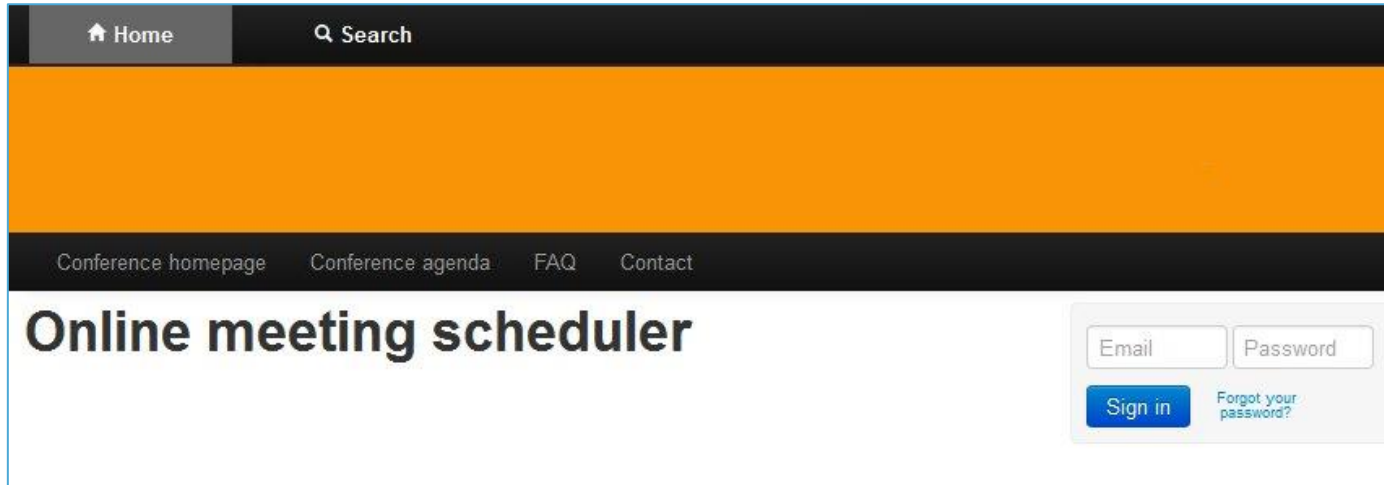




How to use our online meeting scheduling tool.



Log in



The desktop view of the login page features a dark header with a 'Home' icon and a 'Search' icon. Below the header is a large orange banner. A dark navigation bar contains links for 'Conference homepage', 'Conference agenda', 'FAQ', and 'Contact'. The main content area has the title 'Online meeting scheduler' on the left and a login form on the right. The form includes input fields for 'Email' and 'Password', a blue 'Sign in' button, and a link for 'Forgot your password?'.

Home Search

Conference homepage Conference agenda FAQ Contact

Online meeting scheduler

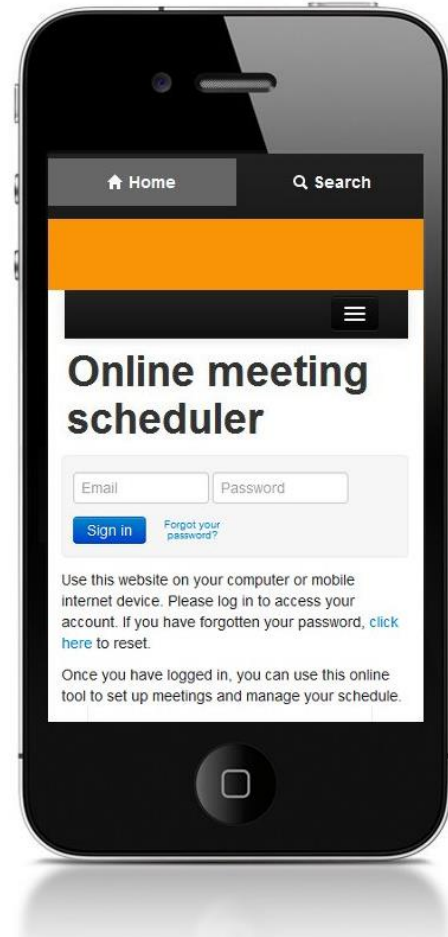
Email Password

Sign in Forgot your password?

