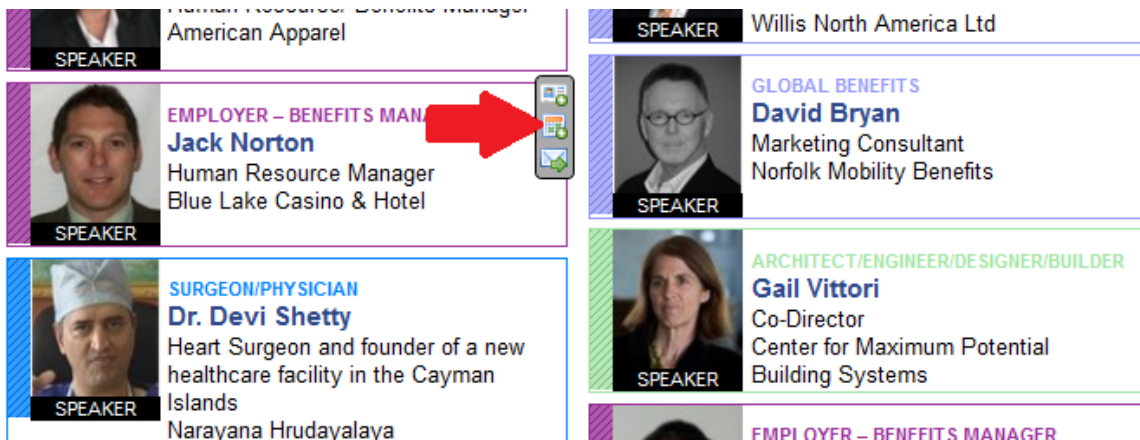


Requesting a One-to-One Networking Meeting

Step 1: Select an Attendee

The first thing you need to do is click on a “Request a Meeting” button, which can be found in two places:

1. If you hover over the thumbnail of someone’s profile, three small icons will appear. You can click on the middle one to “request a meeting” button as seen below.



OR

2. If you are looking at someone’s complete profile, you can click the “Request a Meeting” button as shown below



Jack Norton is the Human Resources Manager for the Blue Lake Casino & Hotel and the Health Benefits Director for the Blue Lake Rancheria Health Plan. The

Step 2: Write a Subject and Description

Then this window will pop up. As you see the person's name is automatically listed here. Then you can add a subject to the meeting request as well as a description of what you would like to discuss.

The screenshot shows a 'Request a Meeting' window. On the left, there are input fields for 'Recipients' (with 'Jack Norton' selected), 'Subject', 'Location', and 'Description'. On the right, a calendar grid displays the days Wednesday (Oct 26), Thursday (Oct 27), and Friday (Oct 28). The time slots range from 5 PM to 9 PM. A blue block is present in the 5 PM slot on Thursday, indicating a proposed meeting time. Below the calendar, there are buttons for 'Blocked', 'My busy time', 'Recipient busy time', and 'Proposed time'. At the bottom, there is a 'Send Invitation' button.

Step 3: Select a Time

To the right you will see your schedules. The white portion is the time slots where both of you are available. The red blocks indicate your busy time and the orange indicate the other person's busy time. The portions of the schedule that are in grey indicate that other activities are occurring at the conference and are not part of the designated networking time. When you click on a section of the white area to propose a meeting time, a blue block will appear (as shown below) to indicate the time that you are proposing to meet.

This screenshot is similar to the previous one but shows a more detailed view of the calendar grid. A red arrow points to the blue block in the 5 PM slot on Thursday, which contains the text '05:15 pm to 05:30 pm'. The grid shows time slots from 5 PM to 7 PM. The interface elements on the left and bottom are the same as in the previous screenshot.

Networking meetings are 10 min, but are scheduled in 15 min increments to allow time to get your next meeting on time. We have set aside time in the agenda for these meetings to occur.

Step 4: Select a Location:

All meetings will take place in the exhibit hall. If one or more of the people in the meeting is an exhibitor, then the meeting location will default to their booth. If neither person has a booth, then you will need to select a meeting table from this drop down menu (as shown below). All of the meeting tables are located in the back of exhibit hall and will be clearly labeled.

Request a Meeting

Recipients
Jack Norton x

Subject

Location

- Meeting Table 01A
- Meeting Table 01B
- Meeting Table 02A
- Meeting Table 02B
- Meeting Table 03A
- Meeting Table 03B
- Meeting Table 04A
- Meeting Table 04B
- Meeting Table 05A
- Meeting Table 05B
- Meeting Table 06A**
- Meeting Table 06B
- Meeting Table 07A
- Meeting Table 07B
- Meeting Table 08A
- Meeting Table 08B
- Meeting Table 09A
- Meeting Table 09B
- Meeting Table 10A
- Meeting Table 10B

	Wed Oct 26	Thu Oct 27	Fri Oct 28
5PM	05:15 pm to 05:30 pm		
6PM			
7PM			
8PM			
9PM			

Blocked My busy time Recipient busy time Proposed time

Send Invitation

Step 5: Send the Request

Finally, you will need to click the “Send Invitation” button at the bottom of the box to send the invitation to the other person. A message will be sent to the other person and they have to accept or decline it.