



## Scheduling B2B Meetings Guide | Instructions & FAQ

### Pre-Scheduling Meetings Checklist

- ✓ Make sure you're logging into the [VIP Event website](#). Please do not use the website, email address, and password you used to build your suite profile – these are all different and will not work to enter the VIP event site, they are only for building and editing your suite profile. The link to do that is [here](#).
- ✓ We strongly recommend completing your suite profile before scheduling meetings and emailing your company logo to [ksastre@gcca.org](mailto:ksastre@gcca.org) for the event directory.
- ✓ Important Dates: scheduling opens October 7<sup>th</sup>; meetings can be held October 19<sup>th</sup>- 30<sup>th</sup> and scheduling can be done from October 7<sup>th</sup>- 30<sup>th</sup>.
- ✓ We do not advise scheduling at the same time as education sessions unless the individual has expressed that they are not participating in the programming at that time. To see the VIP event schedule ahead of time, click [here](#). It will also be on the event website.

### How do the scheduled meetings work?

Each meeting has a requestee and a receiver, both B2B suite company representatives and VIP attendees can request and receive meetings. The requestee requests the meeting, while the receiver receives a meeting request. When the receiver accepts the meeting, it blocks out that meeting slot on their calendar. It does not block out that meeting slot on the requestee's calendar, so make sure to check your schedule and availability before requesting a meeting. All meeting blocks are 30 minutes but you can certainly meet longer or book multiple meeting times. All meetings will show in your schedule (See Schedule in left navigation menu).

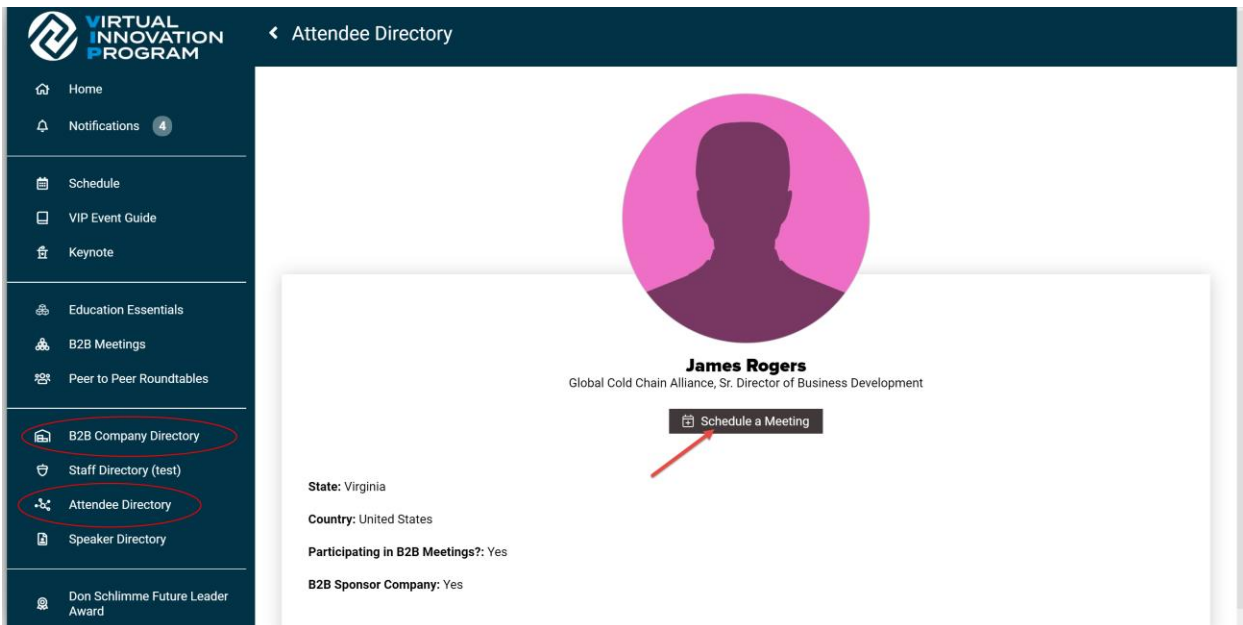
### Logging In

Log in to <https://gccavip.eventfinty.co/login> (VIP Event Website) using your personal work email address (the one you provided for suite registration) and the new password we provided you with. The first time you log in you will be prompted to create a unique password to use going forward.

## How do I schedule a B2B meeting?

To schedule a meeting with another attendee, go to the Attendees directory or to the B2B Company Directory (which has all associated attendee profiles in each company profile) on the navigation menu. You can type the person's first or last name into the search bar or search a company name and all profiles associated with that company will appear. Select the individual profile you want to meet with and click on "Schedule a Meeting" to arrange a meeting.

