

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

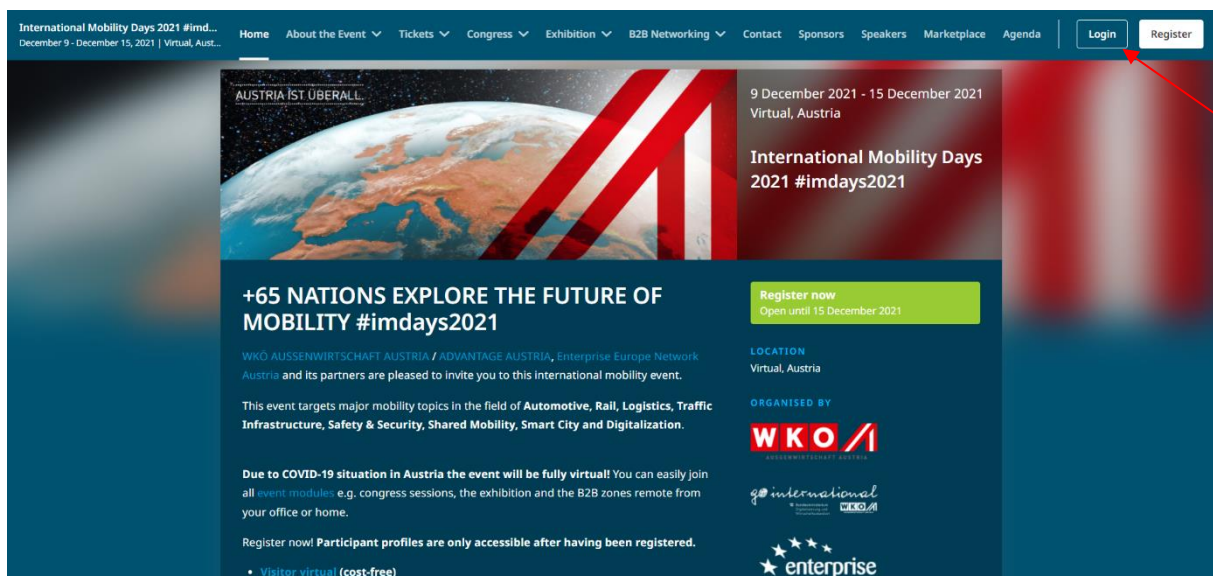
- Don't use Internet Explorer
- Internet Edge Browser only works for Version IDs 80+ (Chromium edition)

3. Internet connection

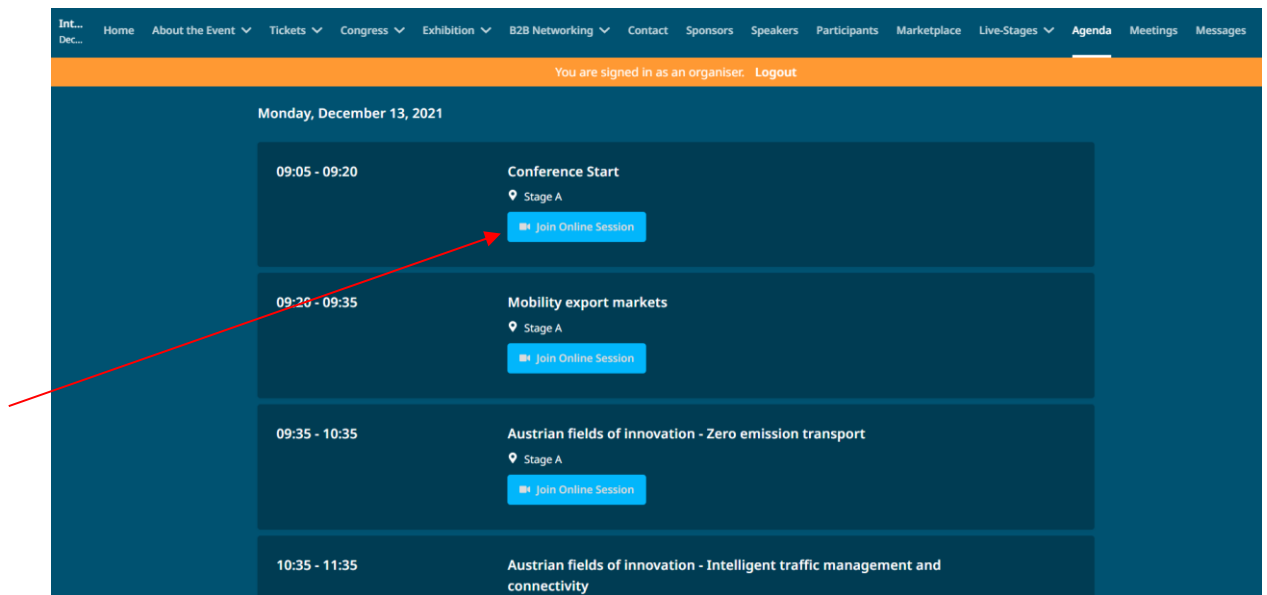
- Use a stable internet connection (min. 8 Mbit)
- If possible do not use Wifi
- You do not need to upload any extra software, either to watch the streaming nor to hold you virtual meetings

4. Login at the event platform

- Click this link <https://mobilitydays2021.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“)

