# 2020 Korea Eureka day Korea-EU Online B2B Matchmaking

24 November 2020 | Online Event

# B2match "Registration Guide"

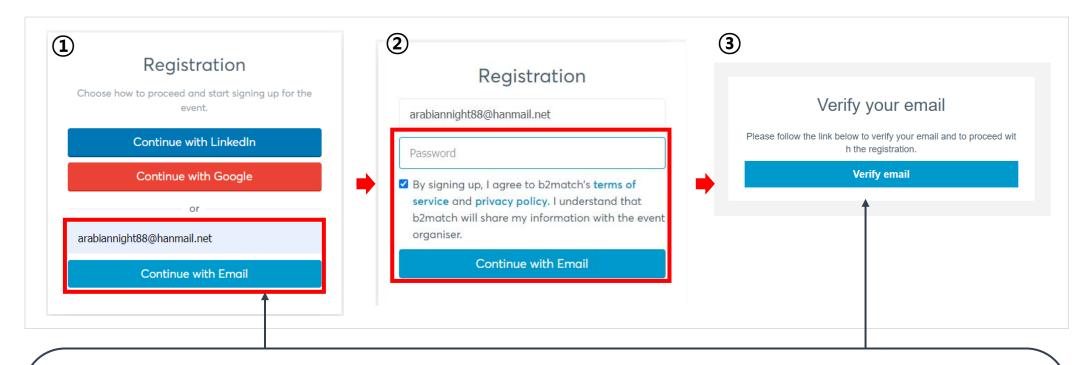




### 0. How it works

- 1. Create and Account. Registration Deadline is on November 16th.
- 2. Complete your profile with information about your company. Add also information about what you are offering or looking for in the Marketplace section.
- 3. The organizers will activate your profile once it is completed (needs to have completed Marketplace)
- 4. Start Booking meetings (asking, accepting or declining meetings) and Deadline is on November 19th.
- 5. Remember the booking deadline is on **November 19th**. Any bookings which haven't been accepted on that date won't be scheduled on your agenda.
- 6. Check the most updated version of your meetings' schedule through the platform.
- 7. This event will be matched with partners through the B2match website, and based on the final schedule, the actual meetings will be conducted using the ZOOM application.
- 8. Final schedule and ZOOM meeting link will be sent by email on November 20
- 9. Attend to the 1:1 B2B meeting following the Zoom meeting link previously shared.
- 10. After the Event complete the Feedback survey on the B2match platform.

### 1. Create an Account



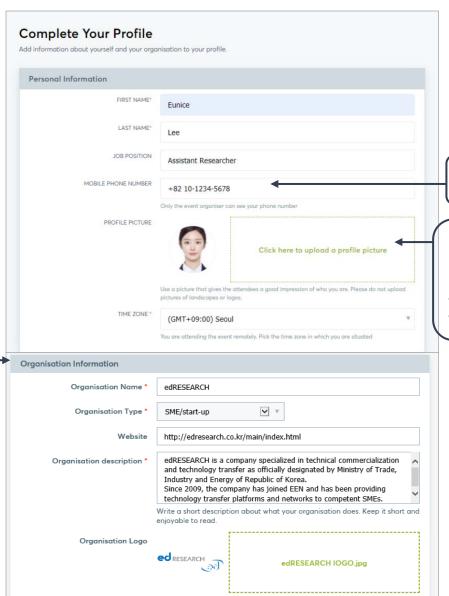
### E-MAIL REGISTRATION

- If you choose one of this options, be aware that you are **using** the e-mail linked to your linkedin or Google account
- We highly recommend you to enter your Corporate E-mail
- You will receive all the relevant Information In the registered e-mail

### **CONFIRM YOUR E-MAIL**

- While you are filling your profile, you will receive this e-mail
- Please don't forget to Verify your e-mail by clicking in the link attached!

## 2. Complete your Profile



Upload your organisations logo. It will be visible inside your profile.

Add your contact number

Uploading a picture makes a profile more truthful.

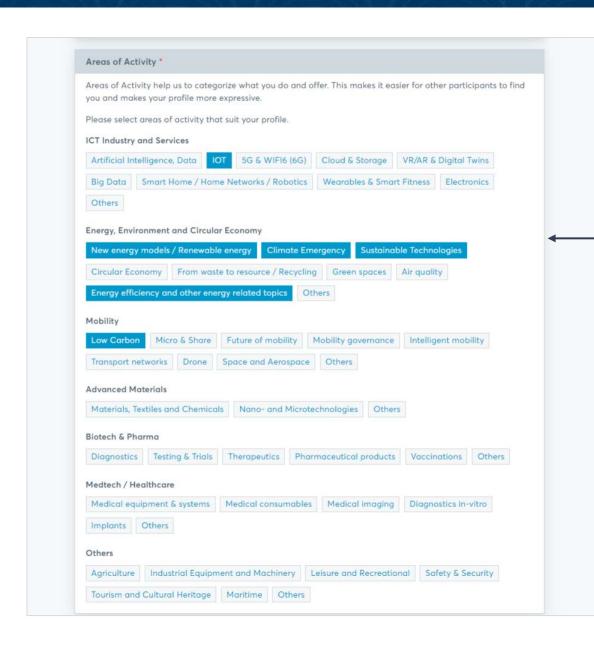
And also helps to recognize you the day of the event ©

Be professional when filling the information of your organization.

