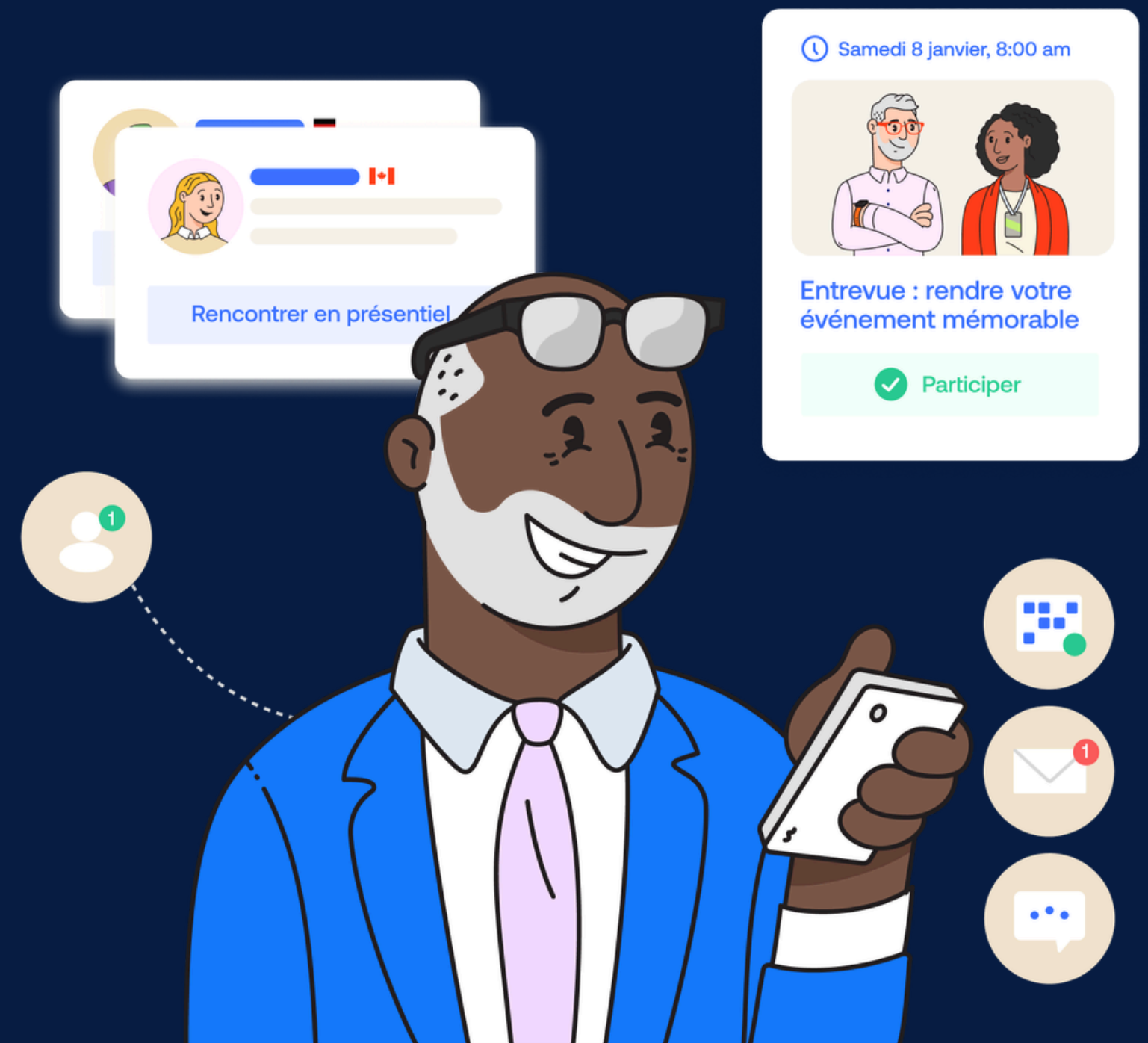


# B2B/2GO

## 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. Your profiles should be activated and updated as soon as possible.
2. Once your account has been activated, you may begin to receive B2B meeting requests from other participants.

# #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:

[info@mail.go.b2b-2go.com](mailto:info@mail.go.b2b-2go.com)

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# #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!

# Adjust 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 navigation for 'Previous day' and 'Next day', a note about time slots for networking, and a red box indicating the 'TIMEZONE : AMERICA/MONTREAL'. A green button says 'CLICK HERE TO SELECT ALL THE OPTIONS'. A 'Virtual' meeting icon is present. A grid of time slots is shown: 10:00, 10:20 (shaded grey with a red arrow), 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

## MATCHMAKING FEATURE

Choose items from the list of keywords that best describe what you're offering and seeking. 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.

EDIT MY PROFILE

59%

My information >

Address >

Picture >

Logo >

Availability >

Main activities >

Additional Information >

SEE MY PROFILE

SAVE

MAIN ACTIVITIES

Select the items representing what you are offering, and what you are looking for, from the list of keywords below. The platform will generate relevant connexions for you.

What you are offering | What you are looking for

|                             | What you are offering    | What you are looking for |
|-----------------------------|--------------------------|--------------------------|
| <strong>Fruits</strong>     |                          |                          |
| 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"/> |
| <strong>Transport</strong>  |                          |                          |
| Logistics                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Refrigerated Trucks         | <input type="checkbox"/> | <input type="checkbox"/> |
| Storage                     | <input type="checkbox"/> | <input type="checkbox"/> |
| <strong>Vegetables</strong> |                          |                          |
| 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"/> |

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# #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.

