

B2Match Guidelines

A step-by-step guide for participants

PSC Symposium 2020

Connectivity – Plant Interactions Reloaded

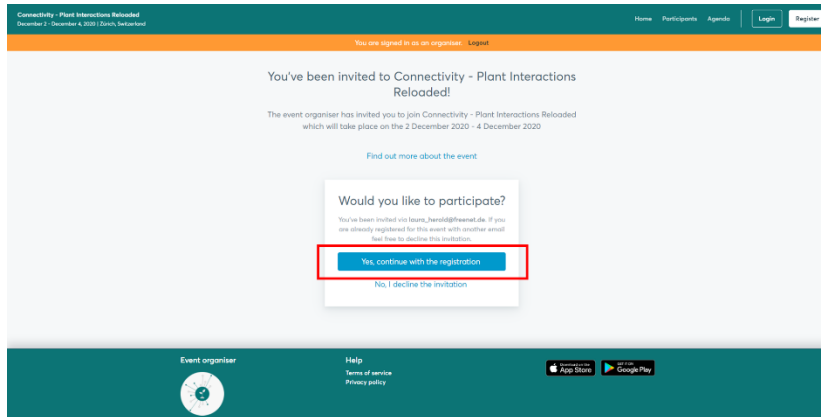
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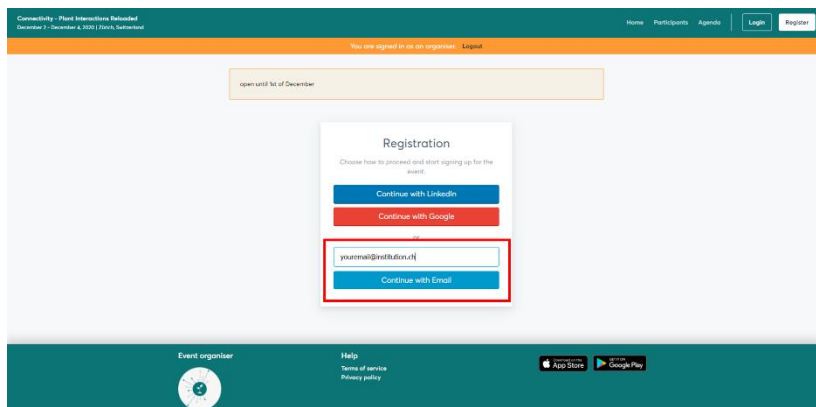
1. To-Dos for people registered via the ETH blog

You will receive an email from b2match with the subject “**Join Connectivity - Plant Interactions Reloaded**” containing a link to the registration form. As we already asked for some data on the first registration form, you will receive a link to a prefilled registration form.

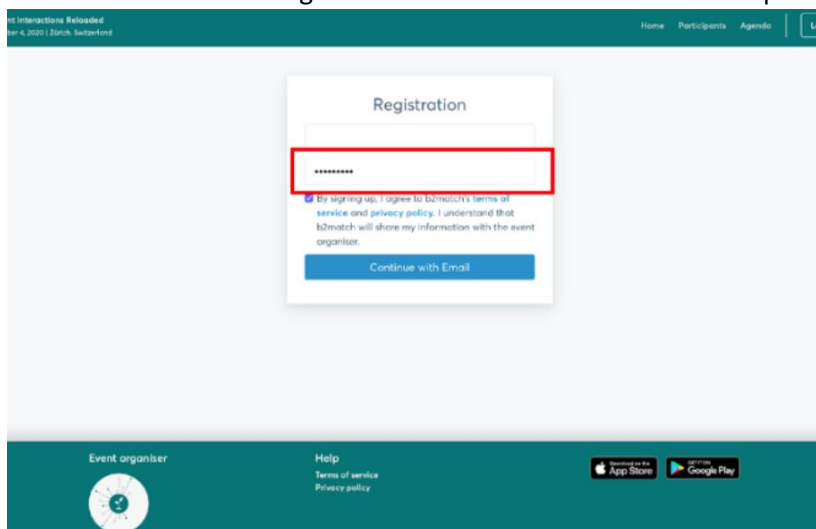
1. Accept the invitation



2. Your email will be already displayed in this email box. Please click the button **Continue with Email**



3. Define a Password and agree to b2match's terms of service and privacy policy.



- The registration form will already be prefilled with your personal information. You only have to add information to three more mandatory fields.
- Select the sessions you want to attend; if you want to attend the whole symposium, select all the sessions. This can also be modified later. In the sessions marked as “Networking time!”, you will be able to organize 1:1 meetings with other participants – by selecting these sessions, you confirm your availability for 1:1 meetings.