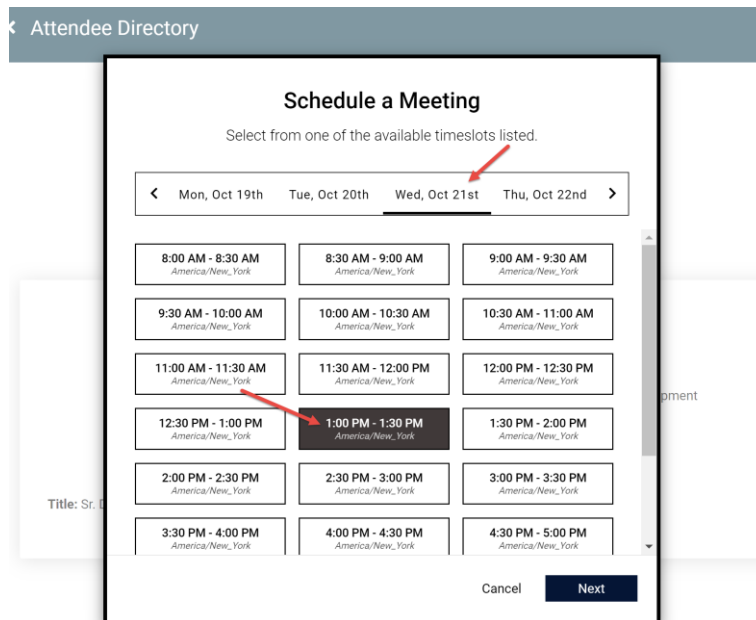
Attendee Profile with option to schedule meeting:



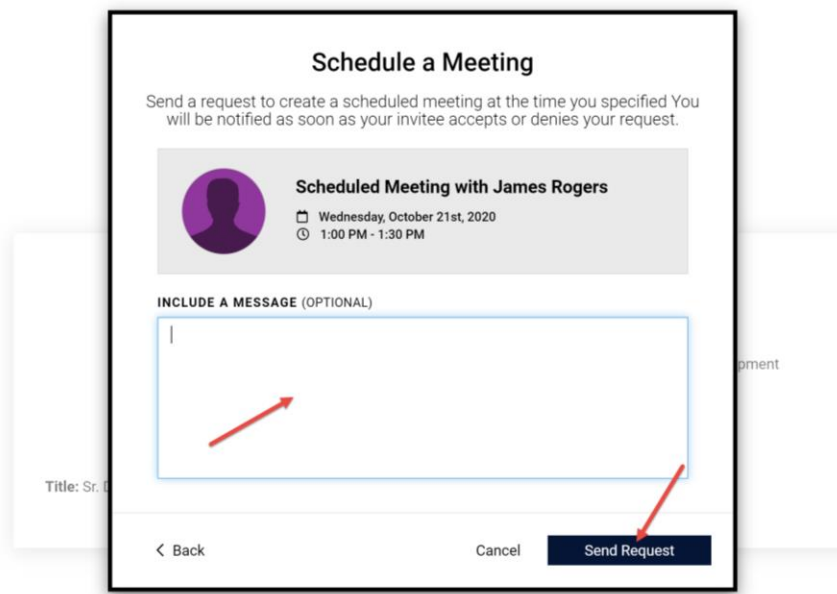
The screenshot displays the 'Attendee Directory' page of the Virtual Innovation Program. On the left is a dark blue navigation menu with the following items: Home, Notifications (4), Schedule, VIP Event Guide, Keynote, Education Essentials, B2B Meetings, Peer to Peer Roundtables, B2B Company Directory (circled in red), Staff Directory (test), Attendee Directory (circled in red), Speaker Directory, and Don Schlimme Future Leader Award. The main content area shows a profile for James Rogers, Sr. Director of Business Development at Global Cold Chain Alliance. A red arrow points to a 'Schedule a Meeting' button. Below the name, the following details are listed: State: Virginia, Country: United States, Participating in B2B Meetings?: Yes, and B2B Sponsor Company: Yes.

Next, select an available date and time from October 19<sup>th</sup> to October 30<sup>th</sup>. Times will be displayed for everyone as their own local time zone. Everyone has the option to set their schedule availability in their attendee profile.

Selecting a date and time to request a meeting:



Once a date and time are chosen, select next and include a message about the topic of the meeting and include your company name in your message. After sending the request you will see a sent confirmation.

