

24 May 2018

Catania, Italy

B2B @ EUSAIR Forum 2018



REGISTRATION GUIDE

<https://b2b-eusair-forum-2018.b2match.io>



1. CREATE AN ACCOUNT

If you want to participate to the event, you need to register for this event via the b2match system. Every registration is associated to one email address.

Do you already have a b2match profile?

Please check if you already have a b2match profile. If so, no need to create an additional one.

- Click on Register now
- Enter your email address and click on Continue with email. Alternatively, you can log in using your Google or LinkedIn account.

Registration

Choose how to proceed and start signing up for the event.

[Continue with LinkedIn](#)

[Continue with Google](#)

or

[Continue with Email](#)

By signing up, I agree to b2match's [privacy policy](#).



2. CHOOSE YOUR TYPE OF PARTICIPATION

B2B @ EUSAIR Forum 2018
24 May 2018 / Catania, Italy

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PARTICIPATION TYPE ATTENDANCE PROFILE

Choose your type of participation

From Italy

International participants

Continue



3. PLAN YOUR ATTENDANCE

by selecting the session you are interested in. There will be 2 sessions. There will be a coffee break between 11:00 and 11:30

B2B @EUSAIR - Session 1

MATCHMAKING

Time Location

09:00 - 11:00 CET Monastero di San Nicolò l'Arena, Piazza Dante Alighieri, 32, 95124 Catania, Italy

The B2B event will take place in the **Benedictine Monastery of San Nicolò l'Arena**. It is located in the centre of Catania, just 10 minutes walk from the Cathedral square.

The venue is a late baroque monument and one of the biggest Benedictine monastery in Europe. The monastery is a **UNESCO World Heritage Site**. It hosts the **Department of Humanities of the University of Catania**.

B2B @EUSAIR - Session 2

MATCHMAKING

Time Location

11:30 - 13:30 CET Monastero di San Nicolò l'Arena, Piazza Dante Alighieri, 32, 95124 Catania, Italy

The B2B event will take place in the **Benedictine Monastery of San Nicolò l'Arena**. It is located in the centre of Catania, just 10 minutes walk from the Cathedral square.

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4. COMPLETE YOUR PROFILE

by adding information about you and your organisation.


The following information is mandatory: job position, phone number, organisation name, organisation type, organisation description, address (at least city and country), areas of activity (at least one area) and any mandatory questions added by the organisers.

Choose your Support Office from the list: they will be the ones who will assist you from the registration to the follow up.

Personal Information

Job Position *

Phone Number *
Only the Events Organiser can see your phone number

Profile Picture  [Click here to upload a profile picture](#)

Use a picture that gives the attendees a good impression of who you are. No logos or pictures of landscapes please.

Organisation Information

Organisation Name *



5. REGISTRATION COMPLETE

Once the mandatory information filled in, you will be redirected to your dashboard.

The screenshot shows a user dashboard for the Vienna Startup Summit 2018. The header includes the event name, dates (1-2 October 2018 / Vienna, Austria), and navigation links: Home, Participants, Marketplace, Agenda, Meetings, and a user profile icon labeled 'test'. The main content area features a profile card on the left with a circular profile picture, the name 'test registration', title 'Project Manager at b2match', location 'Vienna, Austria', and an 'Edit my profile' button. Below the profile card are links for 'My profile', 'My attendance', 'Organiser questions', and 'Account settings'. To the right, a teal banner reads 'You've successfully signed up for the Vienna Startup Summit 2018!' with a thank-you message and a note about email confirmation. Below this, an orange banner states 'Your profile is waiting to be activated!' and explains that the profile will be visible to other participants once activated. At the bottom, it shows the user's company as 'b2match' under the heading 'Company / Visitors'.

You will receive a notification by email as soon as your profile will be activated by the organisers, after checking the relevance of the information. Please note that you will not be able to send or receive meeting requests until you are activated by the organiser.



6. UPDATE YOUR PROFILE

You can update your profile, attendance, account settings and add Marketplace entries at any given time.

