

An initiative

### EU-TAIWAN MATCHMAKING EVENT 2023

EUCLUSTERS 🔯

in the context of 2023 European Innovation Week

**Preparatory webinar** 

**12 May 2023** 9:00-10:30 CET

#SingleMarket30







MATCHMAKING

\* enterprise \* europe \* network

OF 中華民國全國工業總合 CHINESE NATIONAL FEDERATION OF INDUSTRIES



2023

### 2023 EUROPEAN INNOVATION WEEK B2match Instruction

#### A. EIW REGISTRATION B. MATCHMAKING REGISTRATION

### A. EIW Registration

StepI-Register b2match account

Step2-Event register (3 phases)

Step3-Review/revise personal profile/agenda

### Step I Register a b2match account

If you used to participate in activites on b2match, then you can log in with the existing account.

#### 1.After entering the EIW webpage, click the "Register" button



#### **REGISTRATION WILL BE OPEN SOON!**

**The European Innovation Week** is a joint initiative of the European Commission in collaboration with Taiwan governmental agencies. It will feature a series of seminars, as well as clusters networking and company site visits. The B2B, B2C and C2C (C as clusters) matchmaking meetings will be held on 31 May, which will bring European and Taiwanese companies, clusters and institutes together to facilitate more cooperation.

搭配COMPUTEX TAIPEI展期,歐盟成長總署、經濟部國際貿易局及歐洲經貿網 (Enterprise

**Register now** Open until May 23, 2023

LOCATION Taipei, Taiwan

#### ORGANIZED BY

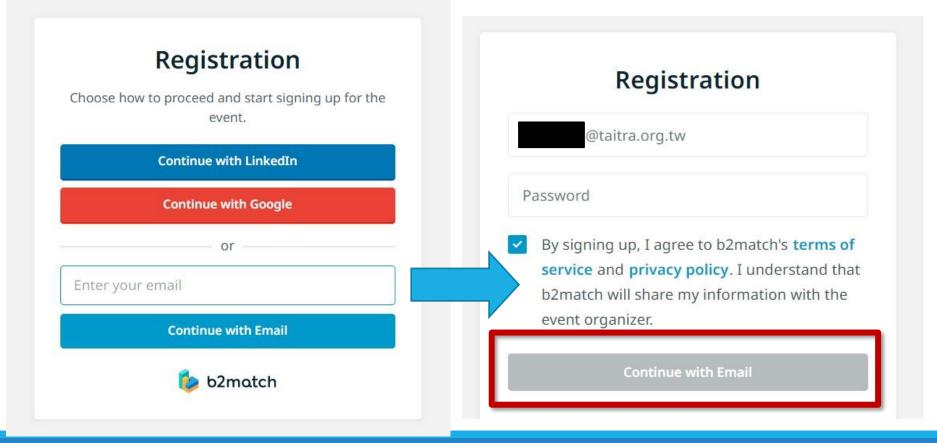


#### 2. Register a new account

You can continue via LinkedIn or Google account, or with your email and create a password.

After checking terms of service and privacy policy, click "Continue with Email"

PS : If you used to participate in activities on b2match, then you can log in with the existing account.

