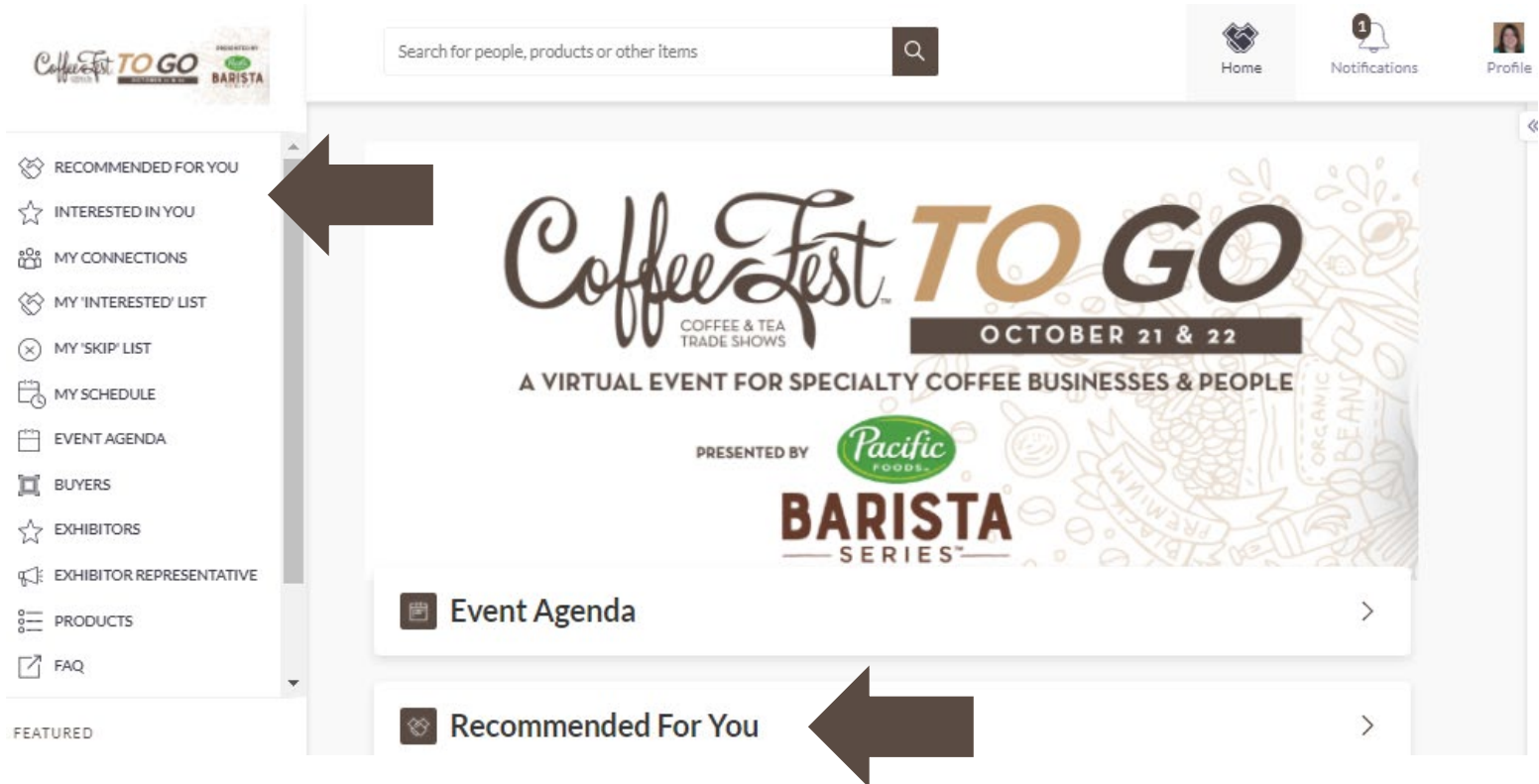


AVAILABLE FEATURES

Networking

How to network? Part I of II

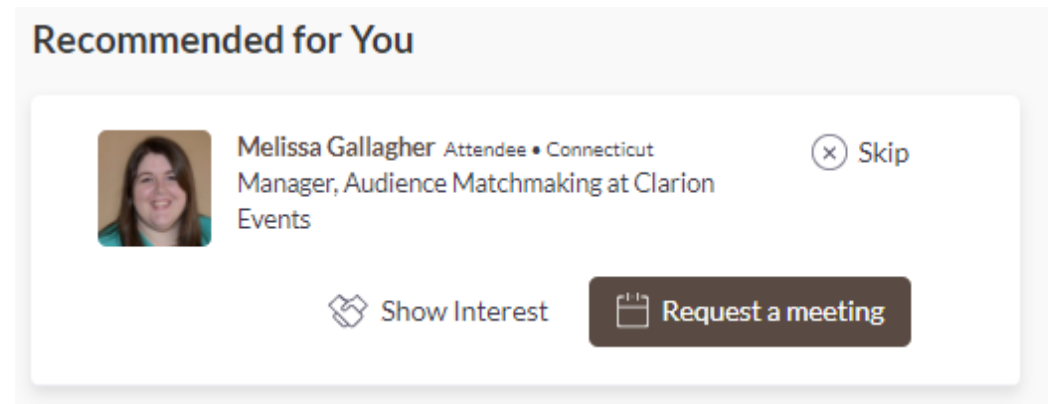
- Click the **"Home"** button on the top right of the page
- Then click **"Recommended for You"** or **"Interested in You"** on the top left.



How to network? Part II of II

Based on your profile and other participant profiles, the “**Recommended For You**” section will show profiles of brands, products & other buyers who the platform matches you with.

- **Schedule a meeting** opens a pop-up window to request a virtual meeting with either an individual or a company.
- **Show Interest** shows the event participant that you are interested in learning more about them.
- **Skip** removes the event participant from showing on the “Recommended For You” list.



How to chat?

A chat box only appears on an individual profile when there is a mutual connection. If you don't see the chat box, first mark them as "Interested". They can then mark you back as interested to create the "Connection".

There are two ways to initiate a chat with buyer.

1. Add a chat message to a meeting request.
2. Simply select the **"chat"** button on an individual's profile.

Click the "chat" button to initiate a conversation. A box will appear in the lower right of your browser window.

You will receive an email notification if someone sends you a chat, or if someone replies to your chat.

The screenshot shows a user profile for Melissa Gallagher, an Attendee from Connecticut, Manager of Audience Matchmaking at Clarion Events. A prominent 'Chat' button is visible below her profile picture. To the right, a 'Meetings with Melissa Gallagher' section contains a 'Request a meeting' form with fields for invitees, date, time, and location. Below the form is a 'Personal Message' section with a text input and a 'Request a meeting' button. At the bottom of the page, a chat box is open, showing a message input field and a 'Send your first message to Melissa Gallagher.' prompt.

How to find Buyers relevant to you?

To find and connect with **specific buyers**:

- On the left navigation bar, select "**Buyers**"
