

User Manual

How to Sign Up for B2B Events

Authored by **Nicola Lanzaro**

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We only approve profiles that meet our criteria!

A **good profile** must:

1. Be written in **English** only.
2. Contain a detailed **Organisation Description** – to be entered during registration.
3. Have at least one **Marketplace Item** – to be added after registration by clicking on “Overview”.
4. Include at least one **Session** to participate in.

The following slides describe all the steps required to create a good profile.

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- Go to the event webpage and click the green “Register now” button.
- The registration deadline is also indicated on the icon.



8 June 2021 - 10 June 2021

EACP Virtual B2B - Aerospace Applications & Technologies

[Home](#) [Online Conference](#) [EACP](#) [HEGAN](#) [EEN](#) [How it works](#) [Contact](#)

Welcome to

**EACP Virtual B2B - Aerospace applications &
technologies**

Register now

Open until 8 June 2021

ORGANISED BY

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Once you have clicked on the green icon, a new window will open allowing you to choose your registration method:

Register now
Open until 8 June 2021

- Continue with LinkedIn
- Continue with Google
- Enter your email

Registration

Choose how to proceed and start signing up for the event.

Continue with LinkedIn

Continue with Google

or

Enter your email

Continue with Email

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Complete Your Profile

Add information about yourself and your organisation to your profile.

Personal Information

FIRST NAME*

Nicola

LAST NAME*

Lanzaro

JOB POSITION

MOBILE PHONE NUMBER

Only the event organiser can see your phone number

PROFILE PICTURE



Click here to upload a profile picture

Please do not upload pictures of landscapes or logos.

TIME ZONE *

Europe/Rome

You are attending the event remotely. Pick the time zone in which you are situated

- Providing a **phone number** is not mandatory, but it facilitates any communication with the Support Officer.

- Optionally, upload a **photo** to associate with your profile.

- Set your **Time Zone** correctly; the system will adjust the times of scheduled meetings and/or workshops to the selected Time Zone.

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Agenzia Nazionale per le Nuove tecnologie,
l'Energia e lo Sviluppo economico sostenibile



Business Support on Your Doorstep



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Organisation Information

ORGANISATION NAME *

ORGANISATION TYPE *

WEBSITE

ORGANISATION DESCRIPTION *

Write a short description about what your organisation does.

ORGANISATION LOGO

Click here to upload an organisation logo

Upload your organisation's logo. It will be visible in your profile.

The most important part of this section is the **Organisation Description**:

- The description must be written in **English**.
- It should effectively present your company. This makes meeting matching easier.
- Some tips: specify your field of activity, indicate your core business or main activities, describe your company background, and include your website address.

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Areas of Activity *

Areas of Activity help us to categorize what you do and offer. This makes it easier for other participants to find you and makes your profile more expressive.

Please select areas of activity that suit your profile.

AIR TRAFFIC INFRASTRUCTURE

Air traffic control Air traffic control systems and technology Airport and ground services

Airport security, security technology and systems Airport technology, machinery, equipment Airports

Fuels, refueling Halls, hangars, terminals Other

COMMERCIAL AIR TRANSPORT

Air carriers Aviation colleges, professional flight schools

Aviation services, manufacturers, airworthiness management Commercial and transport aircraft

Modifications (e.g. for airfreight) Other Other aircraft Research and development platforms

Simulation and training

EARTH OBSERVATION

Climate Emergency Land Marine Security

In the **Areas of Activity** section, indicate the sectors that best suit your organization.

This helps other participants understand what you do, making it easier to choose from the catalog.

Selecting your areas of activity is very simple: just click on the relevant items listed.

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Address

COUNTRY *

STATE PROVINCE

CITY *

ZIP CODE

ADDRESS

•Provide your company address.

•Choose your **Support Office**. Although optional, this step is important as it allows the Support Officer to easily identify their registered companies.

Choose your local support office

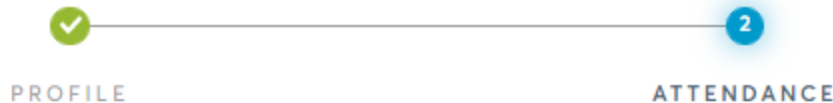
SUPPORT OFFICE

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Plan your Attendance

Tuesday, 8 June 2021 (day 1 of 3)

Which sessions do you want to attend?

☐ Conference

Time
09:30 - 11:30

☐ B2B Meetings 1

Time
14:00 - 18:00

1:1 MEETINGS

Go back

Continue

Once your Profile is complete, you need to **select at least one Session** you wish to participate in.