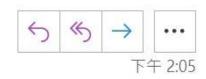


3. The system will send account confirmation notice to your mail and click the 'Verify Email' button.

Confirm your email



若此郵件的顯示有任何問題,請按一下這裡以在網頁瀏覽器中檢視。



### Verify your email

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

Verify email

### Step 2 Event registration (3 phases)

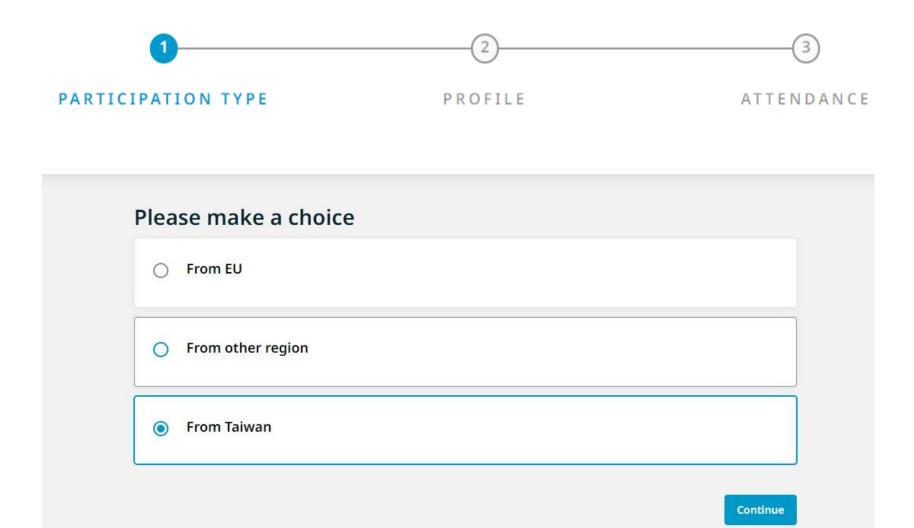
**Phasel-Participation Type** 

Phase2-Profile

Phase3-Plan Your Attendance

### Phase I-Participation Type

#### 1. Choose where you are located in



### Phase 2-Profile

Create personal/company/organization profile (4 parts)

#### 2-1. Part 1 : Personal Information

$\oslash$	2	3
RTICIPATION TYPE	PROFILE	ATTENDANCE
Dimplete Your Profile	anization to your profile.	
Personal Information	* means nec	essary column
FIRST NAME*	*	
LAST NAME*	*	
JOB TITLE		
PHONE NUMBER		
PROFILE PICTURE	Only the event organizer can see your phone number	
	Click here to up	oload a profile picture
	Please do not upload pictures of landscapes or logos.	
TIME ZONE *	<ul> <li>Event time zone (Asia/Taipei)</li> <li>Recommended because you are attending on-site.</li> <li>Your time zone</li> </ul>	
	Asia/Taipei	· •

#### 2-2. Part 2: Organization Information

3 PARTICIPATION TYPE PROFILE ATTENDANCE **Organization Information ORGANIZATION NAME\*** \* **ORGANIZATION TYPE\*** Please choose \* v WEBSITE ORGANIZATION DESCRIPTION \* \* Write a short description about what your organization does. ORGANIZATION LOGO

Please simply describe the content and show the important information to attract potential partners

\* means necessary columns

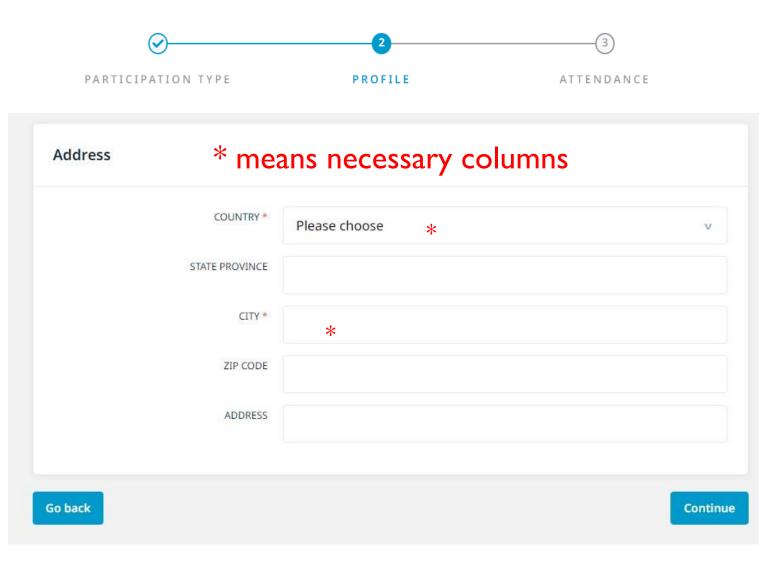
Click here to upload an organization logo

Upload your organization's logo. It will be visible in your profile.