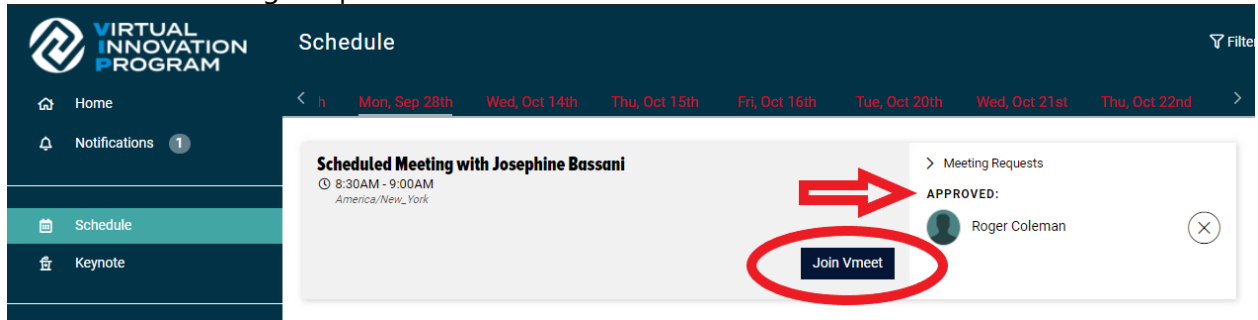


An email will be sent to the receiver notifying them that a meeting has been requested. Logging into the event site they will see a notification to accept or decline the meeting. Once accepted, the meeting will appear in both the requestee's and receiver's schedule.

# Meeting FAQ

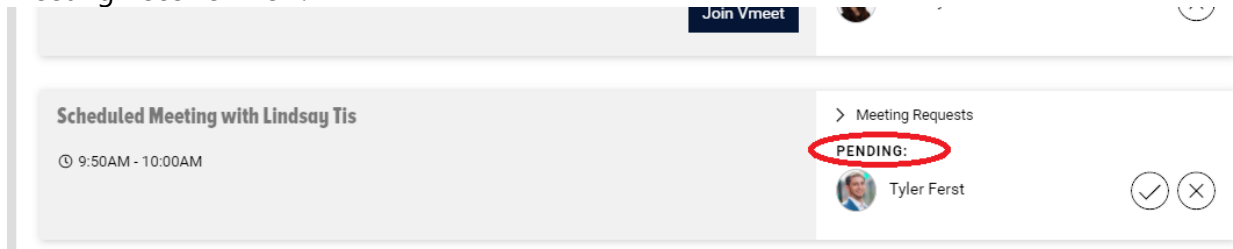
## 1: How can I tell if a meeting is pending or confirmed?

A confirmed meeting will provide a Vmeet link.

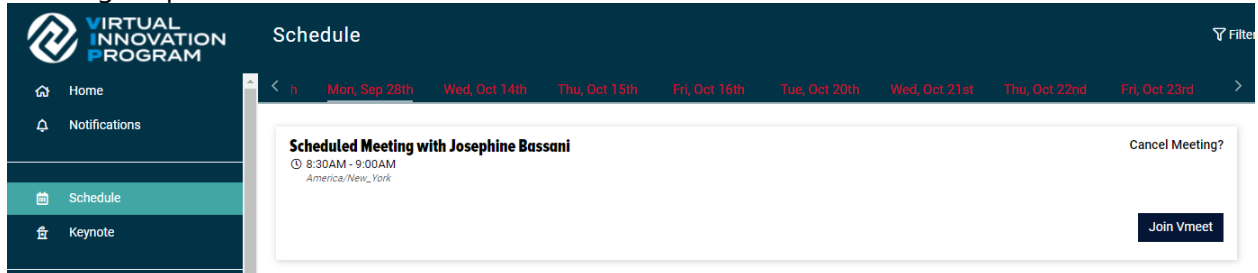


A pending meeting will remain greyed out on your calendar until confirmed.

### Meeting Receiver View:

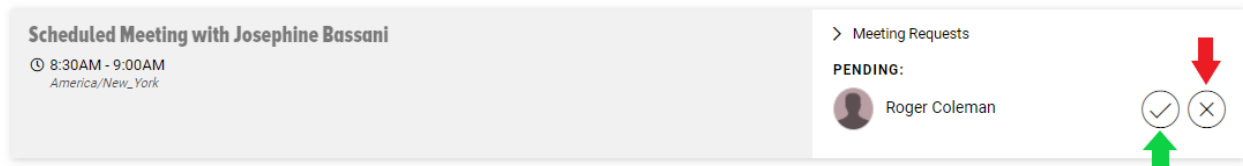


### Meeting Requester View:



## 2: How do I accept / decline a meeting?

In your schedule, you will see all meetings that attendees have requested with you. To accept click on the check mark. To decline, click on the X.



