

# B2B Matchmaking Quick Guide

This document illustrates the needed steps to utilize the B2B matchmaking function within the RLCF Alliance Community Platform

## 1. CREATE A PROFILE

You must **create an account** in the platform to access the matchmaking function. To the companies which have not yet established an account in the platform, a **personalized link was sent by DG MOVE on 21 of June and in the invitation to the General Assembly (to those that have not acted on the first message).**

Click on it and start creating your account! It will take a little time, but it is essential that you fill-in with the proper information to unlock the platform's powerful tools!



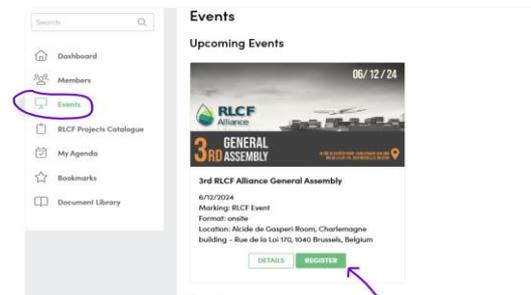
## 2. LOG-IN TO THE PLATFORM

Once your profile is created, **access the platform** via the following [\[link\]](#).

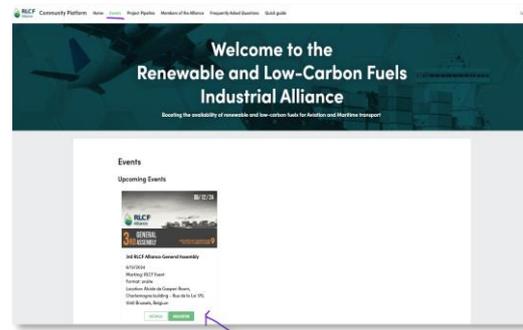


## 3. SIGN UP FOR THE EVENT

After logging in, **register to the RLCF Alliance General Assembly on 6 of December**. You can do it in the “Events Page”, as shown below:



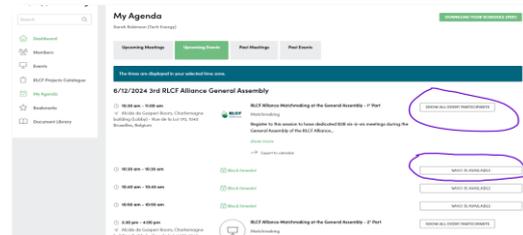
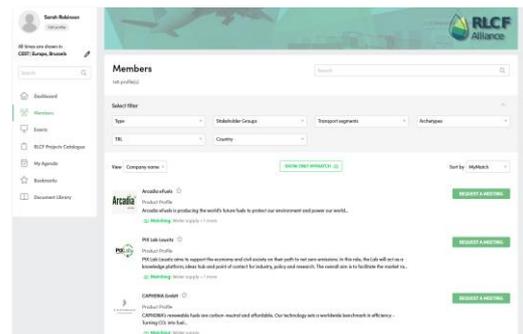
Alternatively, you can **register directly from the Home Page**:



#### 4. SEARCH & CONNECT

Next, **pre-arrange dedicated face-to-face meetings** with other RLCF members joining the RLCF Alliance General Assembly. You can do this in two ways:

1. **Navigate in the Members page** to start your search for connections. The Converve AI-driven tool will suggest potential matches based on your company's characteristics and needs (e.g., "looking for a project partner"). Alternatively, utilize the filter function to search for matches. To find the most suitable match, it is important that you submit your information with a good level of detail.
2. **Go in the "My Agenda" page**. This is a more tailored search, because here you will find only the RLCF Members that will participate at the RLCF Alliance General Assembly. From here, you can find your desired connections either by clicking on **"show all event participants"** or on **"who is available"**.



### 5. REQUEST A MEETING

Once you find a suitable match, **click on "request a meeting", select the box "3<sup>rd</sup> RLCF Alliance General Assembly"** and then **select which time slot to book during the event** (Remember: you cannot book in-person meetings at the RLCF General Assembly if you and/or the other organization did not register to the event).

**The recipient of your request will then accept or reject the proposed time slot.** An overview of your meetings schedule can be found on the "My Agenda page".

Remember that you can also receive meeting requests from other companies. Do not forget to regularly check your calendar in the "Agenda Page" to see the pending request.

### 5. REQUEST ONLINE MEETINGS

If you cannot attend RLCF Alliance General Assembly but you wish to schedule a meeting with one or more companies on the platform, **you can pre-schedule dedicated online meetings using the Converse web-conference tool.**

Once your meetings are accepted, simply log on and visit the Agenda Page. From there, click on "Start Meeting".

