SMARTCITY
EXPO WORLD CONGRESS
Brokerage Event
13 - 14 NOVEMBER 2018
BARCELONA

SMART CITY BROKERAGE EVENT

Registration Guide

www.smartcity2018.b2match.io

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1. CREATE AN ACCOUNT

- Or log in if you already have a b2match account

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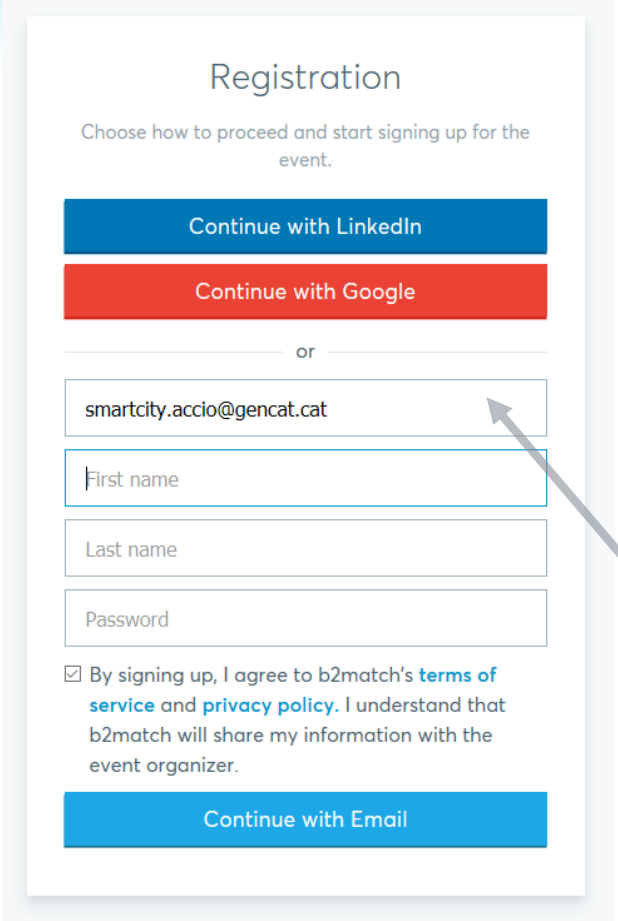

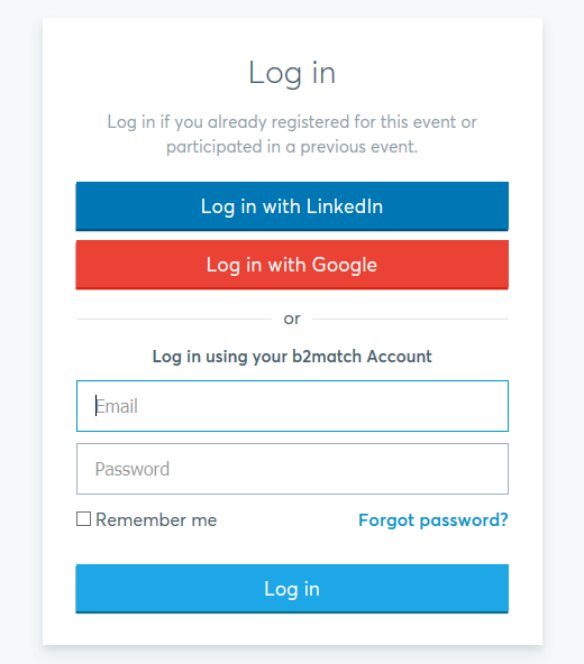

- Add a corporate email – we will send the PASS to this email
- You will need to confirm over this email

