AGRF 2022 SUMMIT

Grow, Nourish, Reward.
Bold Actions for Resilient Food Systems

Agribusiness Deal Room at theAGRF 2022 User Manual and FAQs

September 2022

AGRF Partners

The Virtual platform will allow participants to arrange meetings during the virtual summit

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1

Register using the link you received in your email

3

Fill in your profile with **as much detail as possible.**

5

Propose a time to meet the selected participant. Once request is sent, they will review your profile and **accept or decline the meeting*.**

2

Select your participant type and i.e **SME, NGO, Capital Provider, etc.**

4

View participants profiles and decide whom you would like to meet

Home Page

This is the login pageto access your Agribusiness Deal Room Account. Use this link to access.

Getting Support

On the bottom right of the page is a chat-box which you can use to chat with the support team for quick assistance. If none of our team members is available, your message will be sent as an email and one of our support team members will respond as soon as possible. Alternatively, you can send an email to dealroom@agra.org for assistance.

System Requirements

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Recommended browsers for the online sessions

Make sure you install the latest version of your browser and advise the participants to do the same. Recommended browsers are;

1. Google Chrome
2. Mozilla Firefox

You can also install the B2match app on your phone either through Google playstore or the Appstore. We recommend that you have your sessions via your laptop for the best experience in terms of reading documents shared by organizers.

Setting Up Bilateral / (1:1) Meetings

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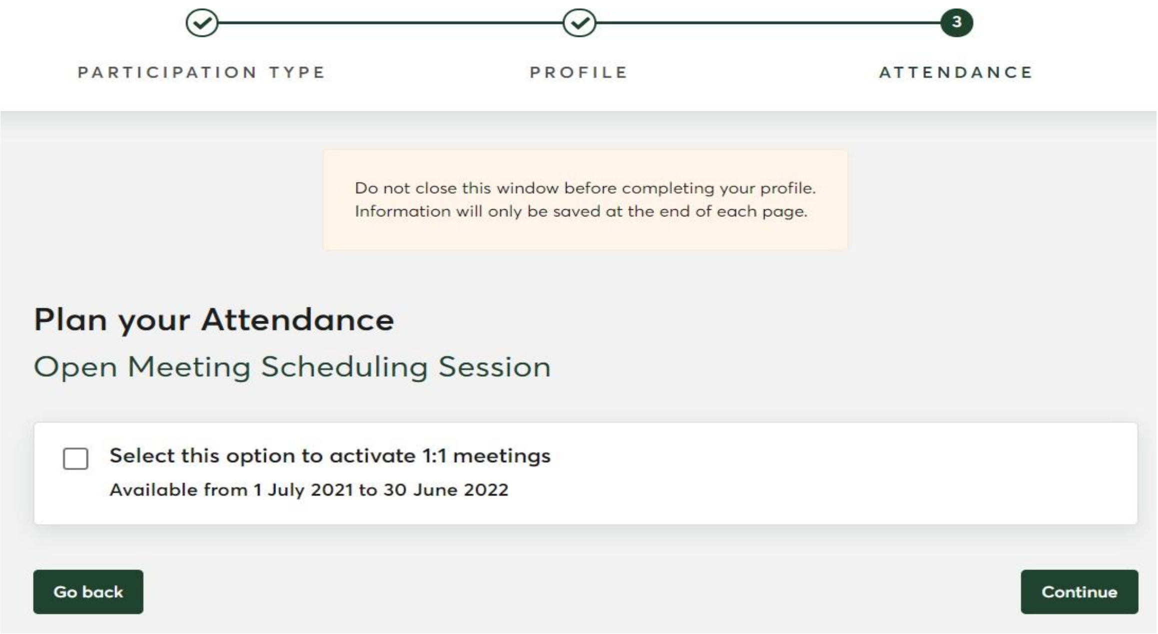
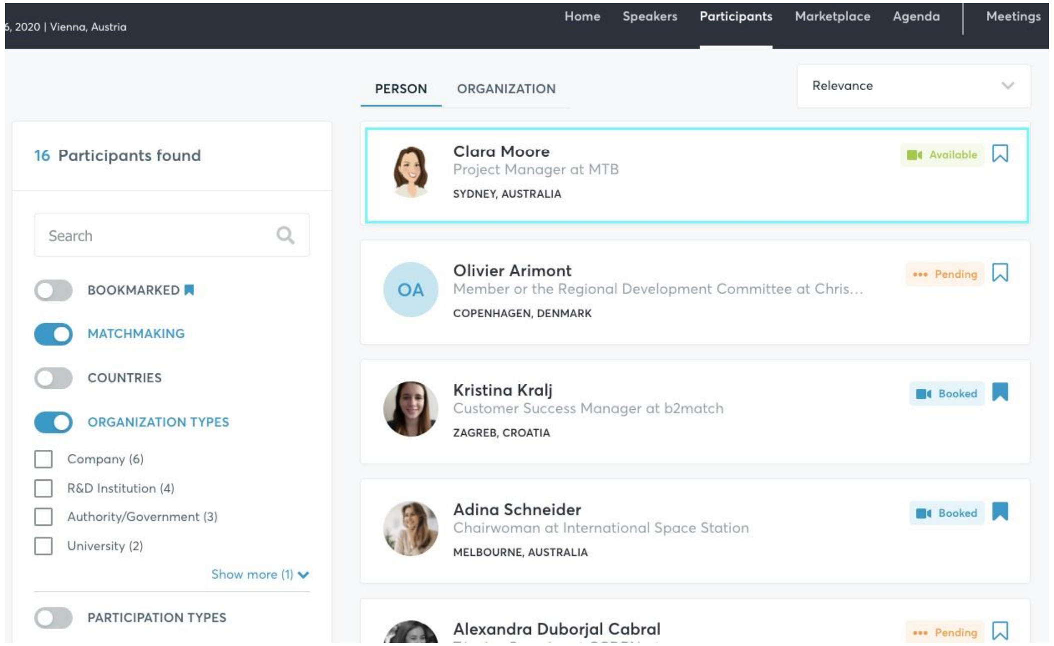




