

## Meet in ITaly for Life Sciences 2016

### Comprehensive Brokerage Event guide

The third edition of Meet in Italy for Life Sciences will take place in Rome from the 26th to 28th of October 2016. In this edition, a training bootcamp for life science start-ups, StartupOnStage, will take place from the 25th to the 26th of October.

The event is composed by :

- **25th-26th Oct StartupOnStage:** training bootcamp for selected life science start-ups.

If you are a start-up, consider to apply for the StartUpOnStage selection to gain access to the training bootcamp specific for life sciences start-ups, that will take place on 25th-26th of October. The bootcamp will end with elevator pitch presentations in front of investors and experts in the field, in the afternoon of the 26th of October. More info and the instructions regarding how to submit your application and deadlines can be found at the following link:

<https://www.b2match.eu/mit4ls2016/pages/14298-bootcamp-startuponstage>

- **26th-27th Oct, Brokerage event:** two days of bilateral meetings for boosting business and collaboration opportunities, arranged through the online b2b platform and based on the cooperation profile and description provided by the participants in their profiles. Thematic workshops will be also available. Register clicking the green button on the right at:

<https://www.b2match.eu/mit4ls2016/>

- **28th Oct: Conference:** The third day will be devoted to an international conference on hot topics in the life sciences sector. **Registration to the conference has to be done filling the form available here:** <https://www.b2match.eu/mit4ls2016/pages/13226-conference-28th-october>

If you are interested in attending only to the Conference and not to b2b, don't register using the green button on the top right at [www.b2match.eu/mit4ls2016](http://www.b2match.eu/mit4ls2016), but just fill in the specific form available at the link reported above.

The following guide provides info about the registration, meetings booking and management regarding the MIT4LS2016 brokerage event.

## Brokerage event summary

Participation to the MIT4LS2016 brokerage event starts with the registration (**free of charge**) to the online b2b platform, available at: <https://www.b2match.eu/mit4ls2016/>

Remember that all the information on the b2b platform **has to be given in English**.

**Please make sure that e-mails from [mit4ls2016@b2match.eu](mailto:mit4ls2016@b2match.eu) are not blocked or classified as spam by your e-mail server. All communications from the system come from that address.**

For the **registration**, just follow the steps providing all the required information, including a clear overview of your involvement in the life sciences value chain. Then **create at least a detailed cooperation profile, otherwise your profile will not be activated and made visible**.

**On the 10th of October the booking phase begins:** look for interesting participants using the [Participants menu](#) and the available filters, and ask for meetings. If you have no more slots free for booking, consider to increase your B2B session availability from your dashboard under "Registration", if possible.

**Check also received requests for meeting, as they are given ACCEPTED by default**, and you have to **manually cancel/reject if you don't want to do the meeting**. If you are interested in a particular participant that is already fully booked, ask your local support office or organisation staff for help in reaching him/her.

Check your **agenda** online **after the 24th Oct**, and take advantage of the mobile app to check your meetings from your smartphone.

If you have already participated to a Meet in Italy for Life Sciences event before, you have received an invitation to join the event also this year from [mit4ls2016@b2match.eu.com](mailto:mit4ls2016@b2match.eu.com). Just click **yes** in the landing page of the confirmation link, and you will find uploaded all the data of the latest edition into the profile, including the cooperation profiles. Please check them for possible update/integrations.

If you are interested in **attending also the 28th of October Conference**, you have to fill in the separated form at: <https://www.b2match.eu/mit4ls2016/pages/13226-conference-28th-october>

### MIT4LS2016 B2B Dates to remember

<b>10 Oct 2016, 14:00</b>	<b>Deadline for registration - <u>Confirm your participation</u></b>
<b>10 Oct - 19 Oct 2016, 14:00</b>	<b>Book B2B meetings - <u>Confirm your participation if not yet done</u></b>
<b>24 Oct 2016</b>	<b>Release of personal meeting schedule</b>
<b>26 - 27 Oct 2016</b>	<b>Bilateral face-2-face meetings</b>

**Participants are strongly invited to communicate as soon as possible to the organisers if they cannot show up at the event or have to reduce their session availability after the booking phase.**

## Registration to the brokerage event - Step 1

Participant registration is an easy two steps process, based on simple-to-understand online forms, which starts by clicking on the green register button in the upper right panel of the homepage at <http://b2match.eu/mit4ls2016>.



You will land in the first page of the registration form. Please, read carefully the info contained in the heading. In particular, there are some **mandatory conditions** for publication and activation of your profile that you have to keep in mind to finalize the registration.

### Sessions

#### BILATERAL MEETINGS (Wed, 26 October 2016 – Thu, 27 October 2016)

Pre-arranged bilateral meetings (30 min/meeting). **Selection of at least one B2B session is mandatory.** Max 2 persons for each participant is allowed (write 1 in Further persons field in the next page), the availability for further persons participation should be checked with the organisers staff.

Three weeks before the event you:  
 - can request bilateral meetings  
 - will receive meetings requests

**Select at least one session. You can change your availability anytime up to the beginning of the booking phase (10 Oct)**

Venue : Roma

- 10:00 - 11:30 Wed B2B Wednesday 26 Oct morning 10-11.30
- 11:30 - 13:00 Wed B2B Wednesday 26 Oct morning 11.30-13
- 14:00 - 16:00 Wed B2B Wednesday 26 Oct afternoon 14-16
- 16:00 - 18:00 Wed B2B Wednesday 26 Oct afternoon 16-18

- 10:00 - 11:30 Thu B2B Thursday 27 Oct morning 10-11.30
- 11:30 - 13:00 Thu B2B Thursday 27 Oct morning 11.30-13
- 14:00 - 16:00 Thu B2B Thursday 27 Oct afternoon 14-16
- 16:00 - 18:00 Thu B2B Thursday 27 Oct afternoon 16-18

#### SIDE EVENT (Wed, 26 October 2016)

- 19:00 - 23:00 Night event Wednesday  
Relax and networking evening events. Details will be available soon

**You have to select at least one b2b session** : by checking the box in the bilateral meeting sessions selection you give the time frame in which you are available in carrying out the meetings. Your selection can be changed anytime up to the beginning of the booking phase on the 10th of October. Thus, you can give just an indicative time frame at registration and refine it later, before the 10th Oct.