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2. PLAN YOUR ATTENDANCE

- Choose your availability for the meetings

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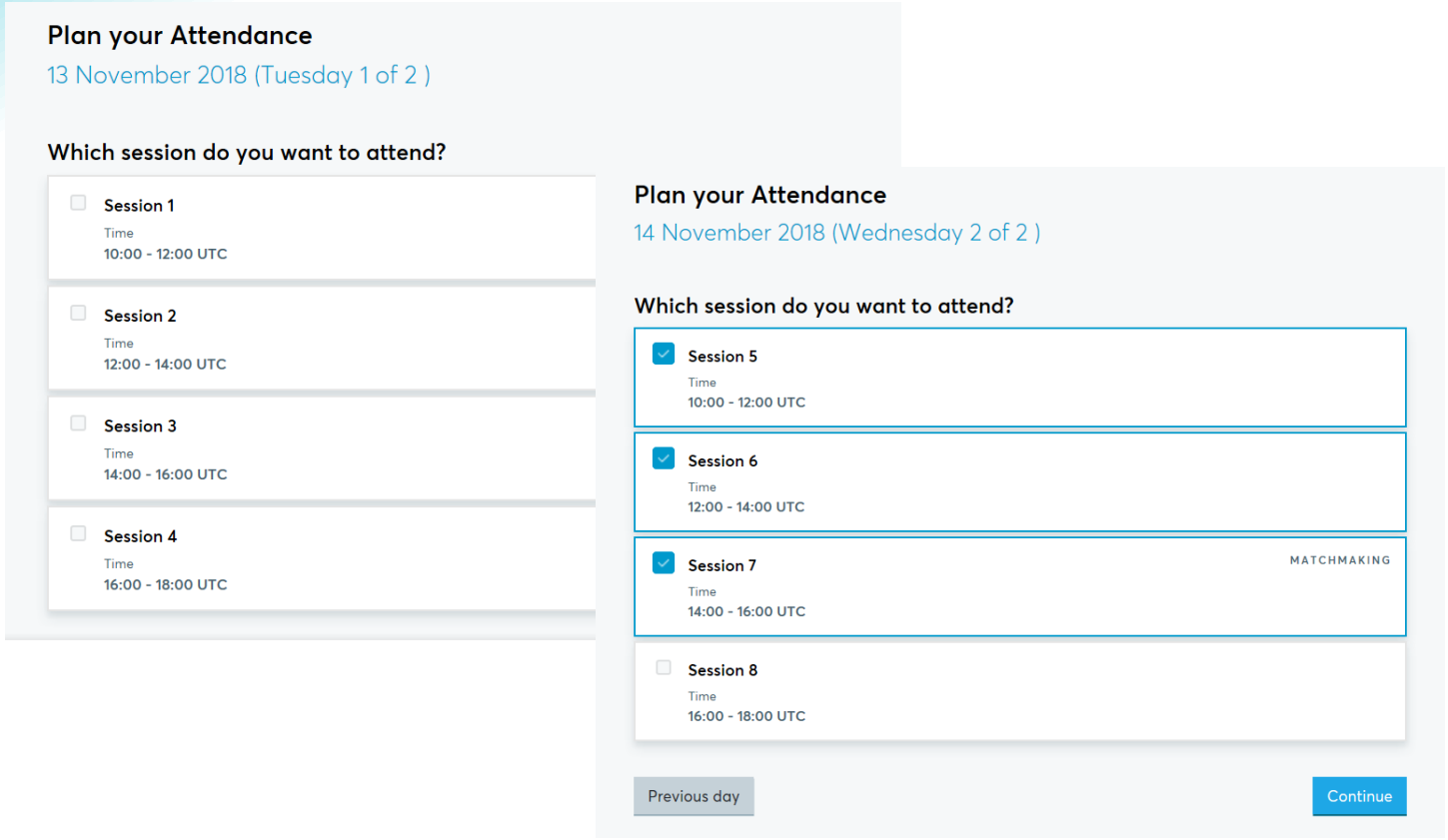

CONDITIONS OF PARTICIPATION

- **Only 1 participant per organisation** is allowed
- **Following up with your support office after the event is required**
- **Regional development agencies are not allowed to participate**
- **Consultants not allowed to participate** unless they have a technical focus directly related to smart cities.
- **National meetings are allowed**.

