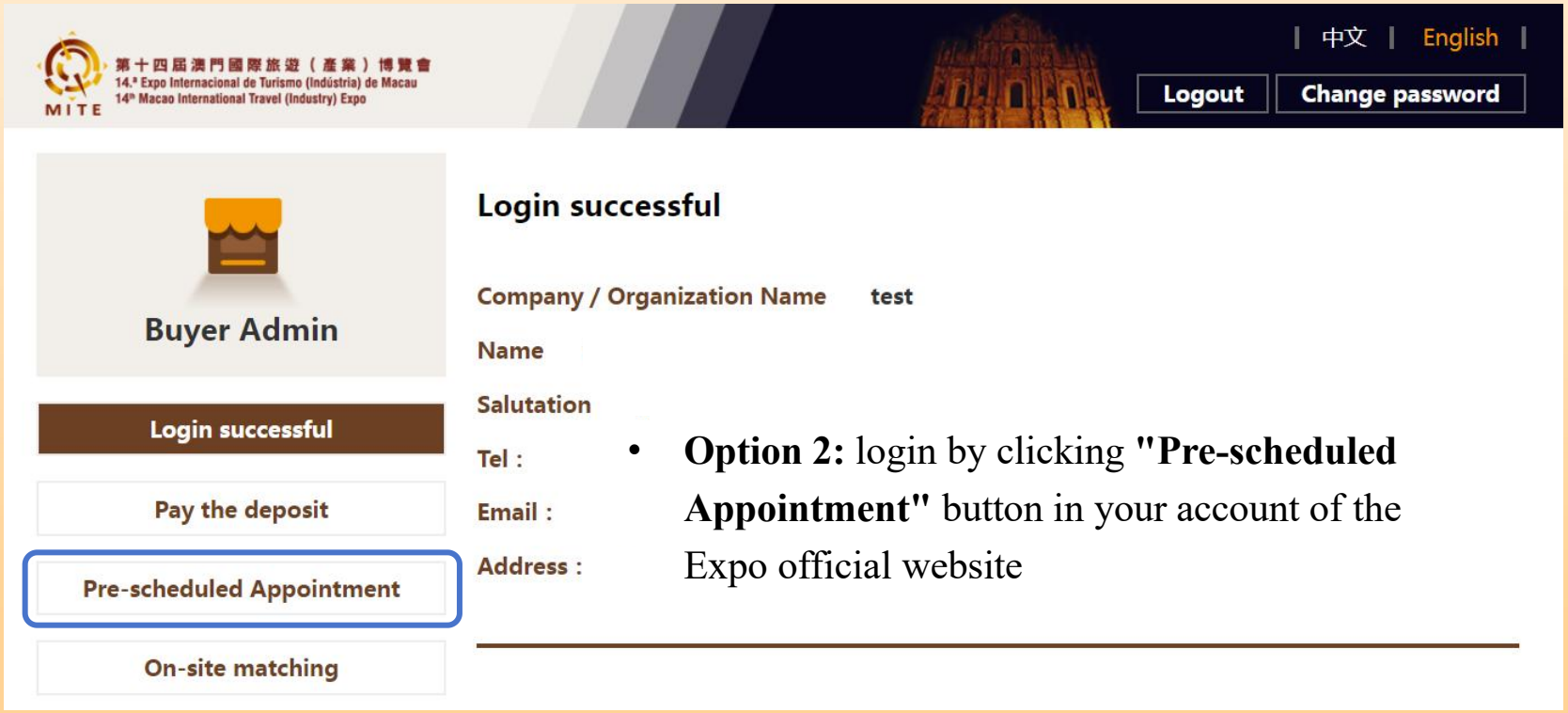
# 1 Login PSA System

- An invitation email will be sent to you




- **Option 2:** login by clicking **"Pre-scheduled Appointment"** button in your account of the Expo official website

- **Option 1:** Click here to log in. Your personal account will open in a new page.

# 2 AI Consulting Service

- If you have any questions about this event, please ask

# Content

## 3. Setting Personal Profile

### 3.1 My Profile

### 3.2 Performance Snapshot

### 3.3 App Settings

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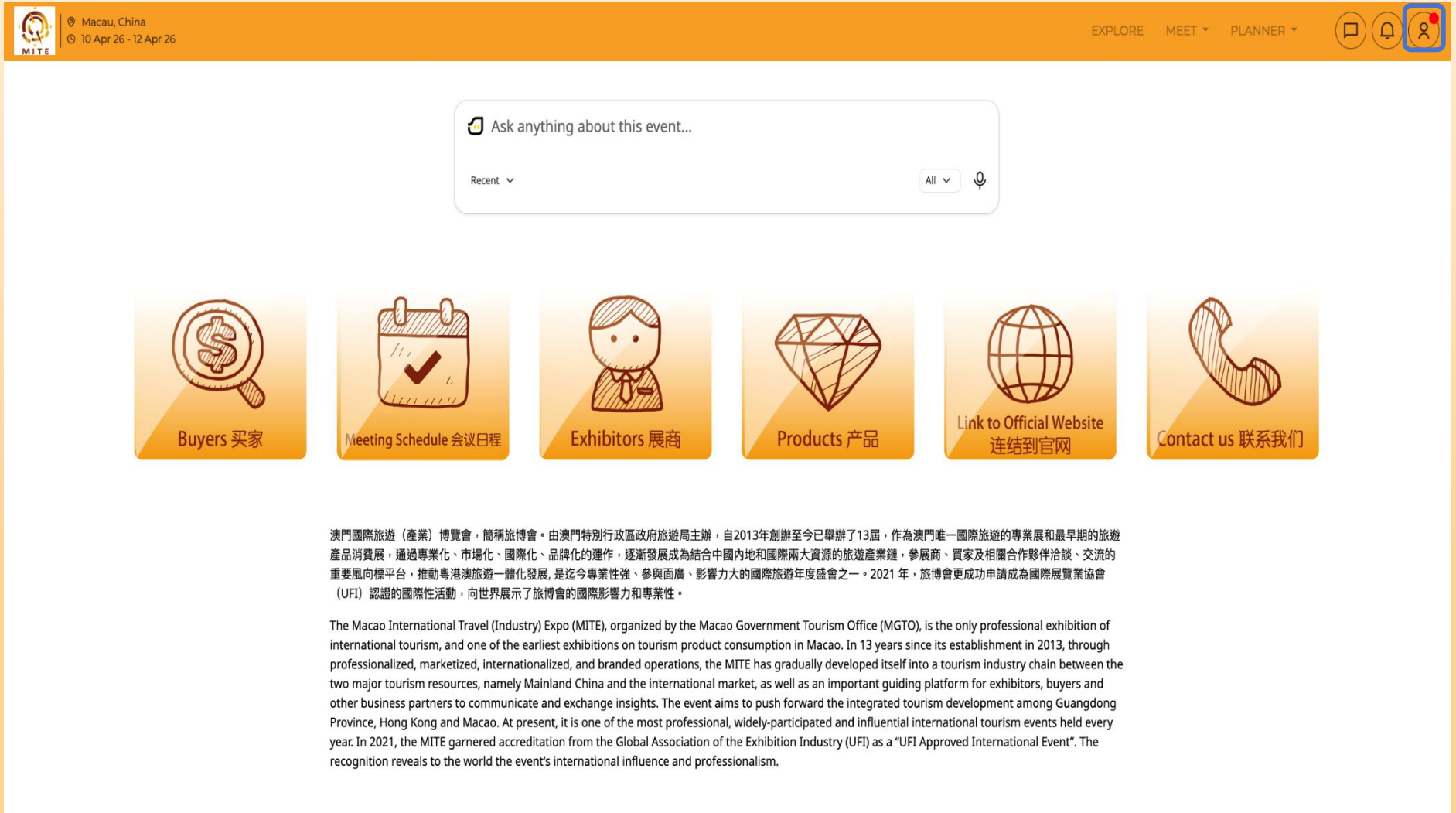
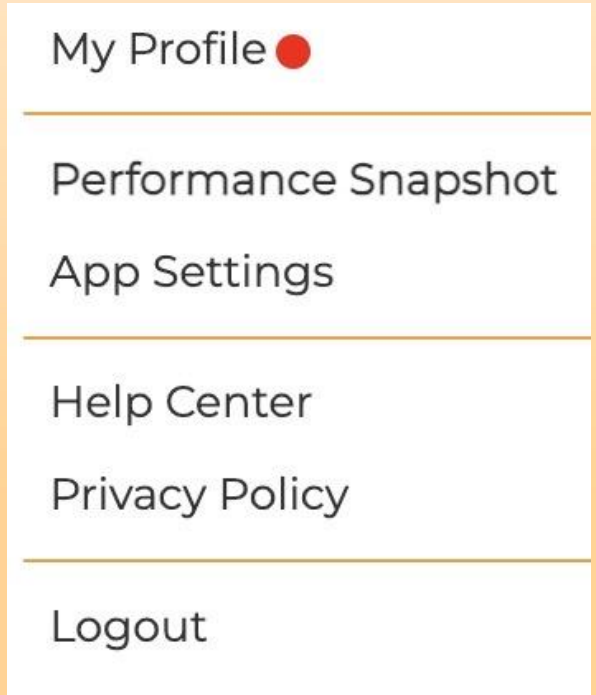
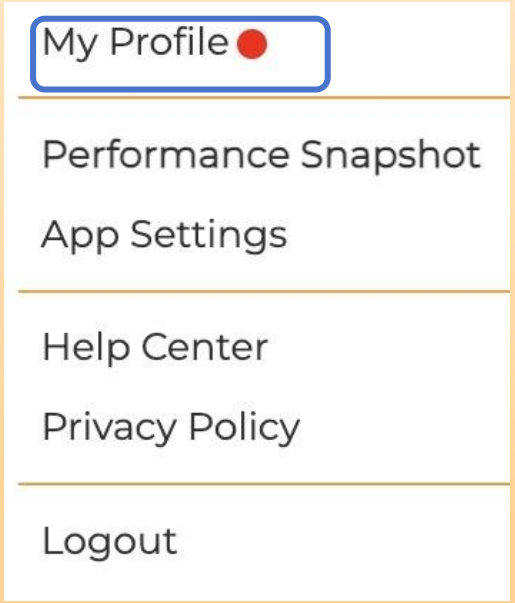
# 3.1 My Profile

