

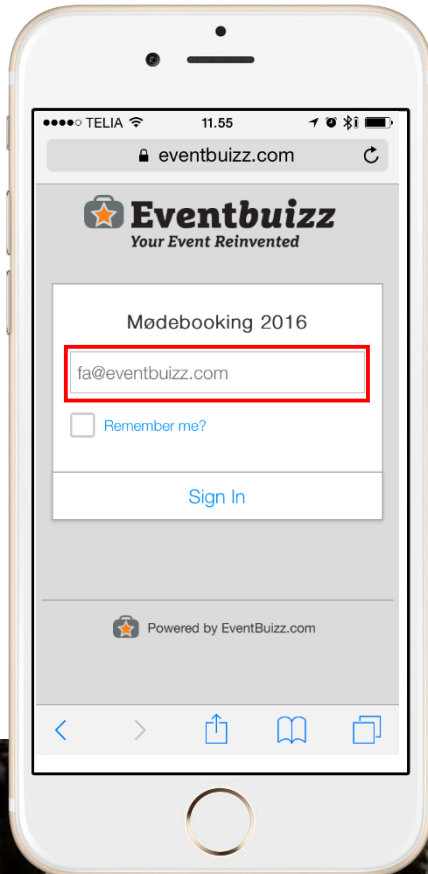
Book a meeting – create your time slots

Your sales persons/contact persons can easily set up his or her individual booking slots .
Follow the guide and see how easy it's done.

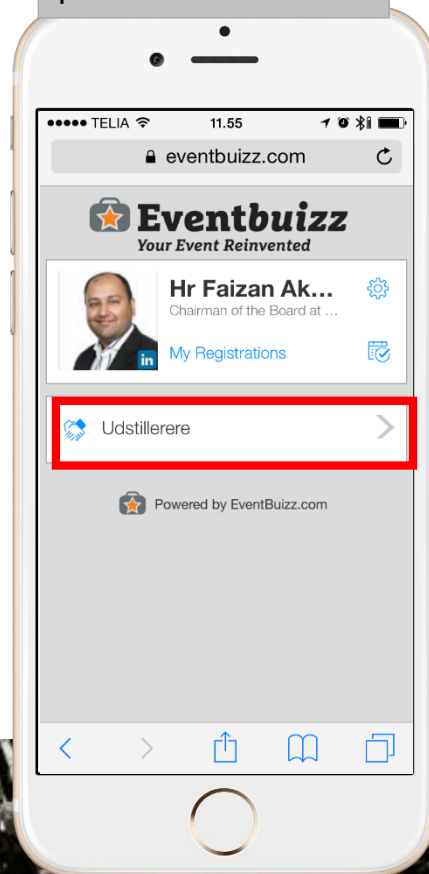


Create booking slots

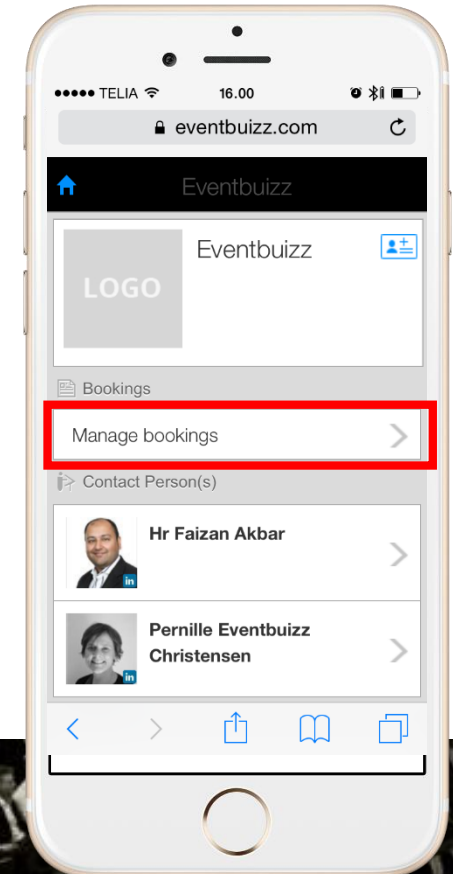
Log on the event app for the specific event.



