

Guideline for B2Match Event App

Welcome to the B2Match App!

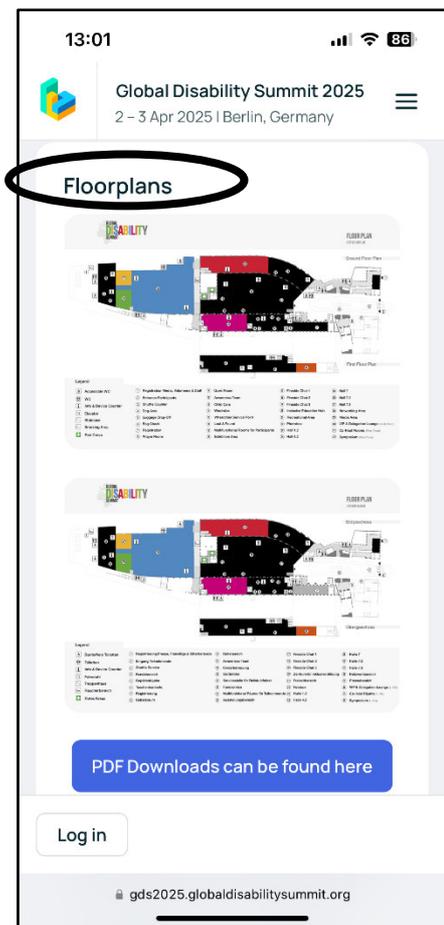
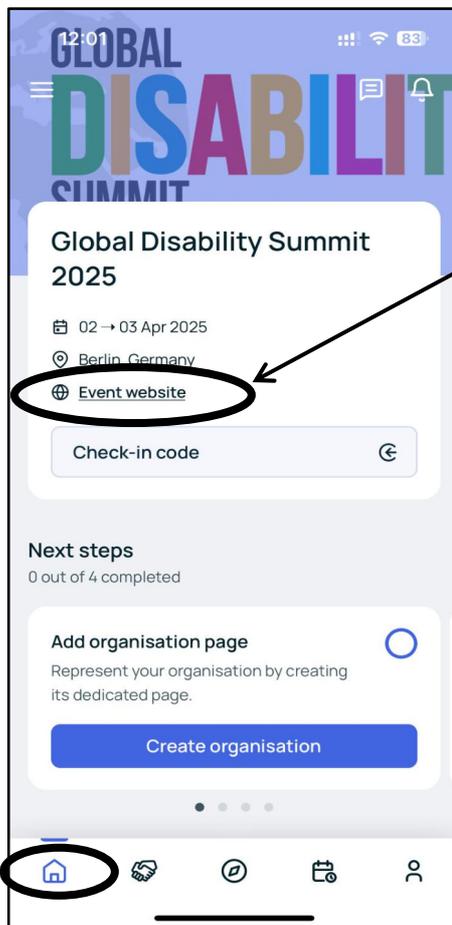
This app will help you follow the Global Disability Summit 2025 and create your own schedule. Here is an easy guide to using the app.

1. Floorplan

On the **main page of event website**, you can see the **Floorplan**. This shows you the layout of the STATION Berlin with all halls and areas.

You can find for example:

- Registration Area and Wardrobe
- Accessible WCs
- Quiet Room and Recreation Area
- Catering and Exhibition Area
- Various halls where stage program takes place
- And other Important Information (like entrances, exits, info and awareness counters, etc.)