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3. COMPLETE YOUR PROFILE

- Add a complete description of your organisation

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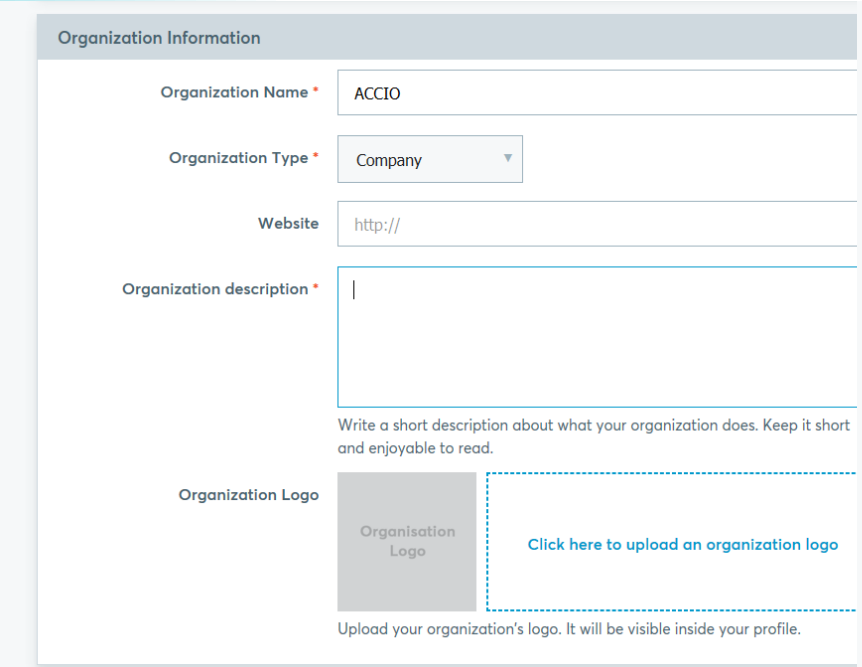

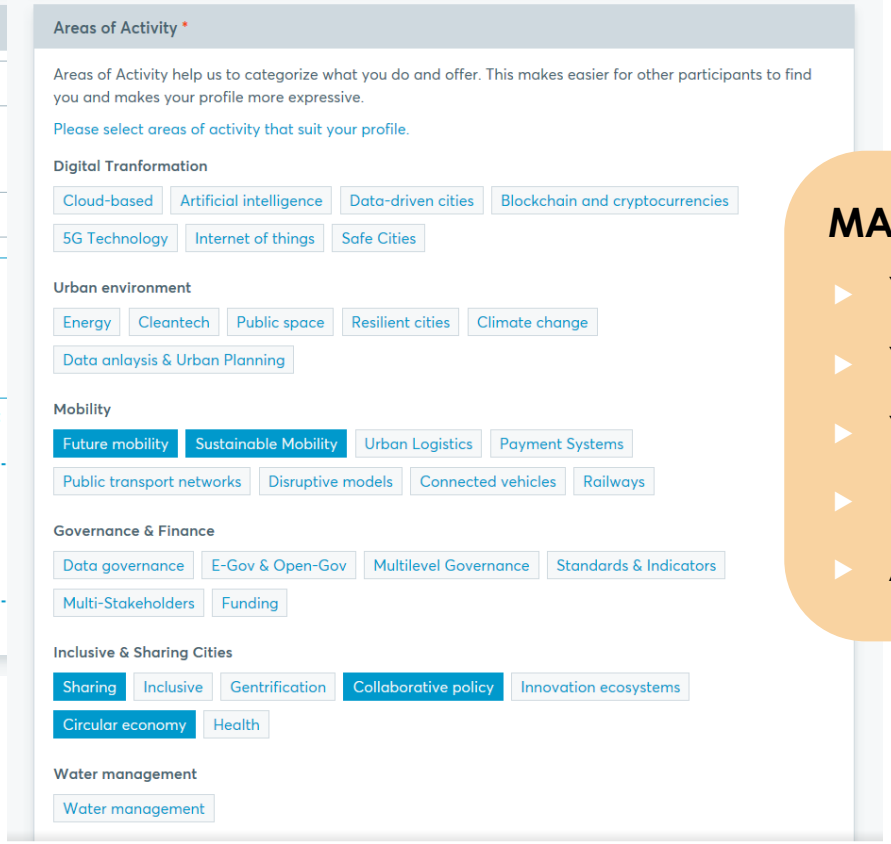

MAKE SURE YOU INCLUDE:

- Year of establishment
- Your expertise
- Your experience
- Product and services overview
- Areas of activity

