

VIBE 2025

B2B Meetings Guide

Hello and welcome to the **B2B Guide** for the **VIBE 2025** event! During the course of this guide we will cover the following topics:

1. **LiveOn 3D Expo Complex**
2. **Setting up your profile**
3. **Browsing the participants list**
4. **Scheduling a B2B Meeting**
5. **My Meetings**
6. **Participating in a B2B Meeting**

1. LIVEON 3D EXPO COMPLEX

The VIBE 2025 event will take place within the **LiveOn 3D Expo Complex**:



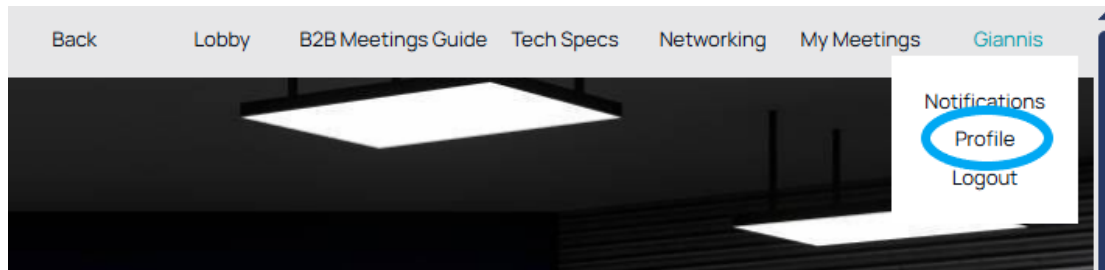
Please take note of the following areas which you can visit:

- **Reception:** From the reception area you can log into your profile and browse the event's agenda, speakers and see information regarding the event and a list of participating companies.
- **B2B Area:** The B2B area allows participants to network with each other and schedule B2B Meetings
- **Conference Center:** The conference center area hosts the event stage, where the webinars will be taking place.
- **Press:** The press area hosts all the supporters for the event as well as press releases made public by the organizer.

2. SETTING UP YOUR PROFILE

Once you have registered and logged into the event platform you should make sure that your profile details are accurate.

To do so, select the “**Profile**” option located in the upper right corner under your name:



Once you have done so, you will be able to see and edit your profile information.

Spoken Language and Automatic Translation

Please take special note of the following options found in the profile section:

Spoken Language: (Under Personal Data) The Spoken Language setting regulates the language that your **messages will be sent and read** by other participants.

Spoken Language

English

In the example above the spoken language is set to English. Thus, all outgoing messages will be received in English by other participants.

Automatic Translation: (Under Preferences) The Automatic Translation setting can be set to **Yes** or **No**. This setting automatically translates **other participants' spoken language** to your own.

Automatically translate my chat to my language

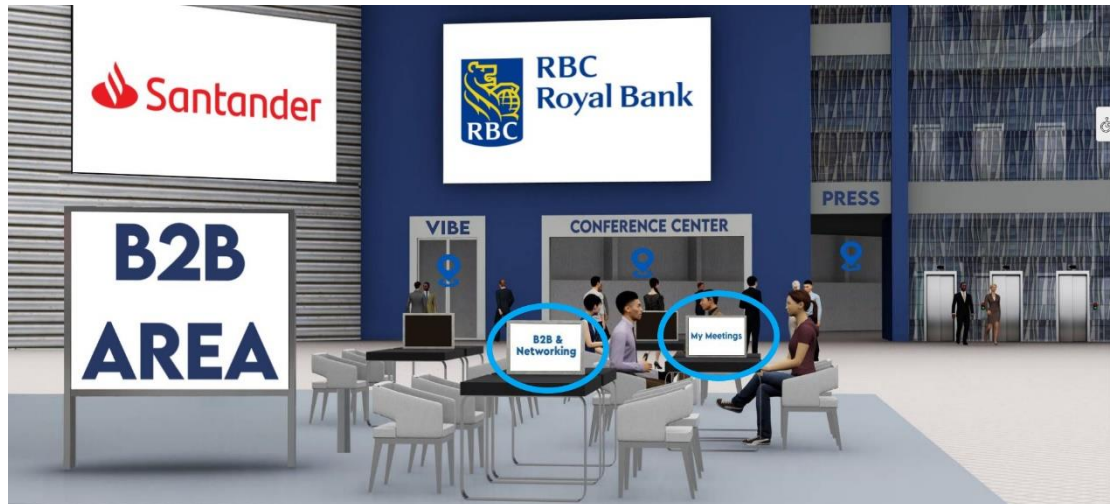
Yes No

For example, if your spoken language is Spanish and automatic translation is set to **Yes**, all incoming messages you receive will be in Spanish. If automatic translation is set to **No**, all incoming messages will be received in the spoken language of the sender.

