Global Innovation Summit 2026

Registration Guidelines for Participants
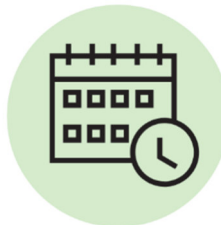
ONLINE REGISTRATION
FROM 1 NOVEMBER 2025

Pages 1-3

CREATE OPPORTUNITIES

Pages 4-6

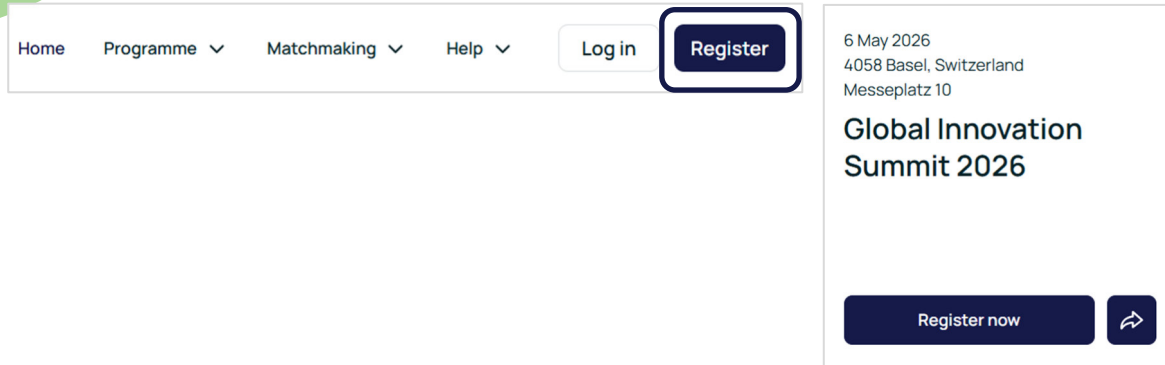**PREPARE YOUR SCHEUDLE**

Page 7

BOOK MEETINGS
FROM 1 MARCH 2026

Pages 8-9

Complete the online registration.

1. Click the "Register now" button on the top right of the front page of the website.

2. **Log in** (if you have used B2M before) or **create a new account**.

   <u>WARNING</u>: Only one email per participant/profile can be used. Avoid using emails like contact@... or info@... if several people from your company need to register! Only use company email addresses.
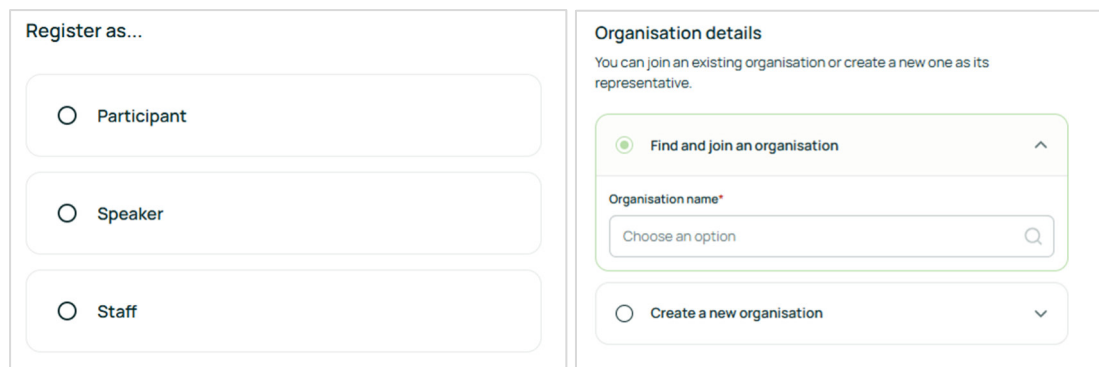
3. Select your category as a *participant* and enter your organisation's details.
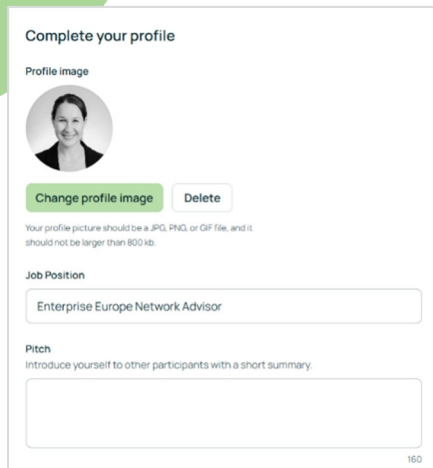
4. Complete your profile

Complete your profile

Profile image

Change profile image   **Delete**

Your profile picture should be a JPG, PNG, or GIF file, and it
should not be larger than 800 kb.

