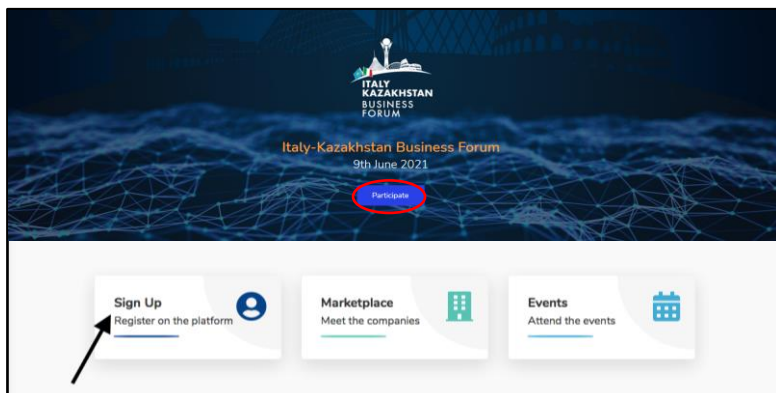# Confindustria International Meeting Platform - Short Guide for Participants







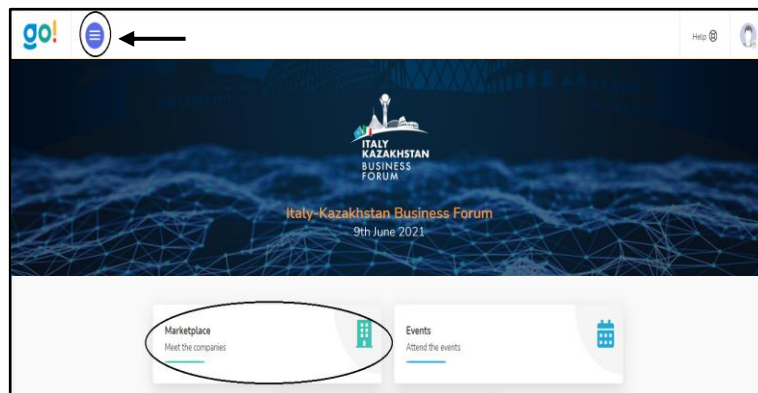## HOW TO REGISTER FOR PARTICIPATION

Connect to the link www.go.confindustria.it and visit the **Upcoming initiatives.**

Select the event that you wish to attend and click on **Participate** or **Sign Up.**
*Note: If you have already logged on to past events, **Sign In** with the credentials previously created.*

Select **New participant** or, if you are part of a company that has already registered for the event select **I am a member of registered company**, then:
1. Click on **Continue.**
2. **Fill out** the form in all its required fields
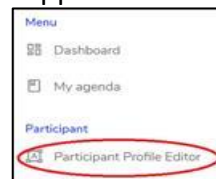3. **Accept** the terms of service and privacy policy, then click on **Confirm registration.**

**The marketplace will be activated for events with B2B meetings**

## HOW TO PROFILE YOUR COMPANY

To **profile** your company, access the platform with your credentials and click on the icon in the upper left corner. A drop-down **menu** will appear.
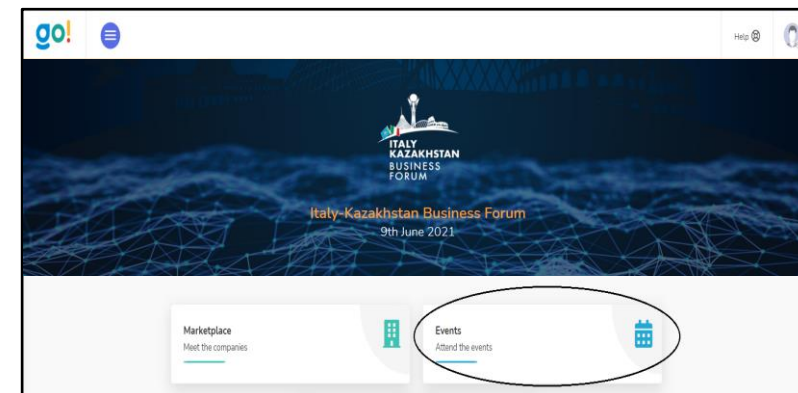
Click on
***Participant Profile Editor.***



Here you will find the information sections to be completed to profile the company for the Marketplace and B2B meetings.

Follow the steps and fill out each individual section.

Click on **Save and continue.** For a final overview of the profile, click 'Profile Preview' at the top right.

## HOW TO REQUEST A B2B MEETING AND ATTEND THE EVENT

*Your B2B meeting agenda will be visible in the **My agenda** section from the left column of the menu.*

You can send a B2B meeting request to the company of interest from the Marketplace, by clicking on the logo of the company with which you want to hold a meeting. Once you have opened the company page, click on **Arrange a meeting** button on the right side of the page and click **Confirm**. To accept a meeting, go to the dashboard, click on **Requests received** and finally click on **Accept meeting**.
*

To attend the Digital Event, **sign in** from the Event's webpage through the user icon at the top right, with the email and password generated during registration.

Click on **Events** and **Attend the event** to participate to the live streaming of the selected event.