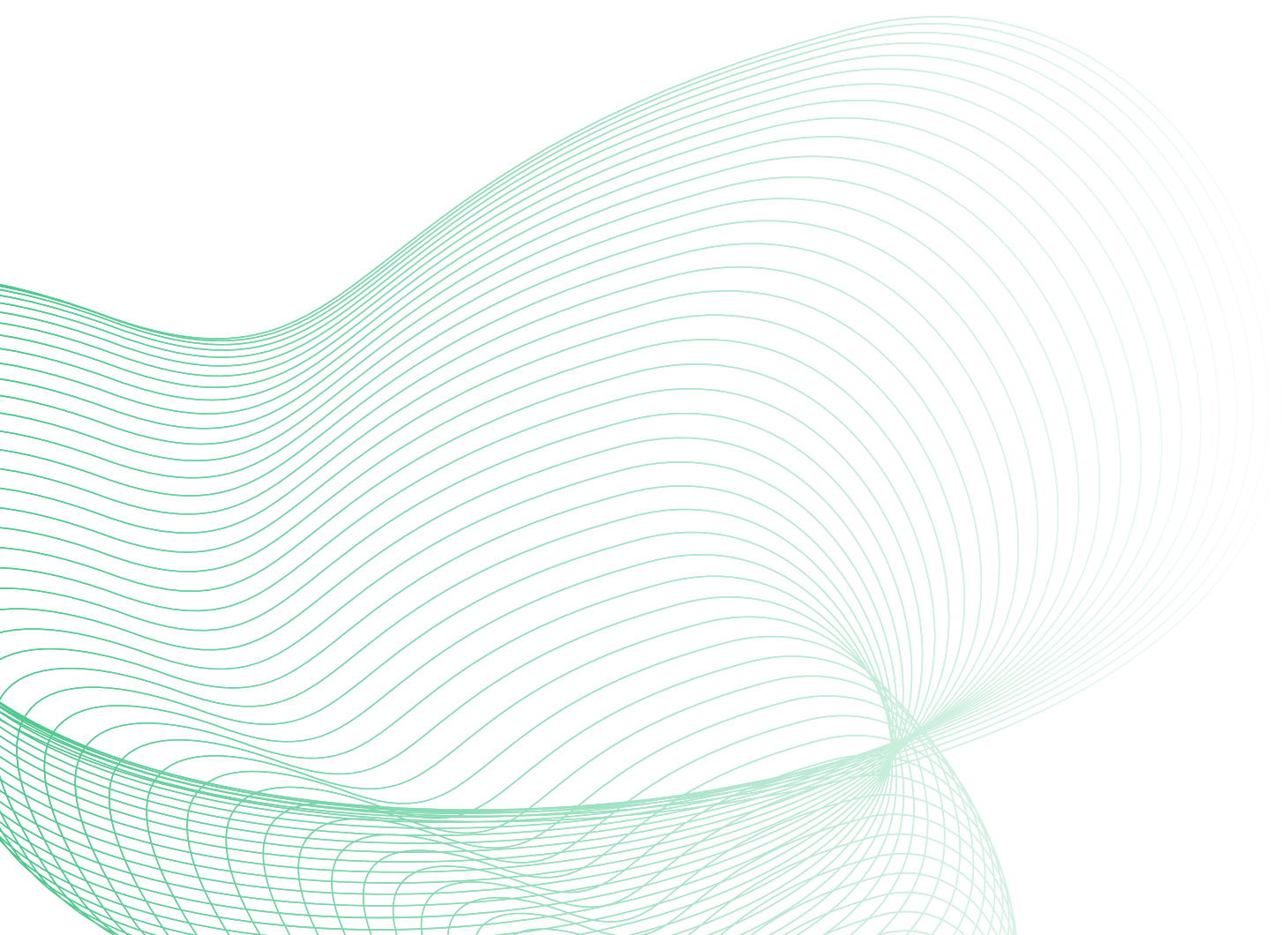
Lists can be filtered by more than 10 criteria.

