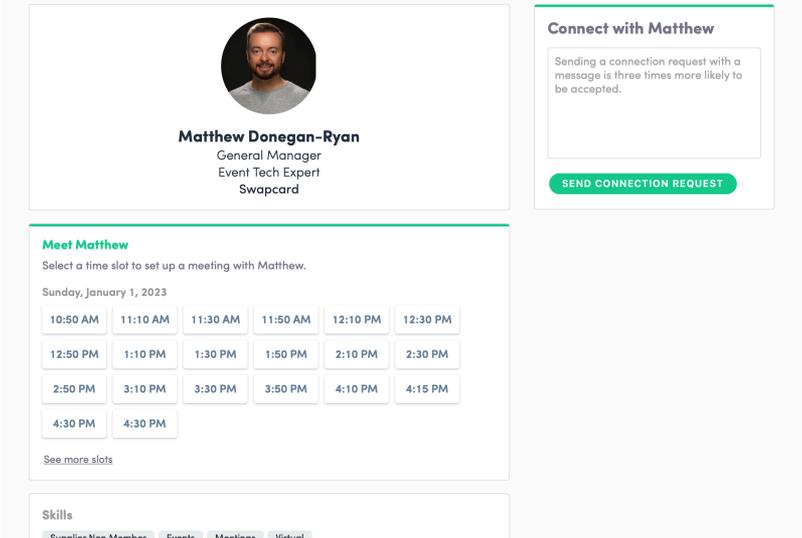
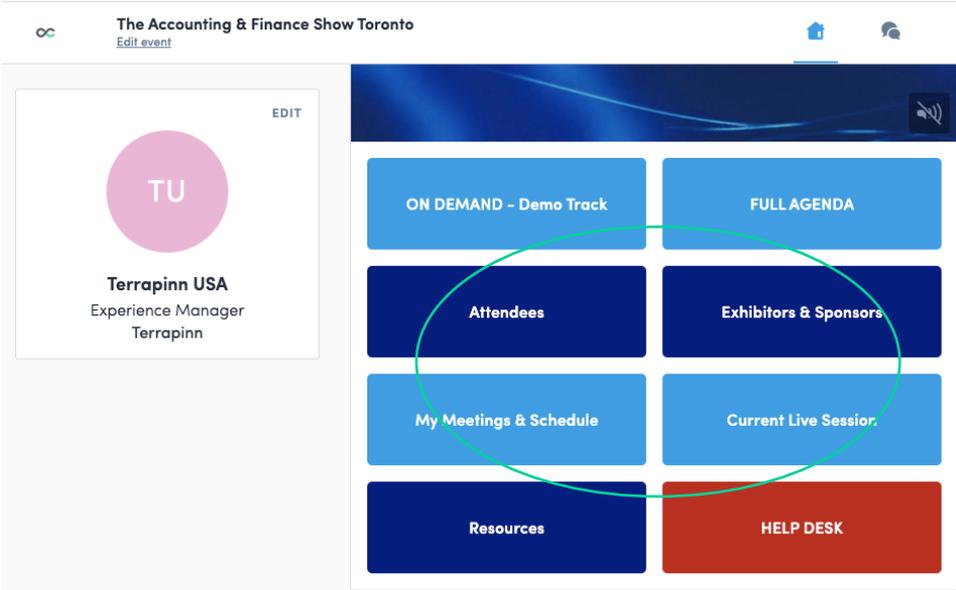


HOW TO SET UP MEETINGS

How to network ?

In the home page of the event, you can access to the **Attendees** list.

Thanks to this, you can identify people of interest. Do not hesitate to contact them through the application to network and schedule **'face-to-face'** meetings.



You will see time slots appearing on people's profiles, it means that the organizer has allowed scheduling meetings on the event.

Don't lose time and ask for meetings to the people of your choice before all their slots are booked.

You can manage your availability from the **"My Meetings & Schedule"** section of the application.

How to make a connection request ?

