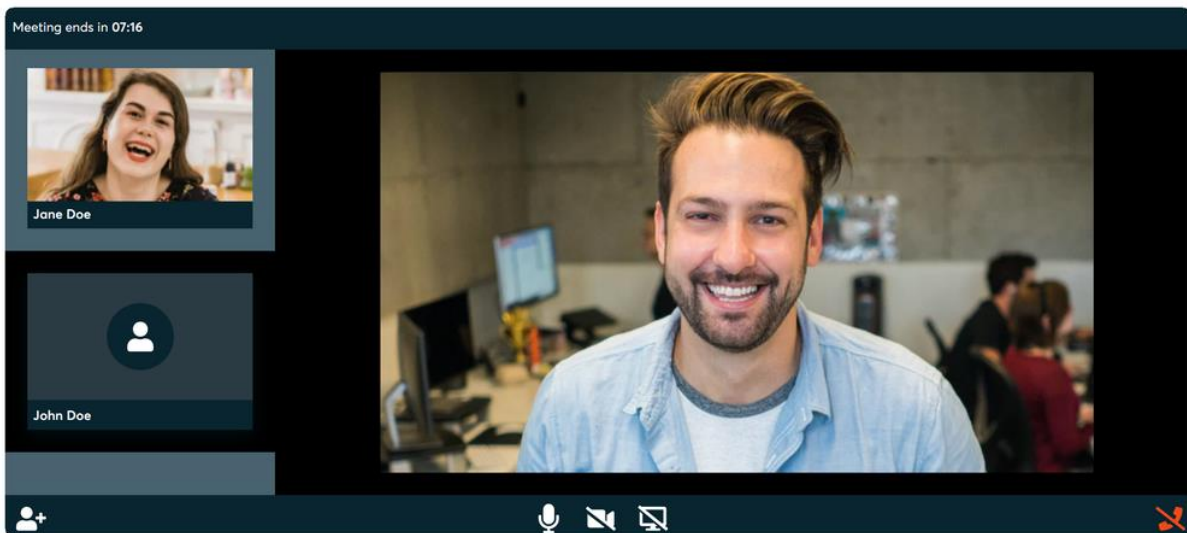# Virtual matchmaking events - How do they work?

A matchmaking event is a quick and easy way to meet potential cooperation partners. 20 minutes run fast, but they are enough to build first connections before the meeting ends and the next talk starts.

1) Registration

Register via the [Register](#) button.

2) Publish a business profile to showcase your needs

Create a clear and concise business profile to raise your visibility on the b2match platform. Your profile should describe who you are, what you can offer to potential partners, and who you want to meet. A good profile will generate significantly more meeting requests.

3) Browse profiles of attendees

Go to the participants list to find out who is offering interesting and promising business opportunities.
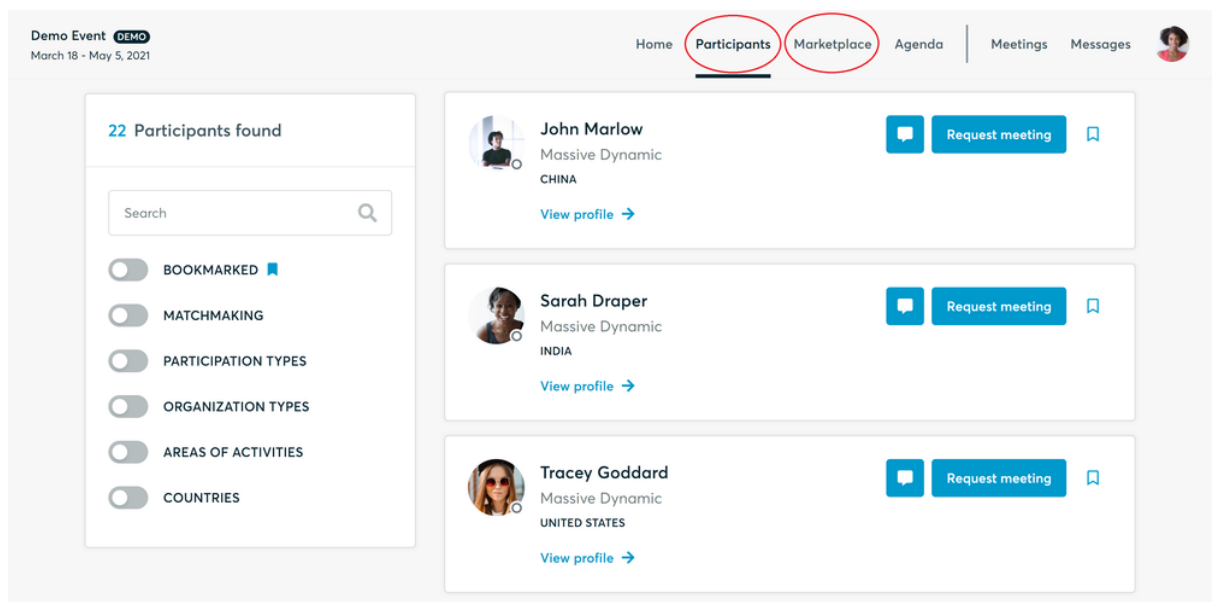
4) Send & receive meeting requests

