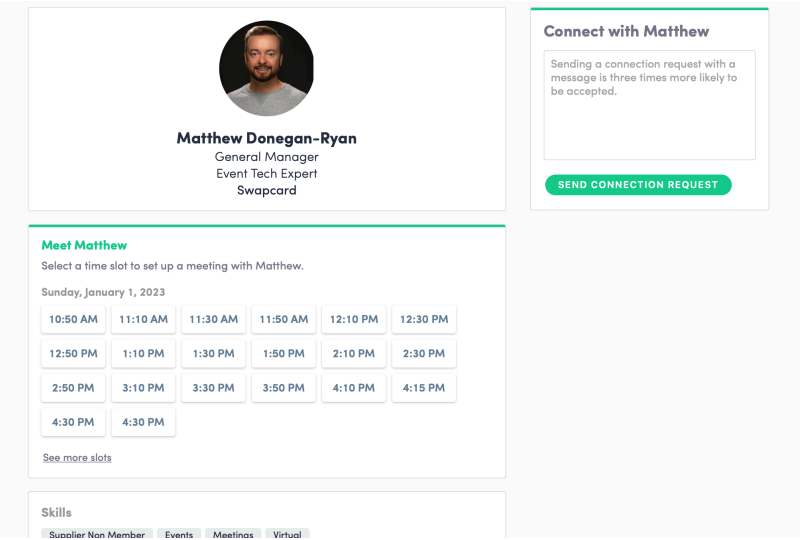
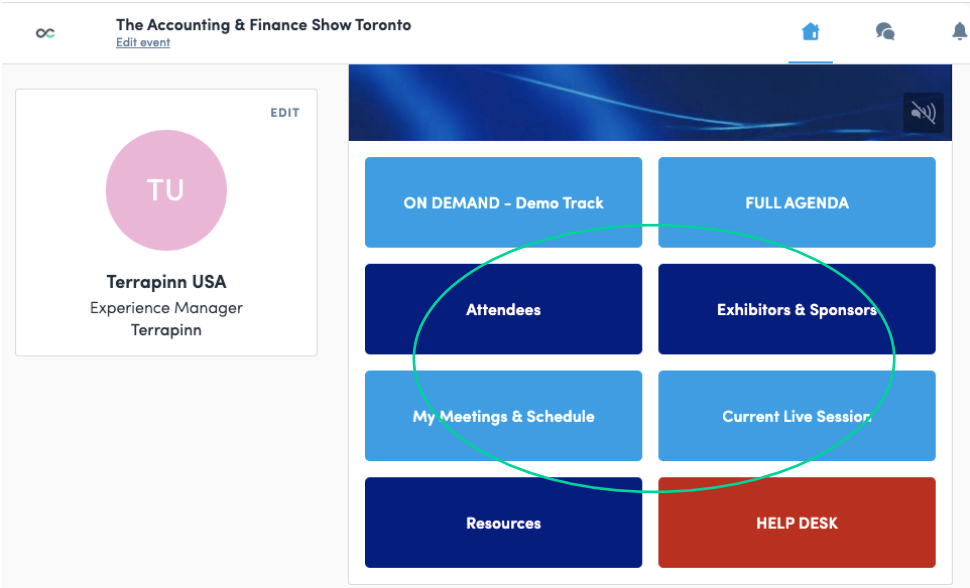
HOW TO SET UP MEETINGS

How to network ?

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

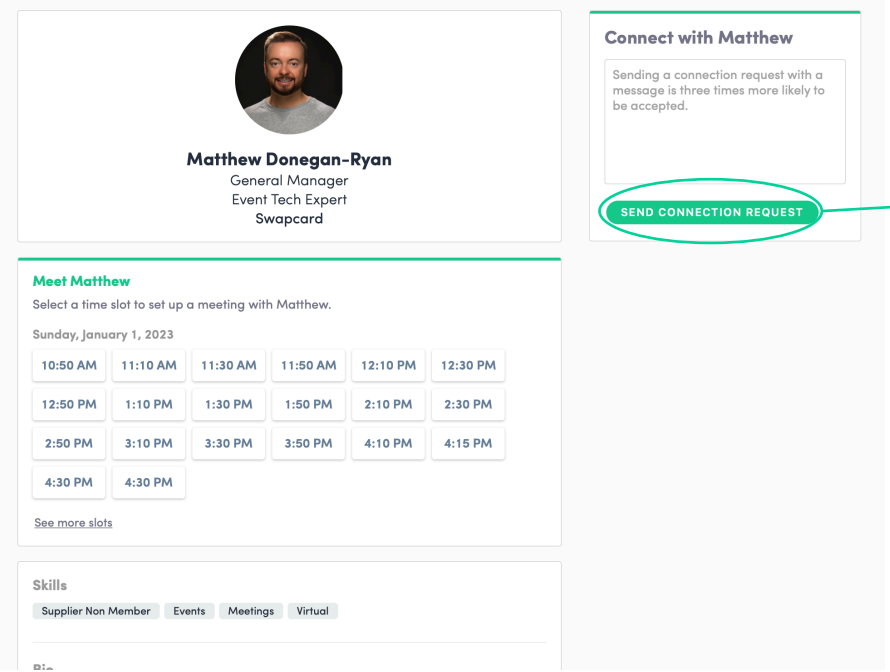
Thanks to this, you can identify people of interest. Do not hesitate to contact them through the application to network and schedule '**face-to-face**' meetings.





