


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.



Matthew Donegan-Ryan
General Manager
Event Tech Expert
Swapcard

Connect with Matthew

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

[SEND CONNECTION REQUEST](#)

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



Terrapinn USA
Experience Manager
Terrapinn

The Accounting & Finance Show Toronto
[Edit event](#)

ON DEMAND - Demo Track

FULL AGENDA

Attendees

Exhibitors & Sponsors

My Meetings & Schedule

Current Live Session

Resources

HELP DESK

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 ?



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[See more slots](#)

Skills

Supplier Non Member Events Meetings Virtual

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](#)



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General Manager
Event Tech Expert
Swapcard

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[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).



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 Emerald Buddha is a figurine of a sitting Buddha...

Travis Meyer, ... May 16
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

Type a message...

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.

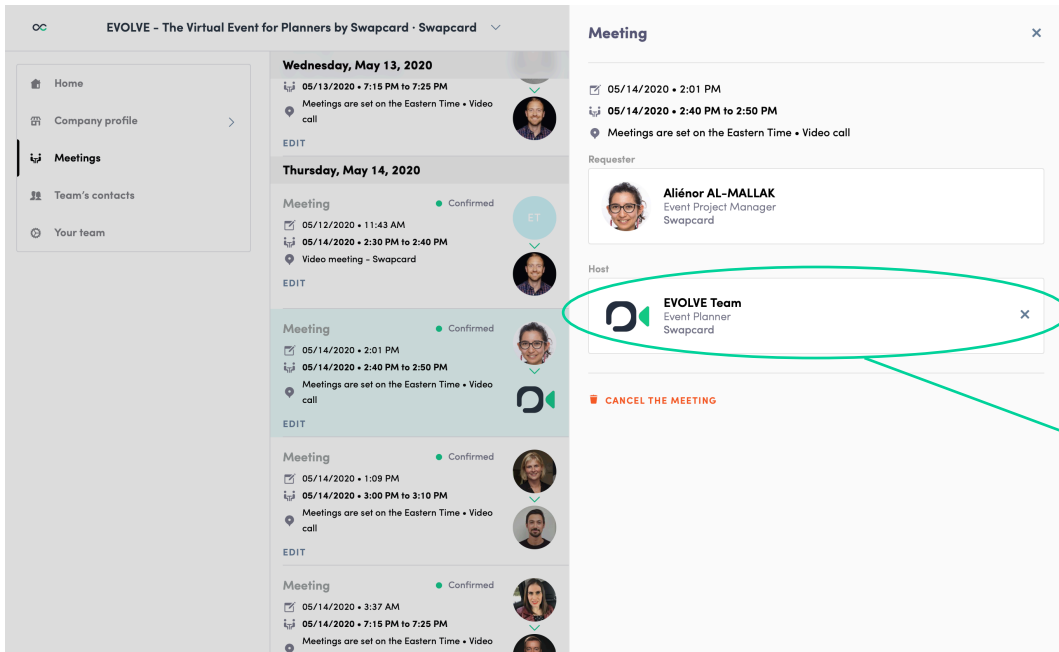
★★★★★

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 ?



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.