

How to get prepared for the virtual event?

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1. Focus on the red arrows in this manual 

2. Use Browser Mozilla Firefox or Chrome or Opera

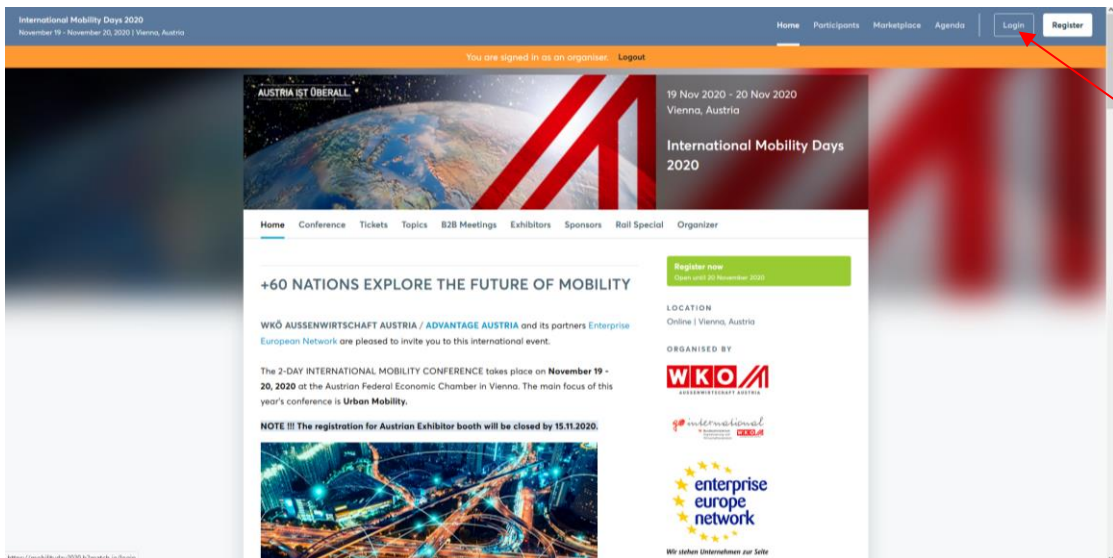
- Don't use Internet Explorer
- Internet Edge Browser only works for Version IDs 80+ (Chromium edition)

3. Internet connection

- Use a stable internet connection (min. 8 Mbit)
- If possible do not use Wifi
- You do not need to upload any extra software, either to watch the streaming nor to hold your virtual meetings

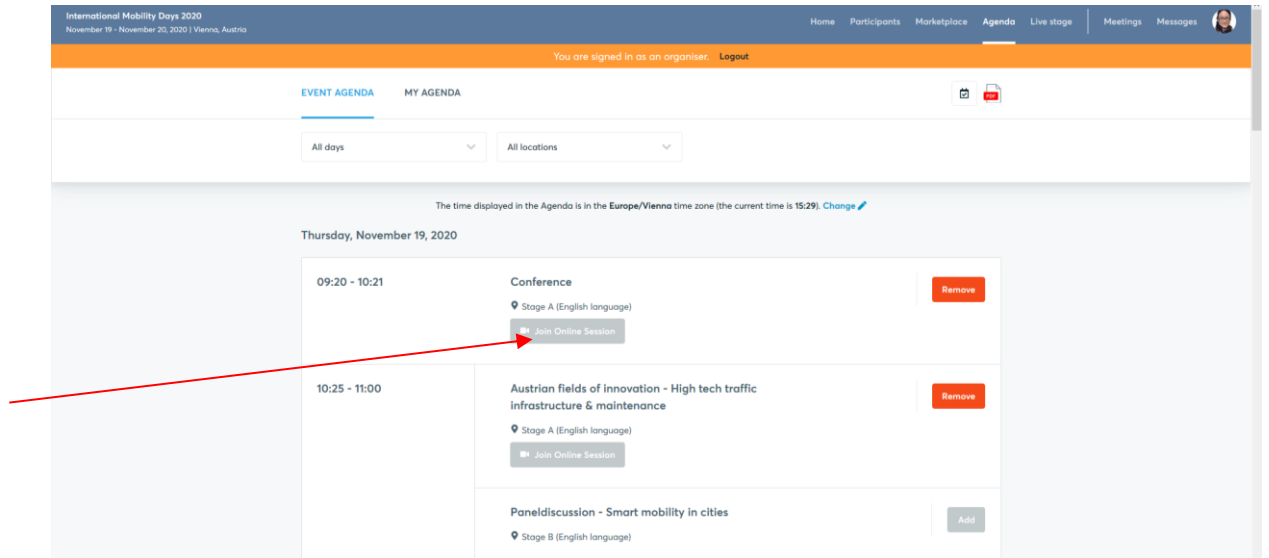
4. Login at the event platform

- Click this link <https://mobilityday2020.b2match.io/>
- Click at „Login“.
- You will be automatically passed into your individual online-profile, where you find your booked sessions and booked meetings (see „Agenda“)



The screenshot shows the website for International Mobility Days 2020. The header includes navigation links: Home, Participants, Marketplace, Agenda, Login, and Register. A red arrow points to the 'Login' button. Below the header, there is a banner for the event, followed by a navigation menu (Home, Conference, Tickets, Topics, B2B Meetings, Exhibitors, Sponsors, Rail Special, Organizer). The main content area features a large banner with the text 'AUSTRIA IST ÜBERALL' and 'International Mobility Days 2020'. Below this, there is a section titled '+60 NATIONS EXPLORE THE FUTURE OF MOBILITY' with a 'Register now' button. The page also includes logos for WKO, WKO International, and Enterprise Europe Network.