Job Position

Enterprise Europe Network Advisor

Pitch

Introduce yourself to other participants with a short summary.

160

5. Complete your organisation information

This is the most essential part of your registration

The description part will form the first impression other participants have of your
company (visible under the *Participants* tab on the website)

A good profile will enhance your chances of having numerous targeted requests.

Organisation details

Short description

Write a short description that will be visible on the list of organisations.   140

Full description*

B *I* 🔗 ≔ ≔

Innosuisse is the Swiss Innovation Agency. We support SMEs, start-
ups, research institutions and other Swiss organisations in their
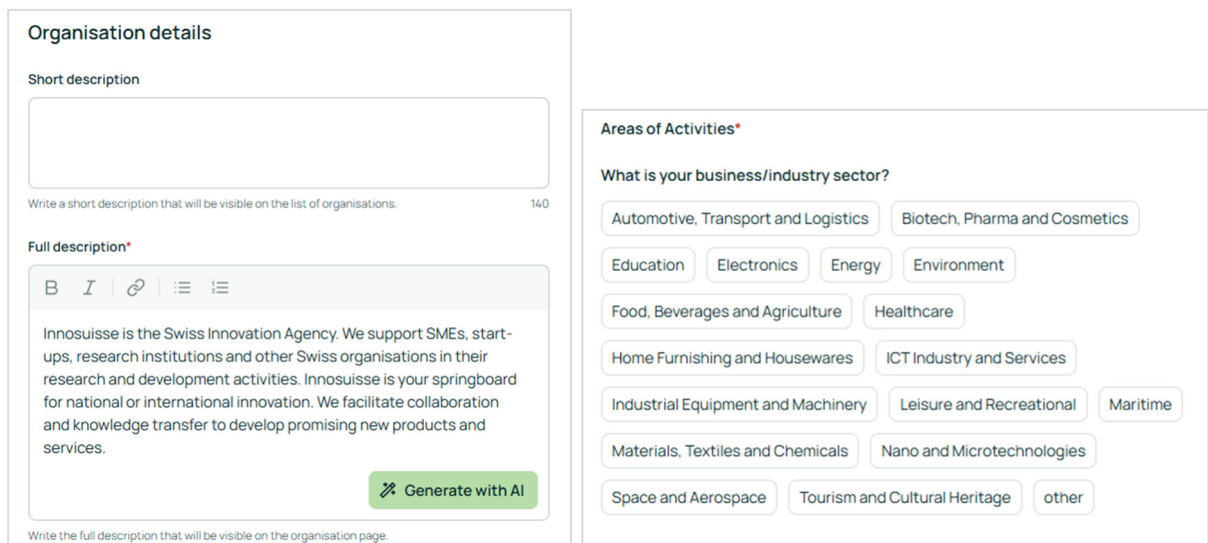research and development activities. Innosuisse is your springboard
for national or international innovation. We facilitate collaboration
and knowledge transfer to develop promising new products and
services.

🖋 Generate with AI

Write the full description that will be visible on the organisation page.

Areas of Activities*

What is your business/industry sector?

Automotive, Transport and Logistics   Biotech, Pharma and Cosmetics

Education   Electronics   Energy   Environment

Food, Beverages and Agriculture   Healthcare

Home Furnishing and Housewares   ICT Industry and Services

Industrial Equipment and Machinery   Leisure and Recreational   Maritime

Materials, Textiles and Chemicals   Nano and Microtechnologies

Space and Aerospace   Tourism and Cultural Heritage   other

6. **The registration is complete and pending validation by the organisers.**
   You are forwarded to your profile dashboard, where you can further prepare your profile
   for the matchmaking.