1. Click the **“Event Website”** button.

2. Scroll down to see the **“Floorplan”** and then zoom in or click on it to view a larger version.

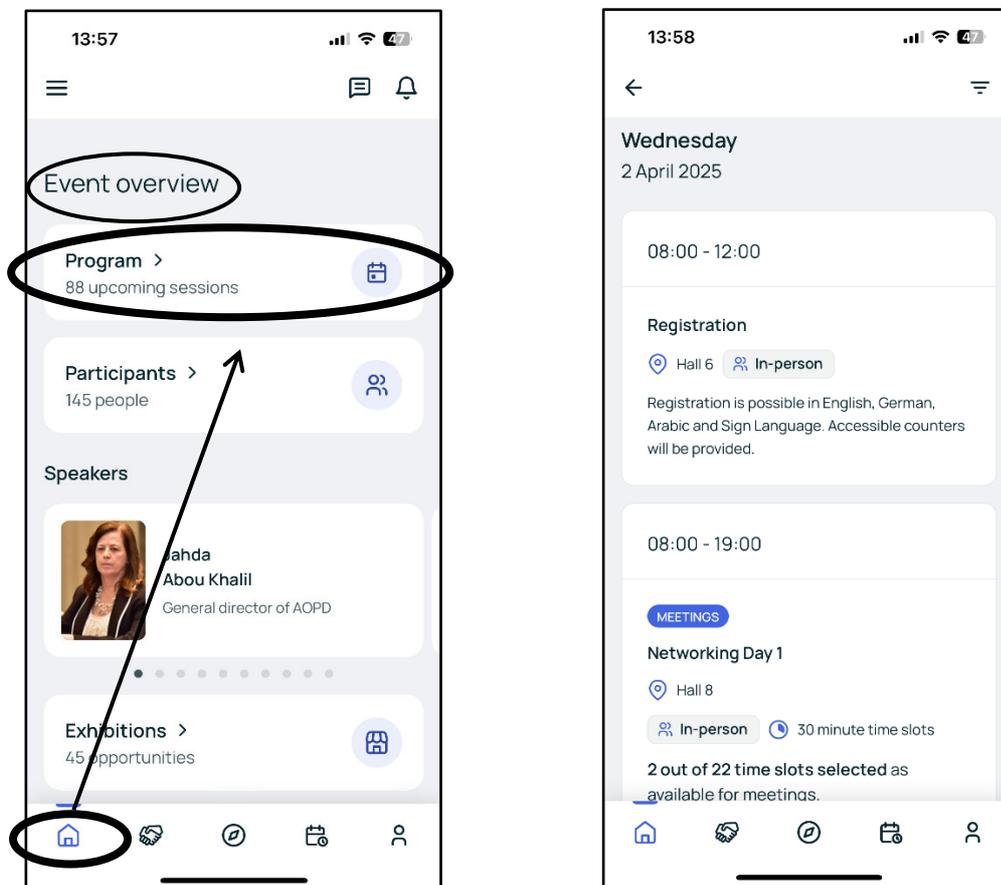
2. View the Event Program (Agenda)

The **Event Program** shows the full schedule for **April 2nd and 3rd** of the Summit. It includes:

- Main Program
- Side Events
- Art Expo
- Fireside Chats
- Other Formats (like exhibitions, break, etc.)

You can also **filter** the agenda by:

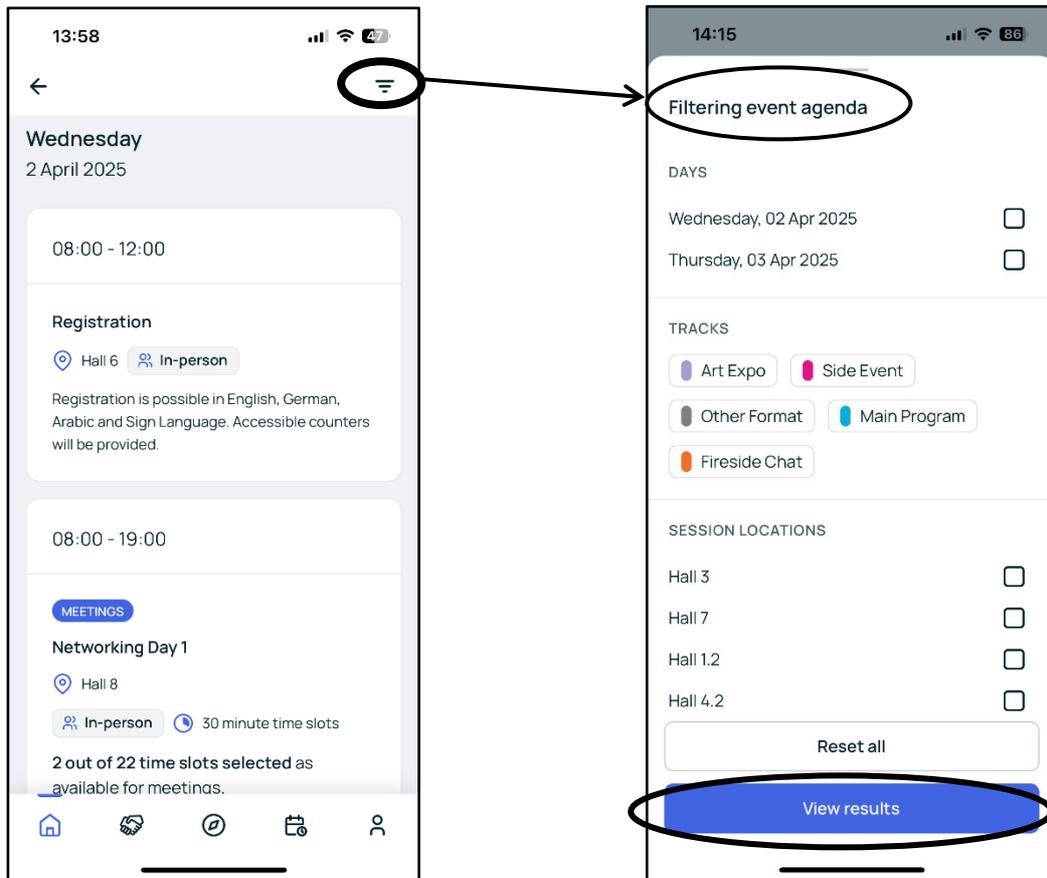
- **Days** (choose the day you want to see), **tracks** (Main Program, Side Events, Art Expo, etc.) and **locations** (such as rooms or halls)



