

# *WORLD OF FREIGHT EXPO*

**WOF  
EXPO**

*12-13 OCTOBER 2022*

*PVA EXPO . PRAGUE*



# ***1to1 SCHEDULER MANUAL***

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

Search for partners before and during the WOF Expo Prg 2022. 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 Expo - until **Thursday 13th October 2022**
- 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 organisation 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

---

## 2

### 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 co-operation profile is your online business card that will be visible to others even after the event.

- The stronger company profile, the higher is 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 is it, the more likely you will be accepted by buyers and other attendees for meetings.

---

## 3

### 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".

---

## 4 The World of Freight Expo, 12th until 13th October 2022

### 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.

---

## 5 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.