Messaging & Meetings

Send & view messages

Networking is now at your fingertips. Connect with members of the global Food ingredients community before, during and after the event by sending them a message. This is a great way to initiate potential business relationships.

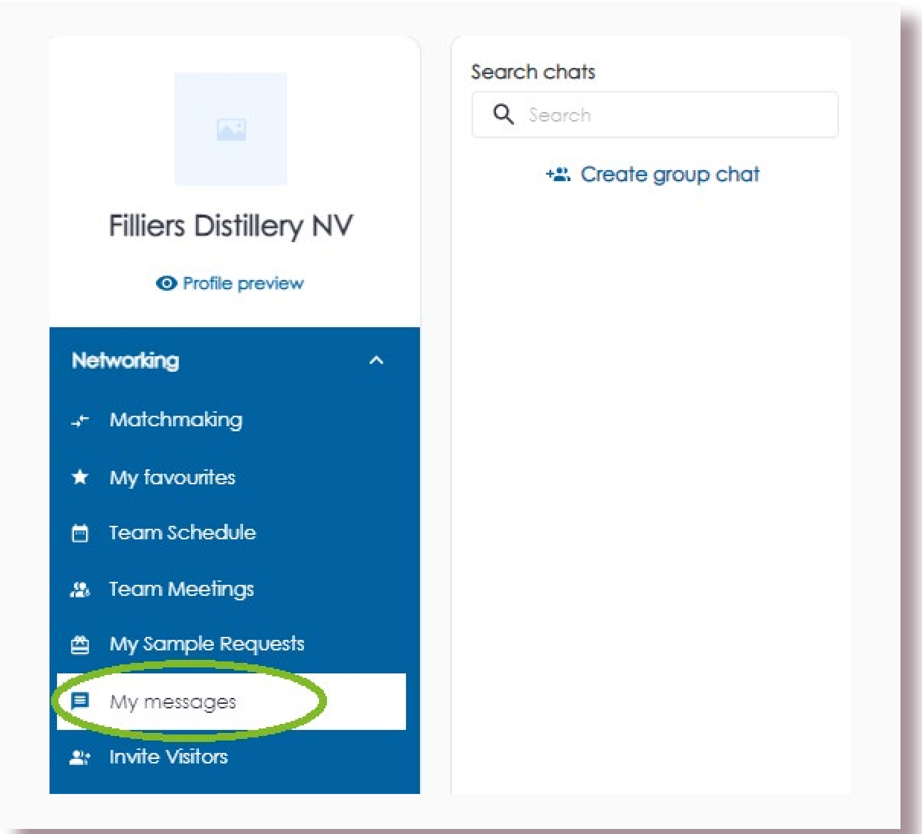
To send a message:

1. Click on the message icon
   This can be found throughout the platform on all company, product and people cards.
2. A messenger box will appear. You can type your message at the bottom and send it using the icon on the right

To view your messages:

1. New messages will be flagged in the upper right hand corner of your screen.
2. To view your messages go to the My Messages page. This can be found by clicking on your profile picture and selecting My Messages in the Networking section of the drop-down menu.

