



A guide to a successful participation in an online matchmaking event

How it works

A matchmaking or networking event is a quick and easy way to meet potential cooperation partners in face-2-face talks. The event is online and everything is organised from the website. During the 20 minutes meetings, you will not only meet potential cooperation partners, but you will also obtain new knowledge. All you must do is to register on the website, complete your profile, and look for potential and relevant meeting partners. When the booking opens, you can go book meetings or be booked. Log in from time to time to check out new potential meeting partners or you may also receive meeting requests. Before the event, check your computer for technical preparations and check your meeting schedule, then you are ready to participate. Too much information, not to worry, you will be notified and guided by emails along the way, and you are always welcome to contact us, and at the website there is a detailed description of all the steps. On the next page, you have a brief guideline on the individual steps you must make to participate.

For registration please go to the website [here](#).

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Business Support on Your Doorstep

Guidelines

REGISTRATION

- Go to the website “Bringing Value to Agrobiomass 2nd Edition”.
- Click on the green button "Register" in the top right corner.
- Follow the instructions and complete the entire registration.
- In addition to entering organisation details, please go to “marketplace” and specify which types of cooperation you are interested in – this highly increases your chances of being booked for relevant meetings!
- The more clear and precise details about your company background, business offer or request you provide, the more interesting your profile will be to others.

BOOKING OF MEETINGS

- Check out the pages “Participants” and “Marketplace” for potential meeting partners.
- Use the optional filters to easily find the people aligned with your interests.
- Send meeting requests to those companies/persons you want to meet.
- Adding a short reason why you are interested in a meeting will increase the chance for a meeting.
- You will also be receiving meeting requests – please accept and schedule the meeting, and if not interested, please decline the requests.
- Typically, date and time of a meeting is scheduled by the person accepting the meeting request considering the mutual availability.

SHORTLY BEFORE THE EVENT

- Log on to your profile and or view date/time of your meetings via the Menu “Meetings”.
- Check pending meeting requests if any, accept or decline the requests.
- Shortly before or on the event days, please download your AGENDA and you can see all scheduled meetings.
- Check the technical: camera, microphone, headset, pc etc.
- You are ready to meet!
- In case unforeseen circumstances make you unavailable during the scheduled meeting slot, please contact sbj@foodbiocluster.dk and the meeting partner for a possible rescheduling of the meeting.

DURING THE EVENT

- Check the latest version of your AGENDA through the platform. Last minutes changes can happen.
- Please respect the other participants' time and “show up” to all your meetings. Happy matchmaking!

AFTER THE EVENT

- Once the event is finished, you will receive a message from the online platform kindly asking you to evaluate both your overall experience with the event as well as each specific meeting held. You won't have to disclose details. We appreciate your feedback very much.

WEBSITE FOR INFO AND REGISTRATION

<https://bringing-value-to-agrobiomass-2.b2match.io/>

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