

1to1 SCHEDULER MANUAL

TRANSPORT - LOGISTICS - SUPPLY CHAIN | WOF SUMMIT 2023

MAXIMISE YOUR BUSINESS NETWORK

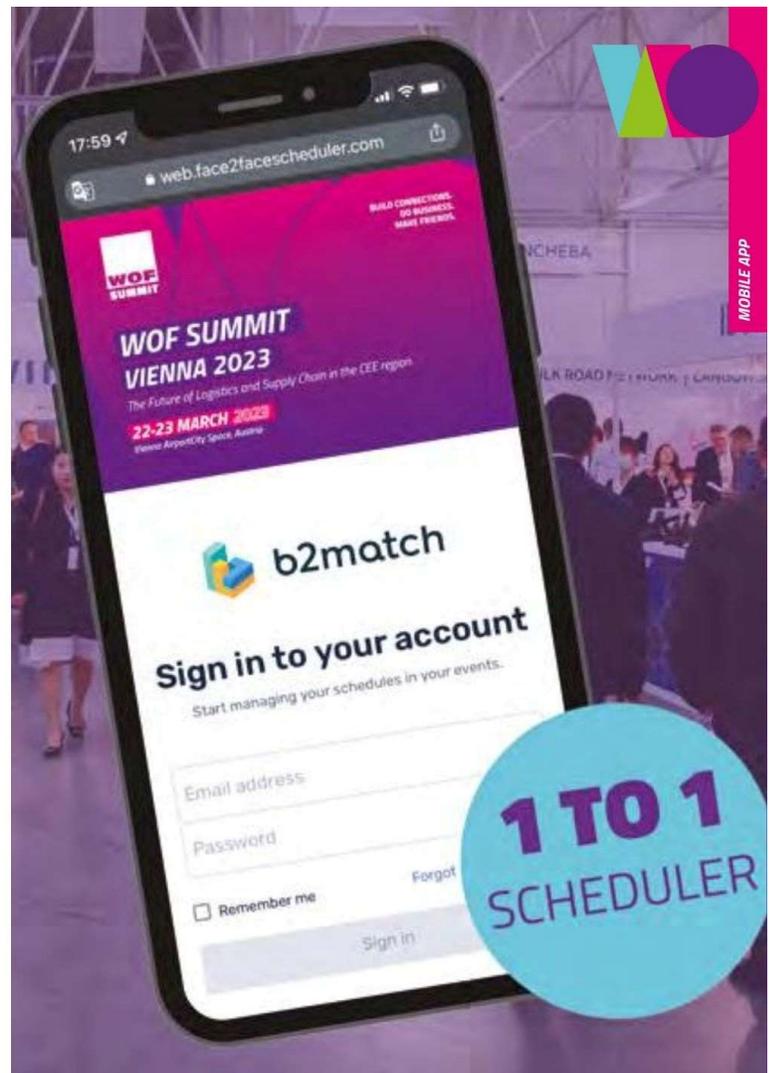
Finding new contacts and establishing new partnerships will be faster and easier than ever before.

Simply download the Mobile App (iOS/Android) to get access to your meeting schedule on your mobile phones and you are all set!

iOS



Android



Registration, Booking Meetings & 1:1 Video Calls | Quick Info

Search for partners before and during the WOF SUMMIT Vienna 2023. A virtual matchmaking event is a quick and easy way to meet cooperation partners in simple yet efficient e-meetings. 15-20 minutes run fast but they are enough to build first connections before one meeting ends and the next one starts.

1:1 Meetings – Key Facts

- Meetings can be requested before and during the WOF SUMMIT - until **Thursday 23th March 2023**
- Meeting requests must be accepted before they can be scheduled
- Meetings are managed online via 1:1 Video Calls

1:1 Video Calls | Technical Preparations

- Use a desktop computer or laptop where both Webcam and Microphone are installed
- Double check if you have selected a proper time zone (see Menu: Edit my Profile)
- Use **Mozilla Firefox, Google Chrome, or Opera** browser preferably
- Internet Edge Browser only works for Version IDs 80+ (Chromium edition)
- To make sure that everything is set correctly, please go to your "Meetings" and click on the green camera button "Meeting starts in ..." - this will open the video call in your browser. You should see yourself!
- **1:1 Video call meetings CANNOT be managed via the b2match Mobile App**

Virtual matchmaking events - How do they work?