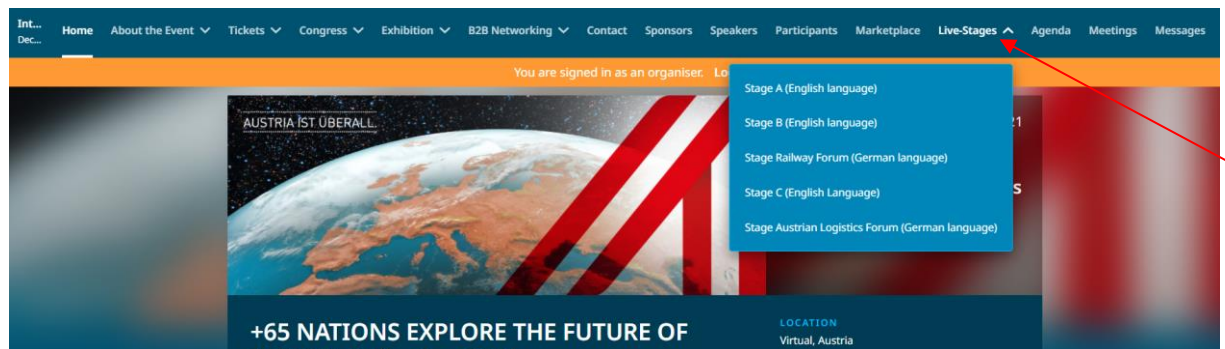


5. Attend conference session (English language)



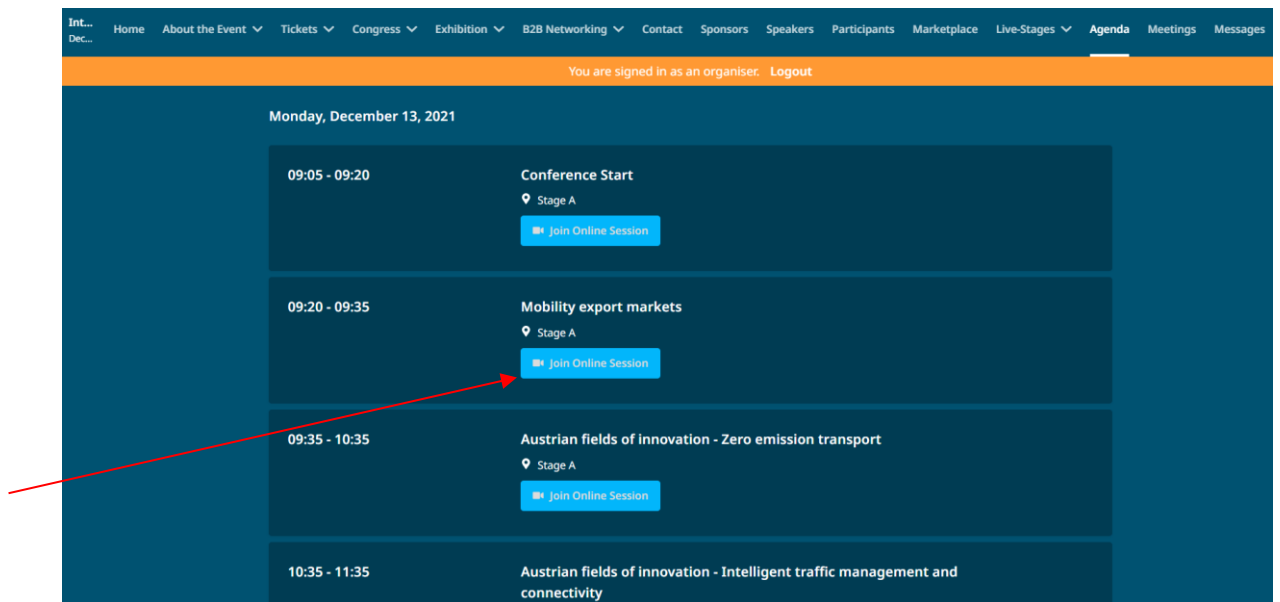
1. Login
2. Click at Agenda
3. Click button „Join Online Session“
4. You will automatically passed into the selected session