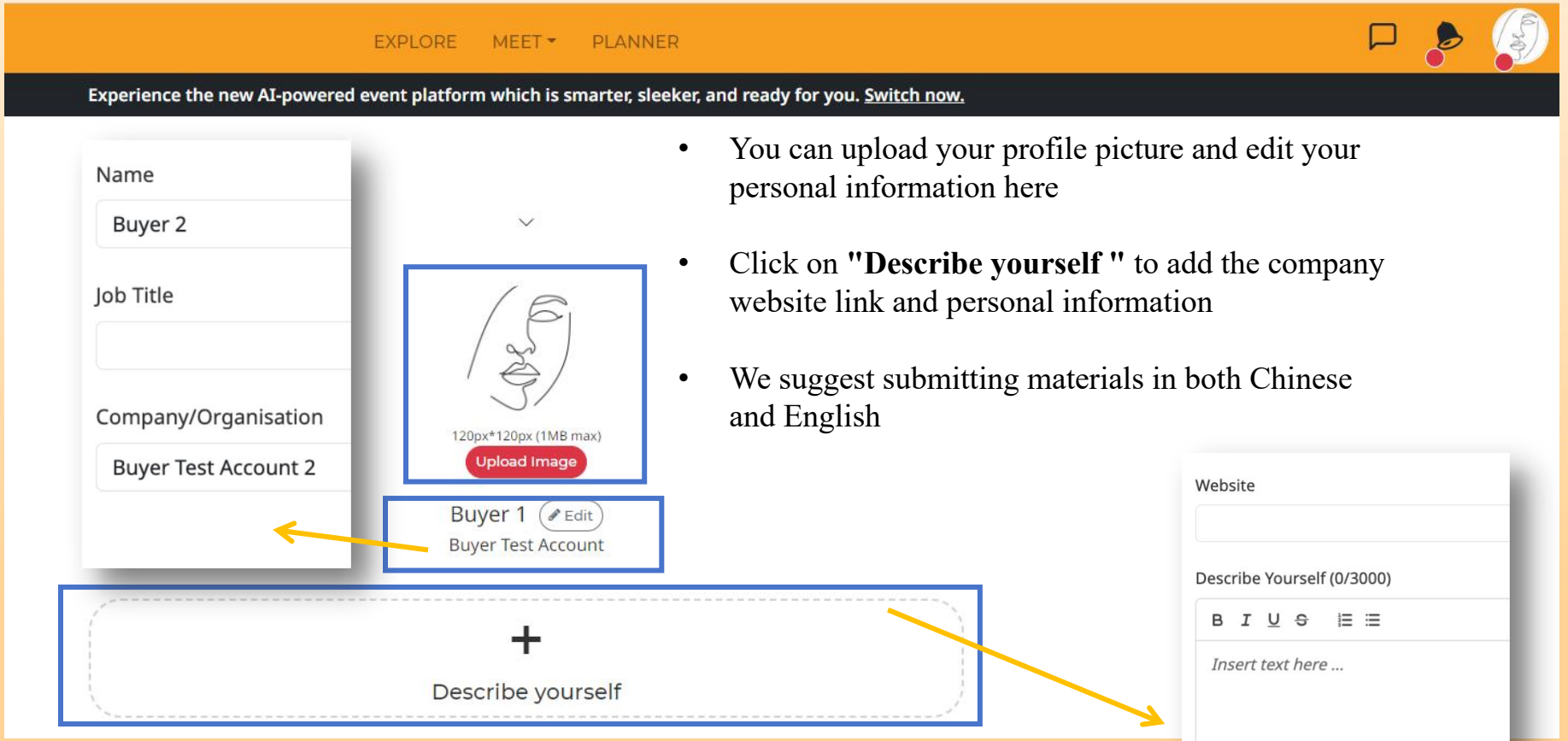



- Click the avatar in the upper-right corner to open the menu, where you can view updated information and adjust your settings



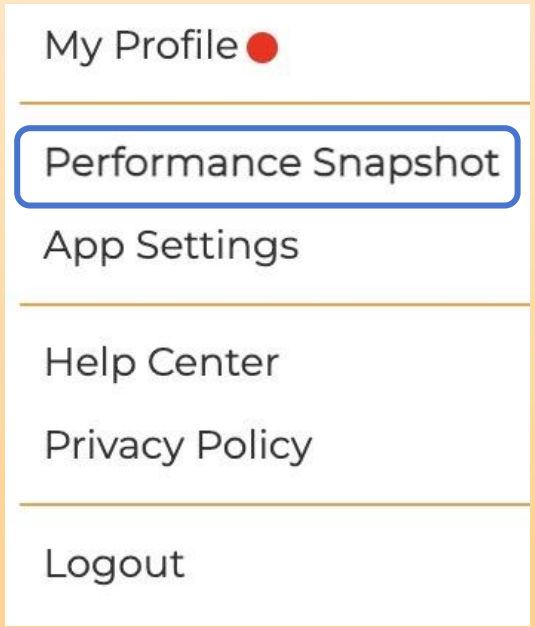
# 3.1 My Profile

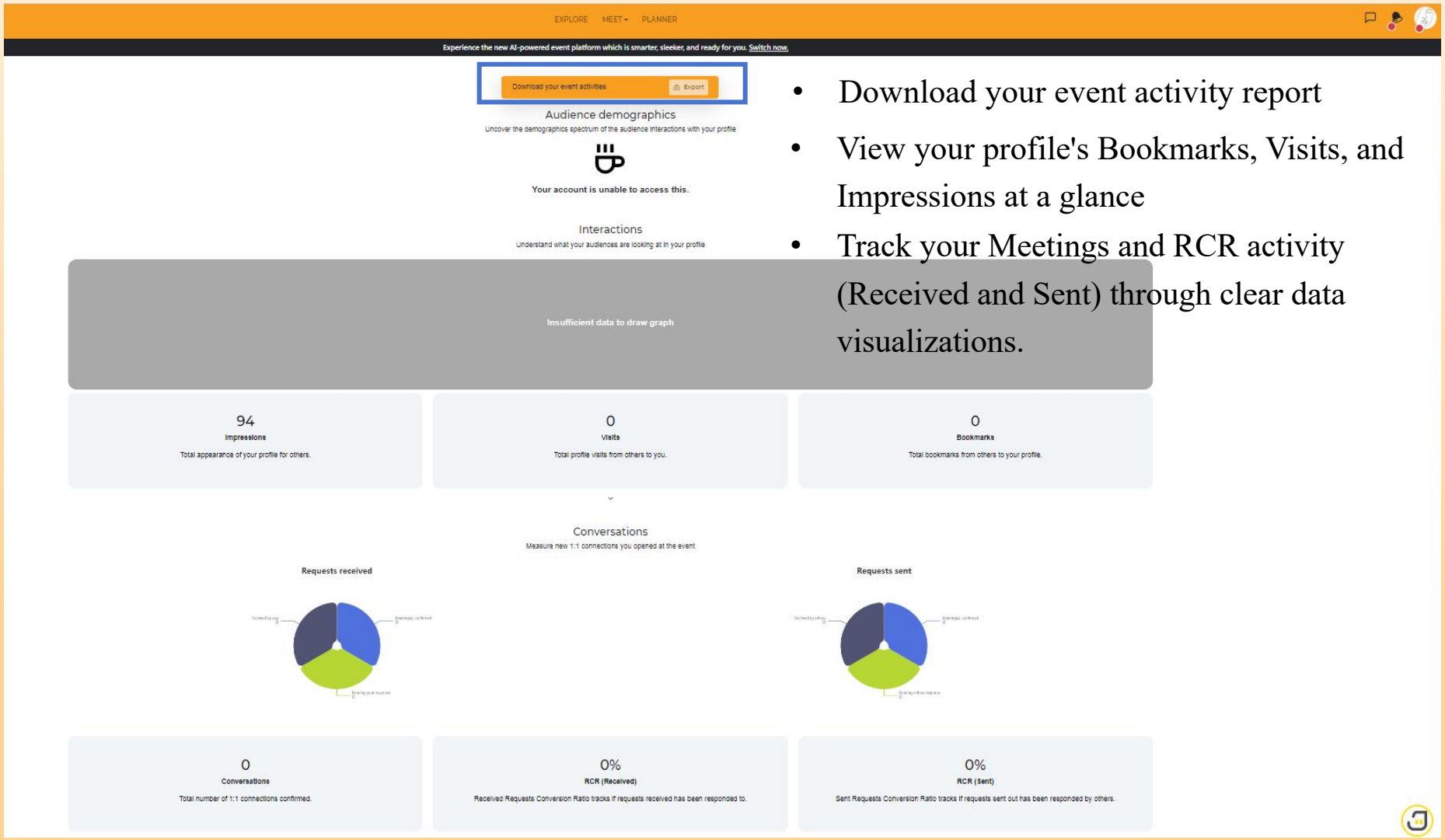



- You can upload your profile picture and edit your personal information here
- Click on **"Describe yourself "** to add the company website link and personal information
- We suggest submitting materials in both Chinese and English

