

MeetToMatch at Nordic Game 2018

What is MeetToMatch exactly?

MeetToMatch is the most effective way to do business in the games industry. In 30 minute meetings you meet dozens of new business partners face-to-face. Meetings are held at designated meeting spaces within the NG18 conference venue, only accessible to participants of MeetToMatch. In that location, meeting tables are prepared for you to meet with potential business partners. Only MeetToMatch participants have access to this location to ensure that only professionals seeking business opportunities are there.

You have the opportunity to sign-up and be available for meetings from the time you purchase your NG18 conference with MeetToMatch. Participants can also accept unlimited meeting requests. If you want to invite companies for a meeting you will need a MeetToMatch Limited, Unlimited or Private package.

Returning MeetToMatch participants will notice several improvements compared to last year including:

- Total redesign of the user interface
- New MeetToMatch app on Google Play or Apple App Store for easy access to the meeting manager

MeetToMatch at NG18 package comparison:

| Pricing (incl 25% VAT) | Basic * free with REGULAR ticket | Limited +1,000 SEK | Unlimited +4,000 SEK | Private +14,000 SEK sales@nordicgame.com |
|--|--|-----------------------|-------------------------|--|
| Accept meeting requests | Unlimited | Unlimited | Unlimited | Unlimited |
| Send meeting invitations | 0 | 6 | Unlimited | Unlimited |
| Access to MeetToMatch lounge | only having a meeting | ✓ | ✓ | ✓ |
| Access to MeetToMatch system | ✓ | ✓ | ✓ | ✓ |
| Free snacks and drinks in the lounge | | ✓ | ✓ | ✓ |
| Regular conference ticket included | | ✓ | ✓ | ✓ |
| Private table (all meetings at your table) | | | | ✓ |

- With the *Basic* package you can accept unlimited meeting requests, but cannot invite others.
- The *Limited* ticket allows you to take initiative and invite anyone in the system for a meeting.
- The *Unlimited* ticket allows for removal of any limitations for the number of meetings you are allowed to set up through the matchmaking system.
- The *Private* ticket ads the exclusive use of a table where all your meetings are planned. No hopping between tables. Brand the table, pull up a banner, bring your equipment and by doing so transforming the table into your mini-expo booth
- Tickets are per company. You are allowed to bring one colleague to the meetings, with just a valid conference ticket for that person.

Opening hours

MeetToMatch at NG18 is a three day event. The timeslots for planning your meetings are:

- Wednesday, 23 May 10.00 – 18.00
- Thursday, 24 May 10.00 – 18.00
- Friday, 25 May 10.00 – 16.00

Setting up meetings

When you register online, you are signed-up instantly in the online meeting manager, containing all the participants of MeetToMatch, including a profile and explanation of what each participant is looking for.

The system is intuitive and does not require any explanation. Just log-in, complete your profile and start using it. Use the meeting manager to find potential business partners and set-up an appointment. You can instantly see who is available at what timeslot, so you only have to make your introduction through the meeting manager. The system will allow you to plan meetings up until and even during NG18.

MeetToMatch is not just an online meeting manager: When your account is set, a personal matchmaker is assigned who puts time and effort in getting your meeting invitations accepted.

In the system a meeting table is automatically assigned. You will meet at that location (check your meeting manager for the table name/number).

Remember: The earlier you request a meeting, the more likely that your partner will accept it, as agendas fill up fast closer to the event. You should also be aware that people are unlikely to respond to your requests while travelling.

Our advice: Send your meeting requests no later than one week before the event!

At the event



Step 1 - Register online. Early registration increases your chance to find potential partners.



Step 5 - The meeting. Pitch your product and ideas in 30-minute meetings.



Step 2 - Create your online profile. Present your company projects and services to show the world why you are the best! A personal matchmaker will be assigned to you.



Step 6 - Fill in the gaps. Last minute meetings can be arranged by the matchmaker on-site or you can visit conference sessions.



Step 3 - Organise your meetings. Use the online meeting system to plan your meetings. Invite possible partners or accept received invitations to meet on-site



Step 7 - Network. Be present in the Pitch & Match arena to meet unexpected new contacts. Socialise at the bar and the party.



Step 4 - Personalised match-making. Let the matchmaker suggest meetings for you! Look at your dashboard for suggestions made by your personal match-maker.

Meeting manager

The MeetToMatch at NG18 online meeting manager can be found at: <http://www.meettomatch.com/nordicgame2018>

After finalising your online registration with an eligible ticket, you will receive log-in credentials for the online meeting manager instantly. If an account was not created, just contact info@meettomatch.com and your account will be activated after verification.

Complete your profile

The most important part of the online meeting manager is to make sure that your profile looks attractive: add a company description, the company logo and a personal photo so your future meeting partner knows who they will meet.

After that, you can focus on the description of what you are looking for, or what you have to offer to the other participants. This is the main trigger for other participants to invite you for a meeting or to accept your own meeting invitation.

How does the credit system work?

You need credits to be able to send out meeting invitations to other participants. There are three available packages that allow access to the online meeting manager:

- If you have a MeetToMatch UNLIMITED pack, you are able to invite others and accept incoming invitations. This package allows you to send an unlimited amount of invitations to others.
- If you have a MeetToMatch LIMITED pack, you are able to invite others and accept incoming invitations. A LIMITED pack gives you 6 credits which allows you to send out a maximum of 6 invitations to others.
- The BASIC package is part of your conference ticket, and allows you to receive and accept an unlimited amount of invitations. You are not able to send out invitations yourselves.
- If you decide that you need more credits, you can UPGRADE your participation by logging into MeetToMatch meeting manager and select 'Buy credits' on the upper right corner. This is possible for holders of a MeetToMatch LIMITED and BASIC package.

