

### **General on LiveOn B2B meetings**

A **LiveOn B2B meeting** is created by one participant as a **Host** and has one or more additional participants as **Invitees**. It's typical duration is set to twenty minutes.

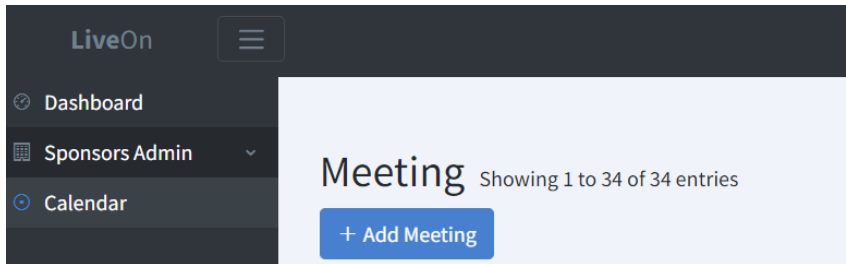
Prerequisite for the **successful planning** of a LiveOn B2B meeting is at least one Invited person to have accepted his participation in it.

Prerequisite for the **successful conduct** of a B2B meeting is the Host to start the meeting on time and at least one Guest who has accepted his participation in it to Join.

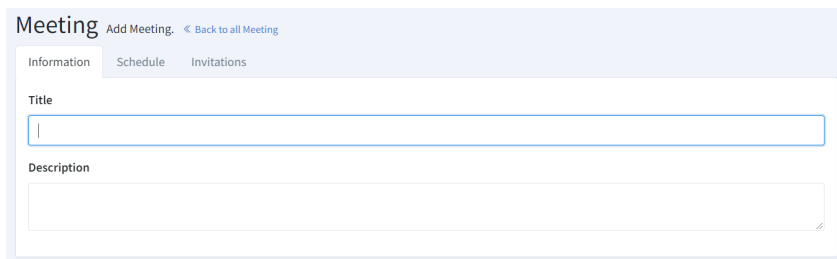
*\* **CAUTION:** To avoid technical difficulties during a B2B meeting, it is recommended that you always connect to them via **Google Chrome** browser \**

## How to create a LiveOn B2B meeting

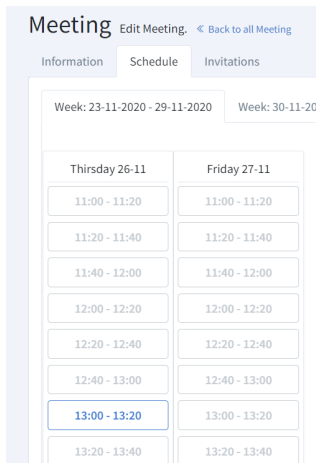
To create a LiveOn B2B meeting, the Host logs into the respective event management environment [**{event. .Liveon.tech / panel}**], selects **Sponsor Admin -> Calendar**, and selects **Add Meeting**. See the relevant photo below:



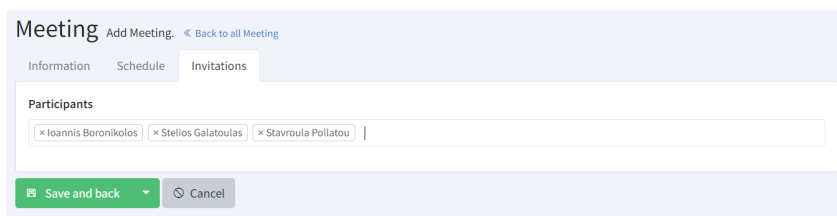
At the **Information** tab the Host inputs the title of the meeting in the relevant field (Title) and, if he wants, some additional relevant description in the relevant field (Description):

The screenshot shows the 'Meeting' form in the 'Information' tab. It has three sub-tabs: 'Information', 'Schedule', and 'Invitations'. The 'Information' tab is active. There are two input fields: 'Title' and 'Description'. The 'Title' field is a single-line text input, and the 'Description' field is a multi-line text area.

At the **Schedule** tab the Host selects the desired day and time of the meeting:

The screenshot shows the 'Meeting' form in the 'Schedule' tab. It has three sub-tabs: 'Information', 'Schedule', and 'Invitations'. The 'Schedule' tab is active. It shows two weeks: 'Week: 23-11-2020 - 29-11-2020' and 'Week: 30-11-2020'. Under the first week, there are two columns for 'Thursday 26-11' and 'Friday 27-11'. Each column contains a grid of time slots. The '13:00 - 13:20' slot on Thursday is highlighted with a blue border.

At the **Invitations** tab, the Host selects the participant(s) he wants to invite to the meeting. After this selection, he presses **Save and back** to save his options, create the meeting and inform the Invitees.

The screenshot shows the 'Meeting' form in the 'Invitations' tab. It has three sub-tabs: 'Information', 'Schedule', and 'Invitations'. The 'Invitations' tab is active. There is a 'Participants' section with a search bar containing three names: 'Ioannis Boronikolos', 'Stelios Galatoulas', and 'Stavroula Pollatou'. At the bottom, there are two buttons: 'Save and back' (green) and 'Cancel' (grey).

## **How to accept a B2B meeting and how to connect to it**

The Invitee to a B2B meeting receives an email with the meeting information (title, date, time and participants) and the **Accept - Refuse - Not Sure** options, through which he can accept (**Accept**), reject (**Refuse**) or state that his participation is doubtful (**Not Sure**).