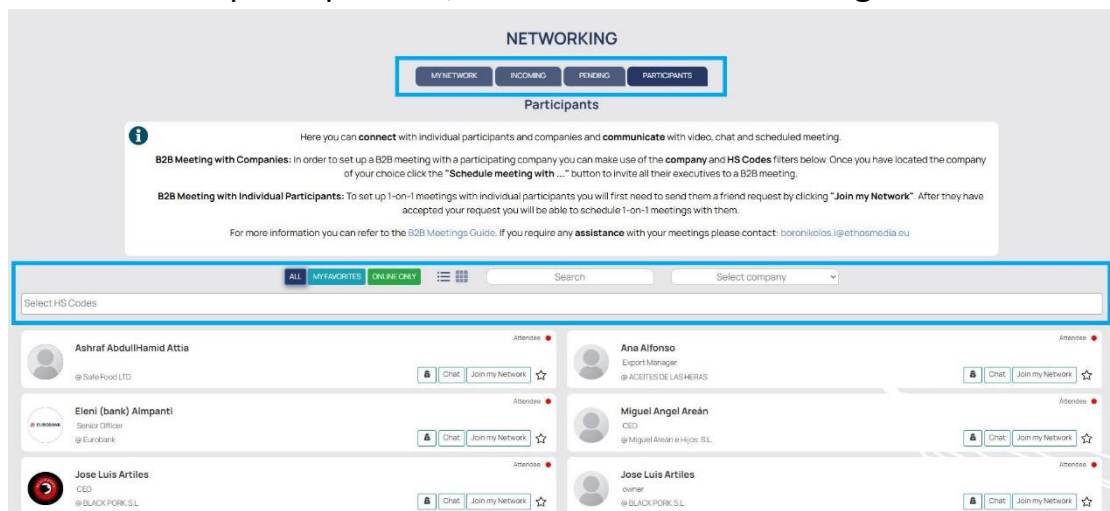
3. BROWSING THE PARTICIPANTS LIST

During the VIBE 2025 event you will have the opportunity to network and arrange meetings with an extensive list of participating companies and their executives.

To browse the catalog of participants first visit the **B2B Area**:



To browse the participant list, click on **B2B & Networking**:



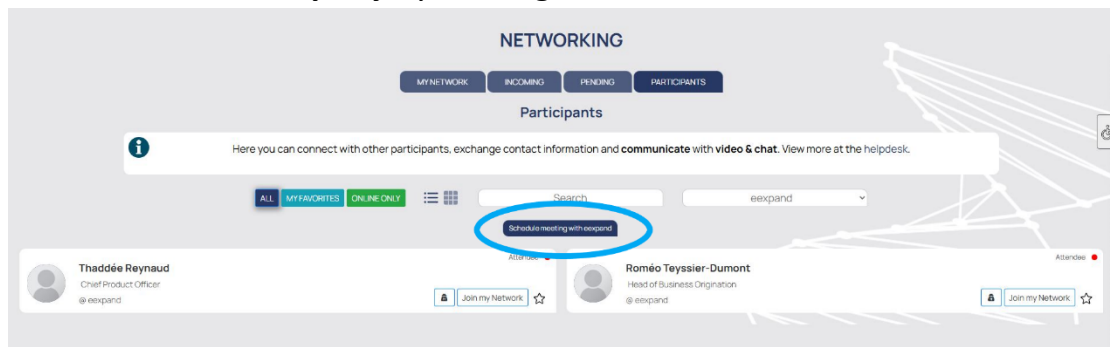
From this page you can use special filters, as shown in the picture above, that will let you find and network with the participant of your choosing.

Once you have located the executive you want to network with you will be able to **chat** and **video call** them, provided they are online.

