

IN4AHA Matchmaking Event Platform Guide

Dear invitee,

Bellow you will find a visual guide on how to:

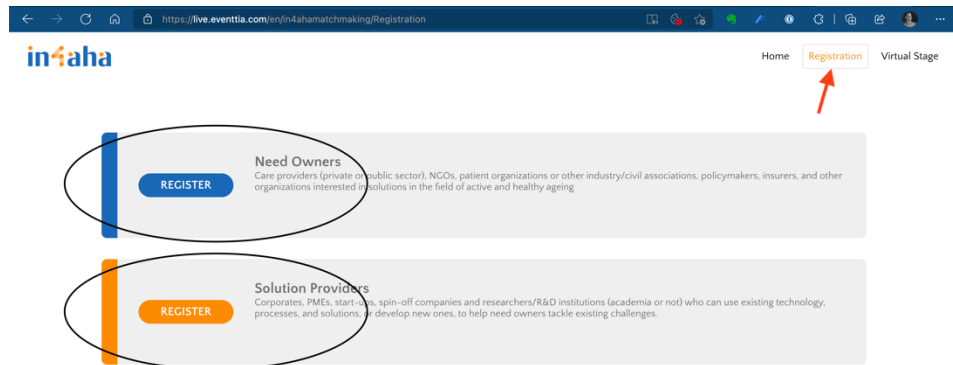
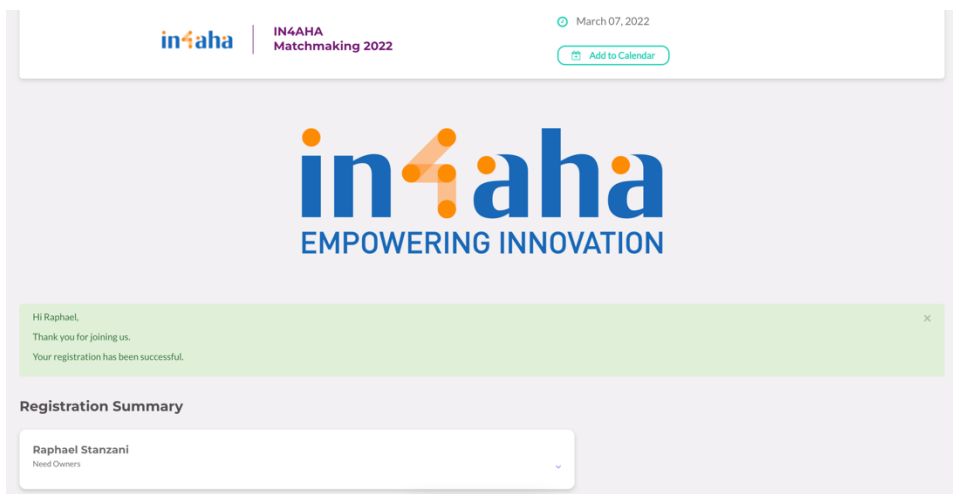
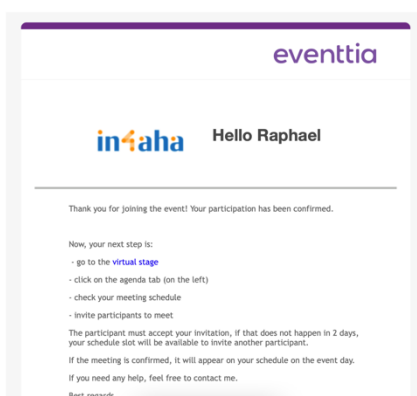
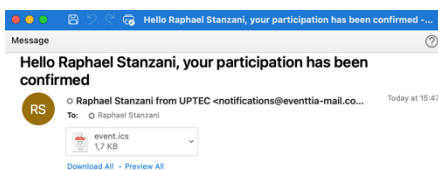
- Register yourself for the IN4AHA matchmaking event
- Access the Virtual Stage of the event platform
- Update your profile on the platform
- Schedule meetings with other attendees
- Join the meetings on the event platform

The basics:

- The digital platform where the event will take place is called Eventtia.
- Event website for registration:
 - <https://live.eventtia.com/en/in4ahamatchmaking>
- Event location:
 - The event is totally digital and will happen on the Virtual Stage of the platform
 - After registration, you will gain access to the Virtual Stage:
 - <https://virtual-stage.eventtia.com/en/in4ahamatchmaking/login>
- Event language:
 - All activities will be in english
- Event participation price:
 - The event is completely free to participate
- Event dates:
 - From Monday, March 07th to Thursday, March 10th
- Event time:
 - Start: 10h
 - Finish: 17h
 - Time zone: GMT+1/CET
- Activities distribution:
 - Matchmaking:
 - From 10:00 to 17:00, except during the showcase and webinar time
 - Total of 15 meeting slots per day available for scheduling
 - Each slot consists of 17 min for meeting + 3 min of interval between meetings.
 - Showcases:
 - between 11:00 and 12:00
 - Webinars:
 - between 15:00 and 16:00

