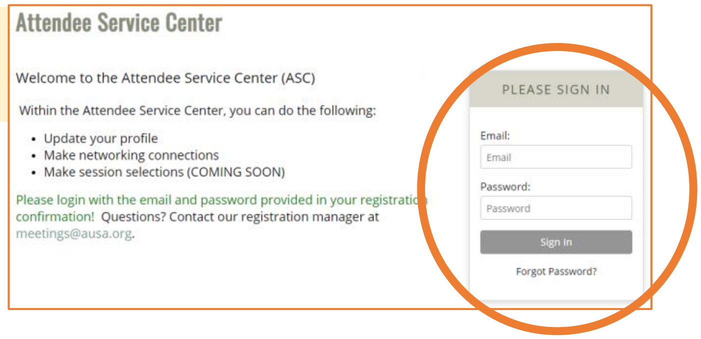
ATTENDEE NETWORKING PLANNER: QUICKSTART GUIDE

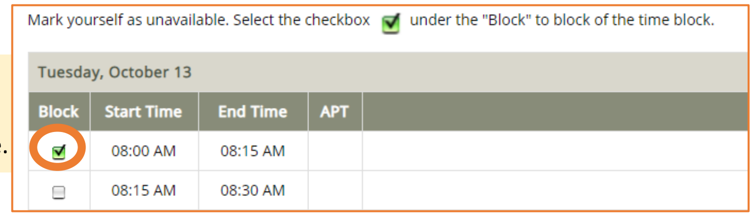
Step 1: **Log in** to the Attendee Service Center using your login credentials & navigate to the Networking Planner



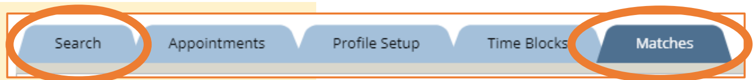
Step 2: Complete your **Profile Setup** to match with other attendees and exhibitors.

Step 3: Manage your availability on the **Time Blocks** tab.

Check the boxes next to the timeslots that you are NOT available.



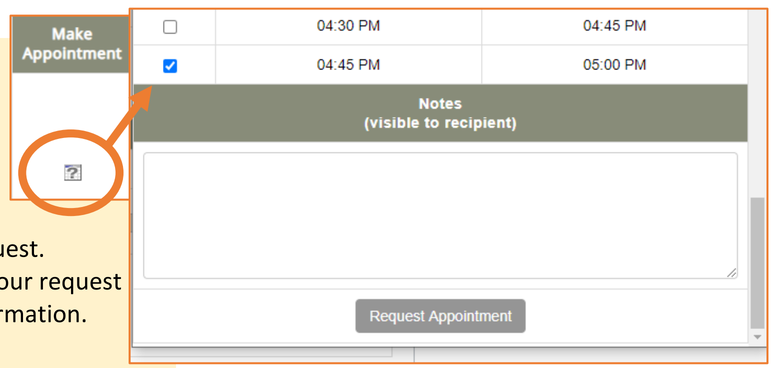
Step 4:



Identify **Matches** or **Search** for attendees/companies to connect with.
*Find individuals/companies that answered the profile questions the same way you did.
*Filter the attendee and exhibitor lists using the search options.

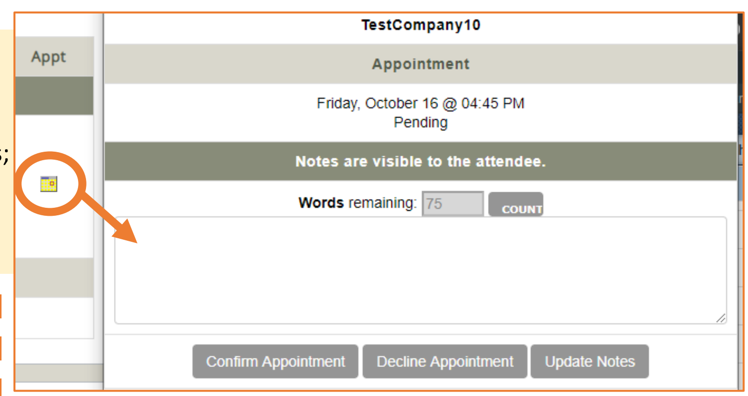
Step 5: **Request an Appointment**

1. Click on the icon, choose a time, leave a note (optional) and click **Request Appointment.**
2. The attendee/company will receive an email indicating they received an appointment request.
3. When the attendee/company accepts or declines your request for an appointment, you will receive an email confirmation.



Step 6: **Accept/Decline an Appointment**

1. Go to the **Appointments** tab.
2. Click on the icon and the button that applies; Confirm, Decline, or Update Notes.
3. The attendee/company will receive an email indicating the appointment has been updated.



Attending Your Appointment

1. Log into the **Virtual Venue**
2. Go to the Attendee / Booth Staff Lounge
3. Click on “SmartMatch Appointments”
4. Click on the Chat Balloon to attend the 1:1 personal chat
5. Once in the 1:1 chat you can request to turn on your cameras to talk face to face.