If you'd like to schedule a 1-on-1 meeting with them, click "**Join My Network**" to send them a friend request. Once they have accepted you will be able to set up **1-on-1 meetings** with them.

4. SCHEDULING A B2B MEETING

By using the **company filter** you can schedule B2B meetings with **all the executives of a company** by clicking the button shown below:



Once you have chosen to schedule a B2B meeting with a company you will be redirected to the scheduling page, where you will need to set the Subject, Remarks, Time and Date for your meeting:

A screenshot of the meeting scheduling form. At the top, there are tabs for 'All', 'Hosted by me', 'Participate in', 'Meetings calendar', and a 'Manage Meetings' button. The 'Meeting subject and participants' tab is selected. Below the tabs, there is a text input field for 'Subject' and a larger text area for 'Remarks'. A red warning message states: 'ATTENTION: DON'T FORGET TO SET SCHEDULE AND PARTICIPANTS'. Below this, there is a 'Participants' section with a list of participants: 'Thaddée Reynaud' and 'Roméo Teyssier-Dumont'. At the bottom, there are two buttons: 'Create meeting' (green) and 'Cancel' (grey).

Arrange meeting

All

Hosted by me

Participate in

Meetings calendar

Manage Meetings

Meeting subject and participants

Schedule

19/05 to 25/05

Tuesday 20-05	Wednesday 21-05	Thursday 22-05
00:00 - 00:25	00:00 - 00:25	00:00 - 00:25
00:30 - 00:55	00:30 - 00:55	00:30 - 00:55
01:00 - 01:25	01:00 - 01:25	01:00 - 01:25
01:30 - 01:55	01:30 - 01:55	01:30 - 01:55
02:00 - 02:25	02:00 - 02:25	02:00 - 02:25
02:30 - 02:55	02:30 - 02:55	02:30 - 02:55
03:00 - 03:25	03:00 - 03:25	03:00 - 03:25

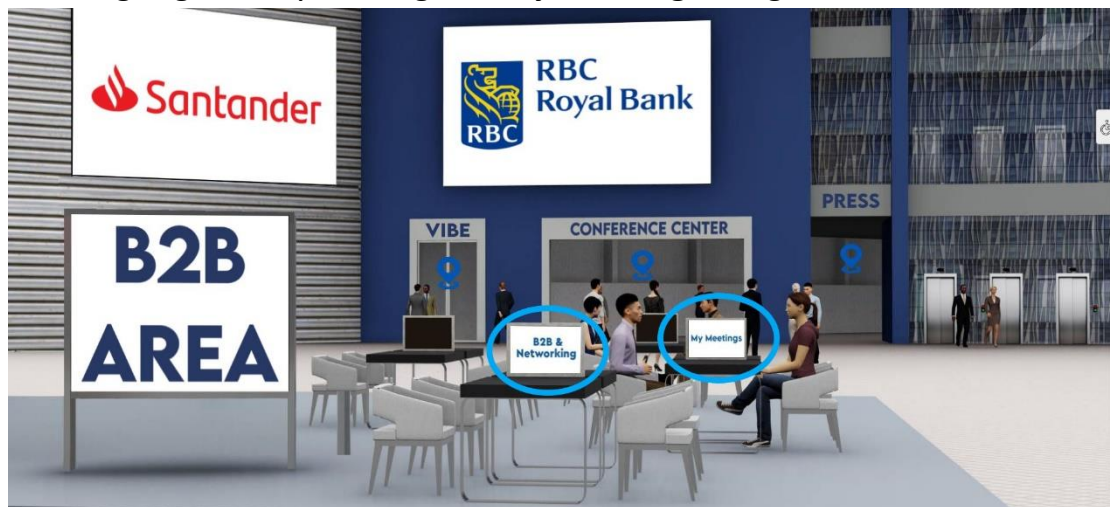
Once you have filled in the required details scroll to the bottom of the page and click **“Create Meeting”**



Great! You have now scheduled your first of many B2B meetings!