If you have to change your availability for meetings or cancel your participation to the event **during or after the end of the booking phase**, it is **strongly recommended** to send an e-mail to your local supporting office (see below) and in cc to [mit4ls2016@b2match.eu](mailto:mit4ls2016@b2match.eu) about those changes. In fact, those changes affect the existing requested/accepted meetings and

communicating them allows the organisation machinery to better manage the participants involved.

### Select your local supporting office

Below the bilateral meeting and side event section, there is a dropdown menu to select the **local support office** (LSO) from Enterprise Europe Network (EEN). EEN is a network bringing together around 600 business and R&D support organisations (local supporting offices) from more than 60 countries, funded by the European Commission, representing one of the largest gateway to doing business in Europe and beyond, increasing competitiveness and finding collaborative partners for your business.

Find the EEN organization in your country/region and select it from the dropdown menu as your Local Support Office (LSO). If your LSO is not present in the list or you don't know which is your LSO, please select "I don't know my support office". MIT4LS2016 EEN Main Organizer will look for the closest one to you, and you will be contacted by the assigned LSO.

Local Support Office

I don't know my support offic

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Terms of Service

I agree to the general terms and conditions outlined in [Terms of Service & Privacy Policy](#)

I want to be informed about upcoming Events

▶ Next Step

To go to the next step, it is mandatory to select the checkbox "I agree the general terms...". Personal picture and organisation logo have to uploaded after the end of registration step 2, you will see a notification on the screen about that. You can also do it later accessing your Account, from the "Registration" tab, at the bottom, after the Additional information section.

### Registration Step 2 - Personal & Organisation data

In the step 2 of the registration you have to provide data regarding your organisation and the persons who will represent it at the event.

**Two persons per organisation profile are allowed.** Access to the event for other accompanying person has to be checked with MIT4LS2016 organisation after the registration closing date.

Do not register the accompanying person as a second separated profile, just fill in his/her data in the "Additional information" section (see below), unless you think you are going to have a lot of meetings at the event, and you want each person to participate separately to the meetings. In that

case, you can register a second organisation profile by copy and paste from the first one, with different persons associated to it.

Data regarding the reference person are reported below.

## Registration 2. Step

### Person

<input type="radio"/> Male <input type="radio"/> Female		Job Position * <input type="text"/>
First Name * <input type="text"/>	Mobile Phone * <input type="text"/>	
Last Name * <input type="text"/>		
Academic Title <input type="text"/>		
Email * <input type="text"/>		Create your password * <input type="text"/> <small>Use at least 4 characters</small>

After finalizing of registration step 2, you will receive an **autologin link** by e-mail from the system, that allows accessing your profile without the need of typing the password.



However, save also the password somewhere, as it is required by the B2match Mobile App (IOS 9 or Android 5) for management of your profile and meetings from a smartphone. The B2match App can be downloaded for free from your account. Just look in your dashboard on the lower right, the App-password and the link to the Google Play Store or AppStore are there.

Organisation data are self explaining. If you have a website, it is strongly recommended to provide it, even if it is not a mandatory field. If you don't find your country in the dropdown list select "others", MIT4LS2016 organisation will update the list as soon as possible.

### Organisation

Organisation Name * <input type="text"/>	
Organisation Type * <input type="text" value="Please select"/>	Organisation Size * <input type="text" value="Please select"/>
Street * <input type="text"/>	Founding Year <input type="text"/>
City * <input type="text"/>	Phone <input type="text"/>
Postal Code * <input type="text"/>	Web (URL) <input type="text"/>
Country * <input type="text" value="Please select"/>	

### Organisation Details

Organisation Details \* **B** *I*    Normal Text

In the organisation description you have to describe your activities in the **life sciences sector value chain (pharma, biotech, medical devices, nutraceuticals, ICT for health)**. This is particularly required if you are an organisation working in several fields (for instance consultants, ICT

companies, innovation agencies etc), in that way providing to the other participants a clear overview about your specific experience and involvement in the life science sector, that has particular regulatory, manufacturing and distribution issues in respect to other sectors.

Under the Organisation details section, you have to select **one or more of the areas of activity**. If you don't recognize yourself in any of them, select "other".

p

Brief company description

Areas of Activity

- Analytical and characterization services
- Bioinformatics
- Biomaterials
- Biophotonics
- Biosensors
- Biotechnology
- Chemicals & APIs
- CMO (Contract Manufacturing Organization)
- Consulting Services
- Cosmeceutics
- CRO (Contract Research Organization)
- Diagnostics
- Drug screening & delivery
- E-Health, telemedicine
- Electromedical and Medical Equipment
- Genetics & Genomics
- Imaging diagnostics
- In vitro diagnostics
- Investments
- .....

If your organisation participates to the event with two people, you have to **mandatory fill in** the 1st Accompanying Person field, **with his/her name, surname, e-mail and phone, before the booking phase begins** on 10th of October. If you would like to participate also with a second accompanying person, you have to ask to the event staff ([mit4ls2016@b2match.eu](mailto:mit4ls2016@b2match.eu) or see the Contact section) and check if this is possible after the 10th of October, when the number of the actual participants is more definite.

If you have particular requests or needs, you can indicate them in the relative field, that is the last of step 2 of the registration. Then click the green "next step" button to complete step 2.

