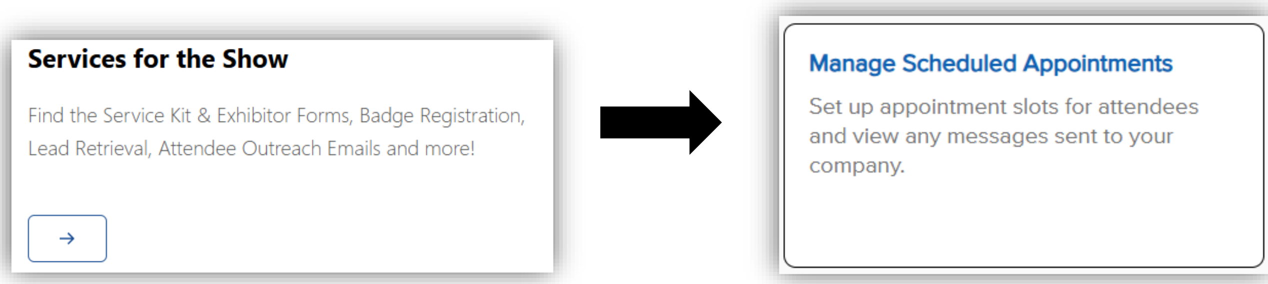
Scheduled Appointments

Set up appointment slots for attendees to visit your booth for a 1-1 meeting!

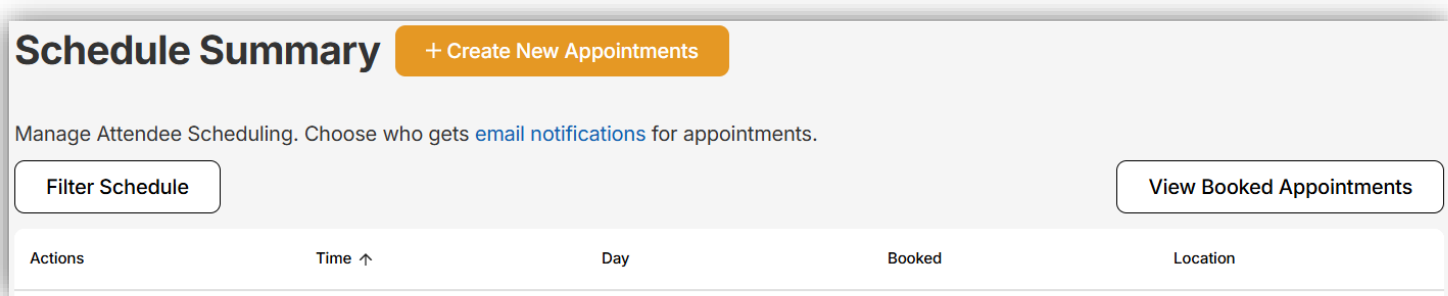
The Scheduled Appointments tool streamlines exhibitors' ability to set up and manage appointments with attendees through the Exhibitor Dashboard. Exhibitors can post available appointment slots in The Show To Go Directory profile, which attendees can reserve within their directory account, making connections with exhibitors a seamless experience.

Utilizing the Scheduled Appointments tool will allow you to:
- Control your appointment schedule.
- Assign staff members to specific appointment times to allocate resources appropriately.
- View overall meeting schedule to see onsite booth visits.

1. Login to your Exhibitor Dashboard: https://restaurant25.exh.mapyourshow.com/6_0/login.cfm, Services for the Show then Appointments & Messages.



2. Create An Appointment Schedule: Select 'Create New Appointments' to open your schedule, creating a range of available time slots for attendees to choose from when scheduling meetings with you.
   a. Enter the appointment fields
   b. Confirm and click 'Add New Appointments'.