6. Switch from stage A to stage B and C (Sessions in English language)



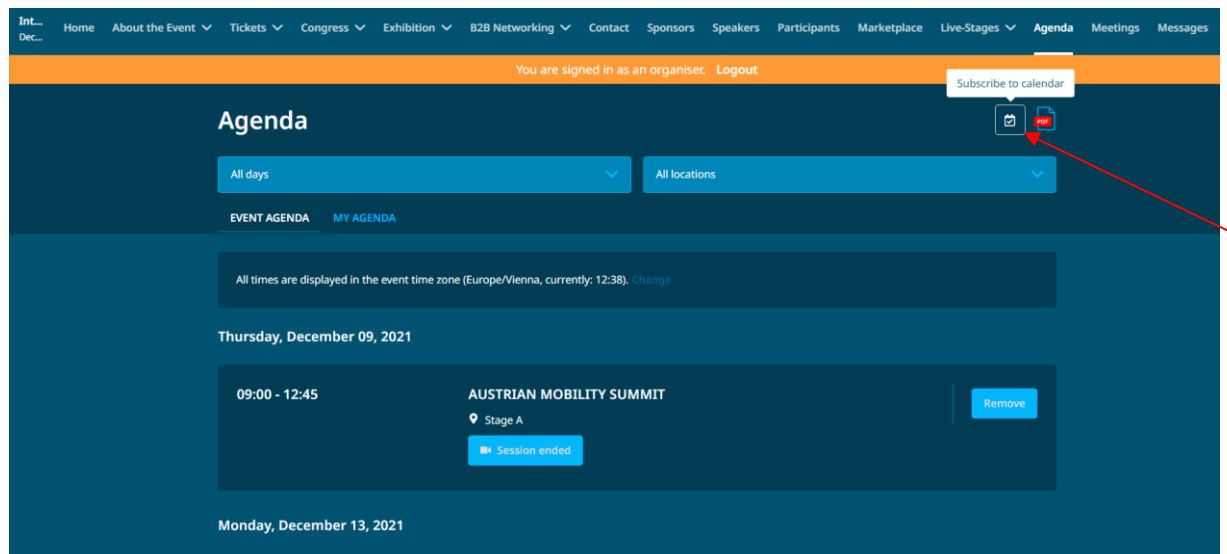
1. Click at Live Stage
2. Select stage

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



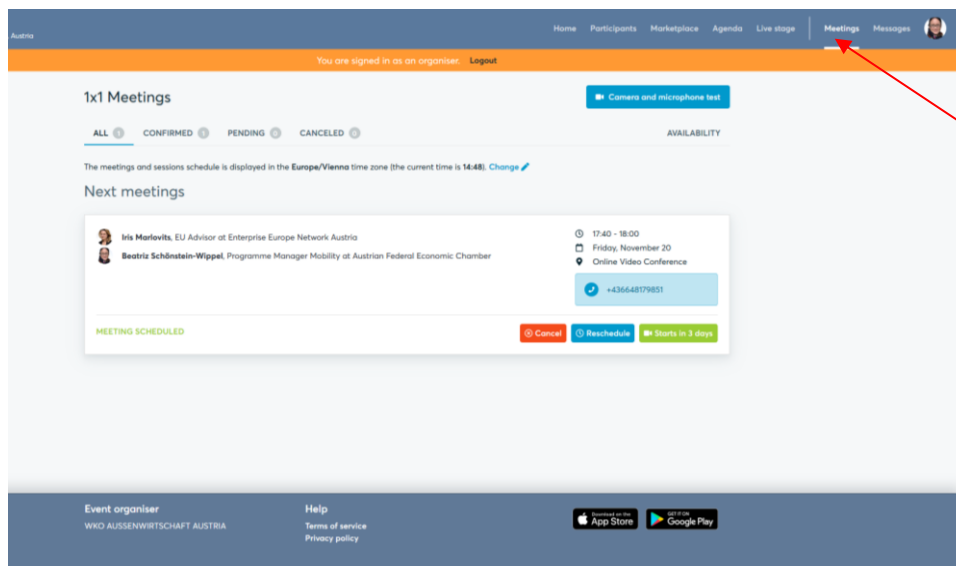
1. Login
2. Click at Agenda
3. Select (next) session
4. Click button „Join Online Session“
5. You will automatically passed into the selected session

8. Subscribe your personal agenda to calendar



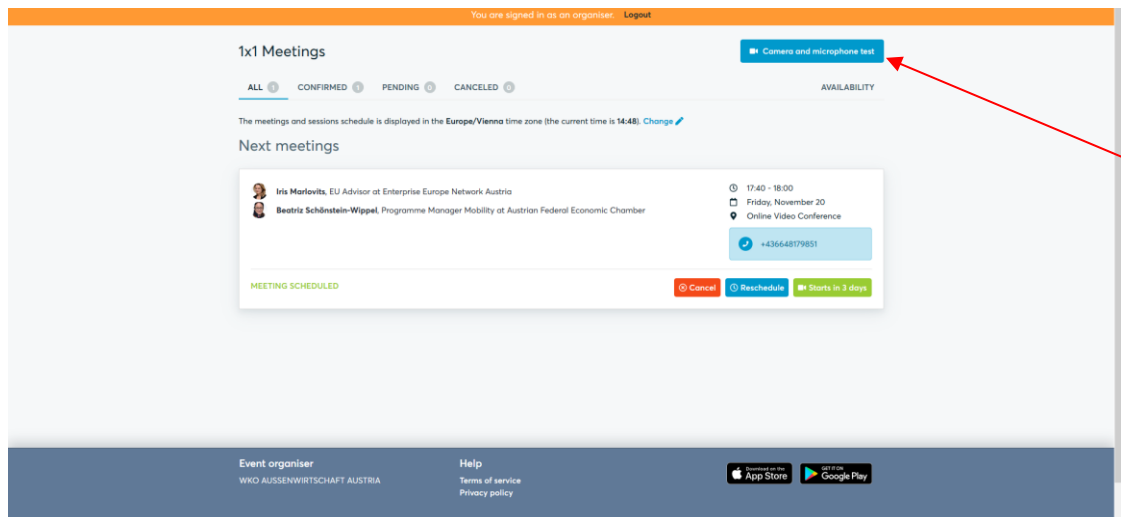
- Subscribe your personal agenda (sessions and booked meetings) to your calendar e.g. Outlook
- Activate a reminding function e.g. 5 min before

9. Overview about my booked meeting



10. 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



11. 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.

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

The screenshot displays a web interface for managing 1x1 meetings. At the top, an orange banner indicates the user is signed in as an organizer with a 'Logout' link. Below this, the '1x1 Meetings' section features tabs for 'ALL', 'CONFIRMED', 'PENDING', and 'CANCELED', along with an 'AVAILABILITY' link. A note specifies the time zone as Europe/Vienna (14:48). The 'Next meetings' section lists a meeting between 'Iris Marlovits' and 'Beatrix Schönstein-Wippel'. The meeting details include the time '17:40 - 18:00', the date 'Friday, November 20', and the type 'Online Video Conference'. A phone number '+436648179851' is also provided. At the bottom of the meeting card, there are three buttons: 'Cancel', 'Reschedule', and 'Starts in 3 days'. A red arrow points to the 'Starts in 3 days' button. The footer contains the event organizer 'WKO AUSSENWIRTSCHAFT AUSTRIA', a 'Help' section with links to 'Terms of service' and 'Privacy policy', and app store links for the 'App Store' and 'Google Play'.

