enterprise europe network

28 Sep 2020 - 2 Oct 2020

Sicily2Japan: Food and Beverage Virtual Mission

HOW TO PARTICIPATE IN VIRTUAL B2Bs

EU-Japan Centre
for Industrial Cooperation
日欧産業協力センター

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Business Support on Your Doorstep

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Commission

BEFORE STARTING
TECHNICAL REQUIREMENTS FOR ATTENDING AN ONLINE MEETING

Attending an online meeting is very simple, but it takes a few preliminary steps to make sure everything will work fine.

Virtual meetings take place via the b2match video tool, which is integrated into the b2match platform and does not need to be downloaded.

System requirements
- Make sure you have installed an updated version of your browser (Google Chrome, Mozilla Firefox, Microsoft Edge)
- Use a device with a built-in webcam or a working webcam and microphone and enable them in the browser you will use for the meeting. Without the camera, the meeting can still take place in audio mode.
- Depending on your browser settings, you may be prompted to confirm camera / microphone activation via a pop-up window. Otherwise, if you have problems, check your browser permissions.
- Check your microphone with other apps, such as Google Meet, Skype, Zoom, etc..

CHOOSING WHO TO MEET

From the «Participants» page or from the «Marketplace» page of the site, identify the participants that interest you.
Once you have found your potential partner, click on the participant's card to access their profile.

Before 15 September, when the possibility of requesting appointments will be activated, you can send messages to your counterpars, and start communicating by clicking on the «Send Message» button.
You can send messages during the whole period of the event (until Oct. 2nd .

BOOKING YOUR ONLINE MEETINGS

From 15 September to 25 September, the possibility of requesting meetings will be activated.
The "Request meeting" button, located under the participant's image, will turn green and you can click to request an appointment.

Your potential partner will receive an email alert.
If the counterpart accepts, you will receive a confirmation email.

By clicking on the "Meetings" button you will see the meetings that have been accepted or rejected and the provisional time.

The definitive timetable will be available after booking closes, on 25 September.
You can constantly consult the "Agenda", with the times of your meetings.
The final agenda will be sent to you by email.

Your meeting agenda will look like this:

You can see how much time is left until the start of each match.

STARTING THE ONLINE MEETING

How to start an online meeting

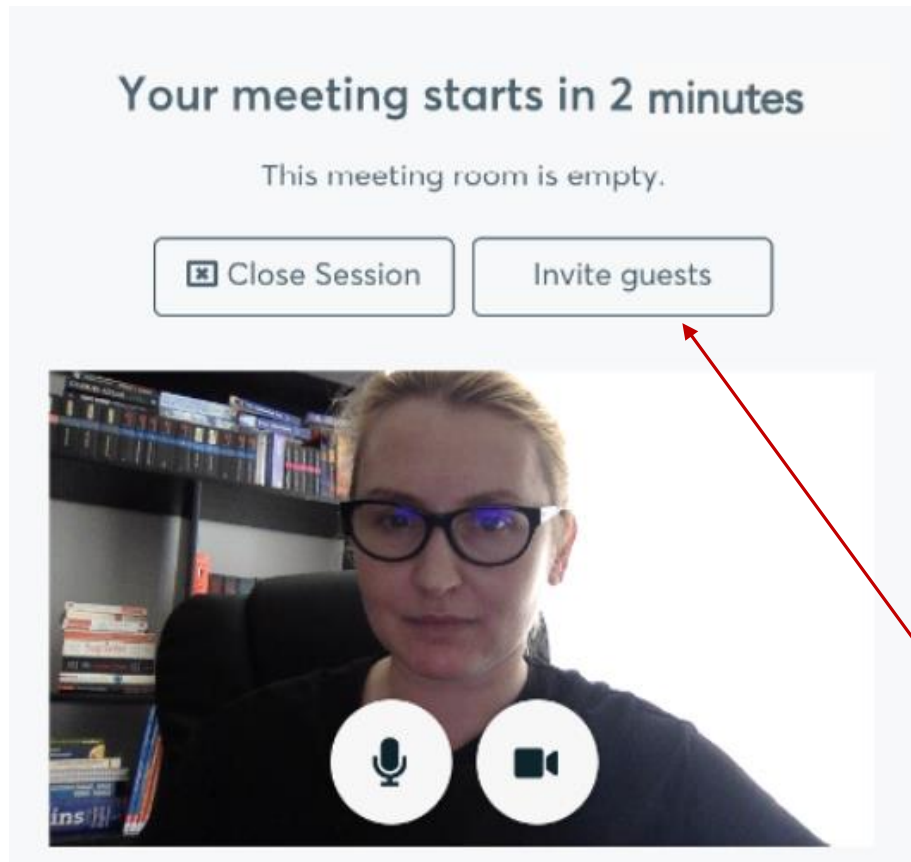Click on the "Start Meeting" button at the time of the meeting (you can also do it a few minutes before, if you wish).