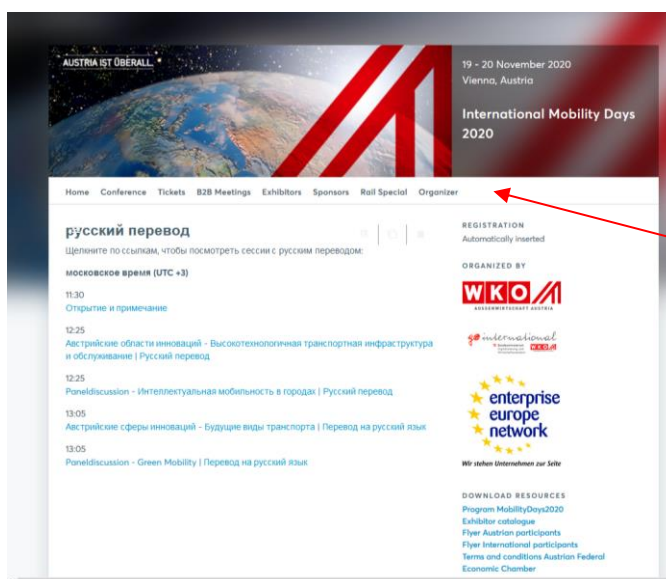
5. Attend conference session (English language)



1. Login
2. Click at Agenda
3. Click button „Join Online Session“
4. You will automatically passed into the selected session

6. Attend conference session (Russian & Spanish language)

1. Login
2. In the menu you will find a submenu „Russian“ / „Spanish“, right where you see the red arrow below. Click there.
3. One minute before the session's starts, click the link. The session's starting time is indicated. A youtube tab will open.

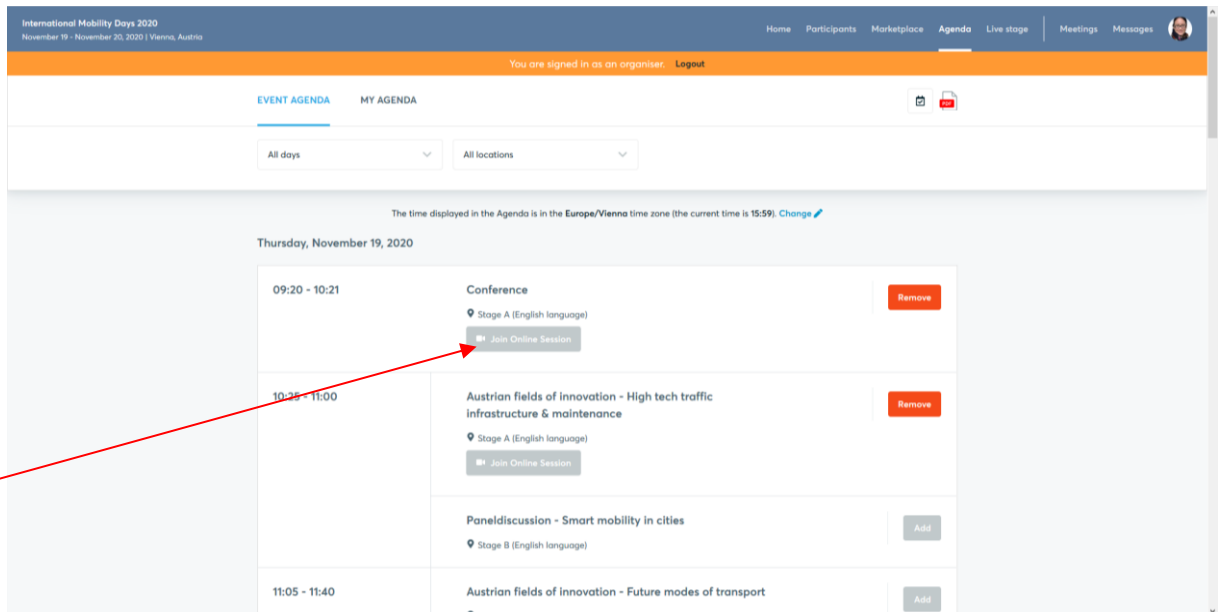


7. Switch from stage A to stage B (Sessions in English language)



1. Click at Live Stage
2. Select stage

8. Switch from one session to another session (Sessions in English language)



1. Login
2. Click at Agenda
3. Select (next) session
4. Click button „Join Online Session“
5. You will automatically passed into the selected session

9. Subscribe your personal agenda to calendar

The screenshot shows the 'International Mobility Days 2020' agenda page. The user is signed in as an organiser. The 'Agenda' tab is selected in the top navigation bar. A red arrow points to the 'Subscribe to calendar' button, which is located in the top right corner of the page. Below the navigation bar, there are filters for 'All days' and 'All locations'. The main content area displays a list of events for Thursday, November 19, 2020. The events include a 'Conference' at 09:20 - 10:21, 'Austrian fields of Innovation - High tech traffic infrastructure & maintenance' at 10:25 - 11:00, a 'Paneldiscussion - Smart mobility in cities' at 11:05 - 11:40, and 'Austrian fields of innovation - Future modes of transport' at 11:05 - 11:40. Each event has a 'Remove' button and a 'Join Online Session' button.

