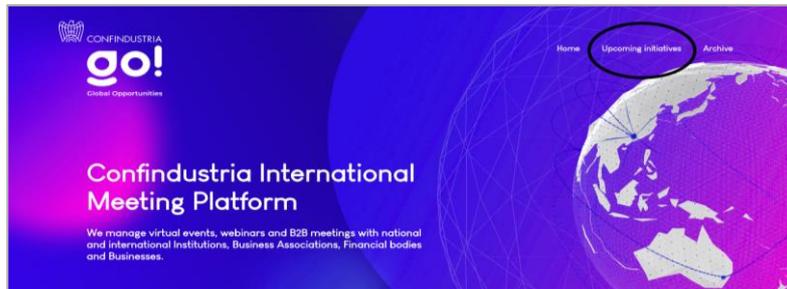


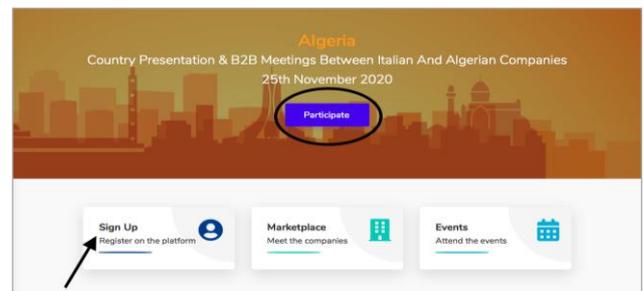
➤ How to **register** for participation

Go to www.go.confindustria.it, using Google Chrome or Safari, and visit the "**Upcoming initiatives**". Select the event you wish to attend.

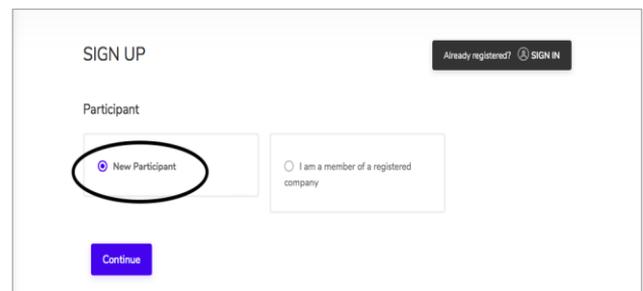


- To register to the event you wish to attend, click on **Participate** or **Sign Up**.

*Note: if you have already participated to past events and have your own credentials for access, please click on **Sign In** and log in with the credentials you generated previously. Then sign up to the event.*



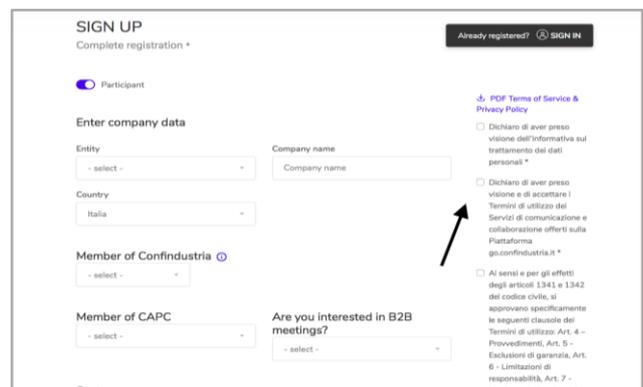
- Select the voice **New Participant** or, if you are part of a company that has already registered to the event, select **I am a member of a registered company**



- Click on **Continue**.

- Fill in** the form in all the required fields

- Accept the **terms of service & privacy policy** and click on **Confirm Registration**



Once your registration is accepted, you will receive an e-mail with a link to confirm the address.

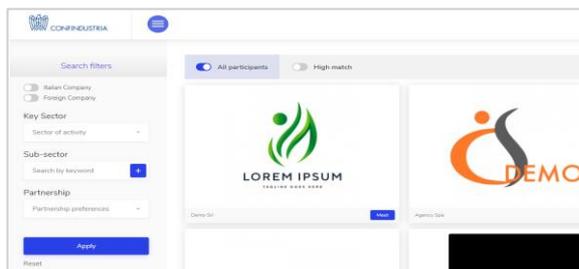
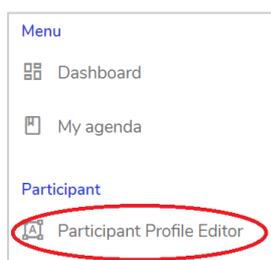
Remember: the email address and password you entered during the registration process are the credentials you will need to use to access the event.

