

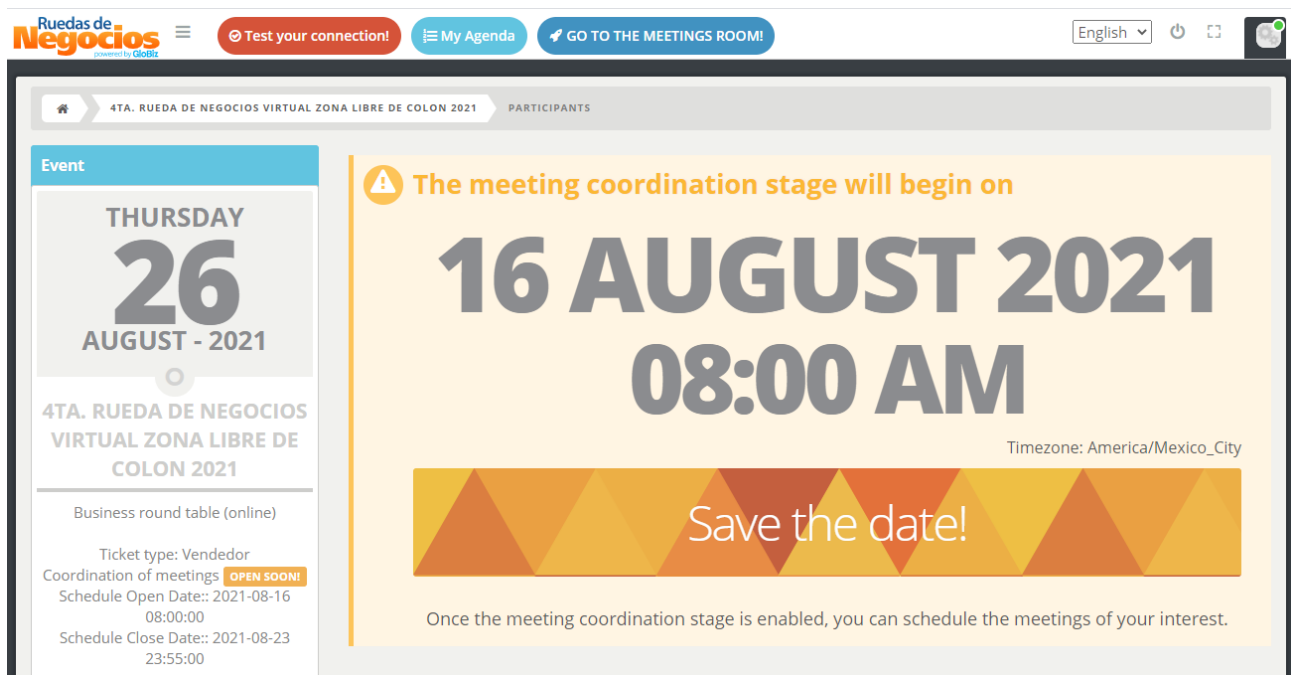
Getting started

Enter to the event's landing page, and click on the login button at the top right corner



Your access credentials were sent by email when you finished your registration.

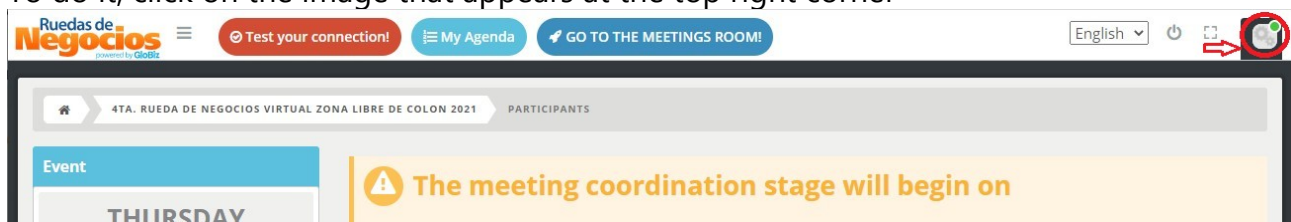
When you enter, you will be able to see the participants list when the meeting coordination stage starts.