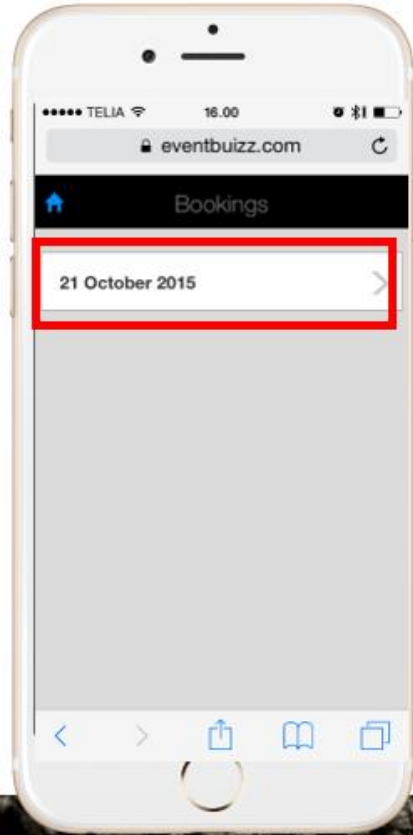
Choose the sponsor/exhibitor profile where you are listed as contact person



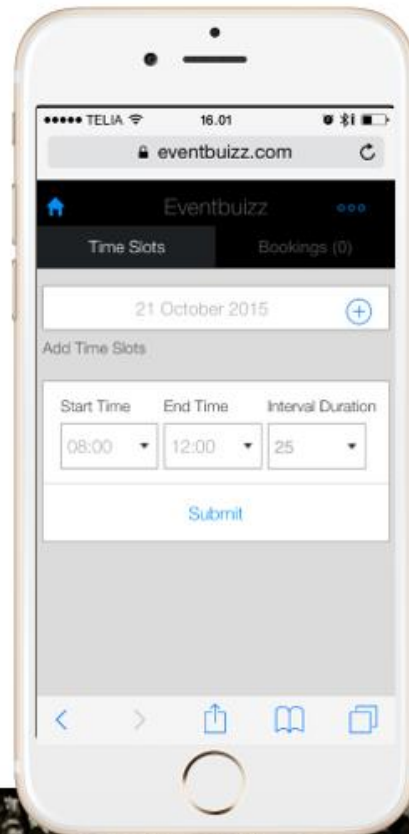
Click manage bookings



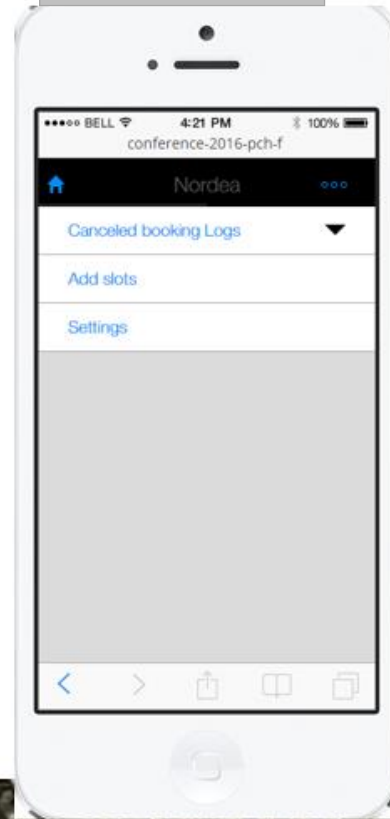
Choose date for booking slots



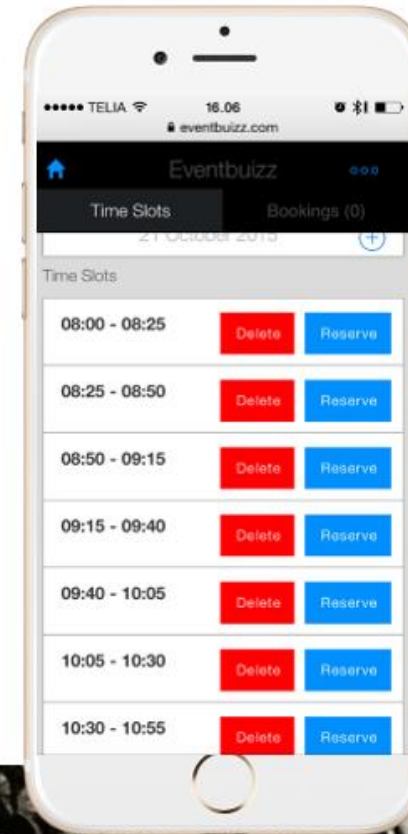
Insert start and end time, as well as interval duration of the meetings



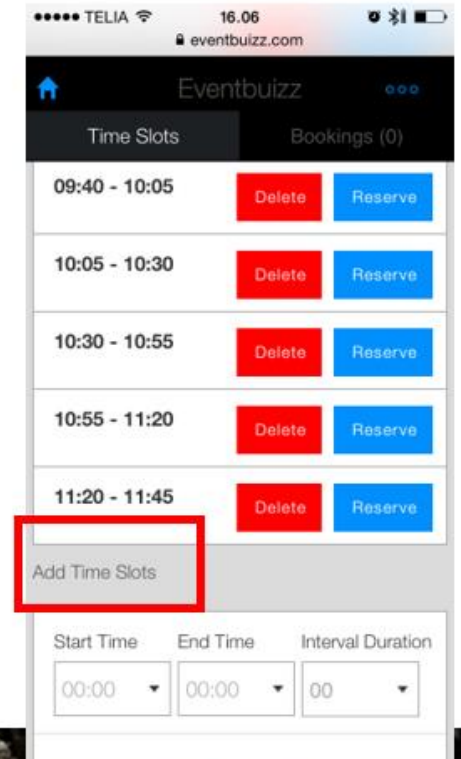
In settings, you can activate auto confirmation of bookings. If not, booking must be confirmed manually