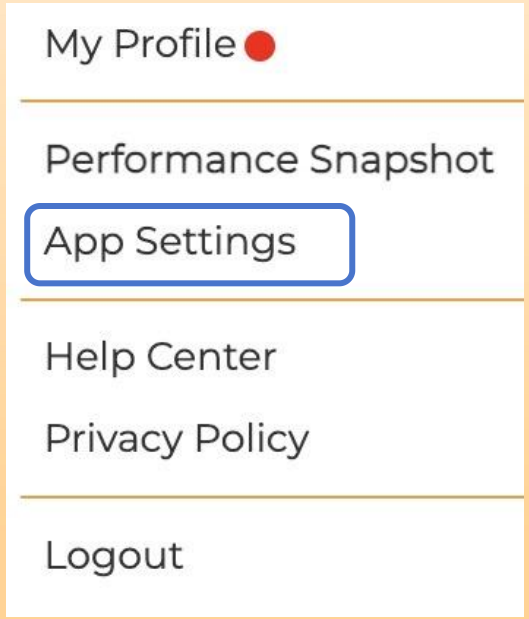
# 3.2 Performance Snapshot

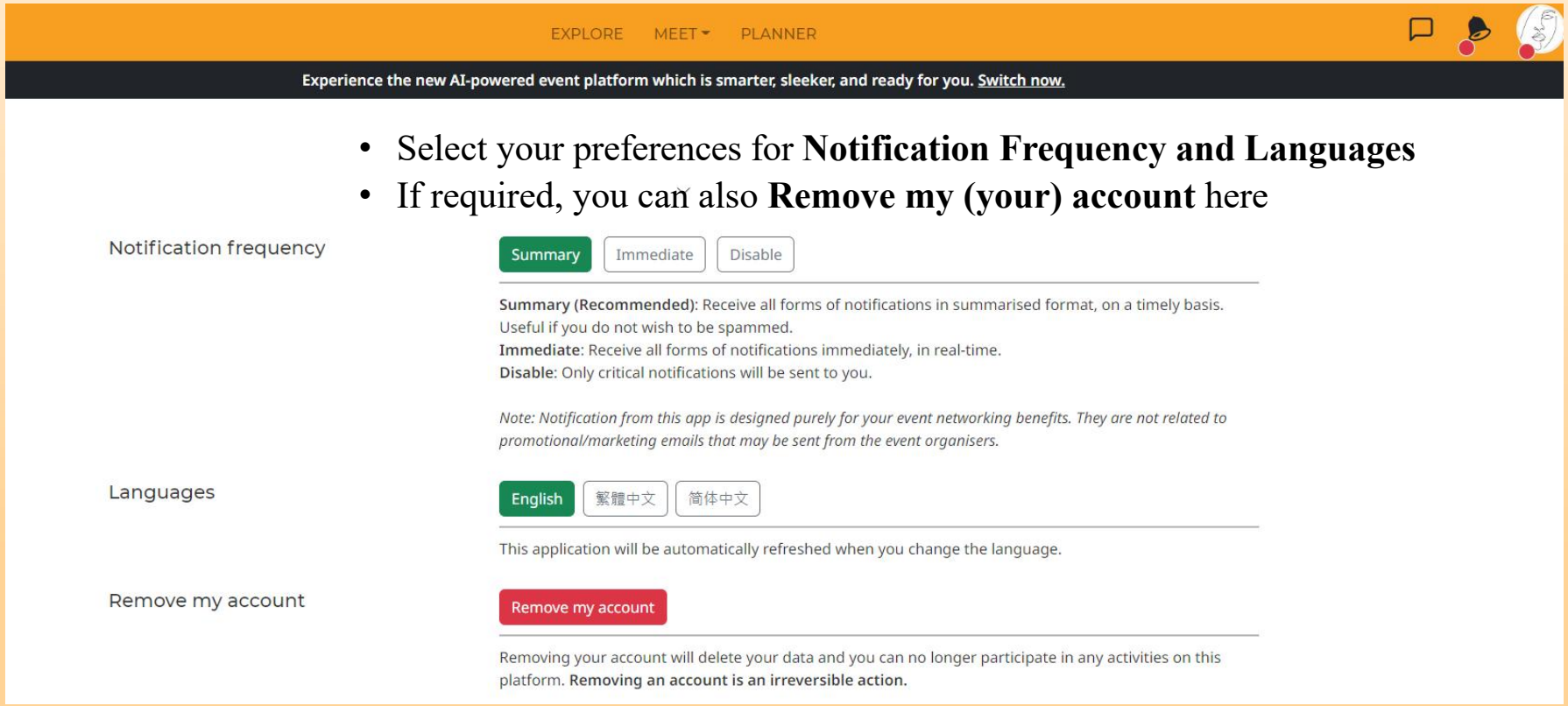



- Download your event activity report
- View your profile's Bookmarks, Visits, and Impressions at a glance
- Track your Meetings and RCR activity (Received and Sent) through clear data visualizations.

# 3.3 App Settings




- Select your preferences for **Notification Frequency and Languages**
- If required, you can also **Remove my (your) account** here

# Content

## 4. Business Matching

4.1 For you

4.2 Search

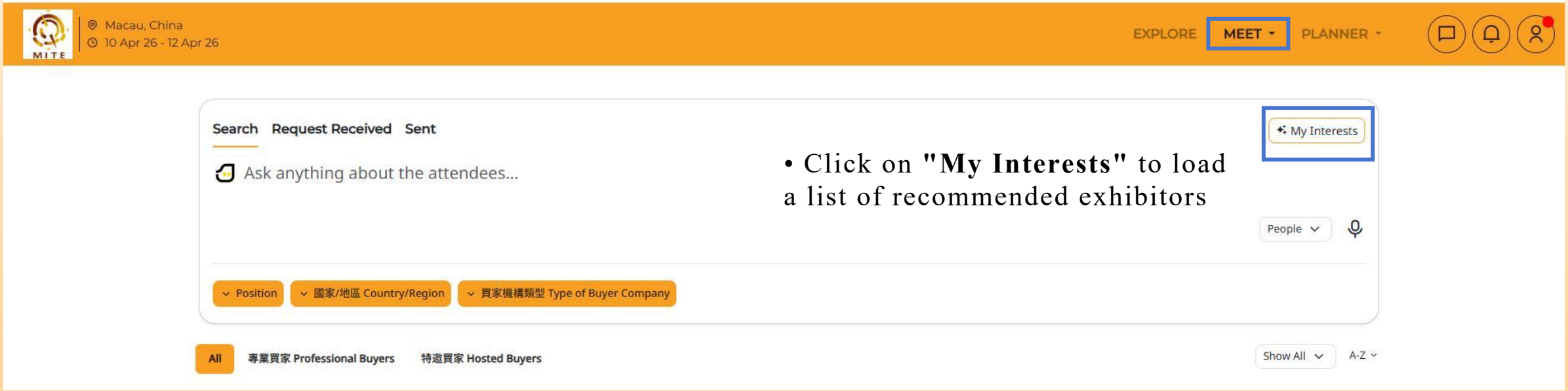
4.3 Request(s) Received

4.4 Sent

4.5 Archived

# 4.1 For you

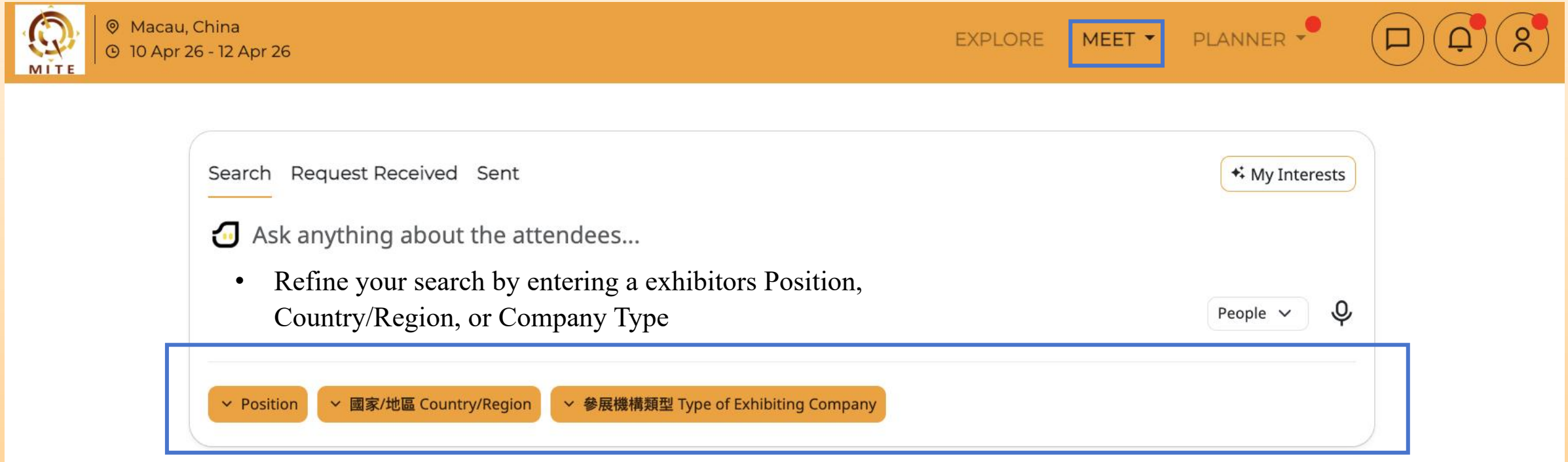
- Click **"Meet"**



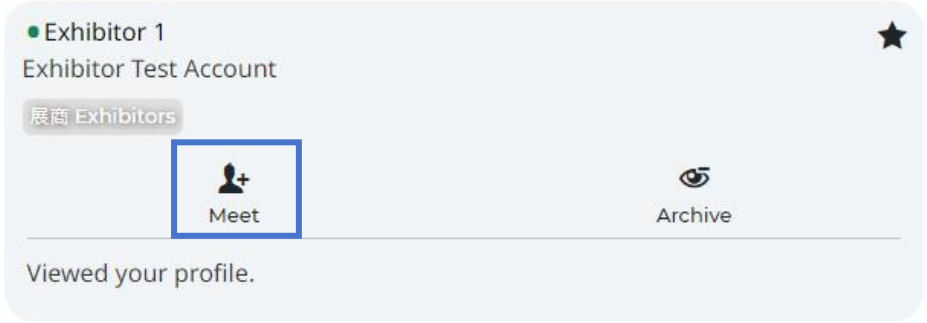

- Click on **"My Interests"** to load a list of recommended exhibitors

# 4.2 Search

- You can view the complete list of participants here

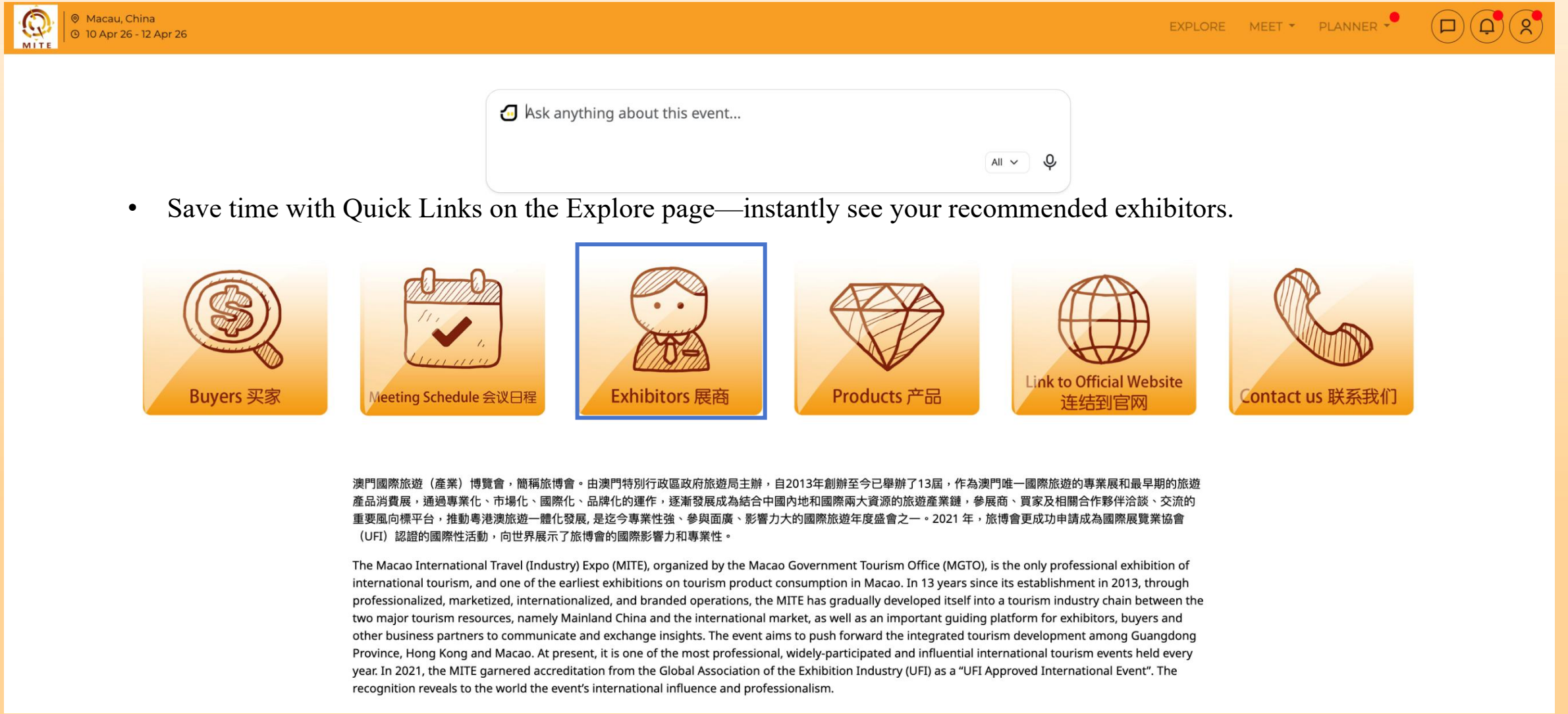



- Refine your search by entering a exhibitors Position, Country/Region, or Company Type



