

Matchnig facility manual

Note

The registration for **FP7 NMP/INCO Brokerage Event** is provided by the service *Science24.com*. The matching facility is a system separate from the registration machine. The data are updated periodically (at least daily), therefore do not be upset if your name does not appear in the matching service just after registration.

Matching mechanism

The matching facility is destined for individual meetings arrangement. The system allows for request for the meeting any registered participant. The action **<Ask for meeting>** sends an e-mail request to other participant. In order to complete the procedure the recipient has to confirm or reject the meeting by clicking a suitable link in the received e-mail.

The system allows also for sending a message to any other registered participant *without meeting request* by using the action **<New message>**.

Note: In both cases (meeting request and sending message) the system *does not disclose the e-mail address* of the sender. If you want to provide your e-mail to the message receiver, you have to write it explicitly in the message body.

ACCESS to the Matching facility

The matching facility is available through the web page of the event, <http://www.kpk.gov.pl/nmpbrokerage2009/matching.html>.

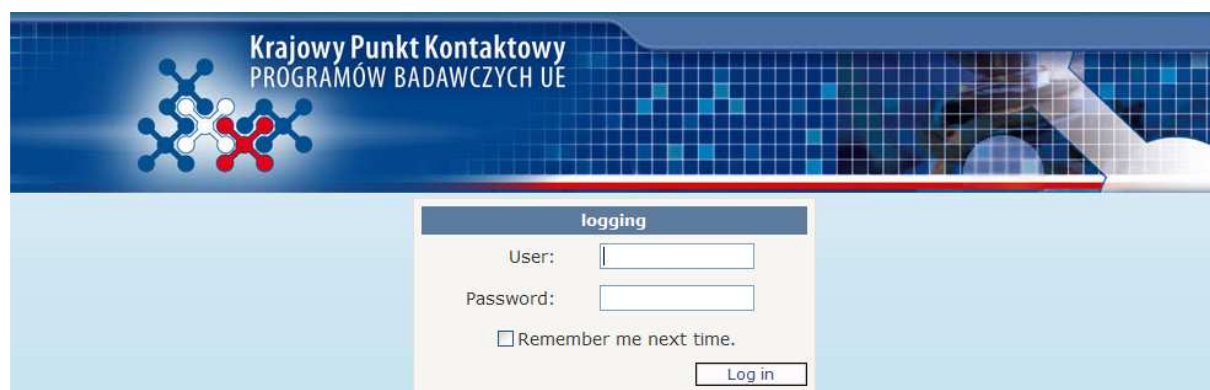
The matching service uses the secure protocol (https) and is signed using our own certificate, which is recognized by web browsers as „untrustable”.

Usually browsers ask users if they accept such a connection. If the option “enter anyway” or “accept the certificate temporarily” (or something similar) does not appear when you try our service, it means that the configuration of your browser or of your firewall does not allow for it.

Then in order to enter the service you have to change security settings on your computer.

Login

In order to enter the matching service, you need to pass the authentication procedure using the login and password that you have provided during registration (to the service *science24.com*).



The screenshot shows a web interface for logging in. At the top, there is a blue banner with a logo consisting of red and blue spheres connected by lines, and the text "Krajowy Punkt Kontaktowy PROGRAMÓW BADAWCZYCH UE". Below the banner is a light blue background. In the center, there is a white box with a dark blue header that says "logging". Inside this box, there are two input fields: "User:" and "Password:". Below these fields is a checkbox labeled "Remember me next time." and a "Log in" button.

After successful login you enter the user panel. Five tabs are available:

- info
- participants
- pending
- accepted
- rejected

The **Info** tab provides information about the active event. The popup *Current event* control this option. Nevertheless, only *NMP brokerage* is available at present ;-).