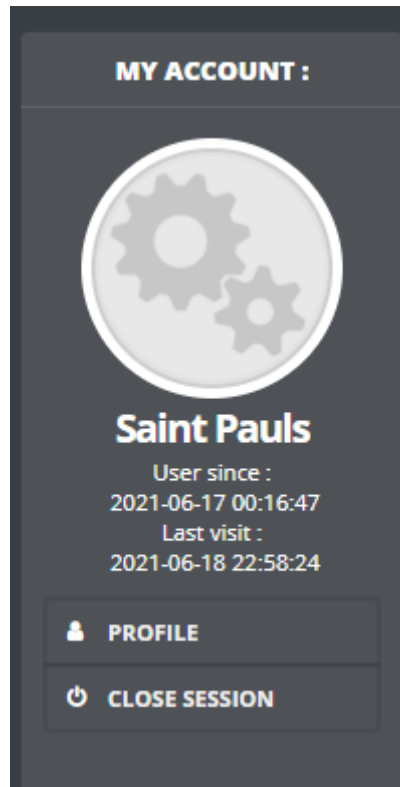
Meanwhile, it's important that you **complete your profile**.

Updating your profile

To do it, click on the image that appears at the top right corner



By clicking there, your brief profile will be show



Click on **“Profile”** to view and edit all your data.

This information and images are what your counterparts are going to see about you, so it's very important to complete with accurate data and representative images.

Company Logo (suggested size 250x250 px)	Info		
<div style="background-color: #f08080; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> <p>Invalid file type, expects: jpeg, png, gif, bmp.</p> </div>	COMPANY	NAME	POSITION
	<input type="text" value="Agencia de Viajes Mi Univers"/>	<input type="text" value="Suzanne Daisley"/>	<input type="text" value="Ejecutiva de Ventas"/>
	AREA	MOBILE NUMBER	EMAIL
	<input type="text" value="Ventas / Comercializaciór"/>	<input type="text" value="63155677"/>	<input type="text" value="ventas1@myuniversetra"/>
	ADDRESS	CITY	STATE
	<input type="text" value="Calle 14 Santa Isabel, Edificic"/>	<input type="text" value="Colon"/>	<input type="text" value="Colon"/>
	COUNTRY	PHONE NUMBER	ACTIVITY
	<input type="text" value="Panama"/>	<input type="text" value="+50763155677"/>	<input type="text" value="TOURISM"/>
	ACTIVITY	TAX IDENTIFICATION	
	<input type="text" value="common.activity-placeholder"/>	<input type="text" value="15701833-2-2021 DV13"/>	
	SLOGAN		
	<input type="text" value="Placer o trabajo, somos la mejor opción."/>		

Photos of the company / products

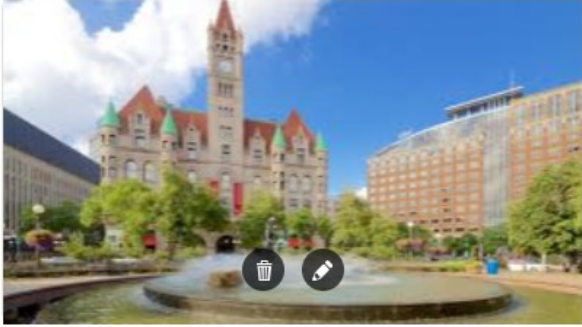
Post up to 5 photos of your company, products and / or services!

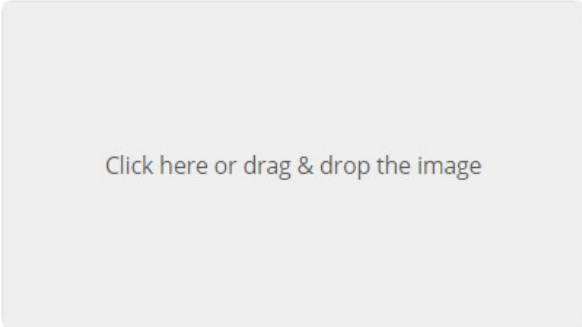
1

You can add a Company Logo by clicking on the square or dragging the image into the box. You can do the same with product's or service's photos.

Photos of the company / products

Post up to 5 photos of your company, products and / or services!

1 

2 

If you have a **website**, profile in **social networks** or **videos** published on internet, you may supply this information in the corresponding fields under section "Website and social media"

Under section "**Specific information for the business event**" it's very important that you check over the **time zone**. You have to select your current time zone in order to view meetings schedule according to your time zone and to avoid confusion with you final agenda times.

