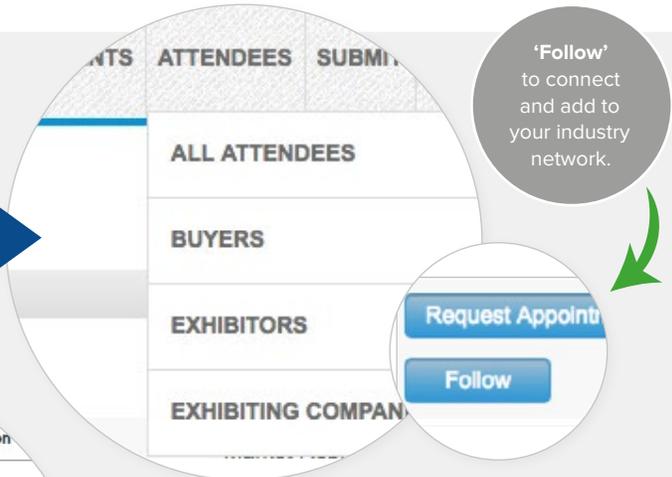


APPOINTMENT SCHEDULING TOOL

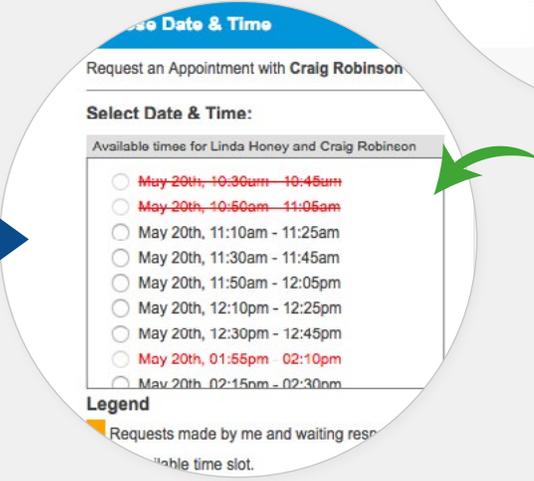
Exhibitor Guide



Select the Attendees Tab and then 'Buyer' from the dropdown menu. Review the list of Buyers and select 'Request Appointment'

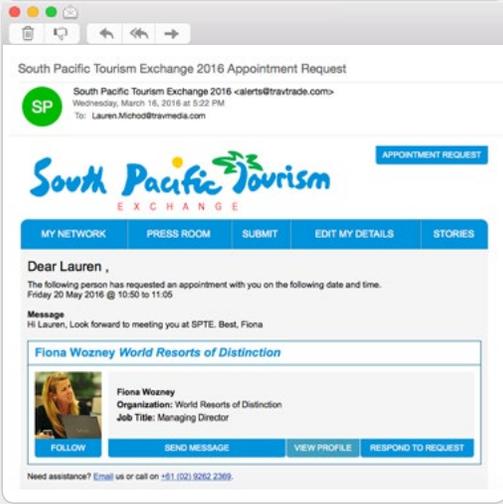


Choose a date/time, enter an optional personal message and click 'Submit Request'



HINT Only when an appointment has been accepted will the 'Request Appointment' slot be marked red and filled. This means you can make multiple requests for the one appointment time and the first person to accept your request will block the time slot.

The contact will receive an email with details of your meeting request, with options for them to accept, decline or propose a new time.



The Online Marketplace provides a powerful platform to increase exchanges before, during and after the trade event. (Upload your trade and multimedia assets via the Submit menu).

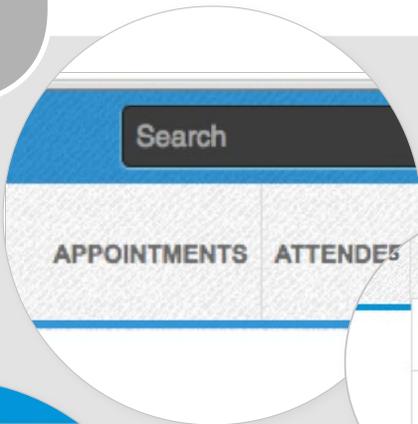
If you need any assistance with the tool, please do not hesitate to contact the team via e-mail: **SPTE@travtrade.com**

APPOINTMENT SCHEDULING TOOL

Buyers Guide



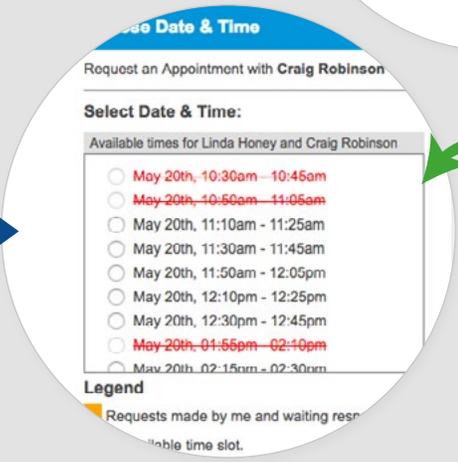
Select the 'Appointments Tab' to review all SPTE Exhibitor Tables and click 'Request'.



To review individual exhibitor delegates attending the show, simply select the ATTENDEES toolbar on the sites main toolbar. Filter by Exhibitors or Exhibiting Companies.

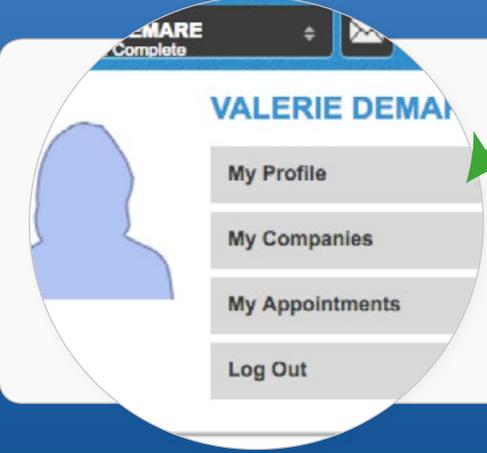
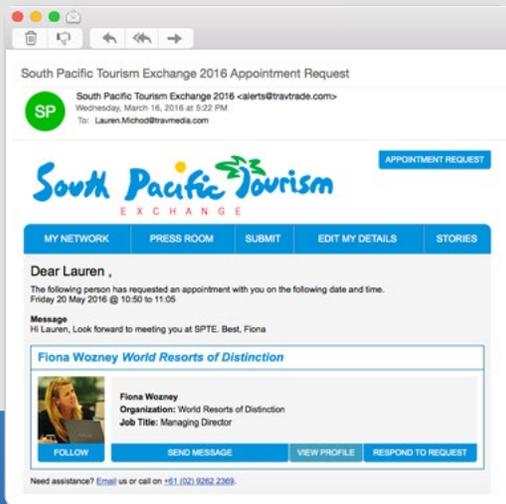


Choose a date/time, enter an optional personal message and click 'Submit Request'



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The contact will receive an email with details of your meeting request, with options for them to accept, decline or propose a new time.



TIP To review and manage your available timeslots, you can also select 'My Appointments' under your personal profile.

Update your personal profile, to increase the business exchanges from each trade show and event you attend.

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