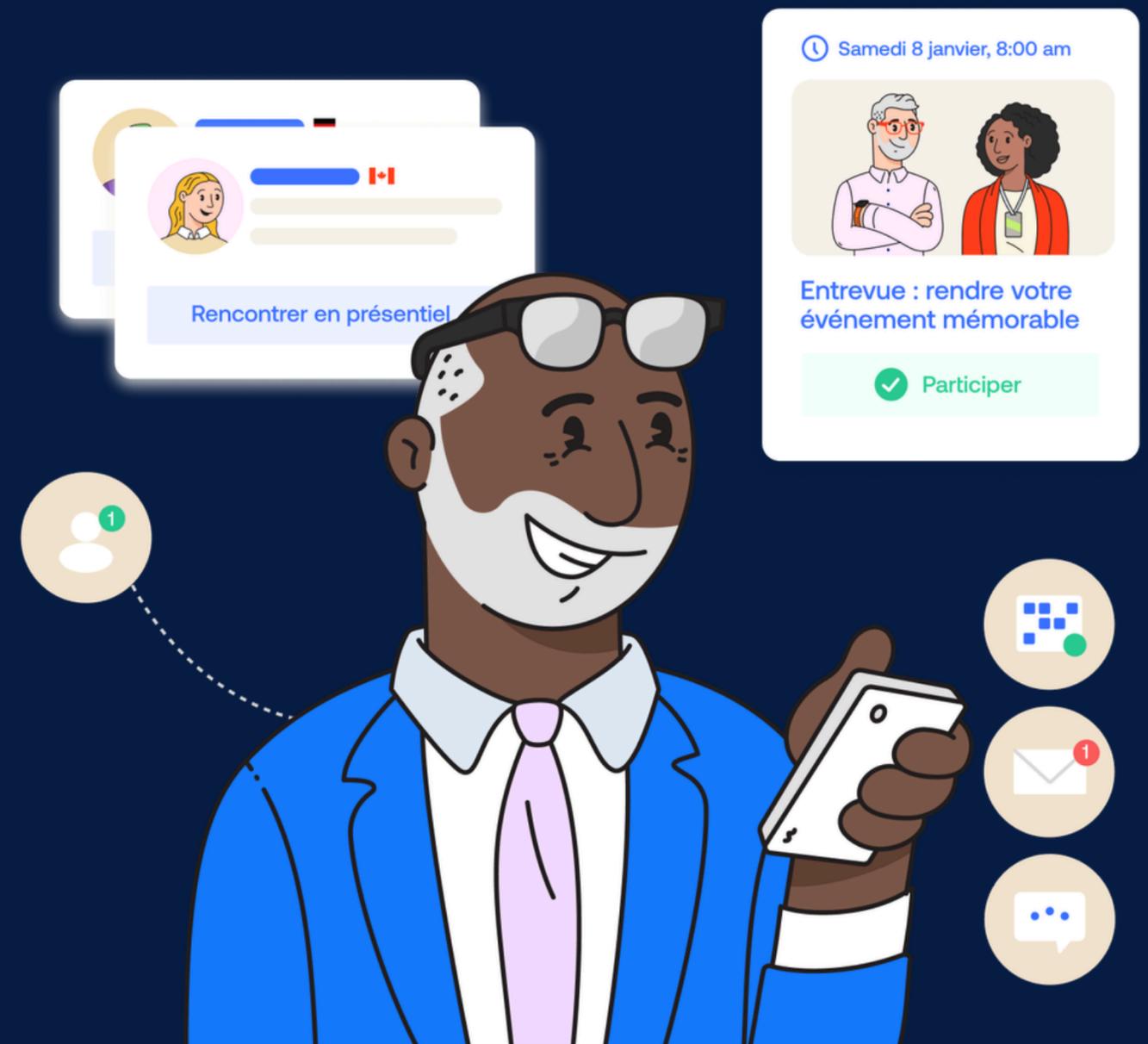


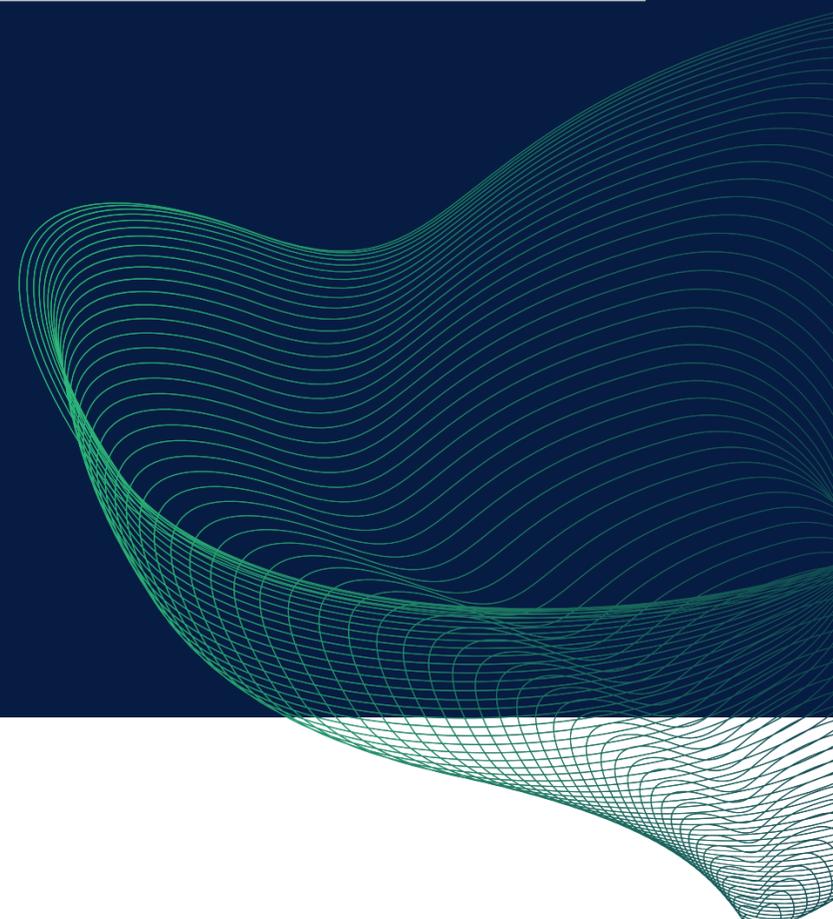
B2B/2GO

User Guide

B2B/2GO is a all-in-one platform that provides a flexible, simple and accurate environment, along with a concierge service that stands out in the industry.



Optimized networking



Successful networking doesn't happen randomly.

Participants taking part in an event on the B2B/2GO platform are requested to follow the following steps to ensure complete participation on the platform. This step-by-step guide should provide you with clear instructions around login processes and B2B matchmaking.