Connectivity - Plant Interactions Reloaded
December 2 - December 4, 2020 | Zürich, Switzerland

Home Participants Agenda NY

Plan your Attendance

2 December 2020 (Wednesday 1 of 3)

Which sessions do you want to attend?

- ☐ **Opening**
Time: 09:00 - 09:30
Opening Words by the Organizing Committee and by Prof. Bruno Studer (ETH)
- ☐ **Session 1: Plant-Plant Interactions**
Time: 09:30 - 11:15
Prof. Jiri Fiala (IST Austria), Prof. Susann Wicke (Humboldt-University of Berlin) and Prof. Christo Teuberink (University of Wageningen) will give a talk about plant-plant interactions.
- ☐ **Coffee break (Networking time!)**
Time: 11:15 - 11:45
- ☐ **Session 2: Plant-Microbe Interactions**
Time: 11:45 - 13:30
Prof. Herbert Hirt (KAUST), Prof. Julia Vorhies (ETH Zurich) and Prof. Anne Lisa Laine (University of Zurich) will talk about their research in plant-microbe interaction.

- In case you wanted to talk to somebody after the conference, you can specify your availability for 1:1 meetings for the two days after the conference (December 3rd and December 4th)

Connectivity - Plant Interactions Reloaded
December 2 - December 4, 2020 | Zürich, Switzerland

Home Participants Agenda NY

PROFILE ATTENDANCE

open until 1st of December

Plan your Attendance

3 December 2020 (Thursday 2 of 3)

Which sessions do you want to attend?

- ☐ **1:1 Meetings** 1:1 MEETINGS
Time: 08:00 - 22:00
Time to organize 1:1 meetings

Go back Continue

Cancel registration

Event organiser Help

- Welcome to b2match - in order to book a time slot with any participant for a 1:1 meeting, click “Book meetings now”. You will be redirected to the list of participants who are available for 1:1 meetings. For further information, please check the section “Requesting Meetings” and “One-to-one meetings”.

Connectivity - Plant Interactions Reloaded
December 2 - December 4, 2020 | Zürich, Switzerland

Home Participants Agenda Meetings Messages NY

You've successfully signed up for the Connectivity - Plant Interactions Reloaded!

Thanks for signing up. You're going to the Connectivity - Plant Interactions Reloaded! You'll receive an email confirmation shortly.

Subscribe to calendar

Booking phase has started!

You haven't requested any meetings yet. The number of available time slots is limited. You can request or reserve up to 10 meetings. The booking phase closes on December 04, 2020.

Book meetings now

University / Remote Participation
UZH

Cancel participation
This will cancel all your meetings, sessions and attendances. This action can not be undone.

Event organiser Help

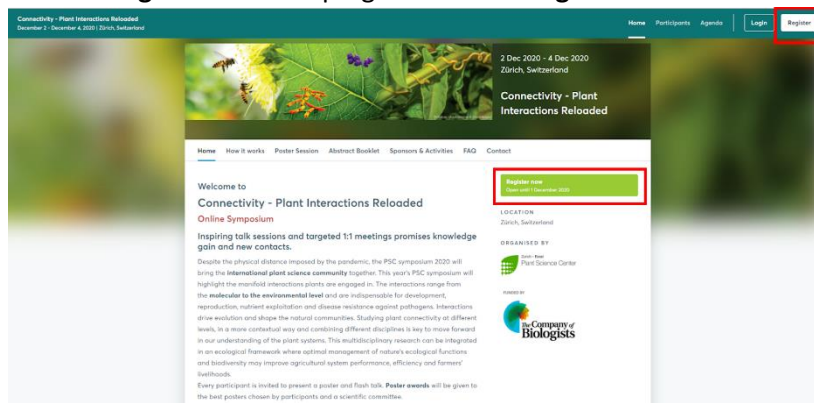
8. Please remember to log-in to b2match on the day of the Symposium and do not log-out during the Symposium.