## 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.

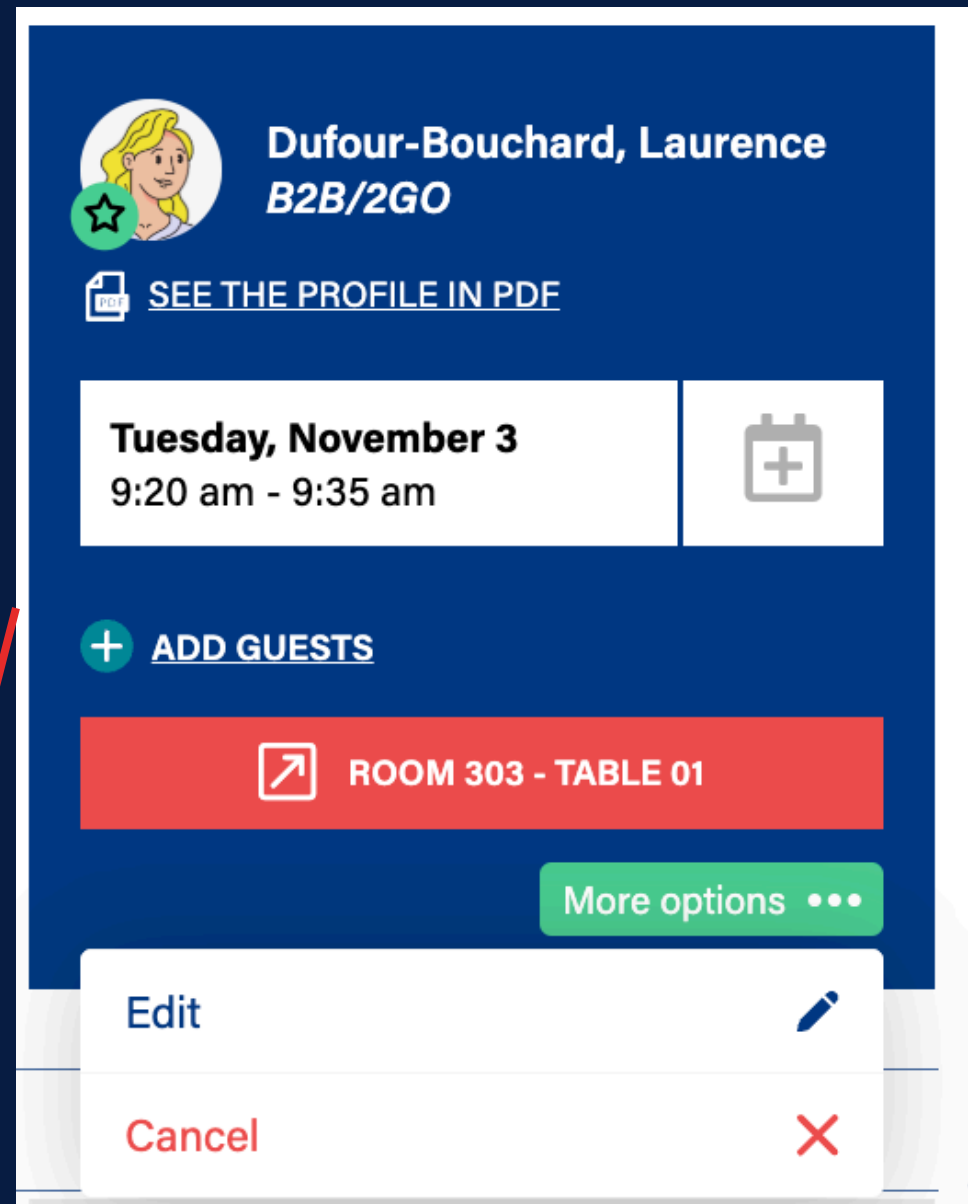
## BOOK MEETINGS

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



# See your confirmed meetings

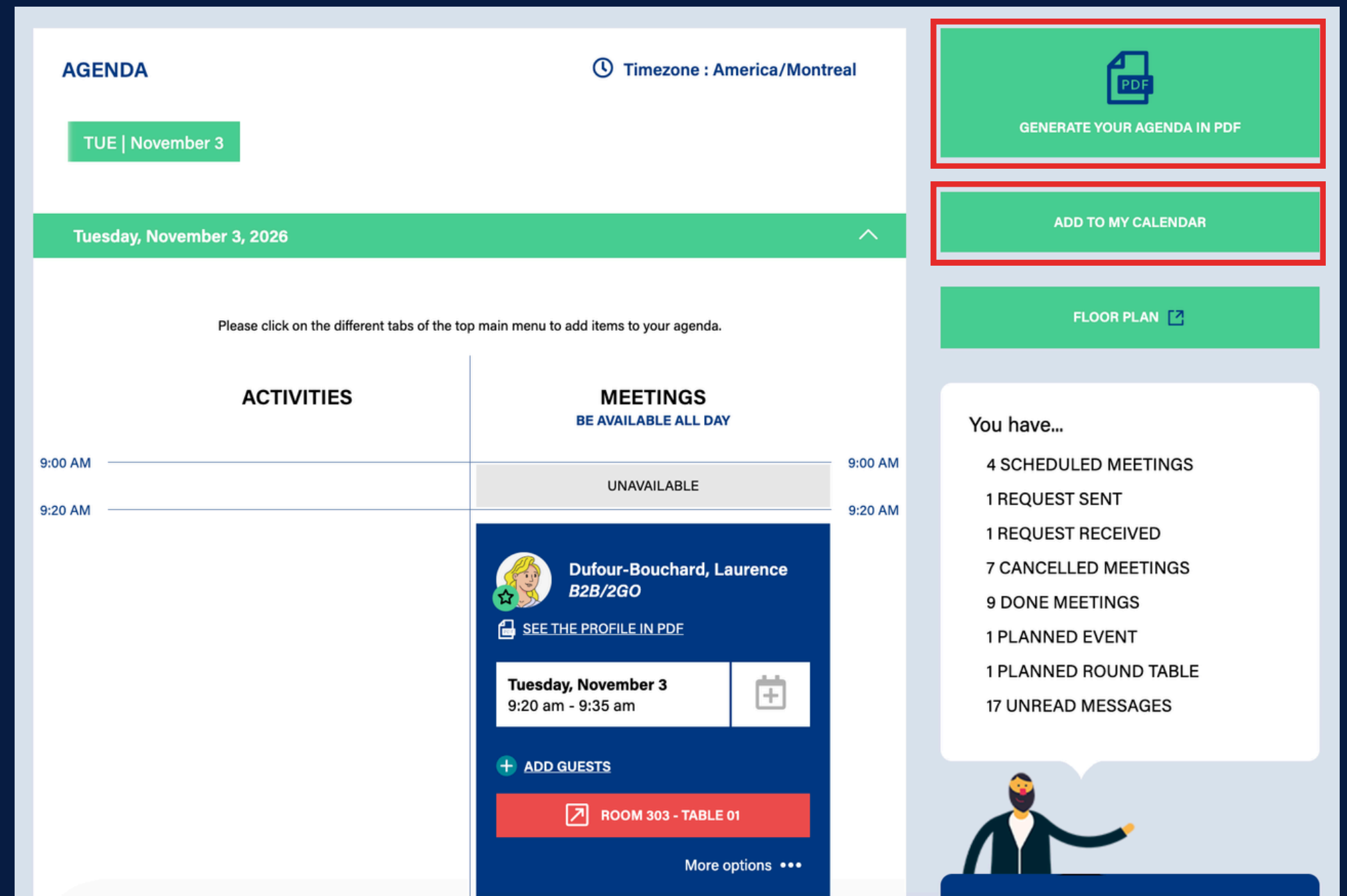
**AGENDA TAB** – Once a meeting request has been accepted, a meeting will be added to both of your agendas. Download your agenda as a PDF or on your personal calendar (iCal & Outlook).



