

How to Use the Meeting Platform

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Access

You should have received an email from the platform, with the subject line 'Welcome to the 24th Annual General Meeting 1:1 Meeting Scheduler'.

This contains a link, click it to gain immediate access to your online account.

You should see this on your screen



If instead you see this
- click the button 'REQUEST ACCESS' and enter your email address to receive a new access link



The screenshot shows the top navigation bar with links for Home, Search, Messages, Schedule, and Account. Below this is a banner for the 24th Annual General Meeting in Bali, Bali, from Mar 19-21, 2025. The banner includes logos for Pacific Global Association, Bullocks Freightmasters International, Intermec Logistics Sdn Bhd, and World United Logistics. A section titled 'Our VIP Sponsor' lists these sponsors and their respective roles: (Gala dinner), (Event's souvenir), and (Lucky draw). Below the banner is a secondary navigation bar with links for Conference Programme, Conference Website, Contact, and FAQs. The main heading is 'Online meeting scheduler' with a user profile for Molly Newman and a Log out button. Three summary cards are displayed: '0 Meetings awaiting your response', '0 Outgoing meetings awaiting response', and '0 Meetings confirmed', each with a 'More' link. A large blue button labeled 'REQUEST ACCESS!' is prominently displayed. Below the button, a note reads: 'If you can see this, you are logged out. For instant login, click the above button and enter your email address.'

Profile Update: Company

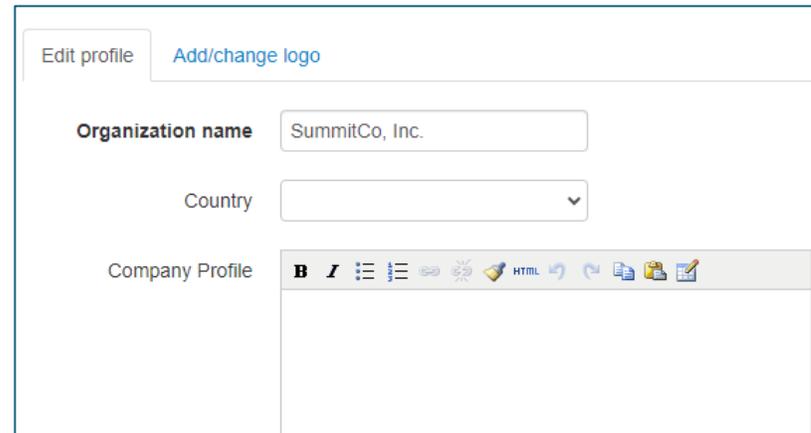
1. Go to the Account link in the top menu bar:



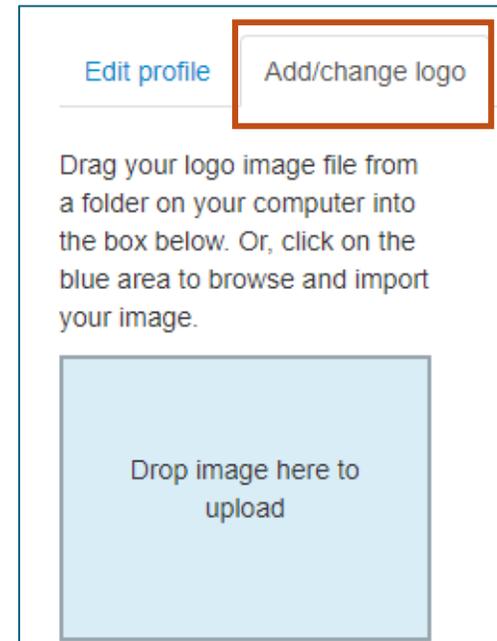
2. Click the Edit link at the left of the page to update your company profile:



3. Enter profile information, then Save



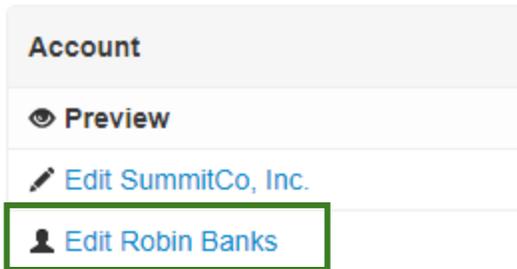
4. Add your company logo. Click Add/change logo then drag/drop a .png or .jpg image file of less than 2Mb