## Additional Information

1st Accompanying Person

Insert here name, e-mail and phone number of accompanying person

If applicable, please insert Name (mandatory), Email (mandatory) and Phone (mandatory) of the 1st

2nd Accompanying Person

**Check with the event staff for 2nd accomp person**

Second accompanying person must be confirmed by the staff. Please insert Name (mandatory), Em: accompanying person above.

If you have particular requests or needs please leave them here:

← Previous
Next Step →

## ☐ Complete the profile for activation : the cooperation profile

After completing step 2, you will land into your organisation page, dashboard section (see below for all the features of the organisation page). You can always reach this page using your autologin link or by the login button on the right, below the main banner on [www.b2match.eu/mit4I2016](http://www.b2match.eu/mit4I2016).

Home
Participants
Gallery
Events
Organisers
FAQ
Previous editions
Practical Info
Contact
Your Account
Sign out

Registration data saved.

Upload picture

**Firstname Lastname**

My Org

0 profile visitors

Profile last updated on 1 Jun 2016, 19:03

**One step more to complete the profile and have it activated and published**

**Add Cooperation Profile**

Show Profile

0 own / 0 guest bookings / 0 cancelled

Dashboard
Registration
Organisation
Add Cooperation Profile
Meetings

**Notifications**


You are kindly asked to add at least one cooperation profile.

Make your profile more recognizable... Please upload your profile picture.

Welcome! Thank you for signing up for Meet In Italy for Life Sciences 2016

Have a look here for notifications

GET IT ON



You can use our mobile app to book your meetings and view your personalized agenda for the event. Requires at least iOS 9.0 or Android 5.0

Your App-Password: kQZAS-c

In the "Notifications" you will see the request to upload your "**profile picture**", that is a photo of the person representing the organisation at the event. That makes easier the identification at the event and thus the networking between participants, so you are suggested to upload it. You can also add the **logo** of your organisation.

You see also a red exclamation mark in the "Add Cooperation Profile" tab, as well as a notification asking to add at least one cooperation profile.

In fact, your profile is composed by the organisation description **and** the cooperation profile/profiles. Thus, the creation of **at least one cooperation profile is mandatory** to have the profile **activated and visible** to everyone.

The cooperation profile is a **short but effective** description of what you needs, you offer, you are looking for from the potential partner (for business, research, cooperative projects etc), i.e. the other participants.

It can be an offer or a request for a product, a service, investments, specific expertises, collaboration for business or research, etc. All those opportunities **have to be clearly related to the value chain of life sciences (pharma, biotech, medical devices, nutraceuticals, ICT for health)**. Remember that you can also **add pictures**, at the bottom of the cooperation profile form, that will populate the Gallery section under your organisation name.

You can create up to ten cooperation profiles with detailed information about your offer/request and partners you are looking for. You can add, edit and view the cooperation profile/s later and anytime from the participant personal dashboard, as for any other info you provided during the registration, until the booking phase begins.

It is important to have an effective and catchy cooperation profile, as it is the first impression the other participants receive from you and it is the basis on which they decide if you are interesting to them or not to ask for a meeting. You can find some examples of cooperation profiles at the link: [https://www.b2match.eu/system/mit4ls2016/files/good\\_profiles\\_b2match.pdf?1463406914](https://www.b2match.eu/system/mit4ls2016/files/good_profiles_b2match.pdf?1463406914)

There are three types of cooperation profile type, Offer, Request and European project partnership. Each of them has a title, a description section and a cooperation sought panel (at the bottom of the profile, see below). There are also specific subsections, that are not mandatory but can help in focusing your profile and make it more effective.



- **Cooperation offer** : this profile is about offering a product/service/expertise. You should include in the profile the main innovative features and advantages that make your offer worthwhile a meeting, which market is most relevant for it (type and/or country), the type of partnership/partners you are looking for (business, collaboration, distribution etc). Each of those aspects has its own subsection in the profile:

- Innovative aspects and main advantages: provide details about why your product/service/expertise is attractive
- Market application: which market is most relevant for your product/service
- Type of partner sought: Expertise, Type, Country, Tasks to be performed

If you are a service provider, you may consider to create a cooperation profile for each service you provide.

If you are an investor, please give details about the conditions of your investments, i.e. type of investment (business angel, private equity, seed etc), maturity of the company/idea required for investment, specific business sector (if any), mentoring/advising service (if any) etc.

- **Cooperation request** : if you are looking for a product, service, expertise, technical solution, distributors, investors (classic request for startups), this is your type of profile. The more detailed is your request, the more meetings you can get. You should include details about the minimum state of development of the solution, country (if appropriate), amount of investment needed, type of possible agreements etc. The two specific subsections are:

- Solution Or Expertise Sought
- Type of partner sought

- **European Project Partnership** : this is a particular version of a cooperation request, focused on finding partners for specific European projects calls. You have to give details about the call identifier and the relevant topics, the type, contribution and expertise required for the potential partners, other partners already involved. The two specific subsections are:

- Funding Programme And Reference
- Type And Role Of Partner Sought, Existing Partners/Expertise

**Cooperation type sought panel:** this is a checkbox section where participant can select one or more options regarding the type of cooperation offered or requested:

Cooperation Sought

	Offered	Requested
Research co-operation	<input type="checkbox"/>	<input type="checkbox"/>
Technical co-operation	<input type="checkbox"/>	<input type="checkbox"/>
License agreement	<input type="checkbox"/>	<input type="checkbox"/>
Manufacturing agreement	<input type="checkbox"/>	<input type="checkbox"/>
Sales/Distribution	<input type="checkbox"/>	<input type="checkbox"/>
Investment/Financing	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

**Product Gallery** ← **If you have pictures upload them here**

Picture gallery gives you the opportunity to upload as many pictures as you want to promote your products. These pictures will be shown under your profile. **Please optimize the size of your images and use web compatible formats (PNG, JPG, GIF).**

Upload product picture

Nessun file selezionato.

