



Centre for Joint  
Warfare Studies



INDIAN MILITARY REVIEW

**IMR**

**KPMG**

# Defence Partnership Days

Pre-scheduled B2G and B2B Meetings

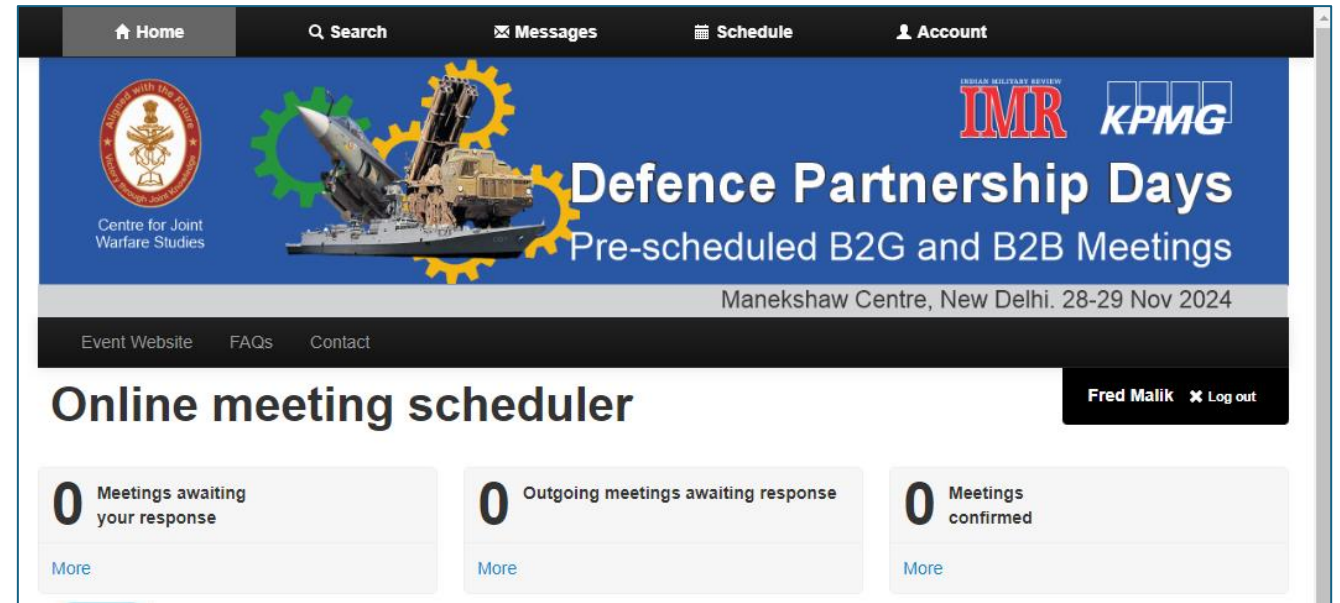
Manekshaw Centre, New Delhi. 28-29 Nov 2024

## How to Use this Platform

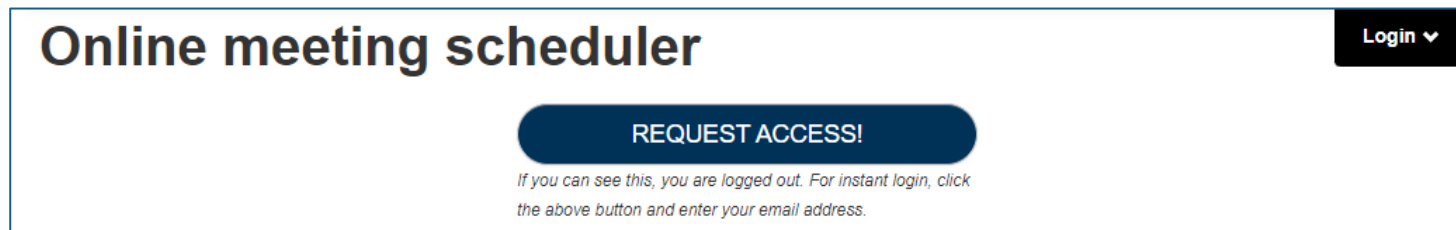
# Access

You will receive an email from the platform, with the title 'Welcome to Defence Partnership Days online meeting scheduling'. This contains a link, click it to gain immediate access to your online account.

You should see this on your screen →



**If instead you see the following,** click 'Request Access' and enter your email address to receive a new access link:

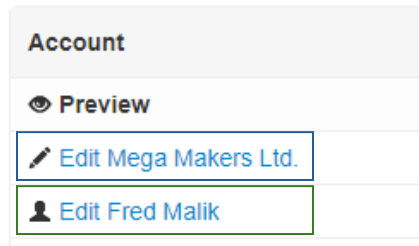


# Profile Update

1. Go to the Account link in the top menu bar:



2. Click the Edit links at the left of the page to update your company and personal profiles:

A form titled 'Edit profile' for a company. It has a tab 'Add/change logo' highlighted with an orange box. Below the tab are three input fields: 'Organisation name' with the value 'Mega Makers Ltd.', 'Town' with the value 'Delhi', and 'Postcode' with the value '334509'.

You can add a company logo and/or your portrait photo. Make sure these are .png or .jpg files of less than 2Mb

A form titled 'Edit profile' for a personal profile. It has a tab 'Add/change portrait image' highlighted with an orange box. Below the tab are three input fields: 'Email' with the value 'fred@gmail.com', 'Password', and 'Password again'. The 'Password' and 'Password again' fields are grouped together and highlighted with a green box.

If you prefer to use password access, add a password with 8 characters or more to both password fields

**Make sure you click Save before leaving each Edit area.**

# Create Your Itinerary

The screenshot shows the 'Schedule' page with the following elements:

- Navigation Bar:** Home, Search, Messages, **Schedule** (highlighted), Account.
- Left Sidebar:**
  - LIST BY DATE:** My Itinerary, **Day** (0 / 0), Week.
  - SESSIONS BY TYPE:** Sessions (46).
  - Buttons:** Add to calendar, Printable Itinerary.
- Main Content:**
  - Availability:** A vertical timeline from 08:00 to 11:00. The 10:30 slot is highlighted with a green 'Available' button.
  - My Itinerary:** A section for adding items to the itinerary.
  - Sessions:** A list of sessions with a '+' icon next to each:
    - Registration and Welcome Tea (08:00 - 09:00, Zorawa Hall)
    - Welcome Address (09:00 - 09:10, Zorawa Hall)
    - Inaugural Address** (09:10 - 09:25, Zorawa Hall) - highlighted with a red box around the '+' icon.
    - Keynote Address (09:25 - 09:35, Zorawa Hall)
    - Theme Address (09:35 - 09:45, Zorawa Hall)
    - Refreshments (09:45 - 10:20, Banquet Hall)
    - Meeting A1 (10:20 - 10:40, Booths and Tables)
    - Meeting A2 (10:40 - 11:00, Booths and Tables)
    - Meeting A3 (11:00 - 11:20, Booths and Tables)

1. Go to Schedule and select 'Day'
2. You can adjust your availability for meetings here:
  - toggle the green 'Available' button on any time slot.
3. You can also add any of the Agenda items (Sessions) to your Itinerary:
  - click the '+' icon on the item to view full details
  - click 'Add to my schedule' to put it in your Itinerary.

**Inaugural Address**

Gen Anil Chauhan, Chief of Defence Staff

**Time:** 28 Nov From 09:10 until 09:25 Asia/Calcutta

**Location:** Zorawa Hall

**Attendee limit:** 0 / Unlimited

**Add to my schedule**

# Find Meeting Partners

Go to 'Search', you will find all organizations and attendees listed here.

Use the filters at the left and the text search field at the top to look for potential business targets

Click the arrow next to the company name to expand their profile

The screenshot displays a web application interface for finding meeting partners. The top navigation bar includes links for Home, Search, Messages, Schedule, and Account. A search bar at the top left contains the text 'Hopper' and a 'Search' button. On the left sidebar, there are filters for Groups (All, Investors, Key Govt/ Services Officers, Manufacturers/Suppliers, Prime Contractors/OEMs, Start-ups), Find available attendees at, and Responsibilities (Consultants and Special Services, Cyber Services, Information Technology). The main content area shows a list of search results, with 'Hopper Walton Traders' highlighted. A red box highlights the dropdown arrow next to the company name. A red arrow points from this dropdown to a detailed profile view on the right. The profile view for 'Hopper Walton Traders' includes a company description, website, business activity (Aeroengines, Air Defence, Air Transportation, Aircraft spares/ MRO), and product/service categories (ADDITIVES, ADHESIVE, DENSITOMETERS, DETECTORS, FLIGHT SIMULATORS AND TRAINERS). A red arrow also points from the 'Book meeting' button in the profile view to the 'Book meeting' button in the main content area.

