

DTA2: Online Matchmaking Session

Guidance for 1-to-1 matchmaking

To ensure a smooth and productive experience, please take a few minutes to review the guidance below and prepare ahead of the session.

1. Fill out your profile

To make the most of the session, please ensure that your **b2match profile is fully completed**. Your profile (including your interests, expertise, needs, and offers) is the key input for matchmaking.

[See instructions](#) and [fill out your profile](#).

2. Book and respond to meetings

How to book meetings

- Go to the 'Participants' section to browse the list of registered attendees.
- Use the filters (e.g. 'Areas of Activity', etc.) to find relevant contacts.
- Click on a participant's profile to view their details.
- Click 'Request Meeting' and select an available time slot, and add a short message explaining what you would like to discuss. Click 'Send Request' and look forward to the other participant accepting your request.

If you prefer not to select meetings yourself but are open to networking, the DTA team will match you with relevant participants based on your profile.

How to respond to a meeting invitation

You will receive email notifications when someone sends you a meeting request. Log in to your b2match account and go to 'Meetings' to view pending requests.

- Click on the request to 'Accept' or 'Decline'. If you accept, confirm a time slot for the meeting.
- Accepted meetings will appear in your personal agenda under 'My Agenda'.

How to manage your meetings and reach out to other participants

View all your meetings (scheduled, pending, cancelled) in the 'Meetings' tab. If needed, you can reschedule a meeting by opening it and selecting a new time slot (if rescheduling has been enabled by your peer). You can also message other participants directly through the platform's integrated messaging feature.

3. Check your schedule

On Monday, 6 July, your **finalised personalised meeting schedule will be available on b2match, [on your profile](#)** under the 'Agenda' tab, where you can review your upcoming meetings and prepare in advance.

During the session, you do not need to manage transitions manually. You will be automatically assigned to breakout rooms in Teams based on your schedule, ensuring a smooth and seamless flow between meetings.

4. Join the Teams meeting on Tuesday, 7 July 2026, at 14:00 CEST.

The **entire session will take place via Microsoft Teams**. You have received a Teams invitation.

At the time of the event, you can simply join via your calendar invite or access the session via the following link:
[Join the Online Matchmaking Session on 7 July!](#)

Please note that meetings will run back-to-back, so we encourage you to join on time and stay connected throughout the session.

5. Start a conversation

For your 1-to-1 meetings, focus on briefly presenting your priorities and exploring where collaboration could emerge. Some suggestions for questions:

- Could you briefly introduce your EDIH and the main areas you are working on at the moment?
- What stood out to you most from the EDIH Summit, and why did it resonate with you?
- What is one challenge or priority you are currently dealing with where peer exchange could be useful?
- Is there any experience, tool, approach or contact that your EDIH could share with others in the network?
- Based on this conversation, is there a concrete reason to stay in touch — for example, to exchange materials, make an introduction, or set up a follow-up call?

We look forward to welcoming you and to facilitating impactful exchanges, new connections, and concrete next steps for collaboration across the EDIH Network.

Should you have any questions ahead of the session, please do not hesitate to get in touch by sending us an email to support@edihnetwork.eu.

Kind regards,
The DTA Team