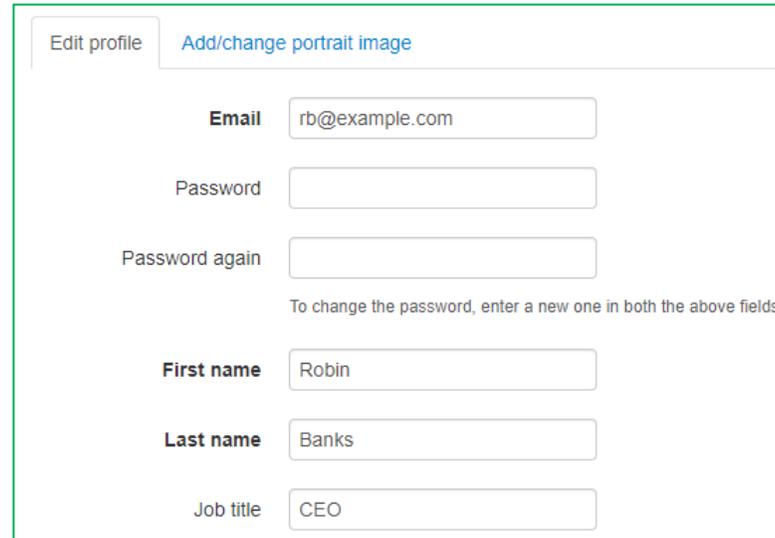
Make sure you click **Save** before leaving the Edit profile area.

Profile Update: Personal

5. Click the Edit link at the left of the page to update your personal profile:

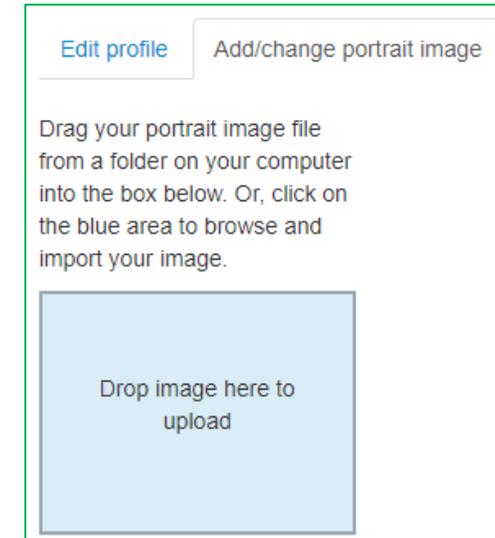


6. Check your personal details and update if needed. If you prefer to use password access, add an 8 character password to **both** password fields



A screenshot of the 'Edit profile' form. The form has two tabs: 'Edit profile' (selected) and 'Add/change portrait image'. The form contains the following fields: 'Email' (rb@example.com), 'Password', 'Password again', 'First name' (Robin), 'Last name' (Banks), and 'Job title' (CEO). Below the password fields, there is a note: 'To change the password, enter a new one in both the above fields'.

7. Add your portrait photo. Click Add/change image then drag/drop a .png or .jpg photo file of less than 2Mb



A screenshot of the 'Add/change portrait image' form. The form has two tabs: 'Edit profile' and 'Add/change portrait image' (selected). Below the tabs, there is a text instruction: 'Drag your portrait image file from a folder on your computer into the box below. Or, click on the blue area to browse and import your image.' Below the instruction is a large blue rectangular area with the text 'Drop image here to upload'.

Make sure you click **Save** before leaving the Edit profile area.

