

IOT SWC Brokerage EVENT

Registration Guide

www.b2fair.com/iot2018



ACCIÓ



1. REGISTRATION

- ▶ Choose your country and select your local Support Office (if you don't know please click "I don't know my Support Office")

ONLINE REGISTRATION FOR IOT BROKERAGE EVENT 2018

Your registration will be carried out in several steps:

- 1* Participation conditions
- 2* Identification
- 3* Contact persons
- 4* Participation fee
- 5* Company profile
- 6* Cooperation profile

Please note that all text fields have to be compiled in English.

REGISTRATION

SELECTION OF COUNTRY

To start the registration, please select your home country and your local partner organisation.

France

SELECTION OF YOUR LOCAL PARTNER ORGANISATION

Select your local partner organisation by choosing the name of the partner organisation. The next step will display the participation conditions.

Please select

FR - CCI Paris

ACCIO Barcelona - Generalitat de Catalunya

I don't know my Support Office

Continue

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2. REGISTRATION

- ▶ Fill the registration form with your information
 - ▶ Choose one pass option
 - ▶ Add a corporate email
 - ▶ Add your VAT-ID

IDENTIFICATION

Exhibitor / Visitor

Exhibitor Visitor

Will you require an IoT SWC Exhibition Visitor Pass? *

I need a Visitor Discount Code (free of charge) I need a Congress Discount Code (50% discount) No

COMPANY DATA

Name of the company:* ACCIO

Address:* Passeig de Gràcia 129

ZIP/Postal Code:* 08008

City:* Barcelona

Country: Spain

Homepage:

Email:* iot.accio@gencat.cat

VAT-ID (starting with the country code):* ESXXXXXXXX

* are mandatory fields

Cancel Continue - Contact person



A minimum of 1 international meeting is required in order to get one of the two discounts:

- ▶ **A free Expo Visitor Pass**
- ▶ **A 50% discount on the Congress Pass**

3. REGISTRATION

- ▶ Fill the registration form with your information
 - ▶ Add your personal data
 - ▶ Specify your availability (set also absent times)
 - ▶ You can add a second/third contact person

- ▶ If two or more people from the same company want to participate, you need to be under the same registration
- ▶ Only one registration per organization is allowed
- ▶ Only one pass will be given for registration, even if there are more contact persons.



CONTACT PERSON

CONTACT PERSON 1

Salutation:* Mr Ms Native language:*

Title:

Foreign languages:

First name:*

Surname:*

Position:

Phone:*

Fax:

Mobile:*

Email:*

twitter:

AVAILABILITY

Please specify the days on which you will participate in the event.

16/10/2018

17/10/2018

ABSENT TIMES

In case you will not be present the whole time, please indicate below when you will **not** be available, in order to block these timeslots in your schedule.

Date	From time	To time	
<input checked="" type="radio"/> 16/10/2018	<input type="text" value="12:20"/>	<input type="text" value="14:20"/>	<input type="button" value="Set as absent"/>
<input type="radio"/> 17/10/2018			

CONTACT PERSON 2

CONTACT PERSON 3

If you have specified two or more contact persons above, click here to organise all your meetings together.

4. COMPANY PROFILE

- ▶ Add a complete description of your organization



Participation conditions Identification Contact person **Company profile** Cooperation profile Confirmation

COMPANY PROFILE

Year of foundation:

TYPE OF COMPANY

If other, please specify:

FIELD OF ACTIVITIES

If other, please specify:

Number of employees

Turnover (EUR)

SECTORS OF ACTIVITY

Main Business & Cooperation (in 1 line ONLY):*

Description of the company's activities (main products, services, technologies and core business)

IMPORTANT NOTICE: this field must be filled in in English!!

Maximum number of characters 1000. Remaining characters:1000

Make sure you include the following:

- ▶ Your expertise
- ▶ Your experience
- ▶ Product and services overview
- ▶ Sectors of activity

5. COOPERATION PROFILE

- ▶ What are your objectives for the meetings?
 - ▶ Choose the kind of cooperation that you need (mark what you offer/search)



COOPERATION PROFILE

at least one section to be filled in !

COMMERCIAL COOPERATION		
INDUSTRIAL & TECHNICAL COOPERATION		
Industrial & technical cooperation	Offer	Search
Engineering	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Subcontracting	<input type="checkbox"/>	<input type="checkbox"/>
Production agreement	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Licence agreement	<input type="checkbox"/>	<input type="checkbox"/>
Bidding consortium (for joint public tenders)	<input type="checkbox"/>	<input type="checkbox"/>
TECHNOLOGICAL & CREATIVE COOPERATION		
FINANCIAL COOPERATION		
OTHER COOPERATION		

Countries of interest:
Please select

Description of the desired cooperation offer
Maximum number of characters 1000. Remaining characters: 1000

Description of the desired cooperation request
Maximum number of characters 1000. Remaining characters: 1000

Explain your desired cooperation offer/request:

- YOUR OFFER/YOUR REQUEST

OFFER: Description of the product/service/technology offered, its existing and target markets, Unique Selling Proposition (UPS), quality, price, innovation, problem that is trying to solve,...

