

User Manual

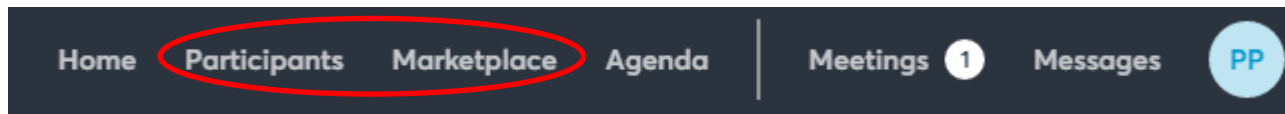
How Managing Virtual B2B Meetings

Authored by **Nicola Lanzaro**

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Virtual Brokerage Event and On-line Workshop

1. Login into your b2match account.
2. Identify participants of your interest using «**Participants**» or «**Marketplace**» icon.



Virtual Brokerage Event and On-line Workshop



ENEA

 Send message

Request meeting



R&D Institution

ENEA

ENEA - Italian National Agency for New Technologies, Energy and Sustainable Economic Development - is a Government R&D Organization working in the field of energy and sustainable development with emphasis at technology transfer and innovation to support SMEs and industry competitiveness.

You can send a message to the potential meeting partner using the function «**Send Message**».

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Virtual Brokerage Event and On-line Workshop

RICHIEDERE GLI INCONTRI ONLINE



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- You can request meeting clicking on «**Request meeting**».
- The counterpart will receive an email notification.
- If the partner accepts, you will receive a confirmation email.

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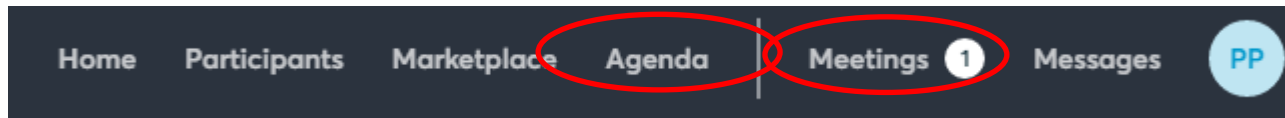
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Virtual Brokerage Event and On-line Workshop

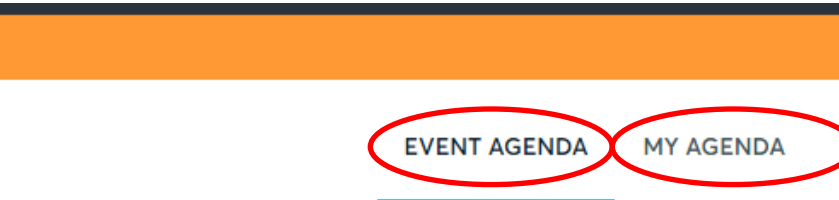
RICHIEDERE GLI INCONTRI ONLINE

By clicking on the «**Meetings**» button you will see the meetings that have been accepted, rejected and in pending.



The number on the right of the «**Meetings**» icon indicates the number of pending meetings.

The final timetable will be available at the closing of booking session.
You will receive the final agenda via email.



By clicking on the «**Agenda**» button you can check the sessions you have registered for (*EVENT AGENDA*) and any meetings already scheduled (*MY AGENDA*).

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RICHIEDERE GLI INCONTRI ONLINE

La vostra agenda degli incontri avrà questo aspetto. È possibile visualizzare tutti i meetings oppure filtrarli utilizzando i comandi *CONFIRMED*, *PENDING* e *CANCELED*.




The meetings and sessions schedule is displayed in the **Europe/Rome** time zone (the current time is 14:04).


Next meetings





[REDACTED]



[REDACTED]

 14:00 - 14:20

 Friday, February 19

 Table 4

MEETING SCHEDULED

⊗ Cancel

🕒 Reschedule



[REDACTED]



[REDACTED]

 N/A

 N/A

 N/A

MEETING INVITATION RECEIVED

You can choose an available timeslot when accepting the request.