1. On the main page, scroll down to the **Event Overview**.

2. Then, choose **Program** to see all the events.

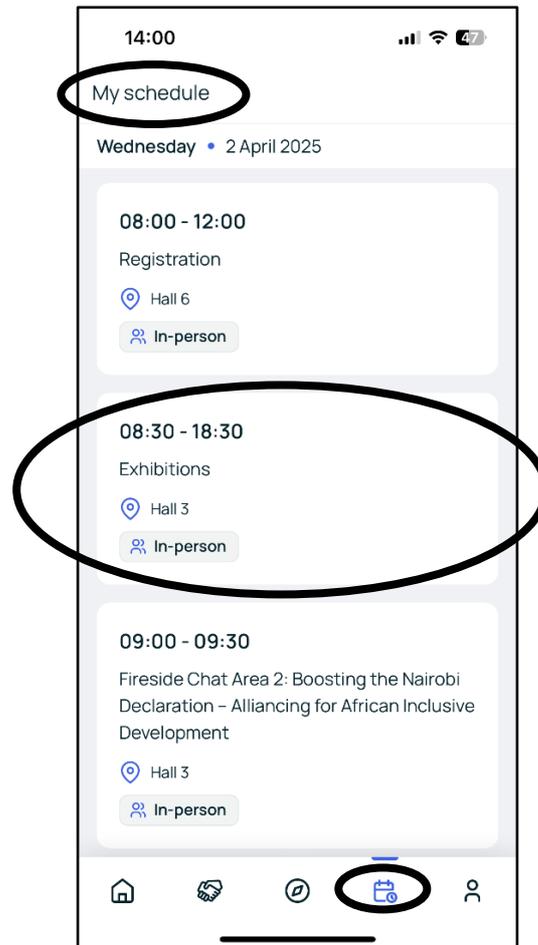
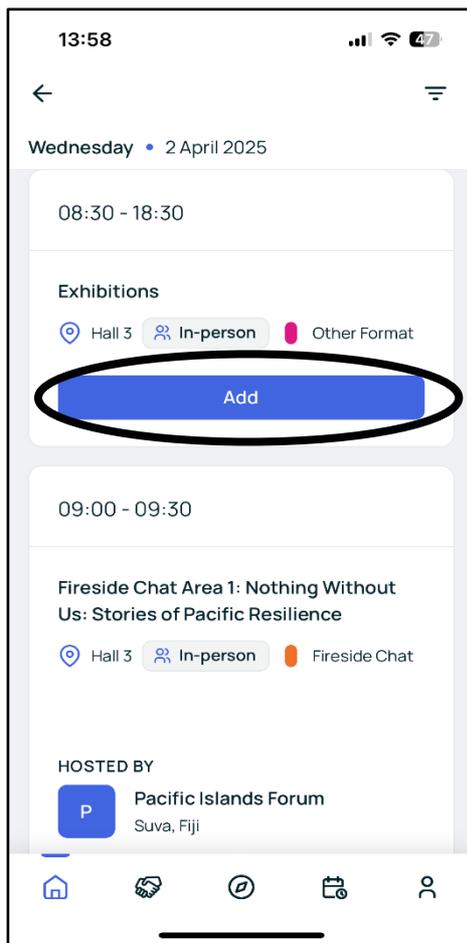
If you want to filter the schedule, just click on the **icon** in the top-right corner. Now you will see all the filtering options.



3. Create Your Own Schedule (My Schedule)

You can create your own schedule.

- In the **Event Program (Agenda)** click the “**Add**” button to add events.
- After adding them, you will see them in **My Schedule**.
- This helps you keep track of the events you want to attend.