You are signed in as an organizer. [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

+436648179851

MEETING SCHEDULED

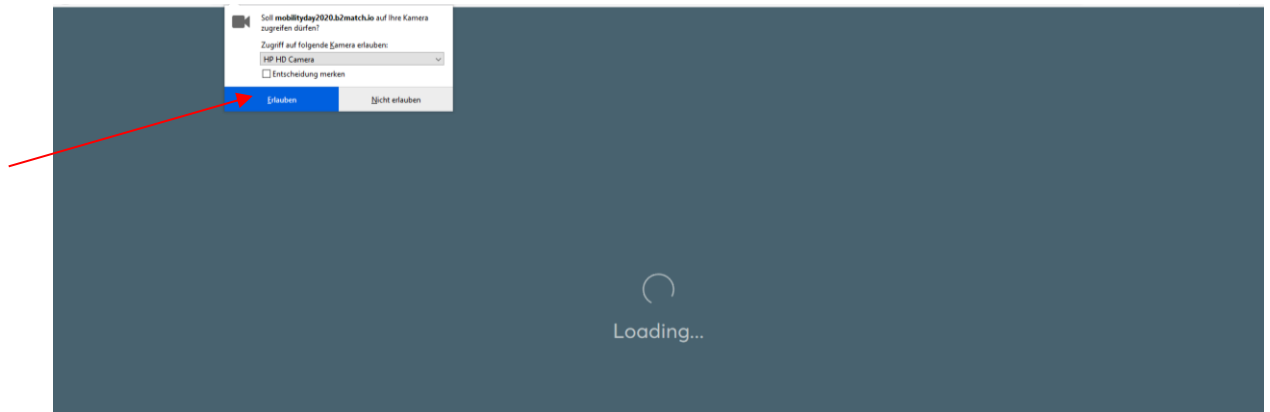
[Cancel](#) [Reschedule](#) [Starts in 3 days](#)

Event organiser
WKO AUSSENWIRTSCHAFT AUSTRIA

Help
[Terms of service](#)
[Privacy policy](#)

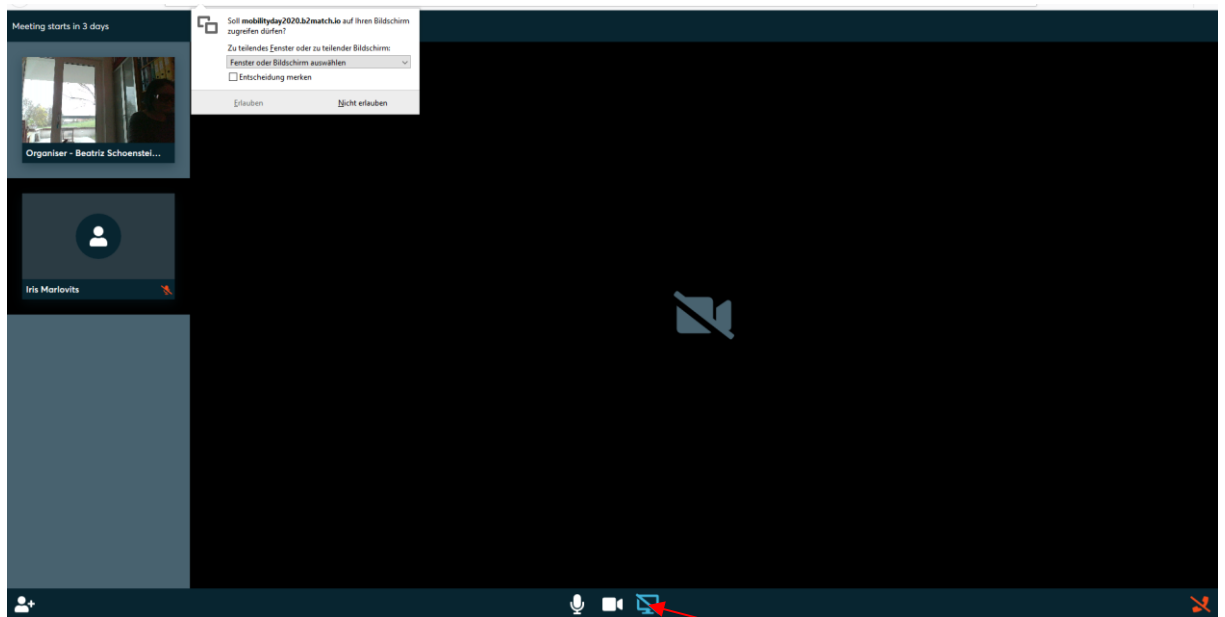
Download on the App Store
GET IT ON Google Play