- Then select the **downward arrow** to filter by specific types.
- Here you'll be able to search for specific exhibitors that meet your needs by filtering by their profile details.

The screenshot displays a user interface for finding buyers. On the left is a vertical navigation menu with the following items: RECOMMENDED FOR YOU, INTERESTED IN YOU, MY CONNECTIONS, MY 'INTERESTED' LIST, MY 'SKIP' LIST, MY SCHEDULE, EVENT AGENDA, **BUYERS** (highlighted in orange), EXHIBITORS, EXHIBITOR REPRESENTATIVE, and PRODUCTS. A large black arrow points from the text 'select "Buyers"' to the 'BUYERS' menu item. To the right is a 'Buyers' filter panel with the title 'Buyers'. It contains several filter dropdowns: 'Sort: Name' (highlighted in dark grey), 'Status', 'Location', 'Company Name', 'Job Title', 'Business Area', 'Number of Locations', and 'Categories Interested'. A black arrow points from the text 'select the downward arrow' to a small upward-pointing arrow icon (a circle containing an upward-pointing chevron) located at the bottom right of the filter panel.

How to request a meeting with a Buyer?

Melissa Gallagher
Attendee • Connecticut
Manager, Audience Matchmaking at Clarion Events

Interested Skip

Details

Number of Locations
2-5

Categories Interested
Food, Coffee/Tea Importer/Distributor/Grower, Business Services, Tea, Packaging/Take Out Solutions, Lifestyle Food Products, Retail Merchandise, Equipment, Cleaning Supplies/Services & Safety, Food Distributor/Broker, Décor & Furnishings, Technology, Tableware/Smallwares, Beverage, Coffee Roaster/Wholesaler and Apparel

Business Area
Retail Café Only (no roasting), Importer/Grower, Catering, Retail Café + Coffee Roaster, Hospitality/Foodservice/Hotel, Business Services, Distributor, Bakery, Consultant, Coffee Roaster (no retail/cafe), Coffee Cart/Coffee Kiosk, Grocery Store, Gift Shop/Gourmet Food Retail or Tea Store, Manufacturer, Restaurant, Drive-Thru, Media/Publication, Association and Convenience Store/Deli

Don't forget to add a Personal Message to your meeting request! It makes it personal, and helps the buyer know who you are!