#### 2-3. Part 3: Areas of Activity-Industry/Sector (Multiple Choices)

$\oslash$	2	3
PARTICIPATION TYPE	PROFILE	ATTENDANCE
Areas of Activity *		
Areas of Activity help us to categorize what you makes your profile more expressive. Please select areas of activity that suit your pro		or other participants to find you and
INDUSTRY/SECTOR 產業別	Disusions and Davids 白行市卫泰和州	Chemicals化學品及材料
Agriculture, forestry and fishing農林漁牧	Bicycles and Parts自行車及零配件	Chemicals1G学血及材料
Computers and Peripheral Equipment電腦及	週邊設備 Construction營建(含建	材)
Electrical Equipment電力設備及配備(含電池、	電線電纜及照明)	
Electronic Parts電子零組件(含半導體、被動元	件、印刷電路、光電材料等)	
Foods and Food Processing食品(含製造及加口	E) Furniture家具 Hardware a	and Tools五金工具
Machinery and Parts機械及零配件 Medic	cal and Health醫療(含醫材與醫藥)	Mineral & Metallurgy礦產及金屬材料
Motor Vehicles and Parts機動車輛及零配件	Services服務業(含政府、工商服務、	教育等) Software Design資訊軟體
Sports and Recreational Goods 育樂用品	Textile紡織品 Other其它未明列者	Ť

#### 2-4. Part 4 : Address



### Phase 3 - Plan your attendance

Choose the events you want to participate in

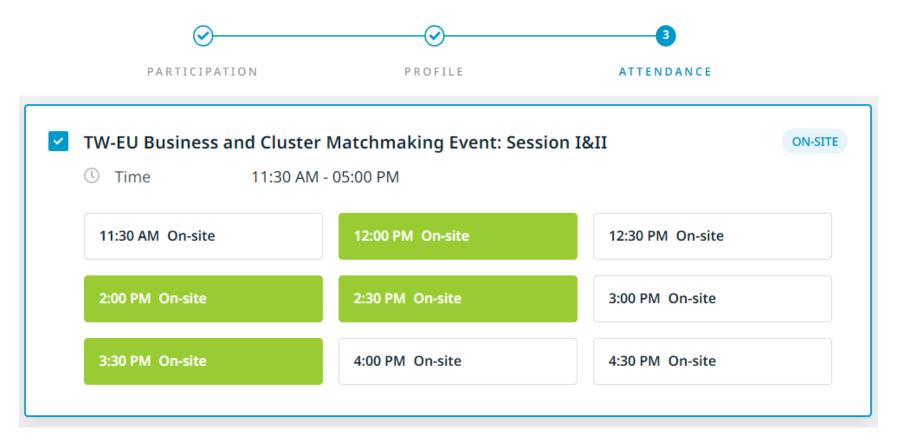
#### 3-1. Choose the events you want to participate in

Note: To prevent overlapping agenda, you can only participate in one event when multiple events happen at the same time.

Plan your at	tendance	
Monday, May 29, 2023		
	conomy International Conference 2023國際循環	經濟研 CONFERENCE
討會		ON-SITE
③ Time	10:00 AM - 05:00 PM	
Cocation	4F, VIP Room, Taipei International Convention Ce	nter 口儿國除首職十心4侯貝克廳
2023 EU-Taiwan	o Space Opportunity Symposium 臺歐盟太空產業	機會座談 FORUM
會		ON-SITE
() Time	10:00 AM - 05:00 PM	
Cocation	1F, Room 101B, Taipei International Convention C 議室	Center 台北國際會議中心101B會
Tuesday, May 30, 2023		
ruesday, may 50, 2025		
	e Info Point - Connecting EU-Taiwan R&I	NETWORKING

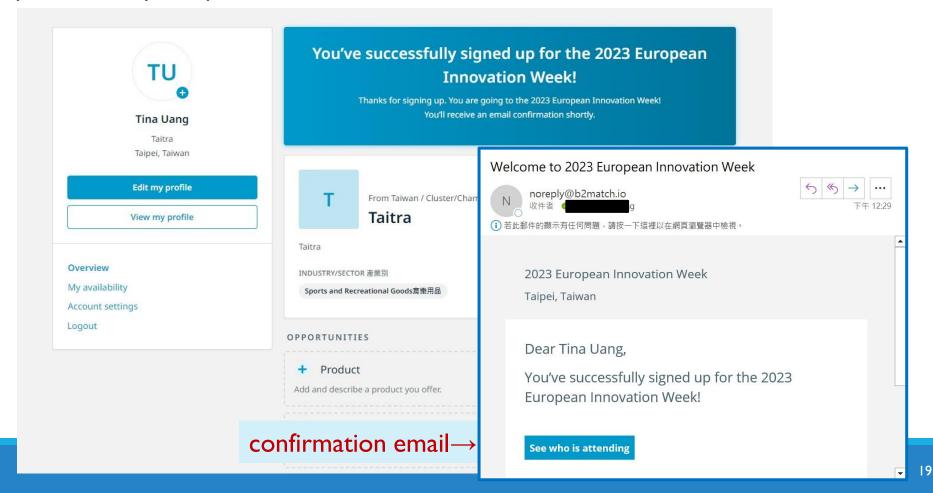
# 3-2. Matchmaking session - you can freely choose multiple meeting time slots.