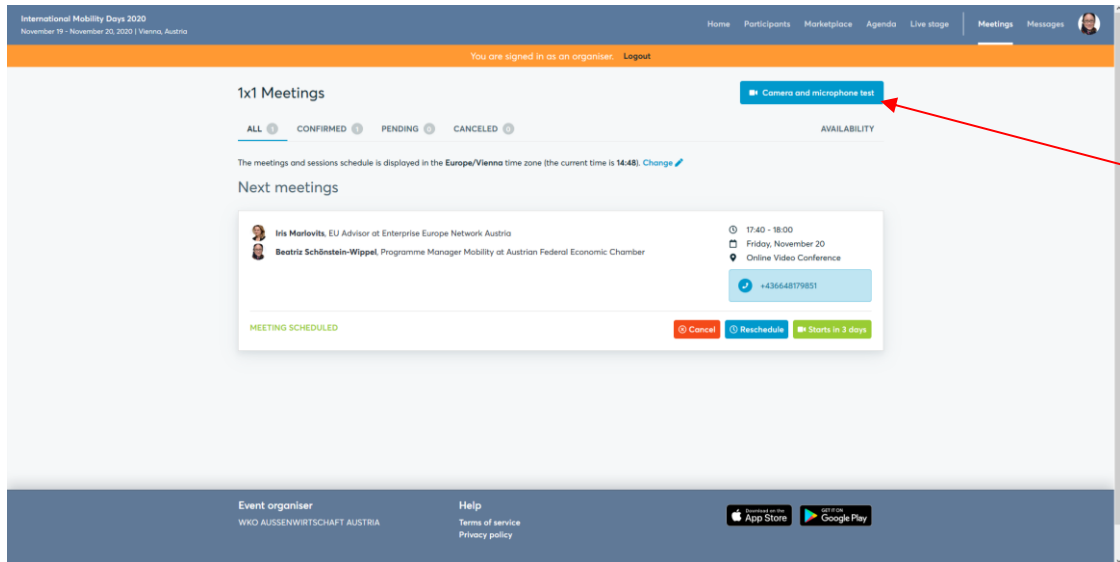
- Subscribe your personal agenda (sessions and booked meetings) to your calendar e.g. Outlook
- Activate a reminding function e.g. 5 min before

10. Overview about my booked meeting

The screenshot shows the '1x1 Meetings' page. The user is signed in as an organiser. The 'Meetings' tab is selected in the top navigation bar. A red arrow points to the 'Meetings' tab. The page displays a list of meetings with filters for 'ALL', 'CONFIRMED', 'PENDING', and 'CANCELED'. The 'Next meetings' section shows a meeting scheduled for Friday, November 20, 2020, from 17:40 to 18:00. The meeting is an 'Online Video Conference' with a phone number +436648179851. The meeting is scheduled and has buttons for 'Cancel', 'Reschedule', and 'Starts in 3 days'. The footer contains information about the event organiser (WKO AUSSENWIRTSCHAFT AUSTRIA), help links, and app store links for the App Store and Google Play.

11. Test your camera and microphone / headset

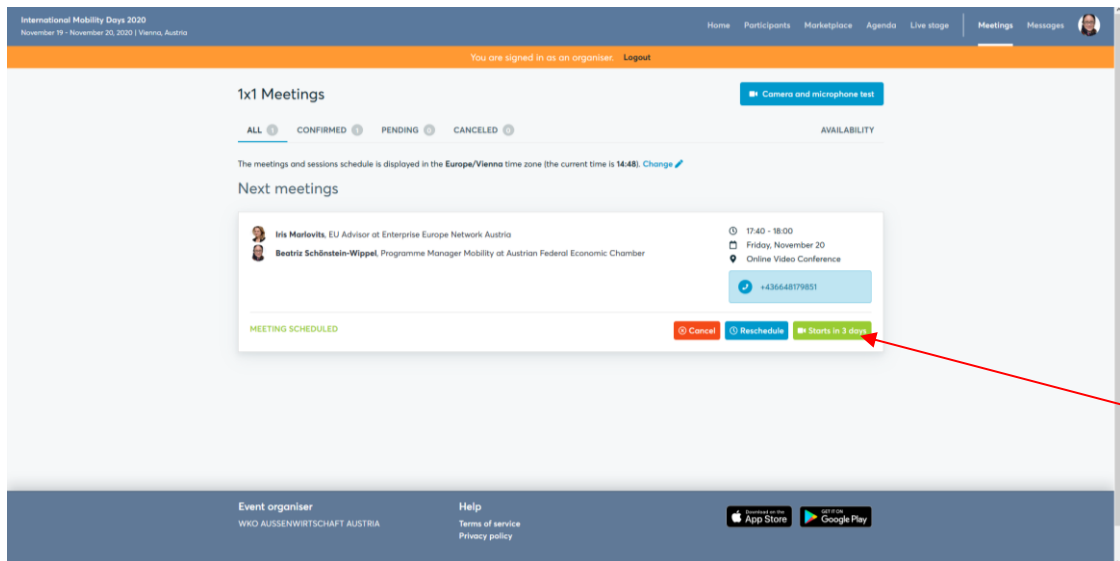
- Use a desktop computer or laptop where both Webcam and Microphone is installed
- Check your audio quality, using headphones is highly advise
- Use a good webcam to improve the image quality