Now you have your list of booking slots



If you wish to add additional time slots, click add time slots



You are now ready for the attendees to start booking a meeting with you.

The attendee will book through your sponsor/exhibitor profile in the app.

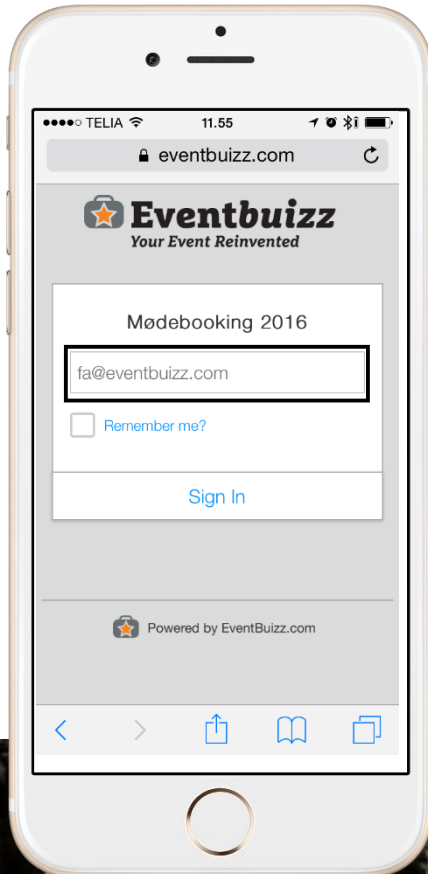
The attendee receives an email to await final confirmation before the booking is confirmed – unless you chose ‘auto confirmation’

The contact person receives a booking request which needs to be confirmed or denied.