Set Your Availability

1. Go to the Schedule link in the top menu bar:

The screenshot shows a web application interface for scheduling. At the top, there is a dark blue navigation bar with the following items: HOME, SEARCH, MESSAGES, SCHEDULE (highlighted with a red box), and ACCOUNT. Below the navigation bar, the main content area is titled 'Thursday 31 October 2024'. On the left side, there are options for 'LIST BY DATE' (My Itinerary, Day 0/0 (highlighted with a red box), Week, Month) and 'SESSIONS BY TYPE' (Sessions 31). Below these are buttons for 'Add to calendar' and 'Printable Itinerary'. The main area is a table with columns: Availability, My Itinerary, and Sessions. The table has time slots on the y-axis: 08:00, 08:30, 09:00, 09:30, 10:00, and 10:30. The 'Availability' column shows a green 'Available' toggle (highlighted with a red box) for the 09:00 slot and a grey 'Unavailable' toggle for the 10:00 slot.

Time Slot	Availability	My Itinerary	Sessions
08:00			
08:30			
09:00	Available		
09:30	Available		
10:00	Unavailable		
10:30			

2. Select 'Day'

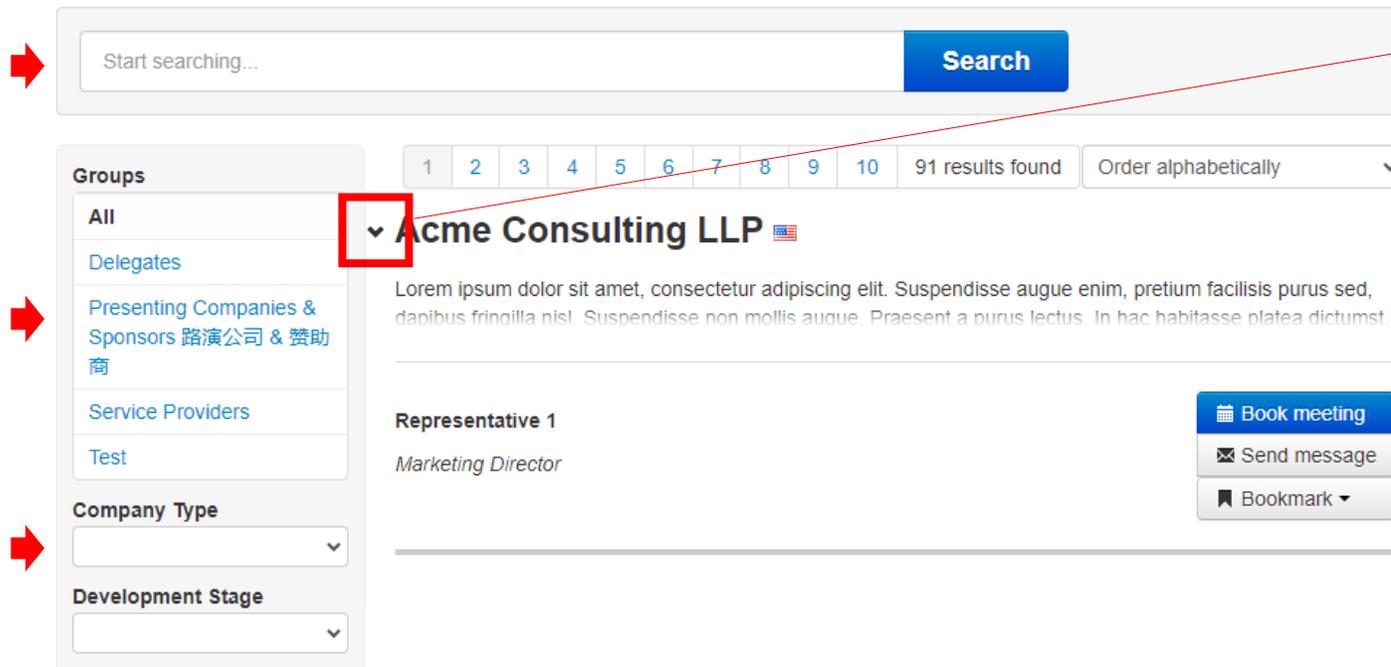
3. Toggle the green slider on any time slot to make it unavailable for meetings