Participants and meetings arrangement

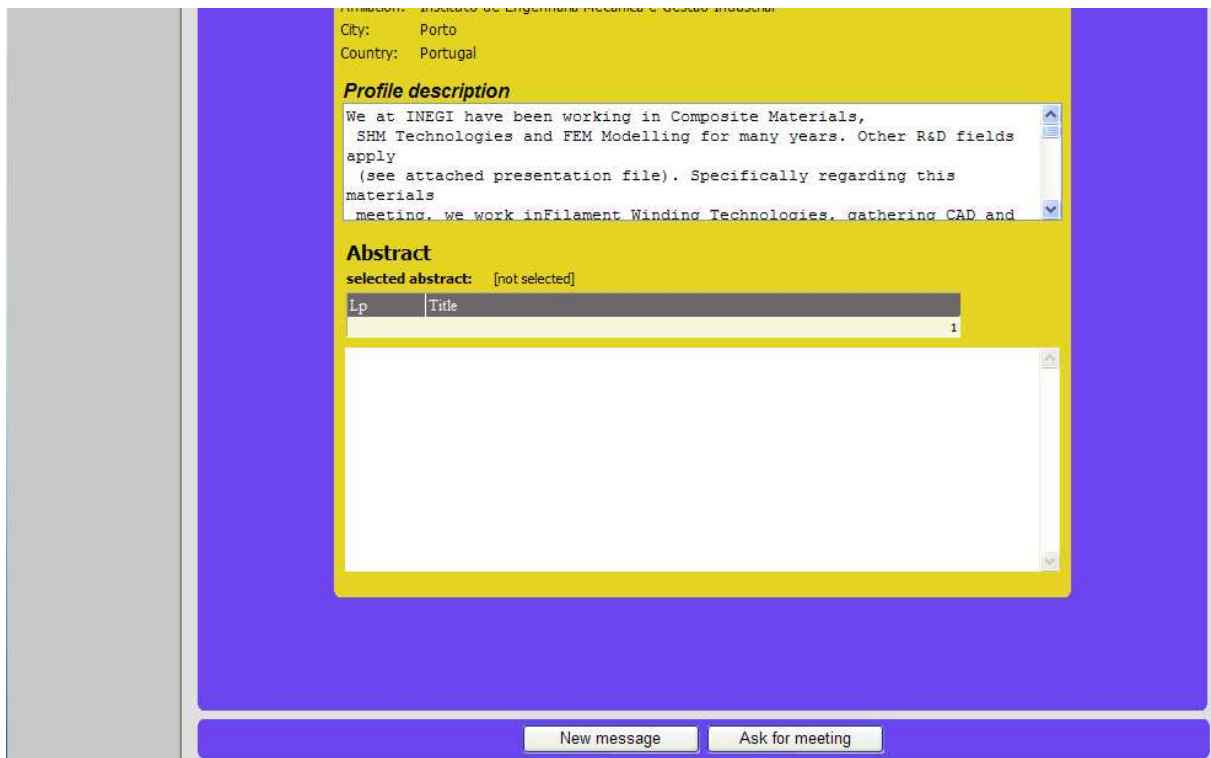
At the tab **Participants** the list of participants is provided, including the basic informations (name, affiliation, country). By clicking on the name in the list, you activate the participant. Then in window below the complete information about the participant is displayed, including his profile and other documents. Do not be surprised if fields *Profile* and *Abstract* remain blank. It simply means, that the participant has not submitted these documents.

Title	Last name	Name	Affiliation	Country
	Aglietto	Ivano	SA Envitech s.r.l.	Italy
	Al-Jumaily	Ahmed	Institute of Biomedical Technologies, Auckland University of Technology	New Zealand
	Apelbaum	Alex	SME Bioadvisor Ltd	United Kingdom
	Awdziej	Franciszek	Grodno State Medical University	Belarus
	Bakashova	Jyldyz	National Library	Kyrgyzstan
	Bandarenka	Hanna	Belarusian State University of Informatics and Radioelectronics	Belarus
	Barkauskas	Jurgis	Vilnius University, Department of General and Inorganic Chemistry	Lithuania
	Ben-Asher	Zohar	ABC Consultants	Israel
	Cavallini	Anna	University of Bologna, Department of Physics	Italy
	Cempura	Grzegorz	AGH, Faculty of Metals Engineering and Industrial Computer Science	Poland
	Ciesielska	Izabela L.	Politechnika Łódzka, Wydział Technologii Materiałowych i Wzornictwa Tekstyliów	Poland
	Drozd	Zdzisław	Warsaw University of Technology, Faculty of Mechatronics	Poland
	Dzhuraev	Abubakir M.	J. Balasagun Kyrgyz National University	Kyrgyzstan
	Faria	Hugo Q.	Instituto de Engenharia Mecânica e Gestão Industrial	Portugal
	Firstov	Sergey	Frantsevich Institute for Problems of Materials Science	Ukraine

Hugo Q. Faria
 Affiliation: Instituto de Engenharia Mecânica e Gestão Industrial
 City: Porto
 Country: Portugal

