

## User guide for Partners meeting service

The **Partners meeting** function makes it possible for you to book dates/times with exhibitors whom you will visit during the exhibition.

You can use this service by clicking on the **Partner meeting** button in the **Activities** menu in your profile.

After log-in, your calendar will appear and you can set on which day and what time how many visitors you and your colleagues can receive. Free slots set here will be made available for others in the system and thus they can engage appointments with You upon clicking on them.

The system would send an e-mail reminder to both parties (host and guest). With the help of the link in the letter You will have the opportunity to contact your partner in e-mail, and, if necessary, cancel the proposed meeting. Naturally, beside setting own free time slots, you will also have the opportunity to initiate appointments with other exhibitors of the calendar, provided they also indicated their available slots.

Thereafter you can choose from among the following **Activities**:

### Setting my own calendar

In this menu item you can set your own free dates/times and your e-mail address. The system automatically sends e-mail messages of the booking of meetings and of cancellations. In the e-mail address field please set the e-mail address to which the system can send messages concerning events in your calendar.

It is also here under this menu item that you can set the number of people you can receive at the various dates/times in the framework of partner meetings. Those will be the dates/times which the system will offer to other - as dates/times that can be booked - in relation to your company.

The required number of people can be set by clicking the + or the - button. If - with the assistance of your colleagues - you can receive more people at the same time, click the + button repeatedly until the required number is reached. The number will be seen behind the word 'Free'.

### Booking dates/times in the calendars of others

By clicking 'Booking in the calendars of others' you will see a drop-down list showing the names of the exhibitors with free dates/times that are available for you to book.

If multiple events are underway in parallel on the days concerned, the exhibitors of other simultaneous events will also be accessible in the lists of any given exhibitor.

After selecting the exhibitor of your choice you will see the entire calendar of that particular exhibitor. The green coloured 'free' date and time can be booked by clicking 'Book'. Dates/times booked earlier on can be unbooked by clicking 'Cancel'.

After clicking 'Book' or 'Cancel' the system will automatically send an e-mail message to both parties informing each of the completion of the 'booking'/'cancelling' operation. The e-mail message contains the e-mail addresses of both parties to enable them to contact each other directly right away, to agree on further details.

### Summary of my scheduled activities

If you wish to see all of your scheduled activities during the event select the Summary of my activities. This will show you the contents of the entire calendar including all of the time intervals for which you have booked for meetings with other exhibitors.

If you wish to download your schedule in a printable pdf file version, start the query by clicking Download report at the bottom of the table.

Don't hesitate to take advantage of the opportunity! Do not forget, exhibitors and registered visitors will only able to reserve your slots when you previously have set your available slots!