- Updating your profile: click on “Edit my profile” in the dashboard
- Updating your attendance: go to “My attendance” in the dashboard
- Updating your account settings: go to “Account settings” in the dashboard
- Add Marketplace entries by clicking on one of the options available.

| | |
|--|--|
| <p>+ Product</p> <p>Add and describe a product you are offering to your profile and explain what you are looking for.</p> | <p>+ Service</p> <p>Add and describe a service you are offering to your profile and explain what you are looking for.</p> |
| <p>+ Partnership</p> <p>Add this if you are interested in engaging in a partnership with an other organisation.</p> | <p>+ Project Cooperation</p> <p>Add a cooperation wish if you are looking for a cooperation partner for you project.</p> |



7. REQUESTING MEETINGS

Check participant profile on the event website, in **Participants** or **Marketplace** menus.
Use the filter options to find appropriate meeting partners

The screenshot shows the 'Participants' page of the Vienna Startup Summit 2018 website. The top navigation bar includes 'Home', 'Participants', 'Marketplace', 'Agenda', and 'Meetings', with a user profile 'test' on the right. Below the navigation, the event details 'Vienna Startup Summit 2018' and dates '1 - 2 October 2018 / Vienna, Austria' are displayed. A status bar indicates 'You can request 27 meetings • 0 accepted requests • 0 open requests'. A search bar is present with the placeholder 'Type here to search'. Filter options for 'Countries', 'Organisation types', and 'Areas of activity' are available. The main content area shows 'Participants found: 52' and a 'View' dropdown set to 'Person'. The list of participants includes:

- registration test**: Project Manager at b2match, Vienna, Austria. Status: Your profile.
- Popovic Goran**: awdawdaw at awdawdaw, Zagreb, Croatia. Status: Available.
- Popescu Aneta**: PM at Lively, Whitchurch, United Kingdom. Status: Not available.
- Schrobiltgen Matthieu**: test at test, Wien, Austria. Status: Not available.