Find Meeting Partners and Book Meetings

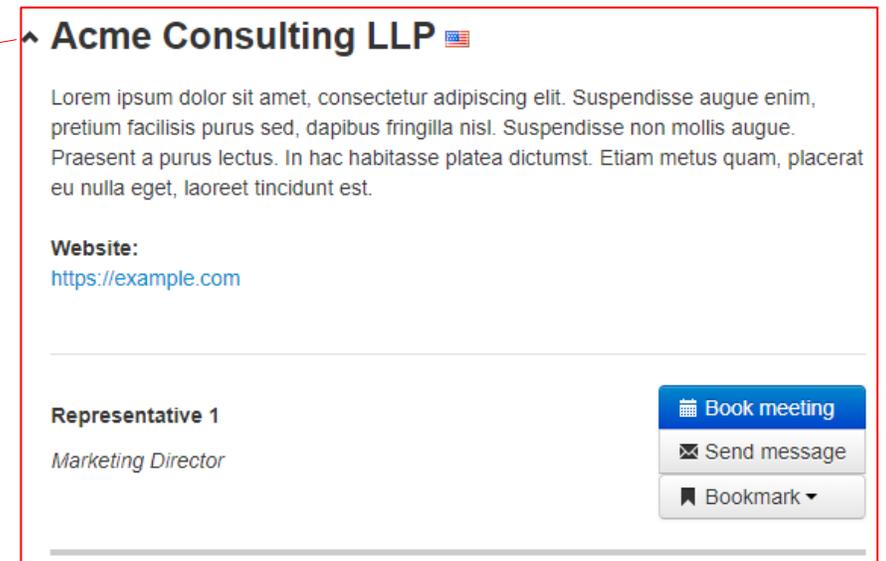
1. Go to the Search in the top menu bar. You will find all organizations and attendees listed here:



2. Use the filters at the left and the text search field at the top to look for potential business targets



3. Click the arrow next to the company name to view their full profile.



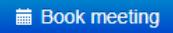
Book Meetings

1. Click the 'Book meeting' button next to the person you want to meet.

▼ **Acme Consulting LLP** 🇺🇸 #

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse augue enim, pretium facilisis purus sed. dapibus fringilla nisl. Suspendisse non mollis augue. Praesent a purus

Representative 1
Marketing Director

 **Book meeting**

 **Bookmark**

2. Select a meeting time. Only the green slots are available to both you and the other person.

Click on a *green* meeting slot to request a meeting

28 Nov

10:20	66 meeting places available
10:40	66 meeting places available
11:00	66 meeting places available
11:20	66 meeting places available
11:40	66 meeting places available
12:00	66 meeting places available
12:20	66 meeting places available
12:40	66 meeting places available
14:00	66 meeting places available

3. Add a message to explain why you want to meet, then click 'Yes'.

An email will be sent to the other person with your message, asking them to respond.

Optional message

Send a message to everyone attending this meeting

 **Yes** Are you sure you wish to request this meeting?

Manage Meetings - 1

1. Your incoming meeting requests are listed on the Home page



2. Click 'More' to view the profiles of your requestors

Three summary cards are displayed. The first card, '3 Meetings awaiting your response', lists three requests: 'Dr Jo Bangels (Acme Oncology, Inc.) on 8 Oct at 15:20', 'Dr Lorenzo Ferrari (Super Biologics) on 8 Oct at 14:40', and 'Ms Geeta Patel (Dynamic Drugs) on 8 Oct at 14:00'. A 'More' link is at the bottom, highlighted with a red box. The second card, '1 Outgoing meetings awaiting response', lists 'Mr Pablo González (Gorgeous Generics) on 8 Oct at 16:00' and a 'More' link. The third card, '0 Meetings confirmed', has a 'More' link.

Manage Meetings - 2

3. Click 'Respond' beneath the name of each requestor to confirm or decline their request.

▼ Acme Oncology, Inc.