Note: Matchmaking session will take place on 5/31 on site (no online meetings). Each meeting takes 30 minutes.



# 3-3. After completing the registration, the screen will appear as below, and you will receive a confirmation email for successful registration

Note: The sender's email address is <u>noreply@b2match.io</u>. If you do not receive the email, please check your spam folder and whitelist the email address.



### Step 3 Review or revise personal profile and agenda

#### 1. Review or revise your personal profile

Click on the profile picture in the top right corner of the website and select 'My profile'

<b>2023 European Innovation Week 2023</b> 歐盟創新週 Taipei, Taiwan	Home活動首頁 Agenda活動議程 Par	ticipants參加者 Marketplace合作機	戦會 Meetings 众 CT
	2023	Taipei, Taiwan	Claudia Tsai
	Innovation Week	2023 European Inn	A My profile
	<b>、盟創新週</b>	· Week 2023歐盟創新	<b>≜</b> + Invite participant
	29 May-2 Jun.		➡ Logout
Home活動首頁 Agenda活動議程 Locations各活	動地點 Accomodation住宿建議 Conta	act us聯絡主辦單位   如何報名	
REGISTRATION IS OPEN NOW NOTE: Agenda updated on 27 Aril	/! 按此立即報名!	LOCATION Taipei, Taiwan	
<b>The European Innovation Week</b> is a joint initiative collaboration with Taiwan governmental agencies. I well as clusters networking and company site visits matchmaking meetings will be held on 31 May, whi European and Taiwanese companies, clusters and i cooperation.	It will feature a series of seminars, as . The B2B, B2C and C2C (C as clusters) ich will bring	ORGANIZED BY	
https://european-innovation-week-2023.b2match.io/my			

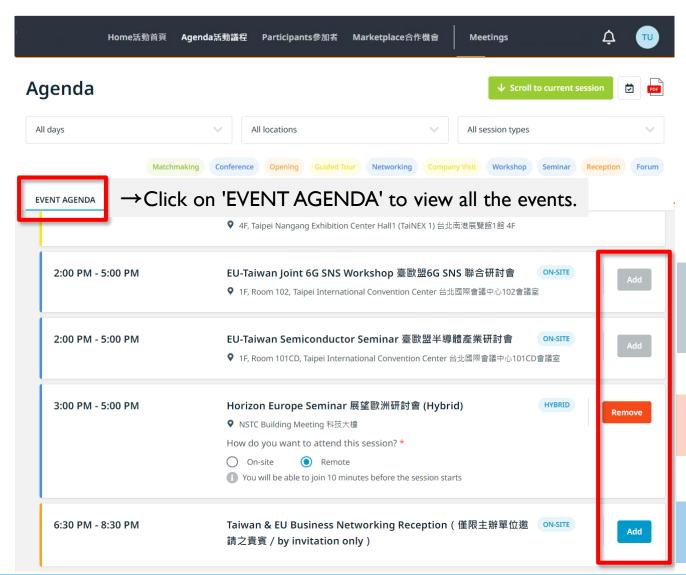
#### 1. Review or revise your personal profile Personal profile page shown as the image below.