## 3: Is there an option to propose a new meeting time or reschedule a meeting?

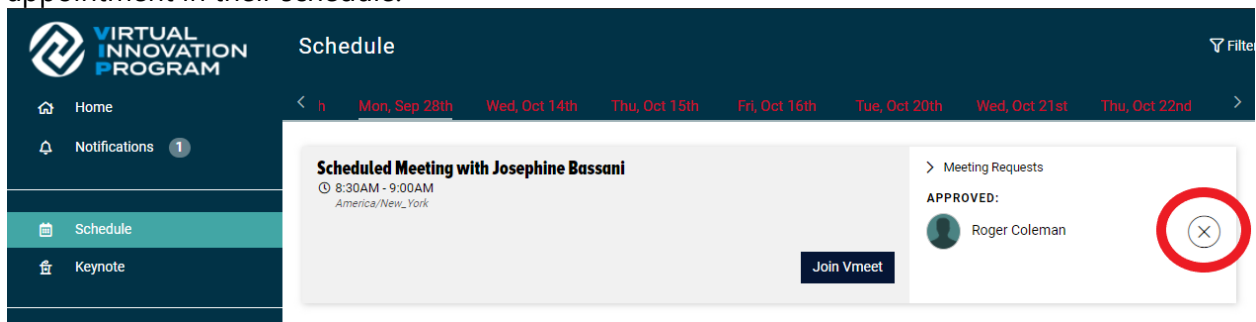
No, if the requestor or receiver needs to schedule a different time a new meeting invite needs to be sent. If a meeting is being declined, a message can be included proposing a new time etc.

## 4: Is there a way to message someone outside of meeting invitations on the event site?

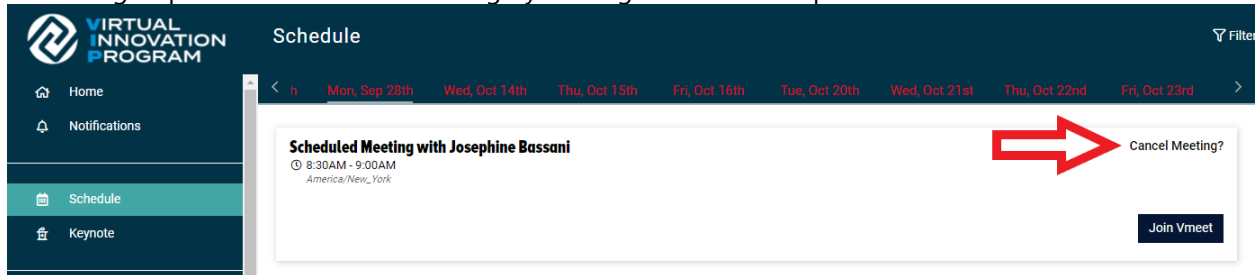
No, there is no chat feature.

## 5: Can I cancel a meeting?

Yes. A meeting receiver can cancel a meeting by clicking on the X from the meeting appointment in their schedule.



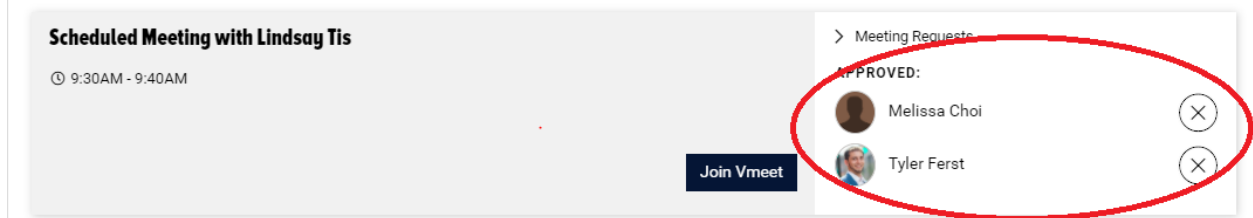
A meeting requester can cancel a meeting by clicking on "Cancel Request"



You can also invite attendees to talk with you in real time - this is only recommended if you are both on the platform simultaneously. Just click "Invite to Chat," and they will receive a notification to join you via video in a room dedicated for you to use throughout the event. Happy networking!

## 6: Can I book a meeting with more than one attendee?

Yes. Everyone who wants to be in the same meeting needs to request the same time slot and the same person (i.e., Everyone needs to request to meet with Jane Doe at 11:15AM). The person that is requested will see all the requests for that time slot in their calendar. NOTE: Once you accept, the time slot is locked and you are no longer able to add any recipients. You can always cancel and reschedule if you need to change any of the meeting details – date, time or recipients