REQUEST: Description of the product/service/technology sought, Technical and/or economic requirements, State of development, etc.

→ **Whether you added Cooperation Offer or Request please explain the PARTNERSHIP SOUGHT:**

Looking for a partner that...: Expertise, Type, Country, Tasks to be Performed, Who will be responsible for each task, etc.

6. CREATE YOUR CREDENTIALS

- ▶ Create your username & password

Below you have the possibility to create your username and password. If the fields are not completed, a random username and password will be generated. The password must be at least 7 characters long.

Username

Password

Confirm new password

With the transmission of the present profile, we accept the participation conditions and confirm the correctness of the information indicated. We also confirm that the participation in the event will be on behalf of the registered company / organisation.



▶ As soon as the administrators approve your account it will become active. **You will receive an email stating that your account is activated.** If your profile is not properly completed you will also be contacted with further information on how to improve it.

7. EDIT YOUR PROFILE


- ▶ Once you have received an email **stating that your account is activated...**

- ▶ You can edit your profile
- ▶ You can upload a picture
- ▶ Manage your availability by setting absent times
- ▶ Manage your meetings from the 5th September


MY B2FAIR: ACCIÓ


Participant
▪ Gemma Garcia

ACCIÓ
Passeig de Gràcia 129 5-1
08008 Barcelona
Spain


 Upload logo


MEETING SCHEDULE


 Meeting schedule

 Booked companies


EDIT REGISTRATION


 Edit

 Gemma Garcia
Edit absent times

 Gemma Garcia
Edit photo

CURRENT USER: GGARCIABE@GENCAT.CAT

 Exit

 Change password

YOUR PARTNER ORGANISATION

ACCIÓ Barcelona - Generalitat de Catalunya
Passeig de Gràcia, 129
08008 Barcelona
Spain
www.gencat.cat

Elsa Luciani
Phone : +34 93 667 68 79
eluciani@gencat.cat



8. MANAGE YOUR SCHEDULE

- ▶ From the 5th of September you can start booking meetings



- ▶ Book meetings
- ▶ Download and print your agenda
- ▶ Edit your availability and set absent times

The screenshot shows a web interface for managing a meeting schedule. At the top, there are four buttons: 'Add meeting', 'Print meeting schedule', 'Download meeting schedule', and 'To homepage'. Below these buttons is a disclaimer: 'The organisers reserve the right to change the times of a meeting in order to optimise the meeting schedules, while always respecting the availability indicated by the participants.' The main section is titled 'MEETING SCHEDULE' and shows a calendar for Gemma Garcia. The calendar is for Tuesday, 16 October 2018, and lists time slots from 10:00 to 17:30. Some slots are marked as 'Absent'. There are icons for adding, editing, and deleting meetings in the top right corner of the calendar view.

ACCIO

Add meeting Print meeting schedule Download meeting schedule To homepage

The organisers reserve the right to change the times of a meeting in order to optimise the meeting schedules, while always respecting the availability indicated by the participants.

MEETING SCHEDULE

Gemma Garcia

Tuesday, 16 October 2018

10:00 - 10:25	
10:30 - 10:55	
11:00 - 11:25	
11:30 - 11:55	
12:00 - 12:25	
12:30 - 12:55	
13:00 - 13:25	Absent
13:30 - 13:55	Absent
14:00 - 14:25	
14:30 - 14:55	
15:00 - 15:25	
15:30 - 15:55	
16:00 - 16:25	
16:30 - 16:55	
17:00 - 17:25	
17:30 - 17:55	

Wednesday, 17 October 2018

9. GENERAL INFORMATION

- ▶ Find more information [here](#).



Important deadlines

- ▶ Registration until 4th October
- ▶ Registration for meetings: From 5th September

Schedule

- ▶ Tuesday, October 16th: From 10h to 18h
- ▶ Wednesday, October 17th: From 10h to 18h

Location

- ▶ *Fira de Barcelona (Gran Via Venue)*
Avinguda Joan Carles I, 58
08908 L'Hospitalet de Llobregat (Barcelona)

10. TERMS AND CONDITIONS



- ▶ Cancellation of meetings should be done through the platform in order to inform the other participant. **No cancellation will be managed by phone or by email.**

No-show participants will not be allowed to participate on future events

- ▶ Participants can **ONLY request/hold international meetings.**
- ▶ Following up with your support office after the event is required.
- ▶ The Visitor/Congress discount code for the pass will be send (if the meeting requirements are met) with the final agenda a few days before the event
- ▶ Read more information about the [Terms and Conditions here](#).

QUESTIONS? CONTACT US!



iot.accio@gencat.cat



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@eencat
#IOTBrokerage

ACCIÓ



**Generalitat
de Catalunya**



Business Support on Your Doorstep