Guideline for the matchmaking tool *B2Match*

General Information
- *B2Match* is an **event management software** for networking events.
- The INGENIUM Networking Symposium is hosted on this platform on **November 25**.
- Besides joining the general event *B2Match* also allows users to **communicate** with individual participants and attend **1:1 meetings** prior to or after the main event.

Procedure
Step 1: Registration
- Please follow the link (https://bit.ly/3DcuAxl) to access the **event-specific registration**.
- Now please choose your preferred option of signing in: LinkedIn, Google or your personal email.
- In the following you are asked to agree to *B2Match*'s **terms of service** and **privacy policy**, please do so in order to proceed.
- Subsequently, please choose your professional background as it will appear in your profile and fill out the following **entry form** with the **personal information** demanded.
- Now you are directed to a page listing all meetings held under the framework of the Ingenium Networking Symposium.
- By **checking the respective box,** you can show your **availability** for a 1:1 meeting on the given day. The boxes of the main event on November 25 are already selected.

Step 2: *B2Match*'s user interface
- The home screen provides an overview over the Ingenium Networking Symposium and key information on the functions of *B2Match* ("How it works" + FAQ).
- In the top right corner of the home screen, you can access five different areas:
    1. a list of the event's **participants**
    2. the event's **agenda**
    3. a list of your personal 1:1 **meetings**
    4. the **messages** you have received through *B2Match*
    5. your **personal profile**
- Any information entered during the registration process can still be amended in one of the respective sections.

Step 3: Using *B2Match* for communication and matchmaking
- *B2Match* facilitates matchmaking through the **1:1 meetings selected** by a user.
- In the list of participants, you can see if a user has common sessions with you, indicated through a blue "Request meeting" button.
- Users who are not available for matchmaking (= who have not selected any 1:1 meeting) and users not having common sessions with you **cannot** be requested.
- Nonetheless, you can **message any participant** via the speech bubble icon next to their name in the participant list in order to get in touch with them.
- In the agenda section you can **redefine the dates** you are available for 1:1 meetings by adding or removing them from your personal agenda.
- Besides this, the agenda section also provides the **access link to the main event** on November 25. The respective button will become active shortly before the session starts.