Innovat&Match 2019

https://innovatematch2019.b2match.io/

Participants' Guide

Registering

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.
If you already have a b2match profile, you will only be prompted for your password.

Enter your password.

If you don't remember it, click on **Forgot password**. Enter your email address in order to reset your password.
Reset your password
Enter your email address and we'll send you a link to reset your password.

Email

Reset Password

Create a b2match profile
Create an account in order to be able to participate in the events organised with b2match by filling in your name and a password.

Create an Account
Create an account to set up an profile for multiple events.

First name

Last name

beatris+19@b2match.com

Password

Create b2match account

By signing up, I agree to b2match’s privacy policy.
Registering for the event

- Click on **Register now**
- **Enter your password** or **create an account** if you don't have one
- Choose your **type of participation**. This will be shown only of the organiser added it to the registration process.
1. ATTENDANCE

Plan your attendance by selecting the session you are interested in. According to the settings applied by the organisers, you will be able to select only one session in one particular time slot or several sessions in one time slot; some sessions having the same track can be mandatory or you are free to choose your sessions the way you like.
2. PROFILE

_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.

You can send and receive meeting requests only if you select at least one matchmaking session.

**Complete your profile**

Add information about you and your organisation to your profile so that participants can get a better understanding of what you are looking for and can offer.

**Personal Information**

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

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

When organisers have approved your profile, you will see the **Your profile is waiting to be activated** message. You will receive a notification by email as soon as you will be activated. Please note that you will not be able to send or receive meeting requests until you are activated by the organiser.
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 and tick the sessions you want to participate to or untick the ones you will not participate to
- Updating your account settings: go to Account settings in the dashboard
- Add Marketplace entries by clicking on one of the options available. These are set by the event organisers and they are used by the participants in order to search suitable partners.

- **Product**
  Add and describe a product you are offering to your profile and explain what you are looking for.

- **Service**
  Add and describe a service you are offering to your profile and explain what you are looking for.

- **Partnership**
  Add this if you are interested in engaging in a partnership with an other organisation.

- **Project Cooperation**
  Add a cooperation wish if you are looking for a cooperation partner for you project.
Requesting meetings

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

- 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.
Click on **View profile** to see the complete participant profile or the Marketplace entries. You will have the participant's information here.

Send a meeting request via the **Request Meeting** button. You can add a message in order to introduce yourself.
You can manage your meetings in the Meetings menu.

Your request will be automatically accepted but manually declined (in case) by the other participant. The meeting will be scheduled at a later stage.

A high quality profile and adding Marketplace entries will augment the number of your meetings and will enhance the matchmaking experience.

Couldn’t find what you’re looking for?
Contact Innovat&Match Main Organisers