A meeting details card for Laurence Dufour-Bouchard (B2B/2GO). The card shows the date and time: Tuesday, November 3, 9:20 am - 9:35 am. It includes a 'SEE THE PROFILE IN PDF' link, an 'ADD GUESTS' button, a 'ROOM 303 - TABLE 01' button, and a 'More options' menu. The 'More options' menu is open, showing 'Edit' and 'Cancel' options.

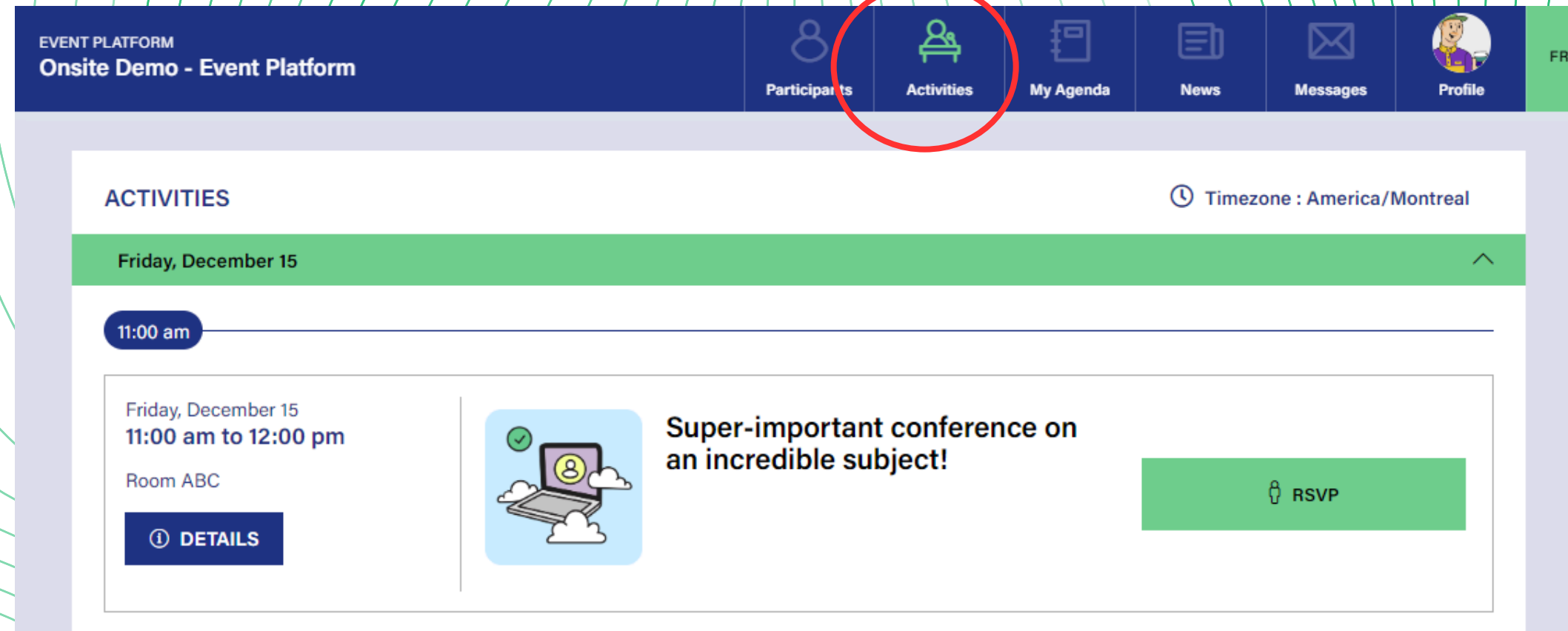
Click **Add Guests** to send an invitation to your colleague(s). They will be able to accept and add the meeting to their agenda.

You can also cancel or edit your meetings.