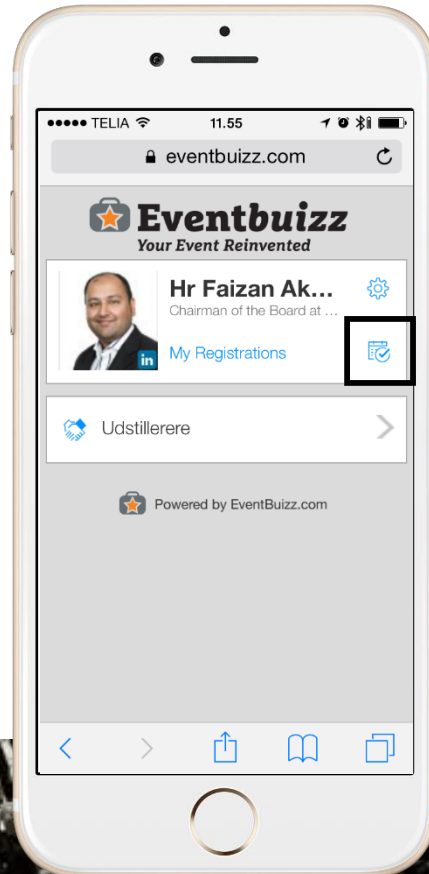
Finally the attendee receives a confirmation email.

Check your bookings!

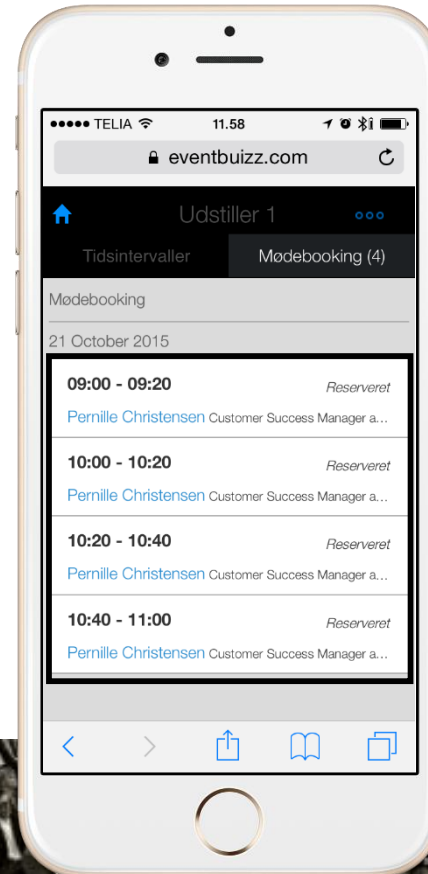
Log on the event app for the specific event.