Browse published participants profiles and send meeting requests to those you want to meet during the event.
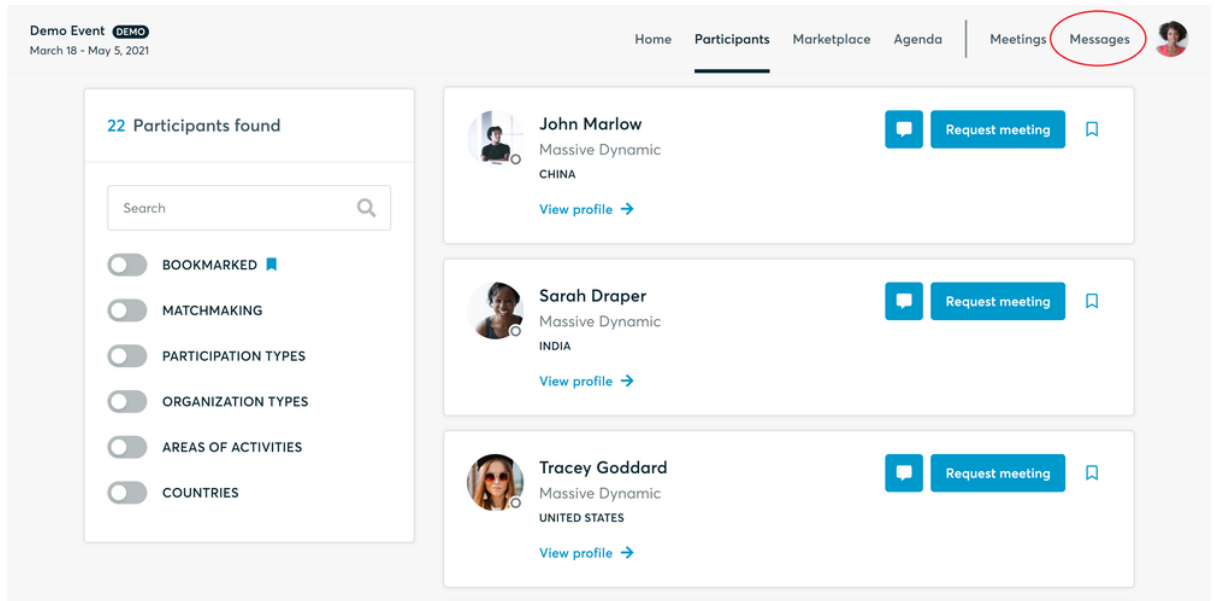
5) Matchmaking Event

Access your meetings in My Agenda or Meetings, where you have your complete schedule for the event and the list of your meetings. Check your camera and microphone and don't be late!

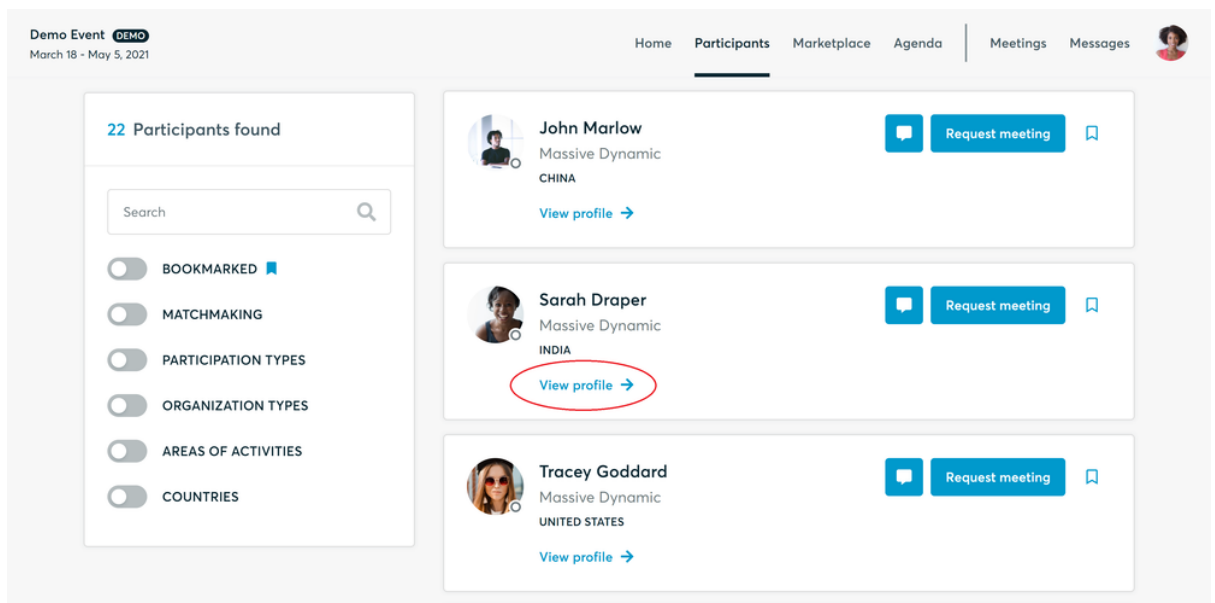How to initiate a Virtual Meeting?