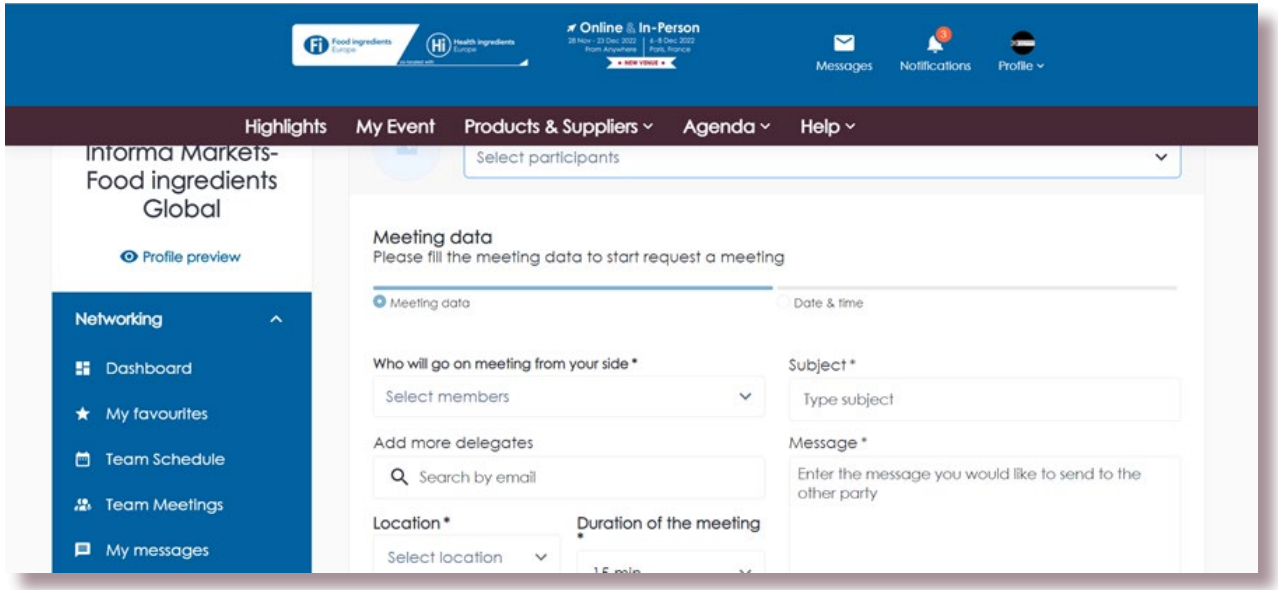
You can also create group chats. Head to My Messages and click on, Create Group Chat.



Request a meeting

Optimise your in-person event by booking your meetings in advance and prioritising time for conversations with potential clients.

1. Click on the meeting icon to request a meeting
2. Fill out the meeting request form. You will need to add a subject, message, location and meeting duration.
3. Select a date and time for your meeting.
4. Click Request Meeting to send your request.



View & manage personal meetings

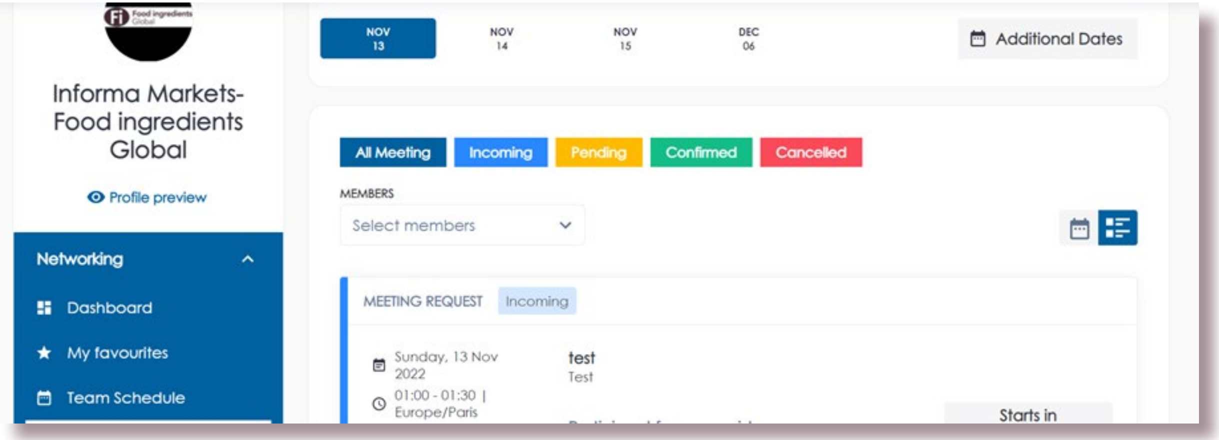
It is good business etiquette to action all meeting requests that you receive. You can do just that on the My Meetings page.

