



IHI Call days

- How to book your meetings via the B2Match tool

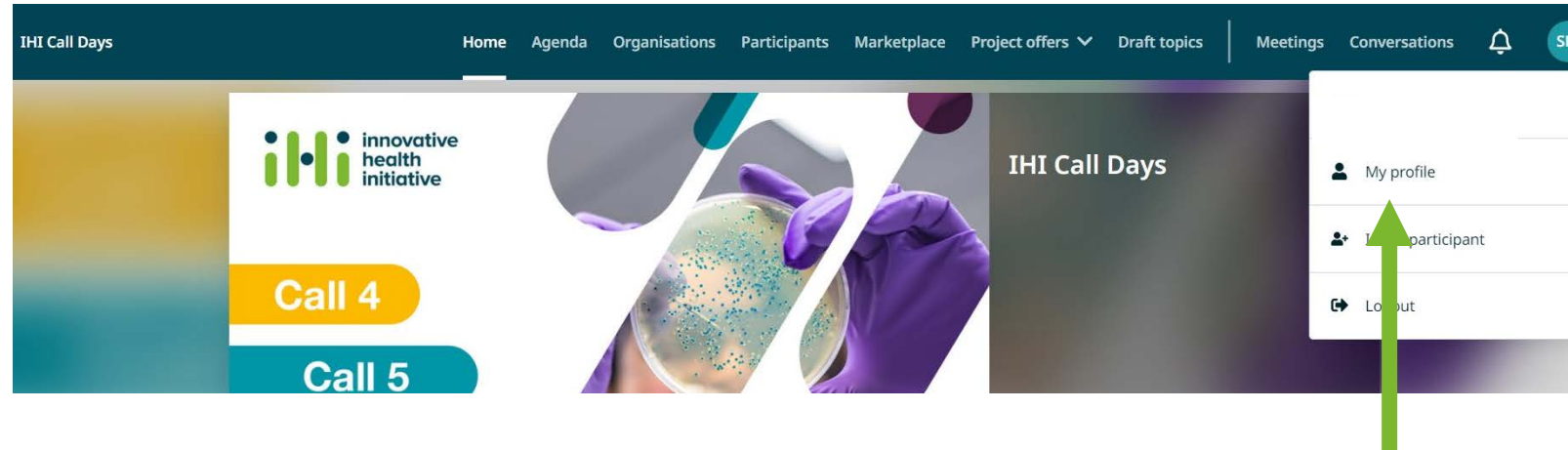
Book your meetings in 4 easy steps



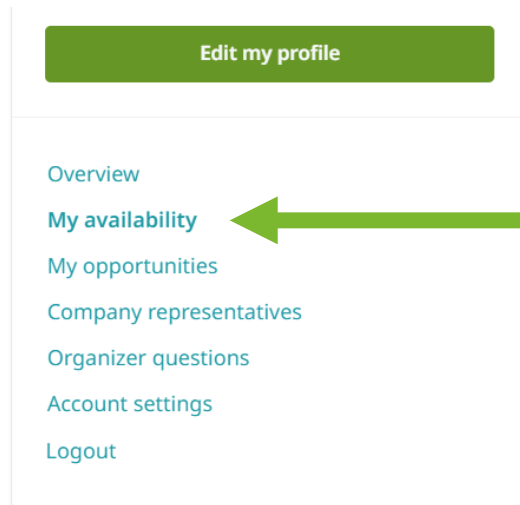
1. Make yourself available
2. Look for partner on the participants or organisation tab
3. Select date, time, attendees (up to eight per meeting), add message
4. Send the meeting request and wait for the reply

Our matchmaking platform allows you to book meetings at any time with any of the participants.

Make yourself available



1. Go to “My profile”



2. Select “My availability”

Make yourself available (cont.)

All times are displayed in your time zone (Europe/Paris, currently: 21:38). [Change](#)

