

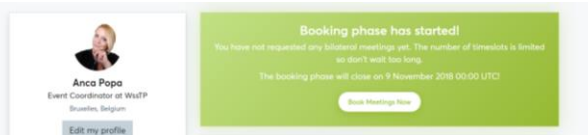


Water Knowledge Europe (WKE) 2019 is the specialized event created by Water Europe to expand your network and create new partnerships for the upcoming water-related calls in Horizon 2020.

## Booking meetings guidelines

### 1. Log into your B2Match profile ([link here](#) if you already have a B2Match profile)

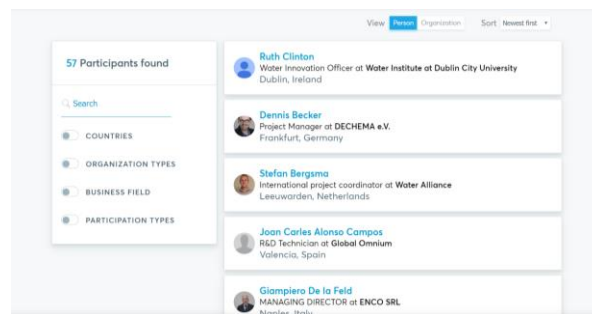
\*We recommend uploading a Profile picture, in order to be easily identified within the B2B sessions; it is generally more difficult to be identified by your badge or identify others by their badge.



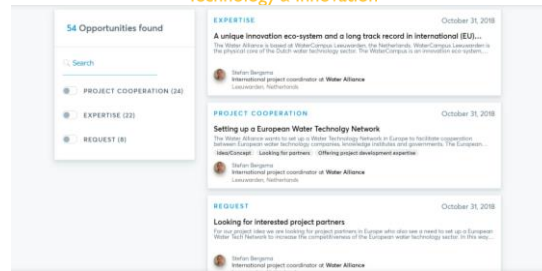
**Meeting duration:** 15 minutes

- Remember that the Matchmaking Session is planned for a total of 2 hours.
- Please check your profile regularly in order to delete the meetings you do not want to have. All meetings will be accepted automatically by the system.

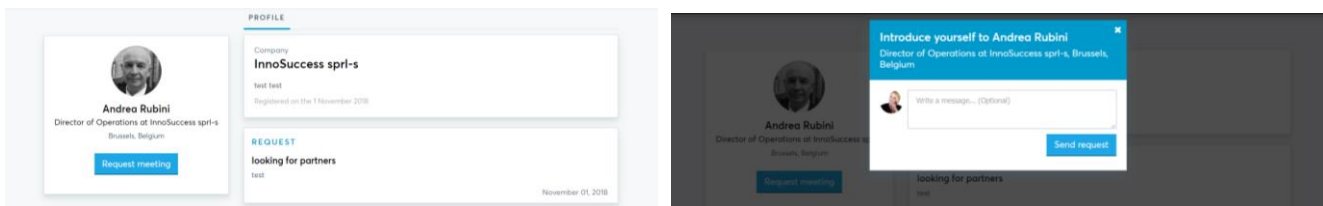
### 2. Click on the Book Meetings Now button.



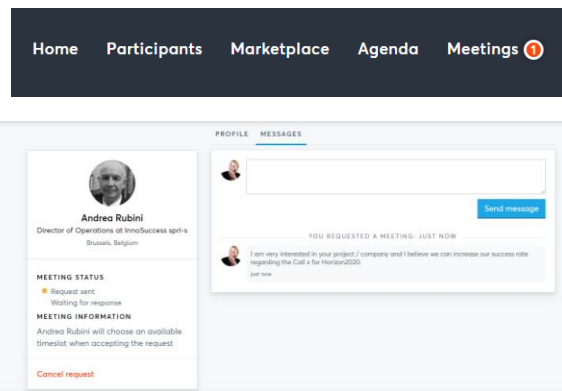
- You can **Search** among the Participants given some criteria that can be found in the left menu. In order to identify the Presenting Participants, select PARTICIPATION TYPES – Presenting Participant, for example.
- You have the option to Bookmark the profiles that interest you, before the booking.
- In the **Marketplace** section you can identify participants according to 3 criteria:
  - Expertise – recommended for Participants;
  - Request – what Participants are seeking within Water Market Europe.



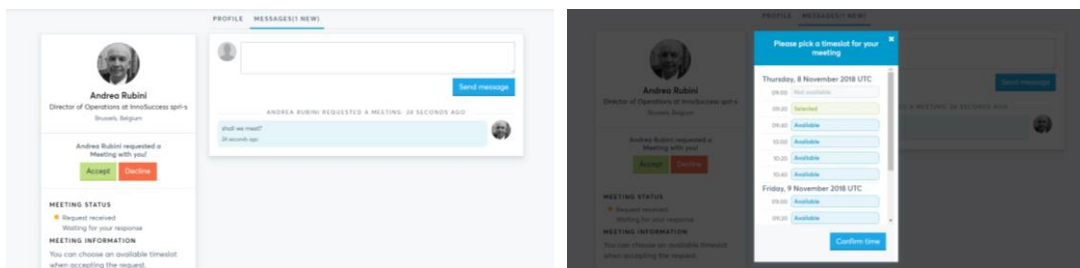
- To book a meeting, open the profile of the Speaker / Participant, click on Request Meeting in the left side, under the picture and name. Adding a meaningful remark why you are interested in a meeting will increase the chance that your request will be accepted.



- After the request has been sent, a new Menu section is created: **Meetings** – where you can see the status of your sent or received requests. Selecting each meeting you can perform additional actions, like cancel meetings or send more messages.



- When you receive a meeting request, you can either accept or decline it. Accepting it will open a new window where you have the option to select a timeframe and a table – in order to have a correct meeting management within the 2,5 hours Matchmaking frame.




- Accepted /Scheduled meetings will appear in both the Meetings and Agenda sections of the Menu.



Technology & Innovation

### 1x1 Meetings

ALL(1) CONFIRMED(1) PENDING(0) CANCELED(0)



**Andrea Rubini**  
Director of Operations at InveoSuccess sp...  
Request accepted 4 minutes ago  
I am very interested in your project / company and I believe we can increase our success rate regard...


Thursday, November 08, 2018, UTC  
9:00 AM - 9:20 AM  
Table 1

### My agenda

MY AGENDA FULL EVENT AGENDA

[Download Agenda as PDF](#) [Subscribe to calendar](#)

The event agenda's time zone is UTC.

<b>Thu</b> 8 Nov 2018	Session <b>09:00 - 09:20</b> Table 1	<b>Meeting with Andrea Rubini</b> Director of Operations at InveoSuccess sp... & Brussels, Belgium	
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For more information, please visit [WKE website](#) or contact [Andrea Rubini](#) or [Anca Popa](#)