Bilateral meetings can be scheduled between participants on their own. To have this option;

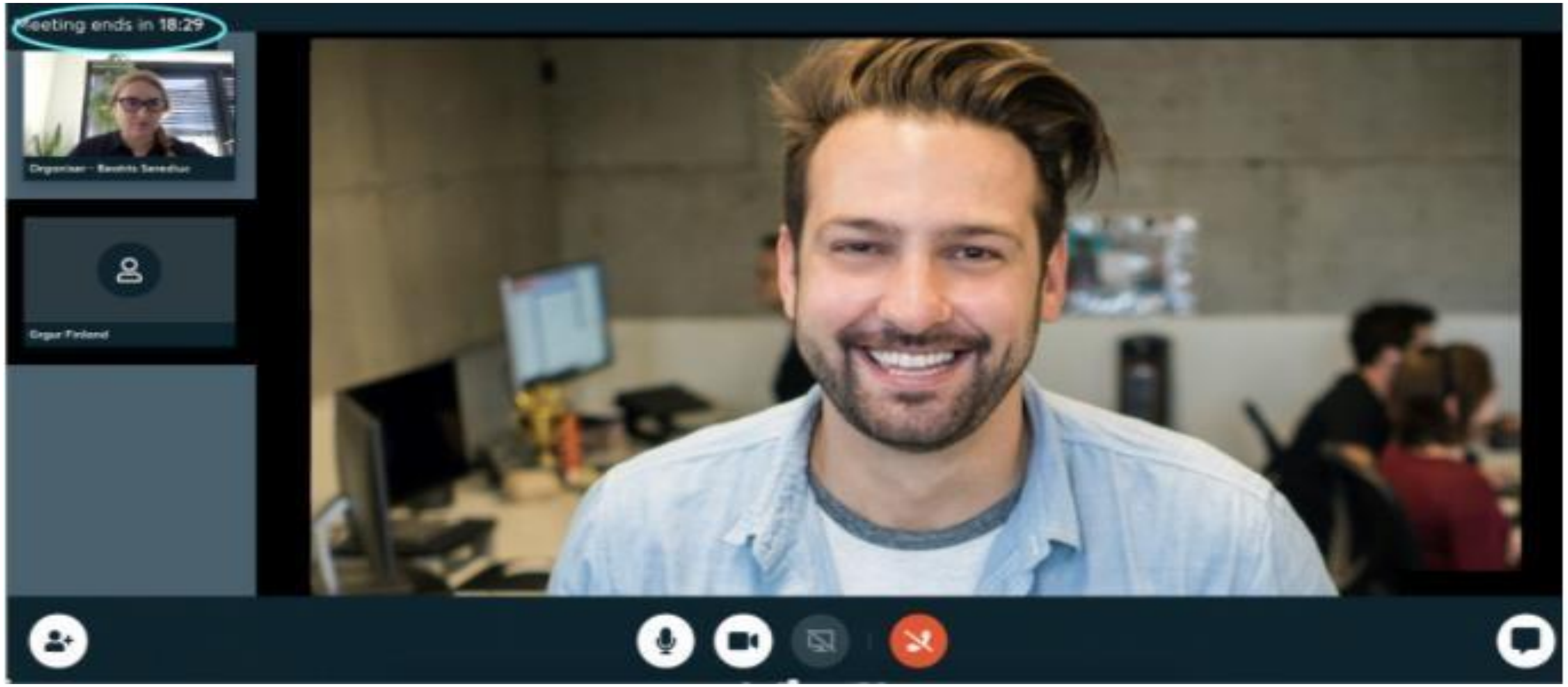
Ensure that during registration you selected the 1:1 meetings option. This will allow other participants to also request meetings with you. If you missed this step, you can activate it later with the following steps : Go to **My profile**, select **my availability**, select “**Activate 1:1 meetings”**

