

**BUSINESS
FINLAND**

Using the B2Match Platform

Hanna Valkonen, Project Manager, Delegations
Business Finland Oy

13.11.2020

First steps

Confirm your participation to the event using your personalized link that was sent to you by email on Wednesday evening. If you haven't received the email with the personalized link, kindly check your spam folder first as it might have ended up there.

Or alternatively register via <https://finnish-norwegian-defence-industry-webinar.b2match.io/>

After you have logged in to the platform, complete your profile with the following 3 steps to maximize the visibility for your company

1.

Edit profile info

- Photo
- Time Zone **only participants outside of Finland, if not updated time is shown in Finnish time EET*
- Organization type
- Brief company introduction in English
- Company logo
- The areas of activity
- City where your company is located

2. **My availability**

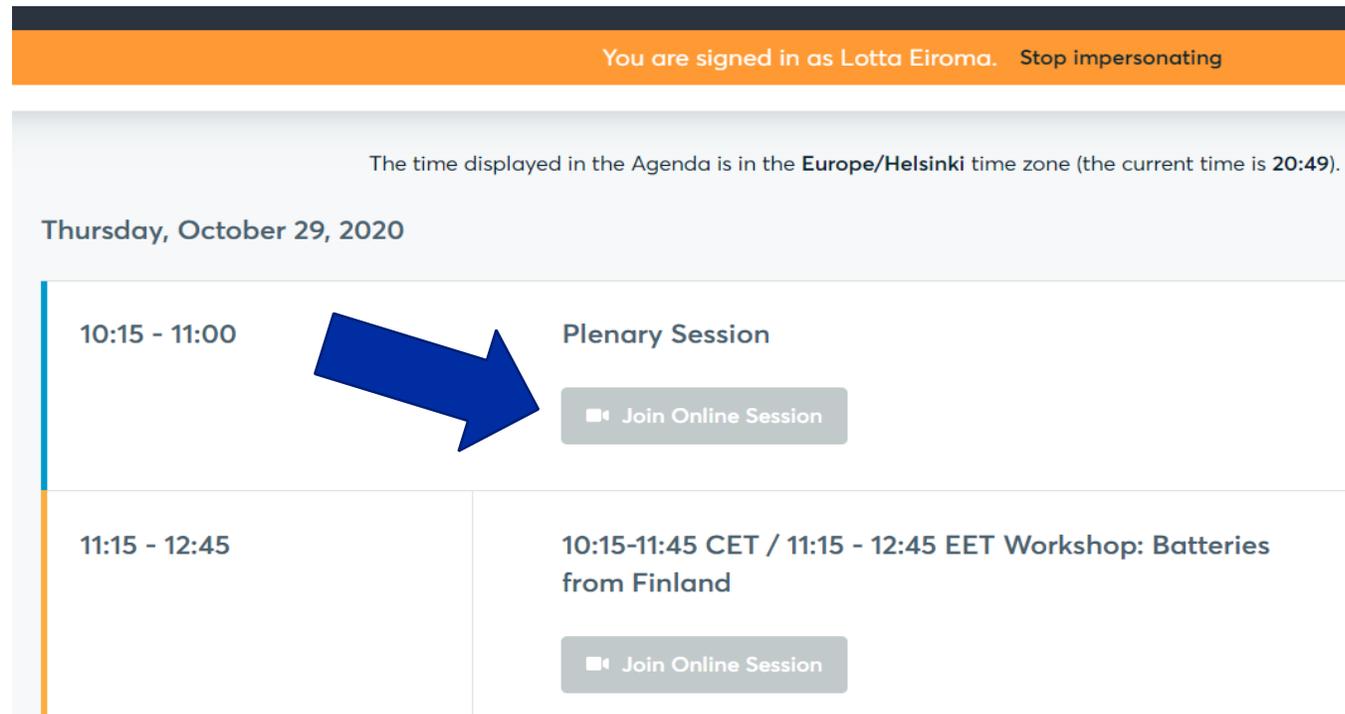
Select the time slots that you are available for one-on-one meetings. Green color indicates that you are available for a meeting. Kindly note that you are able to start scheduling the meetings after the Norwegian delegates have confirmed their availability for the meetings as well.