Profile description
 We at INEGI have been working in Composite Materials,

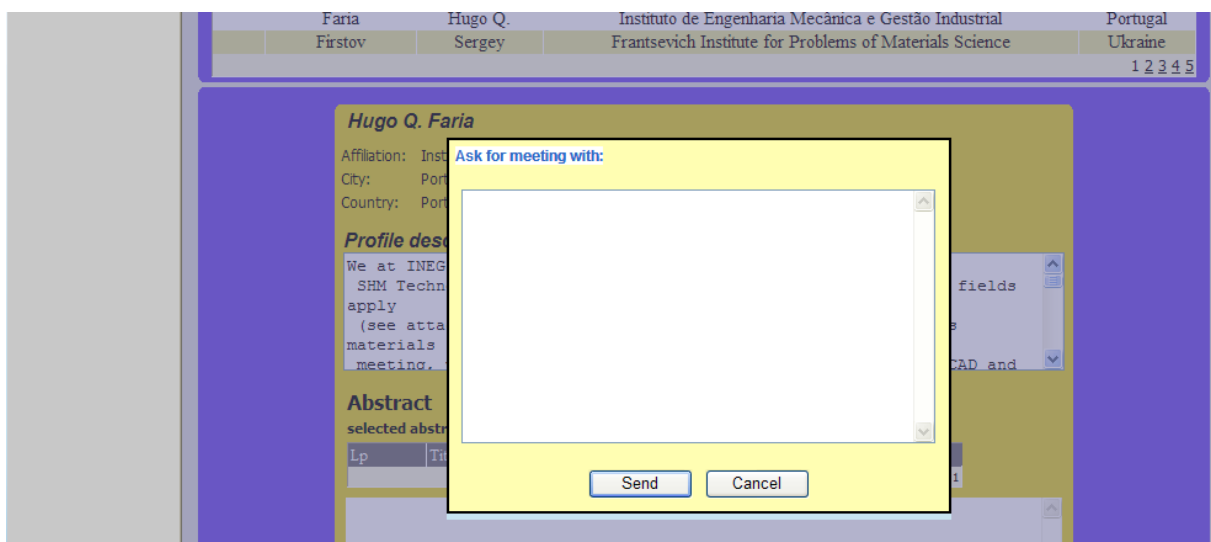
Below the window with detailed participant data you can find two buttons. The **<New message>** button allows for sending a message to the *active* participant (i.e. whose name is displayed in the window above). The button **<Ask for meeting>** initiates the action of individual meeting arrangement.



The action **<Ask for meeting>** results in sending to the recipient a special message:

From: Administrator [Administrator@kpk.gov.pl]
 Subject: [NMP brokerage] meeting propose
 Body:
 This message has been generated automatically, please do not answer!
 You are kindly requested to accept or reject call for meeting by other participant.
 please click the link below to make this operation
<https://brokerage.kpk.gov.pl/brokerage/Confirmation.aspx?call=1>

The meeting proposer has the possibility to send a personal message to the recipient. When the button **<Ask for meeting>** is pressed, a window "Ask for meeting with" appears, where the personal message can be written down.



In order to complete the meeting arrangement, the receiver has to accept or to reject the meeting. By clicking the link in the message, the receiver is redirected to a suitable page with options either to accept or to reject the meeting. At this page all personal information of the proposer are displayed. Note, that for the access to the acceptance/rejection page the login to the matching service is required (if you are not login, the authentication page is displayed first after clicking the link in the message).

Pending tab contains the list of participants waiting for confirmation or rejection of the meeting. The red color stands for participants you have requested for the meeting (they can confirm or reject your proposition). The black color stands for those who has requested you – so you are expected to give them response as soon as possible! You can do it by clicking a suitable name, and next pressing either the **<accept>** or **<reject>** button. This action complete the meeting arrangement, and the participant is shifted to either **Accepted** or **Rejected** tab.

The screenshot shows a web application interface with a top navigation bar and a main content area. The top bar includes a [Logout](#) link, the text "Logged as: rgisko.", and a welcome message "Welcome to: Rafal Gisko". Below the top bar is a tabbed interface with tabs for "info", "participants", "pending", "accepted", "rejected", and "manage". The "pending" tab is currently selected. Below the tabs is a header "List of pending participants" and a table with the following columns: "Last name", "Name", "Country", "Affiliation", and "Status". The table contains one row with the value "1" in the "Status" column. To the left of the table is a "Contact" button. Below the table is a section for "selected participant: [selected user]" and two buttons: "Accept" and "Reject".

Last name	Name	Country	Affiliation	Status
				1