2023 European Innovation Week	首頁 Agenda活動議程 Participants參加者 Marketplace合作機會 Meetings
	You are signed in as an organizer. Logout Schedule matchmaking sessions
Profile picture • Tina Uang Taitra Taipei, Taiwan	T From Taiwan / Cluster/Chamber of Commerce/Industry Association Taitra Taitra INDUSTRY/SECTOR 產業別 Sports and Recreational Goods育集用品
Edit my profile View my profile	OPPORTUNITIES Company product/service overview
Overview My availability Arrange you sche Account settings Logout	Product Add and describe a product you offer.      Service Add and describe a service you offer.
	<ul> <li>Partnership</li> <li>Add this if you are interested in engaging in a partnership with another organization.</li> </ul>

#### 2.Review or revise your personal agenda 2-1. Click on 'Agenda' for the event schedule.

2023 European Innovation Week Taipei, Taiwan	Home活動首頁 Agenda活動議程 Participants參加者 Marketplace合作機會 Meetings
	You are signed in as an organizer. Logout
<b>Tina Uang</b> Taitra Taipei, Taiwan	T From Taiwan / Cluster/Chamber of Commerce/Industry Association Taitra Taitra INDUSTRY/SECTOR 産業別 Sports and Recreational Goods育集用品
Edit my profile View my profile	OPPORTUNITIES
Overview My availability	<ul> <li>+ Product</li> <li>Add and describe a product you offer.</li> <li>+ Service</li> </ul>
Account settings Logout	Add and describe a service you offer.    Partnership
	Add this if you are interested in engaging in a partnership with another organization.

#### 2-2. EVENT AGENDA



You can view all events and adjust your personal schedule here

 $\rightarrow$  Grey : The selected event conflicts with this one, so it cannot be added

 $\rightarrow$  Red : The selected event. Can be removed

 $\rightarrow$  Blue : The unselected event. Can be added.

#### 2-3. MY AGNDA - View the events you have registered for

2023 European Innovation Week Ho Taipei, Taiwan	ome活動首頁 Agenda活動議程 	Participants參加者	Marketplace合作機會	Meetings	¢	TU
	You are signed in a	as an organizer. Log	out			
Agenda活動議程						
All days	✓ All locations		✓ All session type	s	~	
EVENT AGENDA MY AGENDA	Conference Opening Guide	ed Tour Networking	Company Visit Workshop	Seminar Reception	on Forum	
All times are displayed in the event time zon	e (Asia/Taipei, currently: 1:22 PM).	Change				
Monday, May 29, 2023						
10:00 AM - 5:00 PM	2023 Circular Economy 環經濟研討會	International Con	ference 2023國際循	ON-SITE	Remove	
	• 4F, VIP Room, Taipei Interna	ational Convention Cent	er 台北國際會議中心4樓貴賓	薛		
10:00 AM - 5:00 PM	2023 EU-Taiwan Space( 業機會座談會 ♀ 1F, Room 101B, Taipei Inter				temove	

2-4. To participate in the HYBRID event, if you click on 'Remote' for online participation, the live streaming link will be displayed as a green button 10 minutes before the event. Click on it to enter and watch.

aiwan	Home活動首頁 Agenda活動議程 Participants參加者 Marke	etplace合作機會	Meetings	Ţ
All times are displayed in the event	time zone (Asia/Taipei, currently: 5:35 PM). Change			
Thursday, April 06, 2023				
5:00 PM - 6:30 PM	TEST	HYBRID	Remove	
Now	How do you want to attend this session? *			
	On-site			
	Join Online Session			
Monday, May 29, 2023	Join Online Session			
Monday, May 29, 2023 9:00 AM - 9:40 AM	■• Join Online Session European Innovation Week Opening Ceremony 歐盟創新獎 幕典禮	問用 ON-SITE	Add	
[	European Innovation Week Opening Ceremony 歐盟創新述		Add	
[	European Innovation Week Opening Ceremony 歐盟創新提幕典禮 • 4F, VIP Room, Taipei International Convention Center 台北國際會議中心44 2023 Circular Economy International Conference 2023國際	<b>婁貴賓廳</b>	Add	
9:00 AM - 9:40 AM	European Innovation Week Opening Ceremony 歐盟創新 幕典禮 ♀ 4F, VIP Room, Taipei International Convention Center 台北國際會議中心4	要貴賓廳 祭循 ON-SITE		

### **B. Instructions for matchmaking operations**

- 1. <u>Complete product/service profile</u>
- 2. <u>How to book meetings?</u>
- 3. <u>How to change scheduled meeting time</u>

### 1. Complete product/service profile

**[Promotion Opportunity]** Participants interested in participating in one-on-one matchmaking meetings must complete the profile!