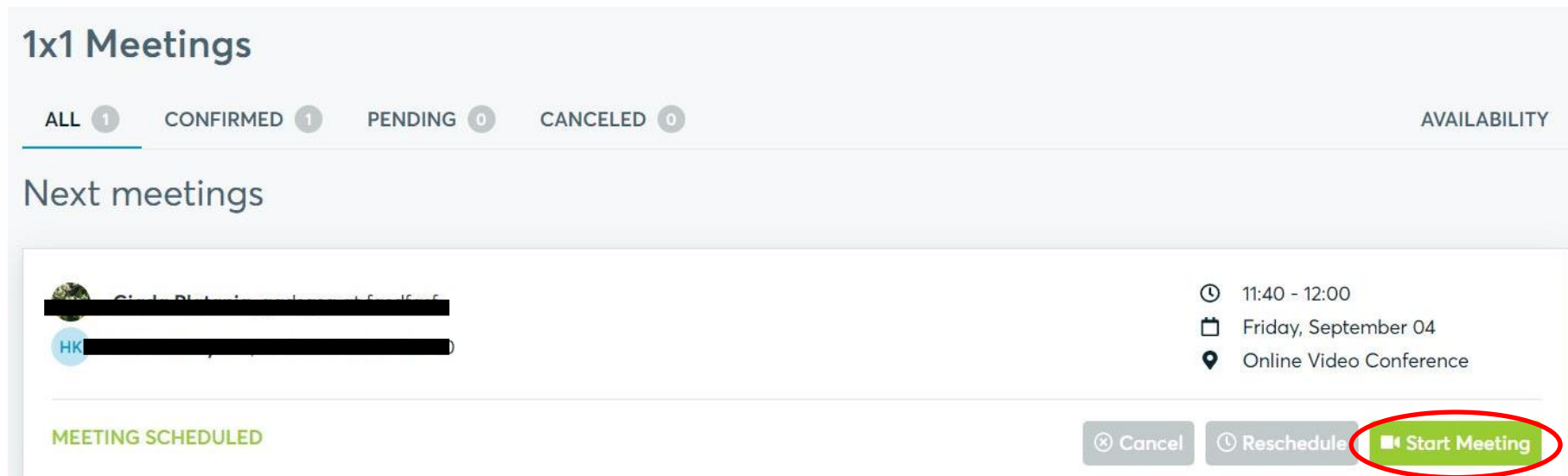
⊗ Cancel

🕒 Reschedule

✅ Accept

How starting your virtual meetings

You can click on «*Start Meeting*» at the scheduled time or a few minutes earlier



The screenshot displays the '1x1 Meetings' section of a web application. At the top, there are filters for 'ALL' (1), 'CONFIRMED' (1), 'PENDING' (0), and 'CANCELED' (0), along with an 'AVAILABILITY' link. Below this is the 'Next meetings' heading. A meeting card is shown with a profile picture of a person with a globe icon, a name, and a location 'HK'. To the right of the card, the meeting details are listed: '11:40 - 12:00', 'Friday, September 04', and 'Online Video Conference'. At the bottom of the card, the status 'MEETING SCHEDULED' is displayed in green. On the right side of the card, there are three buttons: 'Cancel', 'Reschedule', and 'Start Meeting'. The 'Start Meeting' button is highlighted with a red circle.

Please, check your webcam and microphone before starting your 1:1 sessions.

Virtual Brokerage Event and On-line Workshop

AVVIARE L'INCONTRO

If the meeting room is still empty you should see what your webcam is looking at. Please, wait for your counterpart to arrive.

Your meeting starts in 2 minutes

This meeting room is empty.

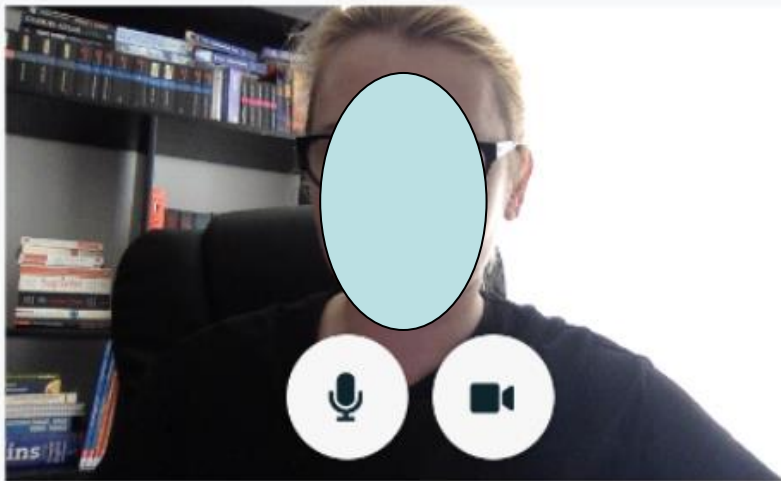
 Close Session

 Invite guests

You can invite other people to join the meeting as guests (an interpreter, a colleague, etc.), by clicking on the «**Invite Guests**» button.

Copy the link and send it to guests.

The maximum number of participants for each meeting is 5.



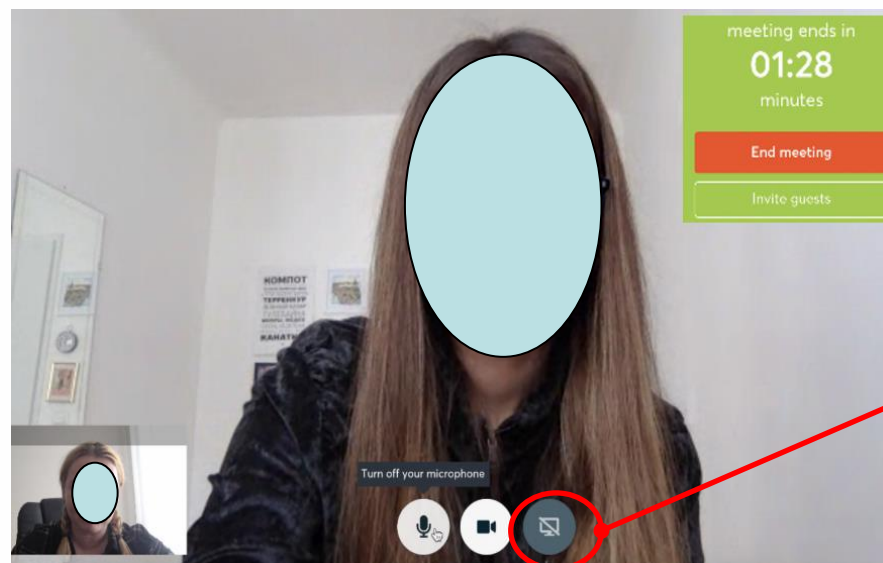
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AVVIARE L'INCONTRO