Please Note:

1. Profiles should be **activated and updated as soon as possible.**
2. Only once your account has been activated, you may begin to send and receive B2B meeting requests.

#1 ACCESS

Log in to the platform using your email address and chosen password.



REGISTRATION

Each participant must create and complete a profile on the platform. To start creating your profile, click on the link sent by e-mail.

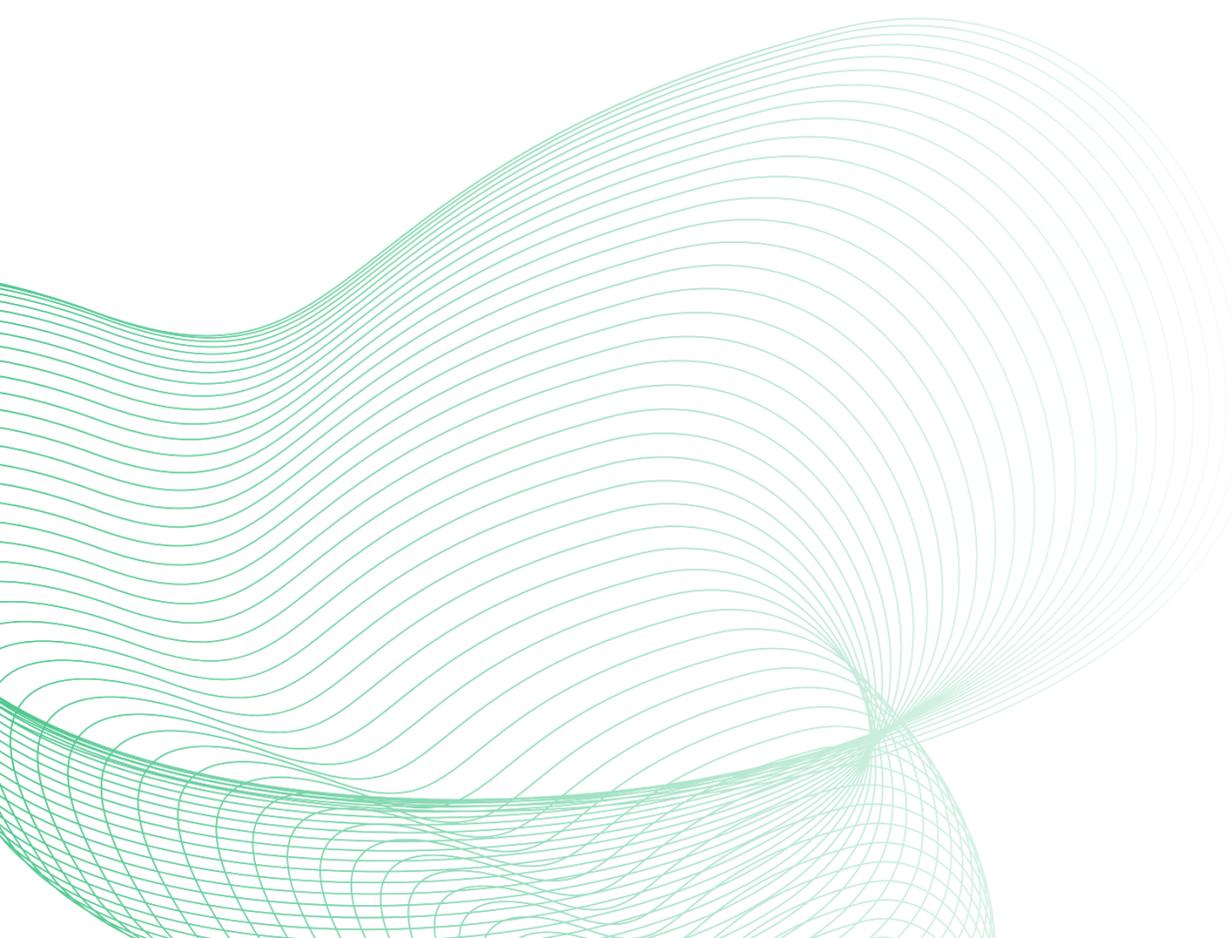
FREE

This exclusive networking service is free of charge for participants.