The screenshot shows a user profile for Matthew Donegan-Ryan, General Manager at Swapcard. Below the profile is a 'Meet Matthew' section with a calendar grid for Sunday, January 1, 2023, showing various time slots. To the right is a 'Connect with Matthew' section with a text box and a 'SEND CONNECTION REQUEST' button highlighted with a red oval and an arrow.

Matthew Donegan-Ryan
General Manager
Event Tech Expert
Swapcard

Meet Matthew
Select a time slot to set up a meeting with Matthew.
Sunday, January 1, 2023

10:50 AM	11:10 AM	11:30 AM	11:50 AM	12:10 PM	12:30 PM
12:50 PM	1:10 PM	1:30 PM	1:50 PM	2:10 PM	2:30 PM
2:50 PM	3:10 PM	3:30 PM	3:50 PM	4:10 PM	4:15 PM
4:30 PM	4:30 PM				

[See more slots](#)

Skills
Supplier Non Member Events Meetings Virtual

Profile picture placeholder

Connect with Matthew
Sending a connection request with a message is three times more likely to be accepted.

SEND CONNECTION REQUEST

To send a connection request to a person, go to a person's profile (via the list of participants, speakers, or a company profile) and click on Send connection request.

Tip : We encourage you to write a message before sending your connection request to introduce yourself and explain the reason for the connection.

You will be able to find all the people you have been in contact with during an event in the “My Visit” button, My Contacts tab.

How to request a meeting ?

Step 1 : Go to a person's profile - by going to the list of attendees or exhibitors & sponsors.

Step 2 : Click on one of the proposed meeting slots. If you want to see other slots, click see more slots.

Step 3 : After selecting a slot and the virtual location, write a message to the person you want to meet. Once done, click send meeting request.

← **Select location** ×

👤 Steve Goodwin [Add](#)

📅 Thu, July 26 - 11:00 to 11:30 AM [Edit](#)

Select a place to easily find them at the event.

- MAIN STAGE
- CHALLENGE STAGE
- 📺 ONLINE MEETING

📅 Wednesday, 13th May • 10:30 AM to 11:00 AM [Edit](#)

📍 Main Exhibition Hall • Match! Arena [Edit](#)

Message (optional)

Hey ! I'd like to meet you to talk about your solution.

SEND MEETING REQUEST



Matthew Donegan-Ryan
General Manager
Event Tech Expert
Swapcard

Meet Matthew

Select a time slot to set up a meeting with Matthew.

Sunday, January 1, 2023

10:50 AM	11:10 AM	11:30 AM	11:50 AM	12:10 PM	12:30 PM
12:50 PM	1:10 PM	1:30 PM	1:50 PM	2:10 PM	2:30 PM
2:50 PM	3:10 PM	3:30 PM	3:50 PM	4:10 PM	4:15 PM
4:30 PM	4:30 PM				

[See more slots](#)

Skills

- Supplier Non Member
- Events
- Meetings
- Virtual

How to do a virtual meeting ?

To do a virtual meeting, you must select the **virtual location** when requesting a meeting. (See : *How to request a meeting?*)

A few minutes before the meeting, go to the profile of the participant you're going to meet, and click on the colored "**Meeting call**" button that will launch the video call (only available if the meeting is confirmed).

Connected

Andrea Di Benedetto
PM
Event Industry
Swapcard

Meeting CONFIRMED

Monday, 6th April · 10:00 AM to 10:30 AM

Virtual meeting

MEETING CALL Cancel meeting

2021 Fashion Trend'show

Display Live Discussions

Steve Goodwin 2 hours
Hello John! Nice to meet you, are you available to talk...

Mable Love, ... 3 hours
Hi, I'm also going to the event, could we meet there?

Amy Lambert Yesterday
Ok, interesting. Looking forward to meet you to...

Ophelia Doyle May 16
The Emerford Buddha is a figure of a sitting Buddha...

Travis Meyer, ... May 15
Ok, see you there then. Have a lovely day!