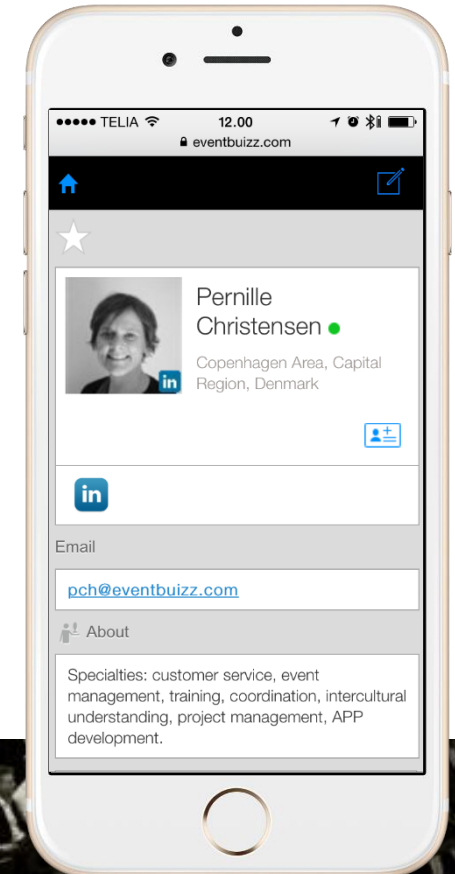
Click the calendar icon



Overview of bookings



Click the name of the attendee who has booked a meeting

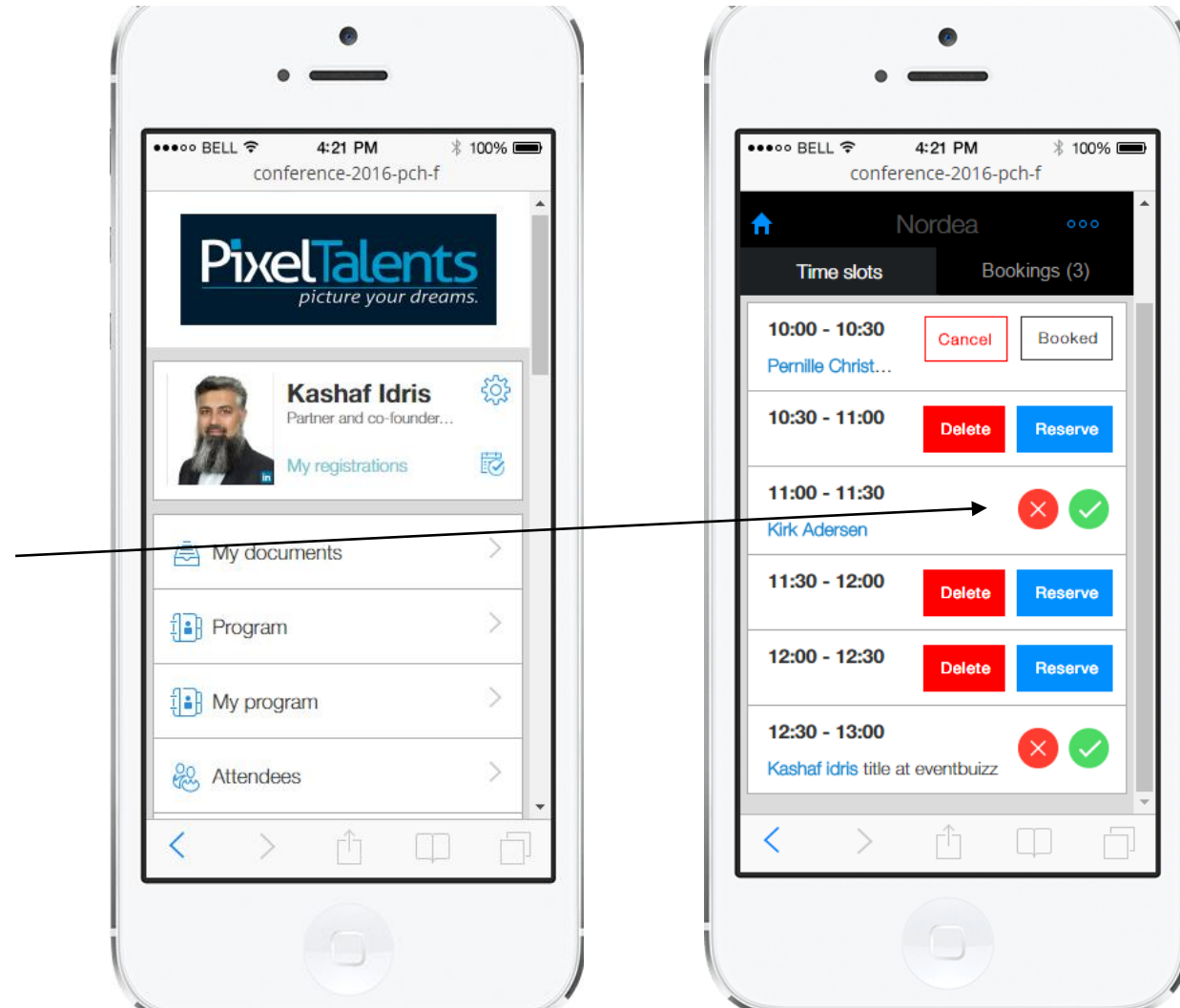


Confirm or reject meeting

As a contact person, you receive an email or sms when a booking is made.