Under label "**Interest for this event**" you should supply **information about your company and interest** at this event so your counterparts can view it and choose you for a meeting.

Specific information for the business event

TICKET TYPE <input style="width: 90%;" type="text" value="Exhibitor"/>	TIMEZONE <input style="width: 90%;" type="text" value="(UTC+01:00) Rome, Italy"/>	PREFERRED LANGUAGE <input style="width: 90%;" type="text" value="English"/>
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Interests for this event

ENGLISH

When you are done, click on **“Update”** button

Time slabs availability

As default, all the event’s time slabs are going to be shown to your possible counterparts as available to schedule a meeting. If you know that you are not going to be able to have a meeting in certain days / times, you can tick those slabs in order not to be shown as available, so no one will request a meeting there.

To do it, click on **“Manage”** button that appears at the bottom of your profile

Time slabs availability

Over each specific time slab that you are not going to be available, click on **“available”**



so the slab state changes to **“not available”**

Time Slab 3

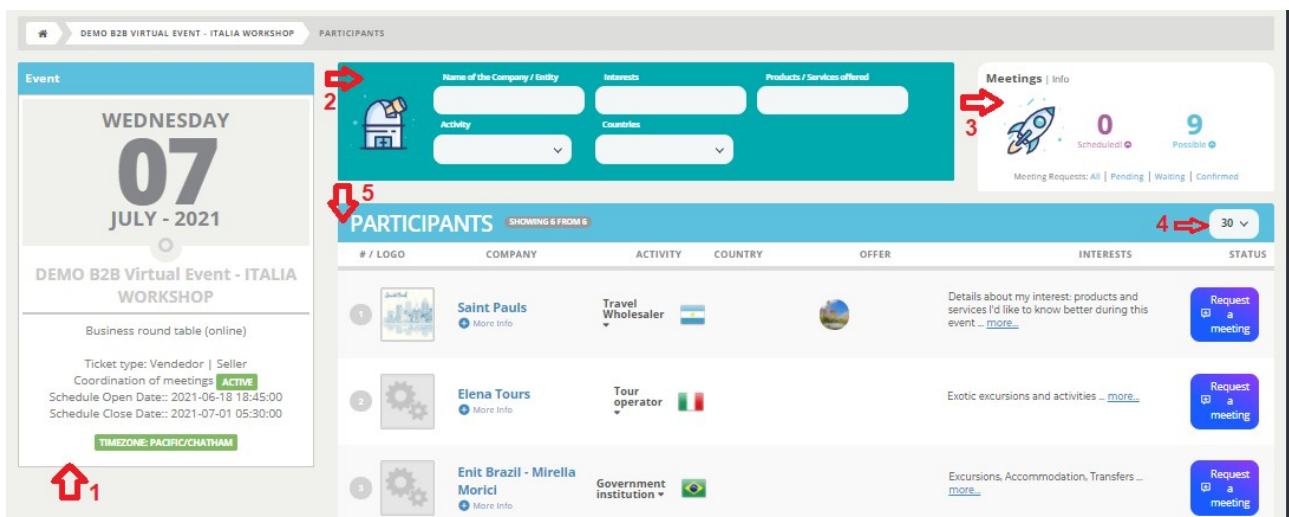
2021-05-13
16:20 - 16:27

× not available

Participants view

When you enter into the participants view, you will see the list of your possible counterparts.

If you are an exhibitor, you will only see the buyers. If you are a buyer, you will only see exhibitors.



This view has five sections:

1- Event information area Shows you the basic information about your registration in the event. There you can find the date of the event, your ticket type, and important dates to pay attention to: the dates of beginning and ending of the meetings coordination stage.

2- Filter / search area You can complete one or more of this fields to get the participants list filtered.

3- Summary of your meetings Here you can see how many meetings you have in your agenda, and the limit of possible meetings for you in this event.

By clicking over the scheduled meetings number you can access to your agenda.

In this area there are links to view the list of meetings request according to it's state:

Pending meetings requests are those you should answer accepting or rejecting

Waiting meetings requests are those request that you sent and the counterpart hasn't answered yet.

Confirmed meetings are those meetings that are already in your agenda because they were accepted.