Upload here pictures regarding the cooperation profiles. Those pictures populate the Gallery section, <https://www.b2match.eu/mit4ls2016/gallery>, under the organisation name.

You can create/complete your cooperation profile at the end of the registration or later, by accessing your personal page. Remember: a detailed cooperation profile is mandatory for profile activation.

After creating the cooperation profile, the organisation staff and/or the local support office check if the profile (description + cooperation profile) contains all the required information. If something is missing or you have to provide more details, you will be informed and asked to complete the profile.

If everything is fine, the profile will be activated and thus made visible to everyone on the website, and you will receive a confirmation regarding the activation.

To update the profile, use your autologin and access the dashboard in "your account" area.

If you click on the blue "Show profile" button in the dashboard, your profile looks like :



**Meet in Italy 4LS** ☆  
My City, Italy

**Firstname Lastname**, Event manager  
Profile last updated on 17 Jun 2016, 08:52

Organisation Information Cooperation Profiles

ABOUT US

Meet in Italy for Life Sciences is an event promoted and supported by several organisations working in life sciences still growing (<https://www.b2match.eu/mit4ls2016/pages/11837-organisers>). At the moment they are:

Regione Lazio, Lazio Innova, Bic Lazio, Unindustria, Cluster Chico, Distretto Bioscienze del Lazio, Enterprise Europe Network (several partners), Tuscany Life Sciences Cluster, Confindustria Toscana, Assobiomedica, Cluster Lombardo Scienze della Vita, bioPmed-Bioindustry Park, Aster, Consorzio Biomedicina Molecolare, Campania Bioscience, Assobiotec, Cluster Nazionale Alisei, progetto Twist

AREAS OF ACTIVITY

- Analytical and characterization services
- Bioinformatics
- Biomaterials



ORGANISATION  
**Meet in Italy 4LS**

COUNTRY  
Italy  
City: My City

Changing to the "Cooperation Profiles" tab:



**Meet in Italy 4LS** ☆  
My City, Italy

**Firstname Lastname**, Event manager  
Profile last updated on 7 Jun 2016, 12:01

Organisation Information **Cooperation Profiles**

Cooperation Offer...

↳ **Meet in Italy 4Life Sciences 2016 - B2B amazing event**

Meet in Italy for Life Sciences is the most amazing and vibrating Life Sciences event ever, it has only advantages and a wonderful and nice organisation staff

**INNOVATIVE ASPECTS AND MAIN ADVANTAGES**

MIT4LS is :

- free, open showcase for your organization: more than 53000 profile views for the 2015 edition profiles,
- unique opportunity to find partners for business development, licensing agreements, research collaboration, get known
- support by several industrial associations and organisations working in the life sciences sectors

- fast-growing participation, in just two editions numbers are doubled:

- registration is very easy and quick, few minutes needed, and all the data can be updated anytime before the booking phase begins.

- conference and workshops on hot topics in life science with national and international speakers

- Startup on Stage: training Bootcamp selection for start ups (25-26th Oct), with a final pitch to an audience of investors and experts in the field

**MARKET APPLICATION**

life sciences sector : pharma, biotech, medical devices, nutraceuticals, ICT for health

**TYPE OF PARTNER SOUGHT**

All organisation working in the life sciences value chain (companies, investors, researchers)

PRODUCT GALLERY



TYPE

Offer

OFFERED

- Research co-operation
- Technical co-operation
- License agreement
- Manufacturing agreement
- Sales/Distribution
- Investment/Financing
- Other

DATE

June 7, 2016

It is possible to upload a video into the dedicated MIT4LS youtube channel (as it was done for the pitch presentations in the previous editions) about your organisation/products/services. Link to the video will be inserted in the organisation description after the upload.

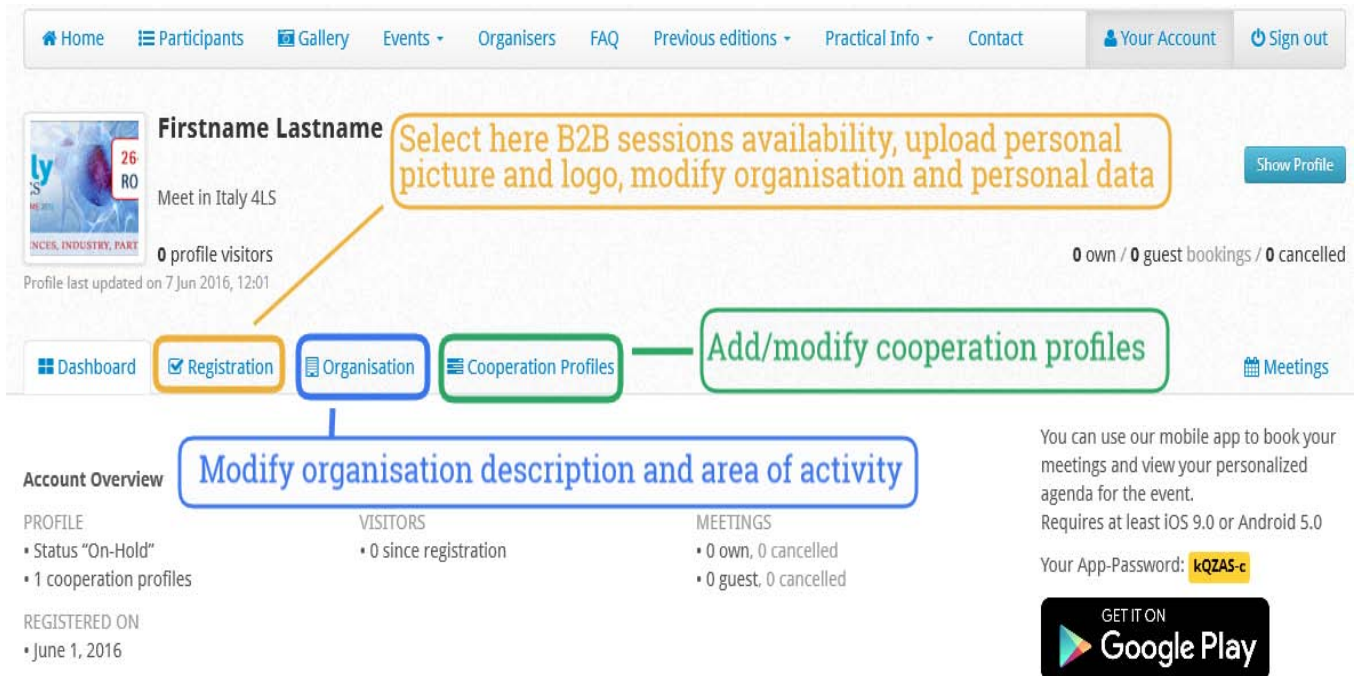
To get the video uploaded, please send an e-mail to [mit4ls2016@b2match.eu](mailto:mit4ls2016@b2match.eu) with the following data :

