## IHI Call days

How to book your meetings via the B2Match tool



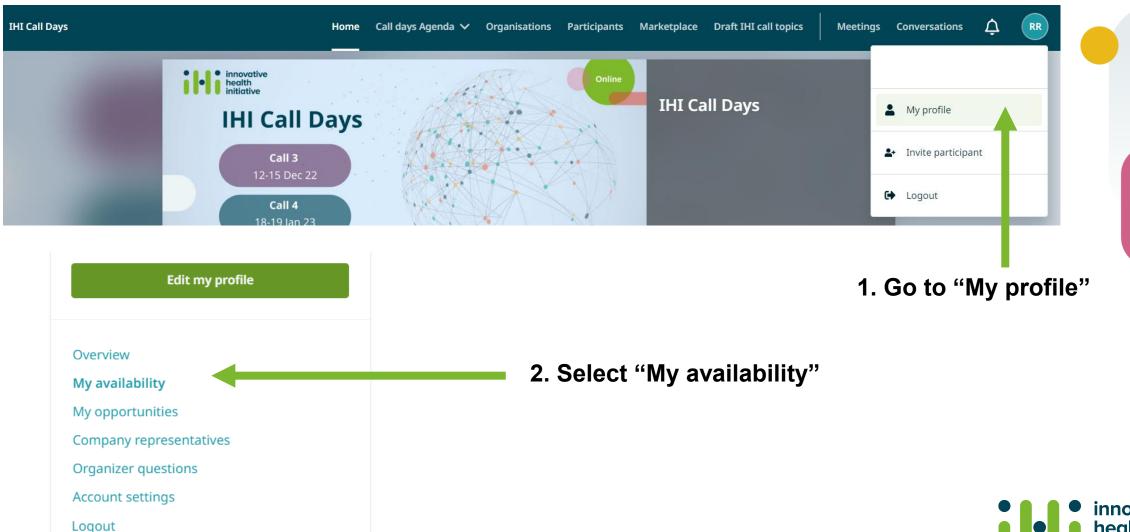
## Book your meetings in 4 easy steps

- 1. Make yourself available
- 2. Look for partner on the participants or organisation tab
- 3. Select date, time, attendees (up to eight per meeting), add message
- 4. Send the meeting request and wait for the reply

The platform will be available for meetings from the 22 November 2022 to 20 April 2023 and not only during the IHI Call Days



## Make yourself available





### Make yourself available (cont.)



Select if you would like to be available for meetings:

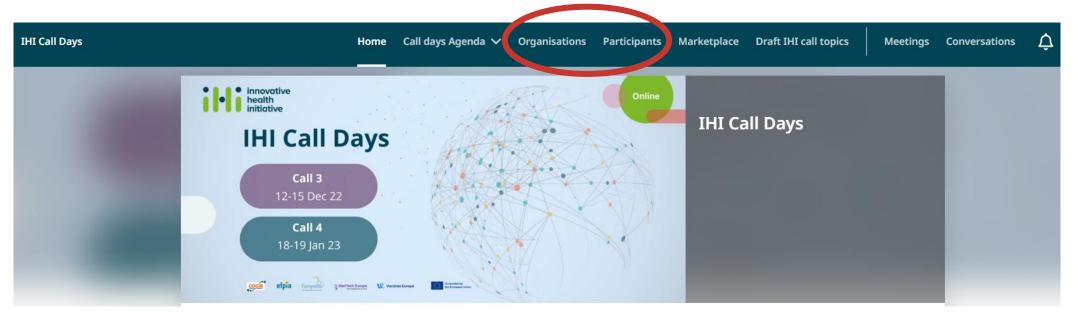
From 22 November 2022 to 20 April 2023

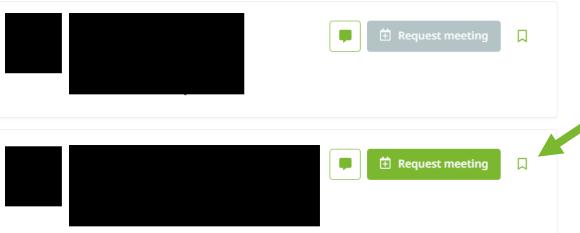
And/or

During the Matchmaking timeslots allocated to the IHI Call days (select the relevant timeslots)



# Look for partners On the participants or organisations tab

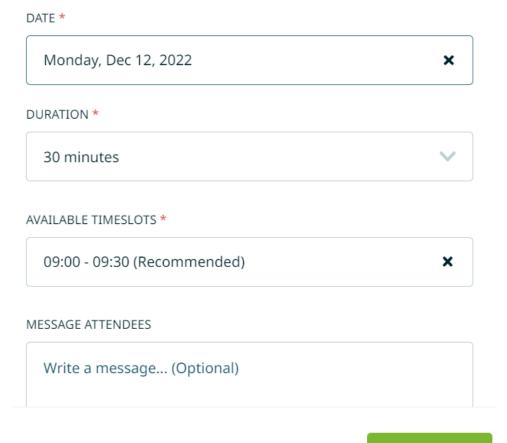




If a participant is available for meeting on the same timeslots that you selected they will show in green



# Select date, time, attendees (up to eight per meeting), add message



#### **Select the following options**

- Date
- Meeting Duration
- Check the Available timeslots
- Message attendees (optional)





#### Send Messages to other participants



You can also contact other participants via the message icon







For any questions please contact us at:

events@ihi.europa.eu