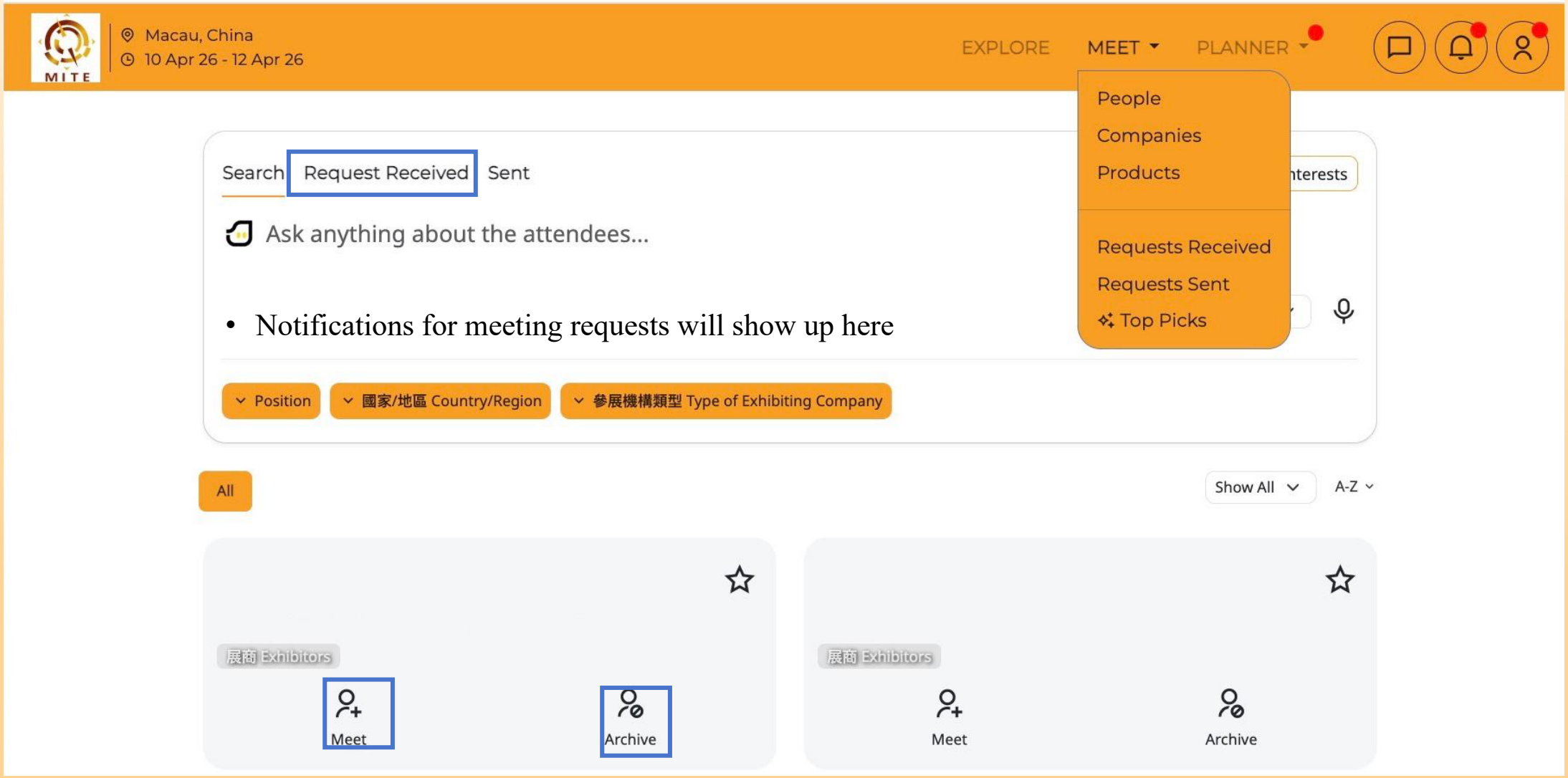

- Click **"Meet"** on the profile to send meeting request

# 4.2 Search




- Save time with Quick Links on the Explore page—instantly see your recommended exhibitors.

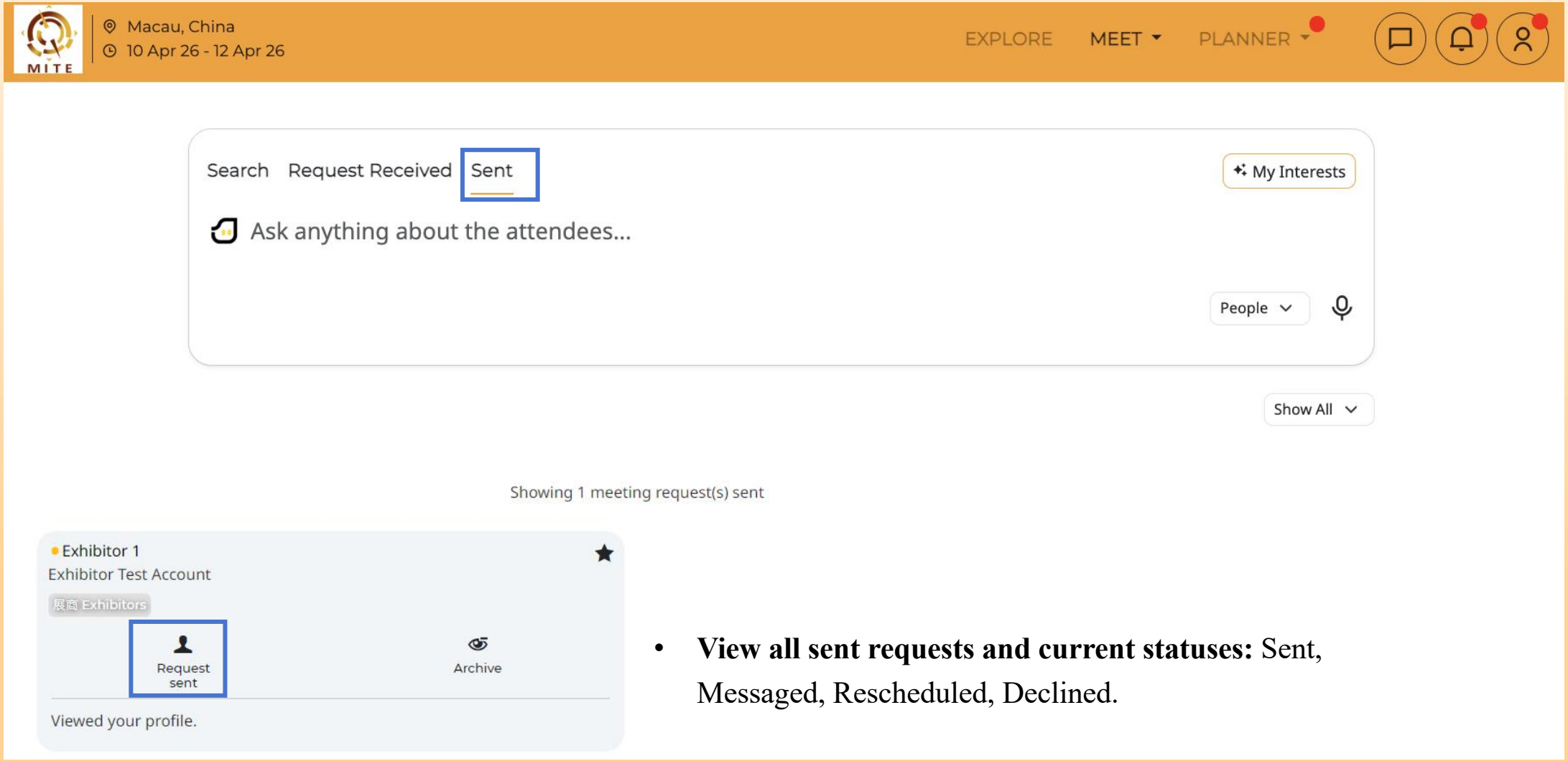
# 4.3 Request(s) Received




- Notifications for meeting requests will show up here

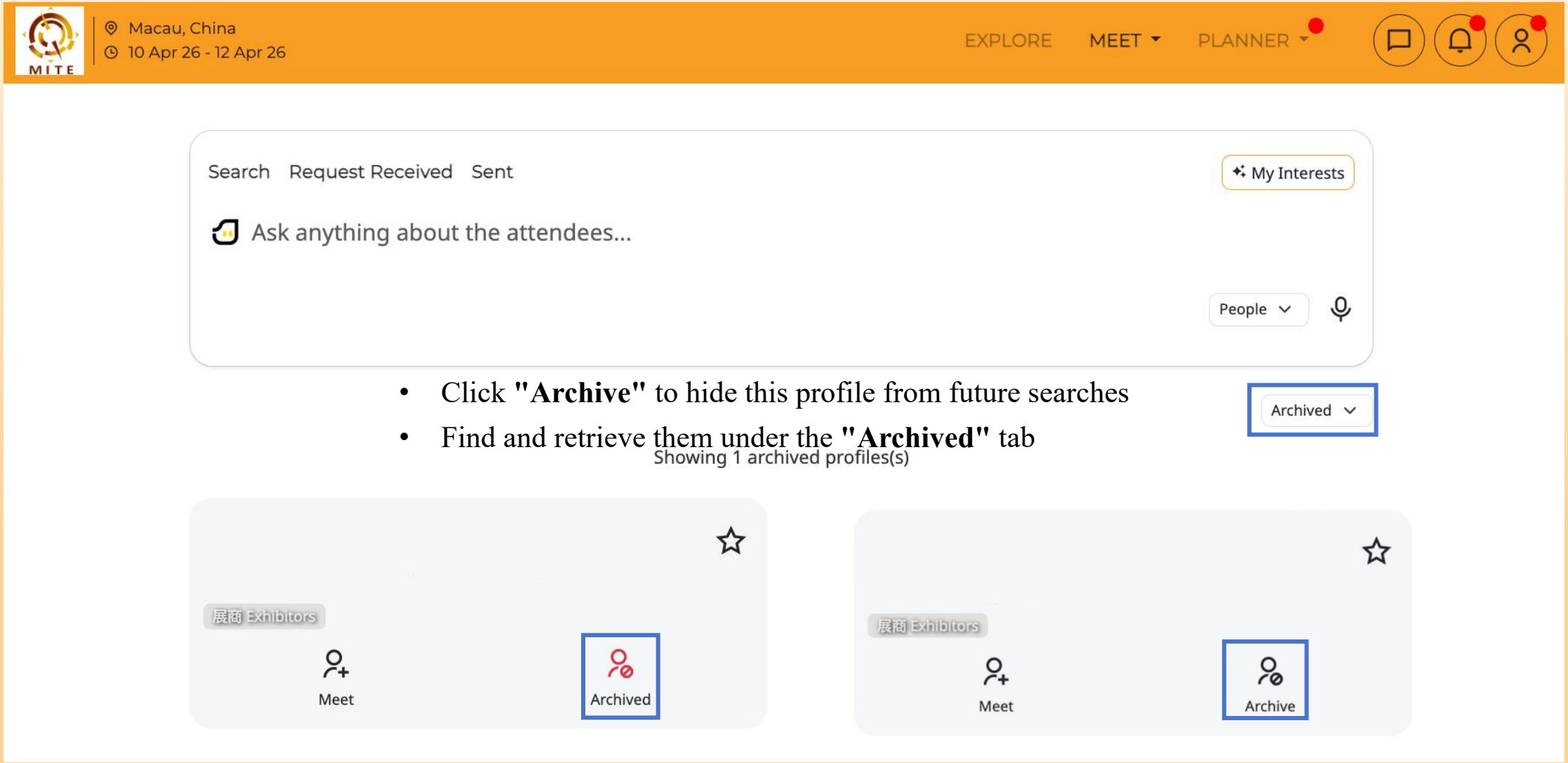
- You can **Meet** or **Archive** requests

# 4.4 Sent




- **View all sent requests and current statuses:** Sent, Messaged, Rescheduled, Declined.