2. Step-by-Step registration

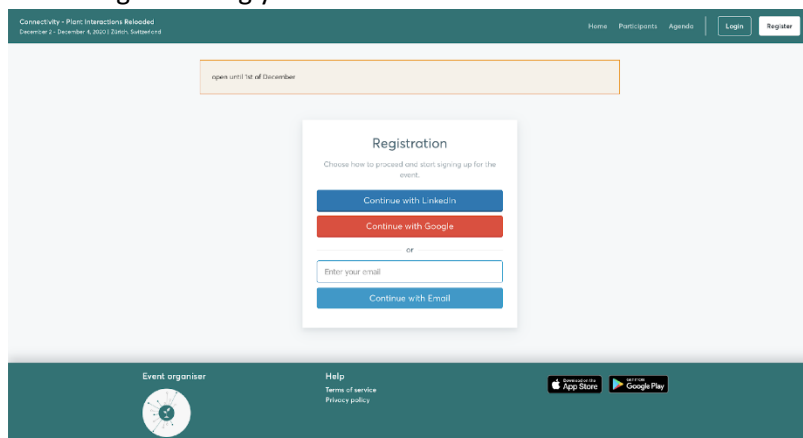
If you haven't registered yet, please directly register on the b2match conference website

<https://connectivity-plant-interactions-reloaded.b2match.io/>

1. Click on **Register** on the top right corner or **Register Now**



2. Please register using your email address



3. Fill in the registration form.
4. For further guidance, please follow the guidelines in "1. To-Dos for people registered via the ETH blog - 5".

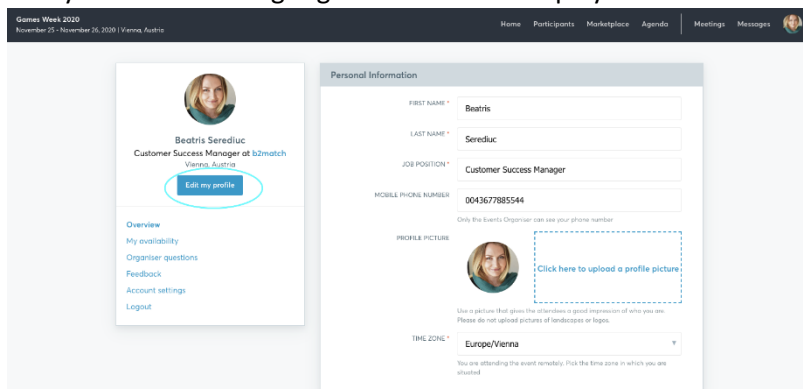
3. Your profile and your Agenda

(source: modified from b2match)

You can update your profile, agenda and account settings at any given time, by logging in to your account on the event website.

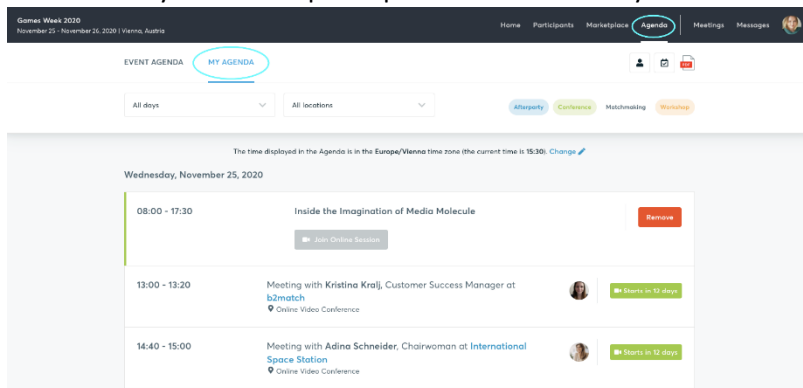
3.1 Update your profile

1. Click on **Edit my profile** in the dashboard to update your profile information. The information that you filled in during registration will be displayed and it will be editable.



3.2 Update your Agenda

1. To update/edit your attendance, go to **Agenda** at the top of the page and select or update the sessions you want to participate in. You will find your selection in **My Agenda**.



2. Your personal agenda will also show your accepted 1:1 meetings
3. You can easily add or remove sessions from your personal agenda.
Note: In order to join a session, this must be added to your agenda. You cannot join a session which is not listed in your agenda.
4. You can also download the agenda as PDF by clicking on the download icon at the right top of the screen.
5. Manage your meetings: go to the “Meetings” tab at the top. You have your meetings here, listed by their statuses: confirmed, pending and cancelled.