Log in on your computer, notebook, tablet or smartphone

- ✓ **Nothing to download**
All online functions are accessible via most internet-connected devices
- ✓ **Your username is the email address you provided on registration**
- ✓ **Type in your details carefully – no spaces!**

If you have forgotten your password, click the password reminder link and enter your email address to receive a new one.



Log in takes you directly to your personal dashboard

Online meeting scheduler

Ms Penny Plimsoll

✕ Log out

3 Meetings awaiting your response

Mr Paul Pinnacle (Acme Consulting LLP) on Jan 4 at 10:00AM

Mr Alasdair Stamps (Meeting Mojo) on Jan 5 at 10:30AM

Mr Otto Bahn (Crazy Construction) on Jan 5 at 01:30PM

[More](#)

1 Outgoing meetings awaiting response

Fred Smith (Newco, Inc.) on Jan 4 at 10:30AM

[More](#)

5 Meetings confirmed

Jane Jones (Newco, Inc.) on Jan 4 at 11:30AM

Mr Fred Fredrickson (e-Commerce International) on Jan 5 at 12:30PM

[More](#)

3 New messages

Mr Otto Bahn (Crazy Construction) on Apr 16

Mr Paul Pinnacle (Acme Consulting LLP) on Apr 16

Ms Sylvie Server (Super Systems) on Apr 16

[More](#)

Manage your incoming meeting requests



Pending Meetings

3 Meetings awaiting your response

Mr Paul Pinnacle (Acme Consulting LLP) on Jan 4 at 10:00AM

Mr Alasdair Stamps (Meeting Mojo) on Jan 5 at 10:30AM

Mr Otto Bahn (Crazy Construction) on Jan 5 at 01:30PM

[More](#)

- ✓ Click to call up pending meetings
- ✓ View requestor profile before responding
- ✓ View all meeting-associated messages
- ✓ Include a message with your response
- ✓ Invite colleagues to the meeting
- ✓ Reschedule the meeting

Dynamic Development

[More...](#)



Ms Jane Doe
Marketing Director

[Send message](#)

[Book meeting](#)

Ms Jane Doe has requested a meeting with you

[Respond](#)

Meeting with Ms Jane Doe

Date: Jan 5

Time: From 09:30 until 10:00

Booked by: Ms Jane Doe from Dynamic Development

Attendee: Ms Penny Plimsoll from Able Automotive

Meeting Place: Table 1

Other attendees: None

[✓ Confirm](#)

[Colleagues](#)

[Messages](#)

[Reschedule](#)

[✕ Decline](#)

Message

Optional message

[Confirm meeting](#)



Check your messages

Online meeting scheduler

3 Meetings awaiting your response

[Mr Paul Pinnacle \(Acme Consulting\)](#)

[Mr Alasdair Stamps \(Meeting Mojo\)](#)

[Mr Otto Bahn \(Crazy Construction\)](#)

[More](#)

1 Outgoing meetings awaiting response

[Fred Smith \(Newco, Inc.\)](#)

[More](#)

5 Meetings confirmed

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[Mr Fred Fredrickson \(e-Commerce International\) on Jan 5 at 12:30PM](#)

[More](#)

Ms Penny Plimsoll

[✕ Log out](#)

3 New messages

[Mr Otto Bahn \(Crazy Construction\) on Apr 16](#)

[Mr Paul Pinnacle \(Acme Consulting LLP\) on Apr 16](#)

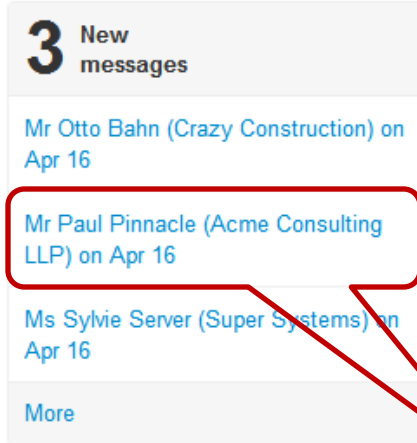
[Ms Sylvie Server \(Super Systems\) on Apr 16](#)

[More](#)

[Reply to messages](#)



One-click Message Manager



- ✓ Check your new messages
- ✓ Click sender name to respond
- ✓ Messages are threaded – start a conversation!