Prepare your profile for matchmaking and the conference

The Global Innovation Summit 2026 will have two dedicated matchmaking sessions as part of the conference programme (see *Agenda*). To profit from the sessions, you may optimally prepare your profile for the booking period opening on 1 March 2026 by:

➢ **Creating Opportunities**

➢ **Preparing your schedule & setting your availabilities**

Both options can be initiated from your profile Dashboard.
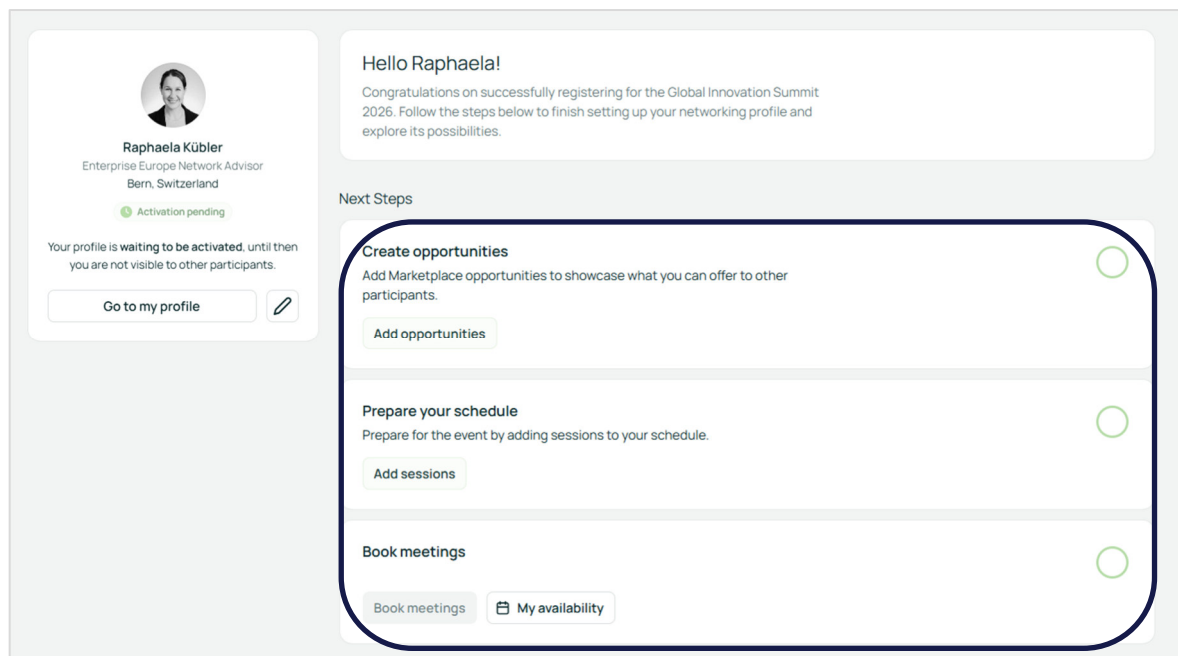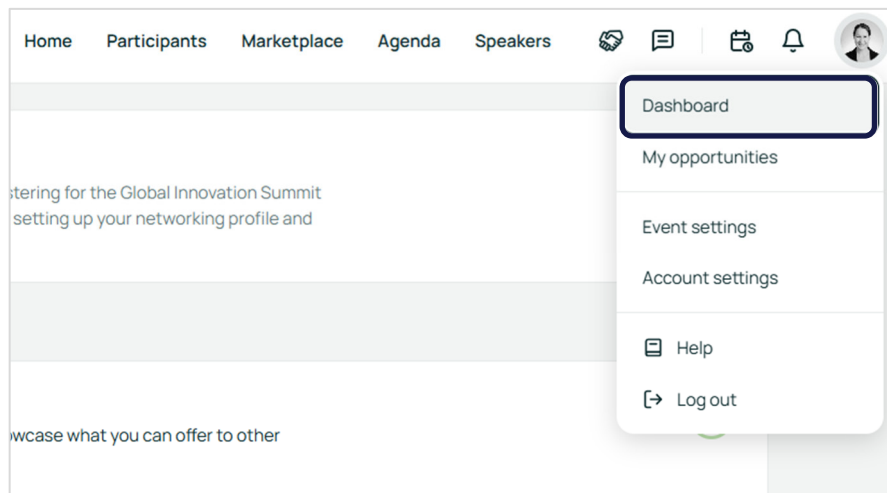
Create Opportunities (you can add more than one)