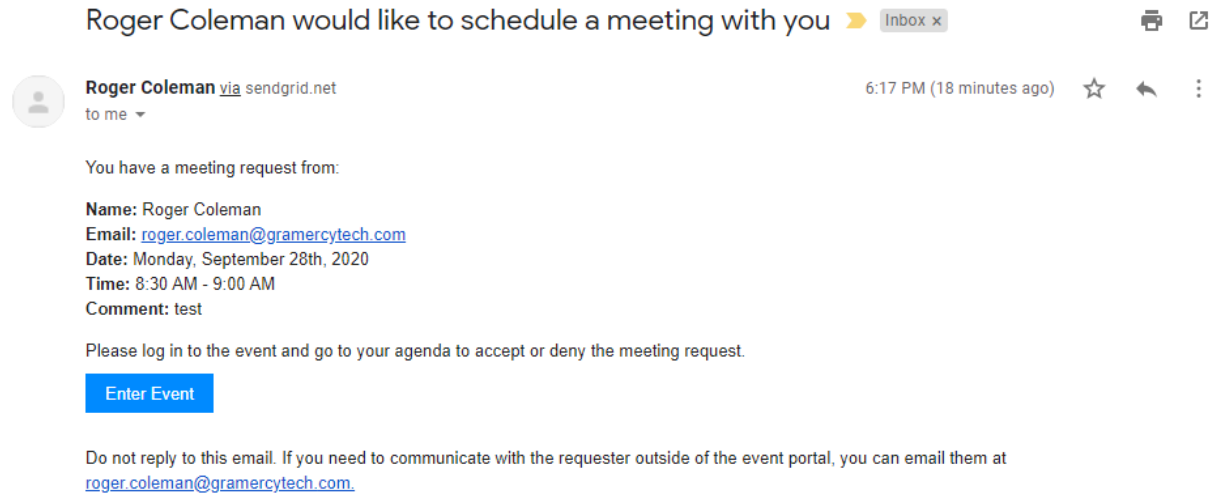


## 7: Why am I receiving meeting requests for a time slot where I'm already booked for a meeting?

The meeting is being booked into the receiver's availability. Once confirmed that time will no longer be available for the receiver. The requesters schedule will remain available.

## 8: Will I get an email for all meeting notifications?

You will only get an email when someone requests a meeting with you. The email will come from the email address of the person requesting the meeting (this is the only time you will get an email notification from an activity on the platform). An example of the email you will receive is below. It will include the person requesting the meeting, the date, and the time.



Roger Coleman would like to schedule a meeting with you Inbox x Print Share

**Roger Coleman** via [sendgrid.net](mailto:sendgrid.net) 6:17 PM (18 minutes ago) Star Reply More

to me ▾

You have a meeting request from:

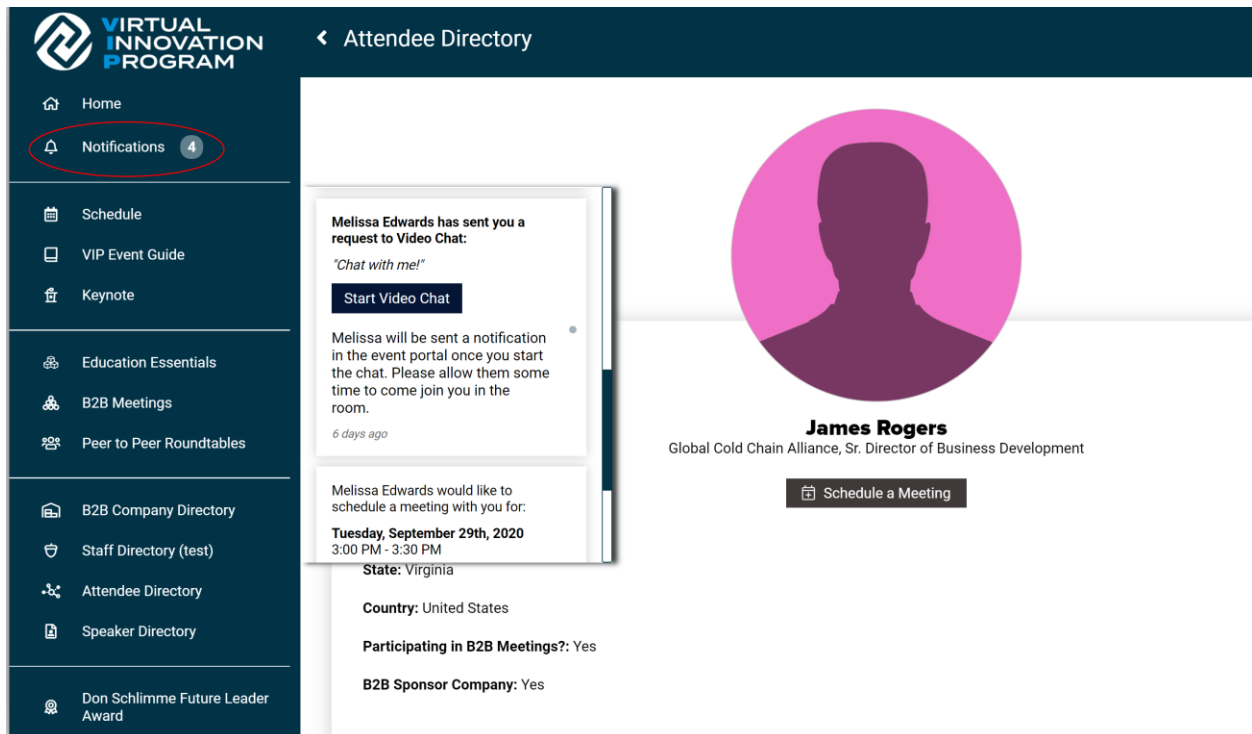
**Name:** Roger Coleman  
**Email:** [roger.coleman@gramercytech.com](mailto:roger.coleman@gramercytech.com)  
**Date:** Monday, September 28th, 2020  
**Time:** 8:30 AM - 9:00 AM  
**Comment:** test

Please log in to the event and go to your agenda to accept or deny the meeting request.

