

Smart City Expo World Congress Brokerage Event

REGISTRATION GUIDE

[HTTPS://SMARTCITY2019.B2MATCH.IO/](https://SMARTCITY2019.B2MATCH.IO/)

0. HOW IT WORKS

1. **Create and Account.** Registration Deadline is on **November 5th.**
2. **Complete your profile** with information about your company. Add also information about what you are offering or looking for in the Marketplace section.
3. The organizers will **activate your profile once it is completed** (it needs to have at last one Marketplace)
4. Start **Booking meetings** (asking, accepting or declining meetings) **from October 15th.**
5. Check the most updated version of your meetings' schedule through the platform. **It is a live agenda!**
6. **Attend to the Brokerage Event.**
7. After the Event **complete the Feedback survey on the b2match platform.**

1. Create an Account

Registration

Choose how to proceed and start signing up for the event.

[Continue with LinkedIn](#)

[Continue with Google](#)

or

By signing up, I agree to b2match's [terms of service](#) and [privacy policy](#). I understand that b2match will share my information with event organizer.

[Continue with Email](#)

E-MAIL REGISTRATION

If you choose one of these options be aware that you are **using the e-mail linked** to your LinkedIn or Google account

We highly recommend you to enter your **corporate e-mail**

You will receive all the relevant information in the registered e-mail

Verify your email

Please follow the link below to verify your email and to proceed with the registration.

[Verify email](#)

CONFIRM YOUR E-MAIL

While you are filling your profile you will receive this e-mail.

Please don't forget to **Verify your e-mail** by clicking in the link attached!

2. Plan your Attendance

Plan your Attendance

19 November 2019 (Tuesday 1 of 2)

Which session do you want to attend?

- Brokerage event meetings 1:1 MEETINGS
Time: 10:00 - 12:00 Location: Hall 2. West District.
- Brokerage event meetings 1:1 MEETINGS
Time: 12:00 - 14:00 Location: Hall 2. West District.
- Brokerage event meetings 1:1 MEETINGS
Time: 14:00 - 16:00 Location: Hall 2. West District.
- Brokerage event meetings 1:1 MEETINGS
Time: 16:00 - 18:00 Location: Hall 2. West District.

Next day

Select your availability to have meetings.

Indicate your availability for Tuesday and Wednesday!

3. Complete your Profile

Complete your profile

Add information about you and your organisation to your profile so that participants can get a better understanding for what you are looking for and can offer.

Personal Information

Job Position *

Phone Number * [Click here to add a prefix number](#)

Only the Events Organiser can see your phone number

Profile Picture  [Click here to upload a profile picture](#)

Use a picture that gives the attendees a good impression of who you are. No logos or pictures of landscapes please.

Organisation Information

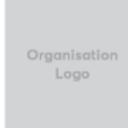
Organisation Name *

Organisation Type *

Website

Organisation description *

Write a short description about what your organisation does. Keep it short and enjoyable to read.

Organisation Logo  [Click here to upload an organisation logo](#)

Upload your organisation's logo. It will be visible inside your profile.

Be professional when filling the information of your organization.

Be sure that you write information that explains in detail:

- what is your company's activity
- the area of expertise

Add your prefix number

Uploading a picture makes a profile more truthful.

And also helps to recognize you the day of the event 😊

3. Complete your Profile

Select all the areas of activity that define your business.

These tags will be used by other participants filtering who they want to meet.

So, don't forget to select any important area for your company!

Choose your local support office

Support office

Areas of Activity *

Areas of Activity help us to categorize what you do and offer. This makes easier for other participants to find you and makes your profile more expressive.

Please select areas of activity that suit your profile.

Digital Transformation

4IR Artificial Intelligence Digital Trust & Cybersecurity 5G Cities Internet of Things

Data Virtualization

Urban environment

Smart Buildings Energy Transition Green Cities Digital Twins & Urban Planning

Future-Proof Cities Water & Waste

Mobility

Intelligent Transport Infrastructure Mobility of Tomorrow Shared Mobility Sustainable Mobility

Seamless Transportation Public Transport

Governance & Finance

Government Innovation Co-cities Metropolitan Governance Data Strategies

Financing Strategies

Inclusive & Sharing Cities

Future of Work & Education Bridging the Gap Circular Economy Sharing Economy

Right to the City

Select the Support Office from your region.