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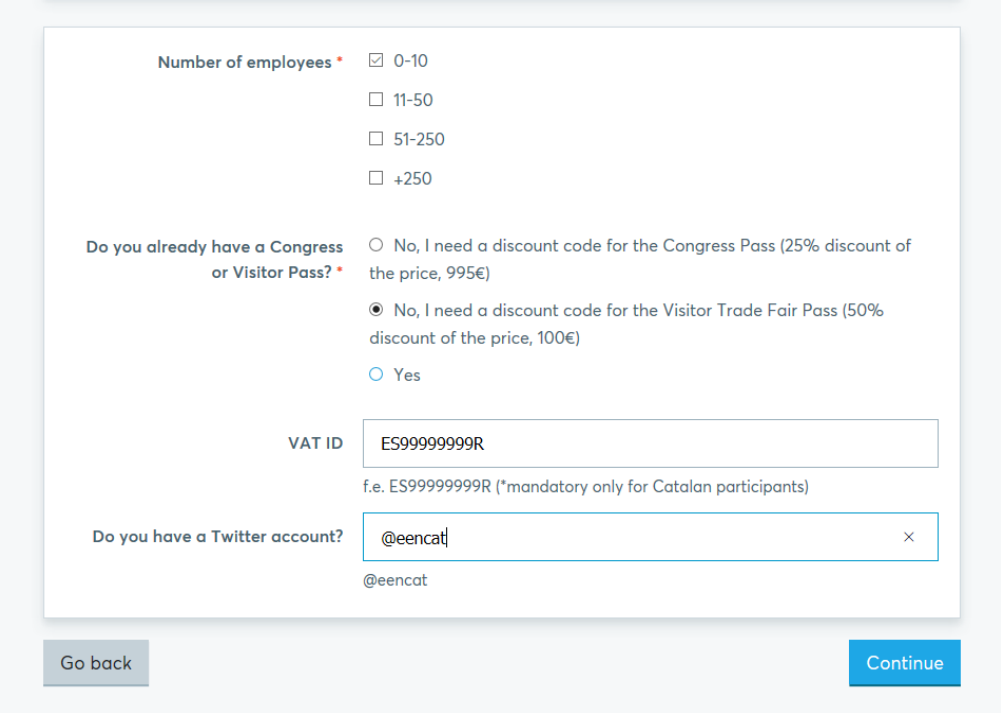
4. COMPLETE YOUR PROFILE

- Choose one pass option
- Add the size of your organisation
- Add the VAT number (if you are a Catalan company)



A minimum of 2 international meetings are required in order to get one of the two discounts:

- **A 25% discount on the Congress Pass (valid for SCEWC and SMWC) (orig. 995€).**
- **A 50% discount on the exhibition/visitor Pass (orig. €100)**

5. MARKETPLACE

- What are your objectives for the meetings?
- What are you offering / looking for?

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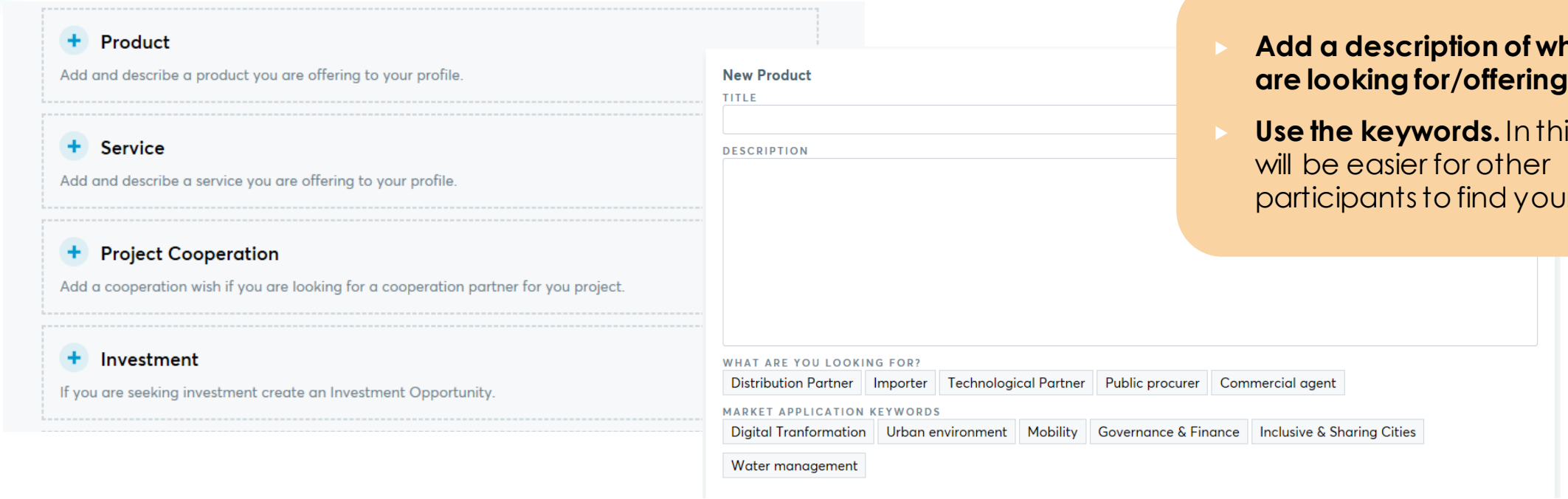

- **Add a description of what you are looking for/offering**
- **Use the keywords.** In this way it will be easier for other participants to find your profile!