- Select and allow access to your camera



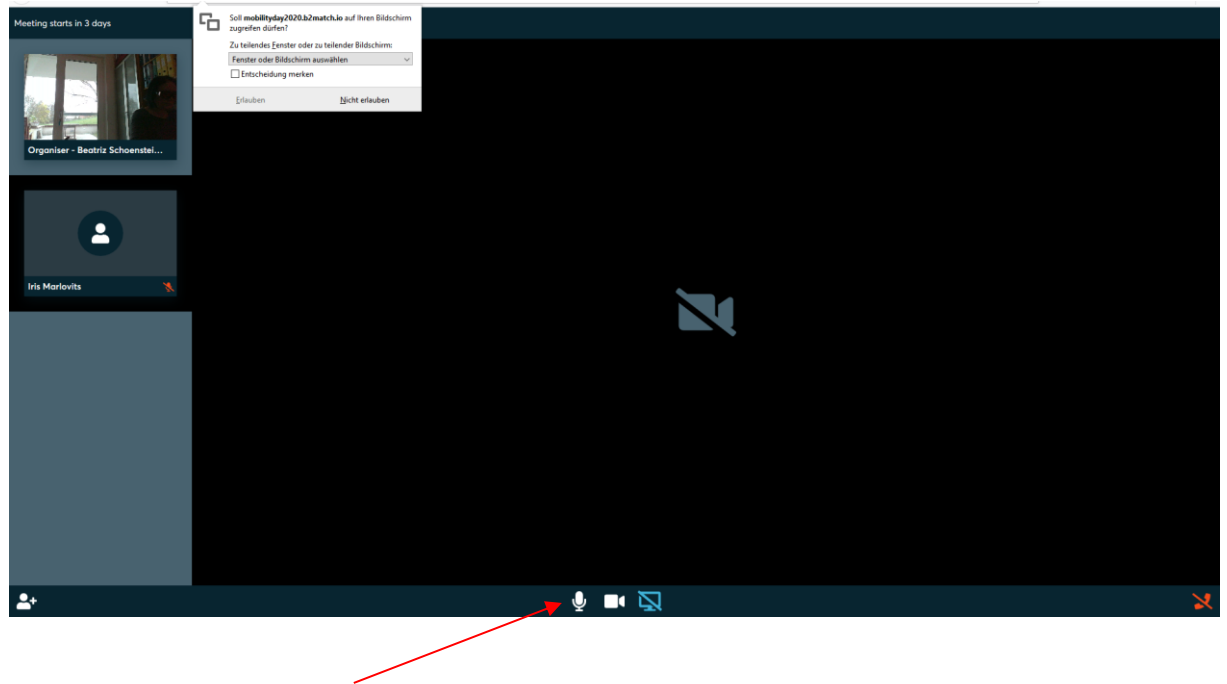
- get your background prepared
- check light, camera position, roll-up, etc.