Registering to the event

1. Go to the matchmaking [website](#) and click on REGISTRATION
 - 1.1. Choose your profile: Need Owner or Solution Provider
 - 1.2. Click on REGISTER
- 1.3. Fill your information
 - 1.3.1. For the city information to appear, start by choosing your country
 - 1.3.2. Then, click on SAVE
- 1.4. You'll receive a confirmation email

Accessing the Virtual Stage

The Virtual Stage is the event location, where the activities will be streamed, and the matchmaking meetings will take place. There you can:

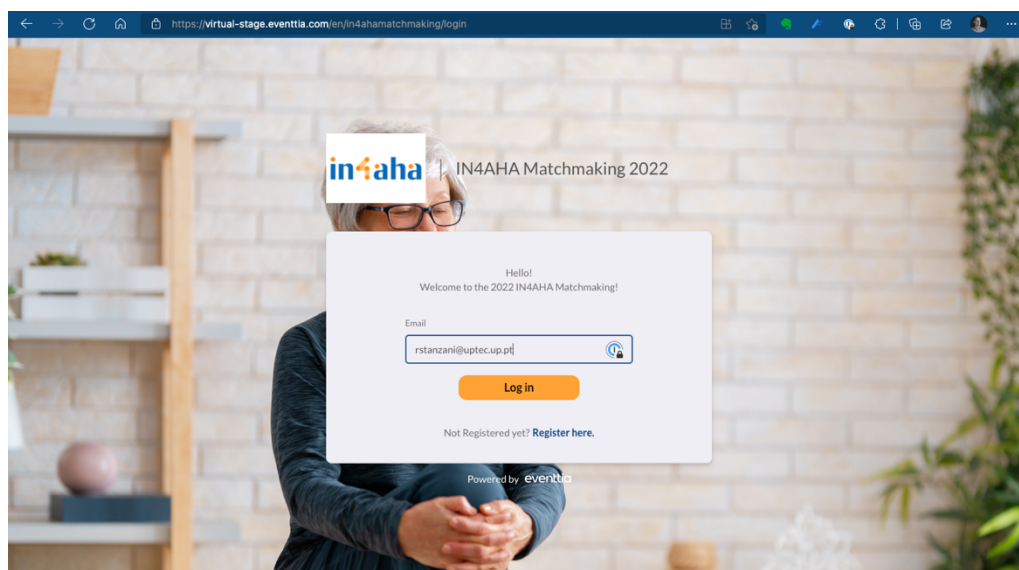
- Change your profile data (add or update info)
- Join the meetings and event activities
- See who else is attending the event
- Schedule meeting with other attendees
- Block time on your agenda
- Add the meetings to your personal calendar

Enter the Virtual Stage by:

- 1.1. Going to the event [website](#)
- 1.2. Clicking on Virtual Stage
- 1.3. Clicking on Login



