

## 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 screenshot shows the homepage of the b2match platform for the 'Funding the Future Of Space: Horizon Europe' event. The top navigation bar includes links for Home, Participants, Marketplace, Agenda, and a user icon. Below the navigation is a horizontal menu with INFO (selected), PITCHING, MATCHMAKING, HORIZON EUROPE, WIDERA TRAVEL GRANTS, CONTACTS, and FAQ. The main content area features a large banner with the event title 'Funding the Future of Space: Horizon Europe and Beyond', subtext 'Networking event Virtual attendance available', date 'OCTOBER 22, 14:00-18:00 (EEST)', and location 'ATTACENTRE'. To the right of the banner is a sidebar with event details: '22 October 2025 - 4 November 2025', 'Riga, Latvia', 'Krasta street 60', 'ATTACENTRE', and a link 'https://www.attacentre.com/'. Below the sidebar is a 'Share' button. The bottom of the page features a footer with logos for the European Union, the event, and the organizing institution.

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).

