



# Registration Manual

## TECHNOLOGY COOPERATION DAYS 2017



*Wir stehen Unternehmen zur Seite*



### Event Partners:



Direct Support: [nils.benne@nbank.de](mailto:nils.benne@nbank.de) OR [melanie.albrecht@nbank.de](mailto:melanie.albrecht@nbank.de)

Last Update: 13.01.2017



TechnologyCooperationDays

@ HANNOVER MESSE 2017  
25 - 27 April 2017

### It is just 9 easy steps to your participation:

1. Go to [https://www.b2match.eu/technologycooperationdays2017/sign\\_up](https://www.b2match.eu/technologycooperationdays2017/sign_up) for registering as a new participant for TECHNOLOGY COOPERATION DAYS 2017
2. Please select **before February 25, 2017 “Early Bird Participant”** to participate at no charge. After February 25, 2017 the event costs for one “Participant” are 119 EUR (including VAT). You will receive an invoice upon request. Included are entrance tickets to the fair and refreshments during the meeting times.

#### Type of Participation

- Early Bird participant *Free of charge*  
*Participants are able to offer and request products, technologies and services and can book meetings with all other participants*
- Participant *119,00€*  
*Participants are able to offer and request product, technologies and service and book meetings with all other participants*

3. **Please enter your “Person” and “Organisation” data.** Fields marked with \* are mandatory. VAT-ID is just required for participants registering after February 25, 2017.  
Please enter first and last name of accompanying persons if you would like to receive an additional entrance ticket to the fair ground as well as access to the refreshments bar.

#### Person

\*  Male  Female

Job Position \*

First Name \*

Mobile Phone \*

Last Name \*

Academic Title

Email \*

Create your password \*

#### Organisation

Organisation Name \*

Organisation Type \*

Organisation Size \*

Street \*

Phone \*

City \*

Web (URL)

Postal Code \*

Country \*

VAT-ID  
starting with your  
country code  
(e.g. AT123456789)

Accompanying Persons

4. Please enter your **“Organization Details”** which means a short description of your company/

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research organisation/ network, including core business/ research/ activities, main products, experiences.

To ease the search function after your registration and that for the opportunity to be identified by interesting meeting partners, please select also your **“Area of Activity”** by ticking one or several boxes. If you are an exhibitor you can insert your booth number under **“Additional Information”**. Sometimes meeting partners asked us for this information, because they would like to visit the booth.

### Organisation Details

Organisation Details \*

**B** *I* Normal Text ▾

p

Brief company description  
(at least 0 characters. Max. 5000 characters)

Areas of Activity **BUSINESS FIELDS**

- SMART Factories
- Industrial Manufacturing
- Measurement Tools
- Energy and Ressource-Efficient Manufacturing
- Sustainable Energy
- Mobility

### Additional Information

If you are an exhibitor, please insert here your booth number:

5. Please select your **“Local Support Office”**. Selectable are all Enterprise Europe Network co-organizers of the event, sorted by country code and organization name. The event is organized by the Enterprise Europe Network (EEN) partner NBank. Several EEN partners from different countries support the event by promoting the event within their regions and taking care for their regional clients. These partners support you by helping to proceed with the registration and/or during the event. If you don't know your “Local Support Office” or if no office from your country is selectable, please choose “I don't know my support office”.

### Local Support Office

6. It is mandatory to accept our **“Terms of Service”** to participate in the event. Please consider if you may like to un-tick the box “I want to be informed about upcoming events”.

### Terms of Service

- I agree to the general terms and conditions outlined in [Terms of Service & Privacy Policy](#)
- I want to be informed about upcoming Events

7. **Please click**

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which will lead you to the second step of registration and the following view with different tabs to complete your registration



**Jörg Büsel**  
NBank

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Meetings

### Plan your Attendance

#### Tue, 25 Apr

##### BILATERAL MEETINGS

8. Please choose **“Plan your Attendance”**. Your meetings will be scheduled just in accordance with your selected time frames. This gives you the opportunity to better plan and organise your fair participation at all. (You can't request meetings with participants selecting other time slots.) Please select your available slots for meetings. You can change your attendance time Iso later on.