HAVING TROUBLE?

If you cannot find your registration link, please check your spam folder or contact the platform support: defsec-west-2026@mail.go.b2b-2go.com

#2 EDIT YOUR PROFILE



BUSINESS PROFILE

Update all key information:

- Personal information (name, professional title)
- Company information
- Picture, logo, Video, PDF, Social media links
- Keywords selection for the networking
- Availability for meetings

PDF PROFILE

Participants will be able to download a PDF version of your profile. These PDFs can be found on the profiles of each user on the platform.

STAND OUT

The greater the details you provide, the more refined and accurate your matches can become.

Enhance your matchmaking experience on the platform by enriching your profile with more information.

DATA CONFIDENTIALITY

Rest assured that your email address and phone number will remain confidential within the platform, as long as you refrain from sharing them yourself.

If you wish to share your info as an e-card after a meeting, you're more than welcome to do so!

Add your availability

Please remember to select the time slots during which you won't be able to participate in meetings. By clicking on these slots, they will be shaded in grey, indicating your unavailability. This process should be repeated for each day of the event. Don't forget to confirm your choices by clicking the "Save" button.

When scheduling meetings, there's no need to manually adjust your availability. The platform will automatically prevent any instances of double booking, ensuring a smooth and conflict-free scheduling experience.

If applicable, make sure to select the appropriate time zone.

The screenshot displays the 'EDIT MY PROFILE' interface. On the left, a sidebar lists profile sections: My information, Address, Picture, Logo, Availability (highlighted), Main activities, and Additional Information. Below the sidebar are 'SEE MY PROFILE' and 'SAVE' buttons. The main content area shows a progress bar at 73% and the 'AVAILABILITY' section for 'Monday, December 12'. It includes a 'TIMEZONE : AMERICA/MONTREAL' indicator, a 'CLICK HERE TO SELECT ALL THE OPTIONS' button, and a 'Virtual' meeting icon. A grid of time slots is shown, with 10:20 shaded grey and a red arrow pointing to it. Other slots include 10:00, 10:40, 11:00, 11:20, 11:40, 12:00, 12:20, 12:40, 13:00, and 14:40. A 'How it works?' dropdown and a 'SAVE' button are at the bottom.

Target your networking

Choose items from the list of keywords that best describe what you're offering and looking for. Through this selection, the platform will create meaningful connections tailored to your preferences.

Expect personalized recommendations featuring profiles that align with your interests.

In case a desired keyword isn't available for selection, use the company description section to comprehensively share any additional details you'd like to highlight.

The screenshot shows a web interface for editing a profile. On the left is a sidebar with navigation options: 'My information', 'Address', 'Picture', 'Logo', 'Availability', 'Main activities', and 'Additional Information'. The 'Main activities' option is selected. Below the sidebar are buttons for 'SEE MY PROFILE' and 'SAVE'. The main content area is titled 'MAIN ACTIVITIES' and features a progress bar at 59%. It includes instructions to select keywords for 'What you are offering' and 'What you are looking for'. The interface is divided into three sections: 'Fruits', 'Transport', and 'Vegetables', each with a list of items and checkboxes for selection.

	What you are offering	What you are looking for
Fruits		
Frozen Fruits	<input type="checkbox"/>	<input type="checkbox"/>
Juice	<input type="checkbox"/>	<input type="checkbox"/>
Dried Fruits	<input type="checkbox"/>	<input type="checkbox"/>
Fresh Fruits	<input type="checkbox"/>	<input type="checkbox"/>
Transport		
Logistics	<input type="checkbox"/>	<input type="checkbox"/>
Refrigerated Trucks	<input type="checkbox"/>	<input type="checkbox"/>
Storage	<input type="checkbox"/>	<input type="checkbox"/>
Vegetables		
Frozen Vegetables	<input type="checkbox"/>	<input type="checkbox"/>
Powdered vegetables	<input type="checkbox"/>	<input type="checkbox"/>
Fresh vegetables	<input type="checkbox"/>	<input type="checkbox"/>
Vegetables broth	<input type="checkbox"/>	<input type="checkbox"/>

#3 START NETWORKING

Based on your completed profile, the platform will recommend appropriate matches indicated by the tags “**Match**” and “**Super Match**”.

OPEN THE SMART LIST

Click on the Participants tab in the main bar at the top of the platform to view the list of participants.

B2B/2GO identifies *matches* and *super matches* based on common interests.

FIND YOUR MATCHES

Use the search tool on the left side of the screen to filter the profiles according to your interests.