Be sure that you write information that explains in detail:

- What is your company's activity
- The area of expertise

## 2. Complete your Profile

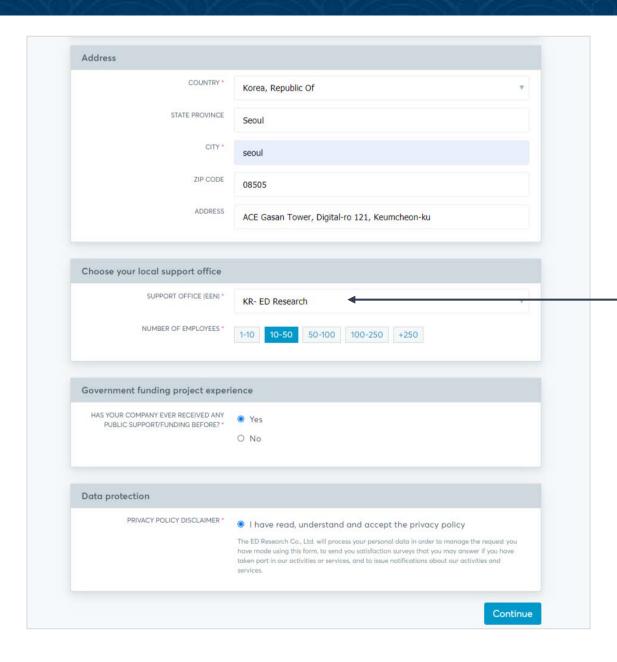


Select all the areas of activity that define your Business.

These tags will be used by Other participants filtering Who they wan to meet.

So, don't forget to select any Important area for your company!

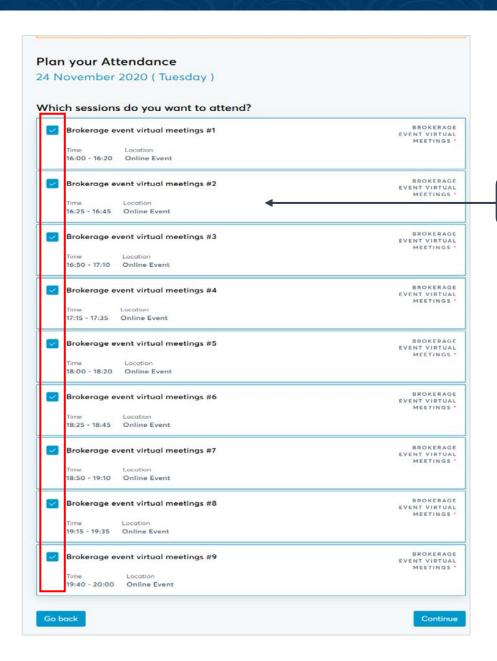
## 2. Complete your Profile



Select the Support Office form your region.

They will help you with any problem you might Encounter during the registration process, booking of meetings and at the Event.

### 3. Plan your Attendance



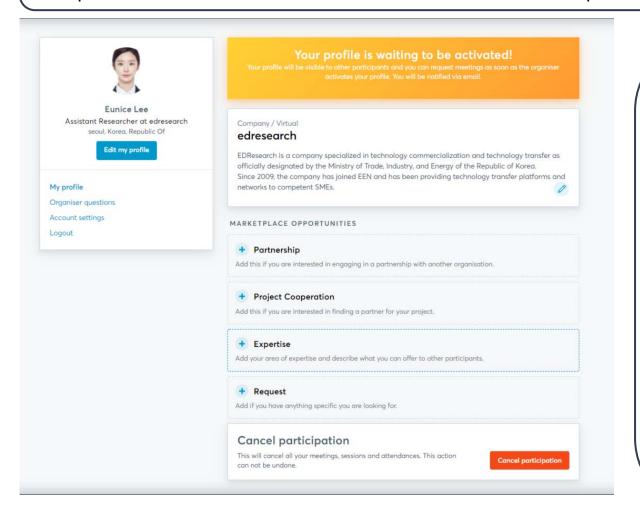
Select your availability to have meetings.