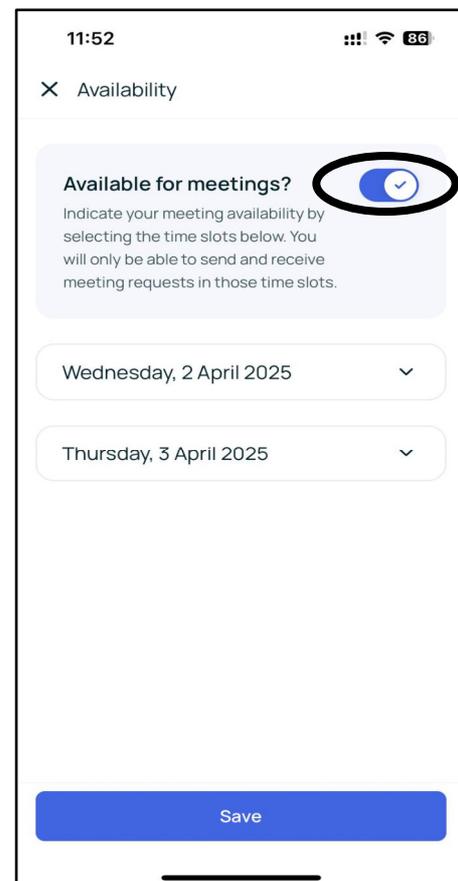
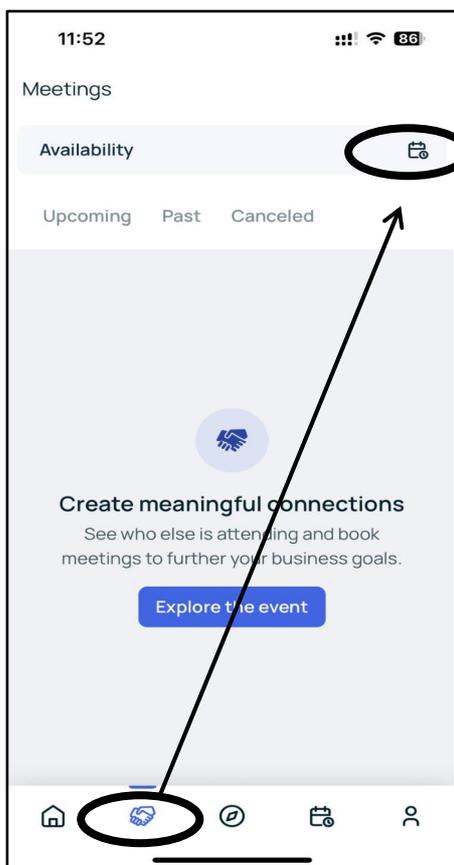
1. In the **Event Program (Agenda)**, choose an event and click “**Add**” to save events to your personal schedule.

