

TUTTOFOOD 2025

QUICK GUIDE TO THE BUSINESS AGENDA

TF

TUTTOFOOD
INTERNATIONAL
FOOD EXHIBITION **MILANO**
5|8MAY.2025

WHAT IS THE BUSINESS AGENDA?

The business agenda is an easy-to-use online tool that will allow you to manage in advance the meeting request from buyers of TUTTOFOOD 2025.

You can access the business agenda by the following link::

<https://catalogo.fiereparma.it/manifestazione/tuttofood-2025/>



REMEMBER: It is essential to validate each meeting. Remind the buyer to scan your QR code (you will find it on your agenda page on the catalogue portal) via the TUTTOFOOD 2025 app.



1. CHANGE LANGUAGE AND LOGIN



2. AGENDA



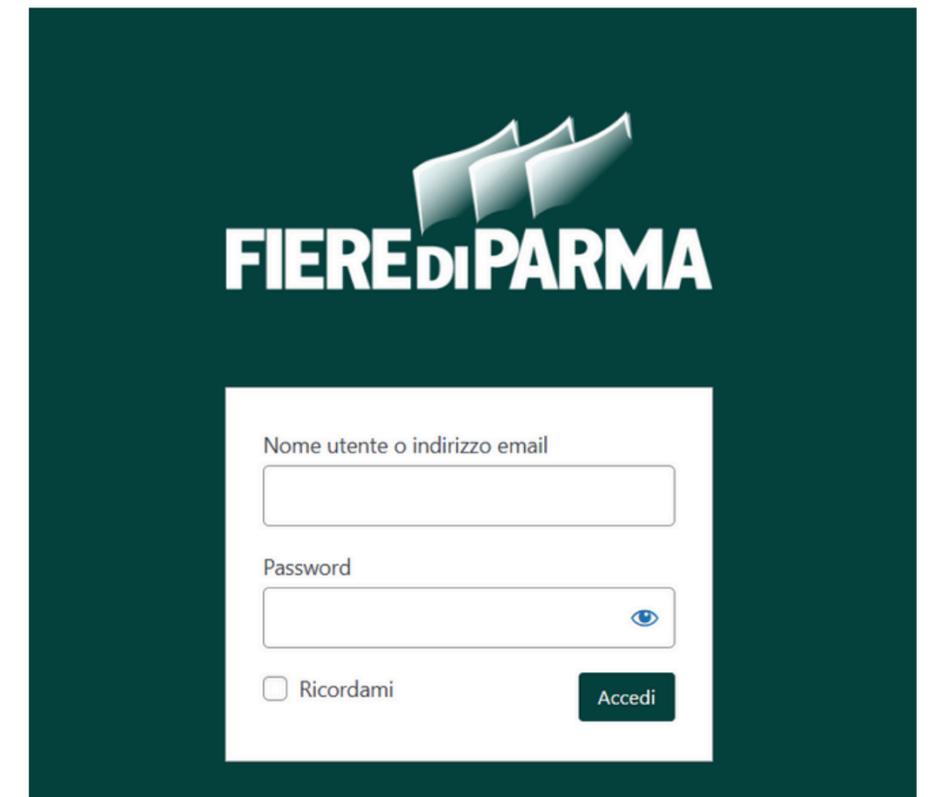
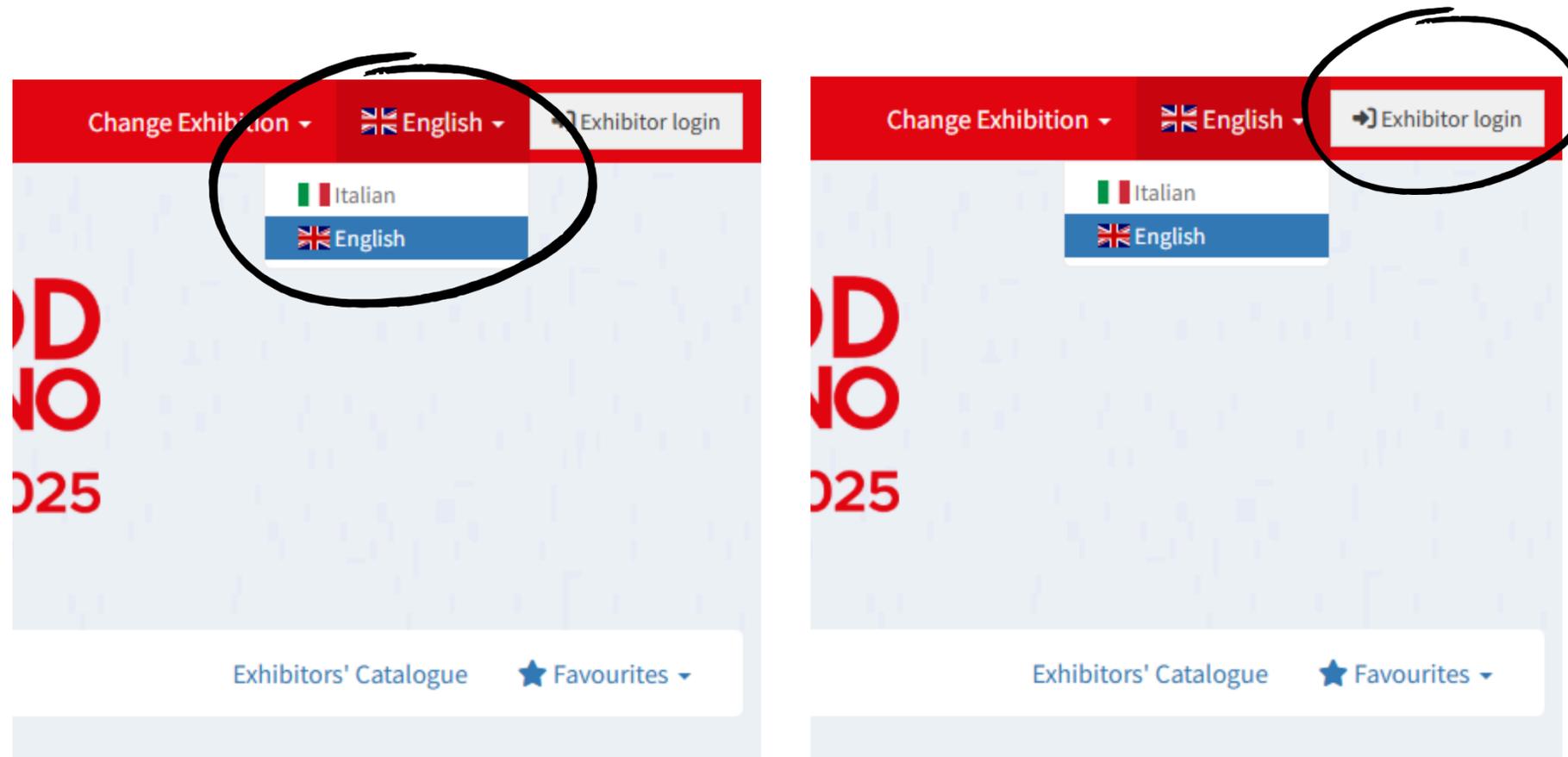
3. MANAGEMENT OF MEETINGS



