

# HOW TO REQUEST A MEETING WITH A COMPANY?

To request a meeting with a Company:

- Once you navigate to a **Company profile/Showroom**, there will be a Request Meeting button (to the right).
- You can select who from the company you want to meet with, and it will automatically include times that are available for them.
- If you don't know who from the company you want to meet with specifically – that's ok! The invite will be sent to the full team and someone will respond.

*This is a great option if you find that the first person from a particular company doesn't have a lot of available meeting time. You can quickly change who from the company you can meet with!*

The screenshot displays the 'Ally Coffee' company profile page. At the top, there is a 'Back' button and the company name 'Ally Coffee' with the tagline 'Exhibitor'. Below this, there are two buttons: 'Interested' (with a heart icon) and 'Skip' (with a close icon). The 'Details' section includes the website 'http://www.allycoffee.com', 'Products And Services Provided' (Coffee/Tea Importer, Distributor and Grower), and a 'Summary' paragraph. On the right side, there is a 'GET IN TOUCH' section with a 'Team Member' dropdown (Catherine Herrin), a 'Date' dropdown (Wednesday 08/26/2020), a 'Time' dropdown (4:00pm - 4:20pm (America/Chicago)), and a 'Location' dropdown (Virtual Meeting Room). Below these is a 'Personal Message' text area with a placeholder text: 'Why would you like to meet? Adding a personal message increases acceptance rates by 30%'. At the bottom of the form, there is a 'Request Meeting' button and a notification: '8 meeting requests left until you reach the pending meeting limit.'