Before connecting, make sure you have a good internet connection and that your camera and microphone are working properly!

If all is well, if the meeting room is still empty you should see yourself.
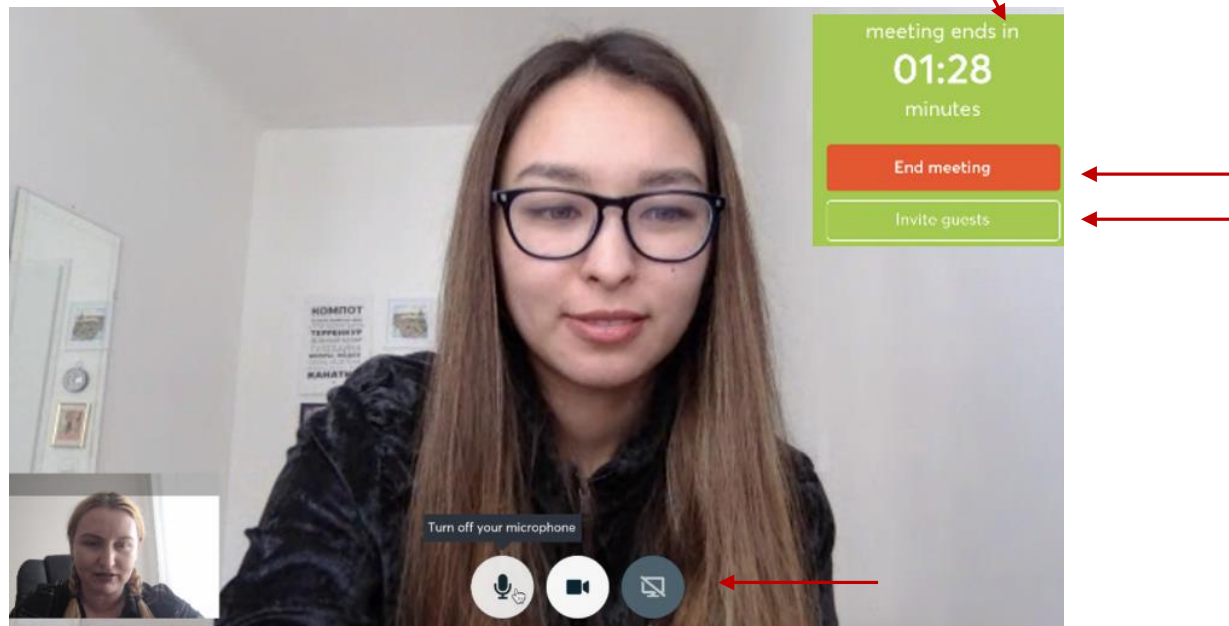Wait for your counterpart to arrive.

Important! You can invite other people to join the meeting, as **guests** (an interpreter, a colleague, etc.), by clicking on the «Invite Guests» button.
A link will open for you to copy and send to guests.
The maximum number of attendees for each online meeting is 5.

A virtual meeting can be started at any time. If not concluded by the participants, it will automatically stop after three minutes from the end of the meeting.

The running time is displayed on the green tab in the upper right corner, along with the "End meeting" button, which is used to end the meeting, and the button to invite guests.