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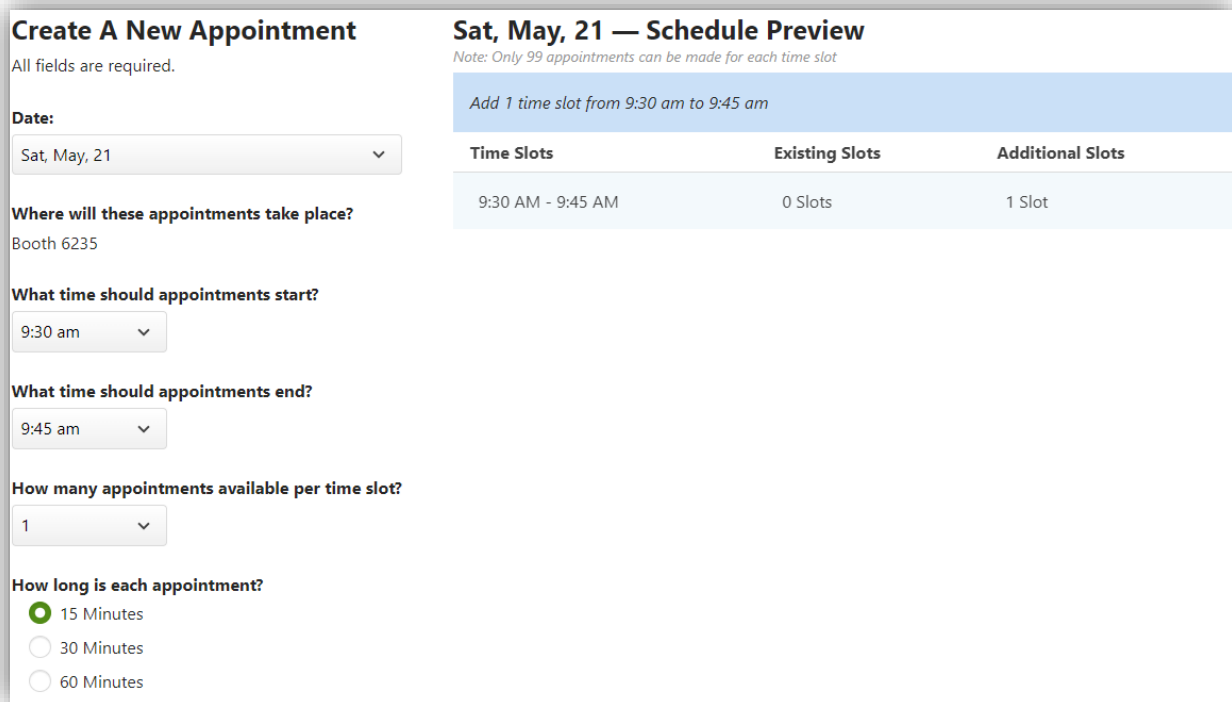

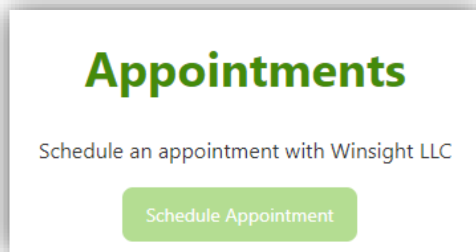

Manage Your Appointment Schedule

Add or Delete an appointment slot

1. When viewing your Schedule Summary, click the dots in the actions column next to the appointment time you'd like to edit and select 'Add' or 'Delete.'
2. By selecting 'Add,' you add available appointment slots during that time.
3. Selecting 'Delete' will remove available appointment slots during that time frame

IF YOU HAVE QUESTIONS, PLEASE CONTACT EXHIBITOR SERVICES AT
RESTAURANTSHOWEXHIBITORSERVICES@INFORMA.COM

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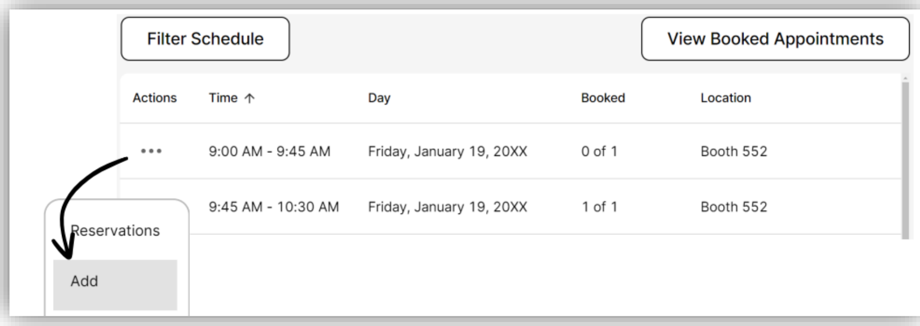
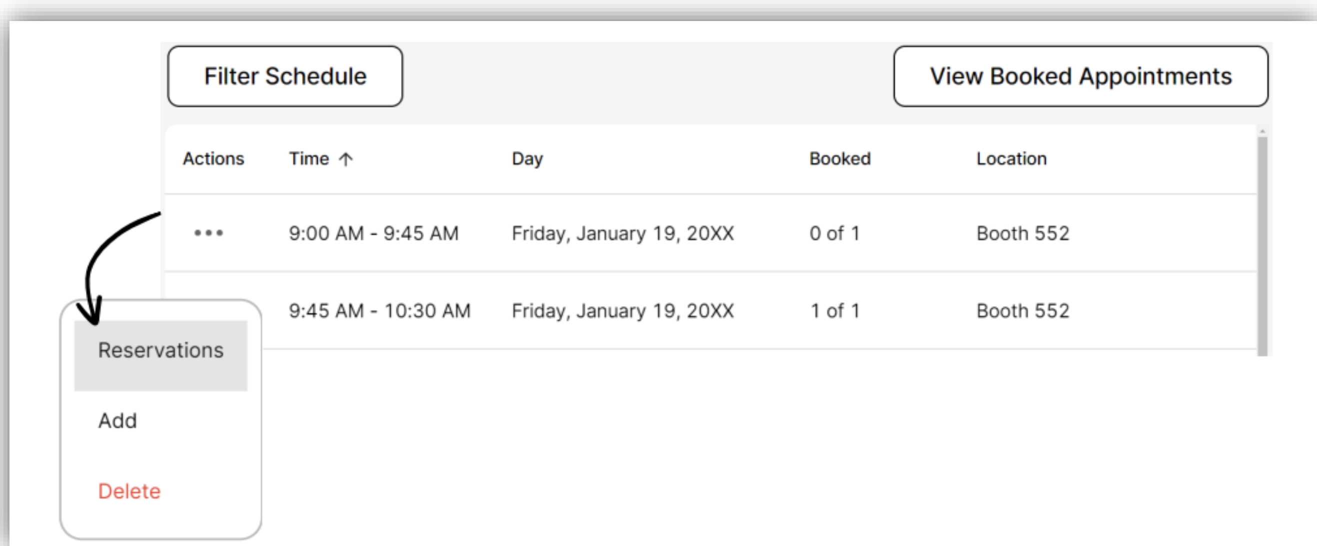