### 4. Complete your Marketplace Opportunities

Congratulations, you have created your profile!

Just 1 step more: FILL IN THE MARKETPLACE SECTION.

Your profile will ONLY be activated when this section is also completed.



#### **MARKETPLACE OPPORTUNITIES**

**Partnership**: Add this if you are interested in engaging in a partnership. Describe the type of partnership. Ex: Development, Consulting, Manufacturing, Sales/distribution

**Project Cooperation**: Add a cooperation if you are Looking for a cooperation partner for your project. Ex: R&D (also for European calls), Technical, financing, etc.

**Expertise**: Describe your kind of expertise & know-how

**Request**: Create a request for anything Specific you are looking for

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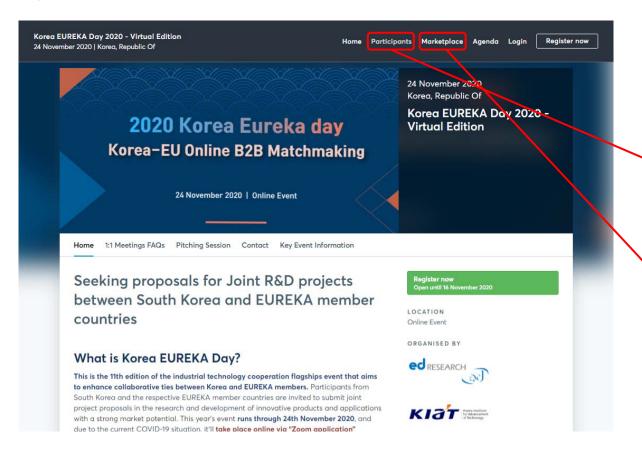
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# "Booking of meetings" Guideline





1 Way to Search Participants

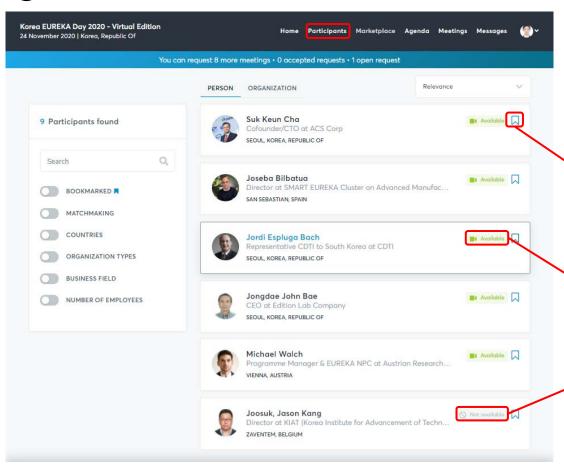


How to request meetings to participants according to your interests?

Participants tab: Helps you browse by Organization and person attending. It also allows you to filter by country, organization type, technology or main industry clients

Marketplace: See what companies are Offering or looking for

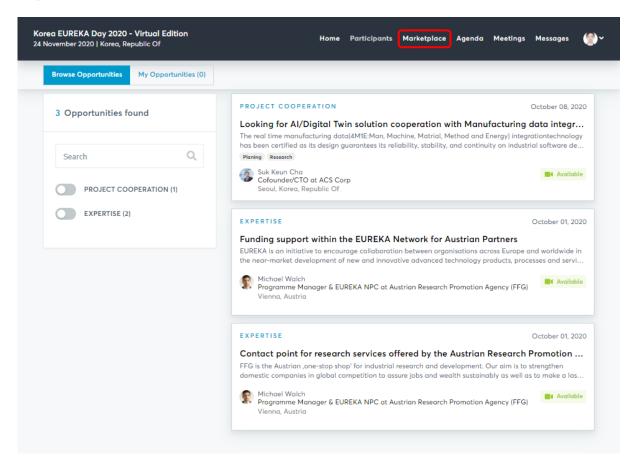
### ② Use the "Participants" Tab



### Multiple Filter Option

- You can use the search engine to do free text search within any participant org. description
- Save your favorite profiles with the
- BookMarked tool
- Filter by Organization type
- Filter by Business field
- Filter by Matchmaking to see profiles that have the same attendance availability as you do.
  - "Available" (if your schedule coincides)
  - "Not available" (if your schedule does not coincide)