During the online meeting it is also possible to **share the screen**, in case you want to start a presentation, by clicking on the third button at the bottom.
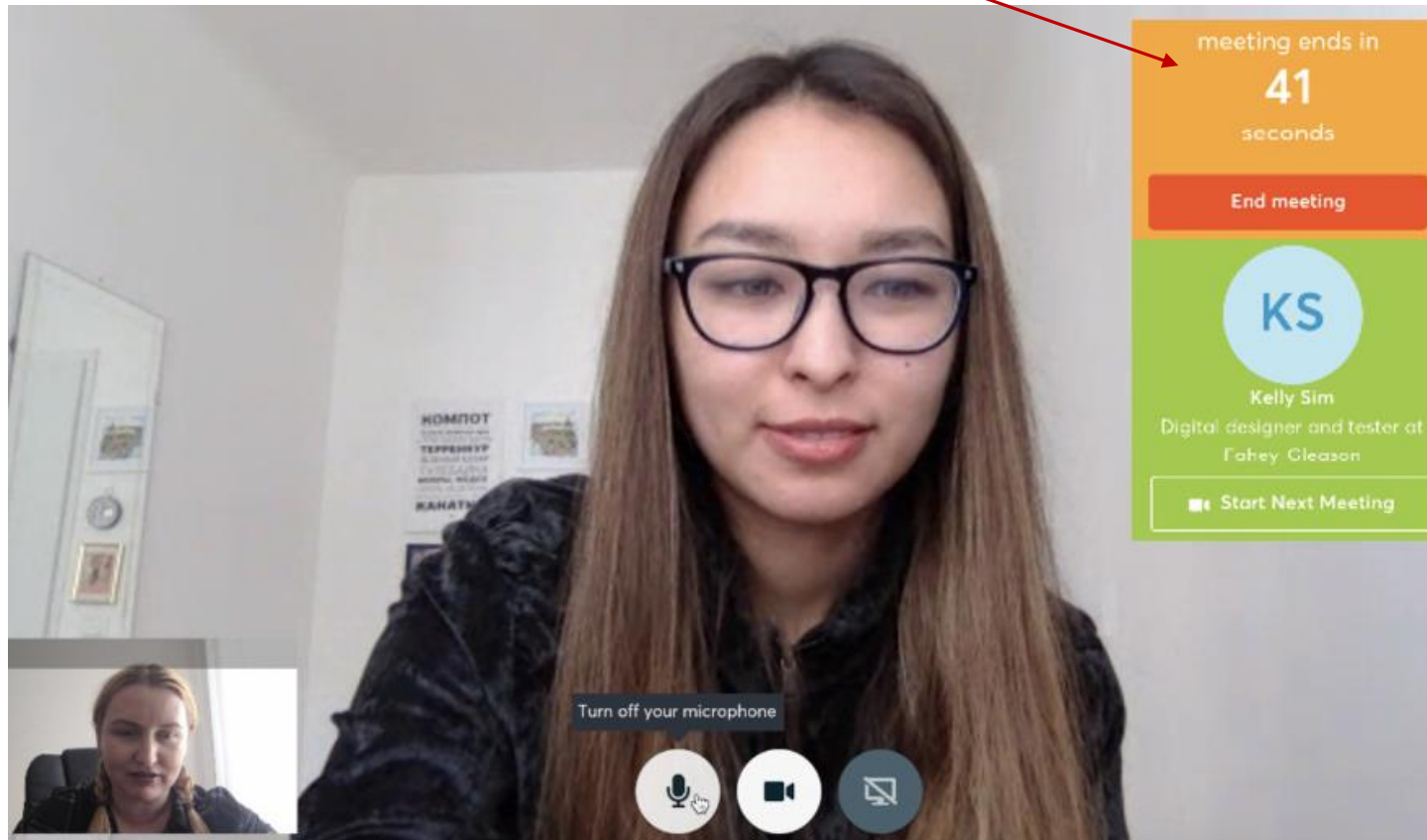
The person speaking will be the one in the foreground.

Important! If the connection fails, you can restart and reconnect.

One minute before end of the meeting, the next meeting card will appear on the screen to the right.
Clicking "Start Meeting" will end the current meeting and start the next one.

Still doubts?
You can also watch the Video Tutorial on YouTube!
Click HERE
Or you can read the "How it works" page on the website:
https://sicily2japan.b2match.io/how-it-works

We wish you good work!

For further clarification and assistance you can contact your Support Officer

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