CO-ORGANIZER GUIDE

www.b2match.eu/mwc2018
1. HOW TO BECOME A CO-ORGANISER?

Send an e-mail to mwc.accio@gencat.cat with:

- Contact details (e-mail, phone number)
- ID of your organization (MERLIN)
1.B HOW TO BECOME A CO-ORGANISER?

You will be added as a co-organizer on the Brokerage platform.

Once you have been invited as a Co-organizer via Email you will have to set up an account which you should have done by now.

admin.b2match.com
2. VALIDATE YOUR CLIENT

2.1 Managing participants

One of your main responsibilities is to manage participants. You can access the participant list by clicking on Participants on the left hand menu.

In order to guarantee high-quality profiles, participants need to meet the following requirements before they are approved and published:

- Completed Profile description
- Payment completed
- Availability Completed
- Corporate Email address

2.2 Activating a participant

Participants will have to be activated to be visible on the event website and to be able to request meetings.
3. SPECIAL GROUP PAYMENT

- The regular participation fee costs 310€
- Participants with more than 2 international meetings will get ONE 4-days Exhibition Visitor Pass.

1. Send an e-mail (mwc.accio@gencat.cat) asking for the Group Payment
2. You will receive specific instructions for your clients’ registration, in order they won’t have to pay the fee to be validated.
3. After the event you will receive the invoice with all your clients’ fees
4. You are responsible for all your clients’ fees
4. FAQS

1. When will the companies receive the visitor pass?

A few days before the event when we send the final agenda but only if they have at least 2 international meetings confirmed.

2. When will I receive my pass as a co-organizer?

Each EEN co-organizer with over 5 participants will receive ONE free pass.
3. Can EEN members register?

EEN organizations and Regional & Investment Agencies are not allowed to participate.

4. Can two people from the same company register?

No. We can only accept ONE participant per organization.
5. IMPORTANT INFORMATION

• A company email address is required to register and is the email address to which will send the visitor pass if the meeting requirements are met.

• Meetings are not automatically accepted. Your clients need to enter the website and accept the meetings.

• Participants must inform us about any meeting cancellations well in advance and preferably prior to the final agenda. No cancellation (with refund) will be proceed in less than one week before the event.

• Remember it is compulsory to answer the FEEDBACK FORM for follow up purposes. Please help us collecting feedback from your clients!
5. INFORMATION FOR YOUR CLIENTS

- Accommodation

In order to avoid fraud, we suggest booking through the Official Accommodation Partner of the MWC at:

https://www.mobileworldcgress.com/attend/hotels-travel/
QUESTIONS? CONTACT US!

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