

Southern Europe Meets the Midlands 2020

Registration and booking meetings guide for companies

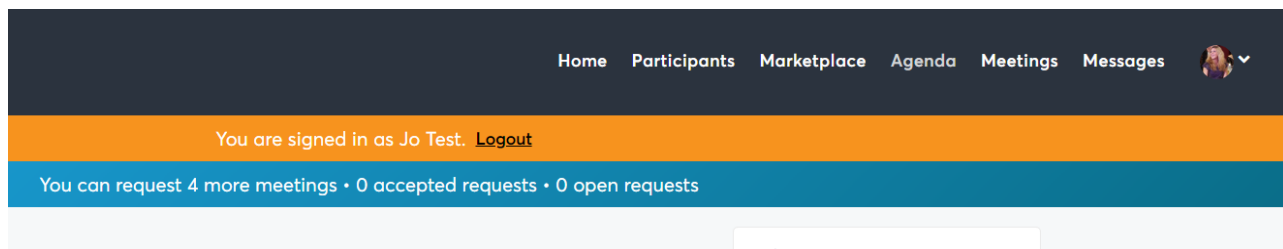
STEP 1: REGISTRATION

- Register via the green button 'Register now'
- Enter your work email address and create a password
These will be used to log in to the system each time, so please make a note of what you have entered.
- Enter your details as requested and add a profile picture
- Ensure the Time Zone is set to (GMT+00:00) London
- Add your company details as requested and add a company profile to the 'Organisation Description' field. Include things such as; company background, business offers and interests.
- Please add your company logo where requested
- Select the relevant business sector for your company
- In the agenda section, please tick the 20 min times slots you are available for 1-2-1 meetings for the 10th-13th November 2020 (There are 40 slots available, please ensure you check each one). When a 1-2-1 meeting is scheduled, your availability will show to the organiser.

The organiser will approve your registration and an email will be sent to book 1-2-1 meetings.

STEP 2: ADD YOUR PRODUCT/SERVICE/EXPERTISE DETAILS IN THE MARKETPLACE

Log back in to your profile and click on the 'Marketplace' tab (see below).



- Click on 'My Opportunities' and add your product/service/expertise you are offering, along with a description. You can also add an image of your product, upload your product/service brochure, video and 'YouTube' link.

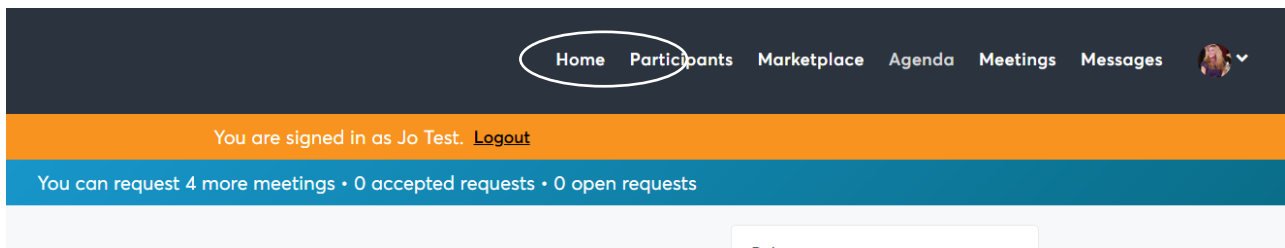
STEP 3: BOOK 1-2-1 MEETINGS

1-2-1 meetings can be requested once your registration has been approved until 12noon on Friday 6th November 2020.

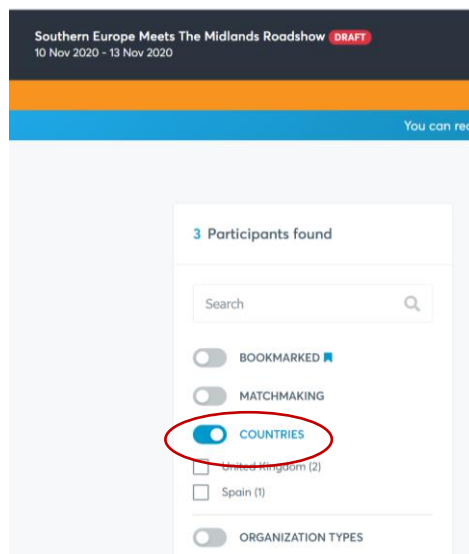


You can request a maximum of 4 meetings over the 4 days

Log in and click on the 'Participants' tab (see below)