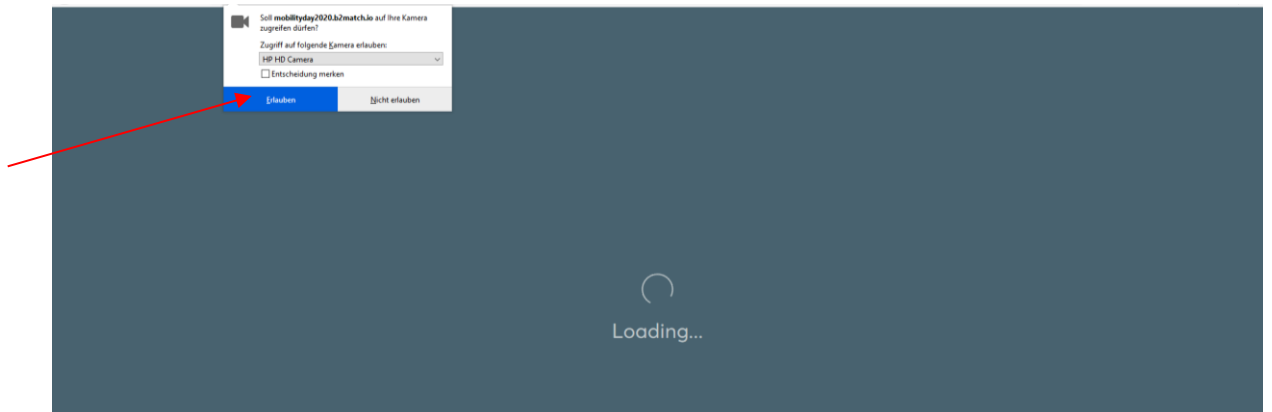
12. Check your time zone

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.

