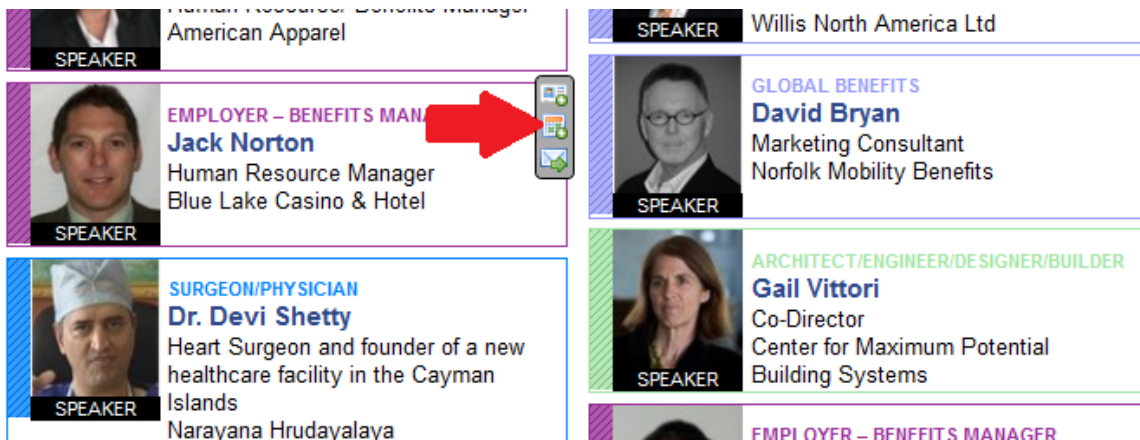


# Requesting a One-to-One Networking Meeting

## 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 legend at the bottom of the grid identifies colors: grey for 'Blocked', red for 'My busy time', orange for 'Recipient busy time', and blue for 'Proposed time'. A 'Send Invitation' button is located at the bottom center.

## **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 blue block on the calendar grid for Wednesday, October 26, from 5:15 pm to 5:30 pm. A red arrow points to this blue block, indicating the proposed meeting time.

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.

The screenshot shows a 'Request a Meeting' window with the following details:

- Recipients:** Jack Norton
- Subject:** (empty)
- Location:** Meeting Table 06A (indicated by a red arrow)
- Calendar:** Shows a proposed meeting time of 05:15 pm to 05:30 pm on Wednesday, Oct 26.
- Status Legend:** Blocked (grey), My busy time (red), Recipient busy time (orange), Proposed time (blue).
- Action:** Send Invitation button.

#### **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.