Home Search Messages Schedule Account

Hopper Search

Groups

- All
- Investors
- Key Govt/ Services Officers
- Manufacturers/Suppliers
- Prime Contractors/OEMs
- Start-ups

Find available attendees at

Responsibilities

- Consultants and Special Services
- Cyber Services
- Information Technology

Order alphabetically

▼ Hopper Walton Traders

Company Description

Short description here, telling other users what the company does

Jakeem Floyd

Designation/Appointment

Chief of Sales

Book meeting

Bookmark

Company website

[www.example.com](http://www.example.com)

Business Activity

- Aeroengines
- Air Defence
- Air Transportation
- Aircraft spares/ MRO

Product/Service A-C

- ADDITIVES
- ADHESIVE

Product/Service D-G

- DENSITOMETERS
- DETECTORS
- FLIGHT SIMULATORS AND TRAINERS

# Book Meetings

1. Click the 'Book meeting' button next to the person you want to meet.


2. Select a meeting time. Only the green slots are available to both you and the other person.

3. Add a message to explain why you want to meet, then click 'Yes'.

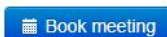
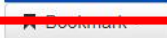
An email will be sent to the other person with your message, asking them to respond.

▼ Hopper Walton Traders 🇮🇳

**Company Description**  
Short description here, telling other users what the company does

 **Jakeem Floyd**

**Designation/Appointment**  
Chief of Sales

Click on a *green* meeting slot to request a meeting

28 Nov	
10:20	66 meeting places available
10:40	66 meeting places available
11:00	66 meeting places available
11:20	66 meeting places available
11:40	66 meeting places available
12:00	66 meeting places available
12:20	66 meeting places available
12:40	66 meeting places available
14:00	66 meeting places available

**Request a meeting with Jakeem Floyd**

**Time:** 28 Nov From 11:20 until 11:40 Asia/Calcutta

**Your start time:** ⌚ Nov 28, 5:50 AM - 6:10 AM Europe/London

**Booked by:** Fred Malik from [Mega Makers Ltd.](#)

**Attendee:** Jakeem Floyd from [Hopper Walton Traders](#)

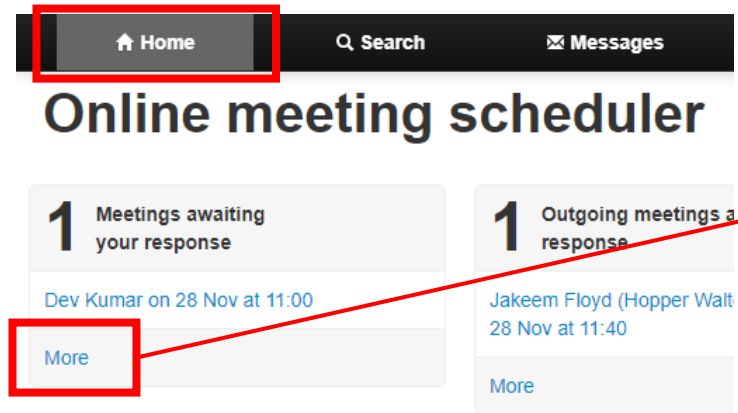
**Meeting Place:** (Pending)

**Add an optional message**  
  
Send a message to everyone attending this meeting

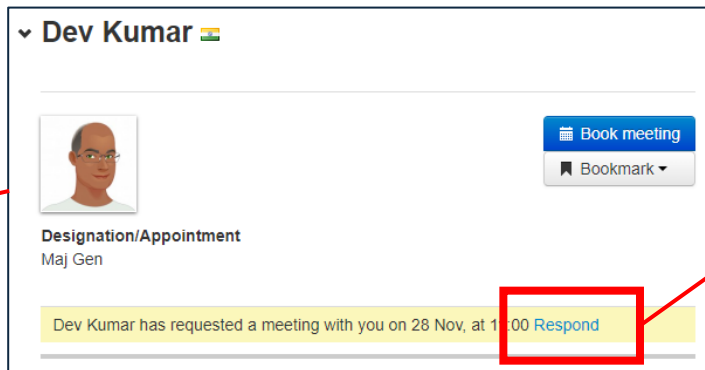
Are you sure you wish to request this meeting?