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 ?



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.

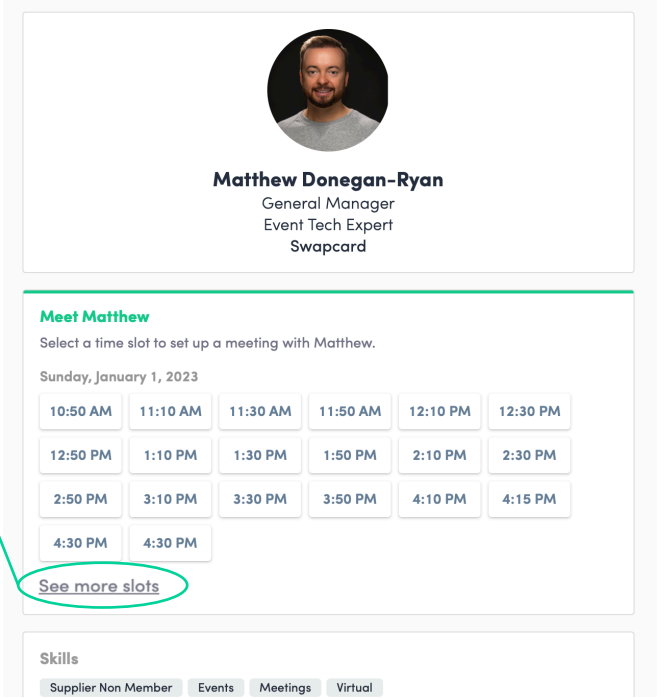
You will be able to find all the people you have been in contact with during an event in the “My Visit” button, My Contacts tab.

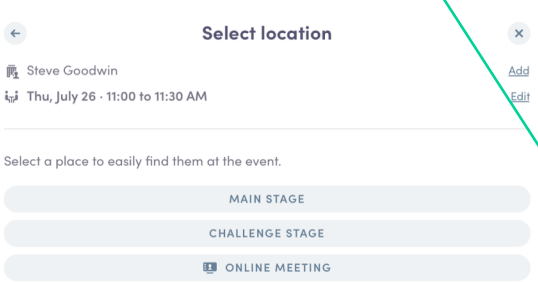
How to request a meeting ?

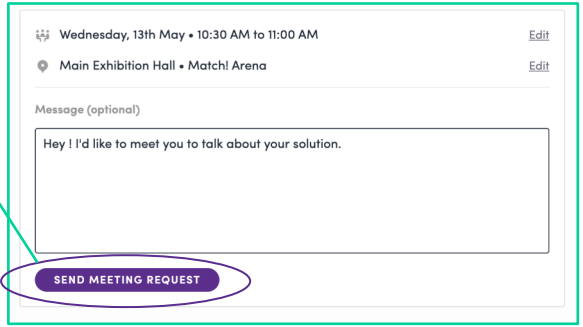
Step 1 : Go to a person's profile - by going to the list of attendees or exhibitors & sponsors.

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.



