

## Appointments Module - Attendee Access

Interested in connecting with our sponsors and exhibitors? Reach out directly via the appointments module. Attendees can request a virtual meeting with the appointed rep from any of our participating sponsors and exhibitors —and you may receive appointment requests via email. All attendee-initiated appointments will utilize a Zoom link supplied by the portal in the meeting invite. Some sponsor/exhibitor appointments will utilize the sponsor/exhibitor’s own chat link or will include a phone number for the attendee to call at the set time. For more information, check out the FAQ at <https://interfaceconferencegroup.com/faq-attendee-access-to-appointments-module>

The screenshot shows the top navigation bar with 'My Event' circled in orange. Below the navigation, there's a 'Welcome Jaime' section with a 'Looking to network?' box containing a 'Schedule appointment' button, also circled in orange. To the right, the 'Event Details' section displays the event title and dates. The 'Upcoming Sessions' section lists a keynote address.

Start at the “My Event” tab.

Click the “Schedule Appointment” button.

The form has several sections: 'Appointment Type - Edit' with a dropdown set to 'Exhibitor 1:1 Appointments'; 'Attendees - Add' with one attendee, Tim Tolton; 'Time and Location - Edit' with a date and time of 9:15 AM - 9:25 AM ET and a Zoom link; 'Booth' with 'Virtual Help Desk'; 'Subject' with 'Meet with Student Housing Business on Monday?'; and a 'Description' field.

Choose the person you’d like to meet with. (You can add more than one person to an invitation.)

Attendees can reach out to a company representative with most sponsors and exhibitors. Sponsors/exhibitors can reach out to attendees.

Choose the time & location.

For Exhibitor 1:1 meetings initiated by attendees, a Zoom link will autofill. Due to limited number of Zoom licenses, some exhibitor access requires them to enter their own link or a phone number.

Open an entry on your calendar in the portal and click the “add to calendar” button to add it to your personal calendar.

The calendar entry shows the status as 'Tentative', an 'Edit' button, and a 'Cancel appointment' button. It lists the date and time (Monday, October 19, 9:15 AM - 9:25 AM ET) and the virtual meeting link. There is a description field and a 'Private Note - Add' section. The host is listed as Jaime Lackey, and the attendee is Tim Tolton.

If you do not want to schedule meetings at certain times, block off times under “appointment type” in your appointment calendar.

When you add an event to your personal calendar, you can also invite a colleague and they can join the same Zoom link at the time of the meeting.