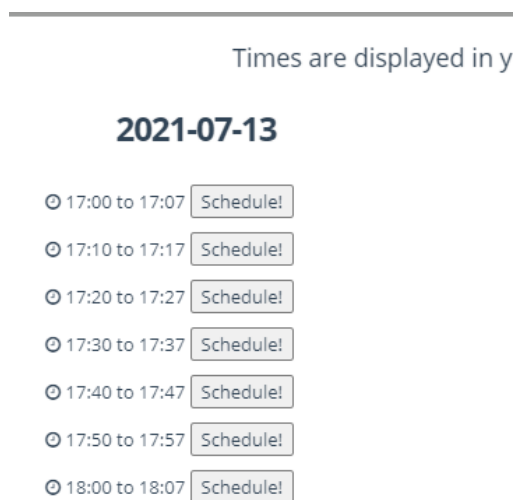
4- Records per page You can select the quantity of records that are going to be shown in the participants list. As default, the participants list shows 30 records on each page

5- Participants list shows basic information about each participant. You can press over the **"More info"** link to see details, presentation videos and bigger photos.

Sending meetings requests

When you find a counterpart of your interest you can send a meeting request pressing the **"Request a meeting"** button

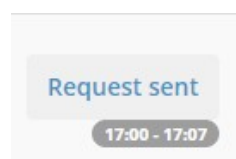
A dialog will appear showing you the available time slabs. Times are according to your time zone. For example:



Choose the day / time of your convenience and click on **"Schedule"** button.

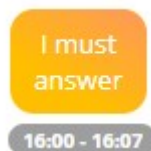
The system sends an email to the selected counterpart letting him know about your interest.

In the participants list, the status column is updated showing that you have requested a meeting to that company, with the requested schedule.



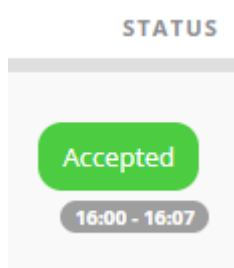
Answering to meeting request

When you enter to the participants list, you will see in the status column a button



You may filter to quickly view all your pending requests by clicking on the “**Pending**” link that appears on then meetings summary area.

When you click on the “**I must answer**” button, you can select to “**accept**” or “**reject**”. The status column will be updated with your selection and an email will be sent to your counterpart.



In case you accept the meeting request, you are going to see the number of scheduled meetings updated too, and the meeting will be show in your agenda.

Accessing to your agenda



By clicking over the scheduled meetings number that appears in the meetings summary area, you can access to your agenda.

Meetings cancelation

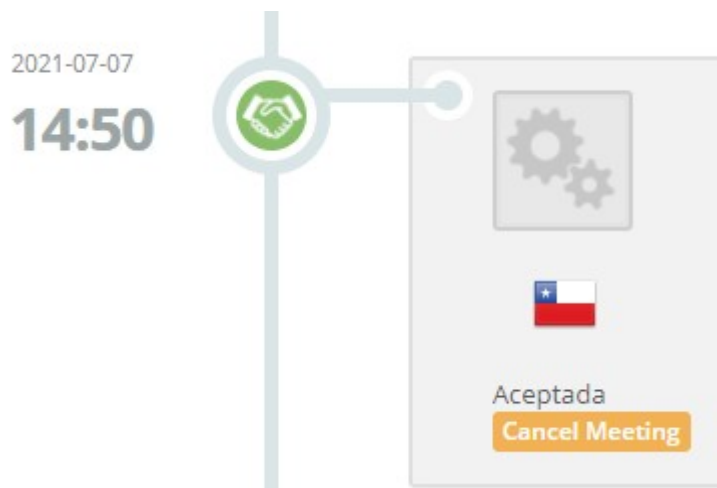
In the agenda view you will see all meetings that are in your agenda at the moment. Some of them are still not confirmed, but they are shown in order to identify your schedule occupation.

You may see different labels next each meeting identifying it's state: Pending=Pendiente |

Accepted=Aceptada | Must answer=Debo responder

Besides there is a **"Cancel Meeting"** button that appears next to those meetings requests that you sent.

In case you need it, you can cancel a meeting by clicking on the "Cancel meeting" button. Doing this, the time slab is released, and you can use it for an other meeting request. Please, be aware that if you cancel a meeting with a counterpart, you are not going to be able to request a new meeting to the same counterpart. So if you need to change the day / time of a meeting, ask the organizer to do so.



Notice that you are not able to cancel meetings that others requested to you.

2021-07-08

15:15