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6. YOUR PROFILE

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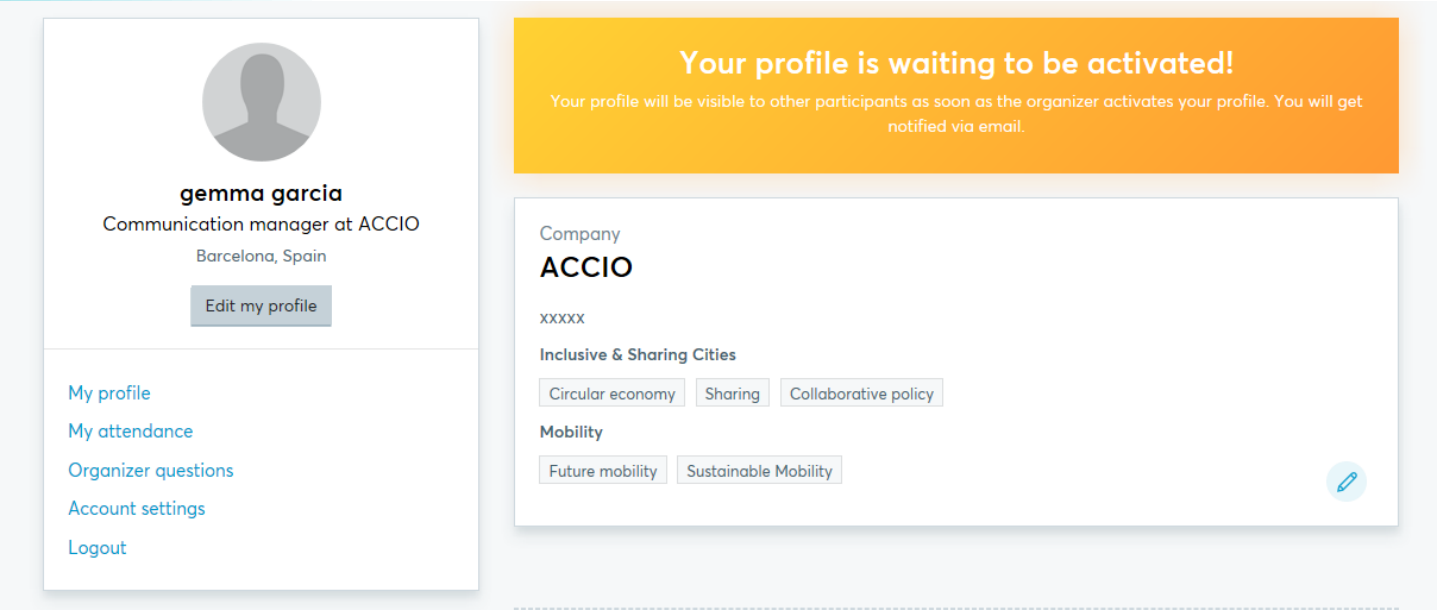

FOR MORE INFORMATION

- How it works
- Useful Information
- Terms and conditions

- As soon as the administrators approve your account it will become active. **You will receive an email stating that your account is activated**. If your profile is not properly completed you will also be contacted with further information on how to improve it.

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7. GENERAL INFORMATION

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Important deadlines

- Registration until 30th October
- Registration for meetings: 17th September – 6th November

Schedule

- Tuesday, November 13th: From 10h to 18h
- Wednesday, November 14th: From 10h to 18h

Location

- *Fira de Barcelona (Gran Via Venue)*
  Avinguda Joan Carles I, 58
  08908 L'Hospitalet de Llobregat
  (Barcelona)

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8. TERMS AND CONDITIONS

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- Cancelation of meetings should be done through the platform in order to inform the other participant. **No cancelation will be managed by phone or by email.**

  No-show participants will not be allowed to participate on future events

- Participants must answer to the online satisfaction and meetings feedback form sent by organizers.
- Participants are asked to notify any collaboration agreements that you reach with other Brokerage Event participants to the organizer and/or co-organizer.
- The Visitor/Congress discount code for the pass will be send (if the meeting requirements are met) with the final agenda a few days before the event
- Read more information about the Terms and Conditions here.

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QUESTIONS? CONTACT US!

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