New message

Title

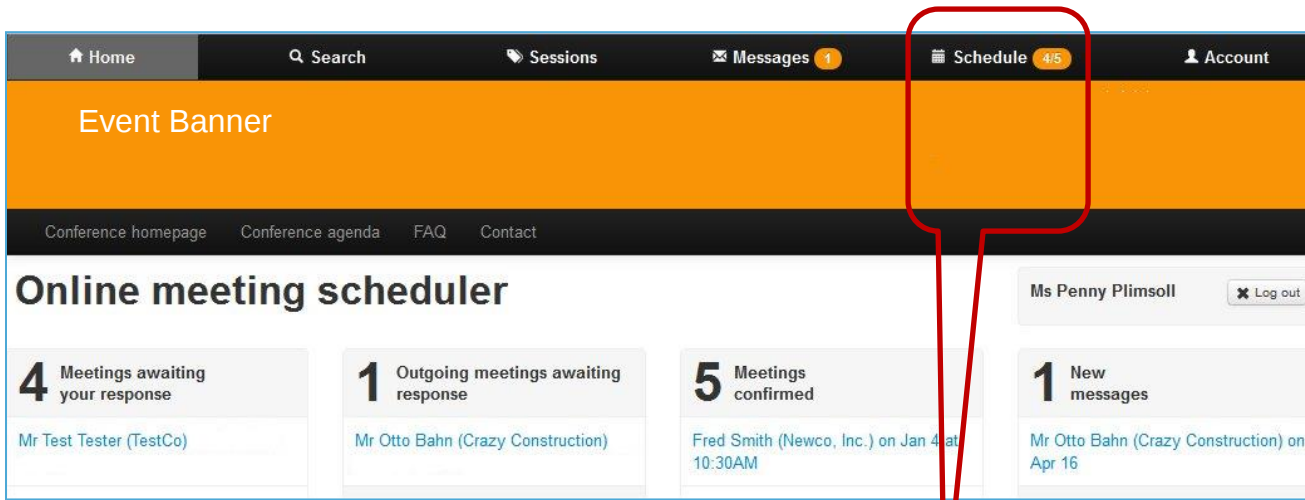
Message

Mr Paul Pinnacle
Jul 10 16:36

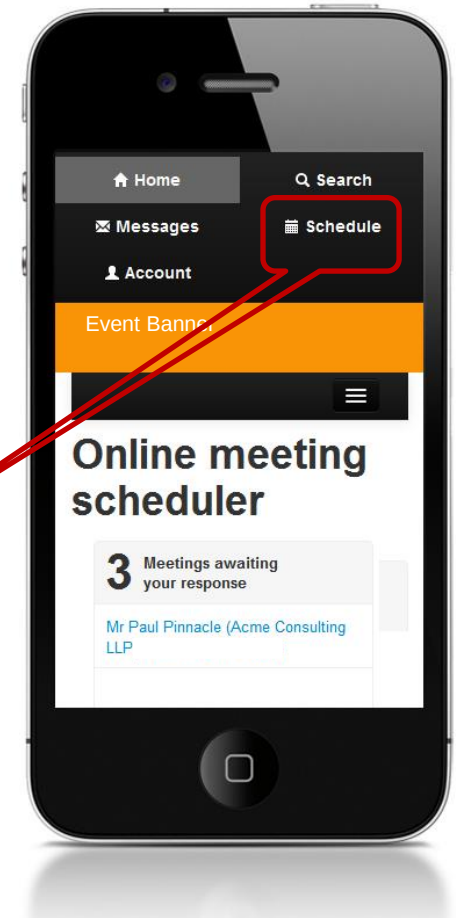
hi!
Will look out for you at the conference