- Name of the participating organisation
- Name of the reference person registered to the event
- Link to download the video; the video has to be in English, 5-6 min max, AVI, MPEG4, WMV format. You can use one of the several file sharing platforms (Dropbox, Google drive, WeTransfer etc) to allow the organisation download the video and upload it on the dedicated channel.

Unlike MIT4LS2014 and 2015, there will be not the possibility to ask for presentations at the event, except for sponsors. If you are interested in sponsorship, please get in contact with MIT4LS2016 staff.

## ☐ Manage your profiles before the booking phase

As already mentioned, your account can be accessed using the autologin contained in the registration confirmation e-mail or your credentials (your e-mail and the password given at step 2 of the registration). When you access your personal area, you land in your dashboard, that looks like this:



The screenshot shows a user dashboard for 'Meet in Italy 4LS'. At the top, there is a navigation bar with links: Home, Participants, Gallery, Events, Organisers, FAQ, Previous editions, Practical Info, Contact, Your Account, and Sign out. The user's profile is displayed with a placeholder image and the text 'Firstname Lastname'. A callout box points to the profile area with the text: 'Select here B2B sessions availability, upload personal picture and logo, modify organisation and personal data'. Below the profile, there are statistics: '0 profile visitors' and 'Profile last updated on 7 Jun 2016, 12:01'. A 'Show Profile' button is visible. The dashboard has a main menu with 'Dashboard', 'Registration', 'Organisation', 'Cooperation Profiles', and 'Meetings'. A callout box points to the 'Cooperation Profiles' menu item with the text: 'Add/modify cooperation profiles'. Below the menu, there is an 'Account Overview' section with three columns: 'PROFILE' (Status 'On-Hold', 1 cooperation profiles), 'VISITORS' (0 since registration), and 'MEETINGS' (0 own, 0 cancelled; 0 guest, 0 cancelled). On the right side, there is a message about a mobile app: 'You can use our mobile app to book your meetings and view your personalized agenda for the event. Requires at least iOS 9.0 or Android 5.0. Your App-Password: kQZAS-c'. At the bottom right, there is a 'GET IT ON Google Play' button.

The dashboard gives an overview of **your account**, in the lower part of the page, regarding:

- Profile: status and number of created cooperation profiles. On-hold status means that the profile has not been validated yet from local support office or the organisation, probably because something is missing in the profile. If you are sure you completed the profile, contact the organisation for activation.
- Visitors: how many visitors viewed your profile since registration
- Meetings: how many meetings you asked for (own meetings) or you have been requested to participate (guest meetings), and how many of each type you rejected/have been rejected by the other participant (cancelled ones). The same information are always shown under the blue “show profile” button on the right.

You can move through the sections by clicking on the corresponding tab (Registration, Organisation, Cooperation Profiles and far on the right Meetings: this last one will show your bookings/meetings only after the beginning of the booking phase).

**Remember to save each time** before exiting any section you enter, clicking the green **SAVE** button at the end of the section, otherwise you lose everything you typed.

- The **Registration** section: here you can **edit your session availability** for meetings (same checkboxes as step 1 of registration), **your personal and organisation data**, including **accompanying person data** (same form as step 2 of the registration). You can modify the session availability until 10th of October, before the booking phase begins. If you have to modify your availability after the 10<sup>th</sup> of October, you have to inform the organisation staff and/or the local support office, to allow them to manage already asked meetings and inform the participants involved.

Here you can also upload or change the **photo** of the person representing the organisation at the event as well as the **logo** of your organisation.

- **Organisation** section : here you can modify Organisation description and areas of activity (as in step 2 of registration).

- **Cooperation profiles**: here you can add new cooperation profiles or edit and integrate existing ones.

