





# **GUIDELINES FOR B2MATCH TOOL**

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## B2match Agenda (see also <u>b2match support</u>)

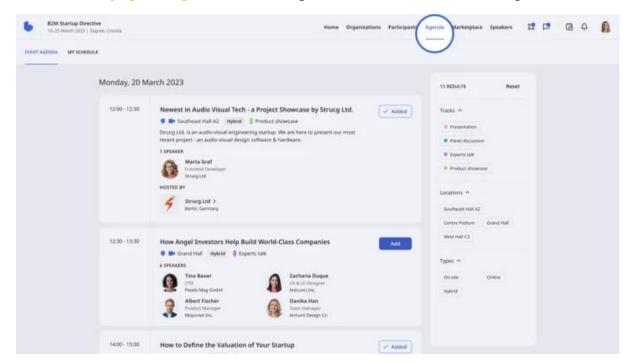
Our EGC2025 event offers you the opportunity to learn from different speakers in more than 40 Sessions. With so many activities happening, it's difficult to keep track. This is where an event agenda can help.

The agenda outlines all activities and helps you to have a clear overview of the event.

#### How can I access the agenda?

Please note that you must first log in to your personal b2match account

On the **event page navigation**, click on Agenda to view the whole event agenda.



Here, you will see all sessions on the event categorized by date, tracks or location. Under each date, you will see cards with information about sessions held on that day.





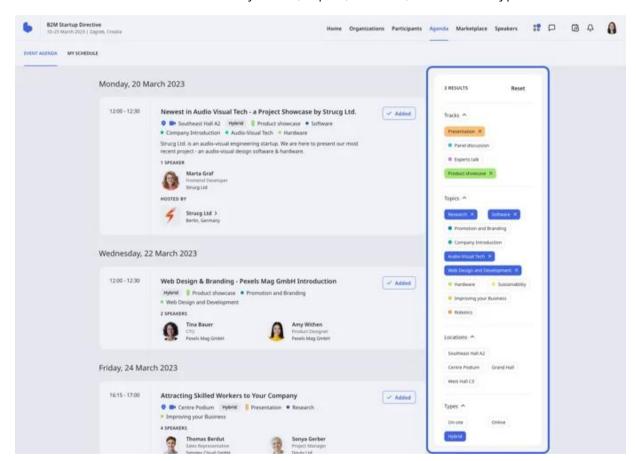


#### How can I find relevant sessions?

Every event consists of different sessions you can participate in, but it is impossible to attend every single one. This is why it is important to find sessions that may be suitable for you.

→ Filters can help you search for relevant sessions.

On the right side of the Agenda page, you will see all the filters you can use to search for sessions. Sessions can be filtered by tracks, topics, location, and session type.





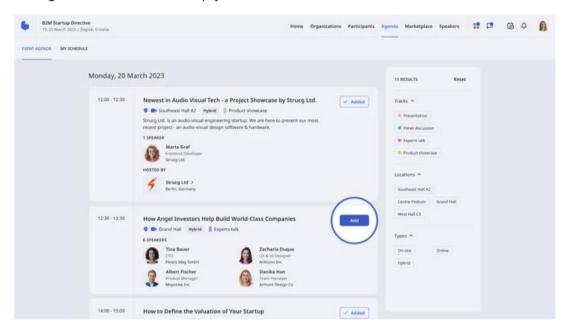




#### How can I register for a session?

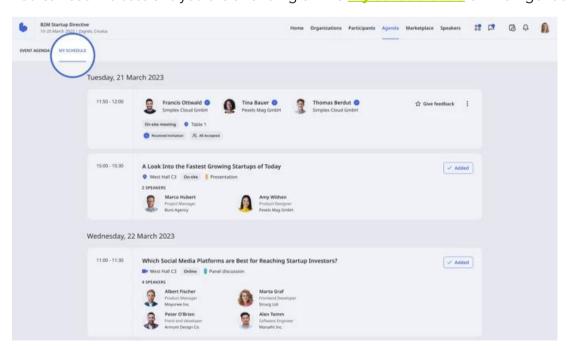
The first step to registering for a session is to open your agenda. On the event navigation, **click on Agenda**. Here, you will see all sessions at the event.

To register for a session, simply click on the **Add button** on the session card.



If you want to deregister for a specific session, **click on the Added button** which will appear instead of the Add button.

You can see the sessions you are attending on the My schedule tab on the Agenda page.



On the My schedule tab, you can see all the sessions, hosted sessions, and meetings you are attending categorized by date.



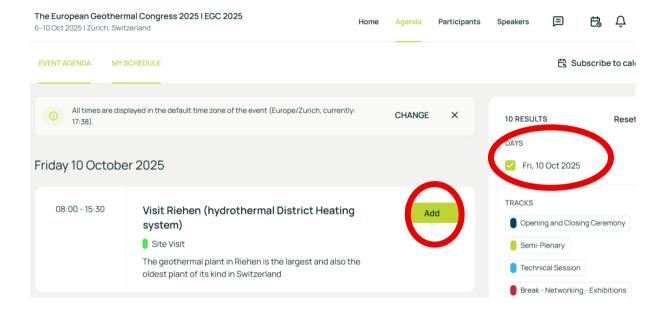




### How can I register for a Site Visits?

Participants with tickets for Site Visits on Friday 10th should select their desired Site Visits.

Under Agenda, you can <u>select Friday</u>, <u>10 October</u> and view the 10 available Site Visits. By clicking on a specific Visit, you can view the detailed programme. Once you have made your choice, click on ADD for the Visit of your choice.



If you don't have a ticket for Friday Site Visits but would like to attend a Visit, please contact the organisers so that we can issue you with an additional ticket for €70.







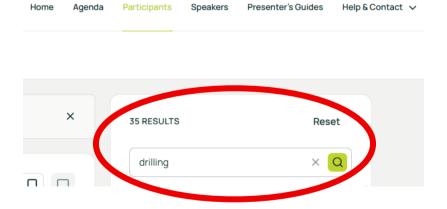
## 1-to-1 Meetings

#### **Complete your profil**

Please complete your profile in detail (about your skills and interests, your organisation) so that other participants can get to know you better and select you for 1-to-1 meetings -> Go to my profile



In the <u>participants section</u>, you can select keywords in "Search participants" to find other participants with whom you would like to exchange ideas in a 1-to-1 meeting.









## **Book -to-1 Meetings (Available only from Monday 25 August)**

(see also <u>B2match support</u> or ask to <u>ernst-jan.vanhattum@innosuisse.ch</u>)

In your **Dashboard**, go to "Book Meeting" (Available only from Monday 25 August)



#### then selected a person



Then choose the date and time of the appointment and send the request