13. Share files within virtual 1:1 meeting

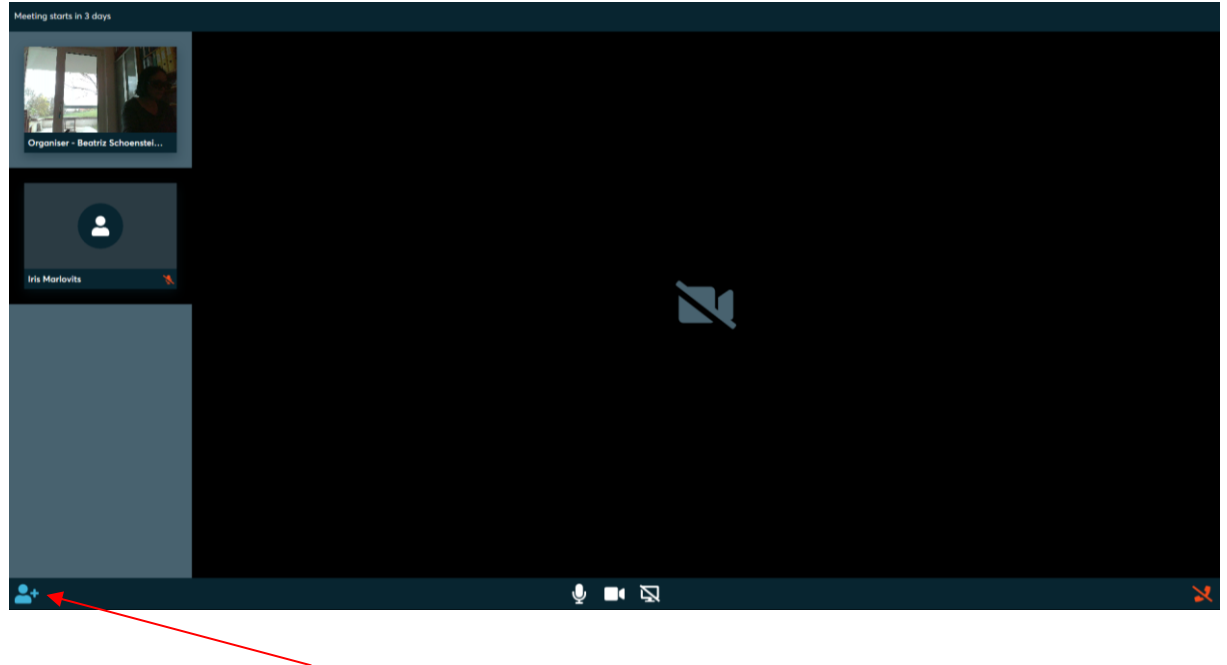


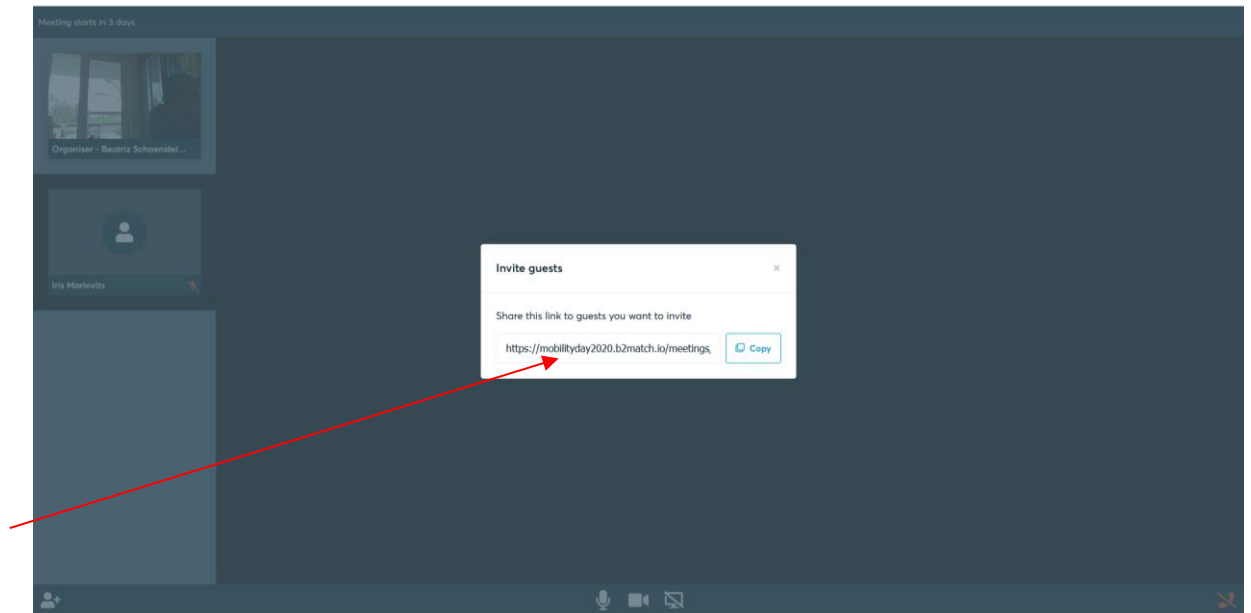
- Save max. 5 relevant files at e.g. desktop
- If you have more screens, select a screen
- If you want to finish presentation click same button again (see red arrow)

14. Activate / mute microphone and camera



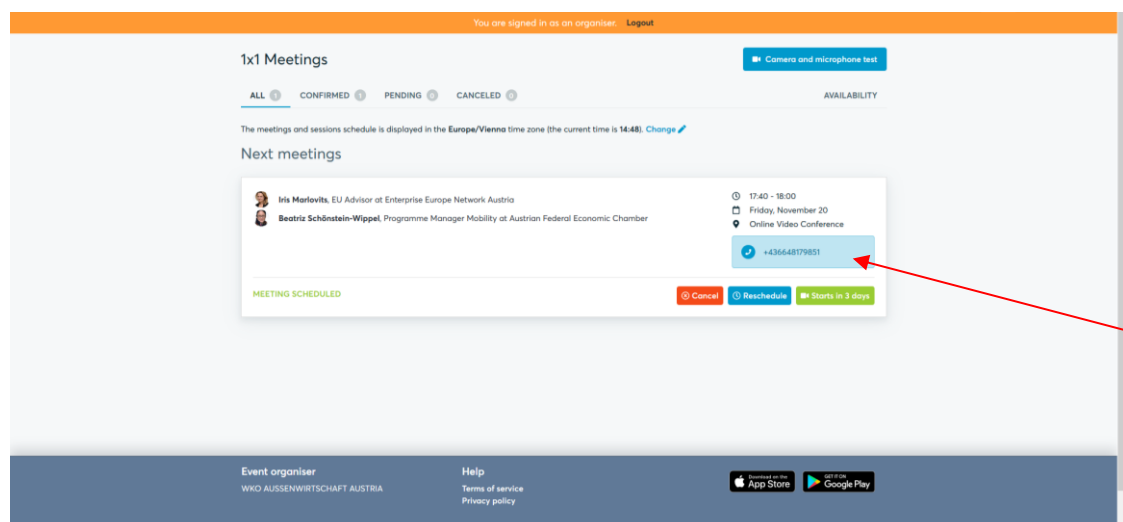
15. Invite 2 more speaker to a booked virtual 1:1 meeting





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

16. 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

17. 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)

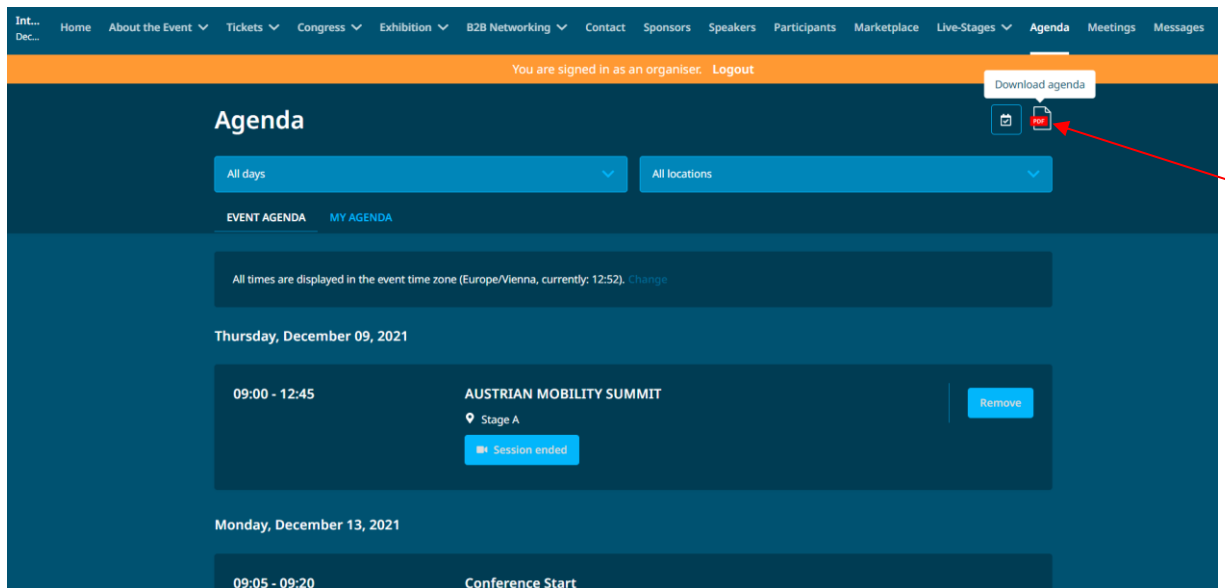
18. Typical problems regarding virtual 1:1 meetings**Your B2B dialogue partner can't see/hear you?**