Opportunities are collaboration offers visible under the Marketplace tab, serving as the baseline for booking meetings for the matchmaking session at the Global Innovation Summit.
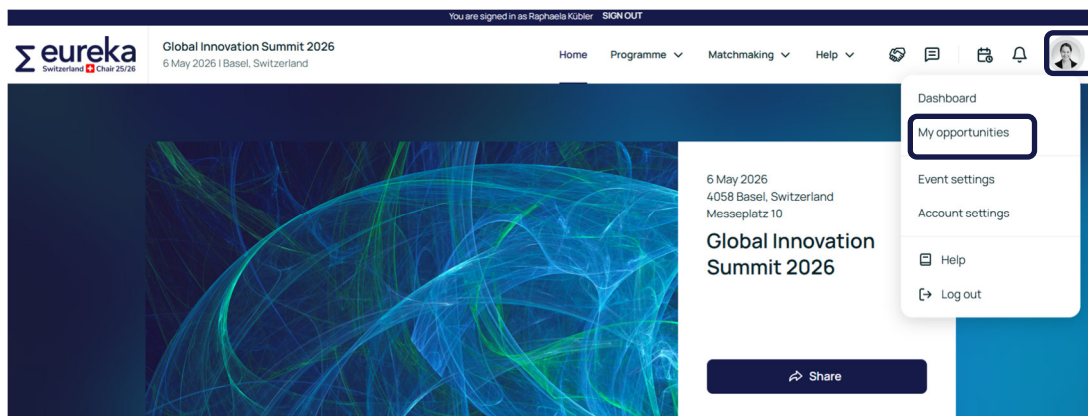
1. **Add an opportunity**
   There are several places from which you can add an opportunity to the Marketplace.

   ➔ Add an opportunity from your avatar.
   In the upper right corner of the event page navigation, click on your avatar, and from the drop-down menu, select *My opportunities*.

   On the Opportunities page, click on the *Add an opportunity button*. Next, choose the opportunity type you want to add and click *Next* to edit your opportunity.

