



## CTU TouchPoint Speed Networking

**Wednesday 1st May 2019 at 3:30pm, Port of Spain Ballroom, Hyatt Regency Trinidad**

The Caribbean Telecommunications Union (CTU) TouchPoint will be used in the CTU's 30th Anniversary event **Speed Networking** session.

### WHAT TO EXPECT

Using the CTU-designed web application, registered participants at this event will be able to secure a one-on-one 10 minute networking spot with regional Government Ministers and other senior officials in attendance. During the networking session, participants must move on to their next appointment at the end of their 10 minute time slot. If a participant has an opening in their schedule, they can be assigned to meet a Minister who is also available at that time.

### SIGNING UP

Please register at [ctutouchpoint.com](http://ctutouchpoint.com) by clicking on SIGN UP on the home page. Complete your Profile and click REGISTER. You will then receive an email containing a verification code, sent to the email address you provided. Enter the code on the Validate page and click on VALIDATE.

Once your email address has been verified, you will receive another email containing the credentials required for accessing the upcoming TouchPoint session – your email address and an assigned password.

Enter that information into the Log In page. Once logged, you will be able to view and select the Ministers you wish to meet with at the times they remain available to meet.

### USING CTU TOUCHPOINT

**Ministers:** please simply view the schedule of your appointments. Go to [ctutouchpoint.com](http://ctutouchpoint.com) and click on [Ministers' Portal](#) at in the top right corner of the screen. Note, no registration is required.

**Participants:** after registering, select the Ministers with whom you wish to network by clicking on the [Ministers' Portal](#) to see if the Ministers you wish to meet are free at times convenient to you. Then, click on [Log In](#), enter your email address and assigned password and click on SUBMIT. Choose the times and select the Ministers you wish to see at those times. Click on CONFIRM and your appointment with the Minister will be added to your meetings schedule. Click on VIEW SCHEDULE to see your various appointments.