To book a meeting, search for a participant using the key words under the participants tab. Click on the green video button “available” against the participant profile and select a time and date for your meeting. Once you have sent the request, wait for the participant to accept and the meeting will be added to your agenda.

Starting ameeting

Go to your profile and select the "**Meetings"** Tab

You will see alist of al the bilateral meetings you have booked. On the meeting that is about to start, select the **Join online session** button (which will be active on the date of the session, between the hours when the session is taking place).



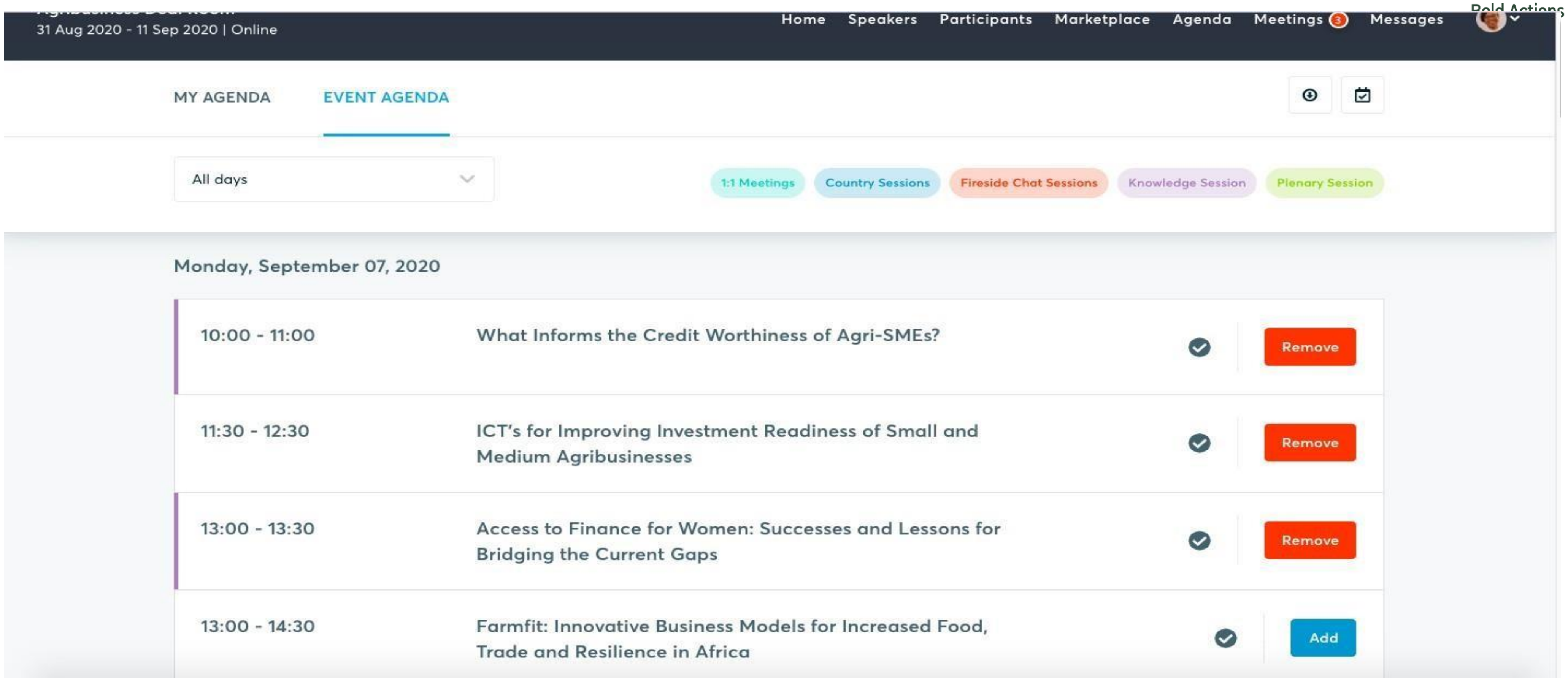
When selecting the "join button", the preview of the meeting will allow you to check your camera and microphone.