➤ How to appear on the Marketplace for B2B Meetings: the **Profiling**

For events with B2B meetings a Marketplace will be activated

To show your company on the Marketplace and hold B2B meetings, **profile your company on the platform**

To profile your company, access the platform with your credentials and **click on the icon on the top left corner**. A drop-down menu will appear



Click on **Participant profile editor**

Here you will find the information sections to be filled in to profile your company for the B2B matching

Then, follow the steps section by section

1. **Company Name and Logo**: here you can upload your company logo
2. **Sector**: here you can specify the sector and sub-sector of your company
3. **Contacts**: here you can insert the web address and social media channels of your company
4. **Multimedia content**: this section is particularly important because this is where you will have the opportunity to best promote your company:
 - Enter a short description (up to 300 characters) in the first box and an extended description in the second box
 - Add a cover picture, videos, photos and promotional documents
5. **Statistical data**: here you can enter information such as the year of foundation or the number of employees

A screenshot of the profile editor form. It shows five sections: 'Company name and Logo', 'Sector', 'Contacts', 'Multimedia content', and 'Statistical data'. Each section has a red arrow icon and the text 'To be completed'.

Click on **Save and continue** (for a final overview of your profile, click on the **Profile Preview** on the top right)

The **Matching** section requests information that will help the platform suggest those companies that best match your business needs and objectives.

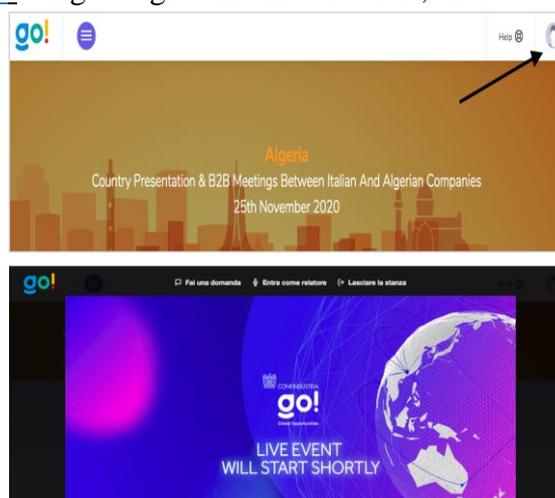
- 1) Click on one or more activities in the section **What kind of partnerships are you looking for**
- 2) Then answer the question **In which sectors are you seeking partnerships?** selecting the answer that best suits your needs from the drop-down menu. Again, you can choose more than one.

At this point, the system will put together all the data you provided to establish the percentage of "matching feeling" with other companies in the Marketplace.

➤ How to attend the event

On the day of the event, go to www.go.confindustria.it using Google Chrome or Safari, then:

1. Go to the event page
2. Login using the top right user icon, with the email and password you generated during registration
3. If your access was successful, the icon circle will turn green
4. Click on *Attend the event*
5. If the event has not yet started, *Live event will start shortly* will appear on the screen. Wait for the organizers to start the live event.



➤ Instructions to request and hold a meeting

Your B2B meeting agenda will be visible on the section *My agenda* in the left-hand column of the dashboard. In the *Requests received* section you can check the status of each B2B meeting requests.

How to send a meeting request

1. Go to the Marketplace in the top menu and click on the company logo with which you wish to arrange a B2B meeting. You will be directed to the company profile page
2. Click on the *Arrange a meeting* button on the right side of the page. In the drop-down menu below, select the theme of the meeting from those proposed or write your preference in the empty field
3. Click on *Confirm* to send the request

How to Accept and Refuse a meeting request

1. From the dashboard, click on *Requests received* to find the list of companies that wish to meet you
2. Click on *Accept meeting* to accept a request
3. If you do not want to accept the meeting request, from the *Requests received* page click on *Refuse*

How to change the time of a meeting

1. Click on *Personal Requests* in the left-hand column of the dashboard
2. Click on the *Ask to change time* button on the right-hand side of the meeting in question.
3. In the box you can write the new meeting time. Click on *Ask to change time* to send the message.
4. The company that received the request to change the time will receive a notification
5. To accept or reject the request, click on *Requests received* in the left column of the dashboard
6. Click on *Change time* and select *Yes* to accept the request or *No* if you are not available at that time

Chat System

There is the chat system to support and facilitate the organization of meetings between companies. The user can access the active chats clicking on the menu item *Messenger* or clicking on the grey button next to the received meeting requests, which will appear if the corresponding chat has been activated when the user accepts the meeting request. If the user rejects the meeting request, they will no longer have the possibility to activate the corresponding chat.