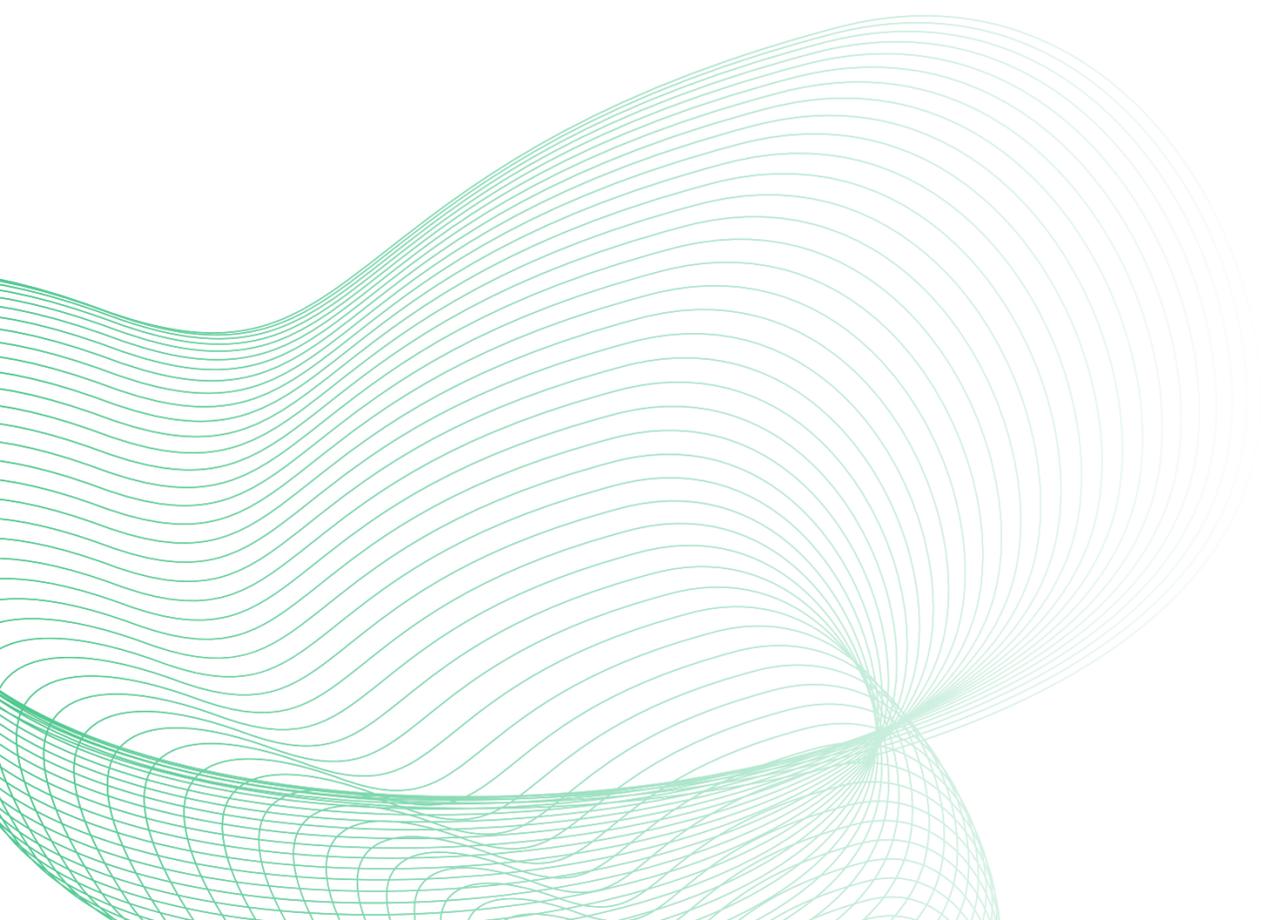
Lists can be filtered by more than 10 criteria.

GET TO KNOW OTHER ATTENDEES

Click on the name of a participant to consult their profile. Reading detailed profile helps prepare the discussion for positive results at the event.

BOOK MEETINGS

Use the message box and the “Request a meeting” button on the right side of the profile to start networking.



See your confirmed meetings

On Site

Guélin, Marion
B2B/2GO

[SEE THE PROFILE IN PDF](#)

Friday, December 30
10:00 am - 10:10 am

ADD GUESTS

IN-PERSON MEETING: TABLE 02

More options

Click **Add Guests** to send an invitation to your colleague(s). They will be able to accept and add the meeting to their agenda.

AGENDA TAB - Once a meeting has been requested, and the other party has accepted your request to connect, an official B2B meeting will be added to both agendas.

orm demo 2022

Participants Round tables **My Agenda** News Messages

AGENDA Timezone : America/Montreal

ber 30 SAT | December 31 FRI | March 3 MON | March 6 SAT | December 30

< Previous dates Next dates >

- Friday, December 30, 2022
- Saturday, December 31, 2022
- Friday, March 3, 2023 - Kids day
- Monday, March 6, 2023
- Saturday, December 30, 2023**

Please click on the different tabs of the top main menu to add items to your agenda.