# Manage Meetings

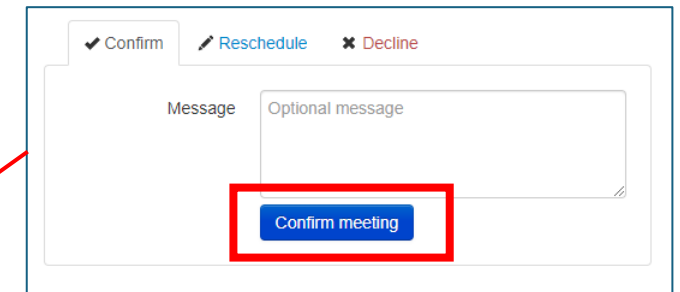
1. Your incoming meeting requests are listed on the Home page, at the left. Click More to view their profiles.



2. Click 'Respond' beneath the name of each requestor to confirm or decline their request.



3. You can add a message before clicking the response button



# Personal Itinerary

Your meetings are listed on the Itinerary page, find it by clicking Schedule in the top menu bar.

Follow the links at the left to download your Itinerary as a PDF and integrate it into your Outlook calendar.

The screenshot shows a web application interface for a personal itinerary. At the top is a dark navigation bar with links for Home, Search, Messages, Schedule (highlighted with a red box), and Account. Below this is a sidebar with a 'LIST BY DATE' section where 'My Itinerary' (with a count of 3) is highlighted with a red box. Other options in this section are 'Day' (3) and 'Week' (3). Below that is a 'MEETINGS BY TYPE' section with 'Confirmed' (1) and 'Unconfirmed' (2). At the bottom of the sidebar is a 'SESSIONS BY TYPE' section with 'Sessions' (46). The main content area displays a list of meetings for '28 Nov'. The first meeting is from 10:20 to 10:40 at Table T161, with Zephr Mullen (Levy Olson Plc) as the contact. The second is from 10:40 to 11:00, pending, with Hakeem Rodriquez (Beck Gross Co) as the contact. The third is from 11:40 to 12:00, pending, with Jakeem Floyd (Hopper Walton Traders) as the contact. At the bottom of the page, two buttons are visible: 'Add to calendar' and 'Printable Itinerary', both indicated by red arrows.

Time	Location	Contact
10:20 - 10:40	Table T161	Zephr Mullen Levy Olson Plc
10:40 - 11:00	Pending	Hakeem Rodriquez Beck Gross Co
11:40 - 12:00	Pending	Jakeem Floyd Hopper Walton Traders

Designation/Appointment Sales

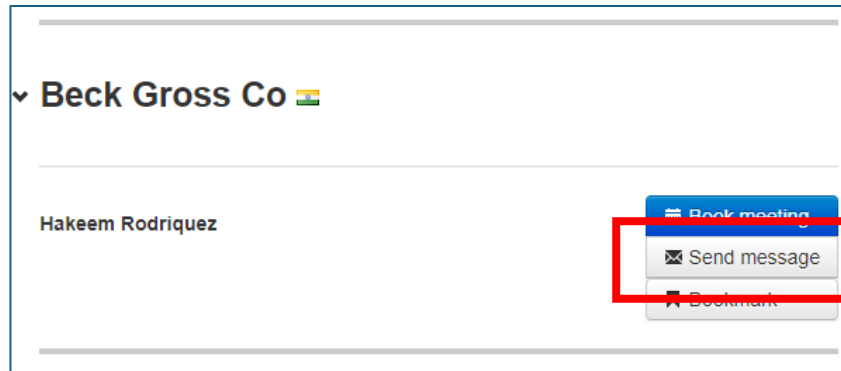
[Add to calendar](#)

[Printable Itinerary](#)



# Send Private Messages

You can send an email message to any other attendee. Click the Send message button then type in your message.



The other attendee will receive your message within an email. This email will not reveal your contact details unless you include these in the message.