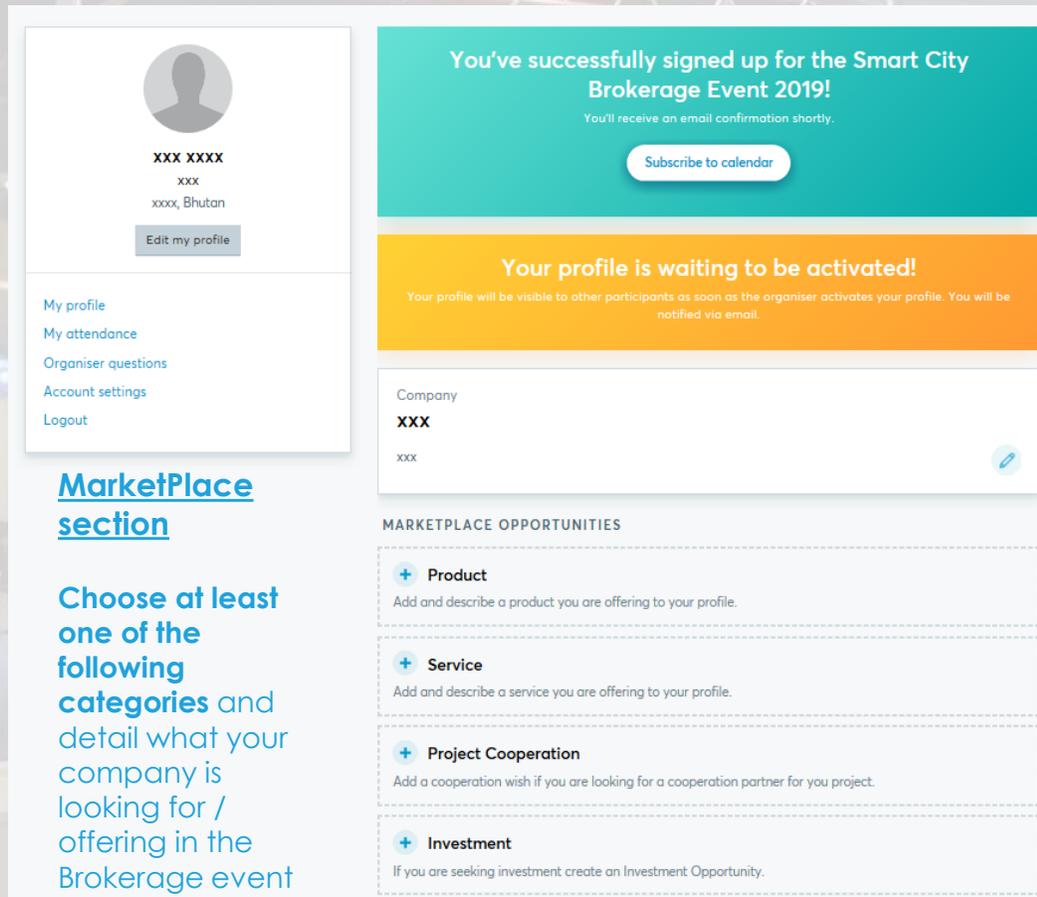
They will help you with any problem you might encounter during the registration process, booking of meetings and at the Brokerage Event.

3. Complete your Profile

Congratulations, you have created your profile!

Just 1 Step more:
FILL IN THE MARKETPLACE SECTION

Your profile will ONLY be activated when this section is also completed.



You've successfully signed up for the Smart City Brokerage Event 2019!
You'll receive an email confirmation shortly.

[Subscribe to calendar](#)

Your profile is waiting to be activated!
Your profile will be visible to other participants as soon as the organiser activates your profile. You will be notified via email.

Company
xxx
xxx

MARKETPLACE OPPORTUNITIES

- + Product**
Add and describe a product you are offering to your profile.
- + Service**
Add and describe a service you are offering to your profile.
- + Project Cooperation**
Add a cooperation wish if you are looking for a cooperation partner for you project.
- + Investment**
If you are seeking investment create an Investment Opportunity.

MarketPlace section

Choose at least one of the following categories and detail what your company is looking for / offering in the Brokerage event

MARKETPLACE ITEMS

- **Product:** Add and describe a product you are offering/looking for.
- **Service:** Add and describe a service you are offering/looking for.
- **Project cooperation:** Add a cooperation if you are looking for a cooperation partner for your project. Ex: Research&development (also for European calls), technical, financing, etc.
- **Investment:** If you are seeking investment

4. Terms of participation

- **If an unforeseen circumstance comes up and you cannot attend a meeting you must cancel your meetings always** through the platform which will automatically update the agenda alerting the organizers and the involved participants and avoiding any further inconveniences to other participants.
- **Only 1 participant per organization/project is allowed.** Exceptionally, we will allow more than one participant per company if their marketplaces and partnering objectives are clearly different.
- Don't print your meetings schedule. Check it in the platform every time to be sure that is the most updated version. **It's a live agenda!**

5. Useful information

- The Brokerage Event will take place at the Smart City Expo World Congress, at Fira Gran Via in Barcelona
- Inside of Fira Gran Via, the place where the Brokerage Event will be held is **in the West District, located in the expo area (Hall 2).**

Important deadlines

- ▶ Registration until November 5th
- ▶ **Registration for meetings starts on October the 15th and will remain open during the Brokerge event.**
- ▶ Brokerage event: 19-20th November

5. Useful information

HOW TO GET THERE?

- **From the airport to the Congress**
 - **By taxi/car:** 12km away (C-31)
- **From the airport to the City Centre**
 - **Aerobus** (A1/A2) every 5 minutes (travel time 35min)
 - **Train** from Terminal 2 every 30 minutes (travel time 18min)
- **From the City Centre to the Congress**
 - **Bus TMB:** Bus lines: 46, 65, 165, H12.
 - **Ferrocarrils de la Generalitat:**
 - Fira Gran Via FGC stop is "Europa/Fira".
 - Lines that stop at "Europa/Fira" station end their journey at "Espanya" station, next to the Montjuic venue (Lines S8, S33, R6, R5, S4)



Brokerage Event

Contact us!

► If you have any questions, do not hesitate to contact us!



smartcity.accio@gencat.cat



+34 93 56 74 892



[@eencat](https://twitter.com/eencat)

[#SmartCityBrokerage](https://twitter.com/SmartCityBrokerage)

ACCIÓ



Generalitat
de Catalunya



European
Commission



enterprise
europe
network

Business Support on Your Doorstep