Plan your Attendance

#### Tue, 25 Apr

##### BILATERAL MEETINGS

Pre-arranged bilateral meetings (30 min/meeting)  
Four weeks before the event you  
- can request bilateral meetings  
- will receive meetings requests

- |                          |               |   |
|--------------------------|---------------|---|
| <input type="checkbox"/> | 10:00 - 13:00 | <p><b>B2B Tuesday Morning - TechnologyCooperationDays</b><br/>TechnologyCooperationDays<br/>pre-arranged bilateral meetings</p>   |
| <input type="checkbox"/> | 14:00 - 17:30 | <p><b>B2B Tuesday Afternoon - TechnologyCooperationDays</b><br/>TechnologyCooperationDays<br/>pre-arranged bilateral meetings</p> |

#### Wed, 26 Apr

##### BILATERAL MEETINGS

Pre-arranged bilateral meetings (30 min/meeting)  
Four weeks before the event you  
- can request bilateral meetings  
- will receive meetings requests

- |                          |               |  |
|--------------------------|---------------|--|
| <input type="checkbox"/> | 10:00 - 13:00 | <p><b>B2B Wednesday Morning - TechnologyCooperationDays</b><br/>TechnologyCooperationDays<br/>pre-arranged bilateral meetings</p>  |
| <input type="checkbox"/> | 14:00 - 17:30 | <p><b>B2B Wednesday Afternoon - TechnologyCooperationDays</b><br/>TechnologyCooperationDays<br/>pre-arranged bilateral Meetings<br/>Focus on Sustainable Energy &amp; Mobility</p> |

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## Thu, 27 Apr

### BILATERAL MEETINGS

Pre-arranged bilateral meetings (30 min/meeting)  
 Four weeks before the event you  
 - can request bilateral meetings  
 - will receive meetings requests

- 10:00 - 13:00 **B2B Thursday Morning - TechnologyCooperationDays**  
 TechnologyCooperationDays  
 pre-arranged bilateral Meetings  
 Focus on Sustainable Energy & Mobility
- 14:00 - 17:30 **B2B Thursday Afternoon - TechnologyCooperationDays**  
 TechnologyCooperationDays  
 pre-arranged bilateral Meetings  
 Focus on Sustainable Energy & Mobility

Save

9. Please change to the tab “**Cooperation Profiles**” and add one or more profiles. This is very important as it gives your meeting partner a more precise idea of what you are looking for.

Upload picture

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### Create new cooperation profile

**Profile Type**

Cooperation Offer  
 Cooperation Request

**Title**

**Description**

**Cooperation Sought**

	Offered	Requested
Research co-operation	<input type="checkbox"/>	<input type="checkbox"/>
Technical co-operation	<input type="checkbox"/>	<input type="checkbox"/>
License agreement	<input type="checkbox"/>	<input type="checkbox"/>
Manufacturing agreement	<input type="checkbox"/>	<input type="checkbox"/>
Sales/Distribution	<input type="checkbox"/>	<input type="checkbox"/>
Investment/Financing	<input type="checkbox"/>	<input type="checkbox"/>

Save

If you would like to offer a product or service please choose the profile type “**Cooperation Offer**” (sale, license out, project idea for joint proposals, offer research results, ...). If you want to request a product or service please choose the cooperation type “**Cooperation Request**” (buy, license in, look for research results, ...).

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Then enter a convincing “Title”. The title of your profile is very important as the first words will be visible in the list of participants (see below).

**NBank**  
Germany, Hannover  
Jörg Büsel, Consultant

Show Profile

**Offer** Business contacts Automotive, Logistics, Aerospace. The Enterprise Europe Network brings together a...

**Offer** Company missions Automotive, Aerospace, logistics. I am offering business contacts to clusters, netw...

In the “Description” you will have the opportunity to be more precise and explain your idea / plan / thematic of cooperation.

Afterward please also select your optimal “Cooperation Sought” to enhance the idea of your meeting partner about your intention for a possible meeting.

**You just managed it! Please don't forget to SAVE your changes!!! ☺**

We would like you to have “good” meetings not as many meetings as possible. Therefore please take some time to think about your cooperation profile. We and your local Enterprise Europe Network partner will be happy to support you. **Please do not hesitate to contact us!**

Please keep in mind that meetings will just be scheduled if both parties agreed on having the meeting. This means that **you have to be active** and accept incoming meetings requests and your selected meeting partners have to accept your outgoing meeting requests. Please decline meetings if they are not fitting your expectations! To get an idea, if a meeting could lead to successful cooperation, please read the cooperation profiles of your meeting partners carefully before deciding on a meeting. Additionally you have the possibility to contact your potential meeting partner via the system to request additional information.

This will help us all to make the most of the three days of the TechnologyCooperationsDays 2017 event participation and being much more than an exhibitors list!

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