**Descriptions for Trade Services**

**1. Trade Missions (Inbound & Outbound)**

* **Description**: Our trade missions provide members with opportunities to explore new markets and build international relationships. Inbound missions bring foreign businesses to India, while outbound missions help Indian businesses discover international markets. Both include tailored B2B meetings, site visits, and networking events to foster trade and investment.

**2. Trade Enquiry (Business Opportunities)**

* **Description**: Our trade enquiry service connects members with potential business opportunities. Whether you're looking to find buyers, suppliers, or strategic partners, we facilitate the best deals by linking you with relevant stakeholders across the textile machinery industry.

**3. International Exhibition Participation**

* **Description**: We secure pavilions at leading international exhibitions, offering Indian businesses the opportunity to exhibit globally. Members benefit from prime locations, increased visibility, and access to networking opportunities with key global industry players.

**4. Trade Information (Knowledge Sessions & Webinars)**

* **Description**: Staying informed and up-to-date with the latest industry trends and developments is crucial for business success. Our trade information service offers members access to regular knowledge sessions, webinars, and expert-led discussions on a wide range of topics related to the textile machinery industry. Our events are designed to enhance your business experience by equipping you with practical knowledge and actionable strategies to navigate the evolving landscape of textile machinery.

**General Guidelines for each service**

**1. Trade Missions (Inbound & Outbound)**

* **Guidelines**:
  1. **Eligibility**: Members must be in good standing and actively engaged in the textile machinery industry.
  2. **Registration**: Interested members must complete the mission registration form and provide details about their objectives (e.g., meeting potential buyers, exploring joint ventures).
  3. **Mission Objectives**: Each trade mission will have defined goals such as networking, site visits, or exploring market opportunities. Participants are encouraged to specify their interests early.
  4. **Preparation**: Participants are expected to attend preparatory meetings and briefings to understand the target market and prepare for business meetings.
  5. **Participation Fees**: Fees for trade missions will vary depending on location and itinerary. Members will receive detailed cost breakdowns in advance.
  6. **Post-Mission Reporting**: Upon return, participants are encouraged to submit feedback and outcomes from their mission (e.g., deals closed, connections made) to assess mission success.

**2. Trade Enquiry (Business Opportunities)**

* **Guidelines**:
  1. **Eligibility**: Only members are eligible to submit or receive trade enquiries. Non-members are encouraged to register for membership to access this service.
  2. **Submission of Enquiries**: Members looking for buyers, suppliers, or partners should submit a detailed trade enquiry through the platform, including specifics about their business requirements.
  3. **Response Time**: Trade enquiries will be processed within 5-7 business days, and relevant matches will be shared with the member promptly.
  4. **Confidentiality**: All trade enquiries are handled with strict confidentiality. Information about deals or interested parties will not be disclosed without member consent.
  5. **Follow-Up**: Members should follow up on leads provided within a reasonable time frame to maintain professional relations and keep trade discussions active.

**3. International Exhibition Participation**

* **Guidelines**:
  1. **Exhibition Selection**: Members will receive emails regarding upcoming international exhibitions. The final selection will be made based on member interest, collected through surveys or direct feedback.
  2. **Pavilion Participation**: Once an exhibition is selected, members will be invited to participate in the pavilion under ITME Society’s umbrella. Space allocation within the pavilion will be based on a first-come, first-served basis.
  3. **Application Process**: Members interested in exhibiting must submit an application form detailing their business focus and goals for the exhibition.
  4. **Payment**: Participation fees, including pavilion costs, must be paid in full before the deadline to secure space.
  5. **Marketing Support**: Members exhibiting in the pavilion will receive marketing support, including promotional materials, visibility in exhibition catalogs, and opportunities for speaking engagements (subject to availability).
  6. **Logistics**: ITME Society will provide logistical support for participants, including booth setup, transportation assistance, and on-site support.

**4. Trade Information (Knowledge Sessions & Webinars)**

* **Guidelines**:
  1. **Participation**: All members are eligible to participate in knowledge sessions and webinars. Non-members can attend on a paid basis or register for membership to access future events.
  2. **Registration**: Pre-registration is mandatory for all events. Members will receive invitations via email with event details and registration links.
  3. **Content Suggestions**: Members are encouraged to submit topics or areas of interest for future knowledge sessions and webinars to ensure the content remains relevant and valuable.
  4. **Event Format**: Sessions will be hosted either virtually (for webinars) or in-person at our ITME Centre. Virtual events will be conducted via secure platforms, and access links will be shared upon registration.
  5. **Recording and Resources**: Webinars and sessions may be recorded, and recordings will be made available to members post-event. Supporting materials (slides, articles, etc.) will also be shared where applicable.
  6. **Feedback**: After each session, participants will be asked to provide feedback to improve future sessions and address additional member needs.