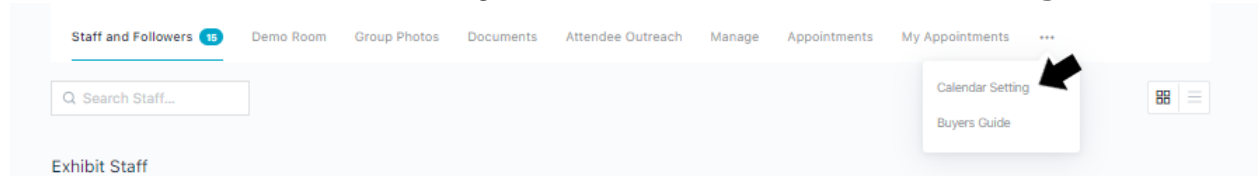


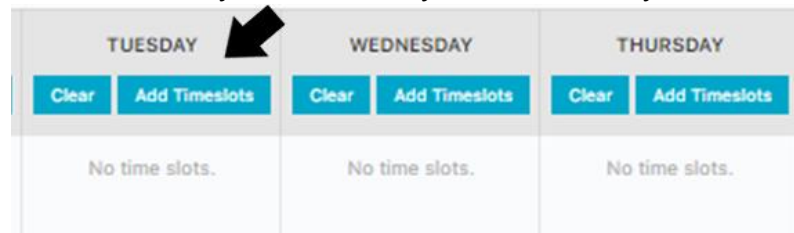
XPONENTIAL 2021: One-to-One Meetings

How to Open Availability for One-to-One Meetings

1. When in the exhibit booth navigate to and click on **Calendar Settings**



2. The Calendar Timeslot screen will show up. Click **Add Timeslots** to open appointment times. There are two ways to add appointments. NOTE: Even though the full week will show up you can only schedule and accept appointments for Tuesday, Wednesday and Thursday.



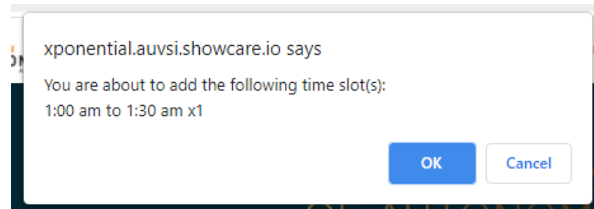
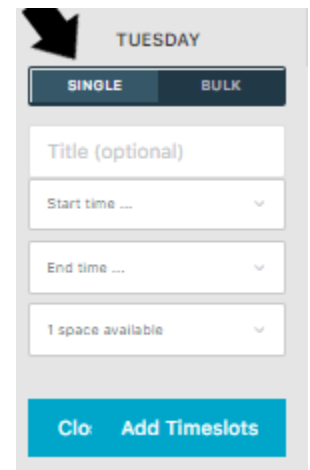
NOTE: Even though the full week will show up you can only schedule and accept appointments for Tuesday, Wednesday, and Thursday.

- a. Single Appointments

- i. Add Appointment Details Including:

- Title: Optional and can be used to differentiate between different appointment times or topics.
- Start Time
- End Time
- Spaces Available: How many appointments will be available at once.

- ii. Click **Add Timeslots** to save
- iii. Click **OK** to confirm



- iv. Repeat as needed to add all available appointment slots.

XPONENTIAL 2021: One-to-One Meetings

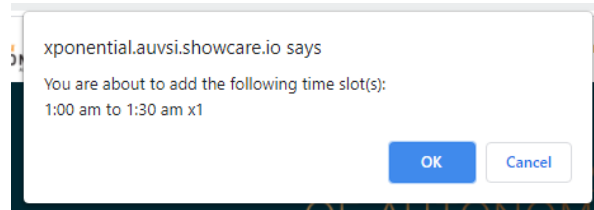
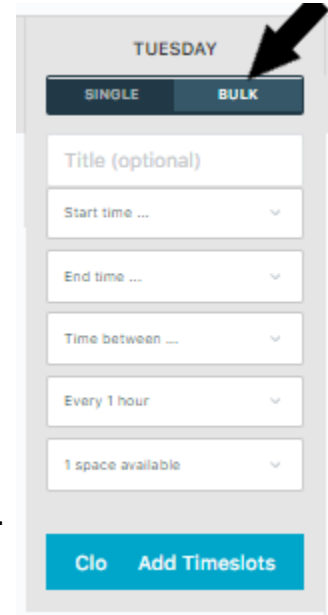
b. Bulk Appointments

i. Add Appointment Details Including:

- Title: Optional and can be used to differentiate between different appointment times or topics.
- Start Time
- End Time
- Time Between Sessions: Break needed after the end of one appointment and the start of another
- Spaces Available: How many appointments will be available at once.

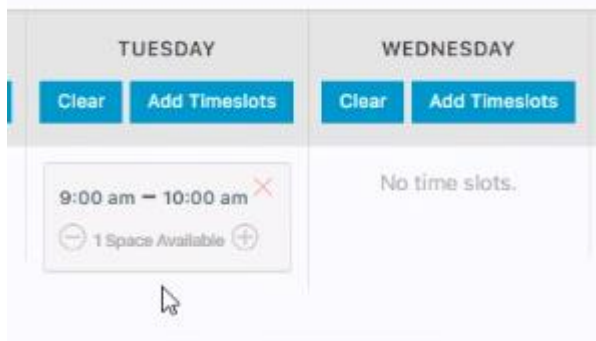
ii. Click **Add Timeslots** to save

iii. Click **OK** to confirm



iv. Repeat as needed to add all available appointment slots.

