



#MWCBrokerage

MOBILE[™]
GSMA **WORLD CONGRESS**
BARCELONA 22-25 FEB 2016

www.b2match.eu/mwc2018

MOBILE WORLD
CONGRESS
BROKERAGE **EVENT**
26-28 FEB, BARCELONA **2018**
#MWCBrokerage

CO-ORGANIZER GUIDE

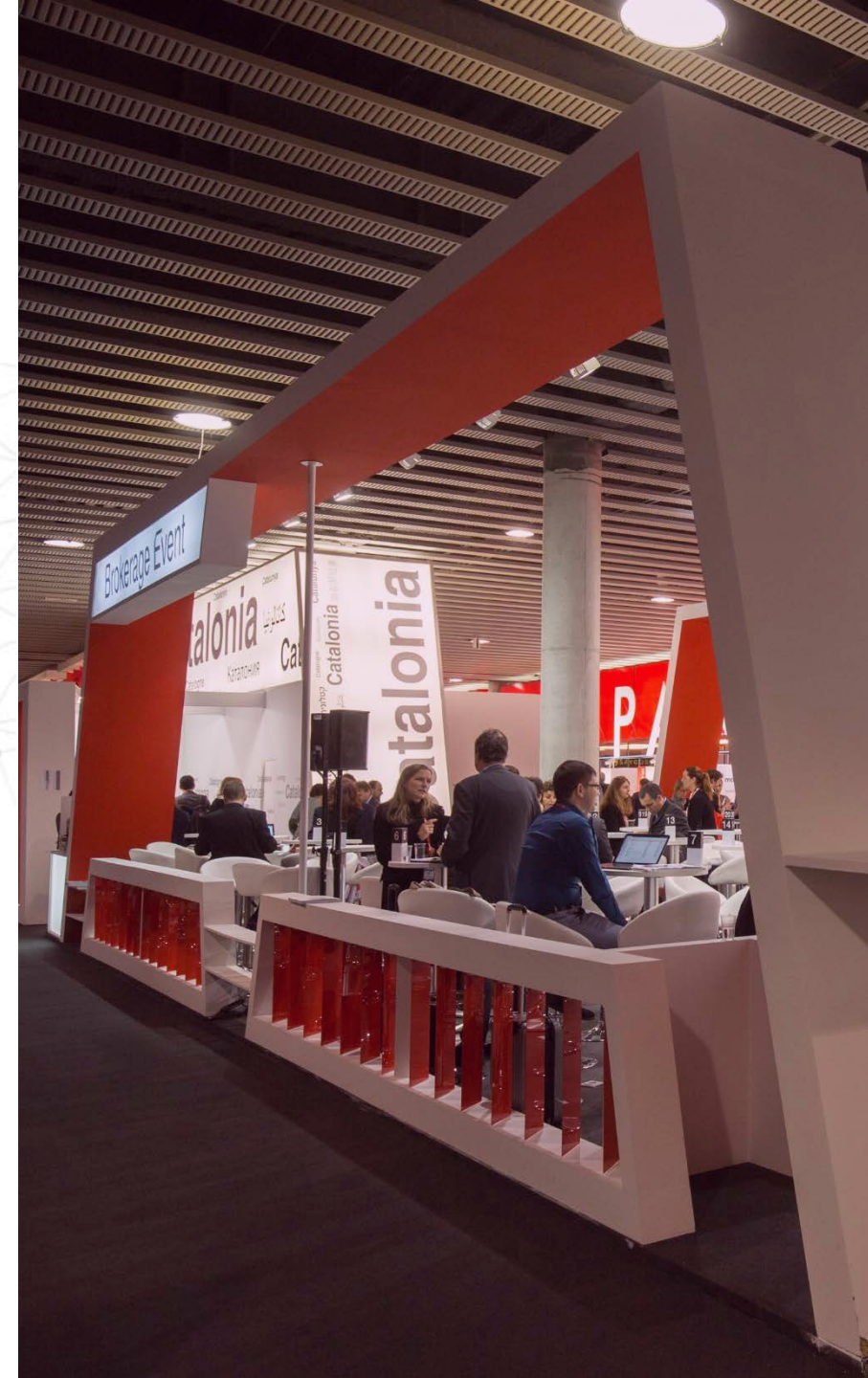
ACCIÓ



Generalitat
de Catalunya



Business Support on Your Doorstep



1. HOW TO BECOME A CO-ORGANISER?

Send an e-mail to mwc.accio@gencat.cat with:

- Contact details (e-mail, phone number)
- ID of your organization (MERLIN)