[Enter Event](#)

Do not reply to this email. If you need to communicate with the requester outside of the event portal, you can email them at [roger.coleman@gramercytech.com](mailto:roger.coleman@gramercytech.com).

All other notifications will come through the platform. If a meeting is accepted, declined, or rescheduled, you will only be notified through notifications on the platform.



**VIRTUAL INNOVATION PROGRAM** Attendee Directory

- Home
- Notifications 4**
- Schedule
- VIP Event Guide
- Keynote
- Education Essentials
- B2B Meetings
- Peer to Peer Roundtables
- B2B Company Directory
- Staff Directory (test)
- Attendee Directory
- Speaker Directory
- Don Schlimme Future Leader Award

**Melissa Edwards has sent you a request to Video Chat:**

"Chat with me!"

[Start Video Chat](#)

Melissa will be sent a notification in the event portal once you start the chat. Please allow them some time to come join you in the room.

*6 days ago*

Melissa Edwards would like to schedule a meeting with you for:

**Tuesday, September 29th, 2020**  
3:00 PM - 3:30 PM  
**State:** Virginia

**Country:** United States

**Participating in B2B Meetings?:** Yes

**B2B Sponsor Company:** Yes

**James Rogers**  
Global Cold Chain Alliance, Sr. Director of Business Development

[Schedule a Meeting](#)

## 9: How do I remove a notification?

Click on the notification and the grey dot in the notification and the number in the menu next to notification will go away.

The screenshot shows the 'Attendee Directory' page of the Virtual Innovation Program. On the left is a dark blue navigation menu with icons and text for: Home, Notifications (with a red circle around the bell icon and a '4' in a grey dot), Schedule, VIP Event Guide, Keynote, Education Essentials, B2B Meetings, Peer to Peer Roundtables, B2B Company Directory, Staff Directory (test), Attendee Directory, Speaker Directory, and Don Schlimme Future Leader Award. The main content area has a white background. At the top right of this area is a back arrow and the text 'Attendee Directory'. Below this is a profile card for James Rogers, Sr. Director of Business Development at Global Cold Chain Alliance, with a 'Schedule a Meeting' button. A notification box is overlaid on the left side of the profile card. The notification text reads: 'Melissa Edwards has sent you a request to Video Chat: "/>

## 10: How do I join a meeting and what happens?

When it's time for your meeting, click on Schedule in the navigation bar, locate the appropriate day and scroll to the time. Find the meeting and click on the "Join Vmeet" button. This will send you into the video meeting (make sure to click yes to allow your computer to access your mic and camera). Meetings are booked in 30-minute increments, so keep your eye on the clock. That said, if you're having a good conversation and do not have any meetings booked immediately after, feel free to keep talking.

## 11: What happens if 30 minutes is not long enough for the meeting?

Meetings are booked in 30-minute increments. That said, if you're having a good conversation and do not have any meetings booked immediately after, feel free to keep talking or use the "Invite to Chat" function if you know the other attendee is online at same time as you. To use



the "Invite to Chat" function, go to "Attendees" in the menu, search for the attendee you want to chat with by their first or last name, click on their profile and then click "Request to Video Chat."

The screenshot displays the 'Virtual Innovation Program' interface. On the left, a dark blue sidebar menu lists various options: Home, Notifications (1), Schedule, Keynote, Essentials Program, B2B Collaboration, Don Schlimme Future Leader Award, CEBA Built By The Best Award, Networking Opportunities, Staff Directory (test), **Networking Directory** (highlighted in teal with a red arrow), and Speaker Directory. The main content area, titled 'Staff', shows a profile for Roger Coleman. It features a blue circular silhouette icon, the name 'Roger Coleman', and two buttons: 'Request to Video Chat' (circled in red) and 'Schedule a Meeting'. Below the buttons, the email address 'Email: roger.coleman@gramercytech.com' is displayed.