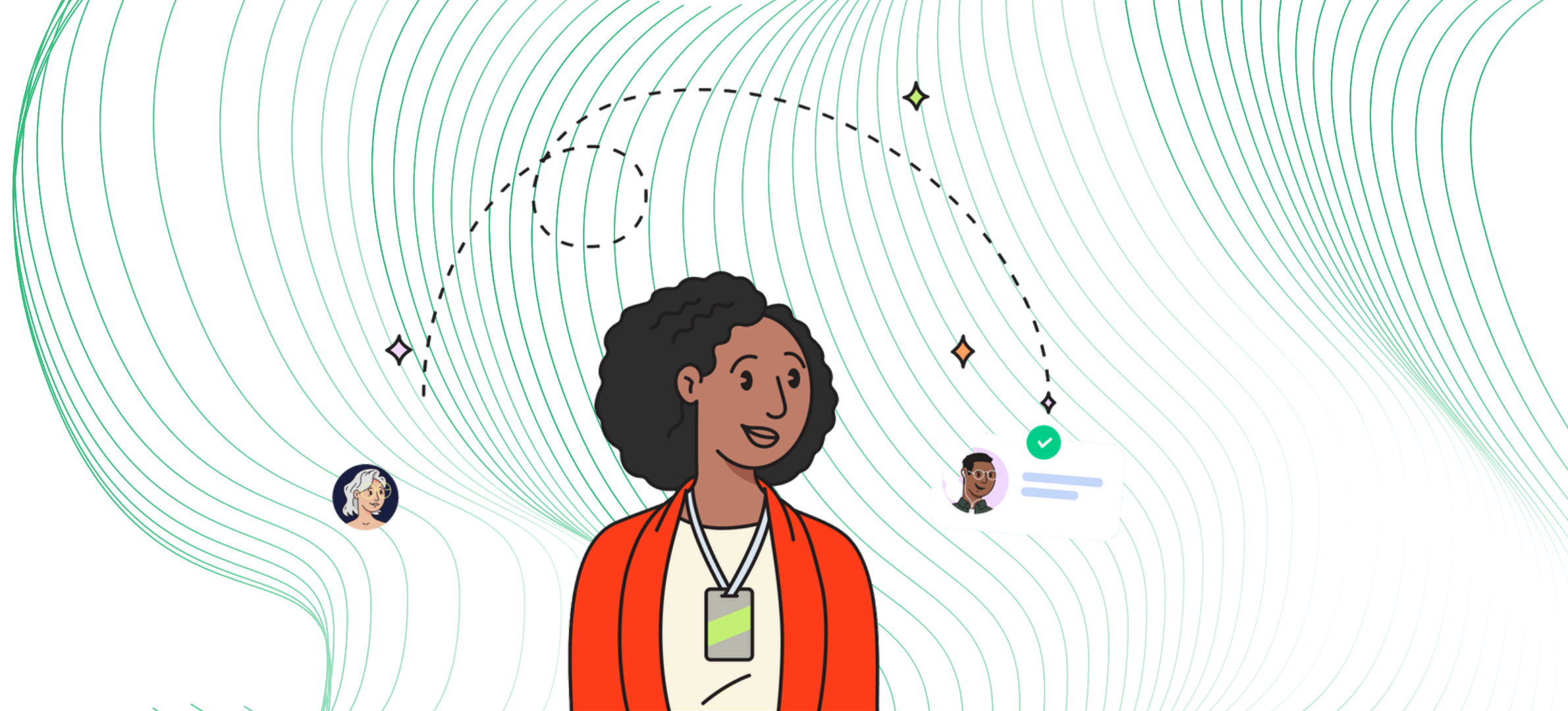
The agenda view for Tuesday, November 3, 2026, showing a meeting with Laurence Dufour-Bouchard. The agenda is titled 'AGENDA' and shows the time zone as 'America/Montreal'. The meeting is scheduled for Tuesday, November 3, 2026, from 9:20 AM to 9:35 AM. The agenda is divided into 'ACTIVITIES' and 'MEETINGS' sections. The 'MEETINGS' section shows a meeting with Laurence Dufour-Bouchard (B2B/2GO) from 9:20 AM to 9:35 AM. The meeting details card is shown in a pop-up window. The agenda also includes a 'GENERATE YOUR AGENDA IN PDF' button, an 'ADD TO MY CALENDAR' button, and a 'FLOOR PLAN' button. A summary of the user's agenda is shown on the right, including 4 SCHEDULED MEETINGS, 1 REQUEST SENT, 1 REQUEST RECEIVED, 7 CANCELLED MEETINGS, 9 DONE MEETINGS, 1 PLANNED EVENT, 1 PLANNED ROUND TABLE, and 17 UNREAD MESSAGES.

# #4 DISCOVER EVENT ACTIVITIES



Conferences, workshops and other activities can be offered at the event. Add the ones you like to your agenda to make sure you don't miss out!

# #5 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

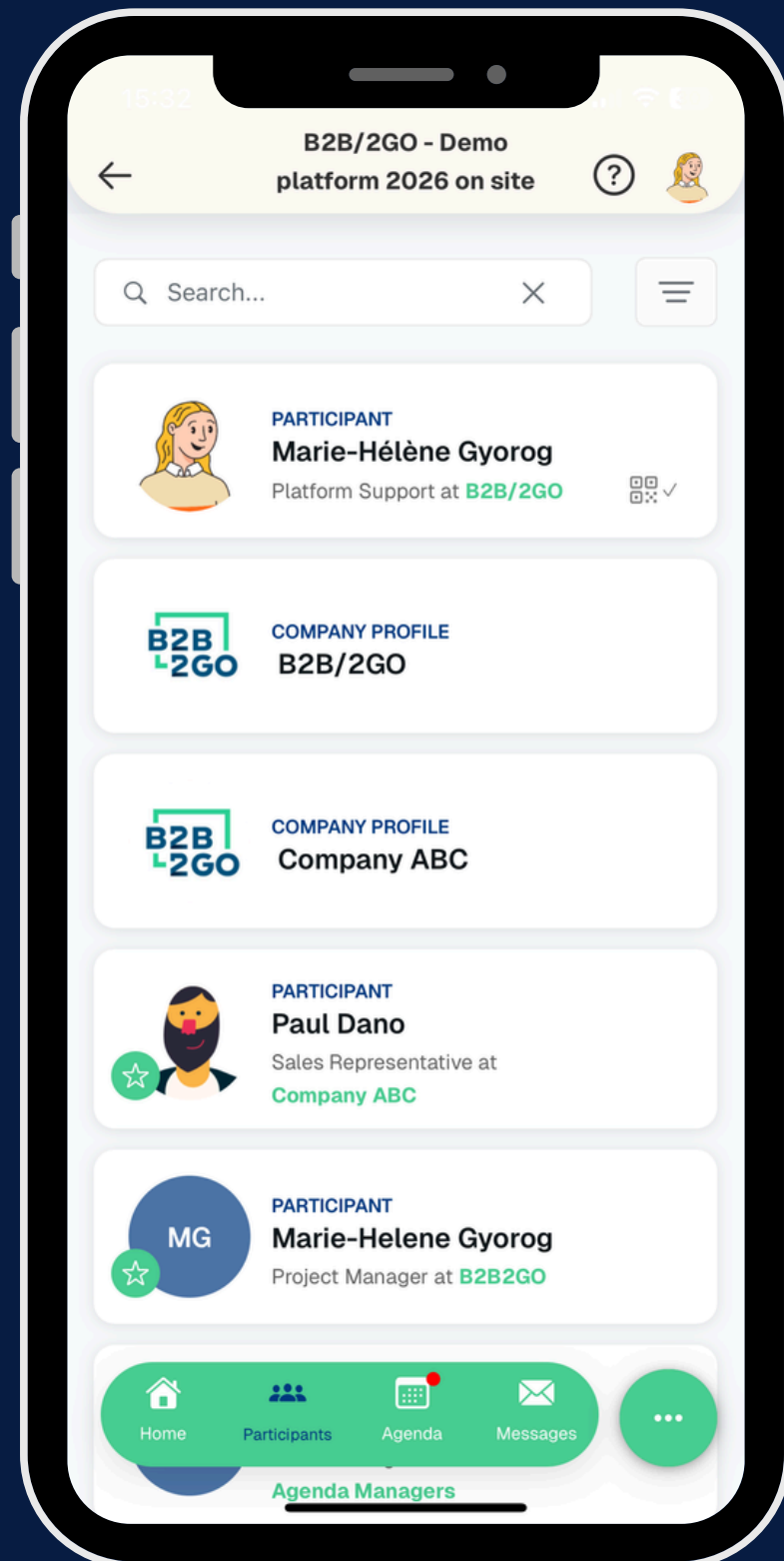
The app includes a Scan feature that allows you to quickly share your profile with another attendee. Go to **Profile & Other Options** to:

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

All scanned profiles will automatically appear in your Participant List.