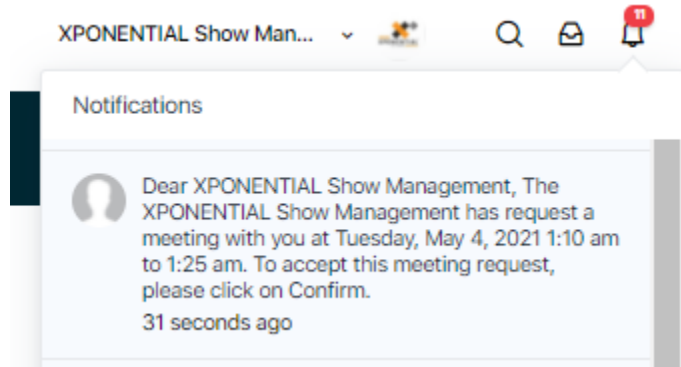
NOTE: Once completed all appointment slots will show up under the day.



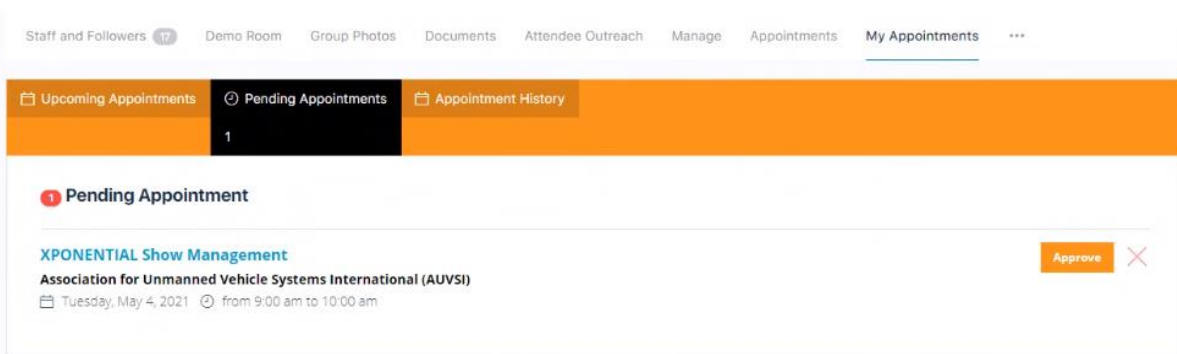
XPONENTIAL 2021: One-to-One Meetings

How to Accept an Attendee One-to-One Meeting

1. When an attendee request an appointment you will receive a notification which will display via the bell icon in the top navigation bar



2. Navigate to the **My Appointments** Tab and Click on **Pending Appointments** to view the list of appointment requests.
3. Click on **Approve** to accept the appointment requests



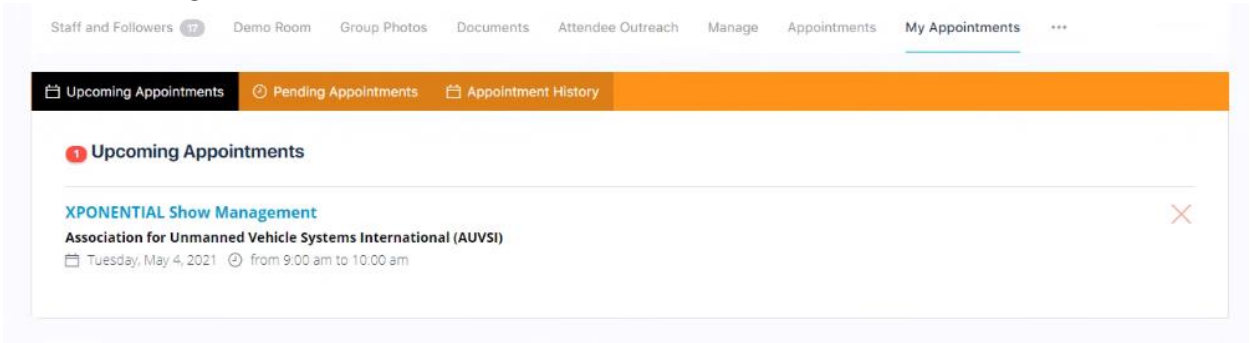
NOTE: The individual who accepts the appointment request is the one who will be assigned the appointment, but any exhibitor can take over the appointment from the Upcoming Appointments tab.

4. After confirming the appointment both the attendee and exhibitor will receive a notification with the details of the meeting.

XPONENTIAL 2021: One-to-One Meetings

How to Join an Attendee One-to-One Meeting

1. Navigate to the **Upcoming Appointments** Tab and locate the meeting you would like to join. When it is time click on the name of the individual you are set to speak to. In the screenshot below the name is “XPONENTIAL Show Management”.



2. When it is time for the meeting to begin it will start automatically.