Please make sure to write in 'English.'

Introduce your products, services, and requirements to potential partners.

### 1-1. To participate in the matchmaking, please make sure to fill out the 'Opportunities' section (purple box) in your personal profile

2023 European Innovation Week Taipei, Taiwan	Home活動首頁 Agenda活動議程 Participants參加者 Marketplace合作機會 Meetings A	τυ
TU	T From Asia / Cluster/Chamber of Commerce/Industry Association Taitra	
Tina Uang	Test	
On-site attendance. Change 🖋	INDUSTRY AND TECHNOLOGY	
Taipei, Taiwan	ICT Applications	
Edit my profile	Innovation management	
View my profile		
	OPPORTUNITIES	
Overview	+ Product	
My availability	Add and describe a product you offer.	
Account settings Logout	+ Service	

#### Edit your product/service/request information

#### 1-2. Marketplace Opportunities

Products you can provide

Services you can provide

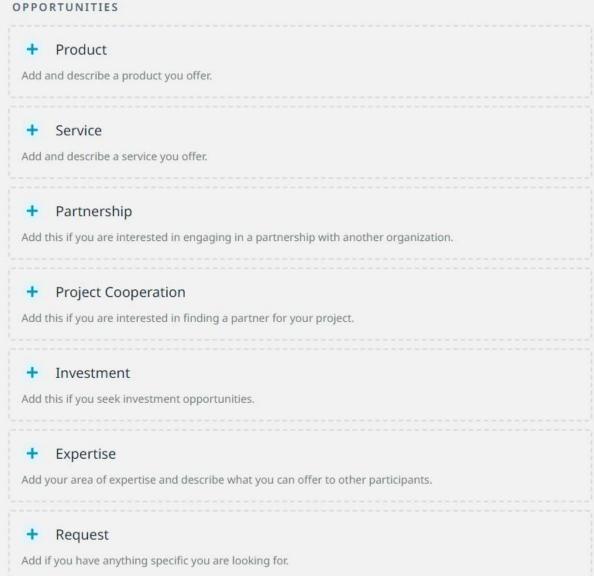
Partnership you are seeking

Project collaboration relationship you are seeking

Investment targets/fields you are seeking

Professional knowledge you can provide

Any specific request you are looking for

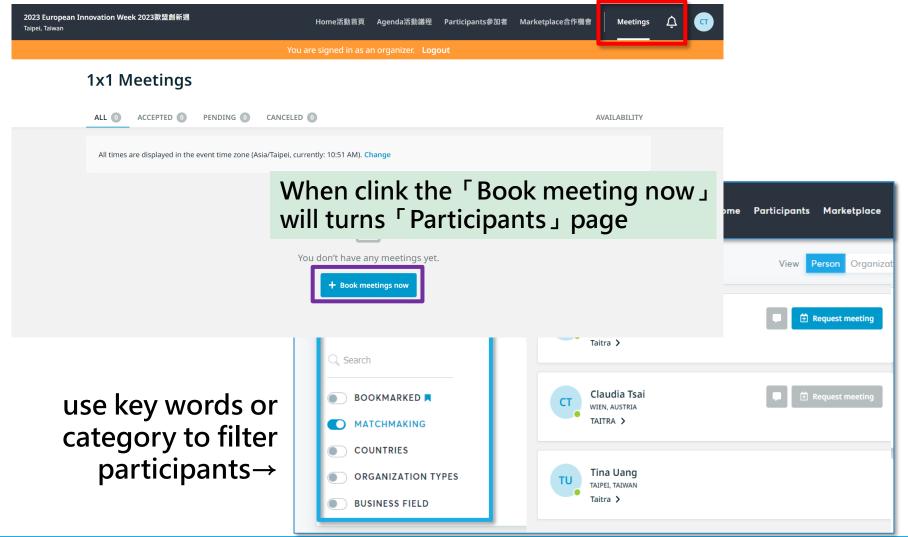


### 2. How to book meetings?

# 2-1. To check and adjust your meeting available time Click [Meetings} $\rightarrow$ My Availibility

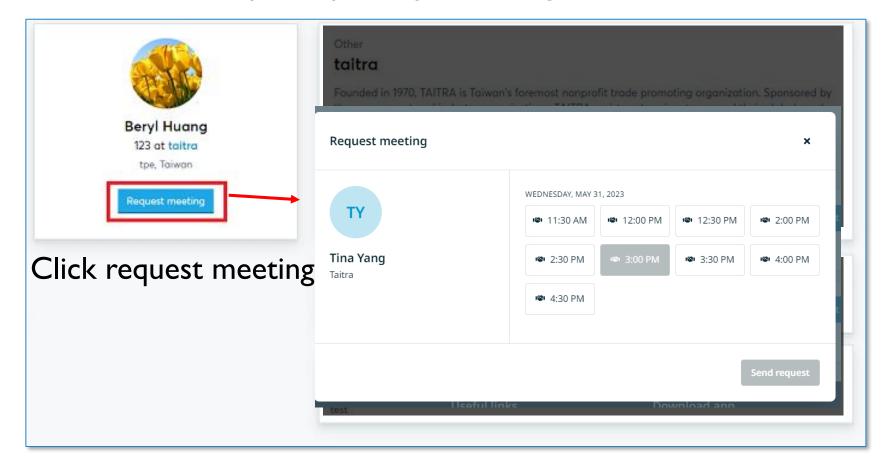
<b>2023 European Innovation Week 2023</b> 歐盟創新週 Taipei, Taiwan	Home活動首頁	Agenda活動議程 Participa	ants參加者 Marketplac	ce合作機會 Meetings	ф ст
	You are signed in as	an organizer. <b>Logout</b>			
1x1 Meetings					
ALL O ACCEPTED O PENDING	O CANCELED O			AVAILABILITY	
All times are display	n Week 2023歐盟創新週	Home活動	首頁 Agenda活動鐵程 Partic	ipants參加者 Marketplace合作機會	Meetings 🗘 😋