On the left hand side, click the 'COUNTRIES' filter, so that it turns blue. (see below)



- Select the countries you are interested in having a 1-2-1 meeting with. Choose the Commercial Officer in that country that best suits your sector (if more than 1 available) and request a meeting. Please add the reason why you would like a meeting.
- If a commercial officer is showing as unavailable it may be due to you not having matching time slots available. Consider revising your availability using the 'Agenda' tab.
- In order for your meeting to be confirmed, the request must be accepted by the Commercial Officer(s), who will organise the date and time of the meeting considering the availability you selected when you registered.

PLEASE NOTE:

- A Commercial Officer may read your profile and decide that there may be an opportunity for your product/service in their country, in which case they will request a meeting with you. Please check any incoming meeting requests and accept or decline if not appropriate.
- Meetings will be delivered online via 1-2-1 video calls operated within the events system.
- Participants available for meeting requests are indicated by a green button “Available”.
Booking rules have been applied by the event organiser so that specific participants cannot meet. For example a company cannot request a meeting with a DIT member of staff, as these can be organised outside of this event.
- If you are accepting meetings using a mobile device, please note that the email will show all confirmed meetings you are due to attend and the latest request for you to accept may appear at the bottom of this list.

STEP 4: REVIEW YOUR MEETING SCHEDULE (RESCHEDULE/CANCEL MEETINGS)

You can view the date/time of your meetings by clicking on the ‘Meetings’ tab at any time. You can reschedule or cancel any confirmed meeting(s) by clicking on the relevant buttons within that meeting.

Southern Europe Meets The Midlands Roadshow
10 Nov 2020 - 13 Nov 2020

Home Participants Marketplace Agenda Meetings Messages 1

You are signed in as Jo Test. Logout

1x1 Meetings

ALL 1 CONFIRMED 1 PENDING 0 CANCELED 0 AVAILABILITY

Next meetings

Jo Test, Test Manager at JOTEST
Sam Test, Head of Post- Spain at DIT spain

09:00 - 09:20
Tuesday, November 10
Online Video Conference

MEETING SCHEDULED

Cancel Reschedule Starts in 26 days

ADDING/REMOVING MEETING AVAILABILITY

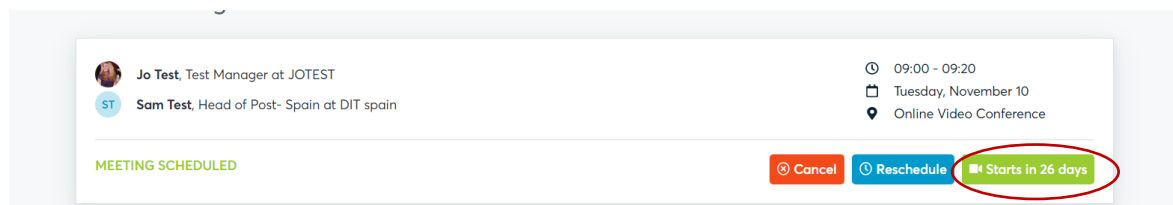
- If you would like to check the dates and times you have said that you are available upon your registration, please click on the ‘Agenda’ tab.
- The list of days and time slots will appear. Please click ‘ADD’ to any time slot to make yourself available or ‘REMOVE’, if you are no longer free.
- The greyed out remove button’s means that you have a meeting scheduled for that time and day, so you must go into the meeting to reschedule or cancel.

STEP 5: TECHNICAL PREPARATIONS FOR THE VIDEO CALL

- Please use a desktop computer or laptop where both Webcam and Microphone is installed
 - Make sure your audio quality is good (using headphones is highly advised)
 - Use a good webcam to improve the image quality

- This events portal works best using the following internet browsers:
 - Mozilla Firefox**
 - Google Chrome**
 - Opera browser**Please use one of these browsers for the video calls.
*Internet Edge Browser only works for Version IDs 80+ (Chromium edition).

- You will need to ensure that your camera and microphone work prior to your 1-2-1 meeting.
 - To do this, please go to the 'Meetings' tab and click on the green camera button next to one of your confirmed meeting requests.
 - The video call opens in your browser. You should see yourself.