<u>Reserve An Appointment</u>

1. Reserve An Appointment through Directory Profile
    a. After creating your available appointments, they will be instantly visible on your exhibitor listing in the My Show Planner, allowing users to book them.
2. Manually Reserve an Appointment
    a. Manually reserving an appointment for an attendee may be necessary in various situations. Follow the steps below to reserve an appointment manually.
3. When viewing your Schedule Summary, click the dots in the actions column next to the open appointment time you'd like to book and select 'Reservations.'
4. Again, under the actions column, use the schedule icon to reserve a spot.



3. Choose a staff member to host the appointment Select from the list or use the 'Add Staff Member' button to add additional members.
    a. When adding a new staff member, refresh the staff member list so that new members appear.
4. Add notes and enter the attendee information
5. Click ‘Add/Update Notes’ to save.
    a. After saving, all updates are saved in real time on the Schedule Summary and your online listing.

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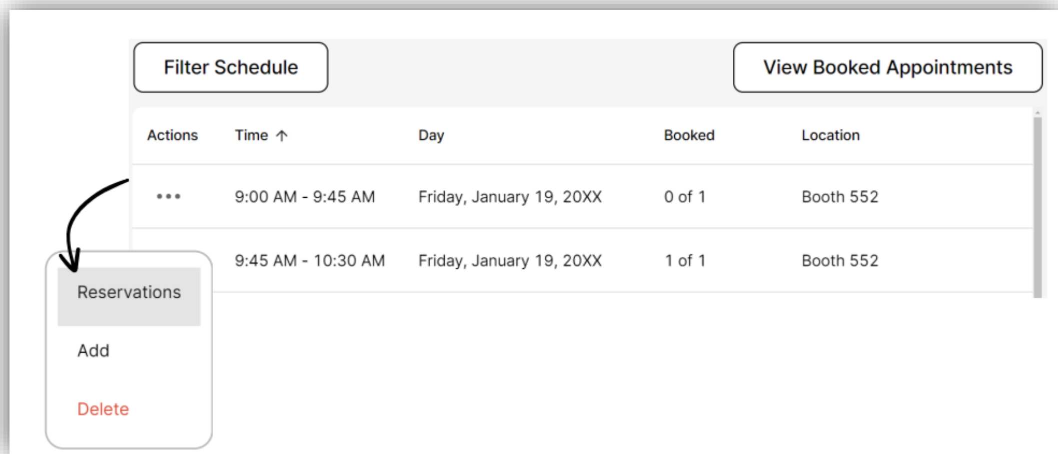
Scheduled Appointments

Manage Reserved Appointments

All appointments are displayed on the Schedule Summary page. Use the filters to filter appointments by days, availability, and location.

