WELCOME TO THE DIGITAL EDITION OF THE INNOVATIVE WATER WEEK REGISTRATION MANUAL
**Registration**

**Step 1**

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

- Continue with LinkedIn
- Continue with Google
- Or
- Enter your email
- Continue with Email

Choose the appropriate registration type:
- Water Europe members / non-members
- EU officials / Awards application
- Exhibition application

Please find the fees listed here.

**Step 2**

Attending the event remotely:

- Water Europe member
- Water Europe non-member
- EU Official / National authority / Special Guest / Speaker / Moderator
- APPLICANT - Water Europe Innovation Awards
- APPLICANT - Water Europe EXHIBITION Booth

Select all the sessions you plan to attend: pay extra attention in selecting the Virtual Networking Session – only selecting the Chatroom you will be able to book video/audio meetings with other participants.

Please find the fees & the Reverse Charge VAT guidelines listed here.

**Step 3**

Plan your Attendance

22 June 2020 (Monday 1 of 5)

Which session do you want to attend?

- Introduction (Key note) to WIE2020: Water in the European Green Deal
- CoViD19 the EU Post Recovery plan and the role of Water
- Session reporting & Water Innovation Awards SMEs Prize
- Virtual Networking Chatroom (B2B Virtual meetings)

Fill in all mandatory rubrics: WIE2020 being a digital event it is highly recommended to upload a picture. For the Award applications: only applications that have all mandatory rubrics filled in will be considered.

**Step 4**

Networking interest:

(Optional) Please write your specific areas of concern or interests in the water sector (Sustainability, innovation, policy, standards, investment, legislation, projects, Living Labs, etc) and provide some details.

Product / Service

Presentations / Brochures

Invoices cannot be re-issued. Please find the fees & the Reverse Charge VAT guidelines listed here.
Your B2Match profile has 2 Menus:
The left side one is your main profile where you can edit your information and see **your personal agenda** (the sessions you selected to attend); and the top bar menu is the event’s menu, where you can see the full agenda, the list of participants, but also **your meetings and messages**.

**STEP 5**

**Your B2Match profile has 2 Menus:**

- The left side one is your main profile where you can edit your information and see **your personal agenda** (the sessions you selected to attend).
- The top bar menu is the event’s menu, where you can see the full agenda, the list of participants, but also **your meetings and messages**.

**STEP 6**

**Subscribe to calendar:**

In order to have all your selected sessions and the accepted meetings in your Outlook or daily used calendar, you can follow the below steps:

1. Top Menu – Agenda – Subscribe to calendar
2. Check your profile frequently in order to accept / reject the meeting invitations you have.
Check the list of registered participants. The “Available” tag shows participants that opted for the B2B meetings.

- Study their profiles, especially the Expertise section and the Networking need.
- You can also search participants by Country or by the Organization’s type.

Clicking on a participant’s profile you have 2 contact options:
- **Meet** – video/audio call – the invited participant will have to select the available time slot. Calls will be available during the event days.
- **Send message** – chat function open anytime.

Check your profile frequently in order to accept / reject the meeting invitations you have.
ATTENDING LIVE SESSIONS

During the event days, in order to attend a selected Live Streaming session, you have to:

1. Log into your profile
2. Go to your Agenda section (top bar – your name/picture button – My attendance)
3. Click the **Join now button** when a session is scheduled to start and you are in.
Virtual Exhibition

Browse through the exhibition booths of Water Innovation Europe and book meetings with their representatives – you can find new business opportunities everyday.

You can study their presentations and brochures, see their guiding videos and book meetings.
A WATER-SMART SOCIETY
FOR A POST-COVID19 GREEN DEAL

SEE YOU SOON. VIRTUALLY.

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