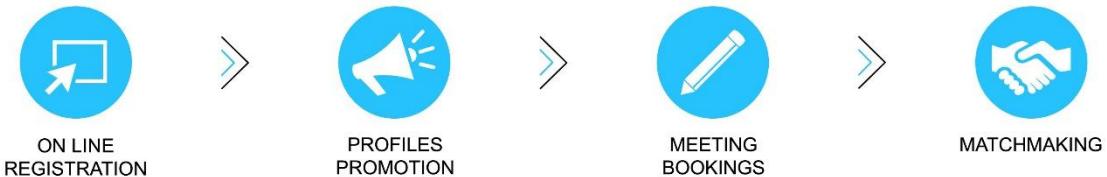




## TUTORIAL B2B MEETINGS



1. Click the button "Register now" on the top right of the front page of the website  
<https://kets-360.b2match.io/>



OR go directly to <https://kets-360.b2match.io/signup> if you did not sign in previously.

2. **Sign in** thanks to your email.

WARNING : only one email per participant / profile can be used. Avoid emails such as contact@... info@... if several people from your company need to register!

Registration

Choose how to proceed and start signing up for the event.

**Continue with LinkedIn**

**Continue with Google**

or

Enter your email

First name

Last name

Password

By signing up, I agree to b2match's [terms of service](#) and [privacy policy](#). I understand that b2match will share my information with event organizer.

**Continue with Email**

A **notification email** will be sent to check your identity. Please, **check your SPAMS!**

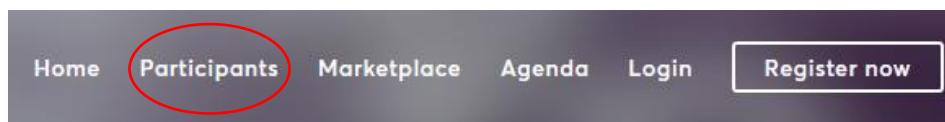


## TUTORIAL B2B MEETINGS

3. Select your **B2B sessions** (time slots you will be available to plan the B2B meetings).

**WARNING :** For participants attending 360 Possibles Event, Meetings will be held at the same time as conferences!

4. **Describe your company/ structure and know-how**



The description part will form the first impression other participants have of your company. Precise your areas of activities and position in the Value Chain.

A good profile will enhance your chance to have numerous and targeted requests.

\* Please feel free to complete your profile in English.

5. **Add products / services profiles (No trademark!)**

Partnership profiles will appear in the Marketplace (On-line catalogue) and will be visible by all.



A good profile will enhance your chance to have numerous and targeted requests.

A screenshot of a web interface titled "MARKETPLACE OPPORTUNITIES". It shows two sections: "Product" and "Service", each with a plus sign icon and a brief description. The "Product" section says "Add and describe a product you are offering to your profile." and the "Service" section says "Add and describe a service you are offering to your profile." Both sections are enclosed in dashed boxes.



## TUTORIAL B2B MEETINGS

6. **Add research cooperation profiles for Horizon 2020 projects, European projects or technological partnership**



**Partnership profiles will appear in the Marketplace (On-line catalogue) and will be visible by all.**

A screenshot showing a "Project Cooperation" section. It has a blue plus icon and the text "Add a cooperation wish" followed by a placeholder "you are looking for a cooperation partner for your project." The entire section is enclosed in a dashed blue border.

Select the « Calls » you are interested in, in priority (multiple-choice) and the type of cooperation/partnership you are looking for.

A good profile will enhance your chance to have numerous and targeted requests.

A detailed screenshot of the "NEW PROJECT COOPERATION" form. It includes fields for "Title" (with a character limit of 160), "Description", "Project stage" (with options like "Idea under development", "Design phase", "Drafting phase"), "Topic" (with categories like "Nano- and Microtechnologies", "Electronics", "Biotech, Pharma", etc.), "Call" (with options like "DT-FOF-07-2020: Assembly of micro parts", "DT-FOF-09-2020: Energy-efficient manufacturing system management", etc.), and "Type of cooperation sought" (with options like "Consortium / Coordinator seeks Partner", "Partner seeks consortium", and "Technological partnership / Co-development / Research activities").



## TUTORIAL B2B MEETINGS

### 7 Participants profile validation

Profiles will be validated by the organisers and then visible by all the participants only when fully completed.

### 8 Request your meetings from the online participants' list

« PARTICIPANTS » Tab

You can send requests to profiles marked as « Available »  
Meetings selection from 27<sup>th</sup> of Mai.

Then, click « View profile » « Request meeting » button



## TUTORIAL B2B MEETINGS

Appointments can be arranged to meet with participants based on your availability.

The other participant will receive a notification email with your request and your message.

### 9 Accept Or Reject meeting requests

Check the « Meetings » Tab on the top right of the website (your dashboard)

After clicking the meeting (surrounded in blue), you **can accept or reject it** :

**M. Lepert** a  
demandé un rendez-vous avec vous!

[Accepter](#) [Rejeter](#)

#### STATUS RENDEZ-VOUS

- Demande reçue  
Waiting for your response

#### INFORMATION RENDEZ-VOUS

Vous pouvez choisir un intervalle de temps disponible lors de l'acceptation de la demande.

### 10 You will receive a meeting **schedule** on-line with places and times (from 15<sup>th</sup> June) – the schedule will also be displayed in AGENDA tab. Agenda is available via « B2Match » App.

NB: You can switch languages thanks to those buttons on the top left of the website :

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