		You are signed in as an orga	inizer. <mark>Logout</mark>		
	My availability				
	СТ	All times are displayed in the eve Wednesday, May 31, 2023	ent time zone (Asia/Taipei, currentl	y: 11:11 AM). Change	
	Claudia Tsai TAITRA Taipei, Taiwan Edit my profile		d Cluster Matchmaking Evo		
	View my profile	11:30 AM On-site	12:00 PM On-site	12:30 PM On-site	
	Overview <b>My availability</b> Organizer questions	3:30 PM On-site	4:00 PM On-site	4:30 PM On-site	
	Account settings Logout	Choose yo	our availa	ble meetir	ig time

#### 2-2. Book a meeting Click [Meetings] → Book meetings now



2-3. Check participants' info and request meetings with them

Request a meeting with someone that you're interested in. You can see the participant's profile to get more info.



#### 2-4. Meeting Invitation Result Notification

Whether the invited participant accepts or rejects your appointment, the system will send a notification email to you.

Claudia Tsai accepted your meeting request

norep	ly@b2match.io	5	~	$\rightarrow$	
	● 楊雅婷 Tina Yang			下	午 3:18
<ol> <li>若此郵件的顯示</li> </ol>	有任何問題,請按一下這裡以在網頁瀏覽器中檢視。				
meeting- 858 個位分	2888324.ics ~				
	2023 European Innovation Week				
	Taipei, Taiwan				
	Dear Tina Yang,				
	Dear filla fallg,				
	Claudia Tsai has accepted your meeting request!				
	Tina				

#### 2-5. How to Proceed with the Meeting Invitation

Appointment require mutual agreement from both sides.

You can view the appointment details and choose whether to accept or to cancel.

All accepted/pending/ canceled meeting information will be displayed on this page.

\*Note: Every meeting request must be responded within 7 days, or the system will automatically cancel the pending appointment.