Meetings with Melissa Gallagher

+ Request a meeting

Invitees
Melissa Gallagher

Date
Wednesday 10/21/2020

Time
5:30pm - 5:50pm (America/New_York)

Location
Virtual Meeting Room - October 21st a

Personal Message
Why would you like to meet? Adding a personal message increases acceptance rates by 30%

10 meeting requests left until you reach the pending meeting limit.

Cancel Send

To request a meeting with a specific Buyer:

- From the list of Buyers, you can click **"Schedule a meeting"**, a box will pop-up with the event participant profile on the right.
- The scheduling tool will only show times that are available for both participants. Select a time that works for you.
- You can add a message, then click **"Request Meeting."**
- They will then receive an email prompting them to accept, decline, or suggest a new time.
- Once the meeting has been accepted, you will also receive an email and it will be confirmed on your CoffeeFest calendar.

How to accept a meeting request?

You can accept a meeting request two ways. The first is via the email notification or the second is within the platform.

- To accept via email notification, click **"Accept"** in the email.
- To accept via the platform, click **"My Schedule"** on the left navigation panel. Then filter by **"Meeting Status"** to view all meeting requests still awaiting a response.

You can also decline or reschedule within the platform.

The screenshot displays the 'My Schedule' interface. At the top, there are filters for 'Dates' and 'Meeting Status'. Below this, it shows the current date as 'Wednesday 21 October'. A meeting request is listed for 11:00am to 11:20am, titled 'Meeting: Melissa Gallagher (Clarion Events)' with a 'Pending' status. The meeting details include 'Virtual Meeting Room - October 21st and 22nd' and a 'Virtual Meeting' icon. Action buttons for 'Accept', 'Message', 'Reschedule', and 'Decline' are visible. An arrow points from the 'Accept' button in the meeting card to the 'Accept' button in the 'Meetings with Melissa Gallagher' sidebar. The sidebar also shows a 'Request a meeting' button and a list of pending meetings for the same date and time. At the bottom of the sidebar, there are buttons for 'Message Organizer', 'Accept', 'Decline', and 'Reschedule', with the 'Accept' button circled in red.

How do Virtual Meetings work?

The screenshot displays a user profile for Melissa Gallagher, an Attendee from Connecticut, with a role of Manager, Audience Matchmaking at Clarion Events. Below the profile is a 'Chat' button. To the right, a 'Meetings with Melissa Gallagher' section shows a 'Request a meeting' button and a list of 'Confirmed Meetings (1)'. The meeting details include the date 'Wed 21 Oct 2020', time '11:00am - 11:20am (America/New_York)', location 'Virtual Meeting Room - October 21st and 22nd', and participants 'Melissa Gallagher (Organizer)' and 'Melissa Gallagher (Invitee)'. At the bottom of the meeting details are buttons for 'Open Virtual Meeting Room', 'Cancel', and 'Reschedule'. A note states 'Virtual meeting room will be available X minutes before meeting starts.' An arrow points from the 'Reschedule' button to the text in the adjacent list item.

Meetings with Melissa Gallagher

+ Request a meeting

Confirmed Meetings (1)

Wed 21 Oct 2020

11:00am - 11:20am (America/New_York)

Virtual Meeting Room - October 21st and 22nd

Melissa Gallagher (Organizer) ✓
Melissa Gallagher (Invitee) ✓

Open Virtual Meeting Room

Cancel Reschedule

Virtual meeting room will be available X minutes before meeting starts.

Once you have a meeting scheduled:

- You will receive an email reminder 10 minutes before the meeting is set to begin with a link to join the virtual meeting room.
- You can also join directly from the platform. Under **"My Schedule"**, click the meeting details. The **"Open Virtual Meeting Room"** button will become active 5 minutes before the meeting starts.
- The virtual meeting room will open a new tab on your computer and your browser will request access to your microphone and camera.

Google Chrome is the preferred browser for Grip Virtual Meetings.