MEETINGS
BE AVAILABLE ALL DAY

_____	10:00 AM
AVAILABLE	10:30 AM
AVAILABLE	11:00 AM

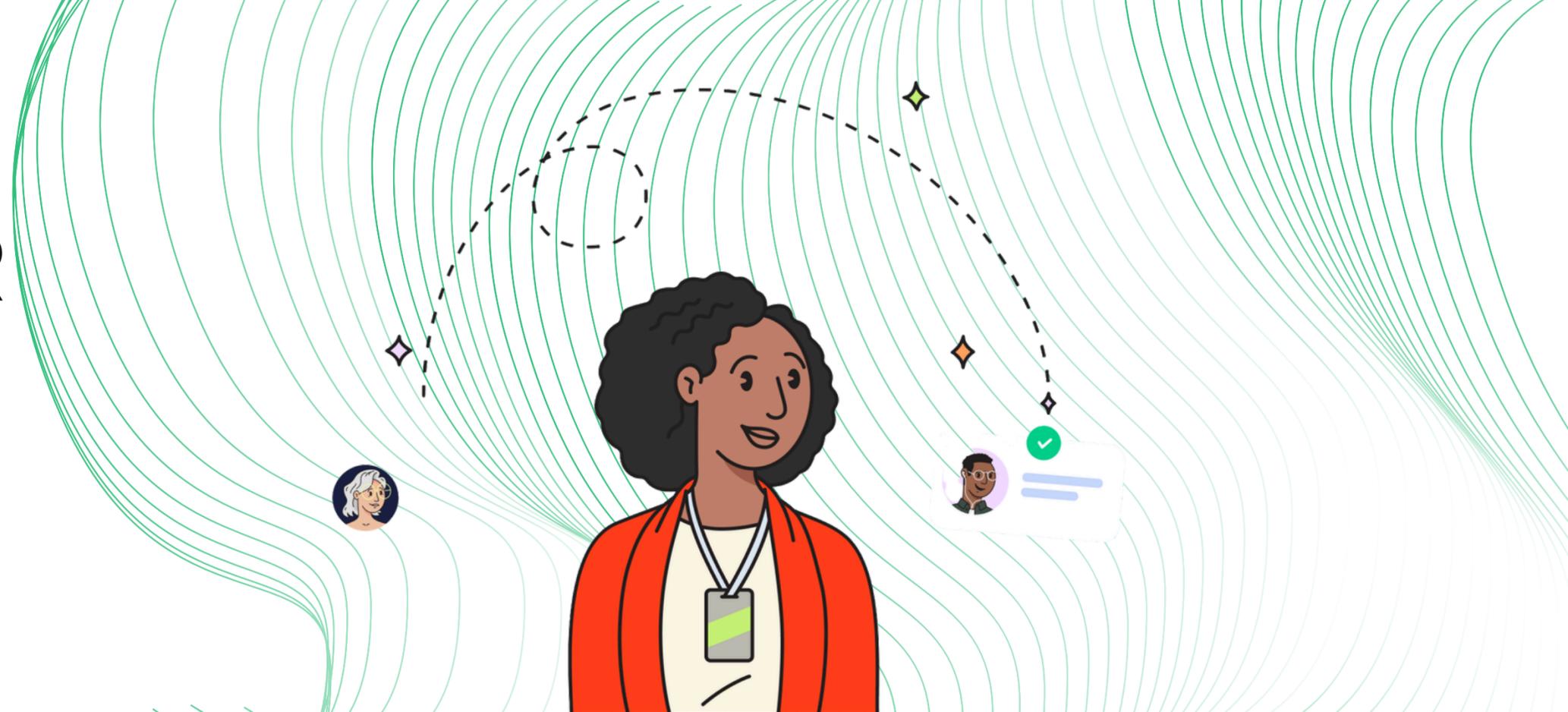
GENERATE YOUR AGENDA IN PDF

ADD TO MY CALENDAR

EVENT SCHEDULE

FLOOR PLAN

#4 PREPARE FOR THE EVENT



DOWNLOAD THE EVENT APP

An app is provided to help you manage your meetings and networking as smooth as possible during the event.

[Apple Store](#) & [Google Play](#)

WHAT TO DO ON THE APP?

Use the app to network during the event and keep track of your agenda :

- Send and reply to messages or meeting requests.
- Check your meeting agenda and new notifications
- View participant profiles of those attending the event