To navigate to My Meetings:

1. Click on the profile picture in the upper right.
2. Click on My Meetings in drop-down menu under Networking

On this page you can accept or decline a meeting request, as well as reschedule or cancel a confirmed meeting.

There is both a list view and a calendar view.



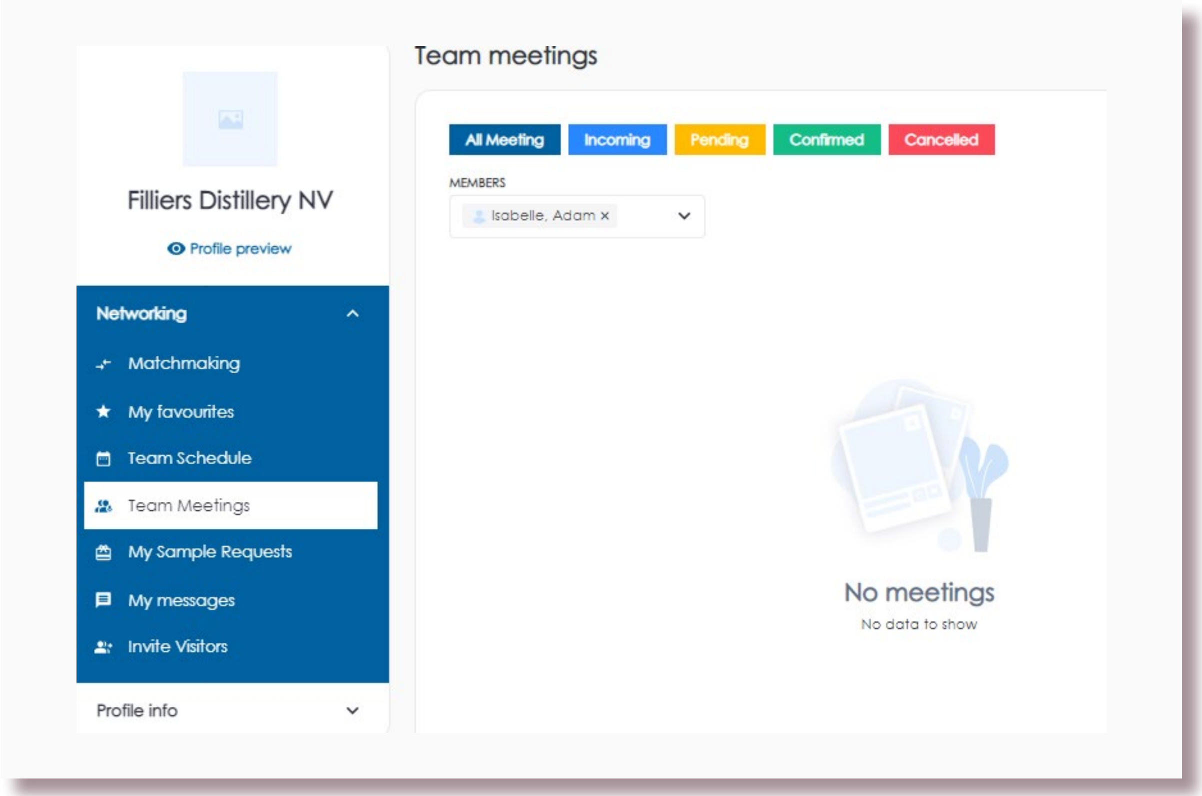
View & manage your team's meetings

See all of the connections your team are making at a glance on the Team Meetings page. Here you can see the meeting requests for all of your team members, along with their status.

On this page you can view meeting requests by:

- Status
- Team Member
- Date

Reminder: An overview of your highest performing team members can be found on the company dashboard.



