



#MWCBrokerage

<https://mwc2019.b2match.io/>

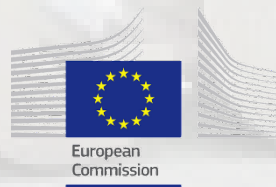


CO-ORGANIZER GUIDE

ACCIÓ



Generalitat
de Catalunya



Business Support on Your Doorstep



1. HOW TO BECOME A CO-ORGANIZER?

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

Contact details (e-mail, phone number)

ID of your organization (MERLIN)



1. HOW TO BECOME A CO-ORGANIZER?



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.

The b2match login form features the company logo at the top. Below it is the heading 'Log In to your account'. The form contains two input fields for 'Email' and 'Password'. There is a checkbox labeled 'Remember me' and a prominent blue 'Log In' button at the bottom.

The 'My Profile' form is part of the user's account dashboard. It includes a profile picture section with a 'Choose file' button. There are input fields for 'First Name' and 'Last Name', and a 'Phone' field with a pre-filled number '+43 123 123 123'. A 'Save changes' button is located at the bottom right. A user menu in the top right corner offers 'Edit my account' and 'Logout' options.

admin.b2match.com

2. VALIDATE YOUR CLIENT

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.

Please use the **notes system (8)** in the left hand menu, to communicate the organizer about any relevant information on the participant registration status.

Activating a participant

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

The screenshot shows a web application interface for managing participants. On the left is a dark sidebar menu with items: Dashboard, Configuration, Agenda, Participants (highlighted), Meetings, Messages, and Import. The main area displays a table of participants with columns: ID, Participant, Organisation, Region, Registration, Matchmaking, CP, and Activated. A search bar at the top left is labeled '1'. Filter options for 'Registration Status', 'Activated', and 'Matchmaking' are labeled '2'. Action buttons 'Multi-Edit', 'Export', 'Advanced Search', and 'Predefined Filters' are labeled '3', '4', '5', and '6' respectively. The table lists participants like '80 Popovic Goran', '78 Mete Onur M.', '77 ceric mirza', '76 Dizdarevic Damir', and '74 Sereciuc Beatris'. A profile card on the right shows 'Tobias Röbbreite' with a 'View Profile' button (9) and an 'Info' button (7). A 'Notes (0)' button (8) is also visible.

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



Completed Profile

All Participants should publish at least a marketplace (collaboration profile): project, product or service, expertise related to ICT technologies



Availability Completed



Corporate Email Address

DON'T activate any profile that has missing information!

3. FAQs

1. Can two people from the same company register?

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

Also be aware that your client can attend the meeting together with 1-2 colleagues of his/her own organization.

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

Each EEN co-organizer with over 5 participants will receive ONE free pass some days before the event.



5. IMPORTANT INFORMATION



- **Meetings are not automatically accepted.** Your clients need to enter the website and accept the meetings.
- Participants **must** cancel their participation / meetings through the platform, in this way, the other participant and the organizers will be automatically notified and the schedule will be always updated.
- Remember it is compulsory to answer the **FEEDBACK FORM** for follow up purposes within one month after the event. 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/>





QUESTIONS? CONTACT US!



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