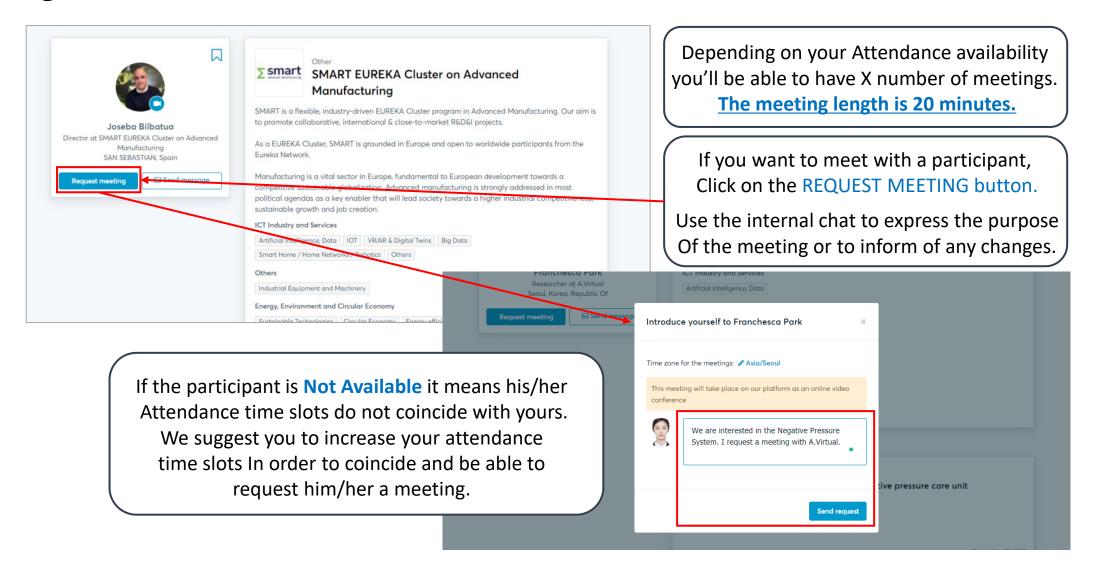
3 Use the "Marketplace" Tab



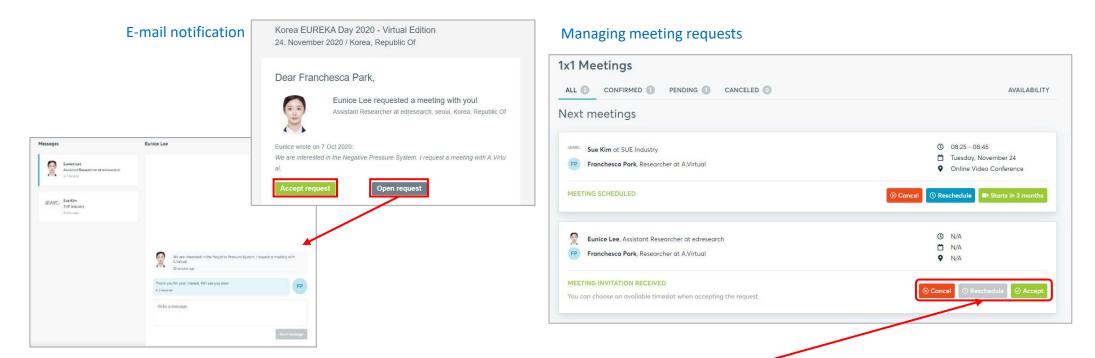
#### **Filters**

- You can use the search engine to do free text search within any participant market places.
  - Filter by Partnership
  - Filter by Project Cooperation
  - Filter by **Expertise**
  - Filter by Request
- The above filters are drop-downs, you can choose different keywords to filter more specifically.

### 4 Request meetings



(5) Accept and Decline meetings



- 1. You will receive e-mail notification about your meeting requests.
- 2. Answer all your pending requests (<u>ACCEPT / RESCHEDULE / CANCER</u>) don't leave them *pending* because they block your time while in pending status.
- 3. Respect your colleagues. If you can not attend the meeting please inform the other participant.
  - a. **RESCHEDULE**: Don't cancel the meeting and send him/her a message to meet at another time. You can come to the brokerage event area and use one of our tables upon availability.
  - b. CANCEL THE MEETING ONLY if you are certain you don't want to hold the meeting.

6 Meeting schedule and Zoom link

Schedule	Contents
November 16 <sup>th</sup> (Mon)	Online Profile Registration Closing
November 29 <sup>th</sup> (Thu)	B2B Meeting Applying Closing
November 20 <sup>th</sup> (Fri)	Notify Meeting Schedule & Zoom link
November 24 <sup>th</sup> (Tue)	B2B Online Meeting

- 1. You will receive the final meeting schedule and ZOOM link by event registration email on **November 20th.**
- 2. You can proceed with the meeting by accessing the Zoom link you received by email at the pre-scheduled time.

\*\* If you have any questions, please contact us at the following e-mail [ED-Research, Global business Dept. Sue Kim. sj.kim@edresearch.co.kr]