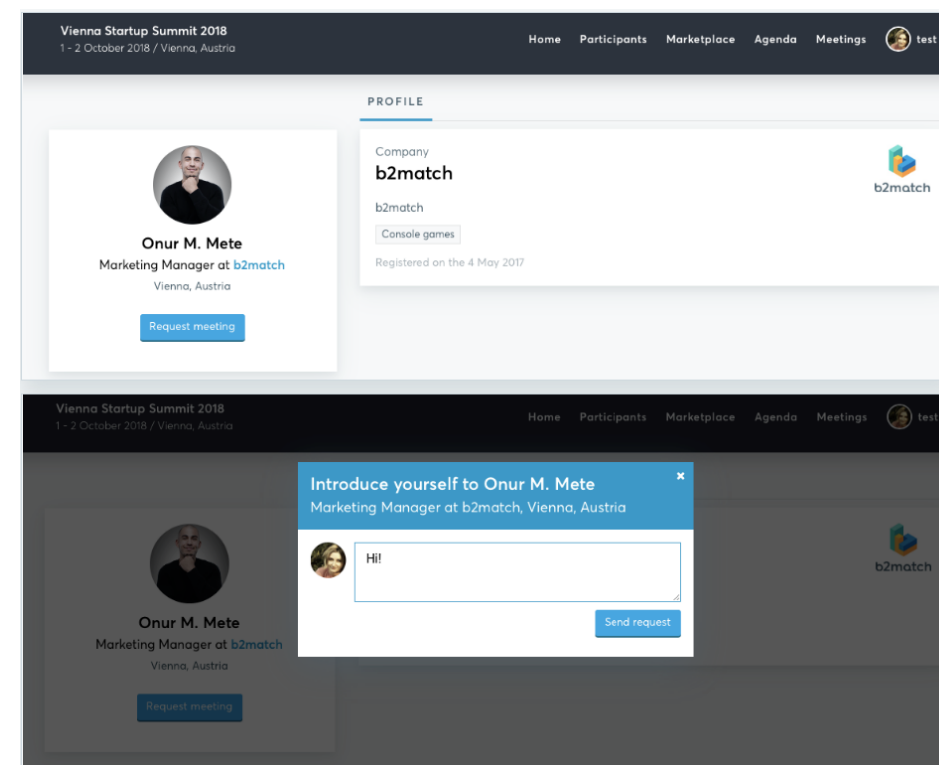
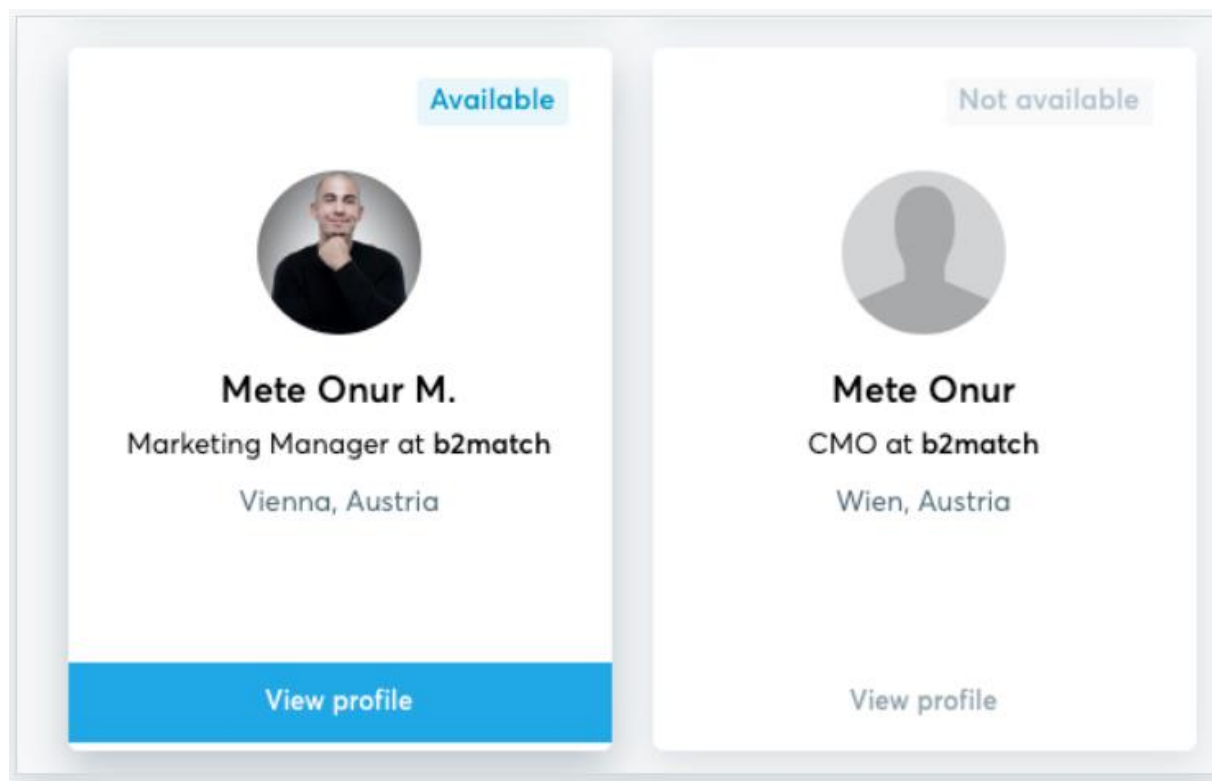
Each participant card includes a profile picture, name, role, location, and a 'View profile' link.

- Only the participants who selected common matchmaking sessions will be shown as available to you.
- The number of meetings you can request, accepted requests and open requests will be displayed at the top of the page.



