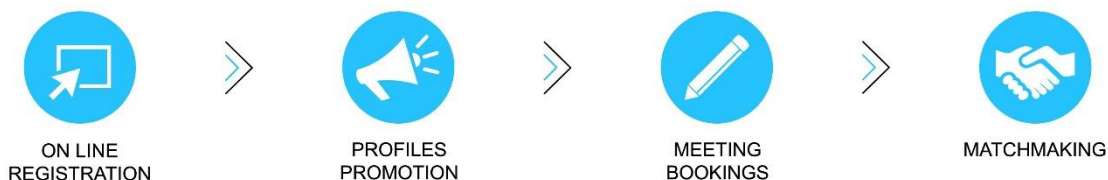




TUTORIAL B2B MEETINGS



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!**

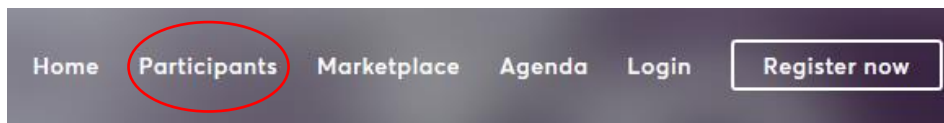


TUTORIAL B2B MEETINGS

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**



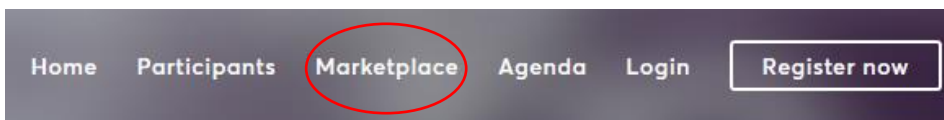
The description part will form the first impression other participants have of your company. Precise your areas of activities and position in the Value Chain.

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

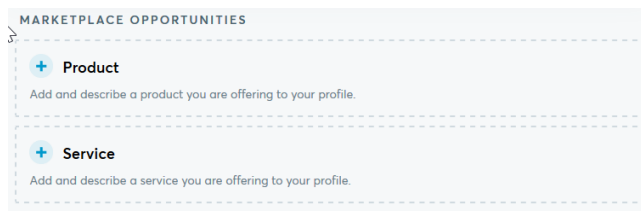
* Please feel free to complete your profile in English.

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

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



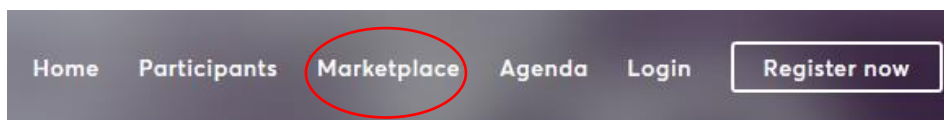
A good profile will enhance your chance to have numerous and targeted requests.



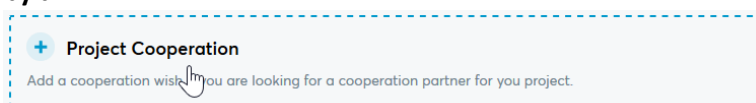


TUTORIAL B2B MEETINGS

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.



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.

NEW PROJECT COOPERATION ✕

Title* (0/160)

Description*

Project stage

Topic

Call

[...]

Type of cooperation sought

[...]



TUTORIAL B2B MEETINGS

7 **Participants profile validation**

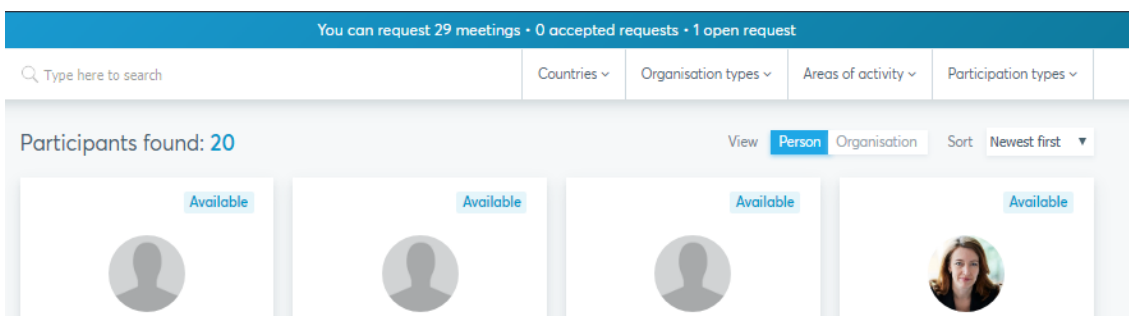
Profiles will be validated by the organisers and then visible by all the participants only when fully completed.

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

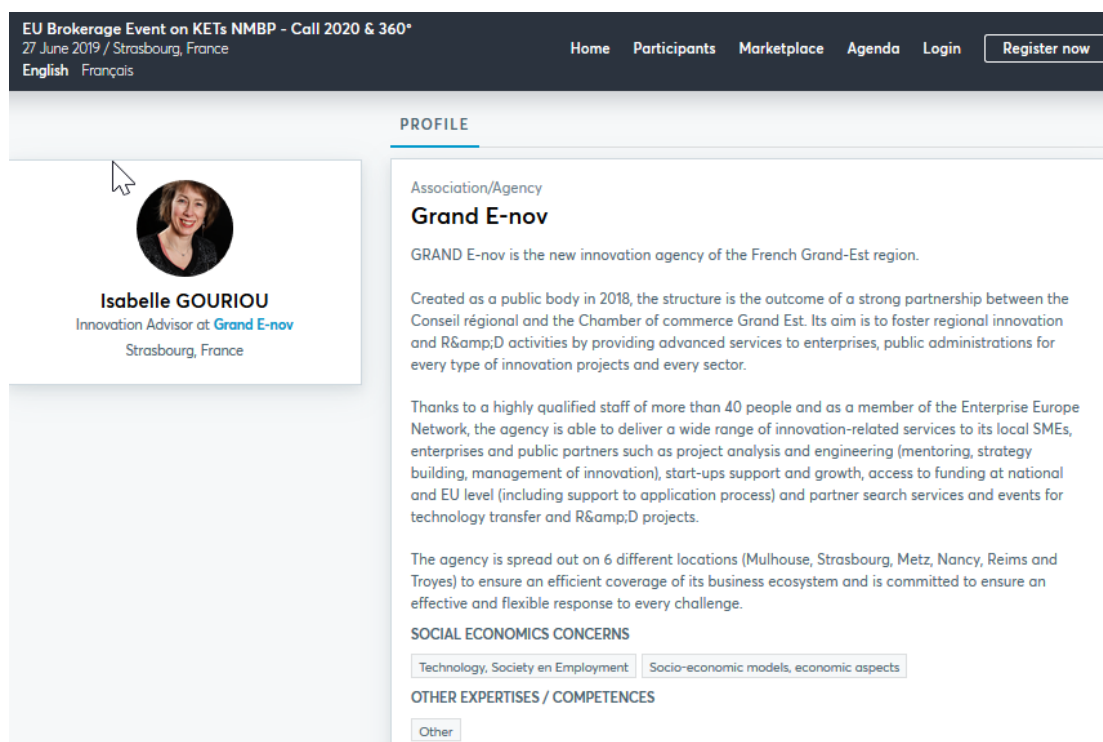
« PARTICIPANTS » Tab

You can send requests to profiles marked as « **Available** »

Meetings selection from 27th 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 15th 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 :

Contact :

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L'AGENCE D'INNOVATION