Games Week 2020

November 25 - November 26, 2022 | Vienna, Austria

Home

Participants

Marketplace

Agenda

Meetings

Messages

1x1 Meetings

Camera and microphone test

ALL

CONFIRMED

PENDING

CANCELED

AVAILABILITY

The meetings and sessions schedule is displayed in the Europe/Vienna time zone (the current time is 15:43). [Change](#)

Next meetings

Beatrix Serediac, Customer Success Manager at b2match

Kristina Kralj, Customer Success Manager at b2match

13:00 - 13:20

Wednesday, November 25

Online Video Conference

MEETING SCHEDULED

Cancel

Reschedule

Starts in 12 days

Adina Schneider, Chairwoman at International Space Station

Beatrix Serediac, Customer Success Manager at b2match

14:00 - 15:00

Wednesday, November 25

Online Video Conference

MEETING SCHEDULED

Cancel

Reschedule

Starts in 12 days

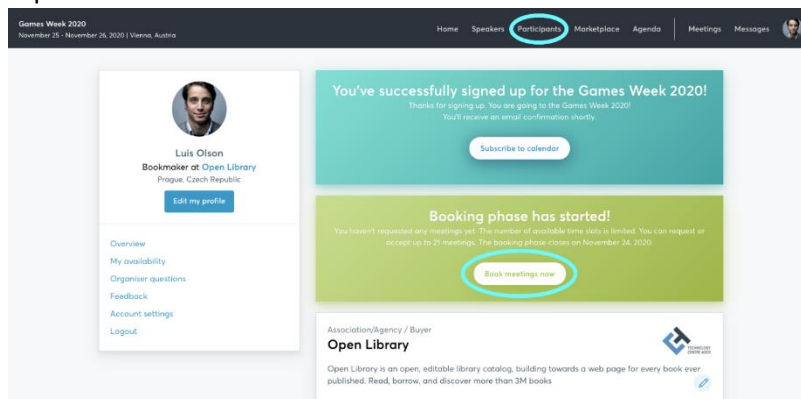
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4. Requesting Meetings

(source: modified from b2match)

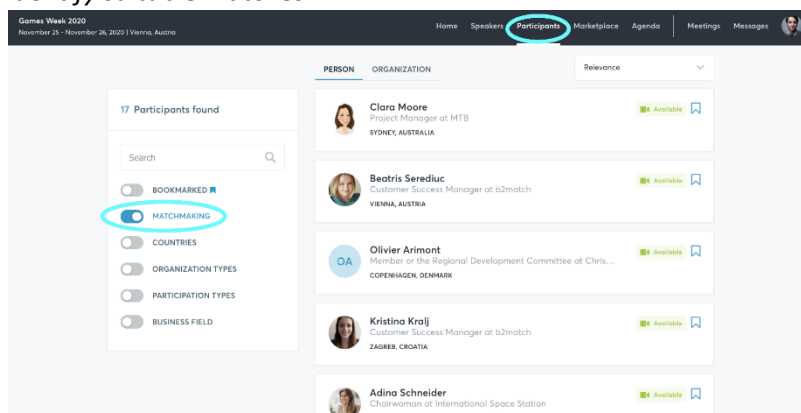
You can only request and receive meeting requests, if you participate in the created networking sessions – highlighted with “Networking time!”. The 3rd and 4th of December are also available for meetings.

1. In order to book meetings, click on **Book meetings now** or go to the **Participant Page** at the top of the website

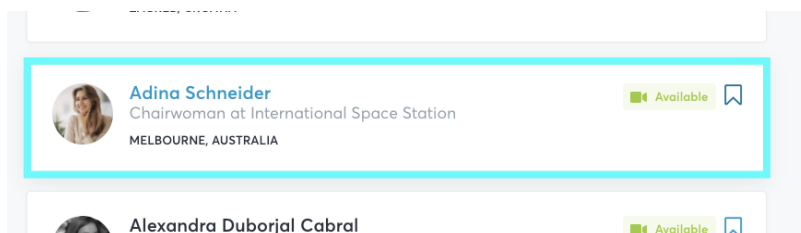


2. Browse through the participant list

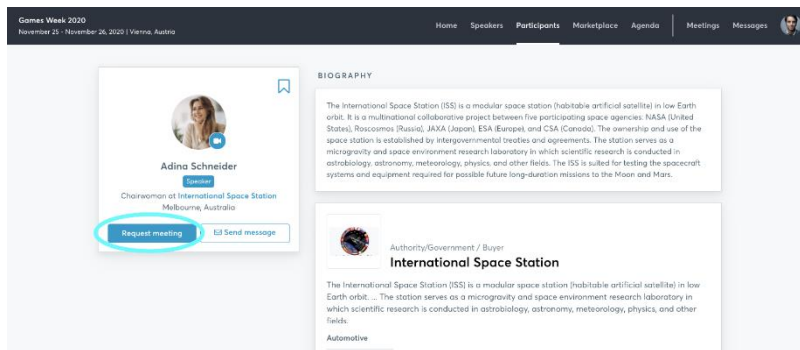
*Note: If you select the filter **Matchmaking**, only participants who will participate in the matchmaking sessions (1:1 meeting sessions) will be displayed. Use other filter options to identify suitable matches*



3. Only the participants who selected common matchmaking sessions will be shown as available to you. Contact your event organizer if you are not able to book meetings.
4. Click on the participant card to see the complete participant profile. You will have the participants information there.