During the meeting, there will be a timer on the screen. The invite guests link allows you to quickly invite another participant by sharing the meeting link with them. The meeting link will only be active for the duration of the meeting and only if the original participants are in the meeting.

You can also share your screen with the share button visible next to the camera and video buttons.

NB: The meeting will not automatically end until one of the participants ends the meeting.

Online Events Agenda

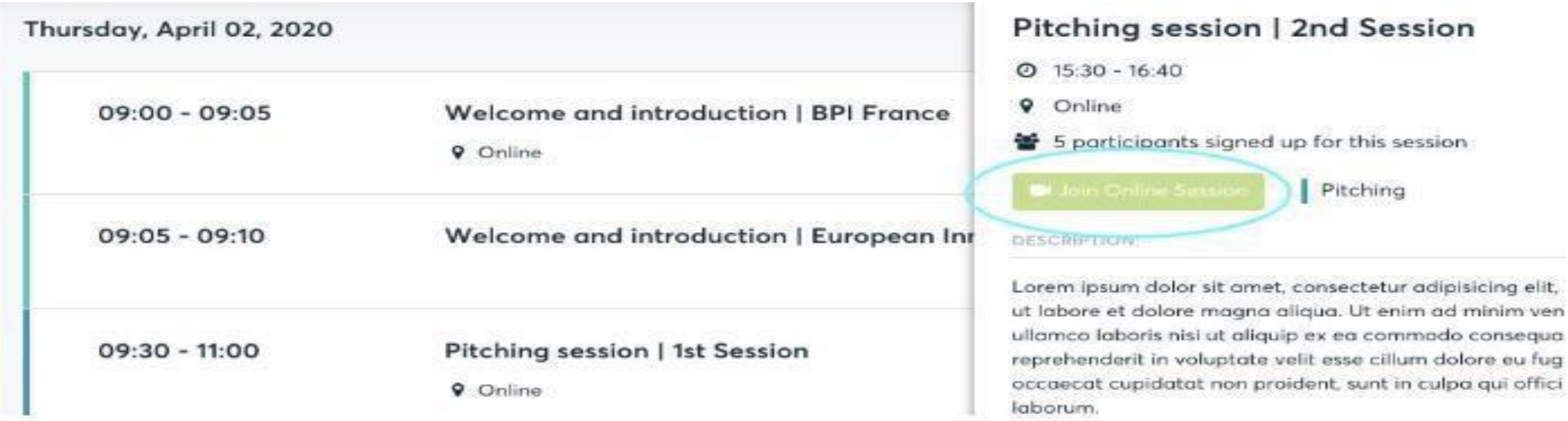


You can only attend an event/session where you have registered for. To register for a session, go to agenda, select a session you are interested in and select "add". It is automatically added to your calendar. On the scheduled date and time for the event/session, the "join event" option will be active 5 minutes prior. On the top left of the screen, there is a download button for the agenda.

Joining a Session

Go to **Agenda** then click on **My Agenda** Tab

Selectthe **Join online session** button (which will be active on the date of the session, between the hours when the session is taking place).The button will be active for registered and validated participants who selected thesession.



When selecting the "join button", you will be redirected to ago-to-webinar registration page as shown in the next slide

Market Place

The **Marketplace** enablesto list your offer and request items.We suggest you create meaningful and attractive marketplace items as your profile is the **FIRST** impression other participants receive from you! You can present your offer or look for available offers under the below categories;

Product – Add and describe aproduct your organization is offering

Service - Add and describe aservice your organization is offering

Partnership - Indicate ifyou are interested in apartnership with another organization or service provider.

Project cooperation - Provide details of aproject you are looking to partner with another organization for delivery.

Investment Opportunity - Indicate the investment opportunities available in your organization and whatapotential investor would be interested in.

FAQ’s : Profile

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1. **Q: I had previously registered for the Agribusiness DealRoom. Do I need to register again?**

   A: No. You will only be required to login and input your previous password, then update your profile.