13. Test your appearance (roll-up, etc.) inside a virtual meeting room

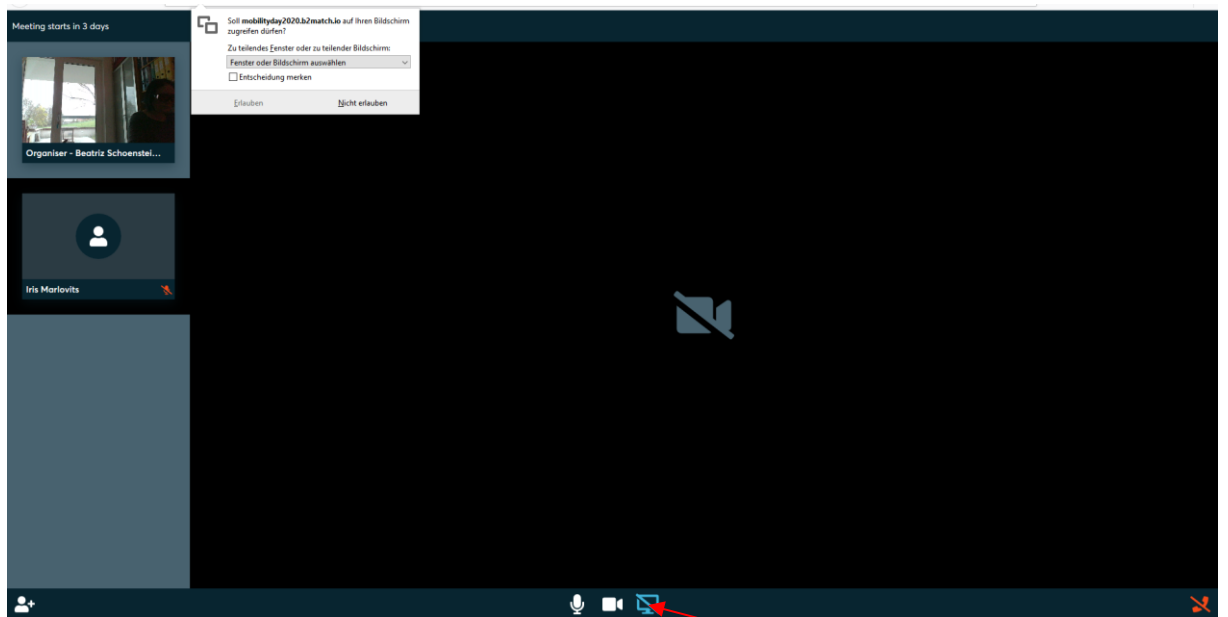


- Select and allow access to you camera



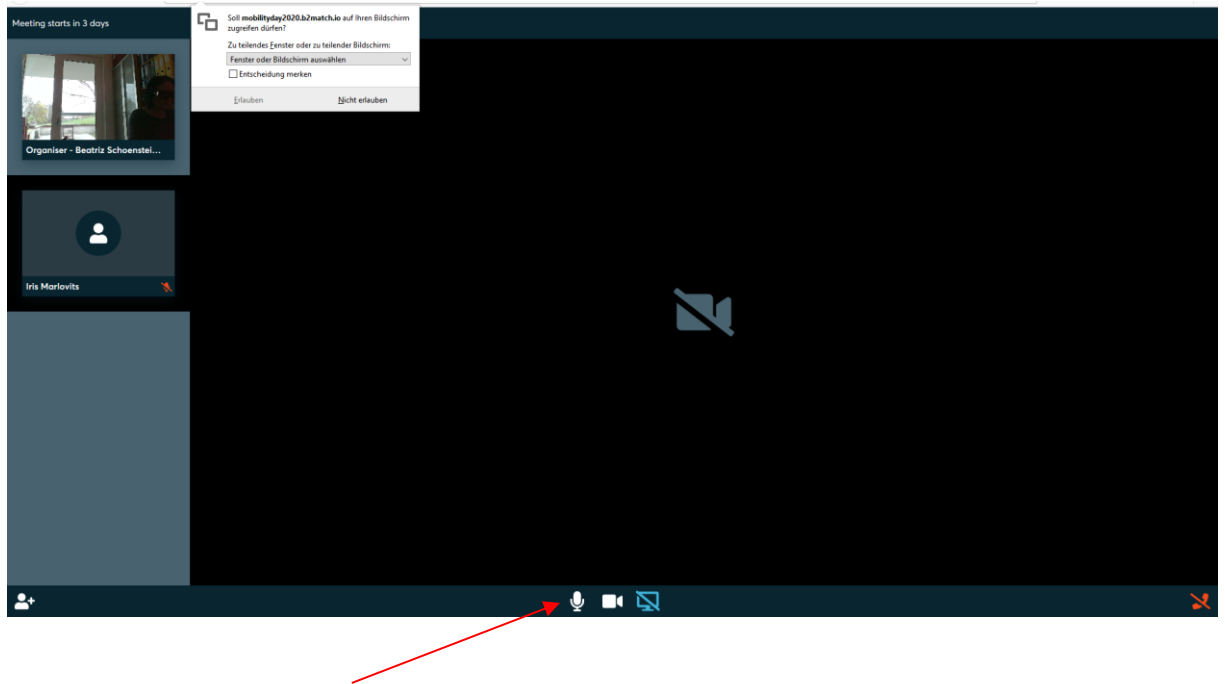
- get your background prepared
- check light, camera position, roll-up, etc.

14. Share files within virtual 1:1 meeting

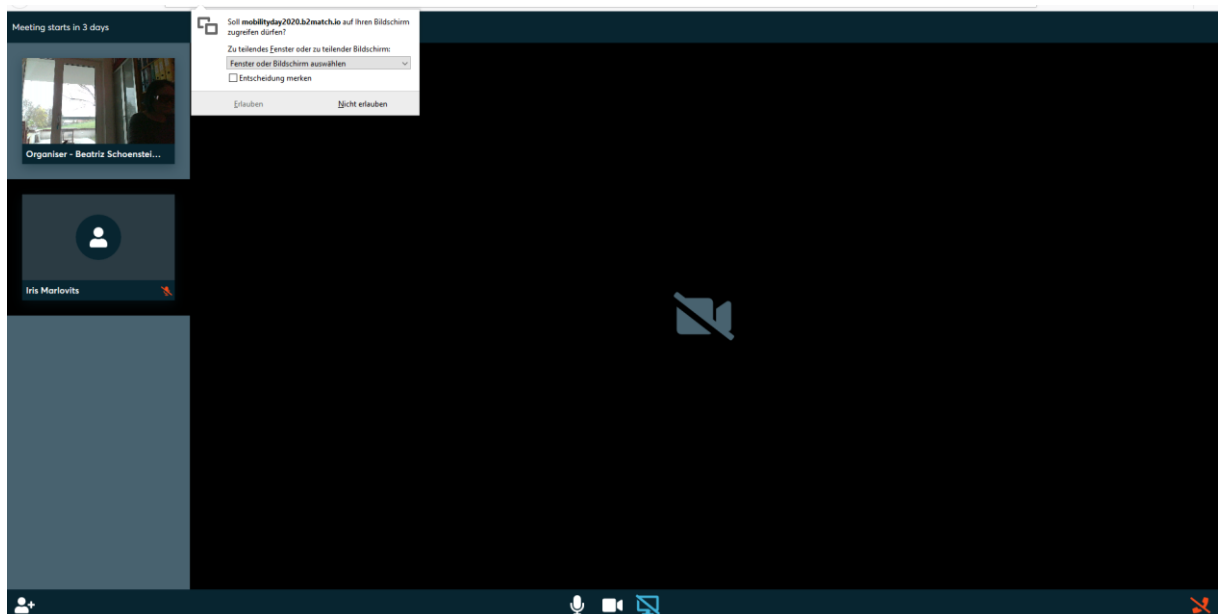


- Save max. 5 relevant files at e.g. desktop
- If you have more screens, select a screen
- If you want to finish presentation click same button again (see red arrow)