Your Meeting Schedule



Manage your availability
View your meetings
Print your schedule



Schedule Manager

Daily calendar view with meeting status and availability management

The screenshot displays the Schedule Manager interface. On the left, a sidebar contains filters for Meetings (All meetings, Pending, Confirmed, Cancelled), Sessions (Session 1 (Jan 4 15:30)), and a Search bar (Search as, Ms Penny Plimsoll, Percy Plumstead). The main area shows a calendar for Jan 4 and Jan 5. The calendar grid lists time slots from 09:00 to 12:00. The details panel on the right shows the following information:

Time	Details
09:00 - 09:30	Available
09:30 - 10:00	Ms Jane Doe (Dynamic Development) Ms Penny Plimsoll (Able Automotive) Please respond
10:00 - 10:30	Mr Chubby Checker (Exact Equity LLP) Ms Penny Plimsoll (Able Automotive) Confirmed - update? Table 1
10:30 - 11:00	Mr Alasdair Stamps (BioP LLP) Ms Penny Plimsoll (Able Automotive) Confirmed - update? Table 1
11:00 - 11:30	Ms Ima Toppman (Toppman Training) Ms Penny Plimsoll (Able Automotive) Confirmed - update? Table 1
11:30 - 12:00	Available

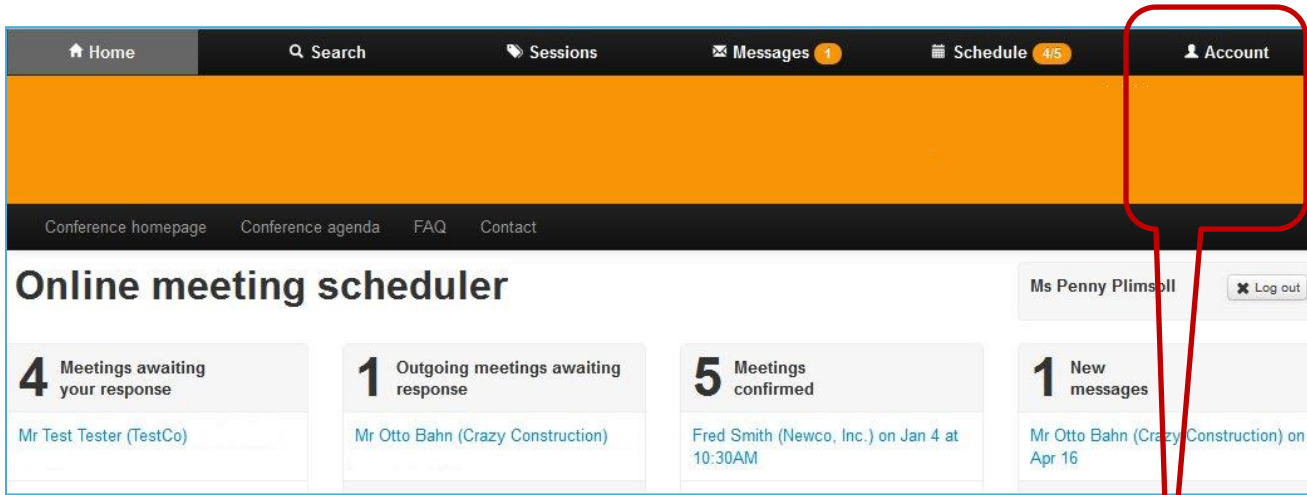
Click to:

1. Print directly from the page
2. Select availability
3. Respond to incoming meeting requests
4. Update confirmed meetings
5. Manage colleague meetings*