HOW TO SCAN ATTENDEES

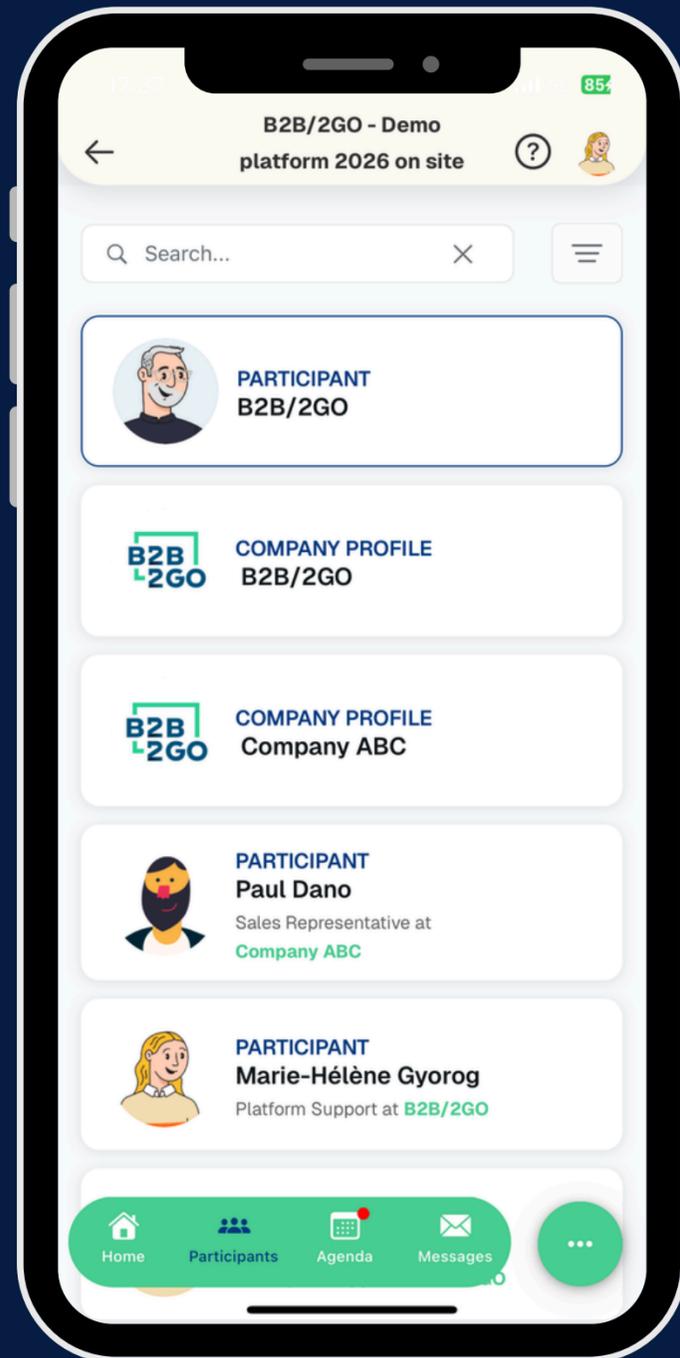
The app includes a Scan feature that allows you to quickly share your profile with another attendee. Go to **Profile & Other Options** to:

- Share your profile QR code with an attendee
- Scan another attendee's QR code

All scanned profiles will automatically appear in your Participant List.