   ➔ Add an opportunity from the event navigation.
   On the event page navigation, navigate to *Matchmaking*. Here, click on *Marketplace* and *Manage opportunities* to access the Opportunity page.
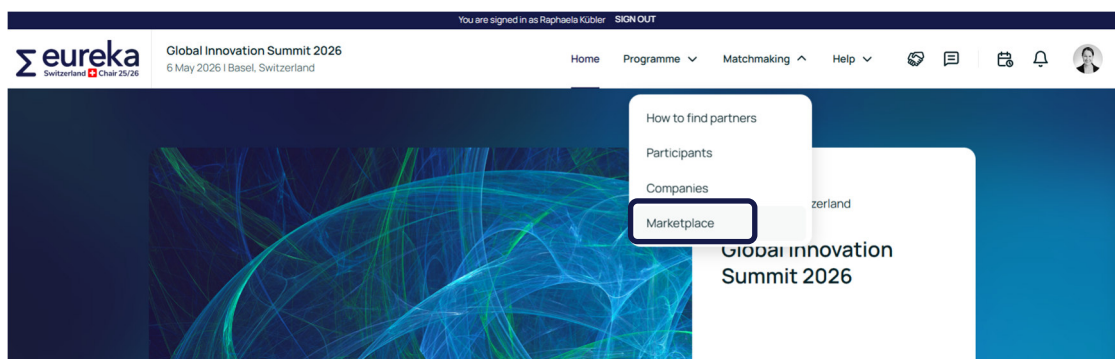
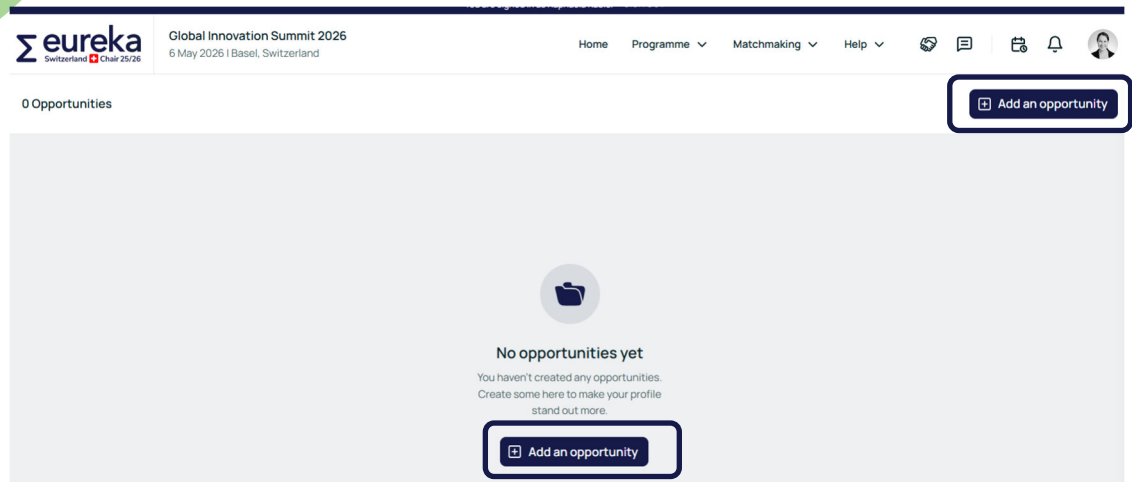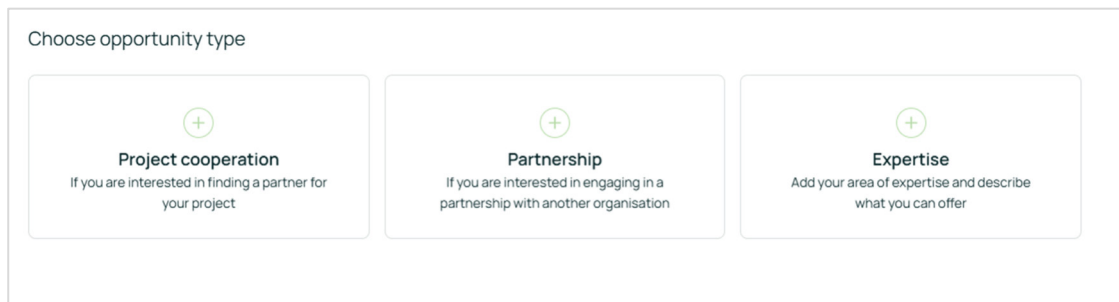Here, click on the " *Add an opportunity* button, and choose the opportunity type you want to add.

2. **Choose an Opportunity type**
You can choose between the following opportunity types:

- **Expertise -** add this opportunity to showcase your area of expertise, e.g. a research focus, knowledge about a specific technology or processes.

- **Partnership** - add this opportunity to indicate that you are interested in a specific partnership, e.g., a commercial agreement with technical assistance, an R&D cooperation agreement or an investment agreement.

- **Project Cooperation** - add this opportunity to express that you are looking for a cooperation partner to apply for a specific call, e.g. Eurostars or Horizon Europe.