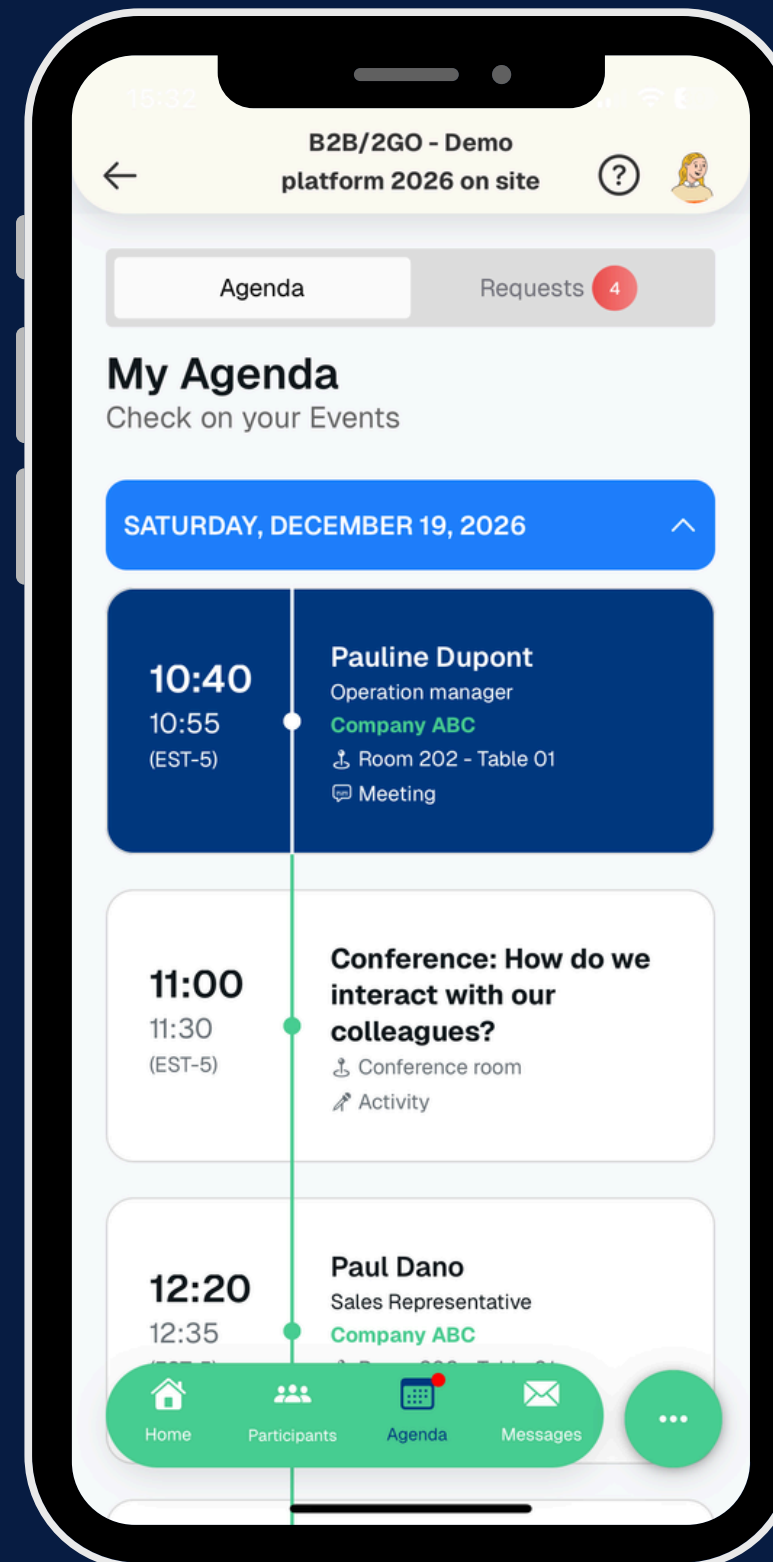
## Find attendees

Filter your list to target your networking



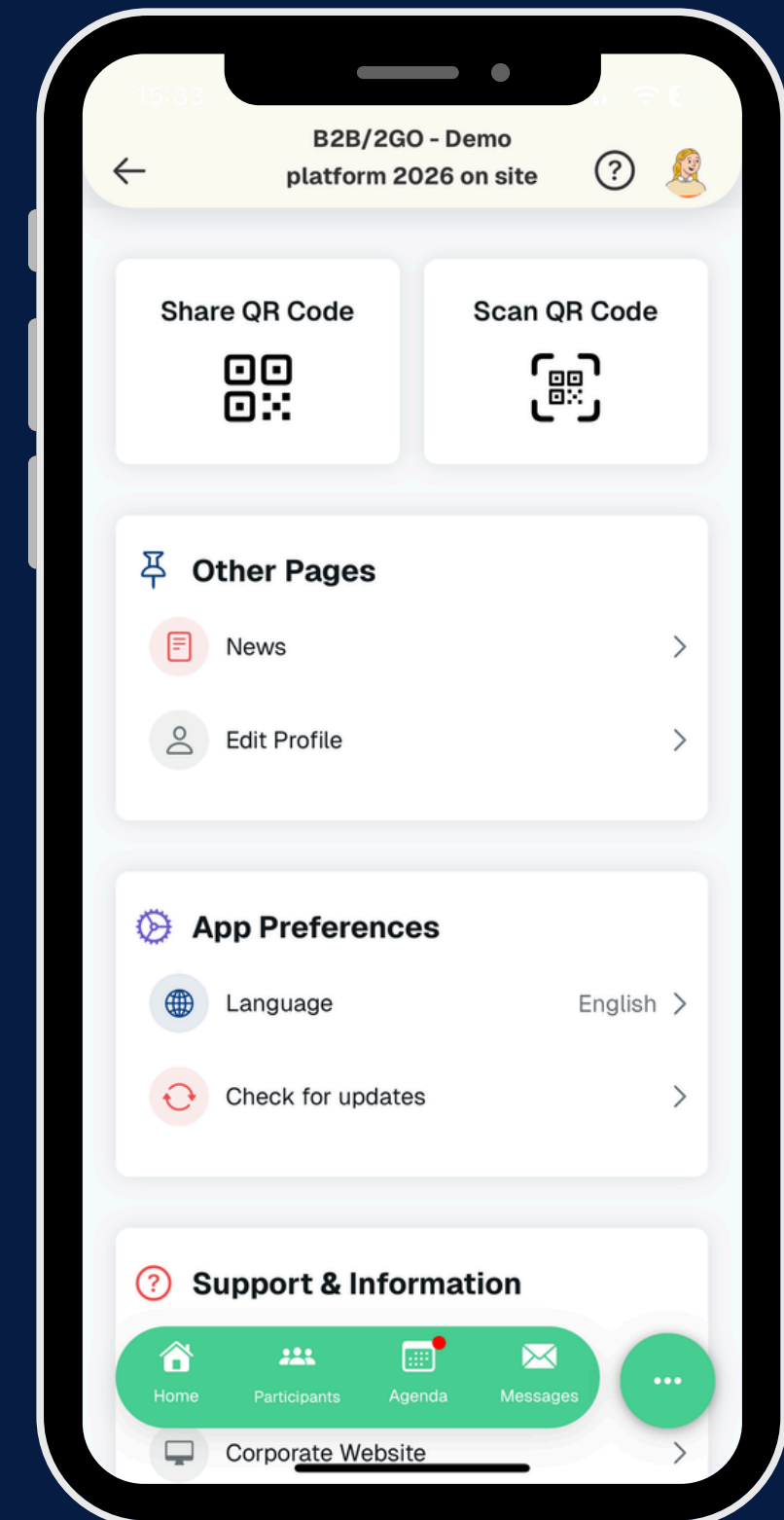