3. **Marketplace opportunities**

Add your company's offering by filling in a short product, service and/or expertise description. You may also select the option *Request* and describe what kind of cooperation you are looking for and mention the topics you would like to discuss during the meetings.

How to join the virtual seminar

- Click on your agenda
- Click camera icon (Join Online Session) under the session name



The screenshot displays a user interface for a virtual seminar. At the top, a dark grey bar contains the text "You are signed in as Lotta Eiroma. Stop impersonating". Below this, a light grey bar indicates the time zone: "The time displayed in the Agenda is in the Europe/Helsinki time zone (the current time is 20:49)". The main content area is titled "Thursday, October 29, 2020" and lists two sessions. The first session, "Plenary Session", is scheduled for 10:15 - 11:00. A large blue arrow points to a "Join Online Session" button located below the session name. The second session, "10:15-11:45 CET / 11:15 - 12:45 EET Workshop: Batteries from Finland", is scheduled for 11:15 - 12:45 and also has a "Join Online Session" button below it.

You are signed in as Lotta Eiroma. Stop impersonating

The time displayed in the Agenda is in the Europe/Helsinki time zone (the current time is 20:49).

Thursday, October 29, 2020

10:15 - 11:00	Plenary Session Join Online Session
11:15 - 12:45	10:15-11:45 CET / 11:15 - 12:45 EET Workshop: Batteries from Finland Join Online Session

How to request 1:1 meetings

1. Click on participants



Business Finland - Demo Event DEMO
15 Oct 2020 - 16 Oct 2020 | Virtual, Finland

Home Participants Marketplace Agenda Meetings Messages 1

You can request 3 more meetings • 3 accepted requests • 1 open request

PERSON ORGANIZATION Relevance

15 Participants found

Search

BOOKMARKED
MATCHMAKING
COUNTRIES
ORGANIZATION TYPES
PARTICIPATION TYPES
BUSINESS FIELD
GERMAN MARKET ACTIVITIES?

HK Helmi Körkkö
Business Finland
BERLIN, GERMANY Pending

Heidi Kokki
Export Advisor at Business Finland
MUNICH, GERMANY Booked

Alun Jones
Senior Advisor at Business Finland
MUNICH, GERMANY Canceled

AI Anna-Majja Ikonen
Event Coordinator at Business Finland
HELSINKI, FINLAND Not available

Use search filters if necessary

AI
Anna-Majja Ikonen
Event Coordinator at Business Finland
Helsinki, Finland

Request meeting Send message

B Other / German Participant
Business Finland

Business
VALUE CHAIN
Business Development
Registered on October 13, 2020

2. Persons available for a meeting are marked with a green "available" box.

3. Click on the person you want to request a meeting with, and then click on request meeting. The platform will automatically suggest the first available time which suits both counterparts. The meeting is confirmed and will show up in your schedule once your meeting partner has accepted the meeting

What if I cannot request meetings with some people?

Participants available for meeting requests are indicated by a green button "Available", otherwise:

- You may not have registered for 1:1 meetings
please make yourself available for 1:1 networking session via Agenda
- Booking rules applied by the event organizer don't allow to book specific groups
- No common overlapping networking sessions
Please sign-up for a further networking session via Agenda, or agree on another time slot for the meeting via the messaging function.