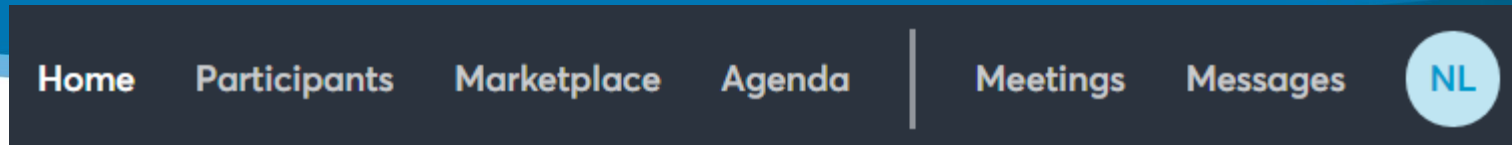
These fields are not mandatory, but it makes little sense to register for an event and not participate in any Sessions.

Please note: Profiles without any selected Sessions will not be activated.

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After logging into your profile, you can find a menu in the top right corner consisting of:

“**Home**”: Redirects you to the event's Home Page.

“**Participants**”: Allows you to view the list of all participants, filtering them by Country, Organisation Type, Area of Activity, etc. Select those of interest and invite them to a 1:1 meeting.

“**Marketplace**”: Enables you to view the Marketplace Items posted by other participants; this is an effective way to specify what you offer and what you are looking for. Therefore, Marketplace Items facilitate meeting matches. Identify those of interest and invite them to a 1:1 meeting.

“**Agenda**”: Allows you to view and/or modify the Sessions you will participate in.

“**Meetings**”: This section provides an overview of your meetings: accepted, rejected, or pending.

“**Messages**”: The platform allows you to exchange messages with other participants, and they are collected in this section.

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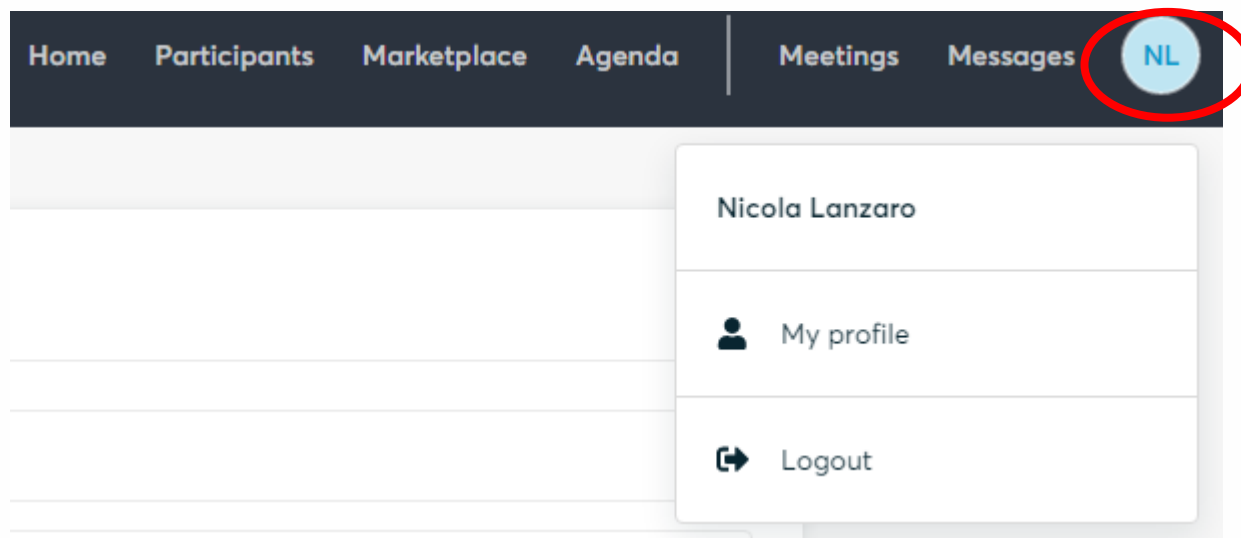
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By clicking on your icon – highlighted in red in the figure – a sub-menu will open, allowing you to:

- Go to your profile
- Log out



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Nicola Lanzaro

ENEA

Portici, Italy

Edit my profile

View my profile

Overview

My availability

Account settings

Logout

Your local support office

ENEA EEN BRIDGE ECONOMIES

My profile

• **Edit my profile:** Allows you to modify all the profile fields completed during registration (it is through this command that you have the possibility, for example, to edit the Organisation Description).

• **Overview:** This is the section where **Marketplace Items** must be entered in English. They are important for highlighting **what you offer and what you are looking for**. In short, this section gives you the opportunity to specify why you are participating in the event.

• **My availability:** You can indicate **your availability for meetings** in advance here.

Need more help?

For more information or help, contact us:

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