* Option included at event manager's discretion

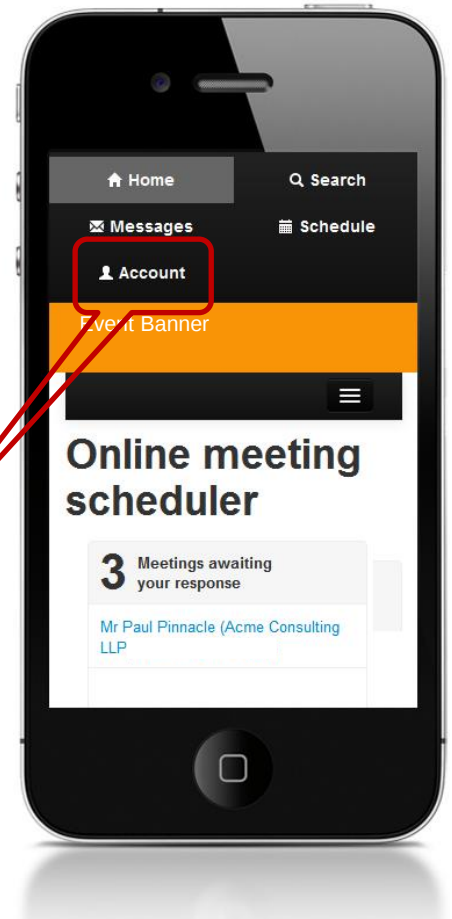


Your Online Profile



Add your profile.

A good profile means delegates are more likely to request – and accept – meetings with you.



Profile Options

Account

My organisation

Edit

My attendees

Ms Penny Plimsoll

Percy Plumstead

Ms Penny Plimsoll

Log out

not receiving emails

Able Automotive (Preview)

Company profiles appear in this space. There is no word limit but only the first line appears on the initial view. By clicking 'More' (below), the user can view the full profile and simply scroll to the attendee list, or the next organization in the search, without having to use the browser back button or re-set the search engine.

Profile is added via a simple text editor which allows **bold** and *italic* text, and has an html option. It can be added by the user or by an event manager via the admin area.

Website:
www.able_auto.net

Business Type
[Automotive](#)

Opportunities

- [alpha](#)
- [beta](#)
- [epsilon](#)

Less...

 **Ms Penny Plimsoll**
SVP Business Development

Personal profile

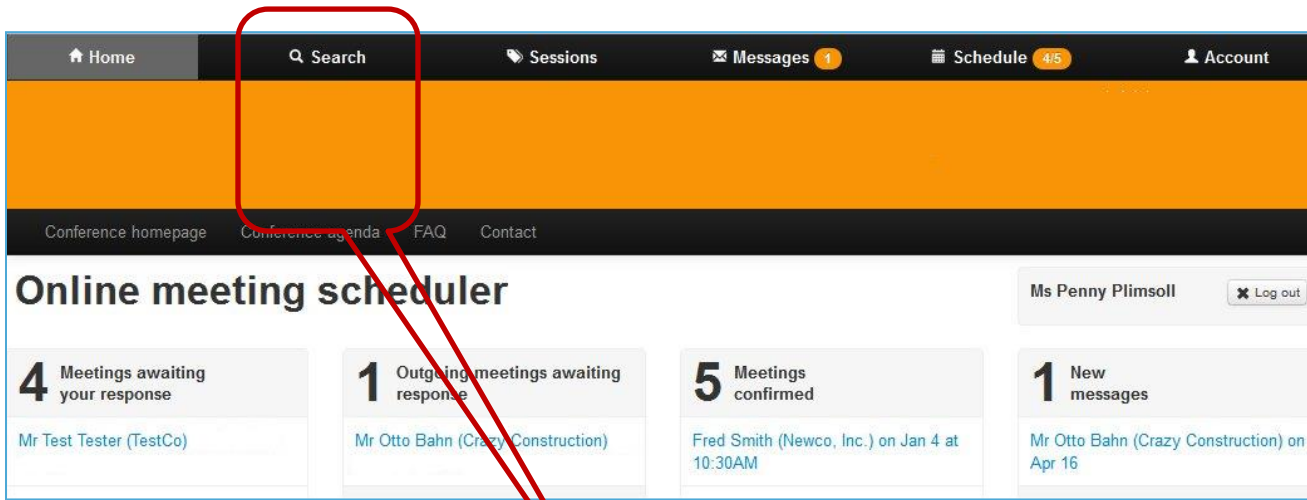
I love partnering conferences!