1. Identify promising participants on the **Participants** list or the **Marketplace** page on the event's website. Once you found a suitable meeting partner, click "Request meeting" to send them a meeting request.

2. Use the **Messages** functionality to chat about common interests and availability.

3. Click "View Profile →" to find out more about the participant

4. If you would like to have a meeting with them, you can also request a meeting here.

5. Check **My agenda** and **Meetings** for your schedule and your list of confirmed meetings.

6. At the time of the meeting, go to the Meetings page and click on **Start Meeting**

- You can invite guests through the **Invite guests** button, or share your screen through the screen sharing button
- A virtual meeting can be started at any given time before its ending time and it won't stop automatically, one of the participants has to end it
- The remaining time will be displayed on the top left corner
- The next meeting card will be displayed with one minute before the next meeting
- Clicking on **Start Next Meeting** will end the current meeting and will start the next one

Technical requirements for Virtual meetings

The virtual meetings take place through the b2match video tool, which is integrated in the b2match platform and it doesn't need to/it can't be downloaded.

- install the latest version of your browser
    - download latest Google Chrome version
    - download latest Mozilla Firefox version
    - download latest Microsoft Edge version
    - find out what browser you're using and if it is up to date

Use a device with an incorporated webcam or a webcam. Without the camera, the meeting can still take place in the audio mode.

Microphone and camera

You can test your microphone and camera in your **Meetings** list, once you are logged in to your b2match profile. In order to do this, you need to click the blue **Camera and microphone test** and follow the instructions.

■ Camera and microphone test

AVAILABILITY

(the current time is **4:35 PM**). Change ✏

🕐 3:30 PM - 3:50 PM
🗓 Saturday, December 12
📍 Online Video Conference

⊗ Cancel   🕐 Reschedule   ➕ Invite guests   ■ Meeting starts in 1 day

---

Home   Participants   Marketplace   Agenda

1x1 Meetings

ALL ❶   CONFIRMED ❶   PENDING

The meetings and sessions schedule is displaye

Next meetings

JD John Doe at b2match
JD Jane Doe at b2match

MEETING SCHEDULED

JD Jack Doe at b2match
JD Jane Doe at b2match

MEETING INVITATION RECEIVED
You can choose an available timeslot when

Help
Terms of service

Camera and microphone test   ✕

In order to make sure that your camera and microphone work during
online meetings, we strongly recommend you test it now.

During the test, we will access your camera and microphone. Every
browser needs to ask you for permission to use the camera or
microphone in our application and you will be prompted to accept it
in a small window that looks like this:

this website wants to
▢ use your camera
🎙 use your microphone   Allow the camera and
                                           microphone if asked.
Decline   Allow

Please make sure you allow access when your browser asks you to. In
case this window does not appear and you still cannot access the
camera, please check how to change it in your browser's official
documentation.

Test camera

■ Camera and microphone test

AVAILABILITY

🕐 3:30 PM - 3:50 PM
🗓 Saturday, December 12
📍 Online Video Conference

Invite guests   ■ Meeting starts in 1 day

🕐 N/A
🗓 N/A
📍 N/A

⊗ Cancel   🕐 Reschedule   ⊘ Accept

English ▾

If there are issues, the system will indicate the browser's documentation's regarding the microphone and camera usage

- browser's permissions to use the microphone and camera
    - Using your camera and microphone in Google Chrome
    - How to manage your camera and microphone permissions with Firefox

- system's permissions for the microphone and camera
    - how to set up and test microphones in Windows 10
    - change the sound input settings on Mac

Additionally, you can do the following checks:

- test your microphone with other apps, such as Google Meet, Skype, Zoom, etc.
- run Twilio's network test, which will start an automatic diagnosis to check if Twilio has permission to use your microphone and camera
    - Twilio is the name of the software we use for online meetings

Happy matchmaking!