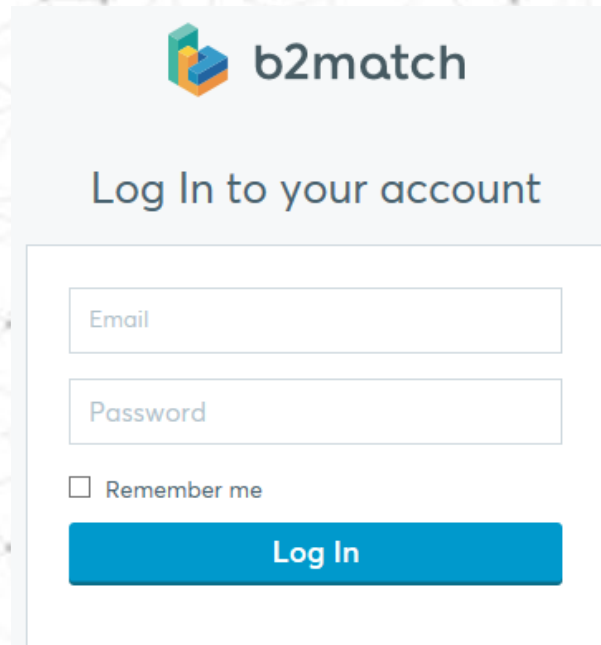




1.B HOW TO BECOME A CO-ORGANISER?

You will be added as a co-organizer on the Brokerage platform.

Once you have been invited as a Co-organizer via Email you will have to set up an account which you should have done by now.



b2match

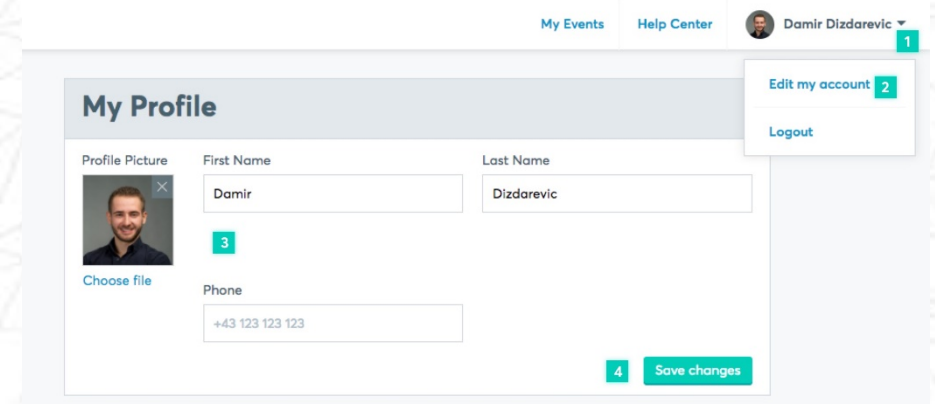
Log In to your account

Email


Password

Remember me

Log In



My Profile

Profile Picture:  Choose file

First Name:

Last Name:

Phone:

Save changes

My Events | Help Center | Damir Dizdarevic

- Edit my account
- Logout

admin.b2match.com



2. VALIDATE YOUR CLIENT

2.1 Managing participants

One of your main responsibilities is to manage participants. You can access the participant list by clicking on **Participants** on the left hand menu

The screenshot shows a web application interface for managing participants. On the left is a dark sidebar menu with options: Dashboard, Configuration, Agenda, **Participants** (highlighted with a yellow circle), Meetings, Messages, and Import. A red arrow points from the text to this menu item. The main area displays a table of participants with columns for ID, Participant, Organisation, Region, Registration, Matchmaking, CP, and Activated. The table shows 42 of 46 participants. At the top, there are search and filter options. On the right, a user profile for Tobias Röblreite is visible, including registration status and contact information.

In order to guarantee high-quality profiles, participants need to meet the following requirements before they are approved and published:

2.2 Activating a participant

Participants will have to be activated to be visible on the event website and to be able to request meetings



Completed Profile description



Payment completed



Availability Completed



Corporate Email address



3. SPECIAL GROUP PAYMENT

- The regular participation fee costs **310€**
 - Participants with more than 2 international meetings will get ONE 4-days Exhibition Visitor Pass.
1. Send an e-mail (mwc.accio@gencat.cat) asking for the **Group Payment**
 2. You will receive specific instructions for your clients' registration, in order they won't have to pay the fee to be validated.
 3. After the event you will receive the invoice with all your clients' fees
 4. You are responsible for all your clients' fees



4. FAQs

1. When will the companies receive the visitor pass?

A few days before the event when we send the final agenda but only if they have at least 2 international meetings confirmed.

2. When will I receive my pass as a co-organizer?

Each EEN co-organizer with over 5 participants will receive ONE free pass.



3. Can EEN members register?

EEN organizations and Regional & Investment Agencies are not allowed to participate.

4. Can two people from the same company register?

No. We can only accept **ONE** participant per organization.



5. IMPORTANT INFORMATION

- A company **email address** is required to register and is the email address to which will send the visitor pass if the meeting requirements are met.
- **Meetings are not automatically accepted.** Your clients need to enter the website and accept the meetings.
- Participants **must inform us about any meeting cancellations** well in advance and preferably prior to the final agenda. No cancellation (with refund) will be proceed in less than one week before the event
- Remember it is compulsory to answer the **FEEDBACK FORM** for follow up purposes. **Please help us collecting feedback from your clients!**



5. INFORMATION FOR YOUR CLIENTS

- **Accommodation**

In order to avoid fraud, we suggest booking through the Official Accommodation Partner of the **MWC** at:

<https://www.mobileworldcongress.com/attend/hotels-travel/>





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QUESTIONS? CONTACT US!



mwc.accio@gencat.cat



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