- 1.4. On the login page: insert your registration email and click Log in



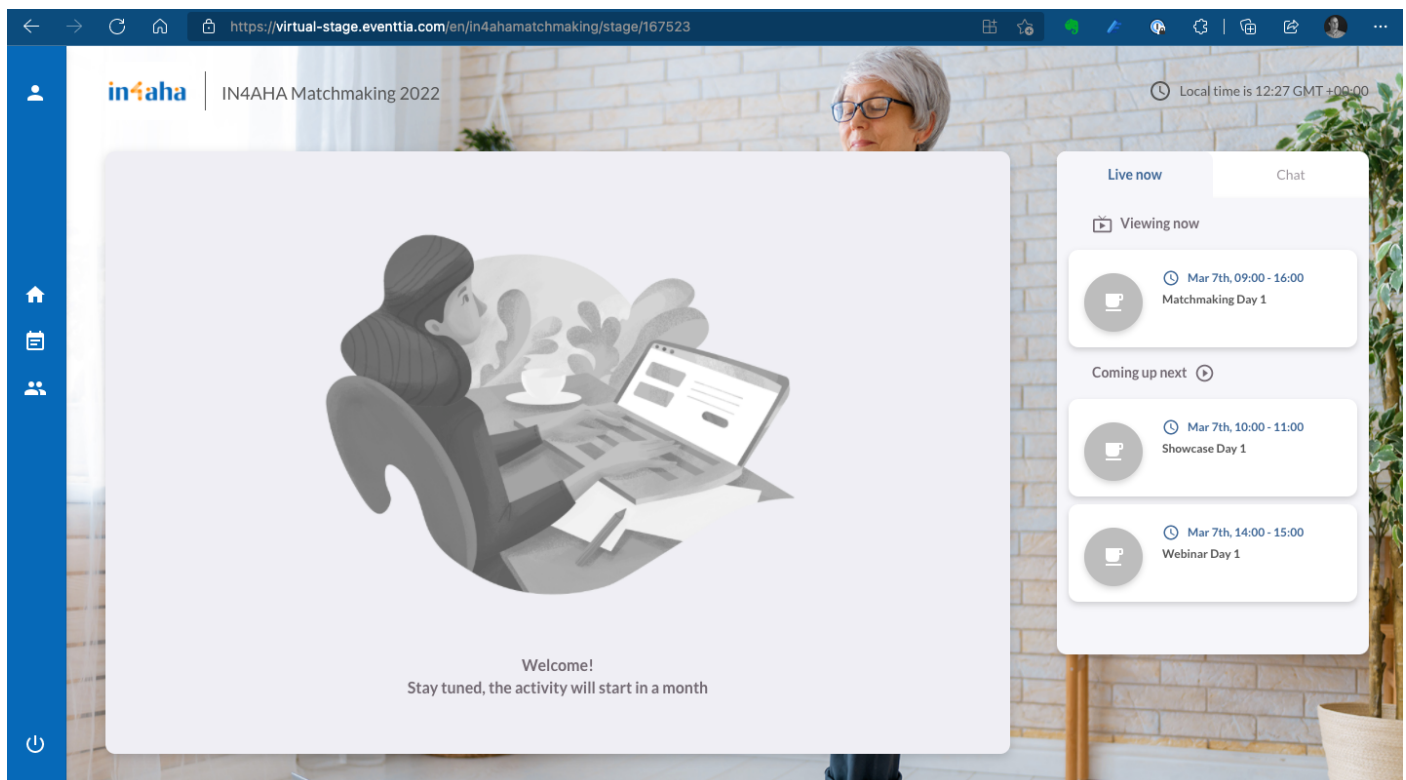
The virtual Stage

On the left, you have the menu bar, with icons to access (from top to bottom):

- your profile,
- the event main stage,
- the event program (activities schedule and your meetings)
- the event network (other attendees' profiles)
- logout.

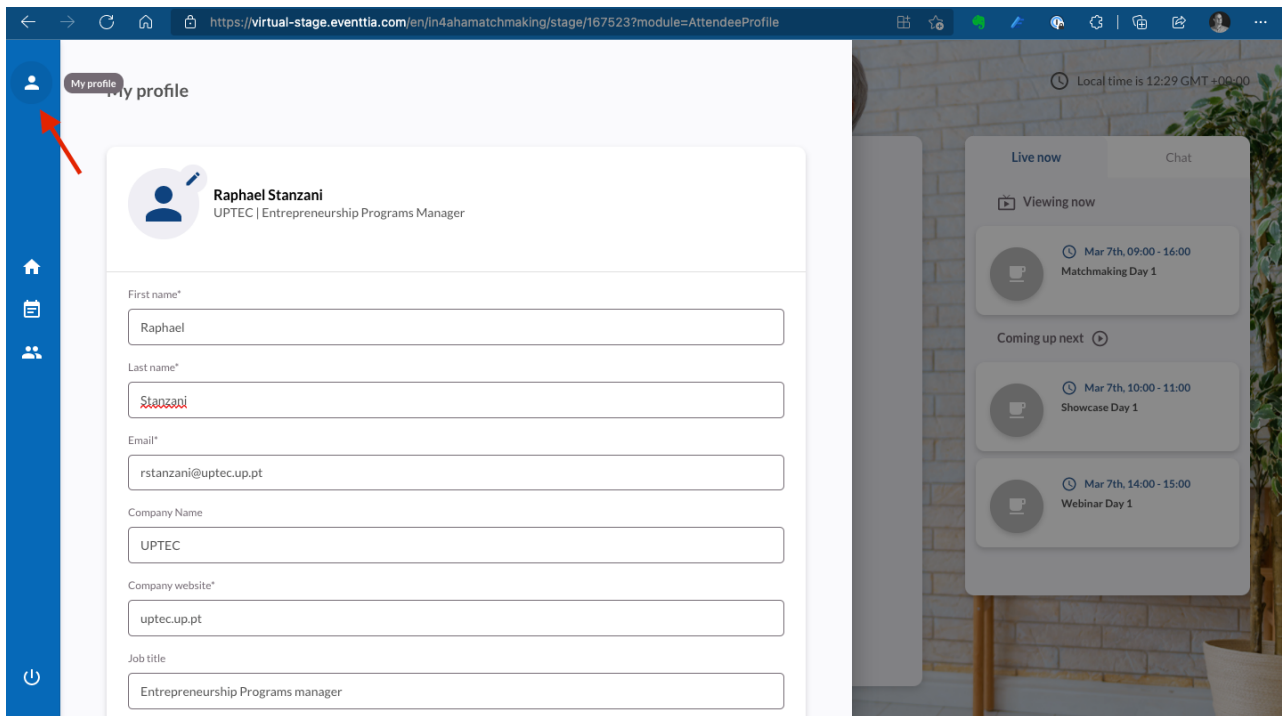
On the right, the event agenda with the current activities.