2. **Q: What do I do if I forget my password?**
   a. Click **here** or click **Login** in the upper right corner of the event website
   b. Click the "Forgot password?" link
   c. Enter the email address you used to register for the event
   d. Click the Reset Password button
   e. You will receive an email with a "Reset Password" button
   f. Click the button and enter your new password in the "New Password field"
   g. Repeat the new password in the "Repeat Password" field and click Reset your password

3. **Q: How do I change my password?**
   a. **Log in** using your email address and your password.
   b. Go to ”**Account Settings” o**n your Dashboard, under your profile picture
   c. Go to the "**Change password**" section
   d. Type the old password in the "Old Password" field and the new password in the "New Password" field
   e. Repeat the new password in the "Repeat Password" field and save.

4. **Q: How do I change my email address?**
   a. Log in using your email address and your password.
   b. Go to Account settings on your Dashboard, under your profile picture
   c. Enter the new email address in the **Account email address** field
   d. Please note that you cannot change your email address to one that already exists in our system
   e. Click on **Update Email Address**
   f. Wait for the confirmation email in your inbox and then confirm it

5. **Q: How do I change my time-zone?**
   a. Click the **Edit my profile** button in your Dashboard
   b. Select a time zone from the dropdown menu in the "Personal Information" section
   c. Make sure you set your time zone correctly because the agenda and your meetings will be displayed according to the time zone you have selected

FAQ’s : 1:1 Meetings

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1. **How do I request a meeting with someone?**
   a. Go to the **Participants list** and browse through the profiles
   b. Click the **Request meeting** button
   c. Choose the time and date of the meeting
   d. Click **Send request**

2. **How do I check if my camera/microphone is working?**
   a. Please check that your browser has permission to use your camera/microphone
   b. Click the **Camera and microphone test** button in your **Meetings** and follow the instructions
   c. Depending on your browser settings you may be asked to confirm the activation of the Camera/Microphone through a pop-up dialog form
   d. If you have already declined to give your browser permission to use your camera and microphone, you will need to adjust the browser's settings

3. **How can I share my screen during 1:1 meetings?**
   a. Click the screen sharing icon right next to the camera button
   b. Choose what to share (your entire screen, a window, or just one browser tab)
   c. After you have selected, click the share button

4. **Can I invite a third person to my 1:1 meeting?**
   a. You can invite other people, such as your colleagues, to join the meeting
   b. To do so, go to your **Meetings** page and click the **Invite guests** button that is visible in all your upcoming meetings
   c. A pop-up window will appearwith a direct link you can send to anyone you want
   d. When that person clicks on the link, they will be redirected directly to the online 1:1 meeting
   e. The person does not have to be registered for the event or have a b2match profile to join the online meeting this way
   f. You can access the invitation link even if you have already started the meeting by clicking the “**invite guest**” icon in the bottom left corner of your screen.

5. **Why can’t I request meetings with some participants? (Turning on/off meeting requests)**
   a. Participants available for meeting requests are indicated with the ”**Request meeting”** button. If the button is gray,
      i. You may not have registered for any 1:1 meetings sessions, please make yourself available for 1:1 meetings by
      ii. Go to **My profile**, select **my availability**, select “**Activate 1:1 meetings”**
   b. The participant you want to meet might not have registered for any 1:1 meetings sessions

FAQ's : 1:1 Marketplace

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1. **Q:How do I create a marketplace item?**
    a. To add a Marketplace Item go to your **Dashboard** or the **My opportunities** sector in the Marketplace
    b. Select the type of Marketplace Item you want to upload
        i. The available options may include *Product*, *Service*, *Partnership*, *Project Cooperation*, *Investment*, *Expertise*, or *Request*
    c. Enter the title and description of your Marketplace item
    d. Click the Save button in the lower right corner

2. **Q:How can I add files to my market place item?**
    a. To add an image:
        i. Click the Add image button
        ii. Select an image from your device
        iii. If you want, you can add more images and when you're done, click Save
        iv. The supported image formats include: .jpg, .jpeg, .gif and .png
    b. To add a file:
        i. Click the Select file button
        ii. Select a file from your device
        iii. Enter a name for the file
            i. The file you upload will be displayed as a link, and when clicked, it will open in a separate browser tab
        iv. Click the Add file button and then Save
        v. The supported file formats include: .pdf, .doc, .docx, .xls, and .xlsx
    c. To add a YouTube video:
        i. Enter the video title
        ii. Paste the YouTube link
        iii. Click the Add video button and then Save
        iv. The video will appear as an embedded mini player and other participants will be able to watch it directly on the Marketplace Item