

enterprise europe network



28 Sep 2020 - 2 Oct 2020

**Sicily2Japan: Food and
Beverage Virtual Mission**

HOW TO PARTICIPATE IN VIRTUAL B2Bs

een.ec.europa.eu



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.

Sicily2Japan: Food and Beverage Virtual Mission
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Home Participants Marketplace Agenda Meetings Messages

Booking phase starts on Tuesday, Sep 15, 2020.

Fuji Fuji
Buyer at **JP BUYER 001**
Japan, Japan

Request meeting Send message

JP BUYER 001
Wholesaler

wholesaler interested in wine and alcoholic beverages, canned/preserved food, confectionery, dairy products, gourmet food, specialties, meat products, pastry, olive oil

FOOD

Canned food, Preserved Confectionery, Chocolate, Jams Dairy products
Delicatessen, specialties, dry food, Snacks Gourmet Food Meat products Pastries, cakes and biscuits
Olive Oil

DRINKS

Alcoholic beverages Wine

Registered on July 24, 2020

Before 15 September, when the possibility of requesting appointments will be activated, you can send messages to your counterparts, 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.

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Request meeting [Send message](#)

Wholesaler JP BUYER 001

wholesaler interested in wine and alcoholic beverages, canned/preserved food, confectionery, dairy products, gourmet food, specialties, meat products, pastry, olive oil

FOOD

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DRINKS

Alcoholic beverages Wine

Registered on July 24, 2020

set

4

ven

1x1 Meeting at Sicily2Japan: Food and...

Quando ven 4 set 2020 9:40AM – 10AM (UTC)

Chi Unknown Organizer*

[Aggiungi a calendario »](#)

Agenda

ven 4 set 2020

Nessun evento precedente

9:40am 1x1 Meeting at Sicily2Japan: Food and...

Nessun evento successivo

Sicily2Japan: Food and Beverage Virtual Mission

4. September 2020 – 2. October 2020

Dear Giada Platania,



Hitoshi Koyano has accepted your meeting request!

test at JP BUYER 000, Herent, Belgium

[View Meeting](#)

You can request and accept meetings until 25 Sep 2020.

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.

Sicily2Japan: Food and Beverage Virtual Mission
28 Sep 2020 - 2 Oct 2020

Home Participants Marketplace **Agenda** **Meetings** Messages

Booking phase starts on Tuesday, Sep 15, 2020.

1x1 Meetings

ALL **1** CONFIRMED **1** PENDING **0** CANCELED **0** AVAILABILITY

Next meetings

Giada Platania, gadsgha at fasdfasf

Hitoshi Koyano, test at JP BUYER 000

11:40 - 12:00

Friday, September 04

Online Video Conference

MEETING SCHEDULED

Cancel Reschedule **Start Meeting**

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:

Sicily2Japan: Food and Beverage Virtual Mission
28 Sep 2020 - 2 Oct 2020

Home Participants Marketplace Agenda Meetings Messages

Booking phase starts on Tuesday, Sep 15, 2020.

MY AGENDA EVENT AGENDA

All days All locations 1:1 Meetings

Friday, September 04, 2020

11:40 - 12:00 Meeting with Hitoshi Koyano, test at JP BUYER 000
Online Video Conference

HK Starts in 28 minutes

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).