The Acme of Oncology drug development companies. We are now offering our lead program for partnership. AOX2139 is a small molecule drug based on our proprietary



Mr Wei Li
Chief Executive Officer

- Book meeting
- Send message
- Bookmark ▾



Dr Jo Bangels
Chief Scientific Officer

- Book meeting
- Send message
- Bookmark ▾

Dr Jo Bangels has requested a meeting with you on 8 Oct, at 15:20 [Respond](#)

▼ Dynamic Drugs

The first line of each profile appears on the search page. Click More to view the full profile. Each delegate is able to add or edit their own company profile, adding a logo and selecting



Ms Geeta Patel
Chief Executive Officer

- Book meeting
- Send message
- Bookmark ▾

Ms Geeta Patel has requested a meeting with you on 8 Oct, at 14:00 [Respond](#)

Manage Meetings - 3

4. Select your response from the console tabs. Be sure to click the button to complete the action.

Meetings

- All meetings
- Pending
- Confirmed
- Cancelled

Meeting with Representative 1

✓ Confirm 👤 Colleagues ⚡ Reassign ✏ Reschedule ✕ Decline

Message

Optional message

Confirm meeting

Time: Nov 20 From 10:00 until 10:30 America/New_York

Your start time: Nov 20, 3:00 PM - 3:30 PM Europe/London

Booked by: Representative 1 from Chemicals Construction

Attendee: Representative 1 from Able Automotive

Meeting Place: (Pending)

Chat **Participants (1)**

Start of conversation.

Representative 1 10:55 14 Aug 2024
Hoping to meet with you and discuss our latest initiatives.

Type a message... **Send**

You can add a message to your response. This will be included in an email to your meeting partner.

You can send a private message via the Chat panel without changing the status of the meeting request

Personal Itinerary

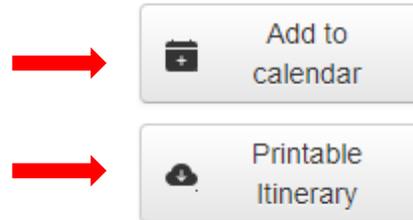
1. Go to the Schedule link in the top menu bar:



2. Select My Itinerary



3. Follow the links at the left to download your Itinerary as a PDF and/or integrate it into your Outlook calendar.



8 Oct

✓ 14:20 - 14:40
Table 1

Dr Jo Bangels
Acme Oncology, Inc.

Also attending
Mr Wei Li *Acme Oncology, Inc.*

✓ 14:40 - 15:00
Table 1

Mr Fred Fredrickson
e-Commerce International

Also attending
Mr Wei Li *Acme Oncology, Inc.*

✓ 15:20 - 15:40
Table 1

Ms Penny Plimsoll
NewBio Co

Also attending
Mr Wei Li *Acme Oncology, Inc.*

Send Private Messages

You can send an email message to any other attendee. On the Search page, click their Message button then type in your message.

The other attendee will receive your message within an email. This email will not reveal your contact details unless you include these in the message.

The image shows a two-part interface. On the left, a user profile for 'Technology Institute' is displayed, featuring a 'Send message' button highlighted with a red box. On the right, a chat window for 'Meeting: Representative 1 (Acme Consulting LLP)' is shown, with a 'Send' button in the bottom right corner also highlighted with a red box. A red line connects the 'Send message' button to the 'Send' button, illustrating the flow of the action.

Technology Institute

Representative 1
Business Development Director

Book meeting

Send message

Bookmark

+ Start a new chat...
Search for an attendee

Meeting: Representative 1 (Acme Consulting LLP)
09:00 20 Nov 2024

Chat Participants (1)

Start of conversation.

Representative 1 12:06 13 Aug 2024
Hoping to meet and discuss our new initiative

01:36 15 Aug 2024
Thank you for your meeting request - I have accepted it via the platform

Type a message... Send

View Messages

Go to the Messages link in the top menu bar:



+ Start a new chat...

Mr Fred Fredrickson 10:43 28 Nov 2024
Hoping to catch up with you at the event. Would you...

Ms Penny Plimsoll 11:25 29 Sept 2022
message

Mr Otto Bahn 10:58 29 Sept 2022
Hello Jane, pleased to meet you!

Mr Fred Fredrickson (Image International)

Chat **Participants (1)**

Start of conversation.

Mr Fred Fredrickson 10:43 28 Nov 2024
Hoping to catch up with you at the event. Would you like to schedule a meeting on this platform?

Type a message...

ENDS