

April 3, 2018 Buyers and Suppliers request appointments
April 13, 2018 Appointment system closes end of day

Selections are on a first-come, first serve basis and subject to buyer's approval.

MY APPOINTMENT SCHEDULE

The appointments screen allows you to view all your appointment activity and your calendar.

- **Schedule** tab is where you can request appointments and view your calendar.
- **Requests by me** tab lists appointment requests you've made.
- **Requests for me** tab lists appointments buyers have requested with you.
- **Declined** tab lists appointments that have been declined.

HOW DO I ACCEPT / DECLINE A MEETING REQUEST?

1. Login to the system with your credentials listed below.
2. Choose "My Appointment Schedule."
3. Scroll down the page to the calendar view of your schedule.
4. All appointments in yellow are "pending."
5. Click on the yellow appointment.
6. A pop-up box will appear. Click accept or deny.



HOW DO I SUBMIT AN APPOINTMENT REQUEST?

1. Click on the **My Appointment Schedule** tab
2. Buyers are listed in alphabetical order by company name on the left-hand side of the screen.

You can search for delegates by name or by using one of the filters provided in the **search delegates** section at the top of the page. You may also click on "Advanced Search" to search for a buyer based on booking habits.
3. Click on a buyer's name to review their profile, including their contact details and company information.
4. If you would like to make an appointment with a buyer, click on the **Send Meeting Request** tab on the right and select the desired time slot.
5. A pop-up box will appear where you can provide additional information regarding your appointment request. Click **send** to request your appointment. The buyer will have 48 hours* to confirm or deny the appointment. An appointment request that goes unanswered will be automatically accepted after 48 hours.

APPOINTMENT SCHEDULE LEGEND:

Blue space = available appointment times
 Grey space = buyer has an appointment at that time
 Green space = confirmed appointments
 Yellow space = a pending appointment

FINAL APPOINTMENT SCHEDULE

You will receive a copy of your final schedule of appointments after breakfast on April 19, 2018. Please note that schedules are subject to change.