\*"Networking Directory" is now "Attendee Directory"

# Technical FAQs

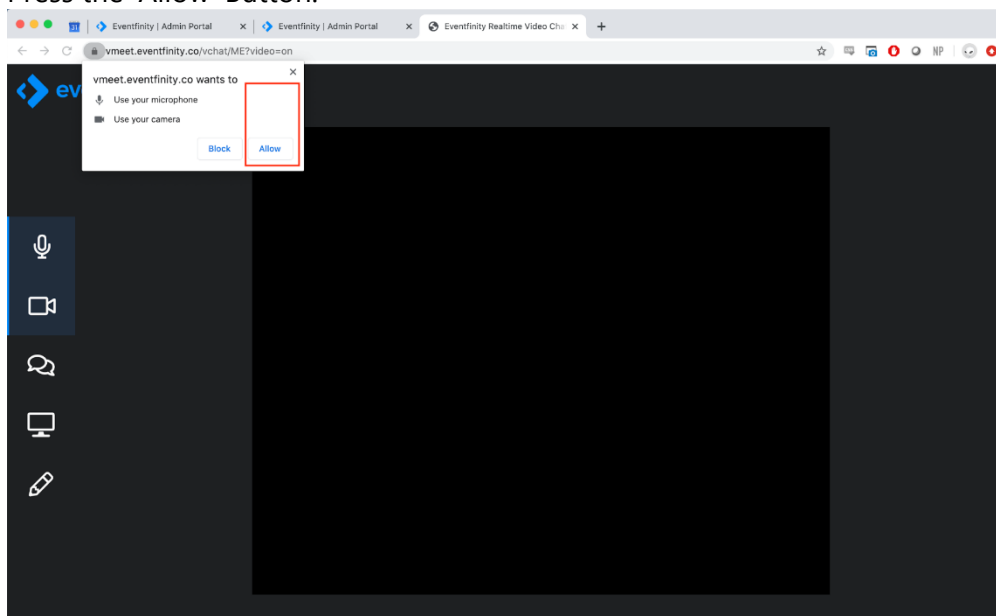
1: Is there a way to test my computer to make sure it will work properly during the event?

## Test Your Computer & Browser settings

Please visit [browsertest.eventfinty.co](https://browsertest.eventfinty.co) to test your computer and browser settings before joining suite rooms.

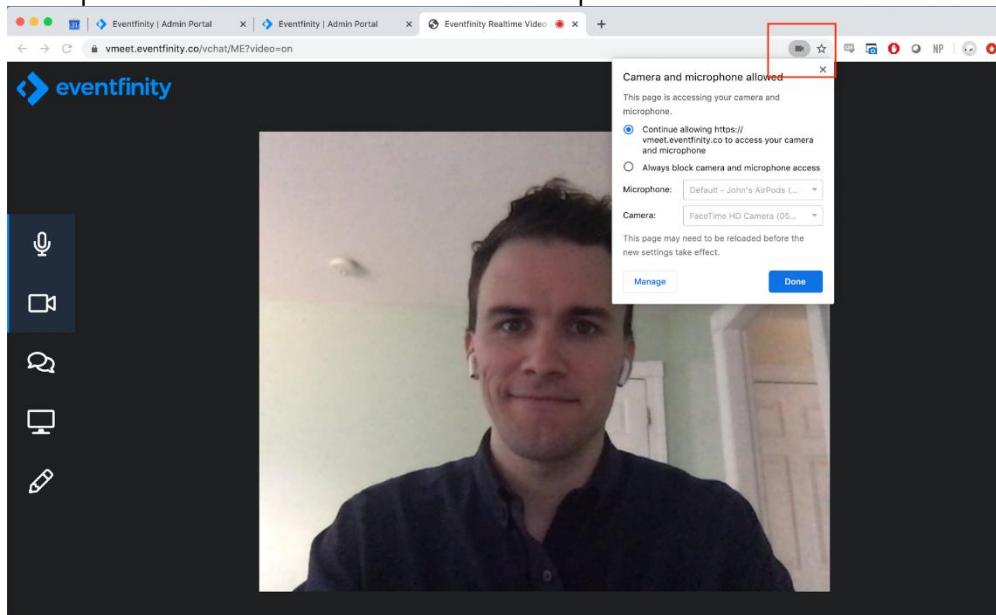
2: How do I enable my camera?

Make sure you are using a Chrome browser. When you first launch the video chat you will be prompted to allow <https://finovatefall2020.eventfinty.co/> to use your camera and microphone. Press the 'Allow' Button.