Please be aware that a pop up box may appear once you have clicked on the green button asking you to allow this events portal to use your camera and microphone. Please ensure that you click allow for both

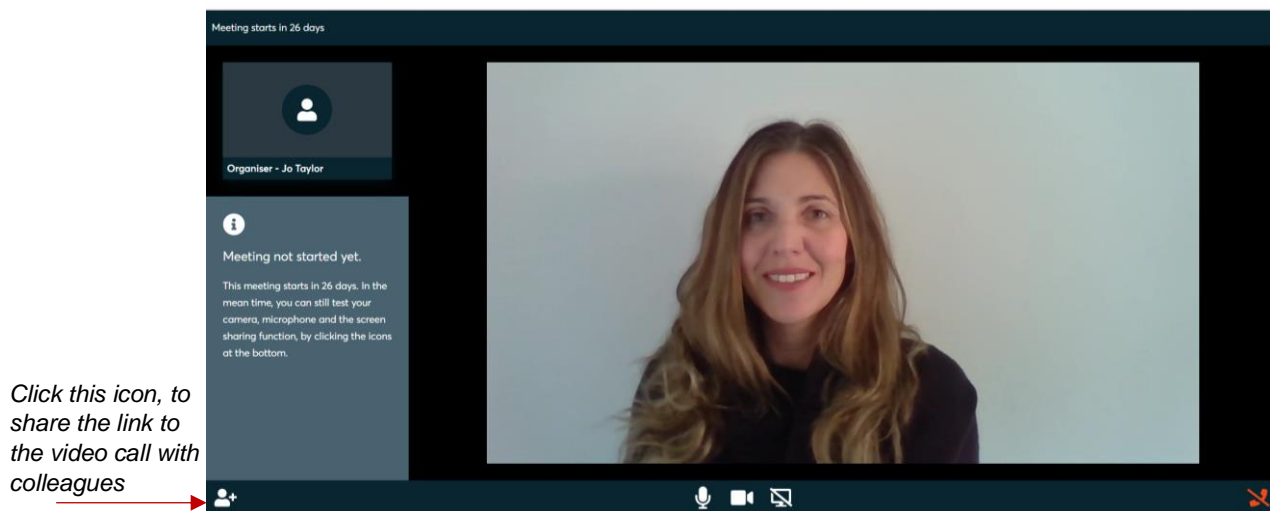
- If there are any issues, an error message will appear

Joining your meeting

STEP 5: JOINING YOUR CONFIRMED 1-2-1 MEETING

- Please ensure you 'show up' on time to all your meetings.
- Access the web platform and be online at least 5 minutes before your 1-2-1 meetings start.
- Log in to the portal and access your meeting schedule by clicking on the 'Meetings' tab
- Click the green button "Start meeting" next to your meeting(s) to join the scheduled 1-2-1 meeting video call

Note: If you would like a colleague from your company to join you virtually on the video call, there is an option to send an invite to the scheduled meeting. See below



Managing your 1-2-1 meeting

- If the Commercial Officer does not join the call, send a message within the first 5 minutes to alert them that you are waiting.
- Please end your video call on time. You or the Commercial Officer may have a subsequent meeting right after. A countdown timer will indicate how much time you have left.
- If an unforeseen circumstance arises and you cannot attend a meeting, please cancel your meetings through the platform. This way, the other participant will be notified.

Technical issues

What if my camera or microphone does not work?

- Please check that your browser does not block the use of your camera/microphone due to security reasons.
- Check by having a video call with some of your colleagues in another tool (Google Meet, Zoom, ...)
- Depending on your browser settings you may be asked to confirm the activation of the Camera/Microphone through a pop-up dialog form.

How to enable the use of microphone/camera in your browser?

Please click on the support links below:

- Chrome: <https://support.google.com/chrome/answer/2693767>
- Firefox: <https://support.mozilla.org/en-US/kb/how-manage-your-camera-and-microphone-permissions>
- Opera: <https://help.opera.com/en/latest/web-preferences>

If none of the above works, consider switching to another device to join the meetings.



DOWNLOAD THE APP

Download the "b2match" Mobile App (iOS/Android) to

- get access to your meeting schedule on your mobile phone
- be informed about last-minute changes (bookings, cancellations)
- manage additional meetings during the event (send/receive/confirm requests)

Video calls cannot be made via the app, please use your laptop/desktop