2023 European Innovation Week (PREPARING) Taipei, Taiwan		Home活動首頁	Agenda活動議程	Participants參加者	Marketplace合作機會	Meetings 1	onversations	Ŷ
ALL 📀	weetings	ou are signed in as a	ın organizer. <b>Lo</b> g	jout	A	VAILABILITY		
	es are displayed in the event time zone (Asia/Taipei,	currently: 11:28 AM). Cl	hange					
(TU () () ()	Tina Uang CT Claudia Tsai (2) Taitra Claudia Tsai (2) 11:30 AM - 12:00 PM Wednesday, May 31 I can respond to this request until April 13, 2023 at 1	<ul> <li>On-site Meeting</li> <li>Table 1</li> <li>1:26 AM.</li> </ul>			Car	schedule		
C Ser	nt requests							
٥	Claudia Tsai TAITRA VO TYO Tina Yang Taitra (?) Not set					:		

#### 2-6. View the details of scheduled meetings

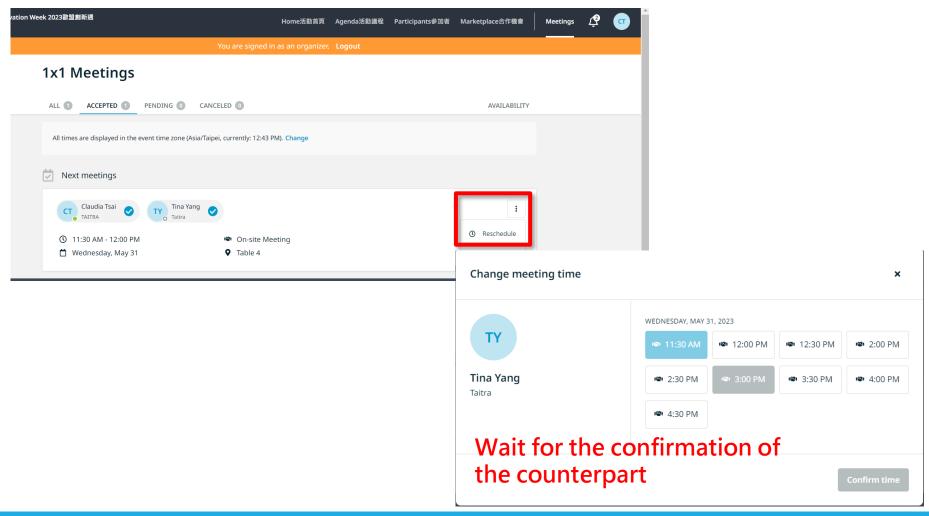
After successfully booking meetings, you can click on "Accepted" to view the details of the scheduled appointment.

2023 European Innovation Week 2023歐盟創新週 Taipei, Taiwan	Home活動首頁	Agenda活動議程	Participants參加者	Marketplace合作機會	Meetings	Ç	G
	You are signed in as an organizer.	Logout					
1x1 Meetings							
ALL 1 ACCEPTED 1 PENDING 0	CANCELED 0			AVAILABILITY			
All times are displayed in the event time zone (Asia	a/Taipei, currently: 12:43 PM). Change						
Next meetings							
CT Claudia Tsai O TY Tina Yang TAITRA TAITRA	The assigned session will b						
<ul> <li>① 11:30 AM - 12:00 PM</li> <li>□ Wednesday, May 31</li> </ul>	<ul><li>On-site Meeting</li><li>Table 4</li></ul>			<ul><li>Reschedule</li><li>Cancel</li></ul>			
Event organizer	Useful links	Download a	рр				
2023 武型創新週 3 1 2 2 2 3 1 2 3 1 2 3 1 2 3 1 2 3 1 2 3 1 2 3 1	Terms of service Privacy policy b2match events	Cownload on the App Store	Google Play				
b2match							

### 3. How to change scheduled meeting time

#### 3-1. To change a scheduled meeting time

If you want to change the meeting time after finalizing it, click and click the "Reschedule" button



#### 3-2. Meeting Time Change Result Notification

Whether the invited participant accept or reject your change request, the system will send a notification email to you.

Claudia Tsai accepted the proposed meeting rescheduling



2023 European Innovation Week

Taipei, Taiwan

Dear Tina Yang,

Claudia Tsai accepted the proposed meeting rescheduling.

## Contact

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT:

EEN TAIWAN ( TAITRA )

EMAIL: <u>een@taitra.org.tw</u>

TEL: 02-27255200

#1850 MS.TSAI #1858 MS.WU #1853 MS.YANG #1849 MS.UANG



### **THANK YOU**







\* enterprise
\* europe
\* network
\* \*\*\*\*



