

Bilateral meetings event

Solar energy and Urban planning

**27-28 March 2014
Naples, Italy**

GUIDELINES FOR THE REGISTRATION

Dear Task 51 Experts,

this year, on the occasion of your 3rd meeting ENEA, as Enterprise Europe Network partner, will organize a **Bilateral Meetings Event on Solar energy in urban planning**, to be held in **Naples, Italy on 27/28 March 2014**.

At the event you will have the chance to meet SMEs, Universities, Research Centres and Public Administrations operating in the fields of energy efficiency, use of renewable sources, buildings, smart cities in one-to-one meetings in order to:

- share ideas, experiences and information;
- transfer know-how;
- establish business and technological partnerships;
- explore the opportunity to cooperate for European research and innovation programs.

Main topics of the meetings:

- **Solar energy technologies**
- **Energy efficiency**
- **Smart cities**
- **Building integration**
- **Urban planning**
- **Tools for urban planning design (solar potential)**

To participate at the initiative, please pay attention at the following instructions:

1. Access the website <http://b2match.eu/solarenergy2014>
2. click on **Register for this event** green box
You will use your e-mail and password as log-in credentials
3. in Sessions: please specify your availability to attend the meetings:
one or two applicable

27/3 Thursday B2B Session 1: 14:00 - 17:00;

28/3 Friday B2B Session 2: 09:00 - 13:00;

4. Fill in the Registration 2. Step
5. Then click on **you can complete your organisation description here..** to provide a description of your host organisation competences and activities. Once completed click **Save**
6. Then click on **You have to add at least one cooperation profile.**
Your cooperation profile is crucial for being selected for meetings. Please follow the guidelines provided by the software for your cooperation profile submission. In order to write a valid cooperation profile, you can take a good inspiration from the link <http://www.b2match.net/download/good-profile.pdf>
Once your profile is adequately completed, click **Save**
7. To complete your data, please **upload your profile picture.**

***Once your profile (organisation and cooperation profiles) will be completed, ENEA Enterprise Europe Network staff will validate and publish it, making it visible to other participants
Eventually, you can submit more than 1 cooperation profile.***

Afterwards:

Promotion of published profiles

All published profiles will be extensively promoted by the organisers of this event. Furthermore, all participants of the event will view your cooperation profile. A statistical analysis of 40 matchmaking events showed that high quality profiles are visited about 50 to 150 times BEFORE the event and will still be viewed AFTER the event.

Selection of bilateral meetings

- Email notification

You will be informed by email when you can start booking bilateral meetings. Check which cooperation profiles are most promising. Intelligent search options allow a quick identification of the most suitable participants/cooperation profiles. Within a few minutes you should be able to identify future potential business partners.

- Booking of bilateral meetings

Once you have found the most promising business/research partners you can select them for bilateral meetings. You can add further meetings any time but please be aware that the bookings are managed on the principle "first come - first served". You can book meetings BUT you can also be booked for bilateral talks by other participants!

- Your personal meeting schedule

A few days before the event you will receive your personal meeting schedule (furthermore you can constantly check your meeting schedule online). This meeting schedule gives information about the time, the number of the table and who you are going to meet.

- **At the event**

ENEA Enterprise Europe Network staff will be at your disposal during the whole matchmaking event.

For further info and support to registration:

enea.bridgeconomies@enea.it

The Enterprise Europe Network is the innovation and internationalisation development network of the European Commission's Directorate-General for Enterprise and Industry, which by means of its unique geographical and operational coverage, brings together close to 600 European business support organizations from 50 countries from the EU, the candidate countries and EFTA countries.

The Enterprise Europe Network's main target audience comprises of SMEs, universities and research centers. Thus, wherever you live in Europe, you can access all information locally that you may need for developing your business or finding suitable partners.

