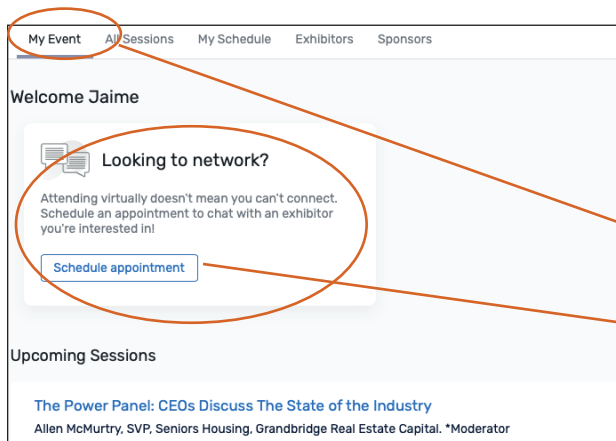


How to Make Appointments at InterFace Events

Interested in connecting with sponsors and other attendees? Reach out directly via the appointments module.

Log in at <https://cvent.me/avNqXZ> using the email address with which you registered. (You'll receive a verification code via email or text.) Then click the "Schedule Appointment" button. Helpful tips below.

For a detailed FAQ & instructions to update your bio/preferences, visit <https://interfaceconferencegroup.com/appointments>



If you receive a meeting request but are unable to attend, please take a moment to decline the request so the sender is not waiting to see if you show.

To send a meeting request, start at the "My Event" tab.


Click the "Schedule Appointment" button.

* Appointment Type

Event Appointment

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

Choose the time for the meeting request.

* Time - Edit

Tuesday, April 20 8:20 AM - 8:30 AM ET 2 of 2 Attendees Available

Do NOT uncheck this button. This is what creates the Zoom link, which is connected to the "Join" button on the meeting details.

Virtual Access

Attendees can join this appointment virtually ?

* Subject

Meeting with [Company Name]

Description

Add a brief description of your company & request an introductory meeting. You may wish to include your contact information so the recipient can follow up with out outside of the appointment module at a later date.


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


Private Note - Add

Test: Meeting with [Company Name] ×

Your Status: Accepted

Join Edit Cancel appointment

 Tuesday, April 20
8:20 AM - 8:30 AM ET


 Add to Personal Calendar (Outlook, etc.)

Description


Add a brief description of your company & request an introductory meeting. You may wish to include your contact information so the recipient can follow up with out outside of the appointment module at a later date.

Private Note - Add

Host

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

Attendees

 Alicia Turlington - Available Check-In

Conference Manager
France Media, Inc.

[Send Appointment Invitation](#)

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

You can invite multiple people to attend a meeting when you request an appointment. Alternately, 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.