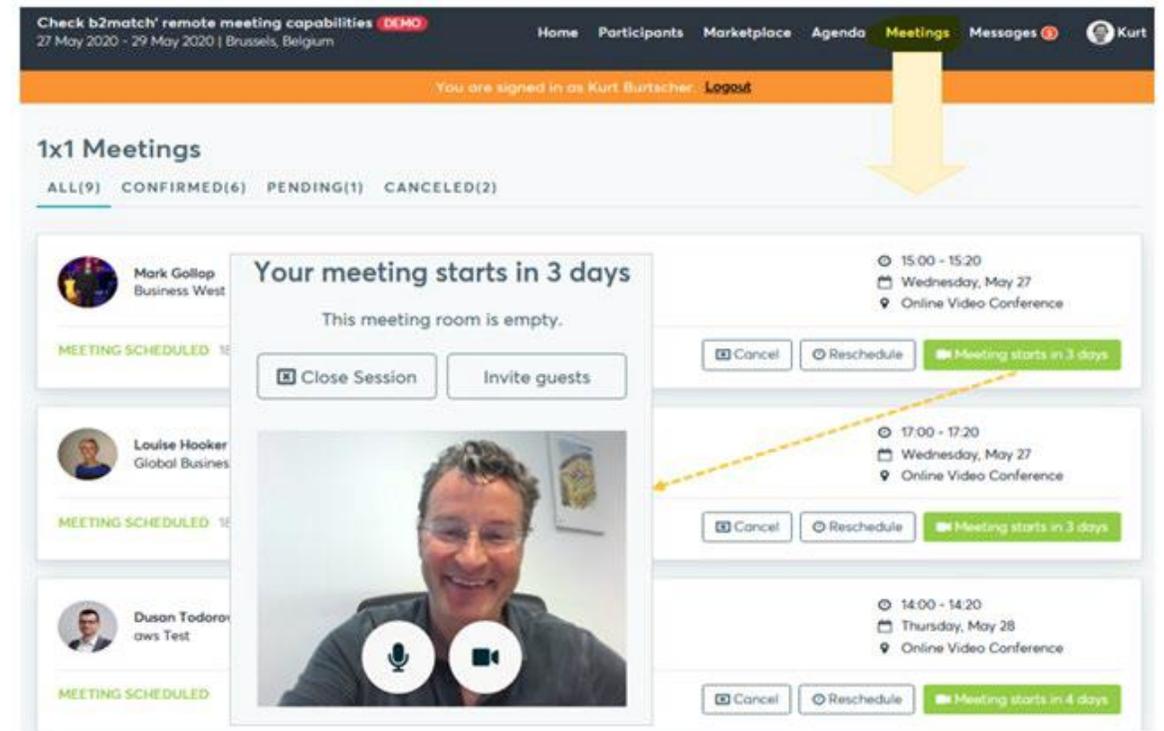
How to join a meeting

■ BEFORE THE EVENT - TECHNICAL PREPARATIONS

- Use a desktop computer or laptop where both Webcam and Microphone is installed
 - * Check your audio quality, using headphones is highly advised
 - * Use a good webcam to improve the image quality
- Video call meetings can NOT be managed via the b2match Mobile App
- Check your time-zone
 - Log-in and select "Edit my profile" to check your current time zone selection. If this is not the time zone you are located during the meetings please change accordingly.
- Use Mozilla Firefox, Google Chrome or Opera browser preferably
- Internet Edge Browser only works for Version IDs 80+ (Chromium edition)
- To make sure that everything is set correctly, please go to your "Meetings" and click on the green camera button "Meeting starts in ..." - this will open the video call feature of your browser. You should be able to see yourself!

During the online event

- Access the web platform and be online at least 5-10 minutes before your meetings start.
- RESPECT the other participants' time and show up to all your meetings.
- **Close your Video Call meeting timely.** Please leave the call in time as you or your meeting partner can have a subsequent meeting right after. A clock in the upper lefthand corner indicates the remaining meeting time.
- If an unforeseen circumstance arises and you will not attend a meeting, please cancel your meetings through the platform. This way, the other participant will be notified.



**BUSINESS
FINLAND**

Trouble shooting Q & A

Clicking link to B2Match gives me an error message

- Check which browser you are using. B2Match works best with Google Chrome, Mozilla Firefox or Opera
 - Internet Edge Browser only works for Version IDs 80+ (Chromium edition)
 - Internet Explorer does not work at all

Problems with camera or microphone

What if my camera or microphone does not work?

- Please check that your Browser doesn't block the usage of your camera/microphone due to security reasons.
Check by having a video call with some of your colleagues in another tool (MS Teams, 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?

- * 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.

What options do I have if the meeting partner does not show up timely?

- **Quick reminder to join the Video Call**

Send a message (or phone call) and alert your meeting partner to join the missed Video call.

This should work well if enough time is left over (e.g. 15+ min) for this scheduled meeting.

- **Re-schedule the meeting**

In case your meeting partner doesn't react immediately on a reminder as indicated above you should re-schedule and postpone the meeting

- If a meeting can not be managed at the event date itself please use the chat messaging system (open the meeting partners profile) to schedule a phone call or meeting outside the B2Match platform.

Contact info in case any additional questions arise

Ms. Hanna Valkonen

Project Manager, Delegations

+358 41 533 7274

hanna.valkonen@businessfinland.fi