5. MY MEETINGS

Once you have finished scheduling all your meetings you can see your meetings agenda by clicking the **My Meetings** image from the **B2B Area**:



From this page you can see your scheduled meetings arranged by date and time:

AllHosted by meParticipate inMeetings calendarManage Meetings

28
Απριλίου

11:00

1on1
tester
Participants
Giannis Boronikolos @LiveOn
Θοδωρής Ethos

The meeting has been concluded
Chat

22
Απριλίου

06:00

test
test
Participants
Giannis Boronikolos @LiveOn

Meeting never started
Chat
Edit/Reschedule

18
Απριλίου

13:15

1on1
test
Participants
Θοδωρής Ethos
Giannis Boronikolos @LiveOn

Meeting never started
Chat

For every meeting the following information is displayed:

- Date and time
- Meeting host (requester)
- Meeting participants (requestees)
- Meeting status
- Participant approval status
- Chat/Reschedule options

Should you want to change the time and/or date of a meeting you can use the **Chat** and **Reschedule** options to contact the meeting's participants and schedule on a new time and date for the meeting.

The screenshot displays a meeting management interface with a top navigation bar containing tabs: 'All', 'Hosted by me', 'Participate in', 'Meetings calendar', and 'Manage Meetings'. The 'All' tab is selected. Below the navigation bar, three meeting cards are listed:

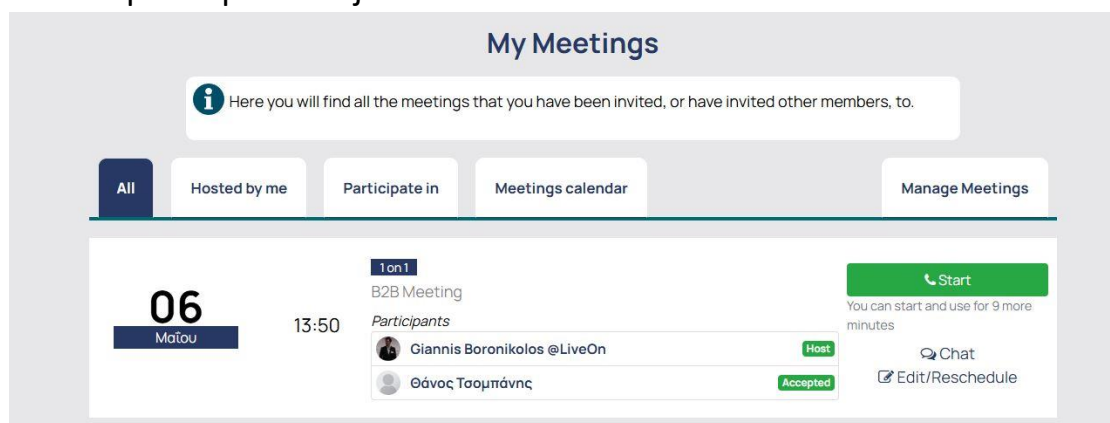
- Meeting 1:** Date 28 Απριλίου, Time 11:00. Status: '1 on 1', 'tester'. Participants: Giannis Boronikolos @LiveOn (Host), Θεόδωρος Ethos (Joined). A blue banner at the top right states 'The meeting has been concluded'. A 'Chat' button is visible.
- Meeting 2:** Date 22 Απριλίου, Time 06:00. Status: 'test', 'test'. Participants: Giannis Boronikolos @LiveOn (Host). A red banner at the top right states 'Meeting never started'. A blue circle highlights the 'Chat' and 'Edit/Reschedule' buttons.
- Meeting 3:** Date 18 Απριλίου, Time 13:15. Status: '1 on 1', 'test'. Participants: Θεόδωρος Ethos (Host), Giannis Boronikolos @LiveOn (Did not join). A red banner at the top right states 'Meeting never started'. A 'Chat' button is visible.

