

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-interface-seniors-housing-southeast/>

Start at the "My Event" tab.

Click the "Schedule Appointment" button.

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* Appointment Type - Edit

Exhibitor 1:1 Appointments

You will appear as free for this appointment type until an appointment is accepted.

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

* Attendees - Add

Alicia Turlington - Available
Conference Manager
France Media, Inc. [Remove](#)

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

* Time and Location - Edit

Thursday, November 05 2 of 2 Attendees Available
8:30 AM - 8:40 AM ET
Virtual Meeting
<https://zoom.us/>
Capacity: Unlimited

Choose the time for the meeting request.

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.

* Subject

Meet with Seniors Housing Business at InterFace event on Thursday

Description

Include a brief description of your company & meeting request. Feel free to include your phone & email address so the recipient can contact you outside of the appointment portal if they prefer.

Meet with Seniors Housing Business at InterFace event on Thursday

Your Status: Tentative

[Edit](#) [Cancel appointment](#)

Thursday, November 05
8:15 AM - 8:25 AM ET

Virtual Meeting

[Add to Personal Calendar \(Outlook, etc.\)](#)

Description
Briefly your company and its products/expertise & request a meeting. Best practice: include your email and phone number in case the recipient prefers to contact you directly instead of through the appointment module.

Private Note - Add

Host
 Jaime Lackey - Available
VP, Marketing & Digital Strategy
France Media Inc.

Attendees
 Alicia Turlington - Available [Check-In](#)
Conference Manager
France Media, Inc.

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

To add a meeting to your personal calendar, open an entry on your calendar in the portal and click the "add to calendar" button.

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.