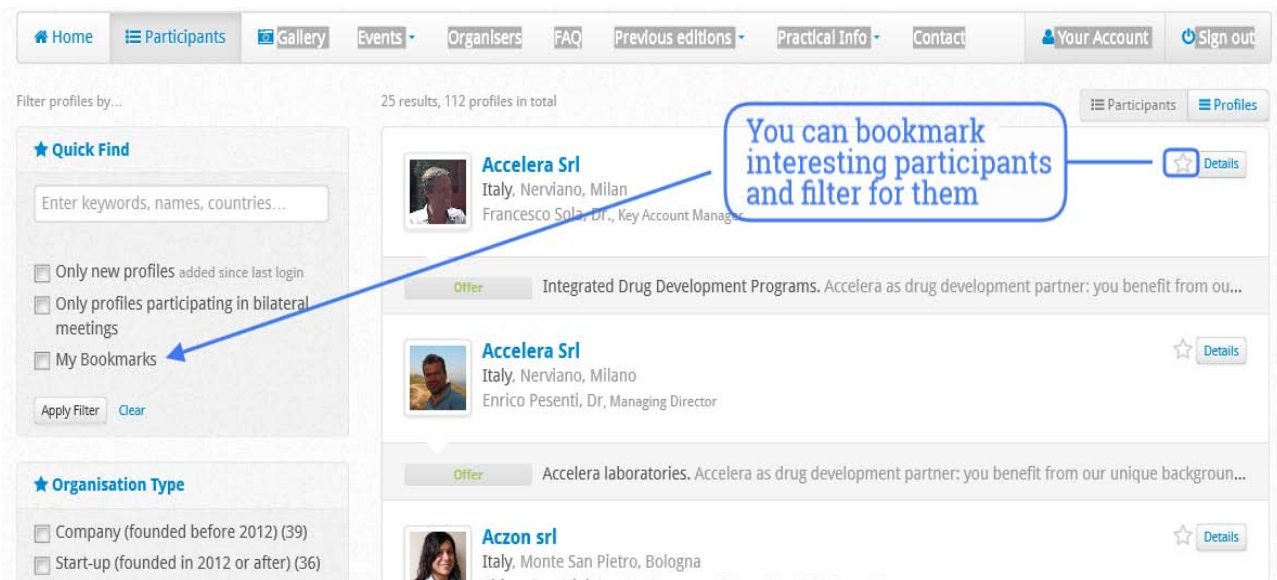
## □ Searching for potential partners

You can look for potential partners accessing the "Participants" section from the menu bar. By default, you see the participants displayed in alphabetic order following the organisation name. The same order is maintained if you switch to the "Profiles" view (on the right, under sign in/sign out), that shows the associated cooperation profiles title.

If you are logged in, you can **bookmark** the organisation of interest, clicking on the star close to the "details" button on each organisation (the star turns to yellow). The bookmarked profiles can be filtered in the "quick find" panel.

Besides free text search, the other filters in the "quick find" panel are:

- "only new profiles", that allows to see the participants registered to the event since your last login.
- "only profiles participating in bilateral meetings", that makes you see only those participants that can be engaged in B2B meetings.



There are other useful filters, that correspond to the type of info requested during the registration process. Thus, you can filter by:

- Organisation type: Company founded before 2012; Start-up; Consulting; Research Inst.; Investor; Technology park; University; Association; Other
- Areas of activity: R&D; Biotechnology; Consulting services; Medical technology, Pharmaceuticals.....
- Profile type: Offer; Request; European Project Partnership
- Cooperation sought: Requested/offered research co-operation; technical co-operation; Investment.....

- Countries

Select the checkbox of interest and then press "Apply filter" to get the results.

## ☐ Booking phase and meetings

On the 10th of October, the booking phase will begin. That means that you can ask or receive requests for meetings. Only validated participants with **at least one B2B session availability selected** can ask or receive requests for booking.

Before the end of the booking phase, you have to confirm your actual participation to the event. You will receive from [mit4ls2016@b2match.eu](mailto:mit4ls2016@b2match.eu) an e-mail asking for participation confirmation. Just click the reported **confirmation link** and then **yes**. If you clicking "no" by mistake, send an e-mail to [mit4ls2016@b2match.eu](mailto:mit4ls2016@b2match.eu) to re-activate your profile

### To ask for meetings:

To ask for meetings, you can access the "Participants" section from the menu bar or click the "Book meetings" tab in the dashboard. Those participants that can match your sessions availability (see the Registration tab in the dashboard) and that still have slots free for meetings will be showed with a green "**Book Meeting**" button next to the "details" button



The screenshot shows the website's navigation bar with options like Home, Participants, Gallery, Events, Organisers, FAQ, Previous editions, Practical Info, Contact, Your Account, and Sign out. Below the navigation, there's a search filter section with a 'Quick Find' input field containing 'lastname' and two checkboxes: 'Only new profiles added since last login' and 'Only profiles participating in bilateral meetings'. The main content area displays '1 results, 1 profiles in total' and shows a profile for 'Meet in Italy 4LS' with a 'Book Meeting' button. A 'Details' button is also visible. Below the profile, there's an 'Offer' section with a snippet of text: 'Meet in Italy 4Life Sciences 2016 - B2B amazing event. Meet in Italy for Life Sciences is the most amaz...'

For example, let's say you are participant "A" logged in:

- if "A" and "B" have a common B2B Session and both are not fully booked, a green "Book Meeting" button appears.

By using this button, you will land in a page where you can choose a specific cooperation profile you are interested in (not mandatory) and insert a message for "B", for instance regarding specific reasons explaining why you would like do the meeting. Click the green "Book Meeting" button to finalize the booking.

**Your meeting with Firstname Lastname**

Why are you interested in this profile? Leave a message to this person.

Choose cooperation profile(s)

Offer Meet in Italy 4Life Sciences 2016 - B2B amazing event



**Meet in Italy 4LS** ☆  
My City, Italy  
Firstname Lastname, Event manager  
Profile last updated on 17 Jun 2016, 08:48

[Organisation Information](#) [Cooperation Profiles](#)

ABOUT US

Meet in Italy for Life Sciences is an event promoted and supported by several organisations working in life sciences still growing ([https://www.b2match.eu/mit4lc2016/pages/11837\\_organizers/](https://www.b2match.eu/mit4lc2016/pages/11837_organizers/)). At the moment they are:



The other participant will receive a notification about your booking with the message you wrote.

- If "B" is fully booked or "A" is, for instance, only available in the morning B2B session and B only in the afternoon B2B session, then a grey "Fully booked" or "Not bookable" not clickable button will appear in the participants list.