A virtual meeting can be started at any time before the end time scheduled. If not concluded by the participants, the meeting will automatically stop after three minutes from the end scheduled.



During the online meeting you can also **share the screen**, by clicking on the third button at the bottom.

Please, note that if the connection drops, you can reconnect and restart the meeting.

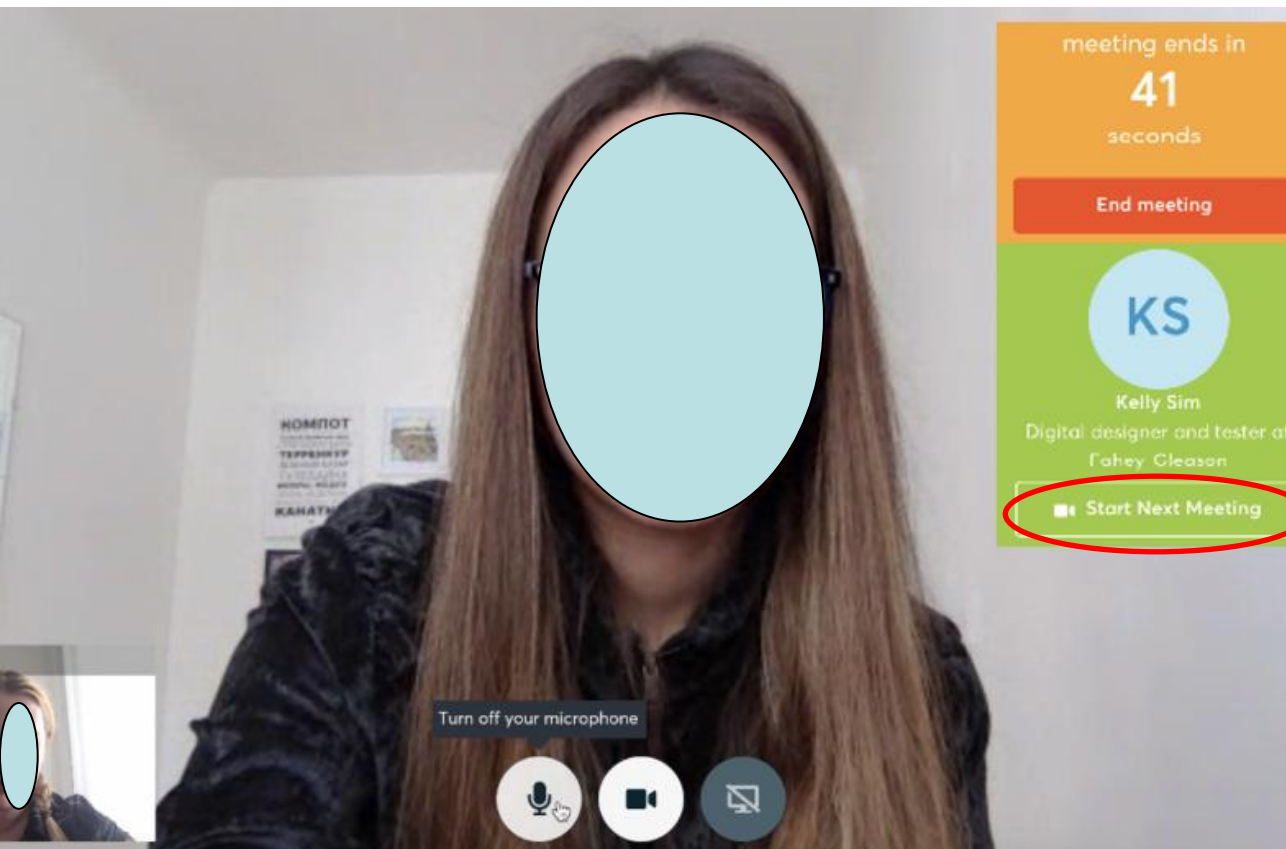
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Smart Building Levante - Virtual Brokerage Event and On-line Workshop

AVVIARE L'INCONTRO



One minute before the meeting time expires, the notification of the next meeting will appear on the screen to the right. By clicking on «**Start Meeting**» the current meeting will end and the next one will start.

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Please, if you need further information about managing meetings, watch the following Video Tutorial:

<https://www.youtube.com/watch?v=Mq0yNsxOUhw>

For further clarifications and assistance, please contact your Support Office or alternatively contact us at the following email address:

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