 **Percy Plumstead**

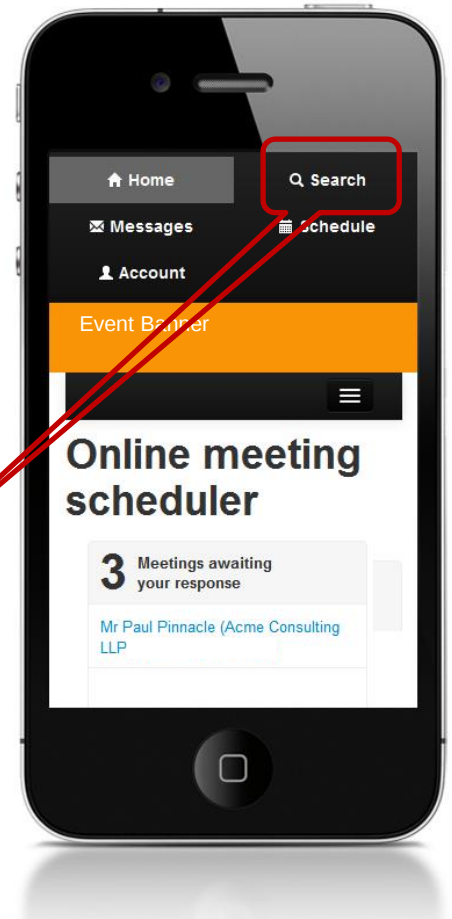
- ✓ Quick and easy online forms: your contact details are secure
- ✓ Editable options include search categories, personal bios and LinkedIn profiles*
- ✓ Upload personal photo and company logo (image files only, less than 1Mb)
- ✓ Opt out of emails (view messages online only)
- ✓ Preview profile

* option included at event manager's discretion

Search and Book Meetings



Find business targets and request meetings with them



Easy Search & Meeting Request

The screenshot shows the Meeting Mojo search interface. On the left, there are tabs for 'Organisations' (1) and 'Attendees'. Below these is a search bar (2) with the placeholder text 'Start searching...' and a 'Search' button. To the left of the main results area is a sidebar with filters: 'Groups' (All, Investor, Participating Company, Sponsor), 'Business Type' (dropdown), 'Opportunities' (dropdown), 'Investor Type' (dropdown), and an 'Index' (A-Z). The main results area shows a list of organisations. The first result is 'Acme Consulting LLP' (3), which includes a description, website, and business type. Below this is a profile for 'Mr Paul Pinnacle' (4), a Partner, with a 'Send message' button (5) and a 'Book meeting' button. A notification bar (6) indicates a meeting booked for Jan 4 at 10:00. The second result is 'Crazy Construction', followed by a profile for 'Mr Otto Bahn', a Business Development Director, with similar messaging and booking options. The third result is 'Dynamic Development', followed by a profile for 'Ms Jane Doe', a Marketing Director, with a notification bar indicating a meeting request for Jan 5 at 09:30.

1. List by company or delegate
2. String search finds any item
- alpha index and custom search terms
also available
3. Show latest entries first
4. Full profile dropdown
5. Instant meeting requests,
and messaging
6. Existing meetings tagged
includes declined meetings - no
embarrassing re-bookings



Meeting Requests and Messaging

Request a meeting



Ms Jane Doe
Marketing Director

 Send message

 Book meeting

Click on a green meeting slot to request a meeting

Jan 4	
09:00AM	Attendee busy
09:30AM	2 meeting places available
10:00AM	No spaces left
10:30AM	You're meeting Ms Ima Seller
11:00AM	You're meeting Mr Pedro Podcast
11:30AM	No spaces left
12:00PM	1 meeting place available
12:30PM	

Request a meeting with Ms Penny Plimsoll

Date: Jan 4

Time: From 12:00 until 12:30

Booked by: Ms Jane Doe from [Dynamic Development](#)

Attendee: Ms Penny Plimsoll from [Able Automotive](#)

Meeting Place: Pending

Other attendees: None

Add an optional message

I'd like to discuss our new product

Send a message to everyone attending this meeting

Are you sure you wish to request this meeting?