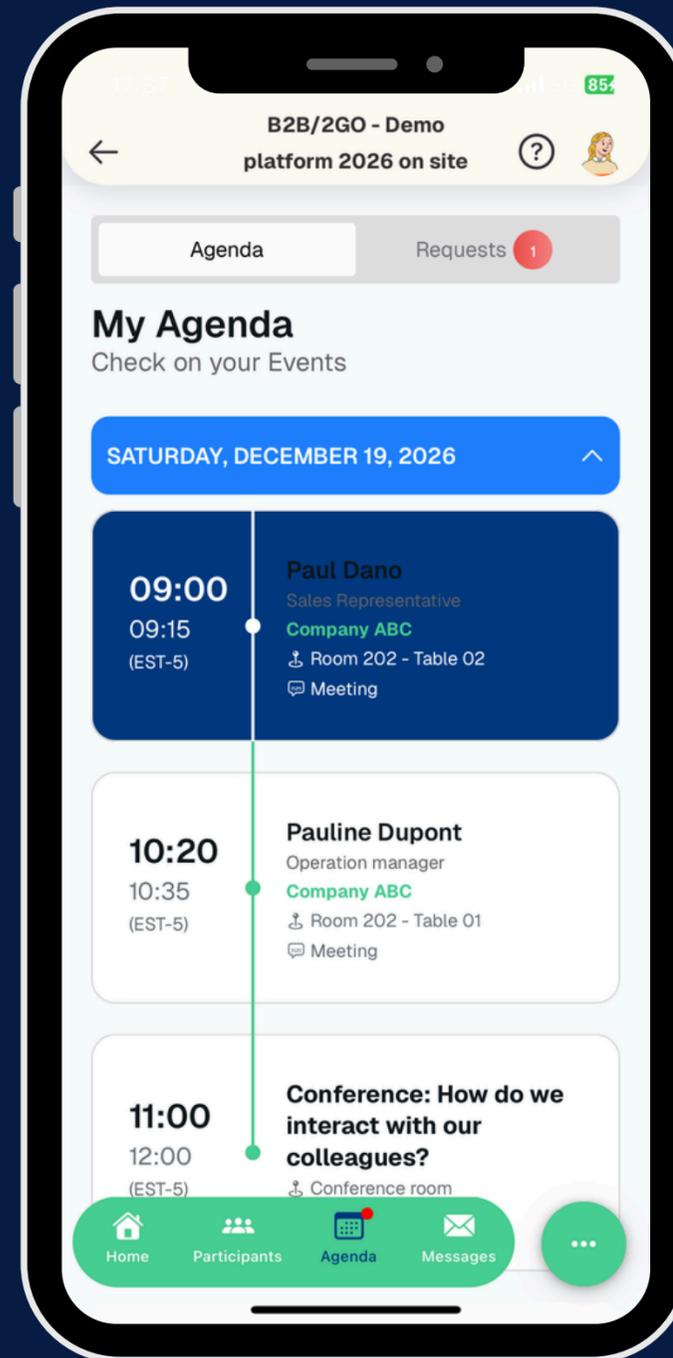
Find attendees

Filter your list to target your networking



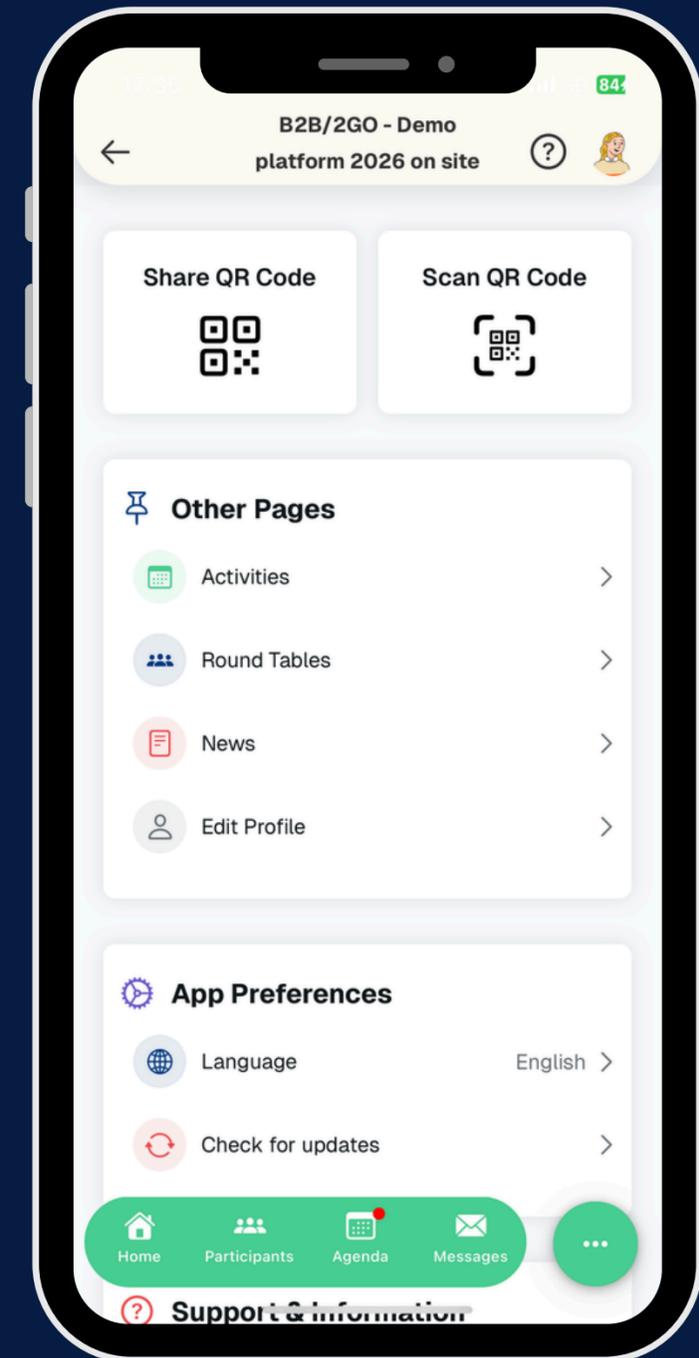
See your agenda

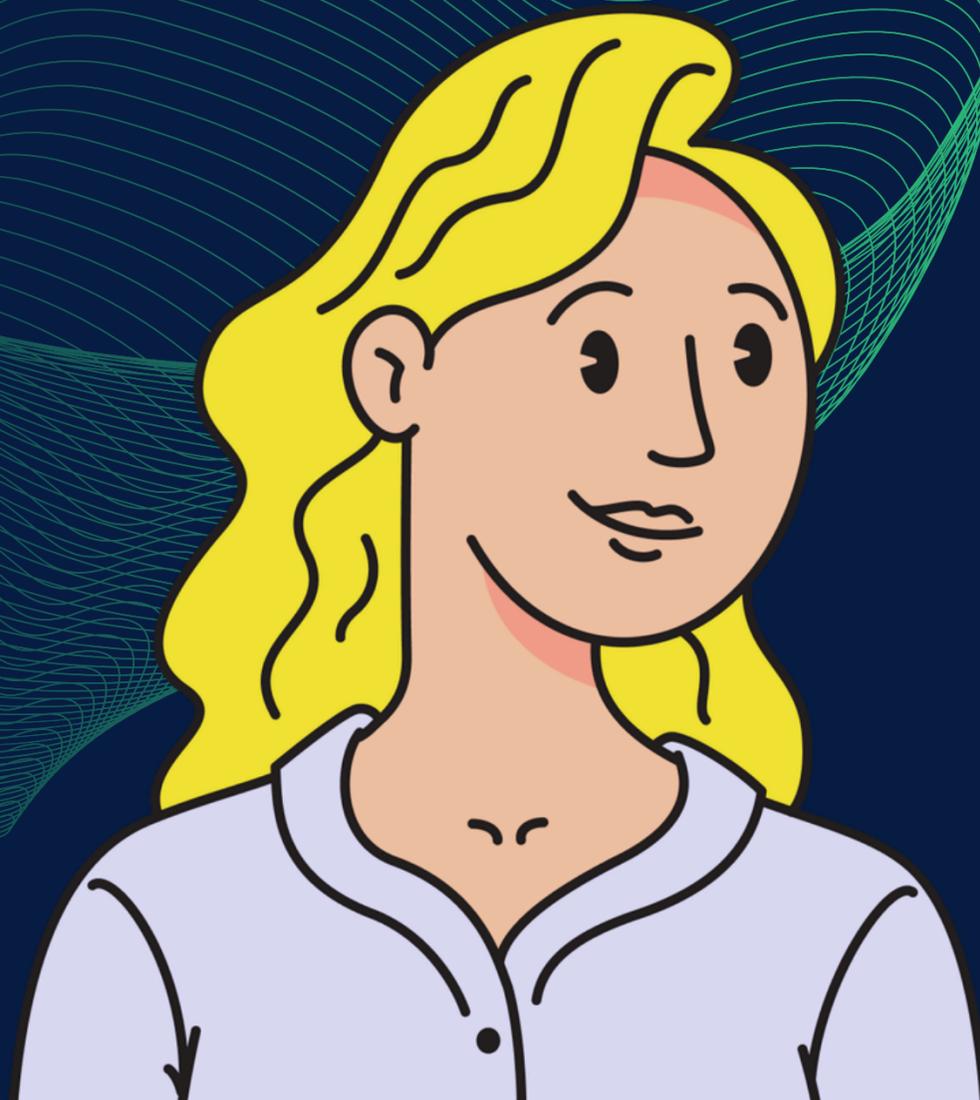
See confirmed meetings and manage meeting notifications