On the centre, the main activities currently happening, and where the matchmaking call will be placed.



Updating your profile

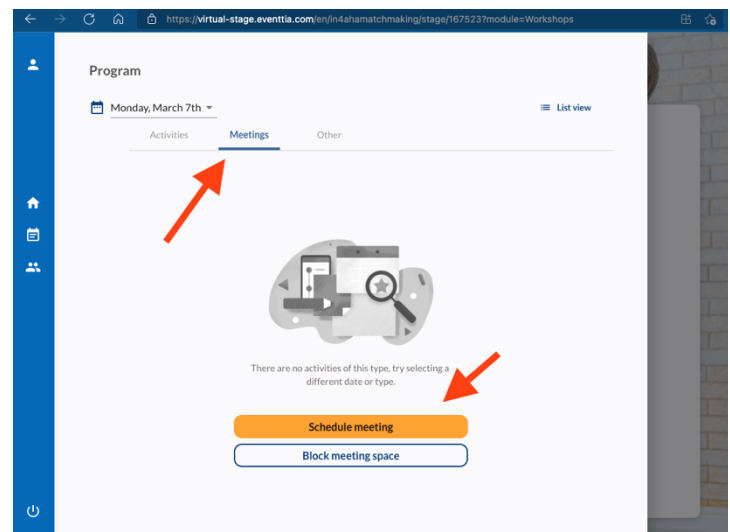
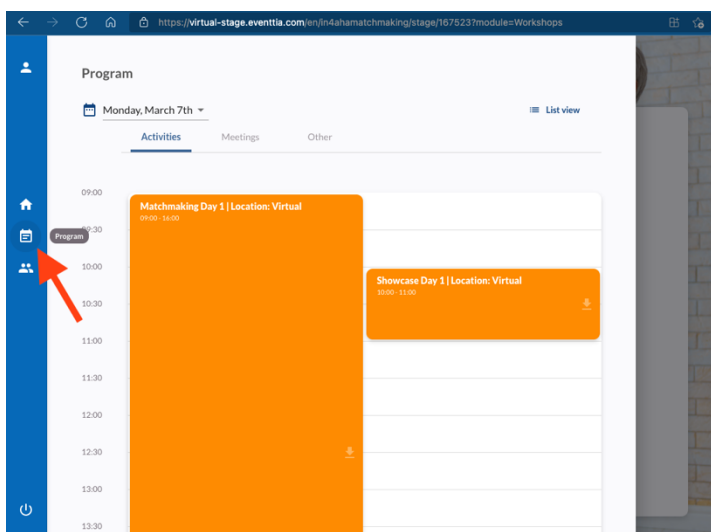
Once in the Virtual Stage, you can update your profile info, if needed.



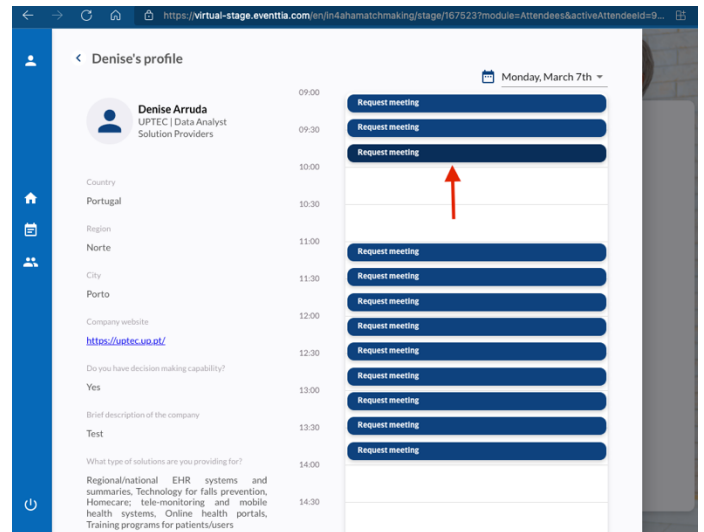
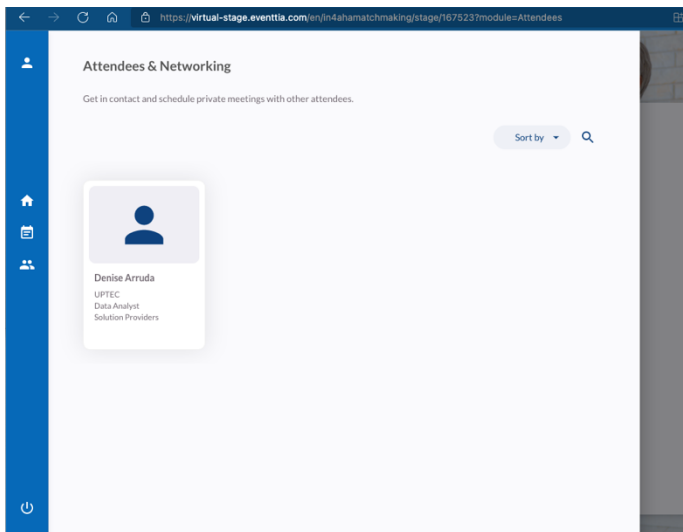
Scheduling meetings:

Once in the Virtual Stage:

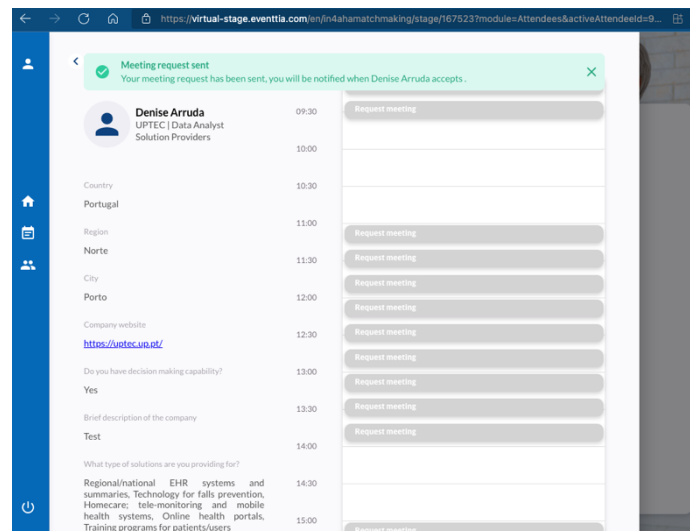
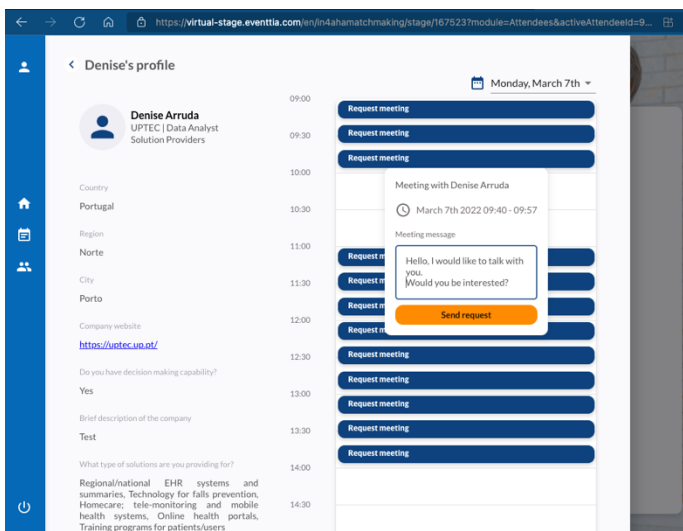
1. go to the Program menu
2. click on the Meetings tab
3. click on Schedule meeting



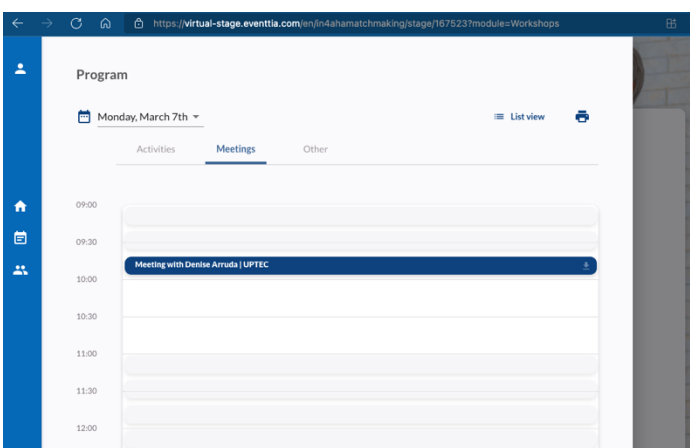
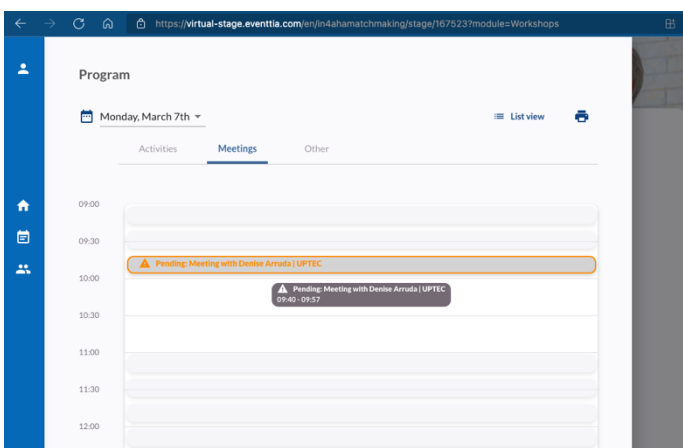
4. choose an attendee profile with whom you want to meet
5. select an available meeting slot