2. See them in **My Schedule**.

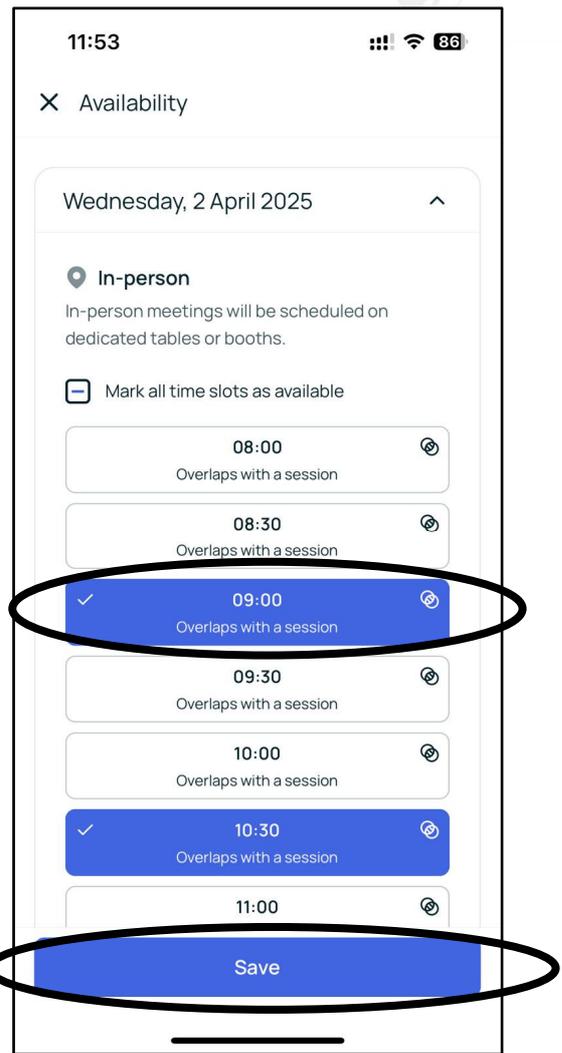
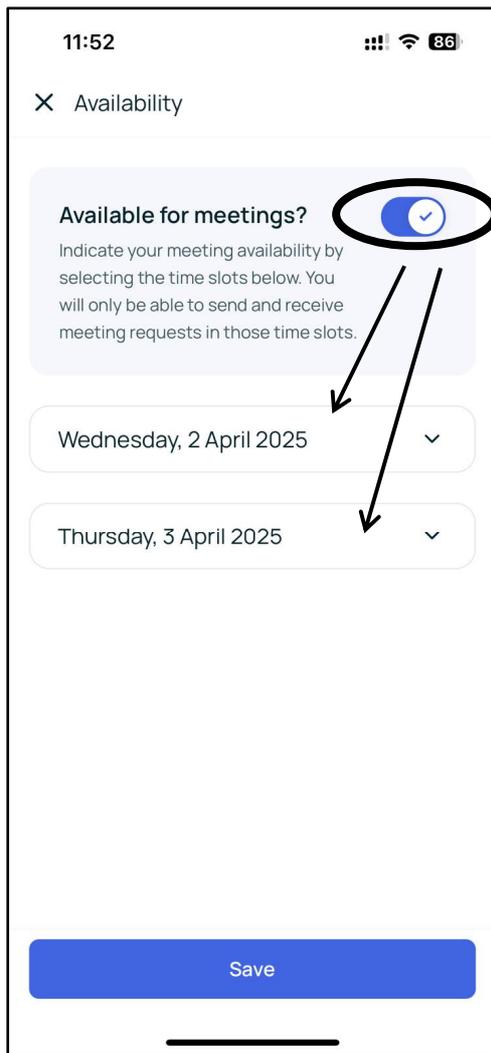
4. Networking

Networking helps you meet and talk with other participants. But first of all, you need to **set your availability**.

- Go to the **“Two shakes hands”** icon.
- Click on the **time windows** when you are available to meet.
- Don’t forget to click **“Save”** to confirm your availability.
- This helps others know when you are free to network.
- You can change your Availability at any time.



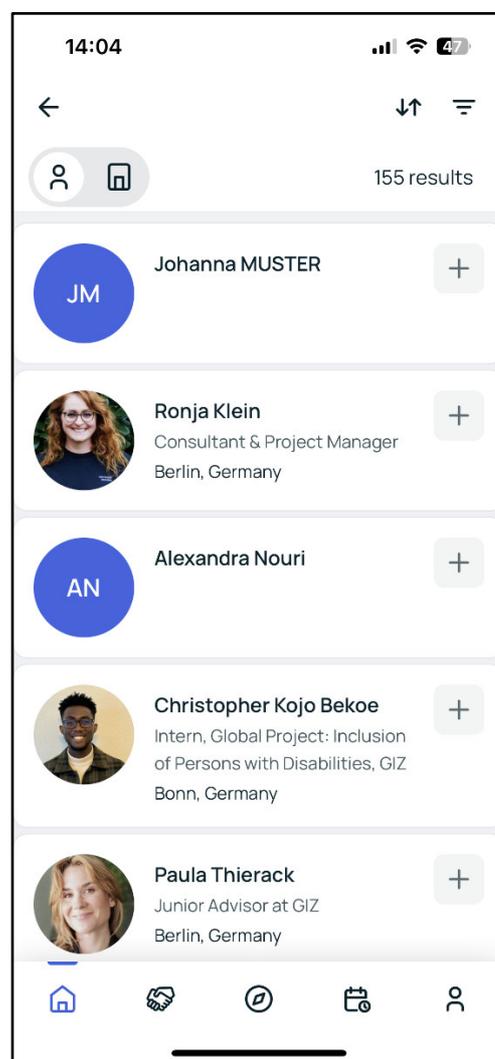
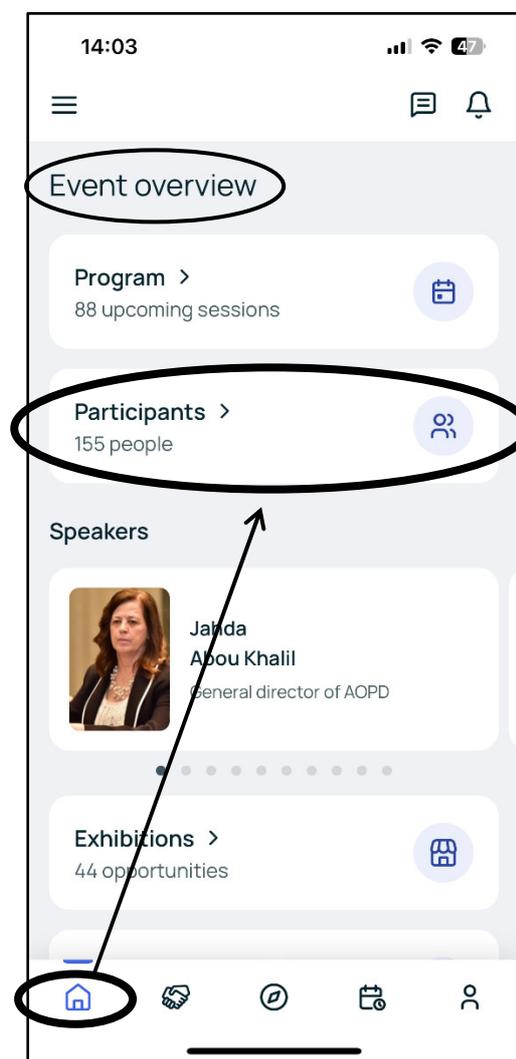
1. Click on the **“Two shakes hands”** icon.
2. Then, click the icon in the top-right corner.
3. Press the button **“Available for meetings”**