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1x1 Meetings

ALL 1 CONFIRMED 1 PENDING 0 CANCELED 0

AVAILABILITY

Next meetings



Giada Platania, gadsgsa at fasdfasf



Hitoshi Koyano, test at JP BUYER 000

🕒 11:40 - 12:00

📅 Friday, September 04

📍 Online Video Conference

MEETING SCHEDULED

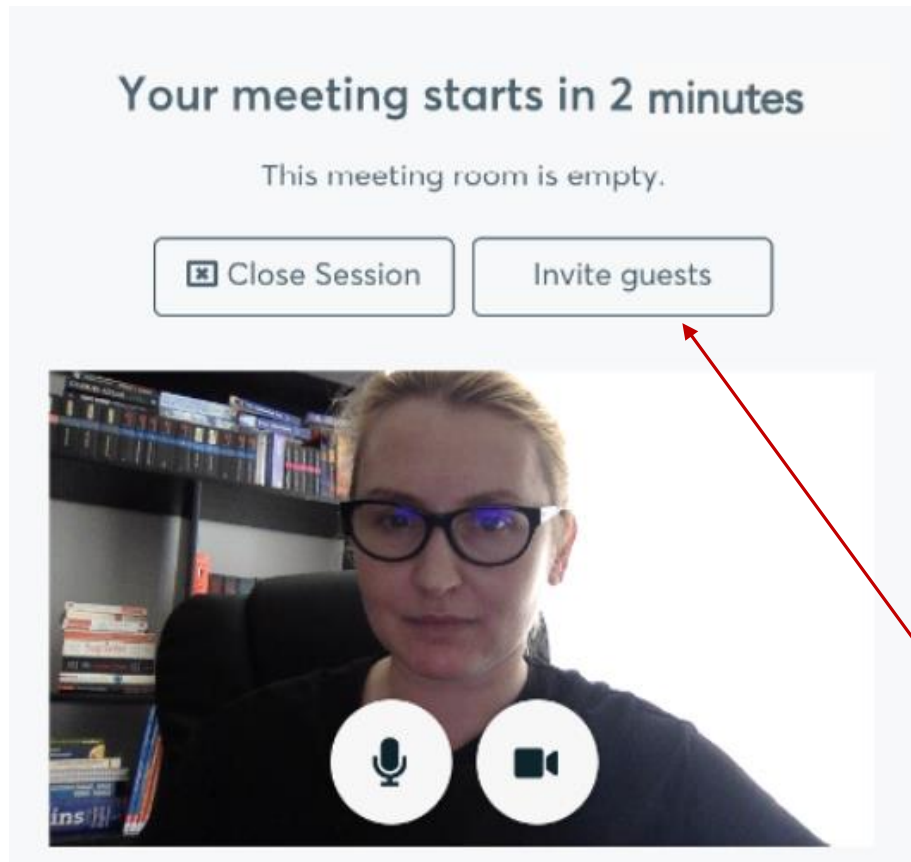
⌛ Cancel

🕒 Reschedule

🎥 Start Meeting

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.



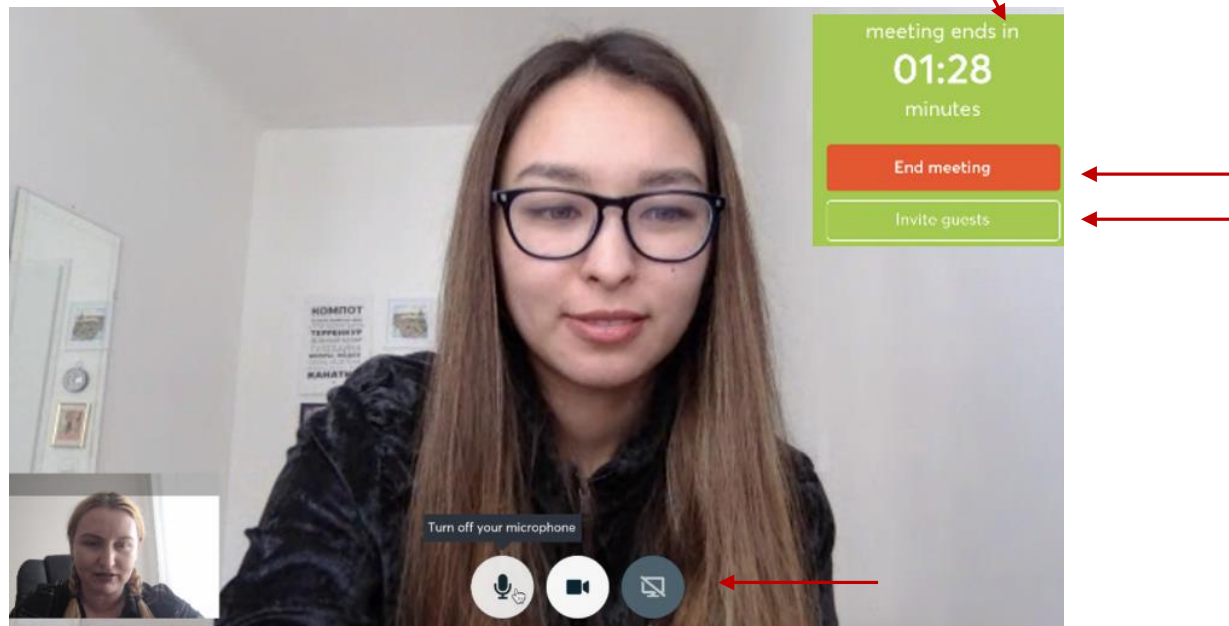
Important! You can invite other people to join the meeting, as **guests** (an interpreter, a colleague, etc.), by clicking on the «Invite Guests» button. A link will open for you to copy and send to guests. The maximum number of attendees for each online meeting is 5.