6. PARTICIPATING IN A B2B MEETING

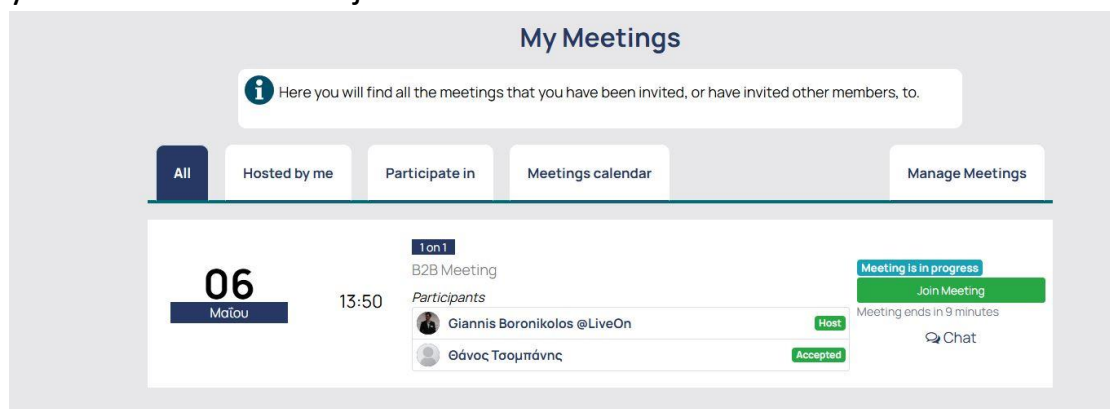
In order to start and participate in a B2B meeting we must first visit the **My Meetings** page.

Once there, we must locate the meeting that is about to start. Once the meeting start time is reached the meeting status will change from **“Starting in ... hours”** to **“Start/Join Meeting”** depending on whether you are the requester or the requestee of the meeting.

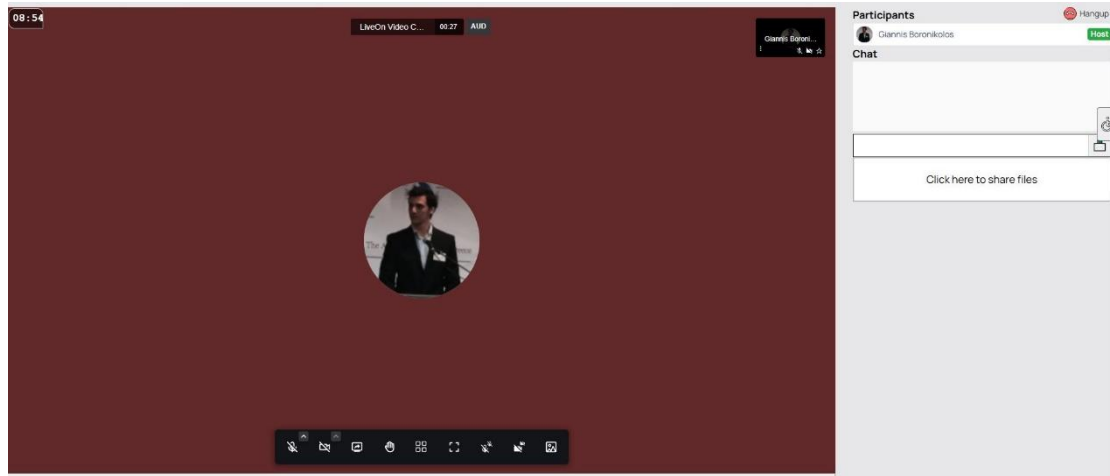
If you have requested the B2B meeting you will see the “Start Meeting” option. You must click this button in order for the B2B Meeting to begin and for participants to join.



If you have been invited to a B2B meeting you will see the “Join Meeting” option. This option becomes available only once the meeting host has started the meeting. If the host does not start the meeting then you will not be able to join it.



Once you have clicked the option that corresponds to you, you will automatically be redirected to the B2B Meeting environment:



The area on the left is where you will be able to **see and hear** the meeting's participants, while on the right you will be able to **chat with** and **share files** with them.

TECHNICAL SPECIFICATIONS

Technical specifications for browsing the VIBE 2025 digital space

We recommend browsing the VIBE 2025 digital space with the use of the **most recent** version of Google Chrome, Mozilla Firefox or Microsoft Edge. The use of Internet Explorer is not recommended.

If you are having connectivity or functionality issues, it may be due to the firewall you are using. In order to be able to use VIBE's networking capabilities the following firewall ports should be open:

- 4443 TCP
- 10000 UDP

Domains allowed:

- meet1b.liveon.tech
- meet2b.liveon.tech
- meet3b.liveon.tech

*do not use IP in any case as a rule, since the IP might change

For any technical assistance please contact:

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For any business assistance (matchmaking, webinars, etc.) please contact:

Business community management team

Email: community-manager@eexpand.com

Have a pleasant and fruitful networking experience!

VIBE 2025

