



Bilateral scheduler opens Wednesday, 23 September 2026 – for booking your one-to-one meetings

Dear Member,

The bilateral meeting scheduler will be available from 23 September 2026. Please keep in mind that meetings are arranged on a company-to-company basis, so only the delegates handling the bilaterals for your company will be listed in the online system.

Key points to keep in mind:

- Each member company will receive a single login for the bilateral scheduler.
- Only block your time slots if you are completely unavailable, as this helps maintain flexibility in scheduling for fellow members.
- If your company requires additional meeting slots, you may request a second login by providing the name and unique email address of another delegate.
- All meeting requests will be auto approved and added to your calendar, blocking the scheduled time. Meetings can be cancelled and rescheduled if necessary.
- The login details and full instructions for using the system will be sent to your meeting administrator when the scheduler opens at 9am London time on 23 September 2026.

For more details, including the full delegate list, guidance on using the bilateral scheduler, gala dinner menus, and more, please visit the [EGM 2026 Shenzhen](#) website

Wishing you a great day.

Kind regards,

Nicki Mears
Event Manager