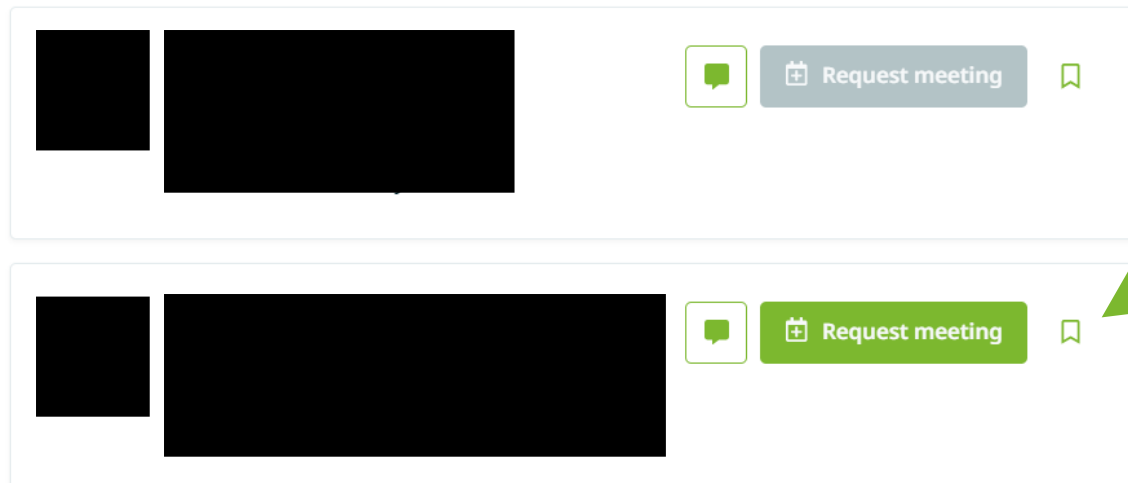
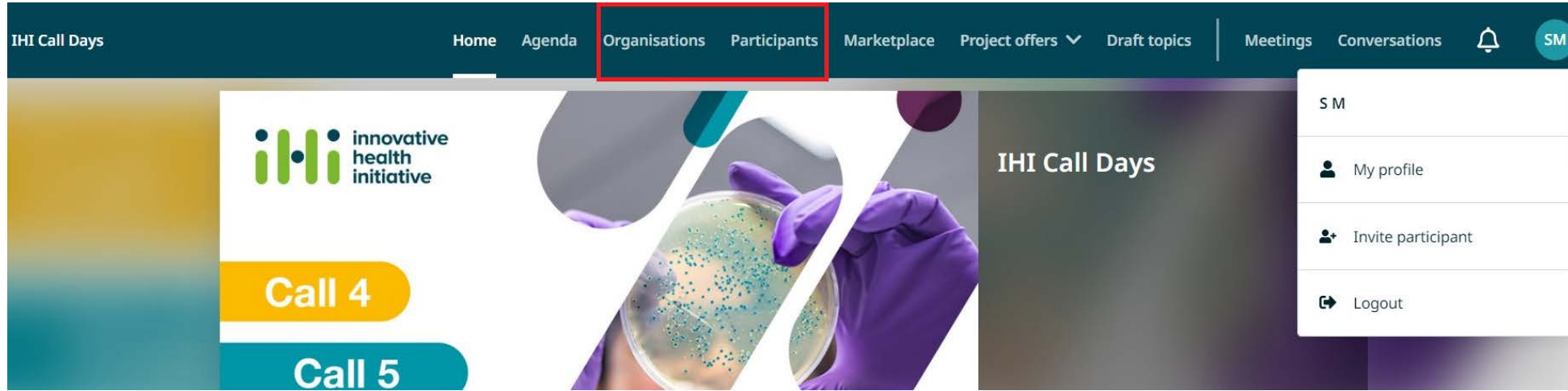
Available from June 07, 2023 to February 01, 2025

Select if you would like to be available for meetings:

From 07 June 2023 to 01 February 2024

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

Request meeting ×

DATE *
Monday, Jun 19, 2023 ×

DURATION *
30 minutes ▼

AVAILABLE TIMESLOTS *
09:00 - 09:30 (Recommended) ×

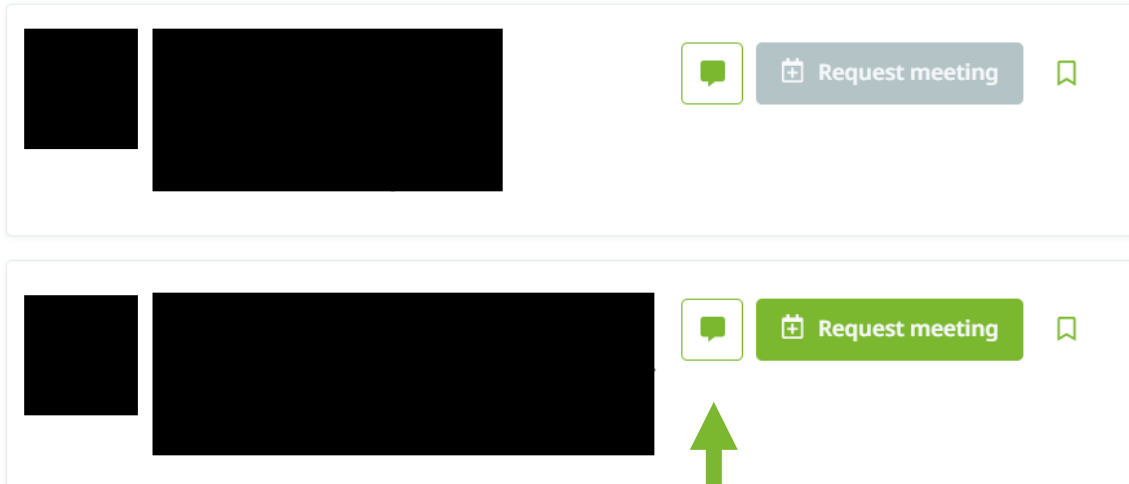
MESSAGE ATTENDEES
Write a message... (Optional)

Send request

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