Meeting grid* shows:

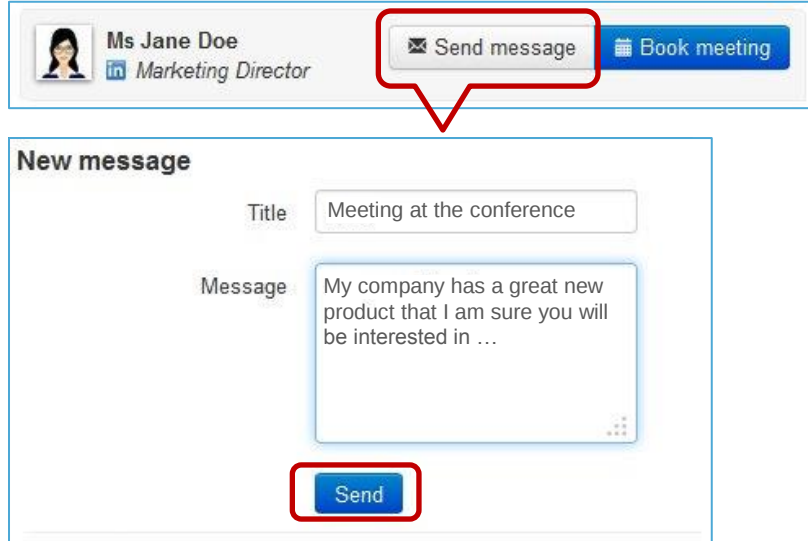
- ✓ Mutually available meeting times
- ✓ How many meeting places still available
- ✓ Your current meetings.

* Not displayed when system is in auto-select mode

- ✓ Meeting dialog pane lets you add a personal message
- ✓ Meeting is automatically added to your outgoing pending meetings list
- ✓ Messages are logged with each meeting and included in emailed meeting alerts.

Meeting Requests and Messaging

Send a private message*



Ms Jane Doe
Marketing Director

Send message Book meeting

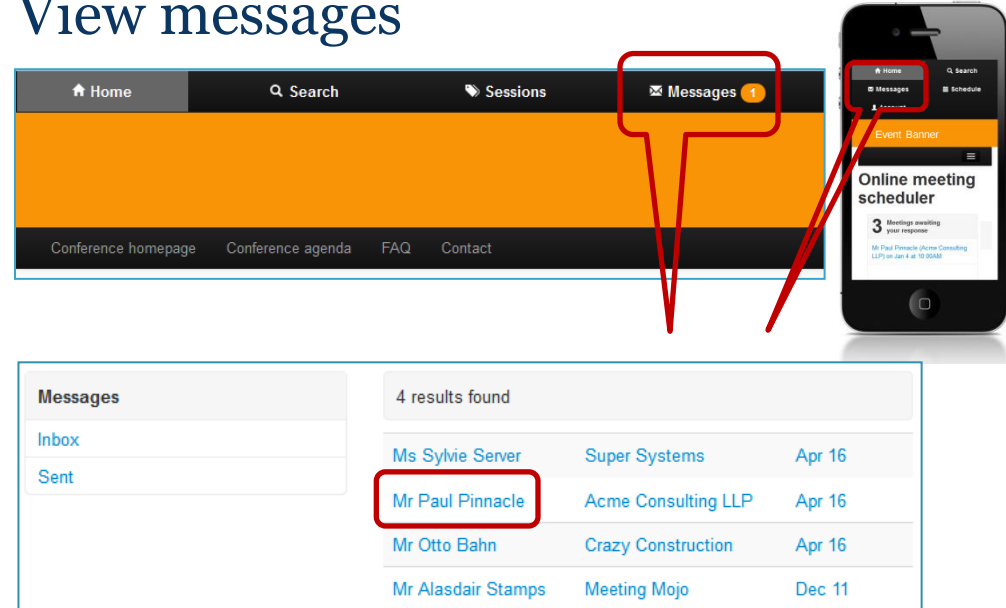
New message

Title Meeting at the conference

Message My company has a great new product that I am sure you will be interested in ...