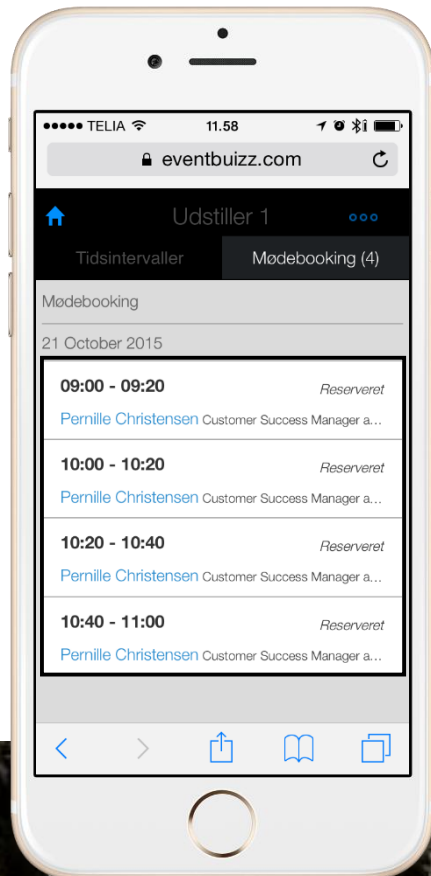
Your meeting is automatically confirmed to the attendee, if you have set up auto confirmation. If not, you have to 'reject/confirm' manually.

Your event organizer has customized the emails which are sent, so you don't have to worry about this.

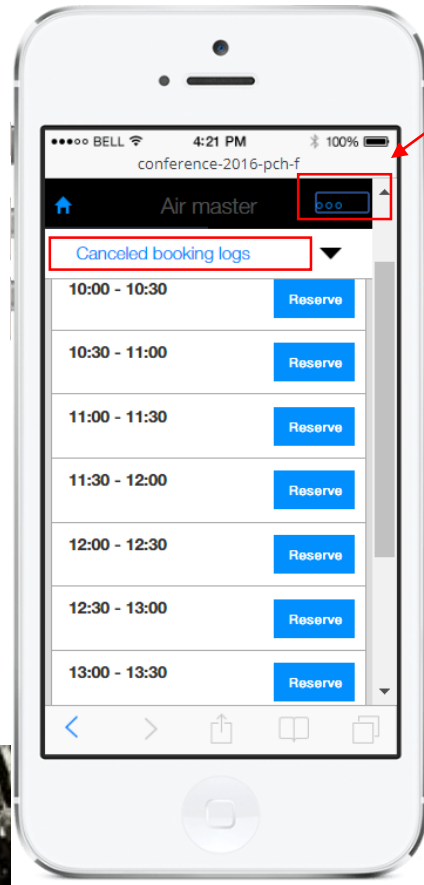


Cancelled meetings - log

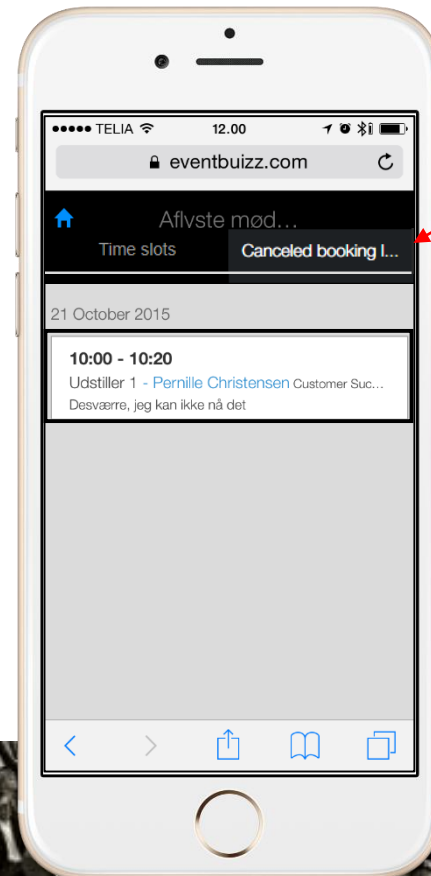
Your bookings



Click menu button and then cancelled meetings list



List of cancelled meetings



When an attendee books a meeting – it looks like this.