- 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?

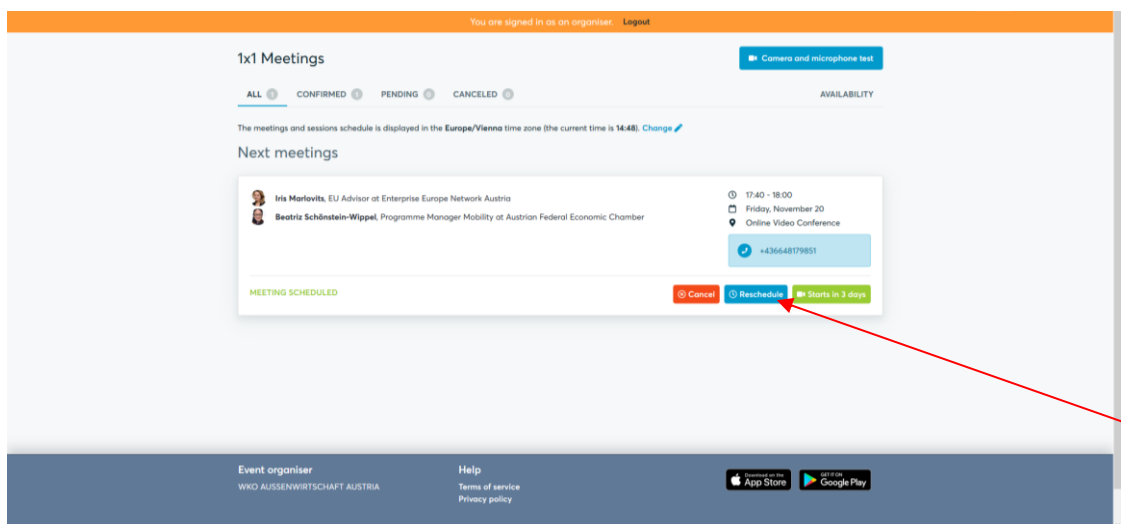
- Chrome: <https://support.google.com/chrome/answer/2693767>
- Firefox: <https://support.mozilla.org/en-US/kb/how-manage-your-camera-and-microphone-permissions>
- Opera: <https://help.opera.com/en/latest/web-preferences>

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

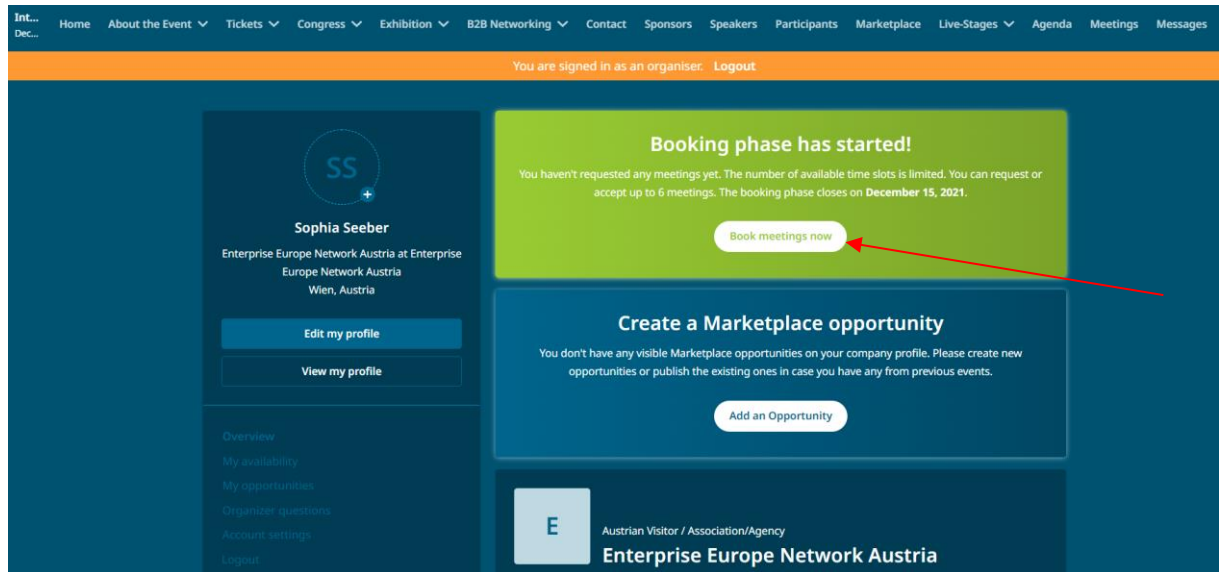


- Login
- Go to Agenda
- Save PDF „Download agenda“ at e.g. desktop
- Print PDF „Download agenda“