Scan profiles

Click on Profile & other options to share your profile





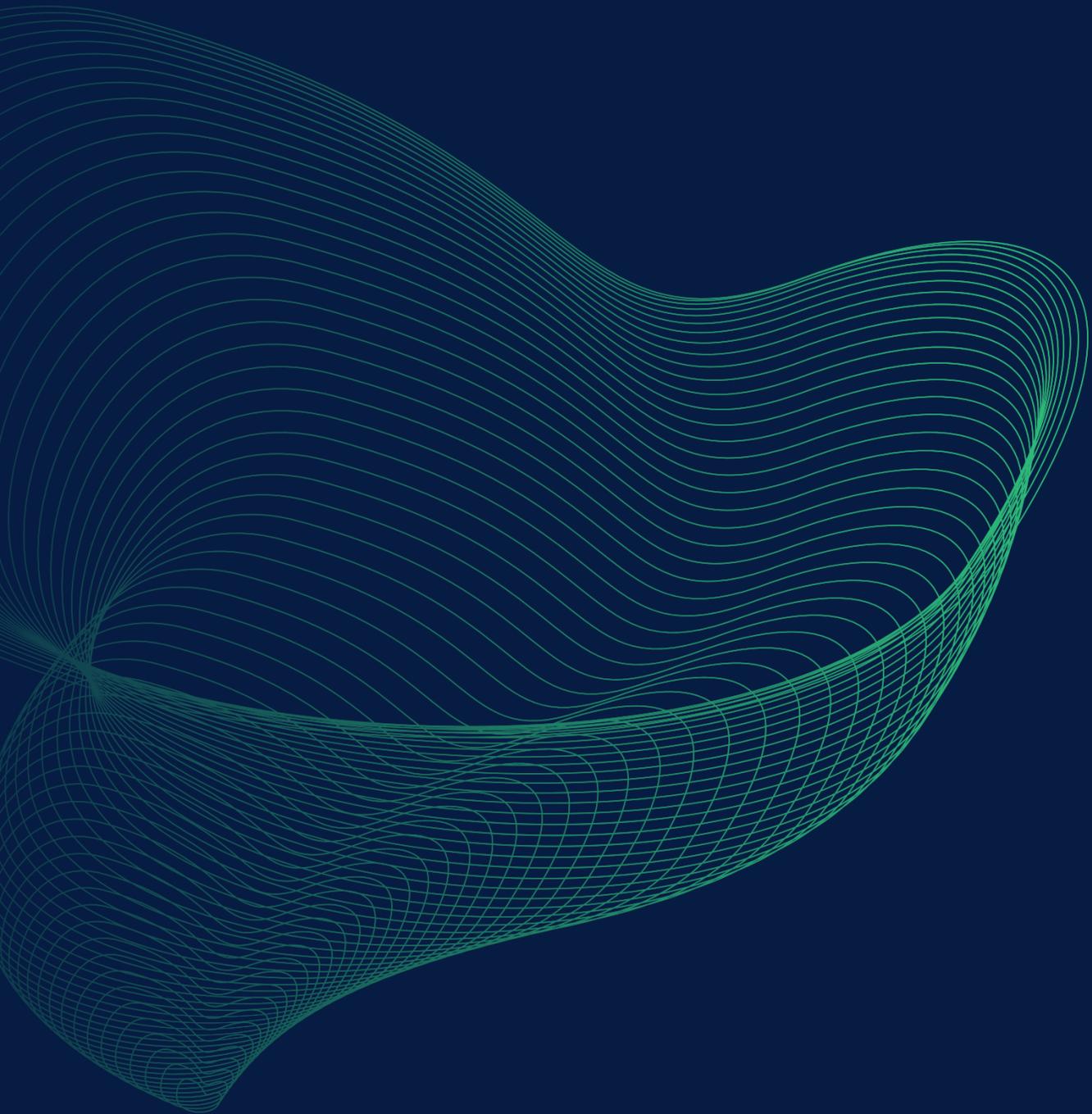
NEED ANY HELP?

If you have any questions or are experiencing any issues on the platform before or during the event, do not hesitate to contact us for immediate assistance:

By phone: +1-833-383-2677

By email: defsec-west-2026@mail.go.b2b-2go.com

By chat: find the live chat located on the bottom right corner of the platform



B2B L2GO