5. Click on **Request Meeting** to request a meeting.



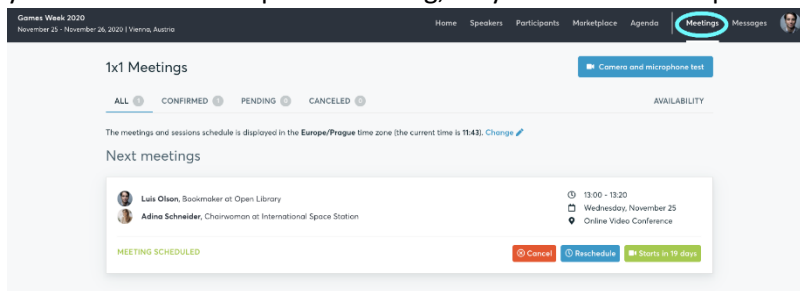
6. Suggest date/time for the meeting and write a message to the person you want to meet. Now you have to wait for the confirmation of your meeting. Your meeting status will be as follows

Waiting for confirmation - this means that the meetings need to be approved by the invitee

Meeting accepted - the invited participant has accepted the meeting and the organizer will schedule it

Meeting scheduled - the meeting has been accepted and scheduled.

7. You can manage your meetings in the Meetings menu. If you want to reschedule a meeting, you first have to accept the meeting; only then it would be possible to reschedule it.



*Note: You can only request 1:1 meetings. You can then increase the number of participants by inviting other people: to do so, copying the link to the meeting and send it to them via email or through the **Message** function in b2match.*

5. One-to-one Meetings

(source: modified from b2match)

5.1 Before the event – technical preparations

- Use a desktop computer or laptop where both Webcam and Microphone is installed
 - o Check your audio quality
 - o Check your time zone
- Log-in to b2match and select "Edit my profile" to check your current time zone selection. If this is not your time zone, please change it 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" (top right corner in your b2match homepage) and click the "Camera and Microphone Test" and follow the instructions there.

5.2 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 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. The remaining time for the meeting will be visible in the upper left corner.
- 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.

6. Poster session

1. To visit the posters, follow this link: <https://psc2020.virtualpostersession.org/>.
2. You will be required for a password, that you can find on the PSC Symposium webpage on b2match at this link: <https://connectivity-plant-interactions-reloaded.b2match.io/page-3591>. If you visualize the message "This page is available only to registered participants", it means that you have not logged-in; please log in and refresh the page.
3. Once you access our virtual poster session, you will be able to browse through the posters.
4. You can vote for your favorite posters by clicking on the star next to the poster. The votes will be valid until December 2nd at 15.00 (Zurich time).

7. FAQs

7.1 How do I join a scheduled meeting?

- You can access your meeting schedule via Menu "**Meetings**" in the top right corner.
- Click the green button "Start meeting" next to your meetings to join the 1:1 meeting Video Call.

7.2 What if my camera or microphone does not work?

- **Please check that your Browser isn't blocking the usage of your camera/microphone due to security reasons.**
- 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>

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

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

- Send a message through the messaging platform in b2match or an email to your meeting partner to alert him/her to join the missed Video call. This should work well if enough time is left over (e.g. 15+ min) for this scheduled meeting.
- In case your meeting partner doesn't reacts immediately on a reminder as indicated above you should re-schedule and postpone the meeting by 1-2 hours.
- If a meeting cannot 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 this platform.

7.4 I am encountering an issue which is not listed in the previous FAQs. Who can I contact and how?

- On the day of the symposium (December 2nd) a helpdesk will be available the whole day through b2match. To contact the helpdesk, log-in to b2match, click on Agenda (top right corner), click on My Agenda (top left corner) and join the session called Help Desk.
- If you cannot contact our helpdesk, please contact us via email. You can find the organizers' emails at this link: <https://connectivity-plant-interactions-reloaded.b2match.io/contact>.