



# Using Tavata networking service

Tavata is simple and easy-to-use networking tool. It allows you to make the most of every event by allowing you to get to know other attendees beforehand. Tavata works in Finnish, Swedish, English and German.

## How it works:

### 1. Log in and create a personal profile in Tavata

Go to <https://app.tavata.events> and register. After you sign in, fill in your personal or company information for your basic profile.

### 2. Join event

Click **Join by code (+)** button from top of the page and join the event with the code you received from event organizer. You will find the event later from **My own groups and events**.

### 3. Create your event profile

After you have joined the event, select Profile, and enter your event-specific details for pointed fields.

- 3.1. Select the company you are representing in this event.
- 3.2. Select your role at the event.
- 3.3. Answer the questions that the organizer might have added.
- 3.4. Add your event pitch or use the pitch from your personal profile. Profiles with an introduction usually get more contact requests from other attendees than those without one.
- 3.5. Select the sections that suit you best under **Offering and Seeking**.
- 3.6. Add tags (E.g products, services or ideas you offer). Add tag + press enter.

### 4. Find new contacts and arrange meetings

Go to **Attendees** and find other people attending the event. Take your time to view through profiles, and do not forget to check for more information by flipping the profile card. Suggest a meeting from the meeting icon on each profile card. You can also attach a message.

Meeting suggestions are sent to persons email and can also be found in **Schedule and Program**. Remember to check regularly if you have received any meeting requests and accept or cancel them.



## 5. Manage your meetings

You can view your meetings in **Schedule & Program** tab. In your own schedule you can enter when you are available for meetings. (Schedule --> Add own scheduled item --> Description, e.g. having lunch). Adding your own scheduled item therefore means the times you are not available for meetings.

In **Program** you can find event's program numbers and add them into your own schedule by pressing + button from the right-hand side of the slot. This way the program number will appear to your own schedule. By opening a program number slot, you can view more information and watch a stream if the organizer has added one.

### Video meetings

To join a video meeting, go to **Schedule** and press the arrow button on the right-hand side on each meeting. Video meeting will open only after both parties have accepted the meeting.

**Note!** We advice to use Chrome for video meetings, as the video meeting platform does not support other browsers at the moment.

### Attention mobile device user!

If you use mobile device for video meetings, **you need to download Jitsi Meet video meeting app in your device** before attending the meeting. Download free Jitsi Meet from your app store, no other measures are needed. When you open your video meeting using you mobile device, you will proceed to Jitsi during the meeting. If you use your desktop device, video meeting will open within Tavata and no downloads/actions are needed.

## Contact us

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