The instructions below can be used for attendees to schedule a meeting with an exhibitor representative. Please note, specific Profile Settings must be allowed; refer to How to set Profile Settings to use Schedule a Meeting document in the Resource Center.

**STEP #1**
From the Main Page, attendees will select [Exhibit Hall](#) and on the next [Expo Lobby Page](#), they will select the appropriate Hall, or [Search All Exhibitors](#).

**STEP #2**
Select the [Exhibit Company](#) logo to get to the exhibitor’s booth. Under Schedule a Meeting with Team, click [Schedule](#) next to the appropriate representative.
STEP #3
On the exhibitor profile page, click the **Connect** in the top right corner.

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**NOTE:** Exhibitor Representatives using complimentary registrations are also meeting attendees, and are able to schedule Peer to Peer Meetings. Please see page 4 for instructions.

STEP #5
You will reach the **Schedule Meeting** page where you will enter all information for the meeting on an **Appointment** tab and a **Scheduling** tab.
Follow instructions as outlined on the page and below.

**Step 1:** Enter a descriptive subject for your meeting.

**Step 2:** Select **+ Add Exhibitor** and search for the attendee with whom you wish to meet. Meetings can only be scheduled with registered attendees.

**Step 3:** Review the attendee’s availability in the **Scheduling tab**.

**Step 4:** Enter the Date and Start & End Times

**Step 5:** In **Meeting Location**, indicate how you will connect with each other. Include a phone number or your own web based meeting link (Zoom, Webex, etc.).

**Step 6:** Answer the meeting questions and provide any other details or a brief message you'd like the recipient to have.

**Step 7:** Select **Send Invite** in the upper right corner. This action will generate an Outlook meeting invitation to the attendee. Once they accept the invitation, the tool will update the meeting to **accepted** status.
**STEP #7**

Meeting Invitation

How to Use Schedule a Meeting (Peer to Peer)

All exhibitors and registered attendees are able to schedule Peer to Peer meetings with each other. Example: A company representative may request a meeting with an attendee; it is up to the attendee to accept the invite.

**STEP #1**

Visit the **Meetings Tab** on the left side navigation bar to get to the **Schedule Meeting** page:
STEP #2
Select **Peer to Peer** and then follow **STEPS #5 - #7** as outlined above: