

PARTICIPATION HANDBOOK FOR B2B MEETINGS

B2B meetings organized during Tunisia Investment Forum "TIF" 2017 represent a platform to foster closer relationships between Tunisian and foreign companies wishing to invest in Tunisia. This is hence an opportunity to study investment partnerships in various sectors and mainly mechanical, metal and metallurgical industries, electrical and electronic industries, automotive components industries, plastics industries, textile and clothing industries, renewable energies and environment, agriculture and food processing and ICT-Offshoring (BPO, ITO and R&D).

This year's edition consists of proposing an [offer of Tunisian companies](#) interested in partnerships with [foreign companies wishing to invest in Tunisia](#).

The principle of this offer is based on arranging face-to-face meetings organized by FIPA-Tunisia enabling foreign companies to negotiate partnership opportunities with their Tunisian counterparts. [A catalog of Tunisian companies in several languages](#) is available to them on the forum venue to guide them in choosing and planning their appointments.

Participation in B2B partnership meetings is open to companies, chambers of commerce and banks.



You are a participant residing in Tunisia (Tunisian or foreign)

- ◆ Registration is open from 05th July to 11th September, 2017
- ◆ The first step is to register on the website dedicated to [TIF](#), you express your intention to participate in networking indicating **the type of desired cooperation** (joint venture, technical assistance, subcontracting or financial contribution), **the cooperation field of activity** as well as the **description of the cooperation activity** you want to develop specifying what **contribution** your company will make in this partnership (equipment, expertise, know-how, etc ...).
- ◆ After the registration deadline set for 11th September, 2017, **a committee will review the profile of registrants** to determine the list of companies participating in meetings. Note that places are limited.
- ◆ The companies selected by the committee will be required to pay a fee of 250 TND including 150 TND refundable after participation in the meetings.
- ◆ After confirmation and payment of registration fees, the company's cooperation profile will be published in the catalog of Tunisian companies. Since the company data will be processed immediately after registration, if the company withdraws or cancels its participation, it will not be entitled to a refund.
- ◆ **Each selected participant** is required to complete the provided application form accurately and to provide **images related to the company's activity and products** to be integrated in the catalog of participating companies.
- ◆ Before being integrated into the catalog, **the company's B2B record must be validated** by the participant.
- ◆ The cooperation profiles of participating companies will be published in **a high definition elegant catalog** with a new presentation including

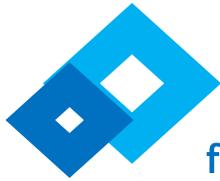
detailed information about each company **highlighting the considered partnership.**

- ◆ The final catalogue of **selected Tunisian companies** will be online on 18th September, 2017 to allow foreign companies to choose their Tunisian partners. Starting from this date, you can check your appointment program by accessing your private space.
- ◆ The meetings will take place on **10th November, 2017 from 09.30 am to 12.30 am**. You will then be invited to retrieve the updated appointment program from 8.00 am at room «Mimosa» to be able to access the meeting room « GLAYEUL ». A table with the code of your company will be at your disposal during this period. You will hence be able to present your company to potential partners and bring brochures or samples to enhance your presentation.
- ◆ In order to maximize the number of meetings **you are invited to be available during the meeting period** even without appointment. You might be invited to meetings on that same session.
- ◆ Each appointment will last **15 minutes**. For organisational and logistic reasons, you are kindly asked to respect this timing. You will have the opportunity to further develop your contacts on the afternoon of November 10, 2017 with companies of your interest.
- ◆ **FIPA Tunisia ensures all the logistics and organisation necessary for the proper conduct of meetings, but cannot guarantee the presence of partners and the respect of appointment programmes.**
- ◆ At the end of the meetings, you will be invited to complete the networking evaluation form.

Registration procedure for B2B meetings

1. Register for the forum by completing the online form, specifying your activity (sector, type, and description) and the purpose of your participation.

2. Specify the desired **cooperation** type, the **sector** and the desired **cooperation activity** and provide a description of the considered partnership as well as the contribution of your company.
3. Once registration is completed, you will receive an email containing a validation link.
4. As soon as you confirm your account by clicking on the validation link, you will receive a second email containing the registration code and password that you will need to access your profile.
5. If you are selected to participate in meetings, you will receive an email inviting you to confirm your participation and pay the relevant fees.
6. After confirmation and payment, you simply need to access your private space to check your appointment program starting from 18th September 2017.



You are a participant resident abroad (Tunisian or foreign)

- ◆ Registration is open starting from **05th July, 2017**.
- ◆ You just need to register on the website dedicated to TIF by specifying that you wish to participate in networking. A catalog of Tunisian companies participating will be made available online on 18th September 2017, and can be accessed through your private space by clicking the Networking tab. You can hence choose your Appointments "APPT" and change **their timing** at any time before the closure of the B2B Appointment section on 07th November, 2017.
- ◆ It should be noted that if you want to **change the list of companies that you selected, the entire matrix of appointments will be deleted. You will be then asked to select new codes of 9 companies among those available..**
- ◆ You have the possibility to choose 9 appointments; 7 priority appointments and the remaining 2 will be reported on a waiting list. They will be granted according to the availability of the Tunisian partners you wish to meet.
- ◆ The meetings will take place on **10th November, 2017 from 09.30 am to 12.30 am**. You will then be invited to retrieve the updated appointment program from 8.00 am at room «Mimosa» to be able to access the meeting room « GLAYEUL ».
- ◆ Each appointment will last **15 minutes**. For organizational and logistic reasons, you are kindly asked to respect this timing.
- ◆ **FIPA Tunisia FIPA Tunisia ensures all the logistics and organization necessary for the proper conduct of meetings, but cannot guarantee the presence of partners and the respect of appointment programs.** You might receive proposals of unplanned meetings on that same session.

- ◆ At the end of the meetings, you will be invited to complete the networking evaluation form.

Registration procedure for B2B meetings

1. Once your registration is completed, you can access your private space through the authentication form by entering your login and password,
2. Once your registration is completed, you can access your private space through the authentication form by entering your login and password,
3. Under the networking tab, you are invited to browse the multisectoral catalog presenting profiles of Tunisian companies participating in networking, hence, you can tick the codes of 9 Tunisian companies that interest you and that you want to meet. The **first 7 companies** you select are priority appointments,
4. Once the list of companies is established, you can choose the timing of your appointment. Simply check in the matrix of appointments the time that suits you most in front of each company code,
5. To change the timing of your appointment, you can choose a new timeframe and click *Update* to save the changes,
6. To change the matrix of appointments (list of companies), click *Edit Appointments*, to choose the new codes of 9 companies and select the times that suit you.

Thank you and enjoy your stay in **TUNISIA**