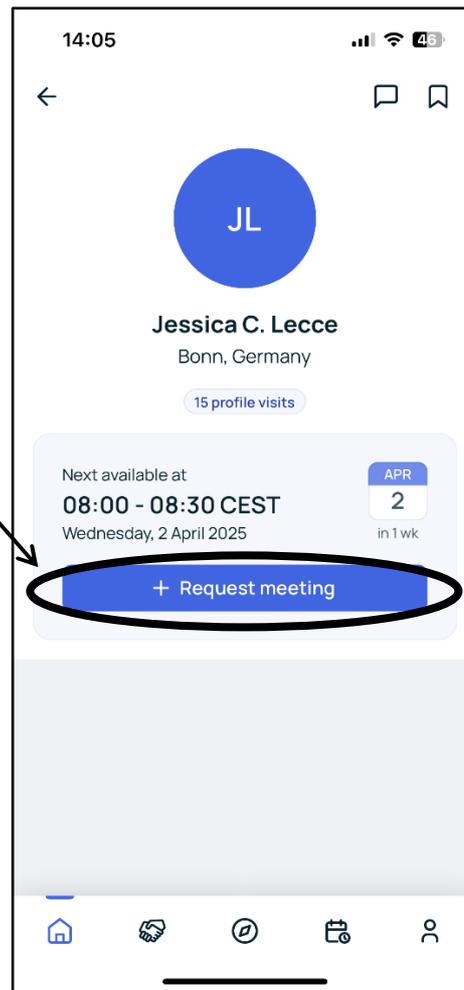
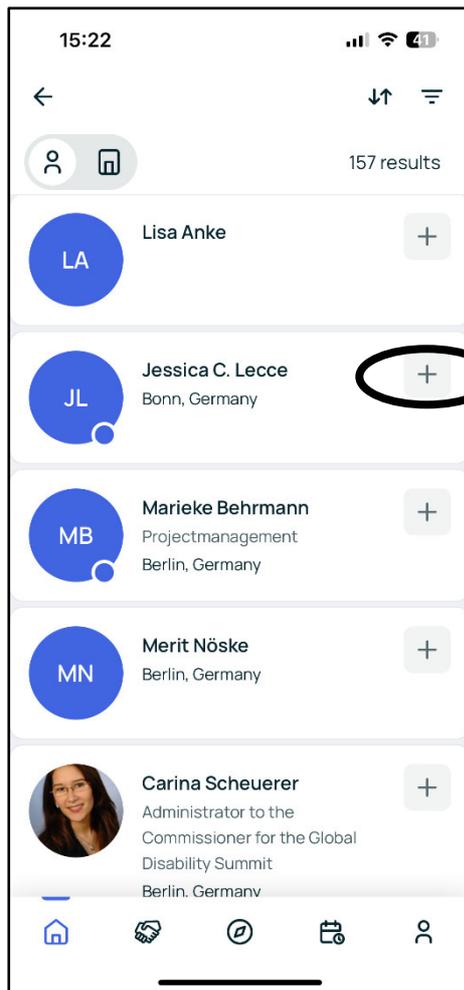


1. Set your availability for both days, **April 2nd** and **April 3rd**.
2. **Click on each time slot** when you are open for a new meeting to activate it.
3. Click "**Save**" to save your availability.