Nice to meet you John! I'm Steve, Direct Sales Manager at Konex. I would like to discuss with you about your new project Low-Tech. Are you available during the event?

Wed, Oct 24, 2020

Nice to meet you John! I'm Steve, Direct Sales Manager at Konex. I would like to discuss with you about your new project Low-Tech. Are you available during the event?

case-study.pdf

You launched a call Started 2 mins ago JOINED

Steve Goodwin
Direct Sales Manager
Business Developer
Konex

BOOK MEETING

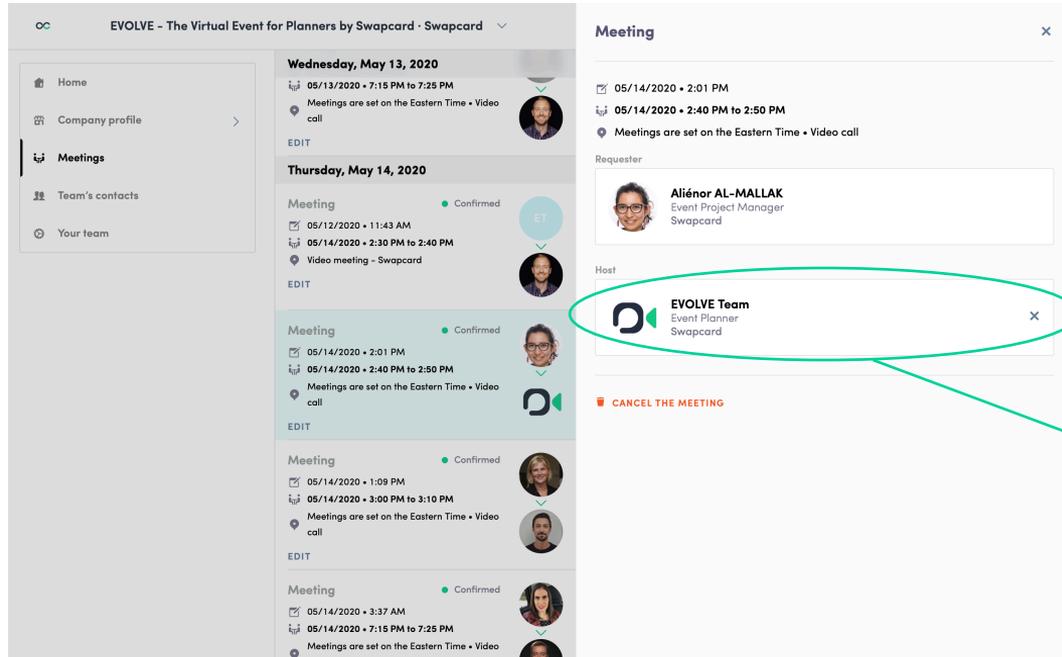
Scoring
Adding a rate helps your follow-up by knowing the potential of each connection made.

Tags
Add tag to organize your contacts
CEO × 2018 ×

Note
Add note to remind you about your contacts and how you met them

SEE FULL PROFILE
DELETE CONVERSATION

How to assign a teammate to a meeting ?



The screenshot displays the Swapcard interface for managing meetings. On the left, a sidebar contains navigation options: Home, Company profile, Meetings (selected), Team's contacts, and Your team. The main content area shows a list of meetings for Wednesday, May 13, 2020, and Thursday, May 14, 2020. Each meeting entry includes a date, time, and status (Confirmed). A green circle highlights a specific meeting on May 14, 2020, at 2:01 PM. A callout box for this meeting shows the requester, Aliénor AL-MALLAK, and the host, EVOLVE Team. A dropdown menu is open, showing the EVOLVE Team as the selected assignee. A red button labeled 'CANCEL THE MEETING' is visible at the bottom of the callout.

In your exhibitor center, you can manage your teammates meetings.

Go to the « **Meetings** » tab and see all your team meetings during the event.

To assign or change a teammate to a meeting, click on the meeting and choose the team member you want to assign.