**b2match platform user guide for on-site participants**

- Please note that on-site participation in this co-creation event is only possible with prior registration for the TECHRITORY forum. Make sure you complete your Techritory registration to access the event venue. Register here.
- Log in to b2match platform using your registration credentials. After a successful login you will see the main page of the **Future of Space: Horizon Europe and Beyond Networking Event**.
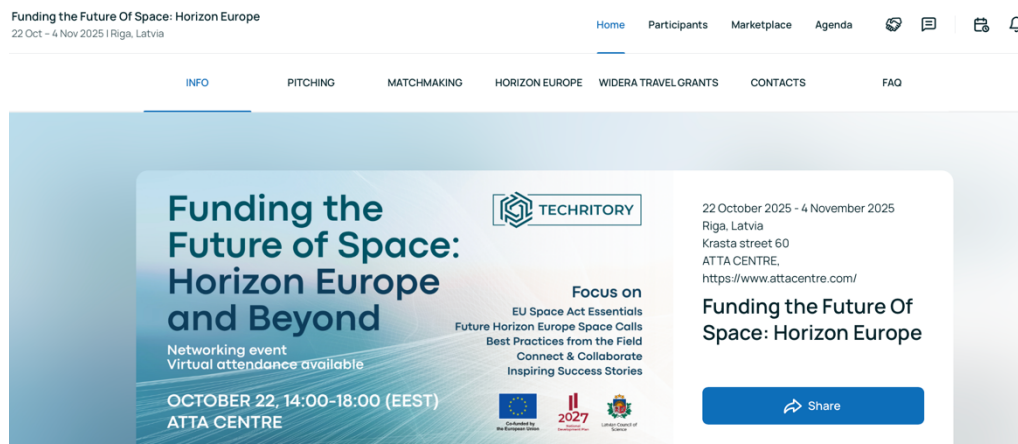
The **HOME** page is organized into seven sections providing comprehensive guidance and resources for participants:

- **Info:** main information about the event, agenda, and organizers.
- **Pitching:** session guidelines and customizable pitch template (bottom of the page). Adjust the template and colors to fit your organization.
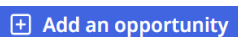

- **Matchmaking:** details on connecting with potential partners.
- **Horizon Europe:** an introduction to the EU funding program.
- **WIDERA Travel Grants:** requirements for application for travel grants.
- **Contacts**
- **FAQs**

The following sections describe the next available menus.

PARTICIPANTS - view all registered participants or see *Top Matches*, a personalized list of recommended collaborators based on your profile.

MARKETPLACE - create opportunities based on your interests.

The Marketplace is a crucial feature of b2match that helps showcase your products, services, or projects to attract relevant connections.

To create a new item, choose [✎ Manage opportunities] and in the next page [⊞ Add an opportunity] .
There are 4 available options: 1) *Partnership*, 2) *Project Cooperation*, 3) *Expertise*, 4) *Request*. Your opportunity will be displayed in the MARKETPLACE after creation.

AGENDA – view the event schedule and timings. Note: All times are displayed in the default time zone of the event (Europe/Riga). You can update timing as per your needs using [CHANGE ✕] option.

Add an information session and a pitching session by pressing the "ADD" button. Analogically, choose and add a preferred timeslot for the on-site partnering session. Once added, the sessions will be visible in the **MY SCHEDULE** tab.

In-person meetings will take place from 16.30 to 18.00 p.m.

Make sure **you have enabled your availability for the matchmaking** before scheduling a meeting.
To schedule an in-person meeting with a participant of your interest, navigate to the **"Participants"** menu. Press the "+" icon next to their profile.
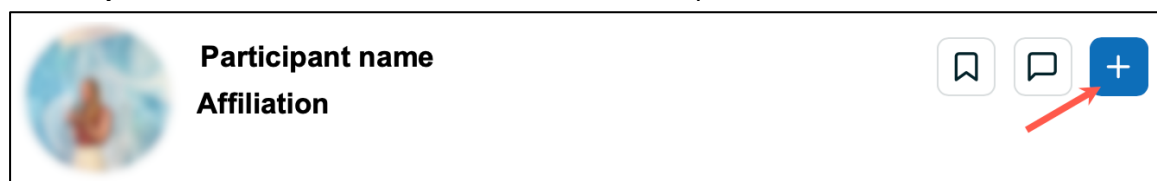
In the next window, select an available time slot from the list and enter any additional details for your request. When done, click **"Send Request"**.

Additionally, in the upper right menu, you can view pending meeting invitations (1), conversations (2), your schedule (3), and notifications (4).