"Not bookable" means he/she has not given availability for the same B2B session you do, while "fully booked" means he/she has reached the maximum number of bilateral meetings based on his/her availability. This participant cannot be booked for further meetings.

You can ask your local supporting office or the organisation staff to put you in contact with that participant to try to arrange an extra-meeting at the event or to discuss potential collaboration anyway.

**Meeting requests:**

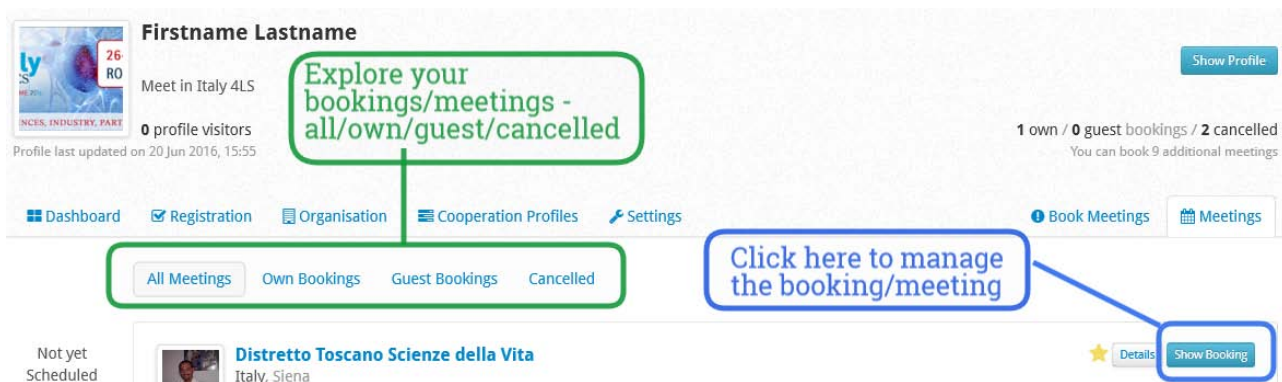
If you have been asked for a meeting, you receive a notification from [mit4ls2016@b2match.eu](mailto:mit4ls2016@b2match.eu) saying that you have been booked for a bilateral meeting by a specific participant

Please remember that booked meetings are given **ACCEPTED by default**. **If you want to cancel or reject, you have to manually do it** (see right below).

**Check, cancel/reject bookings**

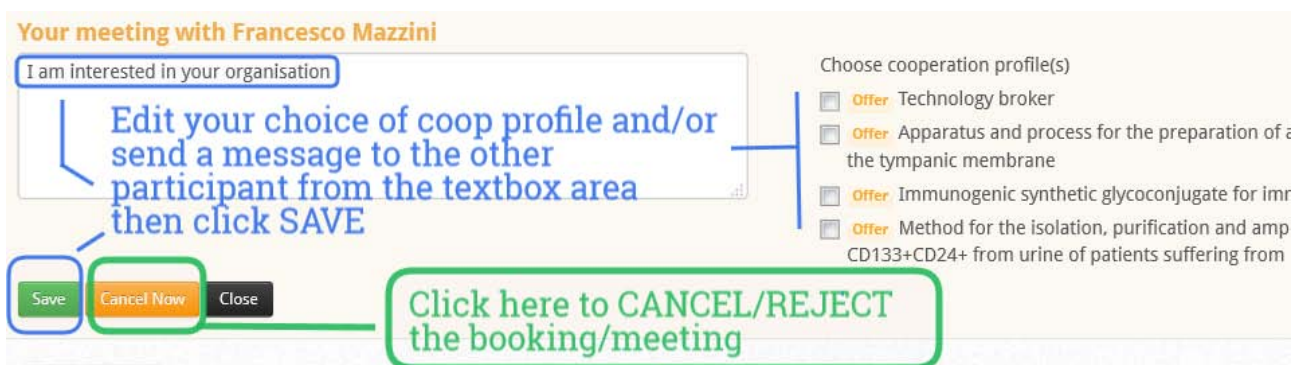
Your bookings can be managed accessing your account using the provided autologin link. In the dashboard, select "Meetings" (blue tab on the far right). All your current bookings are displayed. You can also filter by booking asked by you (own bookings) or by the other participants to you (guest bookings) or cancelled/rejected.





Firstname Lastname
   
 Meet in Italy 4LS
   
 0 profile visitors
   
 Profile last updated on 20 Jun 2016, 15:55
   
 1 own / 0 guest bookings / 2 cancelled
   
 You can book 9 additional meetings
   
 Show Profile
   
 Dashboard Registration Organisation Cooperation Profiles Settings Book Meetings Meetings
   
 All Meetings Own Bookings Guest Bookings Cancelled
   
 Click here to manage the booking/meeting
   
 Not yet Scheduled
   
 Distretto Toscano Scienze della Vita
   
 Italy, Siena
   
 Details Show Booking

Each booking has a **blue "Show Booking"** button on the right. Click it, and you will land in a page similar to the finalize booking one. In there, you can send a message to the other meeting participant filling in the text area or modify/choose the cooperation profile you are interested in. Remember to click **save** to finalize.



Your meeting with Francesco Mazzini
   
 I am interested in your organisation
   
 Edit your choice of coop profile and/or send a message to the other participant from the textbox area then click SAVE
   
 Choose cooperation profile(s)
   
 Offer Technology broker
   
 Offer Apparatus and process for the preparation of the tympanic membrane
   
 Offer Immunogenic synthetic glycoconjugate for imm
   
 Offer Method for the isolation, purification and amp CD133+CD24+ from urine of patients suffering from
   
 Save Cancel Now Close
   
 Click here to CANCEL/REJECT the booking/meeting

Here you can also **Cancel** (if it is an own booking) or **Reject** (if it is a guest booking) a meeting, adding a message explaining why you are cancelling or rejecting. Clicking "**Cancel now**" execute the cancellation/rejection, so be sure to have added the message before.