Private table at MeetToMatch?

If you want your private table at the MeetToMatch area, please contact sales@nordicgame.com

With a private table, all your meetings will be planned at that table, and if you have non booked timeslots, the table will not be used for facilitating meetings of other companies. Please note that if a company invites you and also has a private meeting table, the table of the inviting companies will be the meeting location of that meeting.

So how do I meet at the event?

You can find the location of your meeting on the Agenda tab: each meeting show the designated meeting location.

There are two options for a meeting location:

- As a standard option, we automatically assign a meeting table to your meeting once it is confirmed. This meeting table is located in the MeetToMatch area. Your agenda shows a table number that corresponds with the number on the table on-site.
- Upon initiating a meeting, you can also choose for a Custom location: you can specify your own location such as your Expo booth number here. Please make sure that the description is unequivocally clear to other person that you are meeting.

If you have questions about your meeting location, you can refer to the available staff at the helpdesk situated in the MeetToMatch area.

What else is important?

Here are some pointers for having successful meetings:

- **Make sure you are on time for you appointment.** Nobody likes waiting. Arrive at least five minutes before the meeting at the lounge so you have time to adjust. Possibly you will spot your appointment in the lounge.
- **Respond to meeting requests in a timely manner (also if the answer is "no").** It shows that you are a professional and allows others to fill their agenda. If you like you can send a personal message when you reject a meeting.
- Trouble finding your partner? At the helpdesk in the MeetToMatch area, your matchmaker will be around. Approach him if you have troubles with your appointment.
- If you have a confirmed meeting, you can press the specific meeting in the meeting tab to find your partner's contact details upon clicking 'company details'.
- Got some empty gaps in your agenda? Your matchmaker will help fill the gaps.

Any questions? Send an email to info@meettomatch.com

MeetToMatch at NG18 FAQ

I want to bring a colleague. What ticket does s/he needs to purchase?

If you have purchased a MeetToMatch package, you can bring one colleague to attend the meetings. If you need more than one colleague to attend, please contact the Nordic Game conference sales@nordicgame.com.

I already purchased a conference ticket. Can I upgrade to an active MeetToMatch account?

Yes, you can once you have received your log-in details. You can UPGRADE your ticket by logging into MeetToMatch meeting manager and select 'Buy credits' on the upper right corner.

We have more than one person from the same company attending MeetToMatch but want to share one agenda as we are doing the meetings together. What do we need to do?

By default we activate all attendees who are eligible for MeetToMatch. Please contact info@meettomatch.com if you to share one agenda. You will either need to share the log-in credentials in order to both manage the same agenda or leave the meeting booking to a colleague when you are attending meetings together. In that case we will hide your profile so you can log-in and look, but nobody can book a meeting with you, but with your colleague.

I have a company booth on the expo floor. Can I set this as my default meeting location?

Yes, but keep in mind that the expo area is a couple of minutes walking distance from the MeetToMatch area, which are deducted from the 30 minute meeting duration. Our advice: if you man your booth with two or more people, let one of them go to the MeetToMatch area for the meetings to optimally make use of your 30 minutes.

If you still desire to have your booth set as default meeting location, send an email to info@meettomatch.com to make sure we get your preferences configured correctly.

I want to reject a meeting request, and send a personal message along with it. How do I do it?

When you open the *invitation details* of the pending invitation, there is the option to reject (cancel) the meeting request. When you click it, a text field appears where you can add a personal comment. There are also some pre-defined options to pick as answer.

If you somehow fail to get your message across, just send an email to your matchmaker and s/he will get the message to the company of the rejected meeting request.

Can I see contact details of companies in the MeetToMatch directory?

You can only see contact details of confirmed meetings: email address and possibly a phone number. The phone number is only shown when the contact person enters this in the designated field in their profile. If you need to get in touch with any company before the meeting request is accepted, just send an email to info@meettomatch.com.

I received an email that my meeting request was rejected due to a full timeslot, what happened?

The MeetToMatch area offers room for a limited amount of tables. When you send an invitation, this is linked to an available table, but only once it is confirmed, that table reservation is final. All other linked meetings are cancelled if there is no remaining free table at that timeslot

Of course you can always resend the invitation at a different timeslot or resend at the same timeslot but choose one of the pre-defined generic locations (example: at MeetToMatch reception), or your custom location.

What happens when I have multiple meeting requests for one timeslot and I accept one of those meetings?

All remaining meetings will be rejected automatically. If you want to meet one of the others, either suggest a different time slot in the system or send out a new meeting request.

I spent all my credits but want to have more meetings. What to do?

After log-in into the MeetToMatch meeting manager, just click the "buy credits" button in the upper right corner.

Traveling from a different time zone?

Double check your meetings in your smart phone since time zone settings may shift meetings in your agenda when you are travelling from a different time zone.



Can I rely on the public WiFi to function during the meeting so my demo's work?

Our experience is to never rely on public WiFi at any event. Yes we do our best and it will probably work, but you have only one shot during the meeting to show you are a professional. Make sure you have an offline version of what you need to show, or alternatively use your smartphone in tethering mode or bring a MiFi device and purchase a prepaid data SIM card.

Power for charging electronic devices is available at the meeting tables.

I am running late for my meeting and want to inform the other party. What do I do?

You can look up contact details in the MeetToMatch system and just give them a call. If you can't reach them or if you cannot see any contact details, contact our staff at the event to see if they can help out.

Any other questions? Send an email to info@meettomatch.com. Welcome to MeetToMatch at Nordic Game 2018!