1. CHANGE LANGUAGE AND LOGIN

If you find the website in Italian, you can change language to English and login with your credentials at the following link:

<https://catalogo.fiereparma.it/wp-login.php?t=Rk76UB5U5JtenywbuML8>

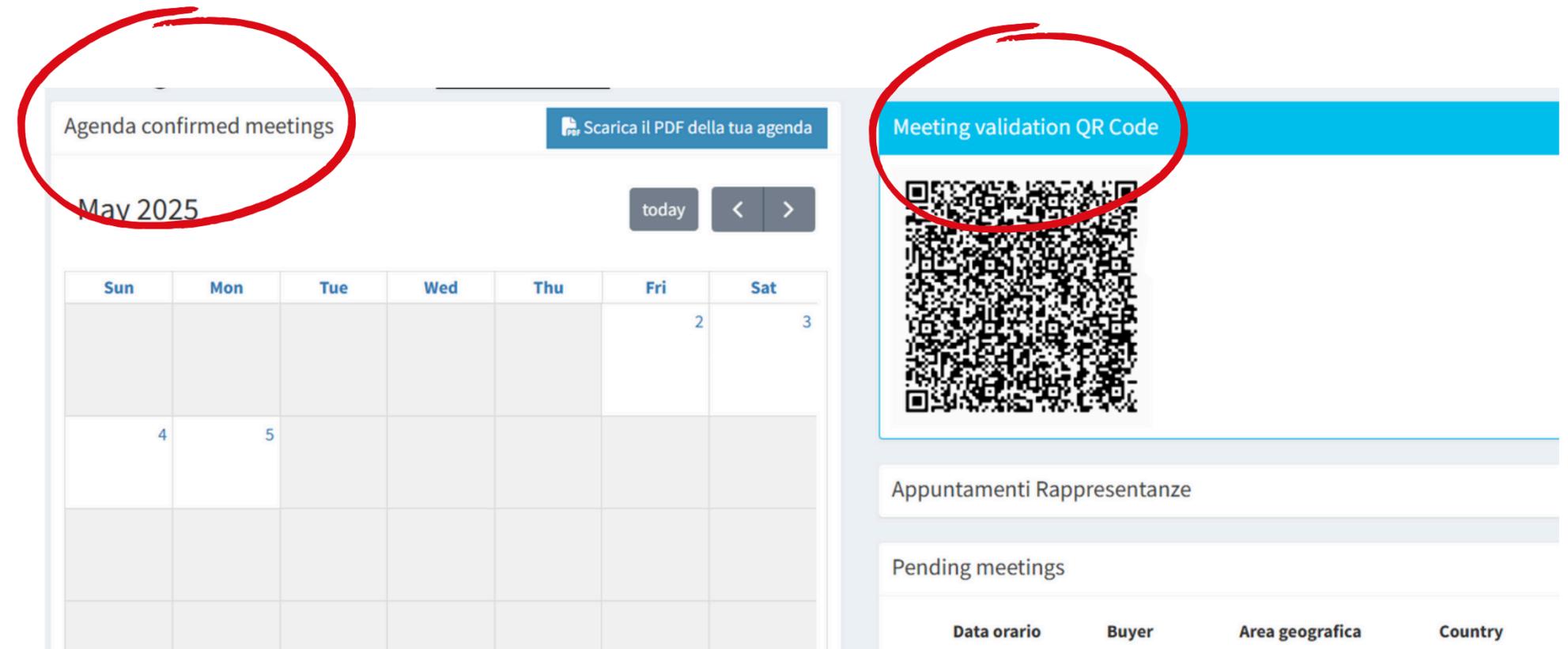
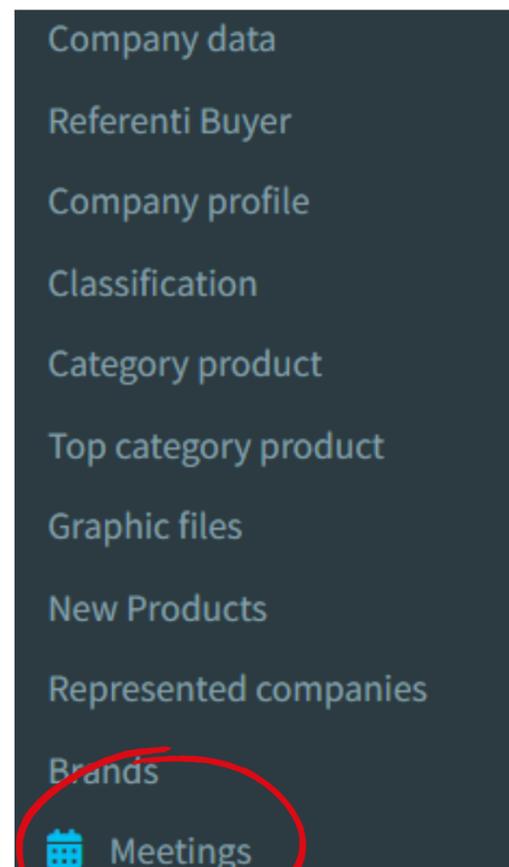




2. AGENDA

By entering the "meetings" section you can:

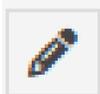
- view your personal meetings calendar (if you are a "buyer contact", you can also view the complete meetings calendar of your company);
- view and download the QR code that the buyer will have to scan;
- manage your meetings
- download your personal agenda in PDF format





3. MANAGEMENT OF MEETINGS

Each referent can manage the meeting requests.

Appointments preceded by the pencil symbol () can be managed, appointments with the eye symbol () can only be viewed because they are already managed by another colleague of yours. If a meeting request has the pencil symbol, you can also assign it to a colleague.



Assegna appuntamento ad altro Referente Buyer 

Referente *

Nessun referente 

[Assegna Referente](#)



The list of confirmed, rejected and unconfirmed meetings will appear on the right side of the “meetings” section, with the appointments data (time, day, etc.). Selected the appointment you want to reply to, clicking the pencil, you will be able to: request a change to the appointment date from the buyer, confirm the appointment, reject the appointment, write a note to the buyer and, as previously mentioned, assign the appointment to a colleague.

Decline meeting

Reason *

Send message to

Decline meeting

Change meeting date

New date

New time

Send message to

Require change of appointment date

Send message to

Send message to

Send message

Confirm meeting

Send message to

Confirm meeting

We remind you that:

- requesting meetings is at the sole discretion of buyers;
- meetings will take place directly at your booth
- it is important to reply to every request received, even by refusing the appointment, if you're not interested;
- the working language is English. Fiere di Parma does not provide interpreters for managing meetings.

For further information, do not hesitate to contact us at businessagenda@fiereparma.it or call +39 0521 996 875