



Co-organizer
Guideline

Antiga Fàbrica Estrella Damm Brokerage Event 2020

#BCNBrokerage

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)



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



1. HOW TO BECOME A CO-ORGANIZER?

The image shows two parts of the b2match user interface. The top part is a login form with the b2match logo, the text "Log In to your account", and input fields for "Email" and "Password". There is a "Remember me" checkbox and a blue "Log In" button. The bottom part is the "My Profile" page for a user named "Damir Dizdarevic". It includes a profile picture, a "Choose file" button, and input fields for "First Name" (filled with "Damir"), "Last Name" (filled with "Dizdarevic"), and "Phone" (filled with "+43 123 123 123"). There are numbered callouts: "1" next to the user name, "2" next to the "Edit my account" button, "3" next to the profile picture, and "4" next to the "Save changes" button.

admin.b2match.com

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:

- 1) Complete your organizer/co-organizer profile with contact number, full name, organization name and organization logo. If that information is missing your contact details won't appear in the organizers tab of the event: <https://mwc2020.b2match.io/contacts>
- 2) Check the participants list in the admin page and indicate which of those participants are your clients by adding yourself as "support office" in their profile.

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2. VALIDATE YOUR CLIENT



- **DO NOT ACTIVATE A PARTICIPANT IF THEY DON'T MEET THE FOLLOWING 3 REQUIREMENTS**

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

Activating a participant

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



1



Complete Profile

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

2



Indicate attendance availability

3



Corporate Email Address

Acknowledge that if your client has not added a marketplace within 3 weeks after his/her registration HIS/HER PROFILE WILL BE DELETED FROM OUR PLATFORM.

4. 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** in the left hand menu, to communicate the organizer about any relevant information on the participant registration status.

The screenshot displays the b2match interface for the 'ACCIÓ / MWC Brokerage Event 2020'. On the left, a sidebar menu includes options like Dashboard, Configuration, Website Editor, Organizers, Agenda, **Participants**, Meetings, Messages, Import, Export, and Scheduler. The main area shows a table of participants with columns for ID, Participant, Organisation, and Country. The first row, for Brad Bartolo Frendo, is highlighted. To the right, a detailed profile view for Brad Bartolo Frendo is shown, including contact information (PHONE: 79297509, EMAIL: brad@88.eu) and status toggles for 'Profile Activated' and 'Profile Visible'. Below these are buttons for 'Download PDF Agenda', 'Impersonate User', and 'Reject Participation'. At the bottom, a navigation bar includes 'Profile', 'Attendance', 'Meetings', 'Settings', 'Activities', and 'Notes' (which is circled). A text area below the navigation bar contains the note: 'This participant has no marketplace so it cannot be validated', with a 'Save Note' button underneath.

ID	Participant	Organisation	Country
34	Brad Bartolo Frendo	1888 Limited	Malta
33	Pietro Andrea Romeo	Rentiteasy Ltd	Malta
32	Evo Stefanov	Methodia	United Kingdom
31	Andrew Cutajar	Agilis	Malta
30	Nicholas Zinas	TEKMON	Greece
29	Michał Jankowski	JMMJ Software	Poland
28	Mateusz (Matt) Sadowski	Mobile Reality	Poland
27	Maciej Kotok	Evertop	Poland
26	Harold Kinet	Be Blockchain	Belgium
25	Elisa Gonzalez Boix	Vrije Universiteit Brussel - Software Lan...	Belgium
24	Mo Talukder	Geotourist	United Kingdom

4. FAQs

1. Can two people from the same company register?

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

Please check our terms of participation: www.mwc2020.b2match.io/page-1451

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!**

QUESTIONS? CONTACT US!

If you have any questions, do not hesitate to contact us!

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