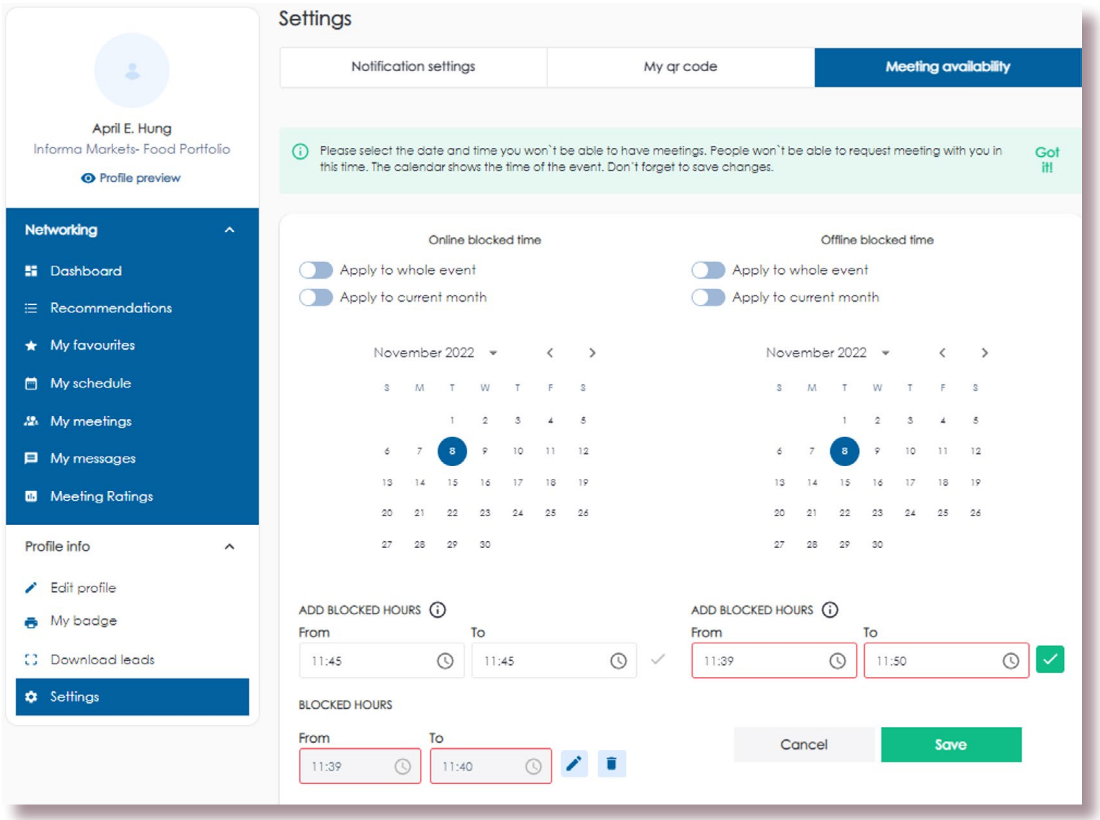
Manage your calendar

You can manage your meeting availability for both online and offline meetings.

1. Click **Settings** at the bottom of the left navigation bar.
2. At the top of the page select **Meeting Availability.**
3. Select a date and find the option to **add blocked hours.**
4. Type in the hours you are unavailable for meetings.
5. Click the **tick icon** to block them in your calendar.

You can add multiple blocks in a day and use the toggles to apply them across the whole event or current month.

Attendees will not be able to request meetings with you in these hours.



Start your virtual meeting

You can join your scheduled meetings from the My Meetings page.

1. Navigate to the My Meetings page. Here you will see a countdown clock for each of your meetings.
2. At the scheduled time, the Join Room button will turn green. Click to join your meeting.
3. On the next screen, click Continue to do a microphone and camera check.
4. Click Join Room.

Please note, you can join up to 10 minutes before the start of your meeting. The meeting room will also stay open should the meeting run over.