15. Activate / mute microphone and camera

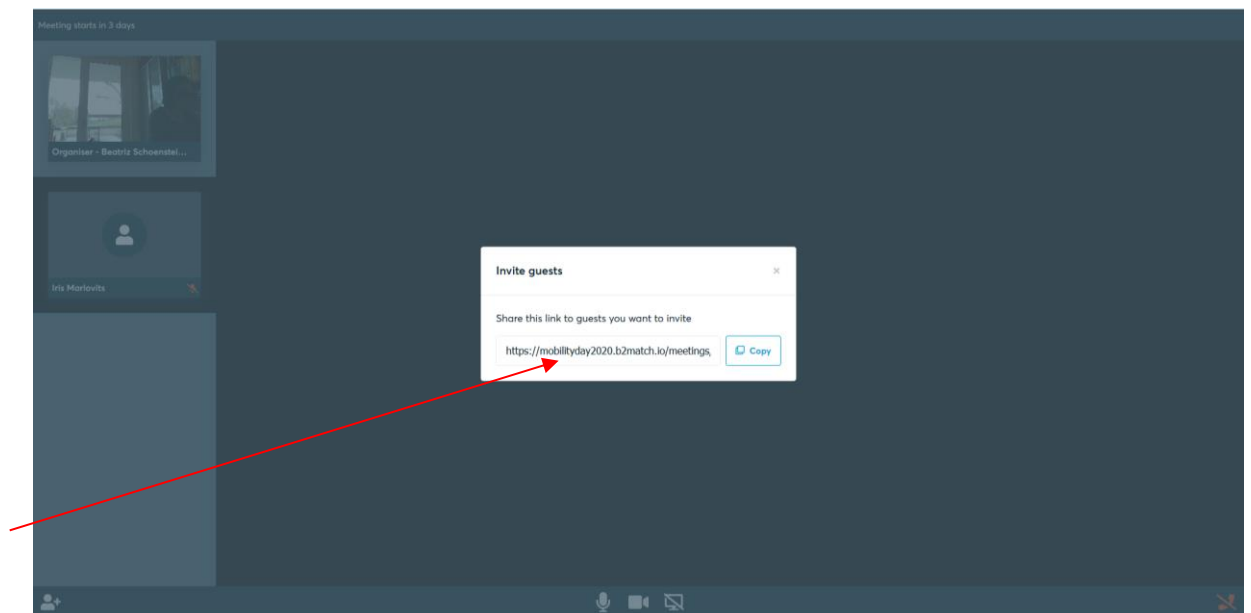
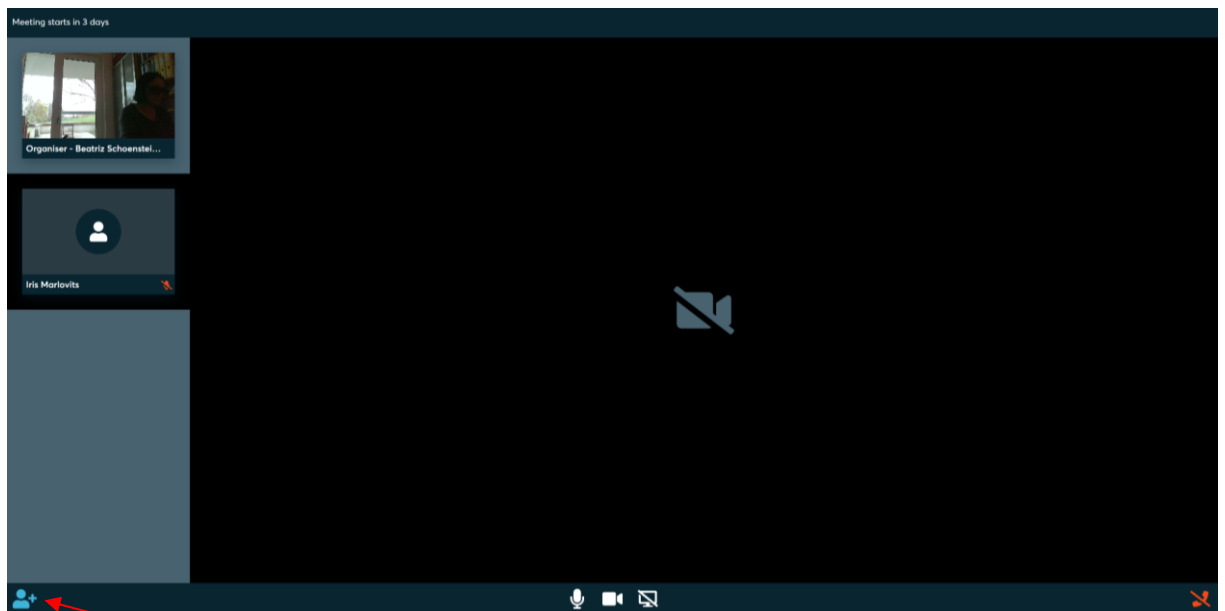