1

Registration

- Register via the "Register" button.
- Add your contact and organization details as requested
- Compose your personal event schedule by adding presentations and 1:1 meetings of your choice
- Those interested in 1:1 meetings, **MUST** select at least one networking session

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Create a COMPANY PROFILE that stands out

Take advantage of the opportunity and introduce your company by creating a cohesive profile. The more details provided, the more you will benefit from the conference matchmaking tool. Your cooperation profile is your online business card that will be visible to others even after the event.

- The stronger your company profile, the higher your visibility to others on this booking platform.
- High-quality profiles are visited 50 to 100 times before, during, and even after the event.
- Your profile should describe who you are and what you can offer to potential buyers and partners.
- Specify the type of partner you are looking for.
- The profile is your portfolio and the better it is, the more likely you will be accepted by buyers and other attendees for meetings.

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Send & receive meeting requests

The booking of meetings opens a few weeks before the event or after a certain number of participants have registered. You will be notified by an e-mail alert once the booking has opened.

- Browse the list of attendees or check the marketplace profiles
- Use the optional filters to easily find the ones aligned with your goals
- Send meeting requests to those companies/persons you want to meet
- Add a short reason why you are interested in a meeting will increase the acceptance
- Meeting requests must be confirmed by the recipients to be scheduled
- The time of a meeting is scheduled by the person accepting the meeting request considering the mutual availability

Check every incoming meeting request and accept or refuse if not appropriate. It is a matter of politeness to let the requester know if you are interested in a meeting or not.

SOME PARTICIPANTS CAN'T BE BOOKED. WHY?

Participants available for meeting requests are indicated by a green button "Available", otherwise:

- You may not have registered for 1:1 meetings; please make yourself available for the 1:1 session via Agenda
- Booking rules applied by the event organizer may not allow you to book specific groups e.g. meetings can't be set up between a "Seller" and a "Seller".

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The World of Freight SUMMIT, 22nd until 23rd March 2023

SHORT BEFORE THE EVENT

- You can view the date/time of your meetings via the "Meetings" menu at any time
- Check all your pending meeting requests and accept or decline them
- Download the "b2match" Mobile App (iOS/Android) to
 - * get access to your meeting schedule on your mobile phone
 - * be informed about last-minute changes (bookings, cancellations)
 - * manage additional meetings during the event (send/receive/confirm requests)

DURING THE EVENT

- Check again the latest version of your meeting schedule through the platform. Due to last minute changes, it might have changed slightly.
- RESPECT the other participants' time and show up to all your meetings.
- If an unforeseen circumstance arises and you cannot attend a meeting, please cancel your meetings through the platform. This way, the other participant will be notified.

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1:1 MEETINGS VIA VIDEO CALLS - ADVICE

BEFORE THE EVENT - TECHNICAL PREPARATIONS

- Use a desktop computer or laptop where both Webcam and Microphone is installed
 - * Check your audio quality
 - * Use a good webcam to improve the image quality
- Video call meetings CANNOT be managed via the b2match Mobile App
- 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.
- Use Mozilla Firefox, Google Chrome or Opera browser preferably
- Internet Edge Browser only works for Version IDs 80+ (Chromium edition)
- To make sure that everything is set correctly, please go to your "Meetings" and click on the green camera button "Meeting starts in ..." - this will open the video call feature of your browser. You should be able to see yourself!

DURING THE EVENT

- Access the web platform and be online at least 5-10 minutes before your meetings start.
- RESPECT the other participants' time and show up to all your meetings.
- Close your Video Call meeting timely.
 - Please leave the call in time as you or your meeting partner can have a subsequent meeting right after. A watch indicates the remaining meeting time.
- If an unforeseen circumstance arises and you will not attend a meeting, please cancel your meetings through the platform. This way, the other participant will be notified.