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.

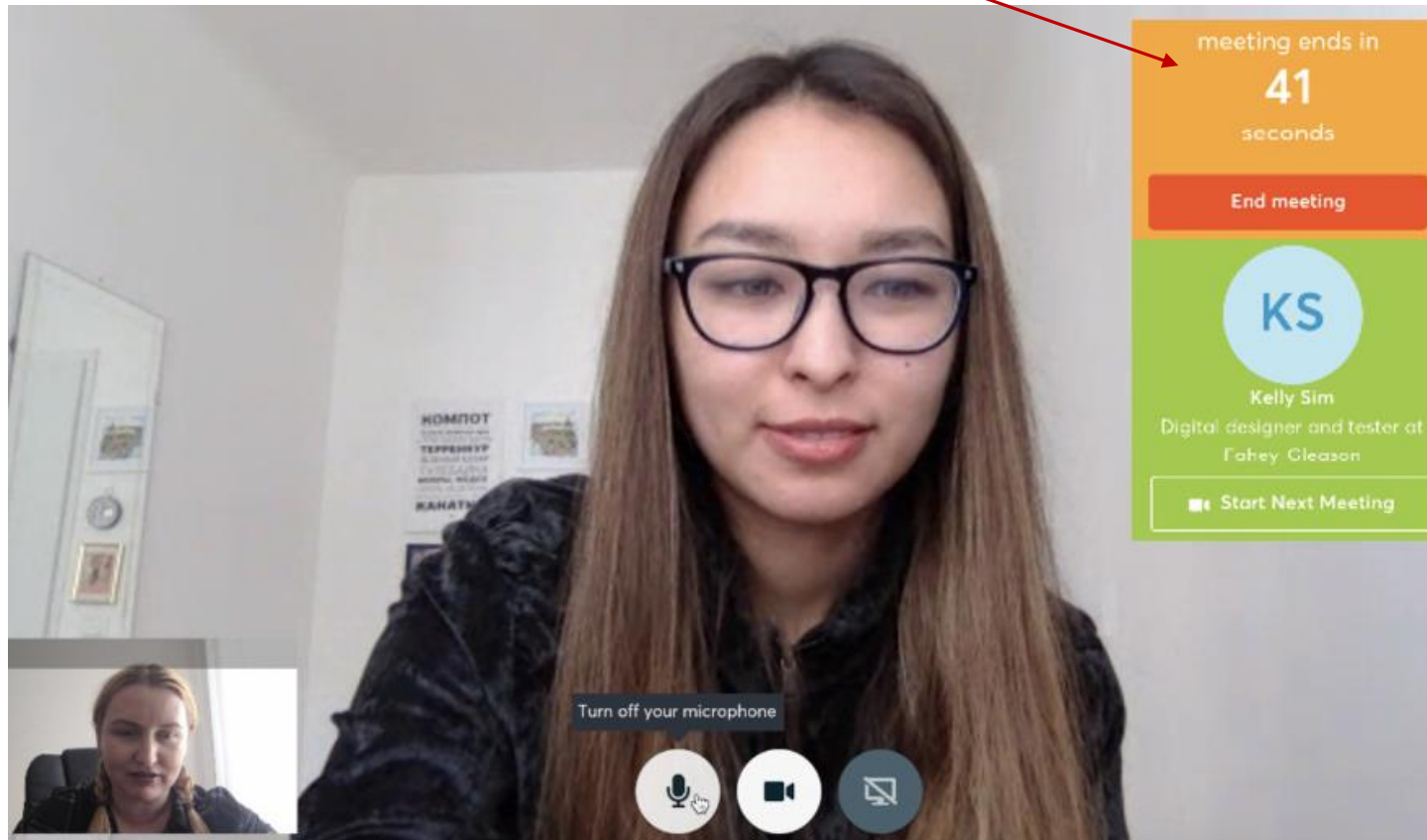
The person speaking will be the one in the foreground.



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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www.een-italia.eu
www.sicindustria.eu
<https://www.eu-japan.eu/>

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