16. No chatfunction within virtual 1:1 meeting



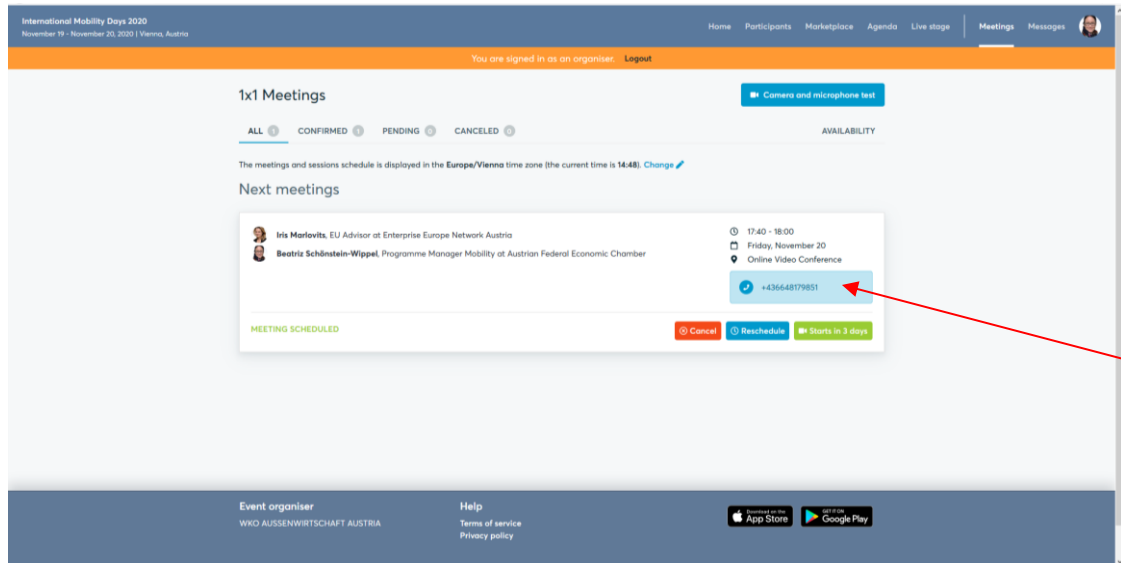
- Note: There is no chatfunction within virtual 1:1 meeting!

17. Invite 2 more speaker to a booked virtual 1:1 meeting



- Send this link to your guests
- Max. amount of speaker in one meeting are 4 speaker
- Advice your guests about meetings' s date and time
- Advice you dialogue partner that further people will join the meeting

18. Telephone number of you 1:1 dialogue partner in case of technical problems



- If technical problems occur call your B2B dialogue partner
- Don't lose more than 3 minutes time in waiting

19. Your 1:1 meeting partner has missed the meeting?

- Call him or her. Go to meetings > click on the meeting > there you will find the telephone number
- Try to re-schedule the meeting to a later time (e.g. 1-2 hours ahead)
Your B2B dialogue partner will be informed by email about this update
- Use the chat messaging system to arrange a phone call or meeting outside this platform (open the meeting partners profile)

20. Typical problems regarding virtual 1:1 meetings

Your B2B dialogue partner can't see/hear you?

- Make sure that your browser doesn't block the usage of your camera/microphone. Mostly due to security reasons
- Have a video call with some other colleagues in another tool (Google Meet, Zoom, Teams, ...) to check the performance of your camera/microphone
- 1:1 Online Video Calls require updated browser versions (Old Internet MS Explorer doesn't work)
- 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>

21. Print the schedule of your booked 1:1 meetings

International Mobility Days 2020
November 19 - November 20, 2020 | Vienna, Austria

Home Participants Marketplace **Agenda** Live stage Meetings Messages

You are signed in as an organiser. Logout

Download agenda

EVENT AGENDA MY AGENDA

All days All locations

The time displayed in the Agenda is in the Europe/Vienna time zone (the current time is 17:00). Change

Thursday, November 19, 2020

09:20 - 10:21	Conference Stage A (English language) Join Online Session	Remove
10:25 - 11:00	Austrian fields of Innovation - High tech traffic infrastructure & maintenance Stage A (English language) Join Online Session	Remove
	Paneldiscussion - Smart mobility in cities Stage B (English language)	Add
11:05 - 11:40	Austrian fields of Innovation - Future modes of transport Stage A (English language)	Add

<https://mobilityday2020.b2match.io/my/agenda/download>

- Login
- Go to Agenda
- Save PDF „Download agenda“ at e.g. desktop
- Print PDF „Download agenda“

22. Reschedule 1:1 meetings

International Mobility Days 2020
November 19 - November 20, 2020 | Vienna, Austria

Home Participants Marketplace Agenda Live stage **Meetings** Messages

You are signed in as an organiser. Logout

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 14:48). Change

Next meetings

 Iris Marlovits , EU Advisor at Enterprise Europe Network Austria Beatrix Schönstein-Wippel , Programme Manager Mobility at Austrian Federal Economic Chamber	17:40 - 18:00 Friday, November 20 Online Video Conference +43664879851
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MEETING SCHEDULED [Cancel](#) [Reschedule](#) [Starts in 2 days](#)