3. **Comprehensively describe your opportunity**: Add videos, links and attachments
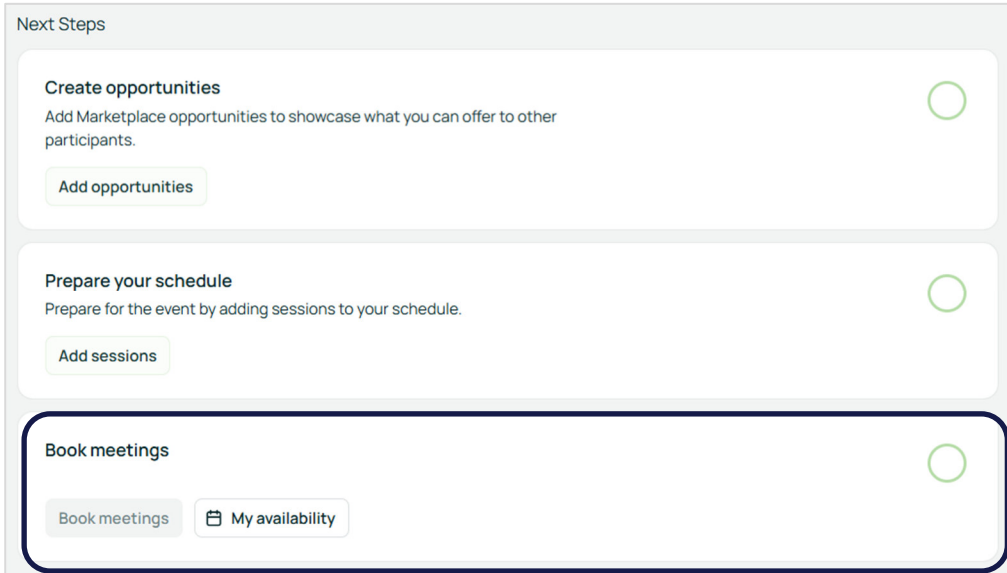
Prepare your schedule

Your meeting availability shows the time slots during which you are available for meetings.

By **default, you are set as available for meetings, and all meeting blocks** created by the organiser will automatically be added to your availability as you register for the event.

However, you have the flexibility to set your availability by removing specific time slots or entire meeting blocks if you wish to indicate you are unavailable during that time.

Following this, it's essential to **manually select the time slots when you are open** for meetings. This helps with scheduling meetings because the platform recognises which participants are free at any given time and finds the first available time slot for all the participants you want to meet with.

1. **Open your dashboard** from the drop-down menu by clicking on your avatar. Here, find the book meetings section and click on the *My availability* button to open the Availability modal.
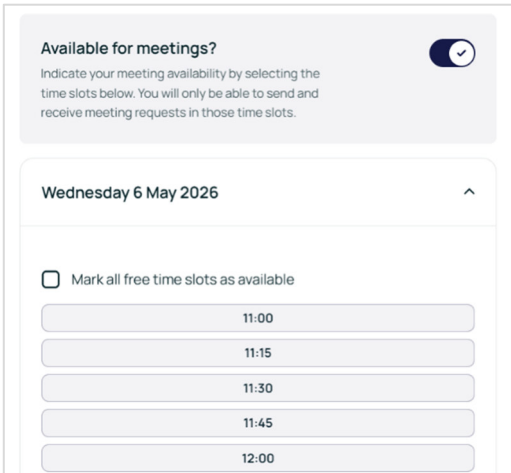
2. **Add or unselect the slots** according to your preference.

Book meetings (from 1 March 2026)

The scheduling of meetings as part of the matchmaking session is open from 1 March 2026.

1. There are several different pages where you can **request a meeting.**
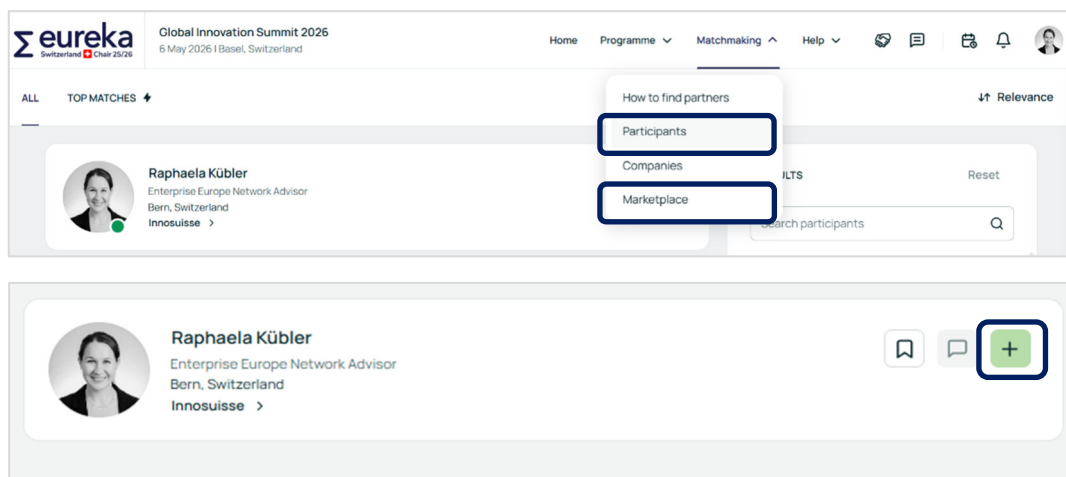
➔ Request a meeting through the Participant list.