## See your agenda

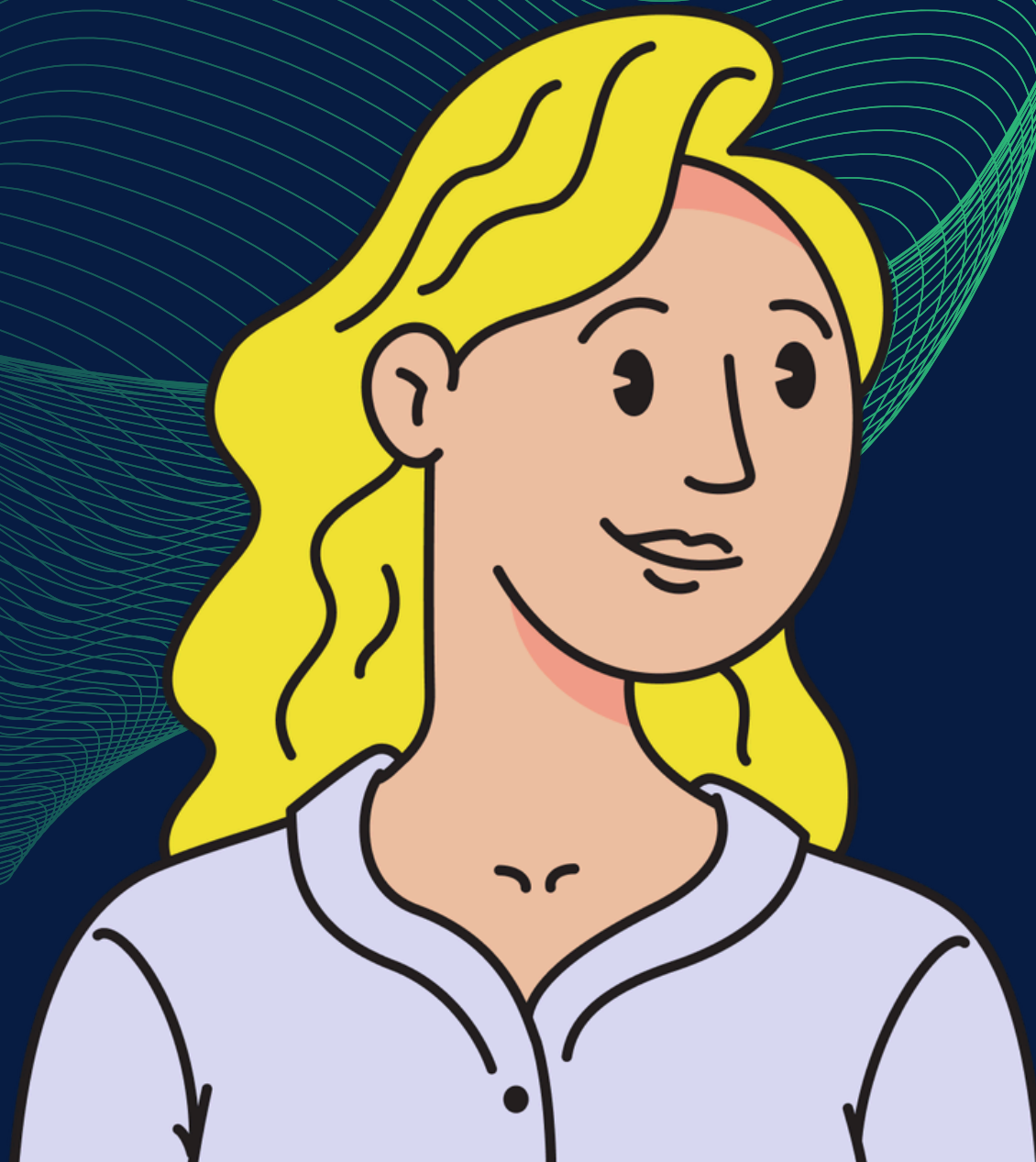
See confirmed meetings and manage meeting notifications