Event organiser
WKO AUSSENWIRTSCHAFT AUSTRIA

Help
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Privacy policy

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23. Book more 1:1 meetings

The screenshot shows the user interface of the International Mobility Days 2020 event platform. At the top, the navigation bar includes 'Home', 'Participants', 'Marketplace', 'Agenda', 'Live stage', 'Meetings', and 'Messages'. A notification banner at the top right states 'Booking phase has started!' with a 'Book more meetings' button highlighted by a red arrow. The main content area is divided into two columns. The left column features the profile of Beatriz Schönstein-Wippel, Programme Manager Mobility at Austrian Federal Economic Chamber, with options for 'Overview', 'My availability', 'Organiser questions', 'Account settings', and 'Logout'. Below this is the contact information for the local support office, Wirtschaftskammer Österreich - Enterprise Europe Network Austria, managed by Iris Marlovits. The right column displays the profile of the Austrian Federal Economic Chamber (WKO/A) and a 'MARKETPLACE OPPORTUNITIES' section with options to add products, services, or partnerships.

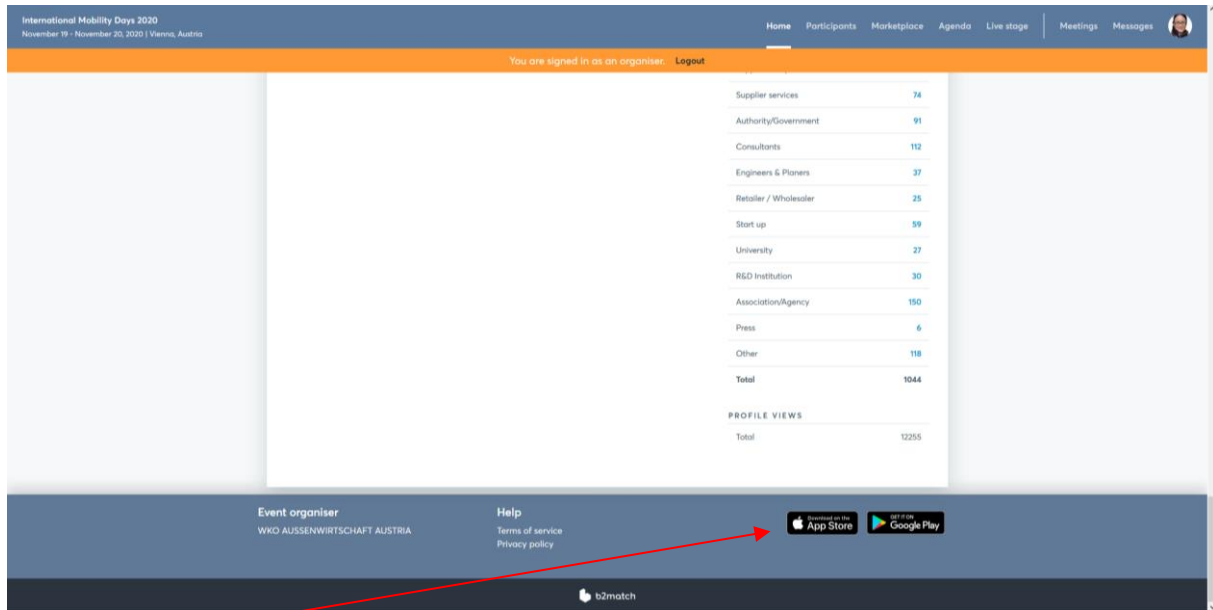
24. Contact participants after 20th November

The screenshot shows the user interface of the International Mobility Days 2020 event platform, focusing on a specific meeting. The navigation bar is consistent with the previous screenshot. A notification banner at the top right states 'Meeting scheduled!' with a 'Send message' button highlighted by a red arrow. The main content area is divided into two columns. The left column features the profile of Iris Marlovits, EU Advisor at Enterprise Europe Network Austria, with a 'Send message' button. Below this is a 'MEETING SCHEDULED' section with details: '17:40 - 18:00', 'Friday, November 20', 'Online Video Conference', and 'Starts in 3 days'. The right column displays the profile of Enterprise Europe Network Austria, including a description of their support for SMEs, future topics, and international markets of interest. The footer includes the event organiser 'WKO AUSSENWIRTSCHAFT AUSTRIA', a 'Help' section with 'Terms of service' and 'Privacy policy', and app store links for 'App Store' and 'Google Play'.

- Send a message via the eventplatform. This is an important information for the event´s organisers who are keen to boost the internationalisation of companies in the sector of mobility.

25. Upload the b2match App to ease the attendance at the conference

- Upload the b2match App to ease the attendance at the conference and virtual 1:1 meetings
- With the b2match App you will receive pushing notifications
- You cannot hold the 1:1 meetings via App
- Downloadlinks you find at the end of this page
<https://mobilityday2020.b2match.io/>



26. Support at the event

- If you have technical problems with b2match please use the chat function at <https://mobilityday2020.b2match.io/>
- Austrian participants can request for telephone support in German language. Please call WKÖ AUSSENWIRTSCHAFT Mobility +43 5 90 900 3775
- International participants can get telephone support by their local support office. You find this information within your profile.
- If you have technical problems regarding virtual 1:1 meetings please call WKÖ EEN +43 5 90 900 4320