

Pre-fair Preparation

1



Prepare products for your hktdc.com Sourcing account

- Prepare your products/videos at sourcing.hktdc.com
- Simple upload user guide: [click here](#)
- Full functions guide: [HKTDC Online Supplier FAQ](#)

2



Browser Requirement

- Set your browser prepare for meetings : [Browser setting Guide](#)
- Suggested browsers:
 - PC: Google Chrome, Safari, Microsoft Edge
 - Mobile/Tablet: IOS13.1.0+, Safari, Android Opera 13, Chrome 13.1.0

3



Hardware Requirement

- Enable your microphone and camera
- Allow pop-ups in your desktop/ mobile settings
- Browser setting guide: [click here](#)

4



Login in to [Click2Match](#) to review Your Company Profile

- Login Click2Match "My Account" via fair website to review your company profile
- Edit your account information if needed (including amending company background and other information)

5



Check your Company details and products on fair website

- Exhibitor list will be uploaded to fair website one month before fair
- Check if the products display correctly on fair website (i.e. photos, videos, virtual booth, if any)

Click2Match Period

1



Appoint Dedicated Staff & Provide TDC Contact Details

- Assign at least one dedicated staff to contact with buyers
- Provide HKTDC direct contact methods of dedicated staff (email & mobile number)
- Get familiar with the functions of Click2Match
- C2M User guide: [click here](#)

2



Login to My Account for Meeting Preparation

- Set your timezone, notification and language preference
- Set your meeting time availability for meeting appointment request

3



Look for Potential Buyers & Meeting Request

- View AI Recommended buyers OR
- Search for buyers by keywords & filters
- Send meeting request to buyers
- Accept pending meeting requests from buyers

4



Live Chat & Virtual Meetings

- Can enter the virtual meeting room 15 minutes prior to meeting
- Share catalogue, name card or other information via chat box during live meeting (file support type: jpg, jpeg, png, pdf, tiff)
- Virtual meeting can be invited maximum 2 guests to join