## Scan profiles

Click on Profile & other options to share your QR code





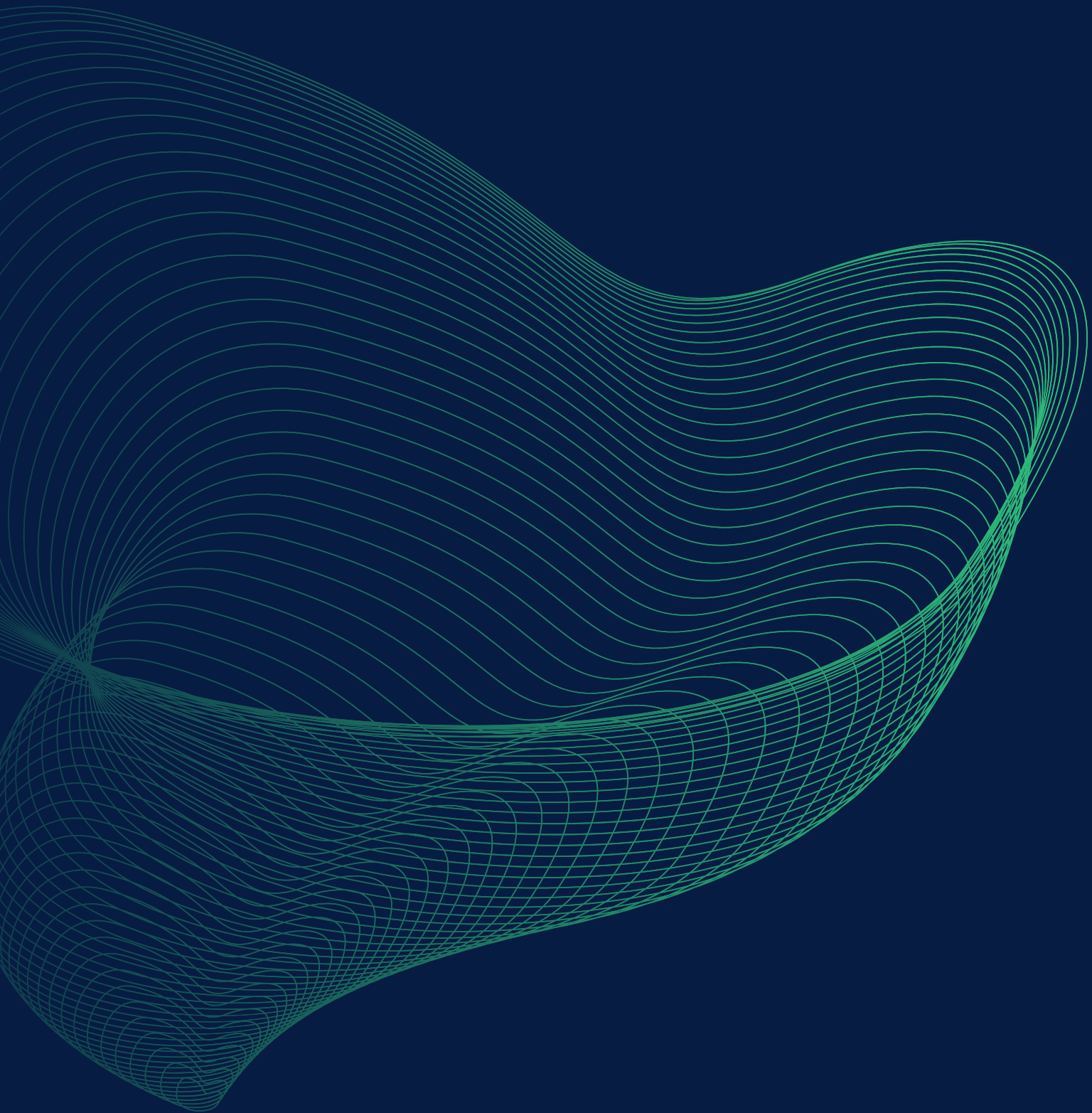
## NEED ANY HELP?

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: [info@mail.go.b2b-2go.com](mailto:info@mail.go.b2b-2go.com)

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



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# B2B L2GO



# #6 WATCH ON DEMAND VIDEOS

Throughout the event, attendees will also have the opportunity to participate in conferences.

In case you're unable to attend these conferences in real-time, you'll have the option to access recorded versions on-demand via this platform.

These recordings will be readily available immediately following the conclusion of the event.

To access the videos, simply click on the 'Video' tab, and then click on 'watch the video' as displayed in the next slide.



ACTIVITIES

EVENT SCHEDULE

Timezone : America/Montreal

- SAT | December 31
- FRI | March 3
- SAT | December 30

Saturday, December 31

8:00 am

Saturday, December 31  
8:00 am to 10:00 am  
Conference Room 1

**B2B/2GO** Opening remarks

DETAILS

WATCH THE VIDEO

Friday, March 3 - Kids day

10:00 am

Friday, March 3  
10:00 am to 12:00 pm

**B2B/2GO**, a team dedicated to the success of your events!