# 4.5 Archived




- Click **"Archive"** to hide this profile from future searches
- Find and retrieve them under the **"Archived"** tab

# Content

## 5. My Plan

5.1 Personalization settings

5.2 Choose Time Availability

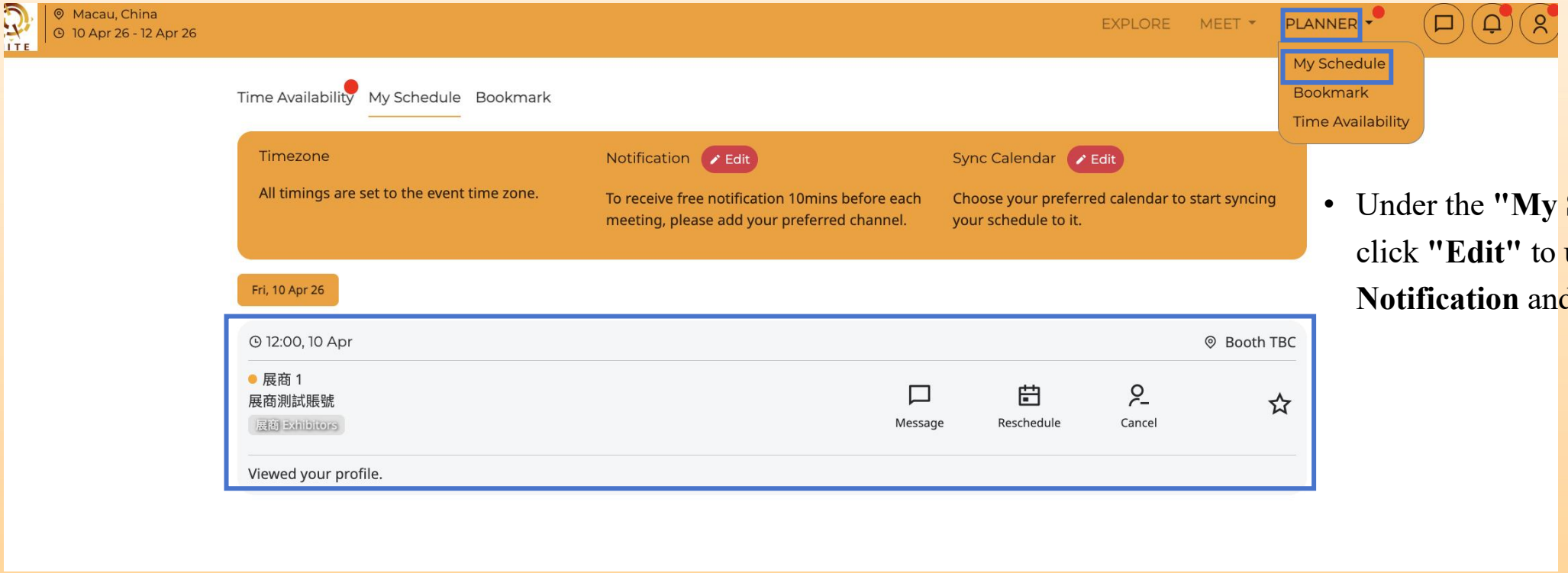
5.3 Invite Onsite Meeting

5.4 Real time online communication

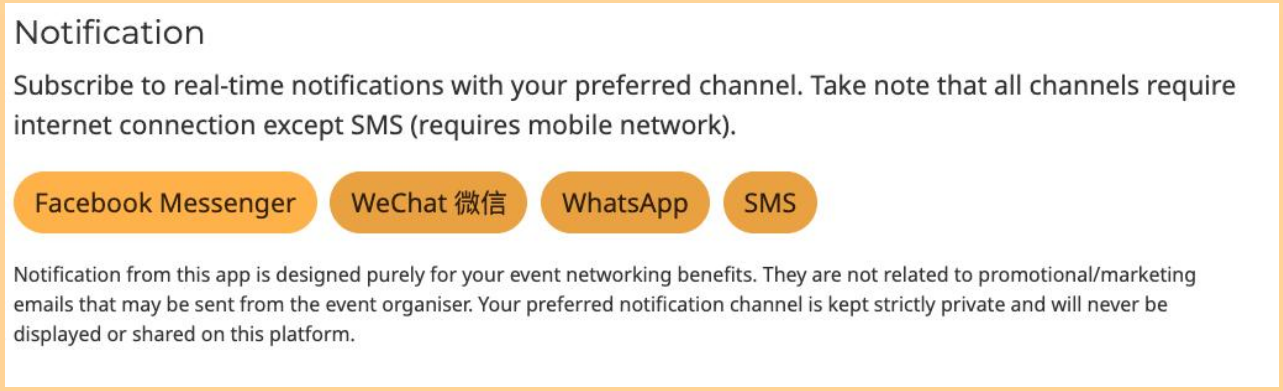
5.5 On-site Matching

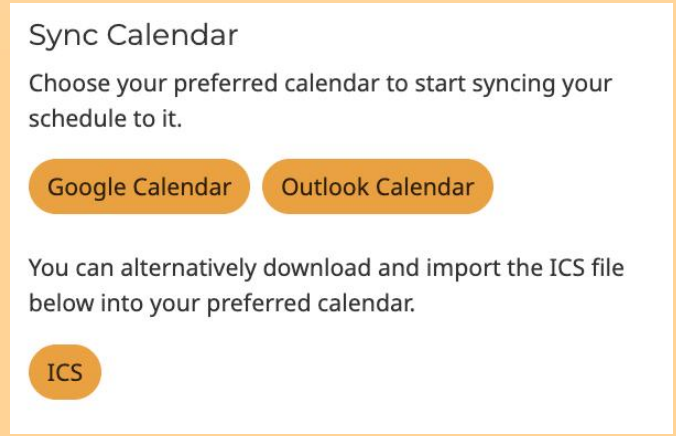
# 5.1 Personalization settings

- Click **"Planner"** on the navigation bar

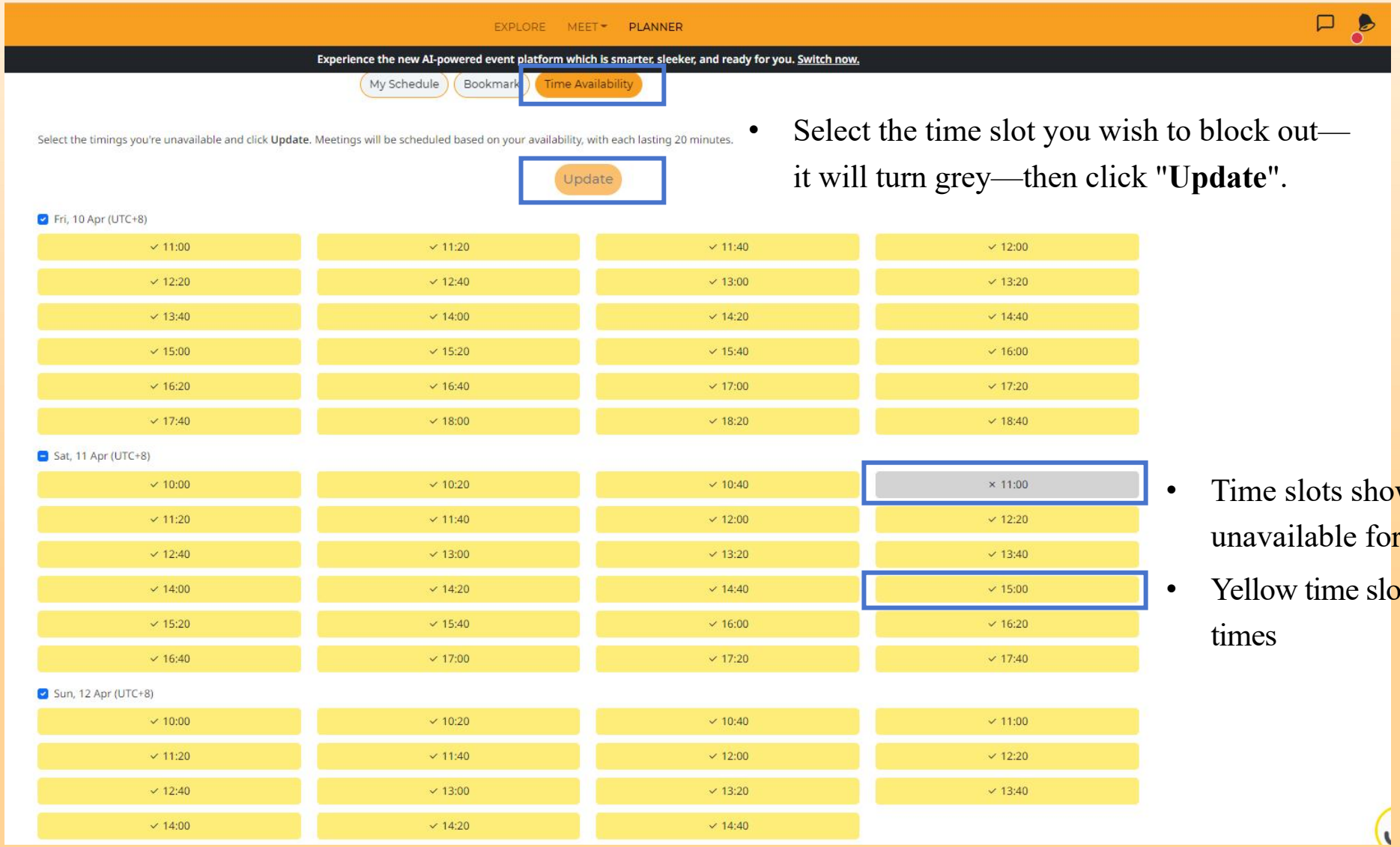



- Under the **"My Schedule"** tab, click **"Edit"** to update your **Notification** and **Sync Calendar**