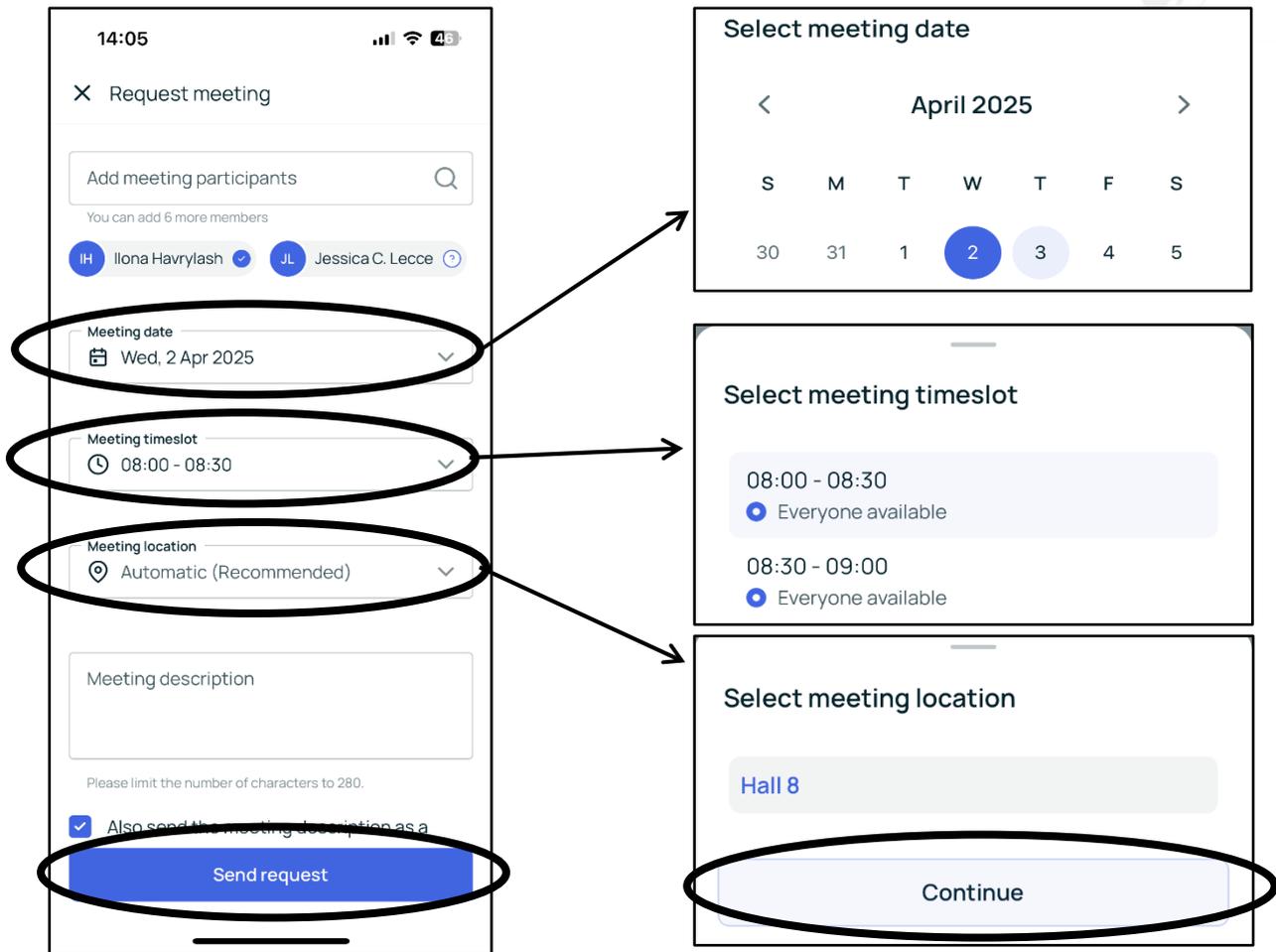
After setting your availability, go to **the home page**, under **Event Overview**, and then to the „**Participants**“ section.