*\* **CAUTION:** If you do not find these emails in your Inbox folder, check your Spam folder \**

In addition to the above via email procedure, the Invitee can respond to the invitation to participate in a B2B meeting through LiveOn as well.

On the **My Meetings** page the Invitee can see all the scheduled meetings to which he has been invited as well as the one who invited him to each of them (Host).

**My Meetings**

Here you can see all the meetings you have been invited to. Hours listed are GMT+02:00

25-11-2020 12:10:01 **Maria Sigma**  
EXPORT CONSULTING MSIGMA meeting with PELLAS NATURE P.Co.  
Participants:  
Ioanna Diamanti @Pellas Nature [Start](#)

25-11-2020 12:28:27 **Maria Sigma**  
EXPORT CONSULTING MSIGMA meeting with Koukakis Farm SA  
Participants:  
George Stogias @Farma Koukaki [Start](#)

After the Invitee makes his choice regarding the meeting (**Accept - Refuse - Not sure**) the Host receives an email informing him about it.

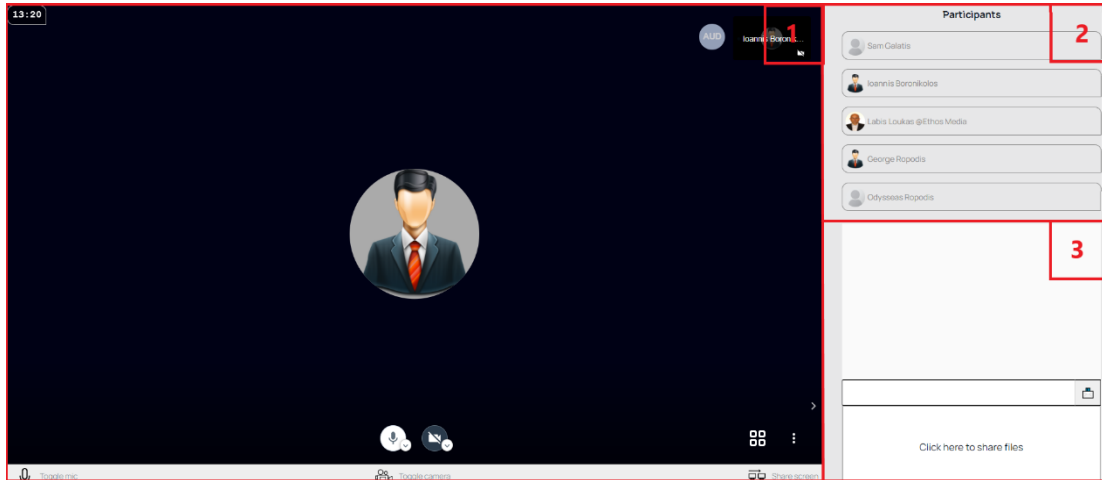
In case of a positive response (**Accept**) from the guest, at the starting time of the meeting the Host goes to his own **My Meetings** page and starts it by pressing **Start**.

The Invitee from his respective **My Meetings** page chooses **Join** to connect to it. In addition, when the Host starts the meeting, the Invitee receives an email informing him/her that the meeting has started and can choose to connect directly from the relevant link he/she will find in this email. At the same time, he/she receives a notification on LiveOn (in the area of notifications on the top right of the menu) which informs him that the meeting has started. The guest can log in from there by clicking **Join**.

*\* **CAUTION:** To avoid technical difficulties during a B2B meeting, it is recommended that you always connect to them via **Google Chrome** browser \**

## Things to observe during your participation in a B2B meeting

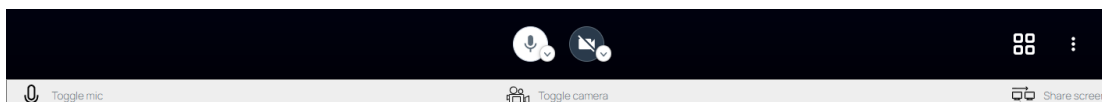
The LiveOn B2B meeting environment consists of three areas: to the left, the **Conversation Window** (1), to the right top the **Participants' List** sorted by name (2) and the **Chat Area** (3). See the relevant positions in the image below.



*\*ATTENTION: the Participants' List includes all users who have been invited and accepted the invitation, whether they have Joined the meeting or not. \**

In the **Conversation Window**, in the upper left corner, all participants see a countdown timer. This is the default duration of the meeting and cannot be changed during it. When the time expires, the meeting closes and participants are automatically redirected to their own **My Meetings** page.

At the bottom of the **Conversation Window** participants see the buttons for microphone and video, white when turned on and black when turned off. Below them are displayed in text format the same options as well as the Share Screen option. See the photo.



In case we share our screen with the participants in the meeting, our camera automatically switches off. If you want to be visible as you share your screen, you can return to the chat window after selecting Share Screen and turn on your camera from the relevant button.

*\* CAUTION: when you have finished sharing the screen you must return to the browser tab to continue with your appointment schedule. \**

For any of the participants to end his participation in the meeting earlier than the scheduled time, it is enough to close the window (tab) of the browser in which the meeting takes place or to select another LiveOn area from the Menu.

Finally, in the **Chat Area** each participant can communicate in writing with other users and share files through the option "**Click here to share files**".