7.a REQUESTING MEETINGS

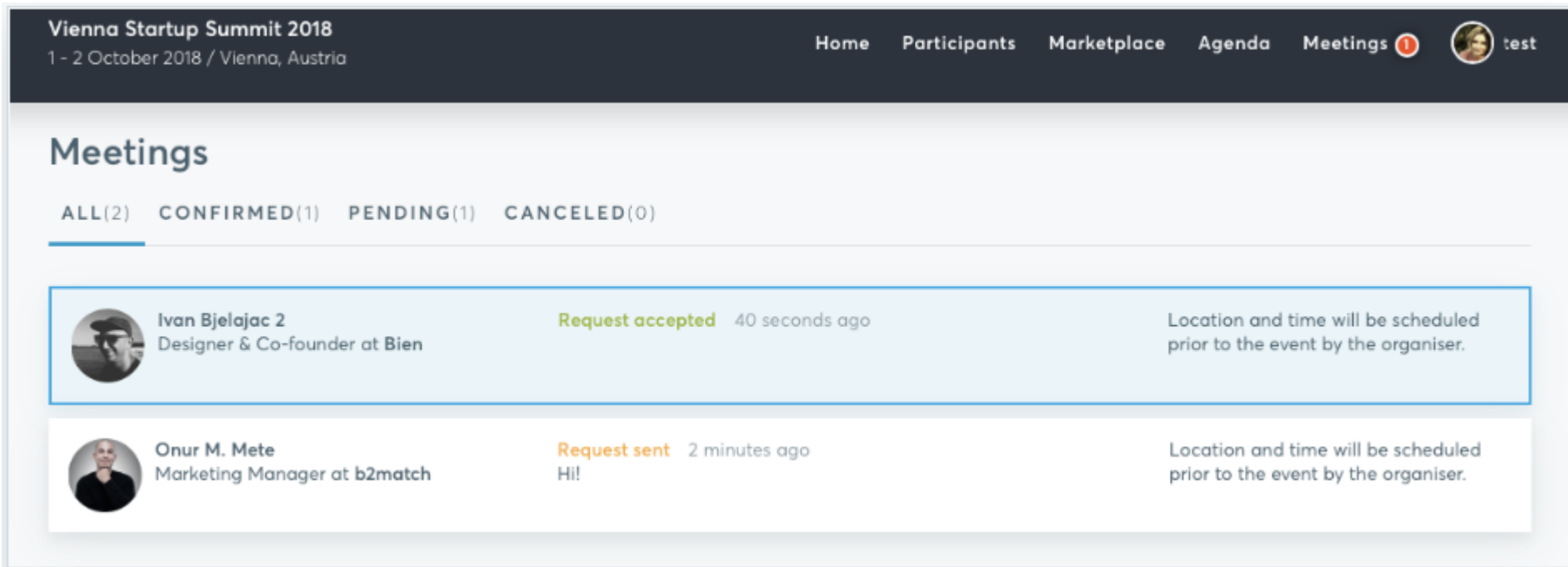
Click on View profile to see the complete participant profile or the Marketplace entries;
Send a meeting request via the **Request Meeting** button.





You can send a message to introduce yourself

7.b REQUESTING MEETINGS

You can manage your meetings in the Meetings menu.



The screenshot shows the 'Meetings' section of the Vienna Startup Summit 2018 website. The header includes the event name, dates (1-2 October 2018 / Vienna, Austria), and navigation links: Home, Participants, Marketplace, Agenda, Meetings (with a notification icon), and a user profile for 'test'. Below the header, the 'Meetings' title is followed by filters: ALL(2), CONFIRMED(1), PENDING(1), and CANCELED(0). Two meeting requests are listed:

| Profile | Status | Time | Message |
|---|------------------|----------------|---|
|  Ivan Bjelajac 2 Designer & Co-founder at Bien | Request accepted | 40 seconds ago | Location and time will be scheduled prior to the event by the organiser. |
|  Onur M. Mete Marketing Manager at b2match | Request sent | 2 minutes ago | Hi! Location and time will be scheduled prior to the event by the organiser. |

Remember that a high quality profile and Marketplace entries will increase the number of your meetings and will enhance the matchmaking experience.



WELCOME ONBOARD QUESTIONS? CONTACT US!

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