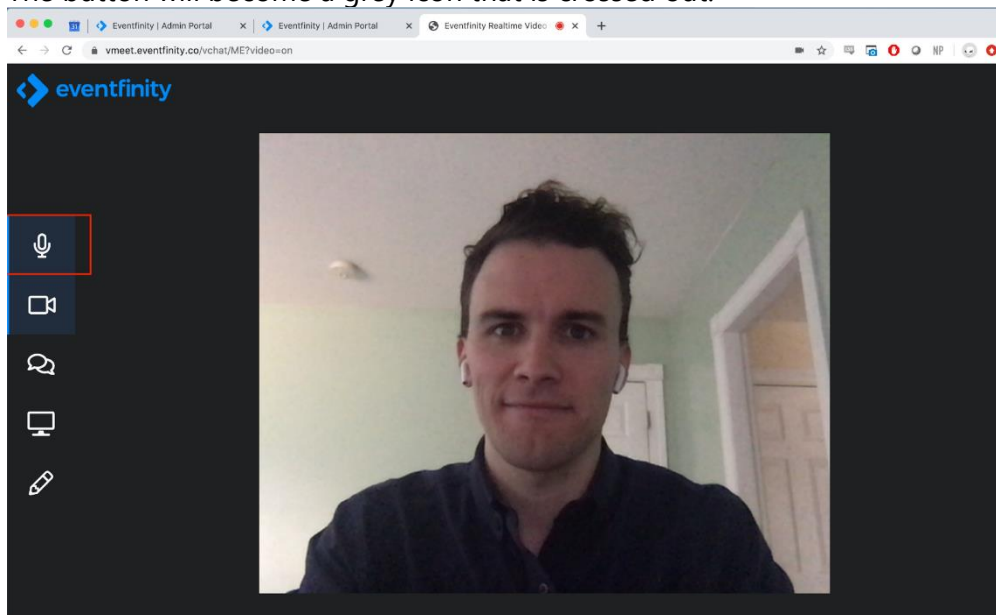
If you did not receive this pop-up or pressed another button, you can go to the right of your address bar and select the camera icon. You will see a pop-up that allows you to select 'Continue allowing <https://finovatefall2020.eventfinty.co/> to access your camera and

microphone. Make sure that is selected and press done.



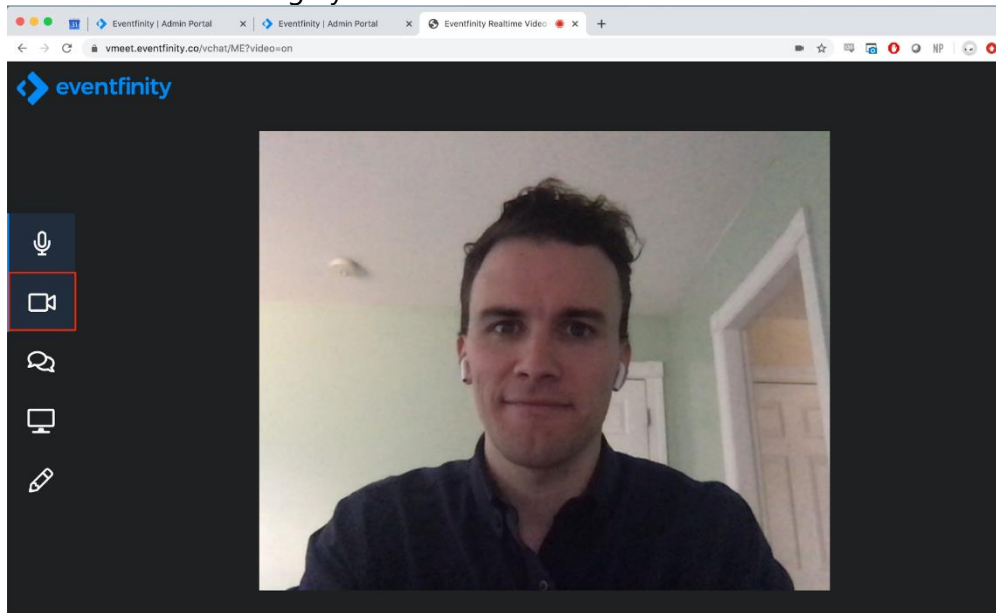
### 3: How do I turn off my audio?

If you wish to turn off your audio, press the microphone button on the left side of the screen. The button will become a grey icon that is crossed out.



### 4: How do I hide my video?

If you wish to hide your camera, press the camera button on the left side of the screen. The button will become a grey icon that is crossed out.



## 5: How do I end the call?

To end the call, simply close the page (by pressing ctrl-W or by clicking the "X" in your browser tab).

## 6: People are appearing blurry. How do I fix this?

Make sure you are in a space with a reliable Wi-Fi network. To test your network's speed, please go to [browstertest.eventfinity.co](https://browstertest.eventfinity.co).

## 7: I am getting a pop-up error when I enter the chat room.

Make sure you are using a Chrome browser.

## 8: Other people in my chat can't see me.

Make sure your camera features are enabled, there is nothing covering your laptop camera, and you are not sitting in-front of a window.

**Didn't find what you were looking for?** Contact Katie Sastre at [ksastre@gcca.org](mailto:ksastre@gcca.org) or 703-373-4300 for meetings assistance. There is also an FAQ + Help Desk tab on the event site with the information in this guide.