6. send a meeting request, with the message you want



7. the meeting will appear on your schedule. (left = before approval, right = after approval)

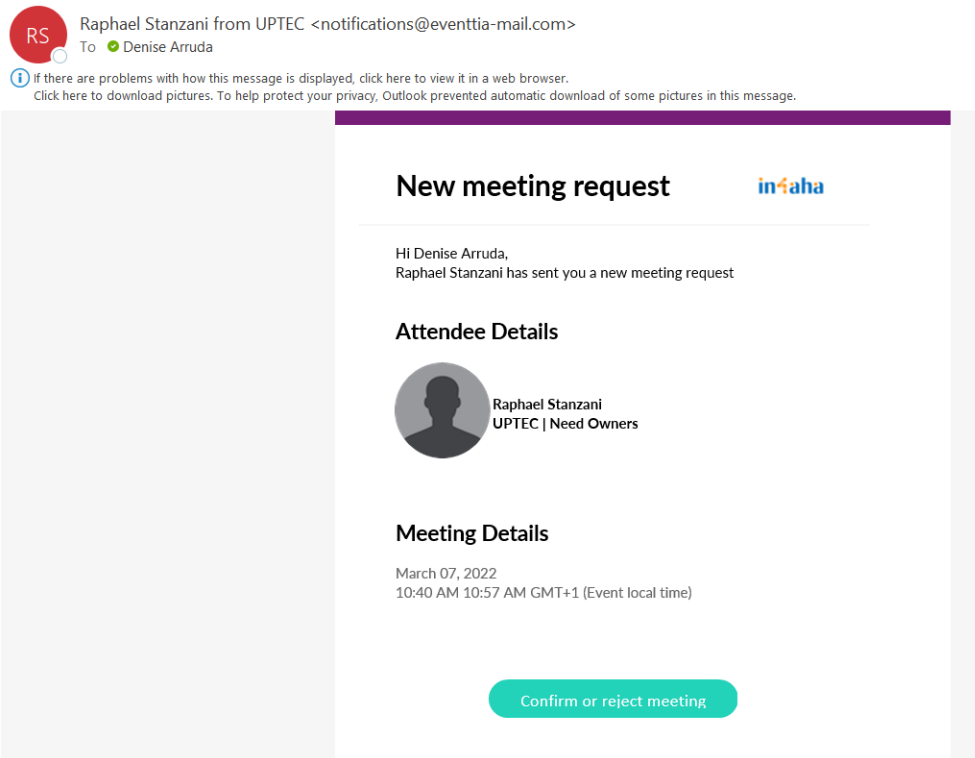


Receiving meeting invitations:

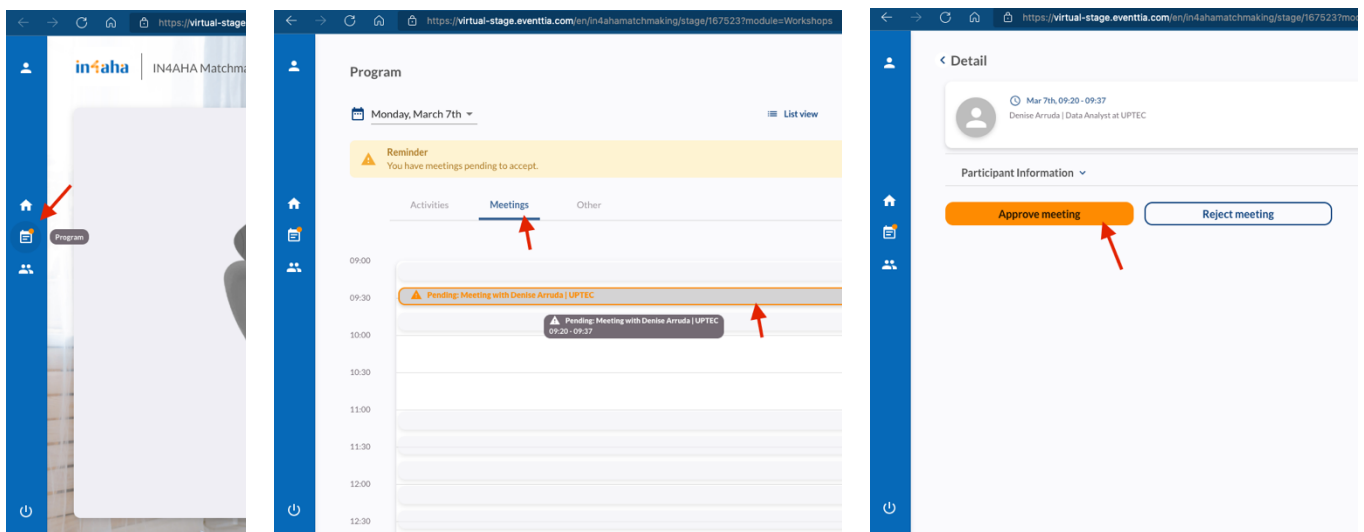
When someone invites you for a meeting:

1. you will receive an email
2. you can accept the invitation directly via email

New meeting request - Raphael Stanzani

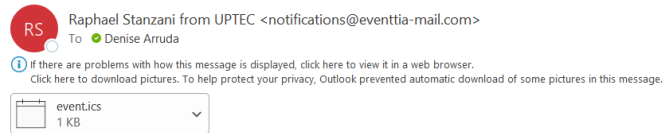


3. or, on the Virtual Stage > Programs > Meetings, you can check all the meeting invitations you have:



When someone accept your invitation, you both will receive a confirmation email, with the link to join the meeting:

Your meeting with Raphael Stanzani has been confirmed



Meeting confirmation

Hi Denise Arruda,
your meeting with Raphael Stanzani has been confirmed

Attendee Details

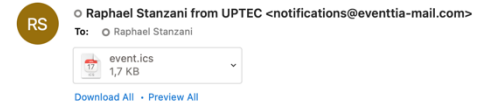


Meeting Details

March 07, 2022
10:40 AM 10:57 AM GMT+1 (Event local time)

[Join meeting](#)

Your meeting with Denise Arruda has been confirmed



Meeting confirmation

Hi Raphael Stanzani,
your meeting with Denise Arruda has been confirmed


Attendee Details



Meeting Details

March 07, 2022
10:20 AM 10:37 AM GMT+1 (Event local time)

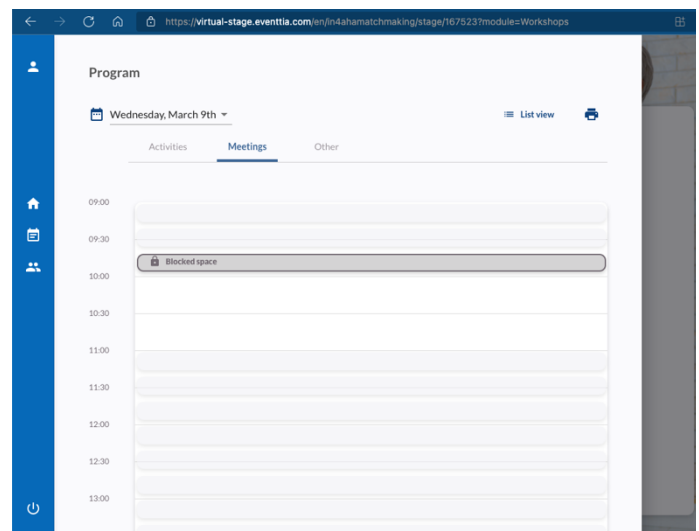
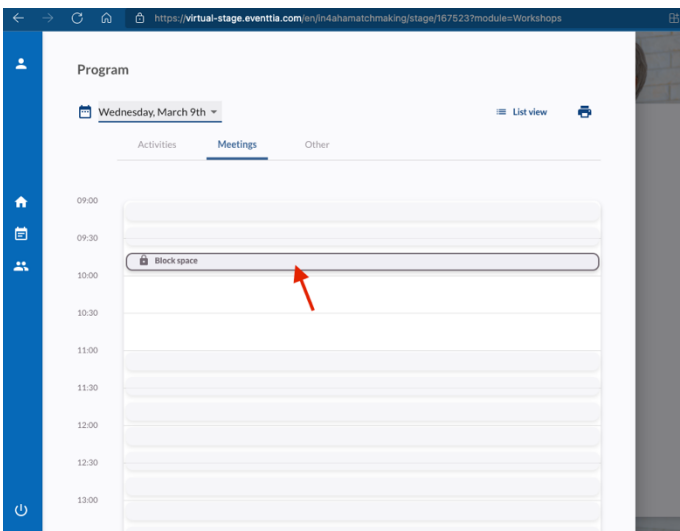
[Join meeting](#)

Powered by 

Blocking your time

The platform allows you to block specific time slots to prevent receiving invitations. Thus, if you know that you won't be available for some period, due to commitments outside the event, please consider blocking your time, so people know that you won't be available.