Send

View messages



Home Search Sessions Messages 1

Conference homepage Conference agenda FAQ Contact

Event Banner

Online meeting scheduler

3 Meetings awaiting your response

Mr Paul Pinnacle (Acme Consulting LLP) on Jan 8 at 10:00AM

Messages		4 results found	
Inbox	Ms Sylvie Server	Super Systems	Apr 16
Sent	Mr Paul Pinnacle	Acme Consulting LLP	Apr 16
	Mr Otto Bahn	Crazy Construction	Apr 16
	Mr Alasdair Stamps	Meeting Mojo	Dec 11

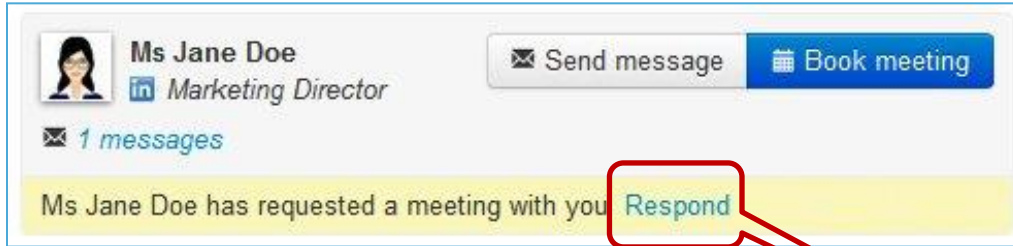
- ✓ Your contact details are secure – no email addresses or phone numbers are transmitted unless you include them in the message field
- ✓ Open your Message area and click an entry to view – the full message thread and a reply form are automatically displayed.
- ✓ You will receive also messages via email unless you have chosen not to accept system emails

* private messaging at event manager's discretion



Already meeting?

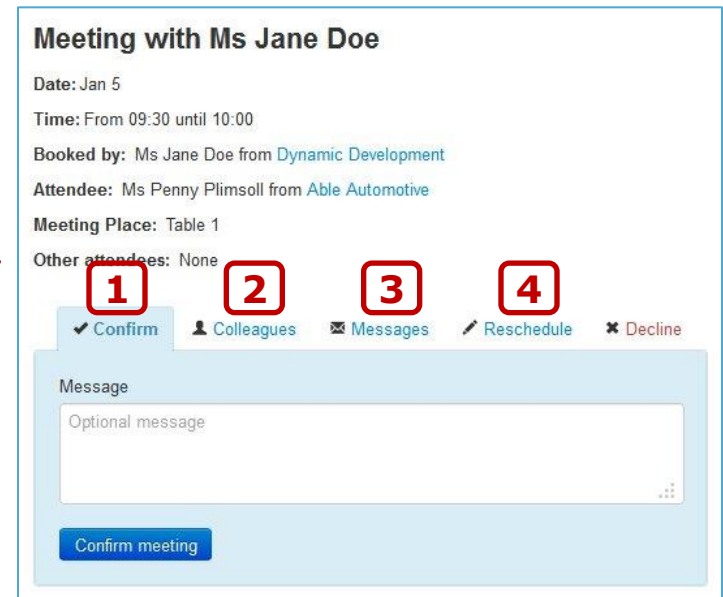
Status tags indicate your interactions with delegates



- ✓ Avoid embarrassing re-requests
- ✓ Click to respond or update instantly:

Options:

1. Send a short message when confirming or declining
2. Invite colleagues to the meeting
3. Read meeting-associated messages, and send updates
4. Reschedule the meeting



Tips for Better Partnering

Some commonsense guidelines to follow in order to maximize your 1:1 potential.

- ✓ Write a good, concise profile setting out the strengths and business aims of your organization. This can make all the difference when your 1:1 targets are deciding whether to confirm or decline your requests. It will bring meeting requests to you too. Keep your audience's attention – limit the profile to around 300 words and use any search categories provided.
- ✓ Set meeting slots to 'Private' when you're unavailable for meetings. It only takes seconds, but can save you a lot of uncomfortable last-minute declines or rescheduling.
- ✓ Log in regularly and respond to meeting requests. Not only is it a courtesy to do so, but if you leave it too late, all the available meeting places may be taken. Also, pending meetings may block timeslots on your schedule and could be making you unavailable to your hottest business leads.
- ✓ Personalize any message you send via the system and respect your fellow delegates by not 'spamming'. Vendors who send identical-looking messages to every delegate usually end up with fewer meetings.