Bookings are assigned based on the "First Come - First Served" principle. The longer you wait, the higher is the possibility that interesting profiles will be already fully booked. Once again, remember that booked meetings are given accepted by default, so check often the received request to avoid going fully booked by not interesting meetings.

Have a look under the blue "show profile" button in your dashboard, as it helps you having a quick overview about your bookings status and how close you are to the "fully booked" status. Check this especially in the last days before the closing of the meeting selection, as, statistically, about 50% of the bookings are set in those days.

Booking phase stays open up to the 19th of October. After that deadline, no bookings are possible through the online platform for the participants. Extra-meetings have to be verified and arranged contacting your local support office or the organisation staff, or directly at the event.

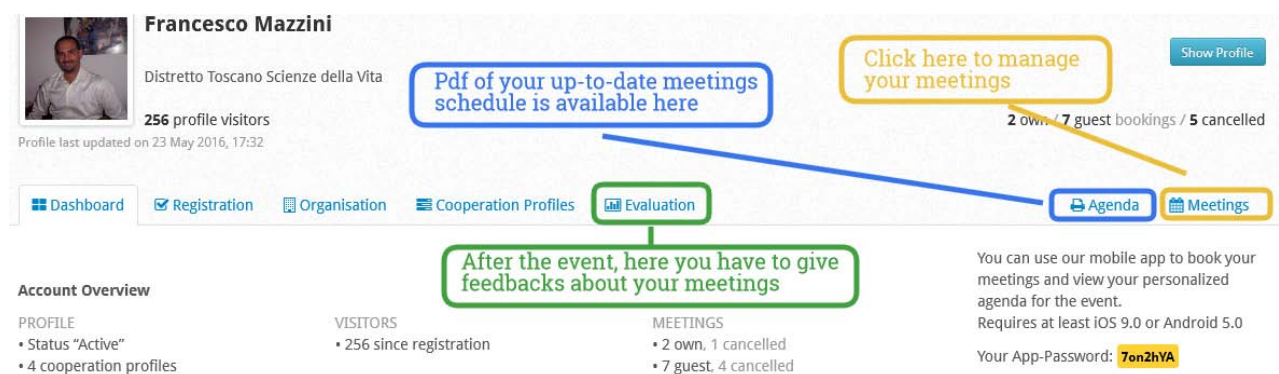
Remember to answer to the confirmation link to confirm your presence at the event.

## Manage your meetings after booking is closed

After the end of the booking phase, you can manage your meetings, send message, cancel meetings in the same way as described before for booking. Sending a message is particularly important if you have to cancel a meeting after the end of the booking phase, to give details about how to get in touch with the participant involved despite the cancellation.

Few days after the closing of the meeting selection, the participant **agenda** is released, containing you meeting schedule (time and tables) at the event.

The agenda is available from the dashboard as a link to the corresponding **pdf file**, next to the "Meetings" tab. The agenda link will appear in your dashboard once the scheduling of all meetings is finished and checked by organisation staff. You will receive also an e-mail about its release from [mit4ls2016@b2match.eu](mailto:mit4ls2016@b2match.eu). The agenda is always up-to-date regarding last minute changes (cancellation, extra-meetings) that may occur until the beginning of the event.



**Francesco Mazzini**  
Distretto Toscano Scienze della Vita  
256 profile visitors  
Profile last updated on 23 May 2016, 17:32

2 own / 7 guest bookings / 5 cancelled

Dashboard Registration Organisation Cooperation Profiles Evaluation **Agenda** Meetings

**Account Overview**

PROFILE	VISITORS	MEETINGS
<ul style="list-style-type: none"> <li>Status "Active"</li> <li>4 cooperation profiles</li> </ul>	<ul style="list-style-type: none"> <li>256 since registration</li> </ul>	<ul style="list-style-type: none"> <li>2 own, 1 cancelled</li> <li>7 guest, 4 cancelled</li> </ul>

You can use our mobile app to book your meetings and view your personalized agenda for the event. Requires at least iOS 9.0 or Android 5.0  
Your App-Password: **7on2hYA**

Scheduling of the meetings is carried out by a semi-automatic system, taking into account the sessions availability of each participants and trying to limit the time between each meeting whenever possible. The organisation will try also to fulfil particular requests, but the participants are strongly suggested to ask for changes only for really unavoidable matters

**Participants are strongly invited to communicate as soon as possible to the organisers if they cannot show up at the event or have to reduce their session availability after the booking phase.**

As for bookings, cancellation/rejection and messages are notified to the relevant participants by the system.

Remember that you can look at your up-to-date agenda from the mobile app as well as from your personal account.

Once again, please make sure that e-mails from [mit4ls2016@b2match.eu](mailto:mit4ls2016@b2match.eu) are not blocked or confuses as spam by your mail server.

## □ Feedback after the event

After the event, all participants will be asked to rate their meetings and to give additional feedbacks about the event organisation and extra-meetings. It takes **just 2-3 minutes** to give the organisation your feedback, and **it is very important** to understand how and where to improve the event, thus please fill up the form.

About a week after the end of the event you will receive an e-mail containing a personalized link directing to the **first feedback form**, asking about rating your meetings (Not taken place, Less interesting, Very informative, Further contact planned, Further contact already done, Co-operation fixed or considered) and the event organisation.

After about 6-8 months, a **second follow-up feedback** link will be sent you, asking for information about how your meetings evolved (No further contact, No further contact (but knowledge gain), Valuable contact for future projects, Still on-going, Negotiations started, Cooperation agreement reached). Again, **it is very important** for the organisation to have this information to improve the event.

The feedback forms, when activated, can be accessed also from your dashboard, under the "Evaluation" tab, next to "Cooperation profiles".