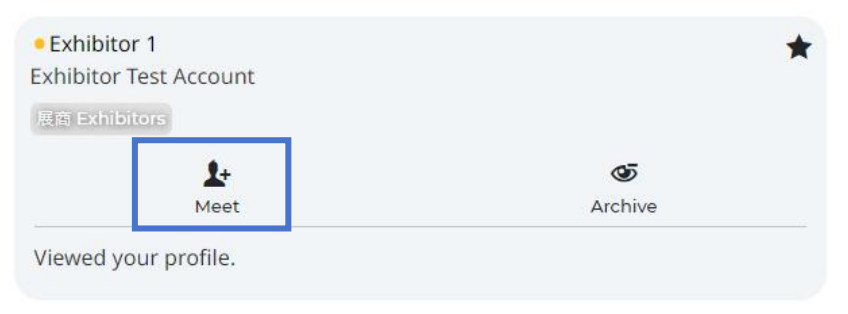
# 5.2 Choose Time Availability



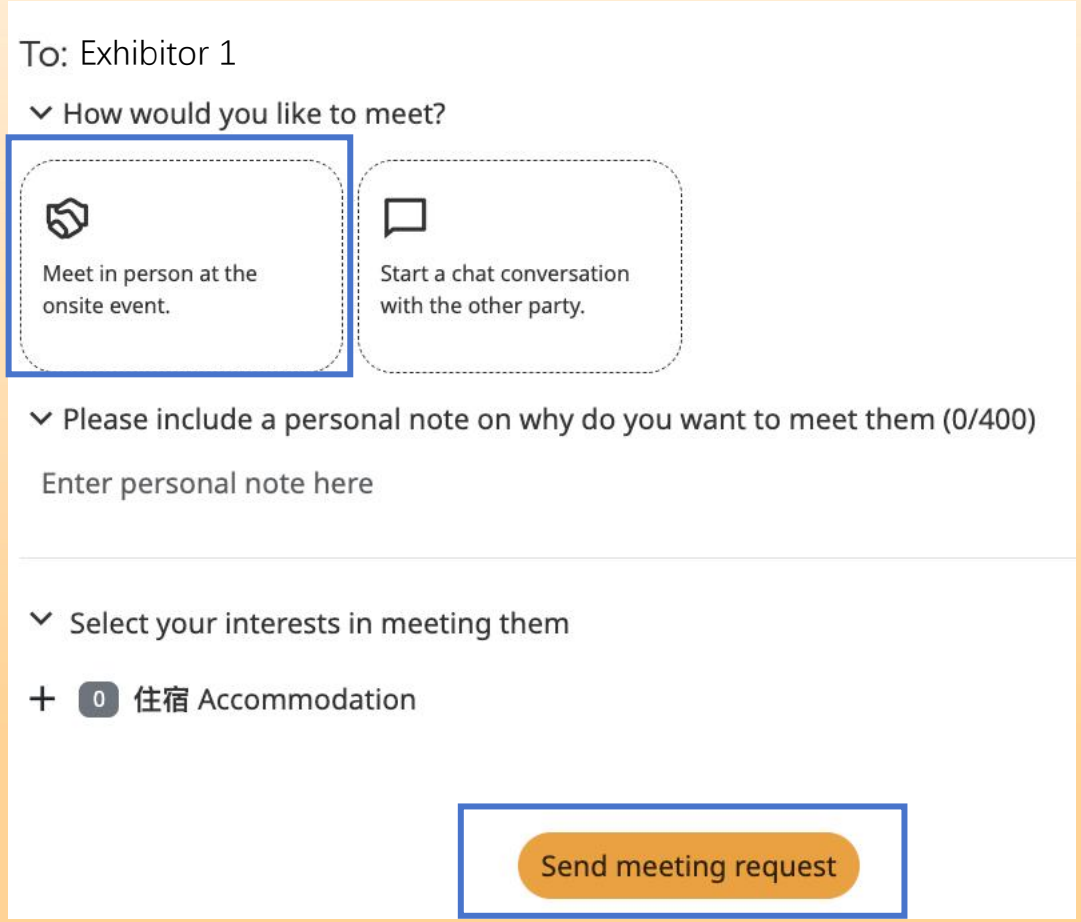

- Select the time slot you wish to block out—it will turn grey—then click "**Update**".

- Time slots shown in grey are blocked out and unavailable for meetings
- Yellow time slots indicate your available meeting times

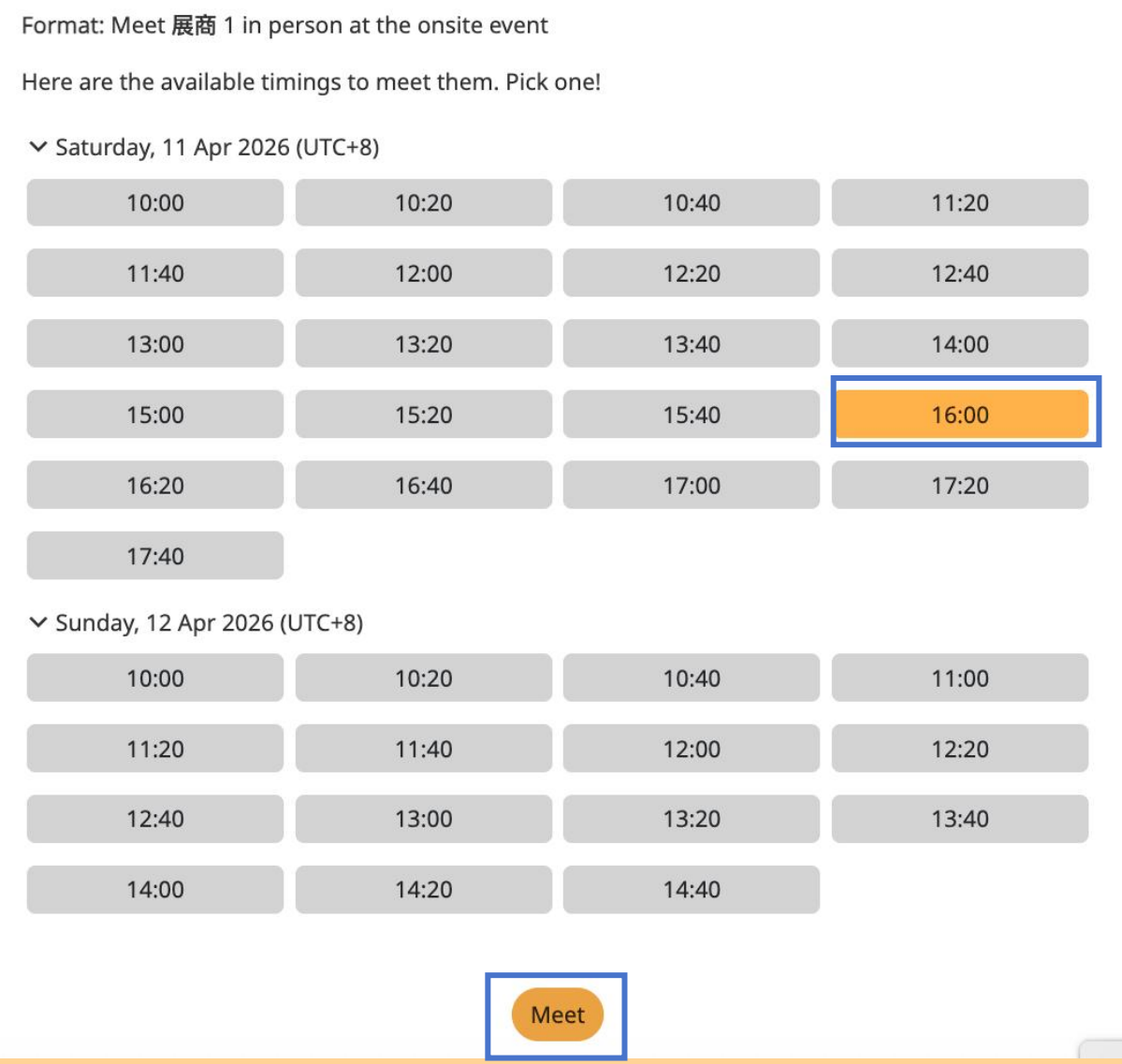
# 5.3 Invite Onsite Meeting

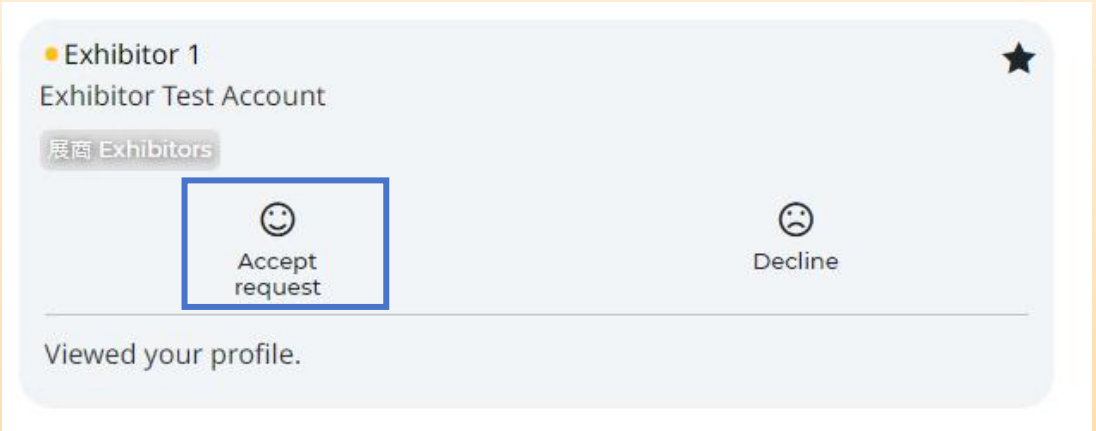



- Click **"Meet"** on any exhibitor you're interested in. Then select your meeting type—onsite or virtual—enter the reason, and click **"Send meeting request"**



