



Attendees / Delegates Event Networking Guide



Networking

Connections and Meetings are a core element of a successful event experience. We've made this as easy as possible, distilling it down to just 4 simple steps to get a calendar full of meetings:

Request

Get recommendations, search and scroll through lists to request meetings for a time and date that works for you.

Accept

Receive incoming meeting requests via notifications or in your email and accept them to have them synced to your personal calendar.

Join

Virtual Meetings can be joined 5 minutes before the scheduled start time. You can join the meeting from your email or the platform by clicking:



Rate

Give anonymous feedback on your meeting with "Good", "Bad" or "Didn't Happen" and give a reason for your rating to qualify your post-event follow-ups.

PRO TIP

To get the best recommendations of people to meet and increase the chances that people accept your meetings one element is absolutely crucial: **complete your profile!**

Add a profile image, fill out your summary and select your preferences in the event-specific questions.

MEETING DETAILS

Date
25th of February 2020

Time
10:30 am - 11:00 am

Location
Virtual Meeting Room

Message
Write why you would like to meet?

Request Meeting

Recommended for You

Daria Danilina
Visitor - London, UK - Booth 232
Summer Associate at Balderton Capital, MBA at London Business School, formerly Dropbox & HSBC

Meet **Interested** **Skip**

Potential Handshake
Daria is interested in meeting you

Looking to meet
Venture Capital, Autonomous Industry, Government Service Providers and Software Developers

Interested in
Artificial Intelligence, Multi-Agent Systems and Natural Language Processing

Common Connections
Sofia Elbay, John Doe and Pablo Fernandez

Common Industry
Daria also works in Computer Software

Connect with Daria

Besides being able to request meetings, mark people with "interested" or "skip". If someone is also interested in you, chat with them and grow your network!



Exhibitor / Sponsor Event Networking Guide



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PRO TIP

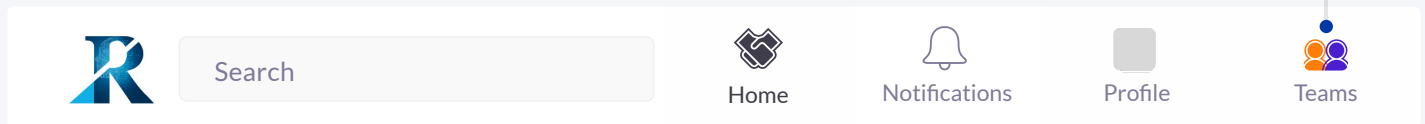
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Teams (Exhibitor & Sponsor Portal)

Teams is a critical element of the platform for exhibitors and sponsors. This page explains how to access it and some of its key features.

Go to the Teams Tab



Creating your Team

If you're the first person from your Company signing in you'll be presented with the option to "Create a Team". Enter your Company Name and immediately invite your colleagues to your team. This is very important if you want to take advantage of the features outlined below.

Powerful functionality for your Company

<p>HOME</p> <p>Meetings ●</p> <p>Smart Calendar</p> <p>Inbound Leads ●</p> <p>Company Chat</p> <p>Contacts</p> <p>ADMIN</p> <p>Team Members ●</p> <p>Company Profile ●</p> <p>Products</p> <p>Account</p> <p>Export</p>	<p>All the meetings for you and your team members in a single overview</p> <p>All people that have viewed or expressed an interest in your colleagues or company profile in one overview.</p> <p>Invite your Team Members</p> <p>Make sure all your colleagues are associated with your Team. This is important in order to make sure they are part of your Company Profile and people can schedule meetings with them.</p>
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Edit the Company Profile

It is critical that your company profile looks as great as it can be, add images a description and event specific metadata to make it appear across the platform as frequently as possible.