Edit or Delete an Appointment

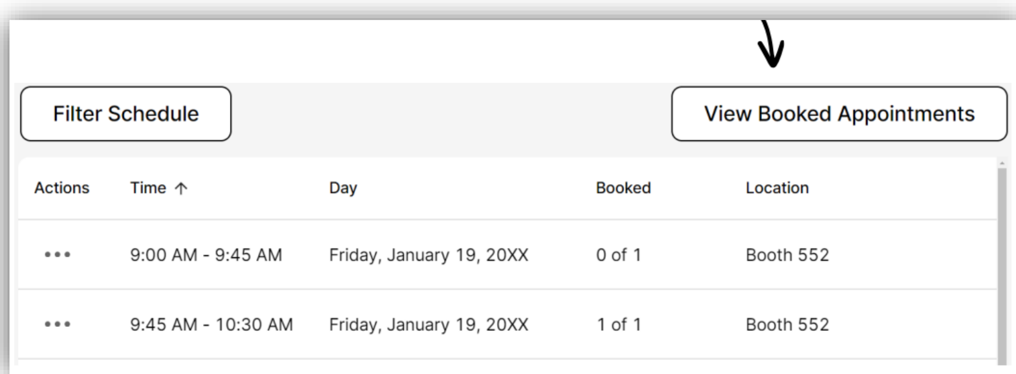
1. When viewing your Schedule Summary, click the dots in the actions column next to the appointment time you'd like to edit or delete and select 'Reservation.'



2. Again, under the actions column, use the pencil icon to edit the appointment or the trash icon to delete a booked appointment.
    a. When deleting a scheduled appointment, a standard cancelation email will be sent notifying the attendee of the cancelation.
    b. 'Click Delete Appointment' and again confirm that you want to delete the scheduled appointment.

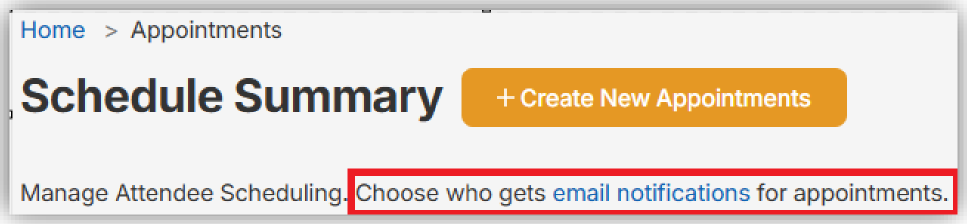
<u>View Booked Appointments</u>

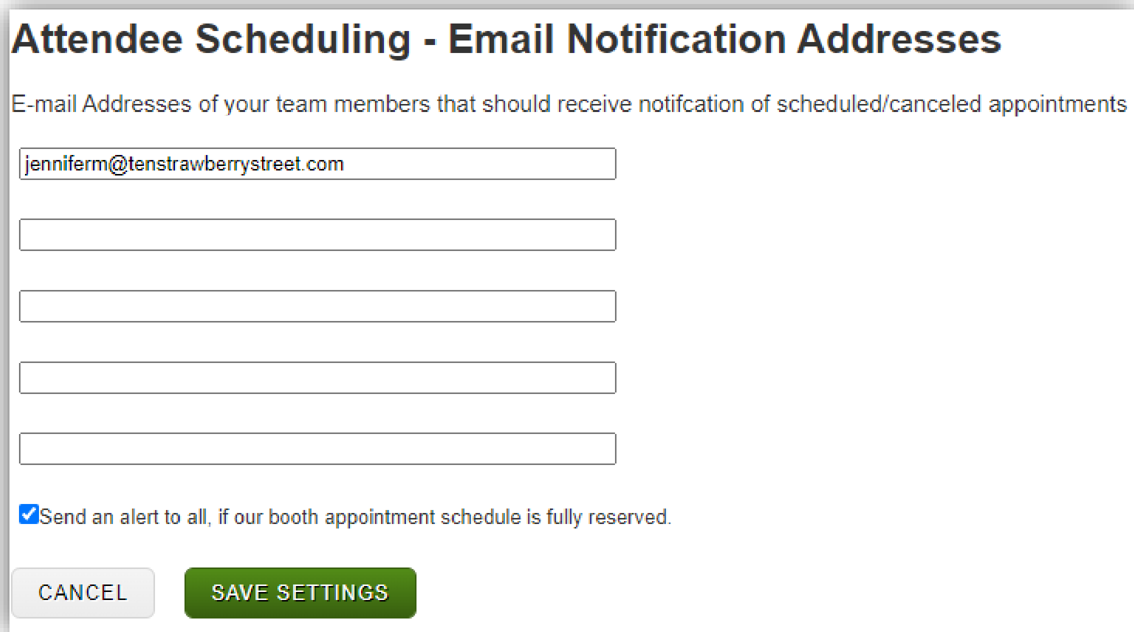
You can view your booked appointments in spreadsheet format using the' View Booked Appointments' button. Use the filters to organize your entries and export them to an Excel sheet.



Scheduled Appointments

Set up Email Preferences for alerts when Attendees book a meeting slot.





Export your appointment schedule to excel with Reporting.