# 5.3 Invite Onsite Meeting

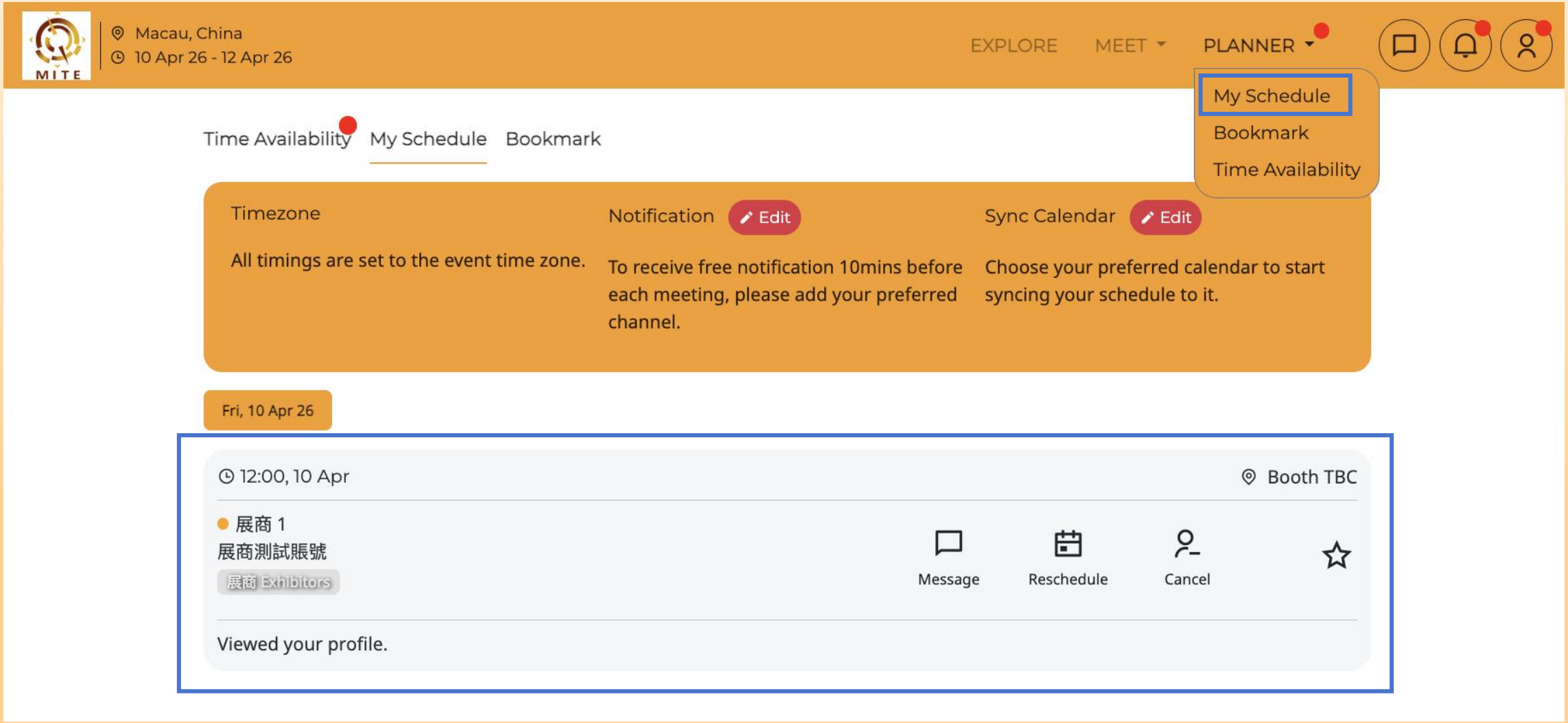



- Click **"Accept request"** if you are interested in meeting the requester, then select your preferred meeting time and click
- **"Meet"** to arrange the meeting

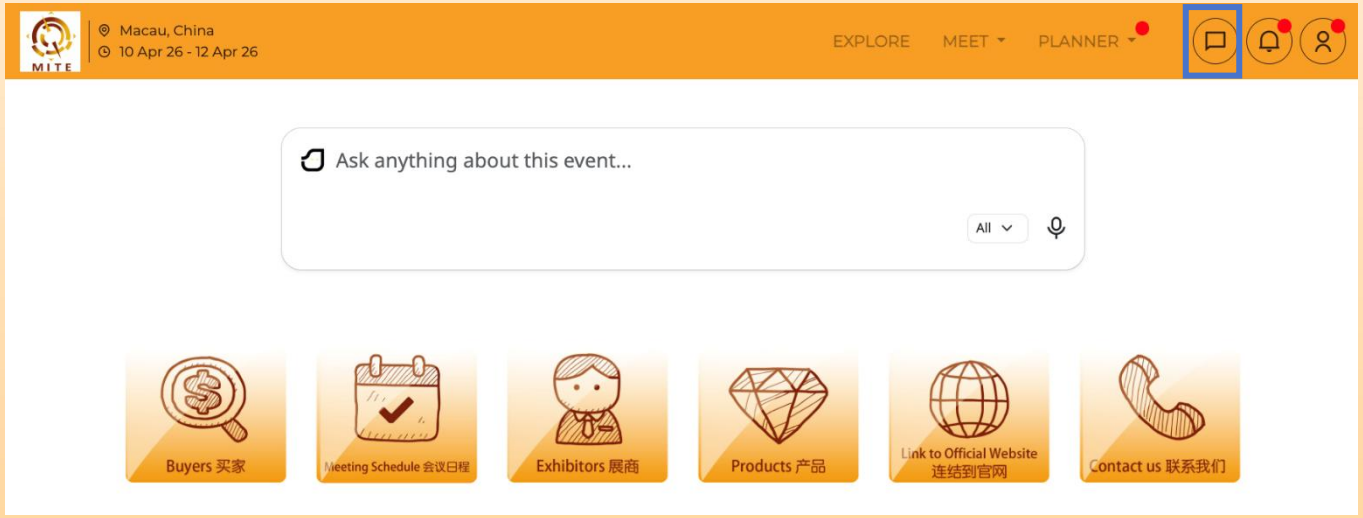
# 5.3 Invite Onsite Meeting

- You can view all your confirmed video meetings under "**My Schedule**" tab

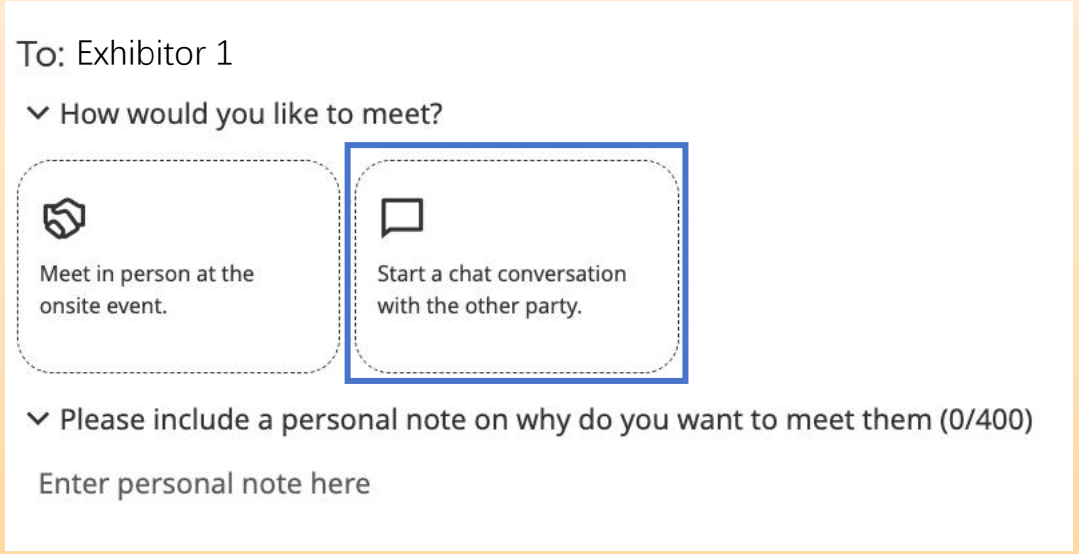


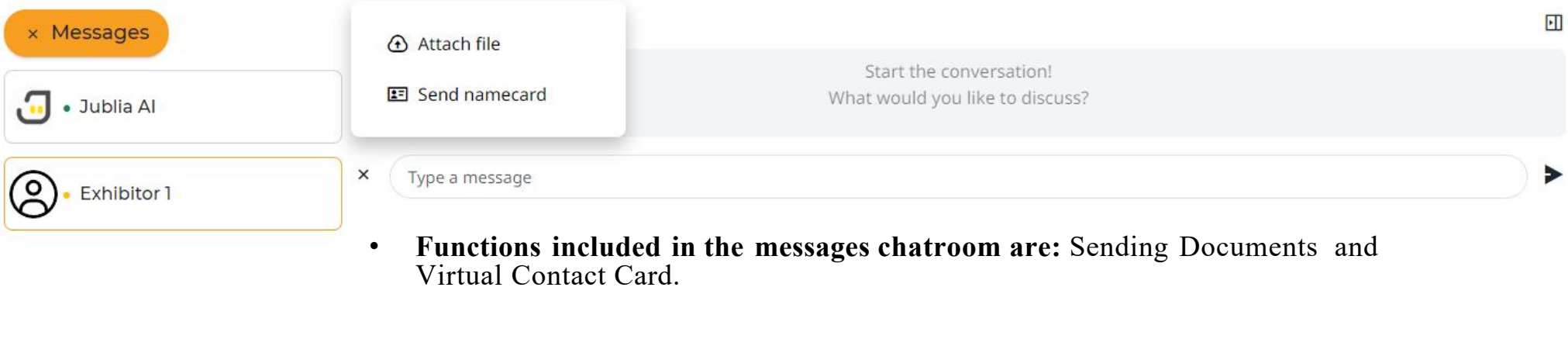
# 5.4 Real Time Online Communication

- If you choose Messages chat, the Message button will turn to when a new message comes in. Click it to enter the chat room




- You can also click on the chat page in real-time




- **Functions included in the messages chatroom are:** Sending Documents and Virtual Contact Card.