- Choose someone and reserve a table in **Hall 8**.
- Wait for them to confirm the meeting. They will receive a push message asking if they agree.
- Once confirmed, you can meet at the table.
- You have **30 minutes for the meeting**. If you need more time, book a new table.
- You can book a meeting **with one or more people**, but everyone must be **available** in their settings.
- You can book up to **four meetings per day**.



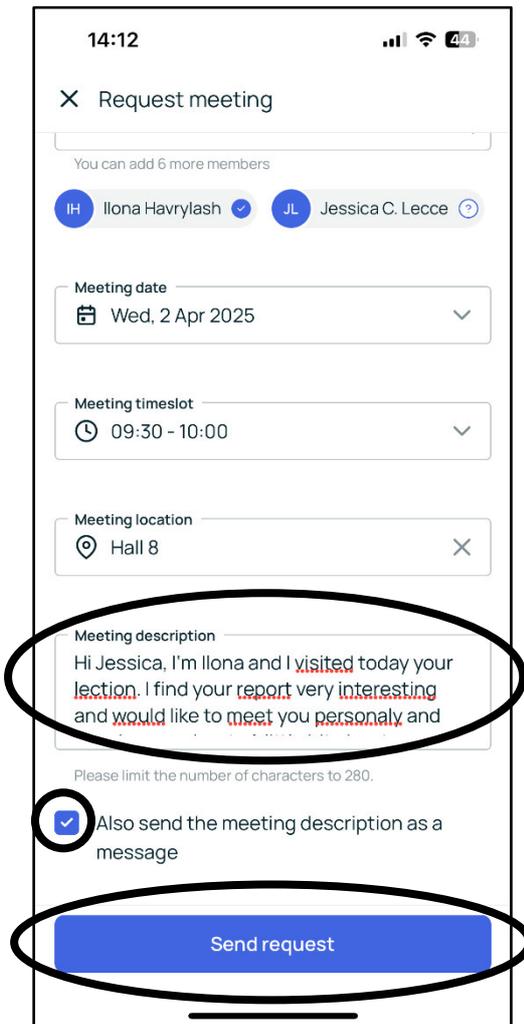
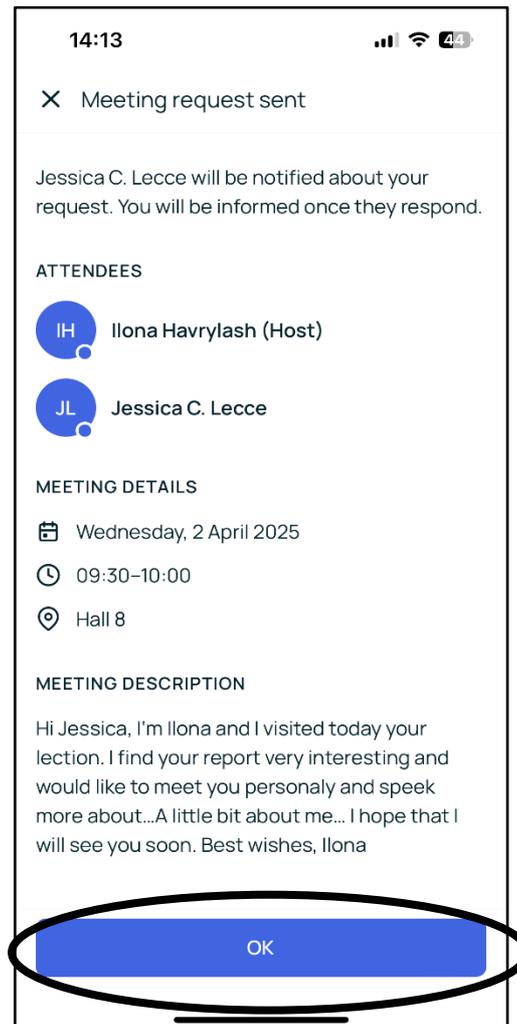


1. Choose a person from the list that you want to connect with and click on the “+” sign.
2. Then, click “Request meeting”.



Request a Meeting

1. Select the meeting date.
2. Choose the meeting time slot.
3. Select the meeting location.
4. Click on "Send request."

You can also add a description to announce the reason for the meeting request, share more information or give a first impression of you.

6. Stay in Touch

After your networking meeting, share your **contact information** (like social media profiles or other contacts) to stay connected.

We wish you a great time at the event!

Enjoy the Summit and make the most of your time to learn and meet new people. If you need help, feel free to ask our team!