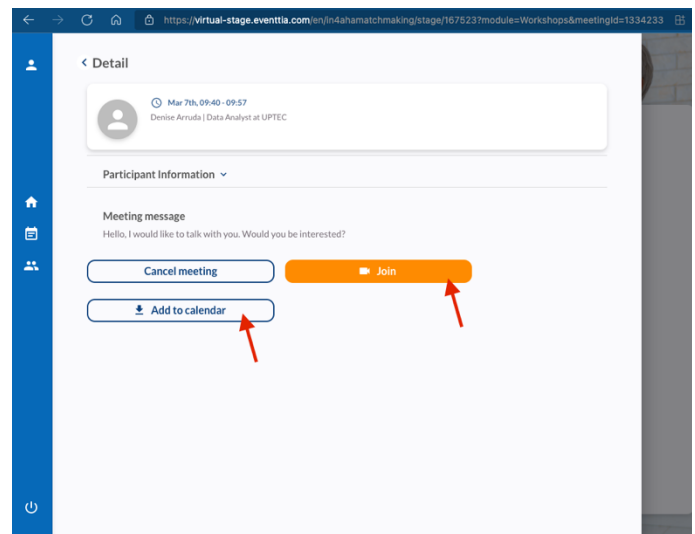
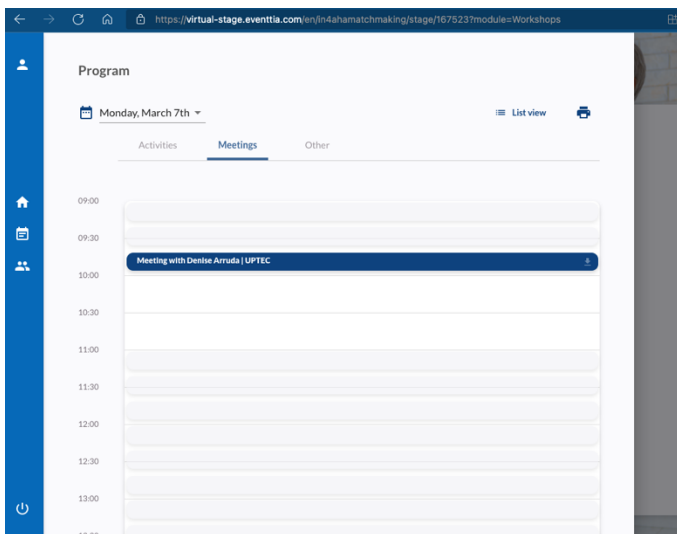
You can do that by going to Programs > Meetings and clicking on the time slots to block them.



Joining meetings:

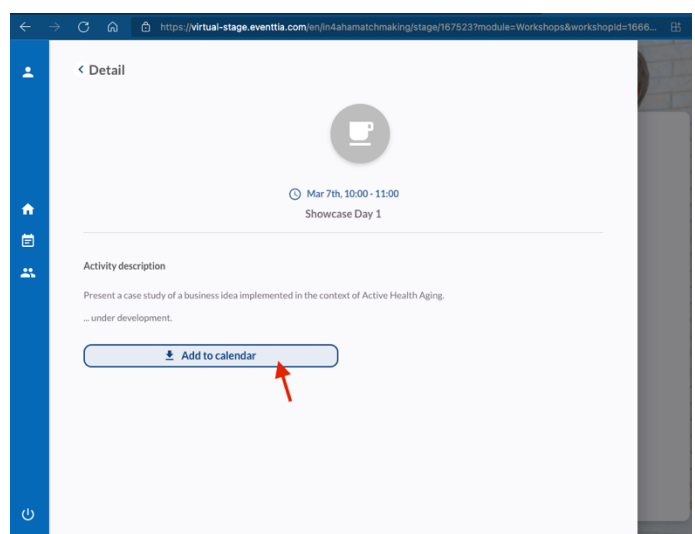
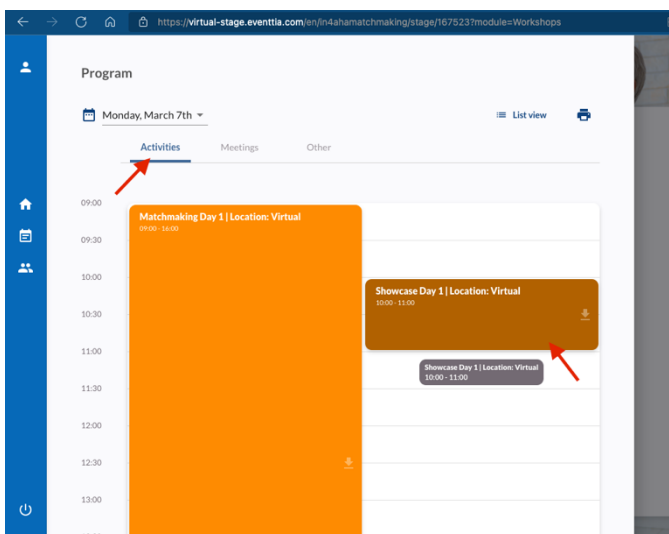
To join the matchmaking meetings:

1. Go to PROGRAMS > MEETINGS
2. Click on the specific meeting
 - a. there, you can also download a link to insert the meeting on your personal calendar
3. Click Join Meeting button



Adding events to your calendar

If you want to, you can download an .ics file to add each event activity to your personal calendar. To do that, go to Programs > Activities, click on the activity and on download.



Conclusion

I hope this guide has been helpful for you to navigate the event platform and wish you a pleasing experience during the matchmaking.

If you need further help, send me an email: rstanzani@uptec.up.pt