Navigate to the Participant list, which includes all participants attending the event, by clicking on "Participants" in the event navigation under *Matchmaking.*

You can also access the participant list through your Dashboard. On your Dashboard, click on the *Book meetings button*. This will redirect you to the Participant list.

➔ Request a meeting through published Marketplace items

Navigate to the published marketplace items by clicking on *Marketplace* in the event navigation under *Matchmaking*. You may filter the items according to your interests and request meetings with the participants who published the items.

AI Meeting Recommender

The B2M AI recommender is an integrated tool of the platform to support your search for meeting partners.
Navigate to the Participant list by clicking on *"Participants" in the event page navigation under Matchmaking*. Then, click on the *Top matches* tab. Here, you can see all the recommendations the AI Meeting Recommender prepared for you. The *Top matches* tab displays interesting participant profiles with their names, job positions, location, pitch text, skills, and interests. You can also bookmark participants, send a message, or book a meeting directly by clicking on the plus icon.
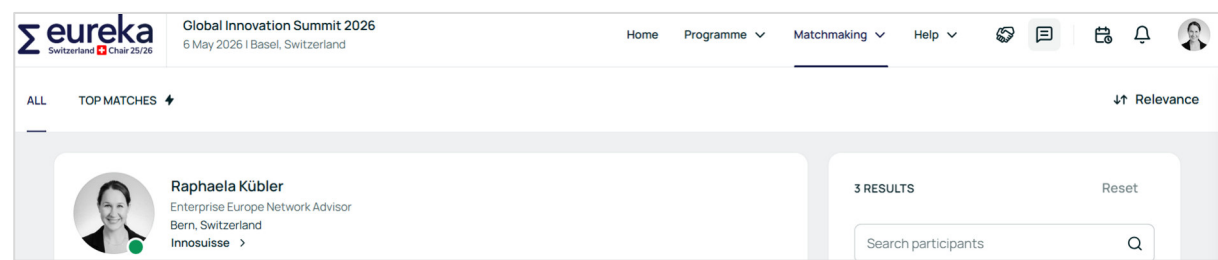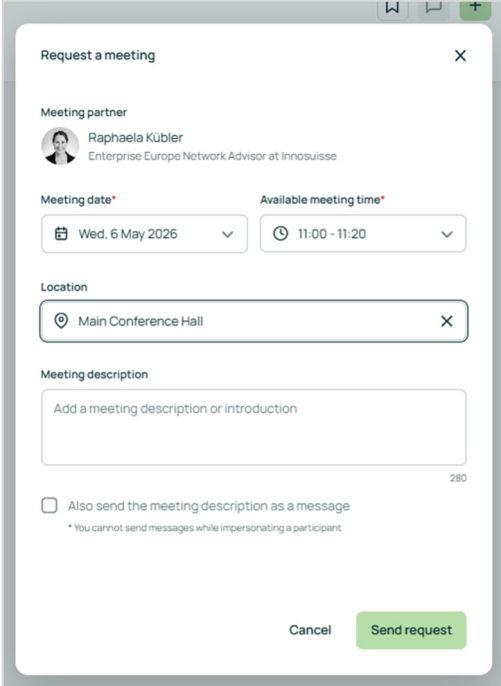
2. Define the meeting modal

After you click on *Request a meeting*, a meeting modal will open.

By default, meetings are configured as one-on-one meetings. In the *Request a meeting* modal, you can add more members and select the meeting date and meeting time. You may also write a meeting description to give the participant receiving the request a general idea of what the meeting will be about.

The meeting description can also be sent as a message, allowing you and the participant to start the conversation even before the meeting begins.