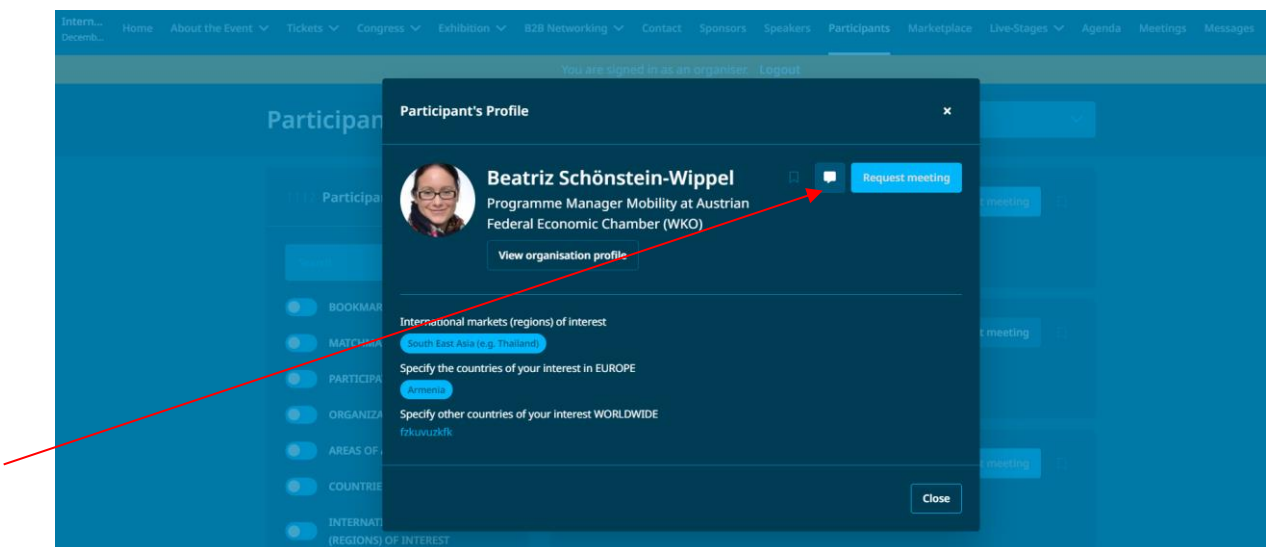
20. Reschedule 1:1 meetings



21. Book more 1:1 meetings



22. Contact participants after 15th December

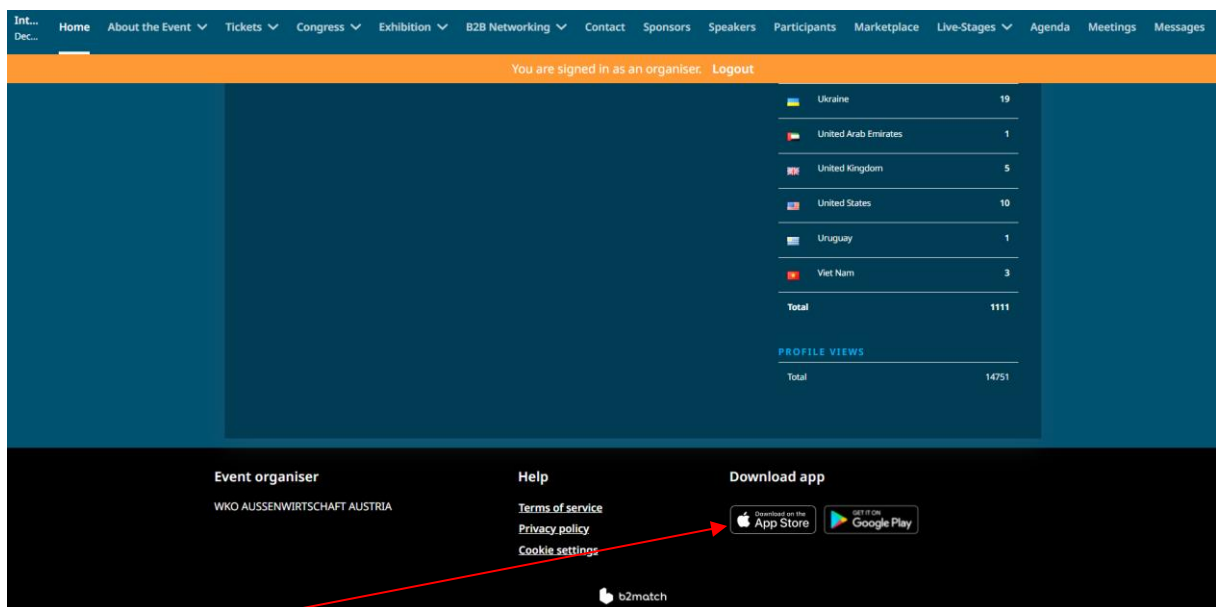


- Send a message via the eventplatform. This is an important information for the event's organisers who are keen to boost the internationalisation of companies in the sector of mobility.

23. 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://mobilitydays2021.b2match.io/>



24. Support at the event

- If you have technical problems with b2match please use the chat function at <https://mobilitydays2021.b2match.io/>
- Austrian participants can request for telephone support in German language. Please call WKÖ AUSSENWIRTSCHAFT
 - Ms. Renate Hausner: +43 5 90 900 3517
 - Ms. Ulrike Pieler: +43 5 90 900 3656
- 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