# 5.5 On-site Matching

• Login the on-site matching system via the following methods using your **email address and password.**

**Android APP** **H5** **WeChat Mini-Program** •

• **iOS APP:** Search **"peiduiyi"** in App Store to download

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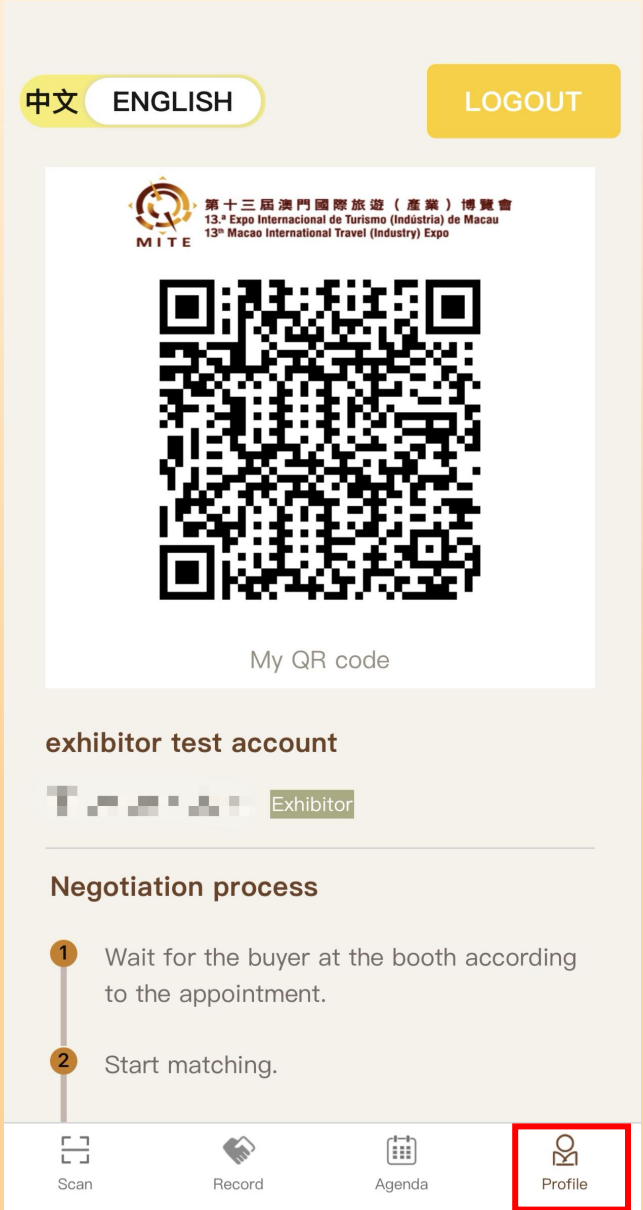
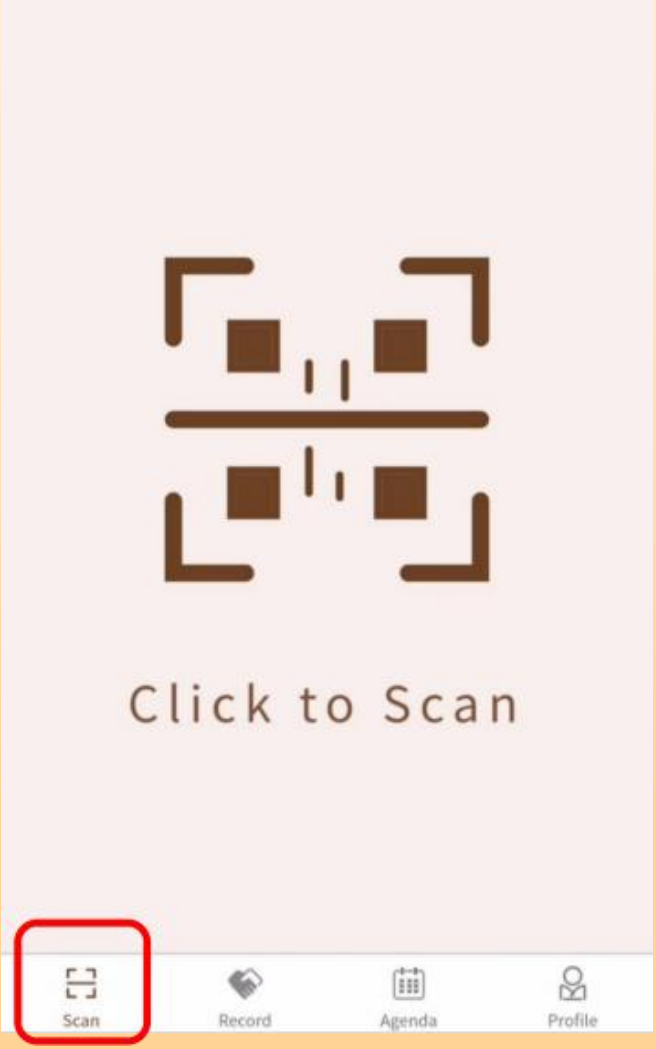
# 5.5 On-site Matching



① After logging in, you will see "**My QR code**" and "**Negotiation process**".

# 5.5 On-site Matching




② **Accessing Your Pre-Scheduled On-Site Meetings:**

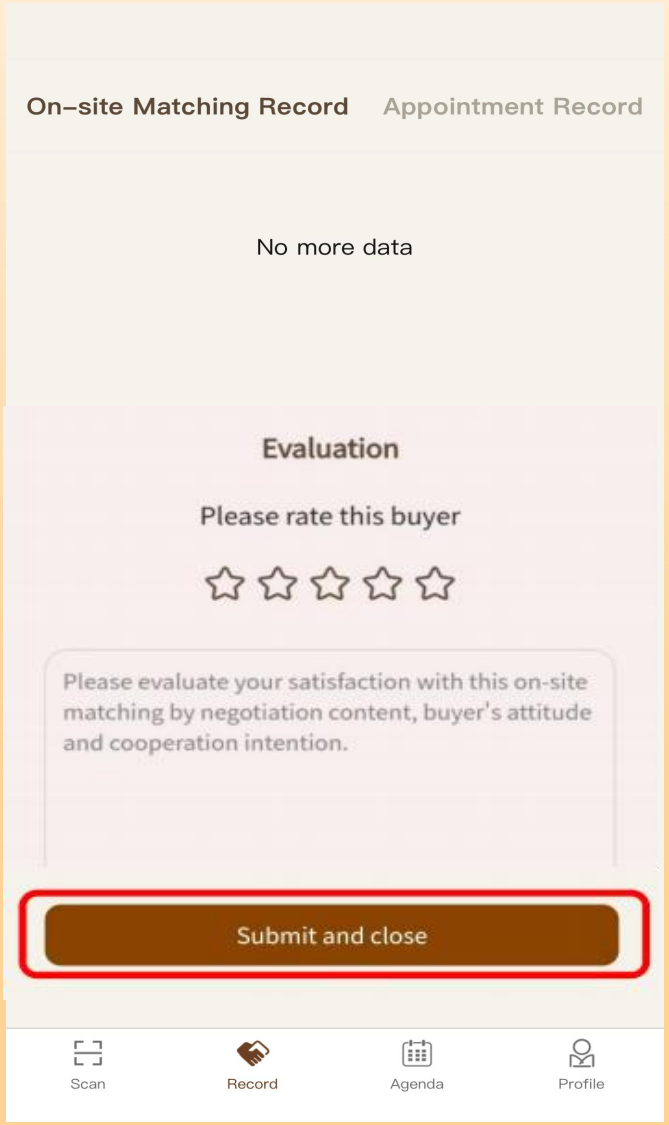
Meetings arranged via the PSA before the expo will be listed in the exhibitor's "**Appointment Record**". To retrieve the corresponding QR code, use the on-site "**Scan**" feature.

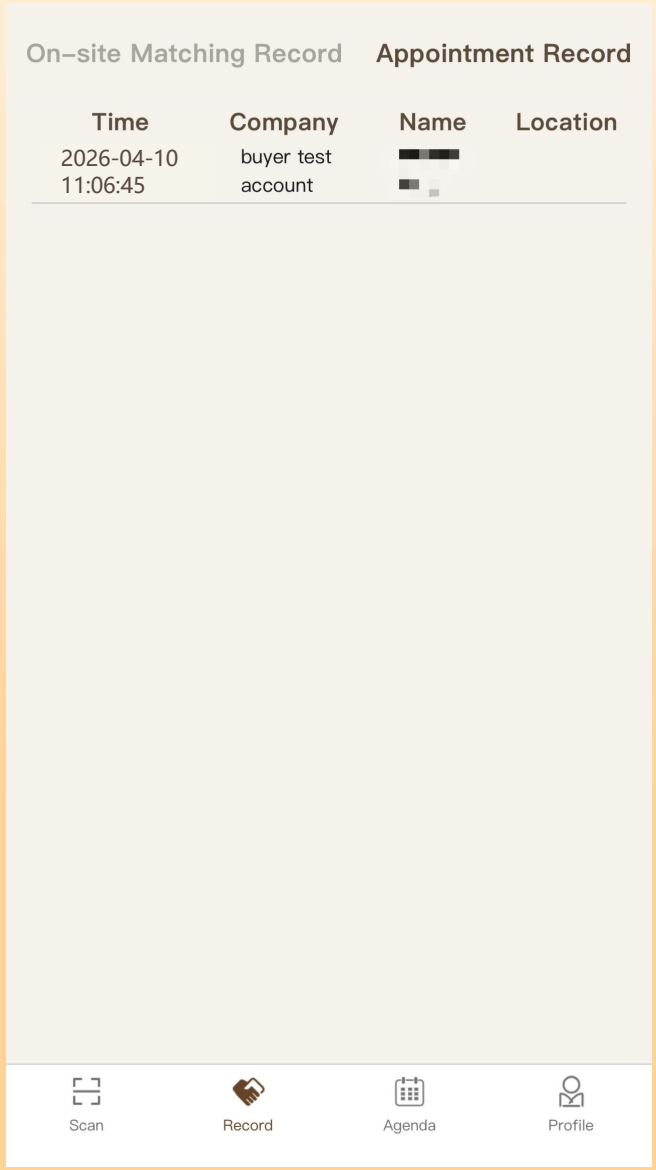
③ **On-Site Matching for Buyers Without Appointments:** Buyers can still connect instantly by using the on-site "**Scan**" function.

| Date | Time | Main Activites | Venue |
|---|---|---|---|
| 10/4 Trade Visitors and General Public | 10:30-11:00 | 14th Macao International Travel (Industry) Expo Opening Ceremony (by invitation) | Main Stage |
| | 11:00-19:00 | Expo Opens (Trade Visitors and General Public) | Hall A、B and C |
| | 11:00-19:00 | New Media Matrix | Livestream Studio |
| | 11:00-19:00 | On-site Matching | Hall A、B and C |
| | 11:00-18:00 | Destination Travel Promotion Seminars | Meeting Room 1 Meeting Room 2 |
| | 11:30-18:00 | Concurrent Meetings | Main Stage Naples A&B |
| | 19:30-20:30 | Welcome Cocktail (By invitation) | Main Stage |
| 11/4 Trade Visitors and General Public | 10:00-19:00 | Expo Opens (Trade Visitors and General Public) | Hall A、B and C |
| | 10:00-19:00 | On-site Matching | Hall A、B and C |
| | 10:00-18:00 | Destination Travel Promotion Seminars | Meeting Room 1 Meeting Room 2 |
| | 10:00-18:00 | Concurrent Meetings | Main Stage |
| | 10:30-19:00 | New Media Matrix | Livestream Studio |
| | 18:00-18:30 | Contract Signing | Main Stage |
| 12/4 Trade Visitors and General Public | 10:00-18:00 | Expo Opens (Trade Visitors and General Public) | Hall A、B and C |
| | 10:00-18:00 | Concurrent Meetings | Main Stage Meeting Room 1 Meeting Room 2 |
| | 10:30-18:00 | New Media Matrix | Livestream Studio |
| | 17:00-17:30 | 14th MITE Lucky Draw | Main Stage |

④ **Exhibition schedule:** You can view the conference event schedule from April 10th to 12th separately in the "**Exhibition Schedule**"

# 5.5 On-site Matching




⑤ Click on **"Records"** to view your **"On-site Matching Record"** and **"Appointment Record"**

⑥ After the appointment, exhibitors are asked to rate the buyer and provide feedback

# Contact us:

**Website: www.mitexpo.mo**

**Tel: (853) 2870 3707**

**Fax: (853) 2870 1083**

**Email: buyer@mitexpo.mo**