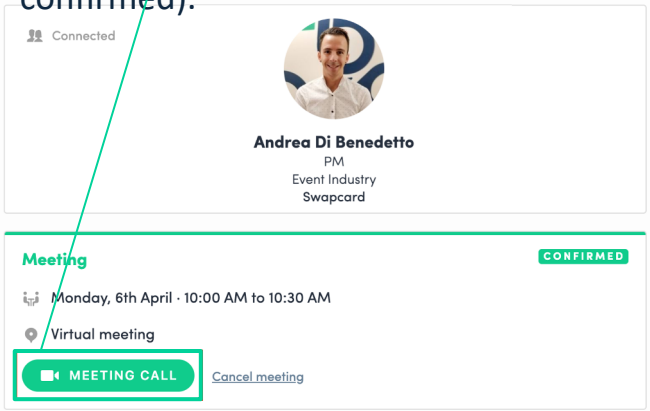


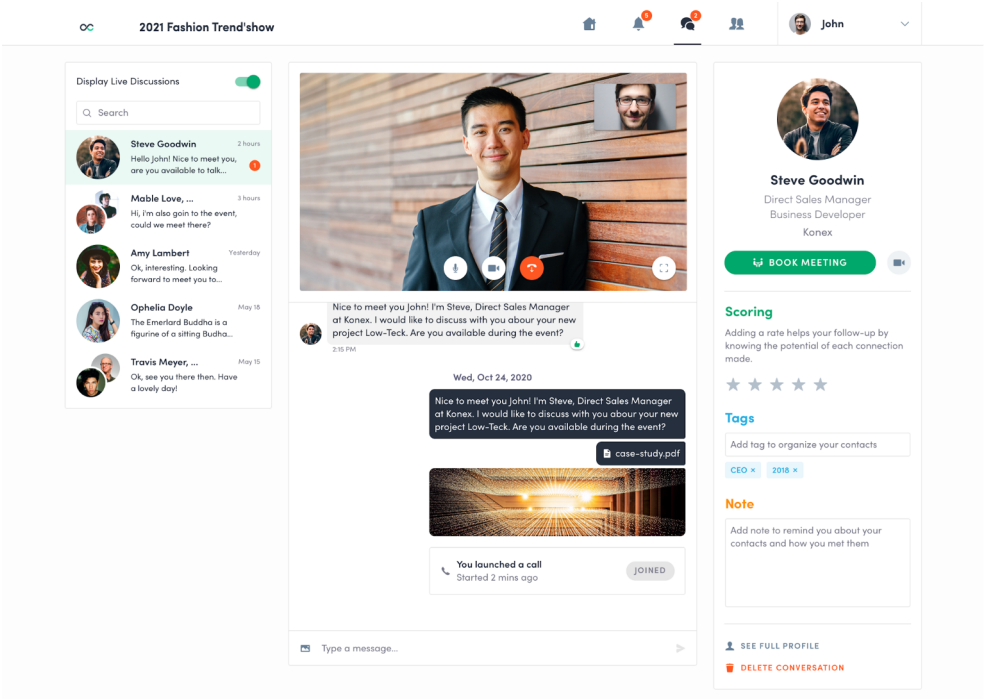


How to do a virtual meeting ?

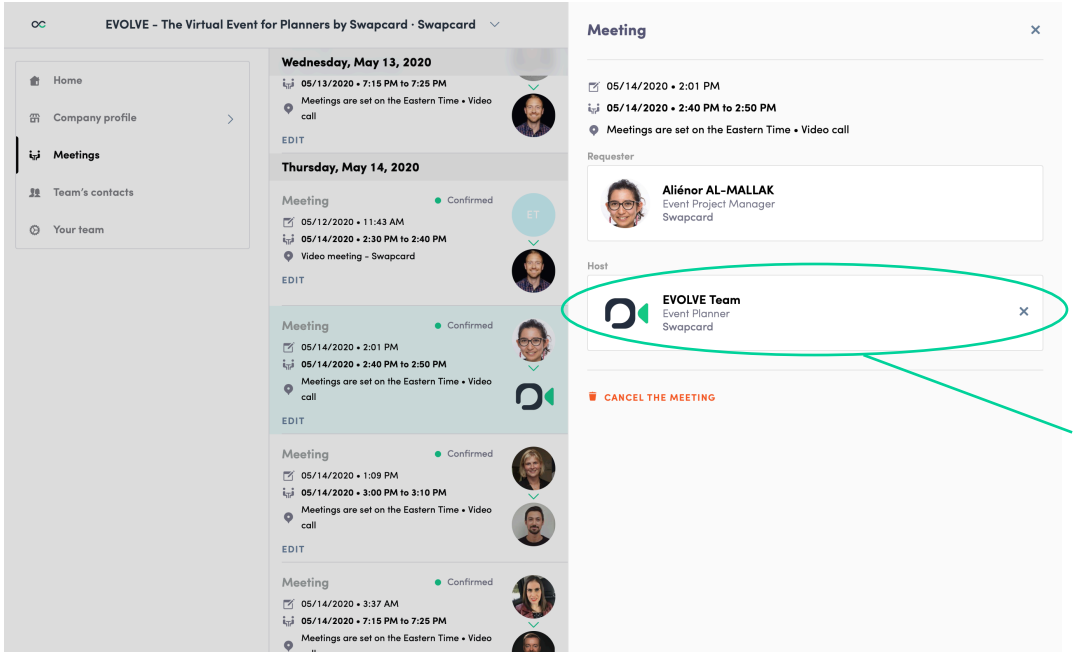
To do a virtual meeting, you must select the **virtual location** when requesting a meeting.
(*See : How to request a meeting?)*

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).





How to assign a teammate to a meeting ?



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.