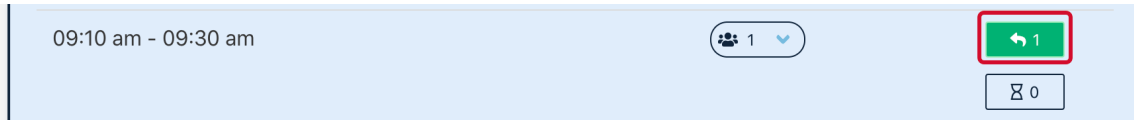## ACCEPTING APPOINTMENTS – ALL EXHIBITORS

You will receive an email notification when someone requests an appointment but you can also see this when checking your schedule.

To the right of an appointment slot, in the **Invite Status** column, you'll see a green icon with a number inside. The number indicates the number of appointments pending for that slot.


1.) Click on the green icon to view the request(s) for that slot. A window will pop up showing the date/time of the appointment along with the attendee's name and company name. You have the option to view the attendee's profile and any messages that have been exchanged with them.
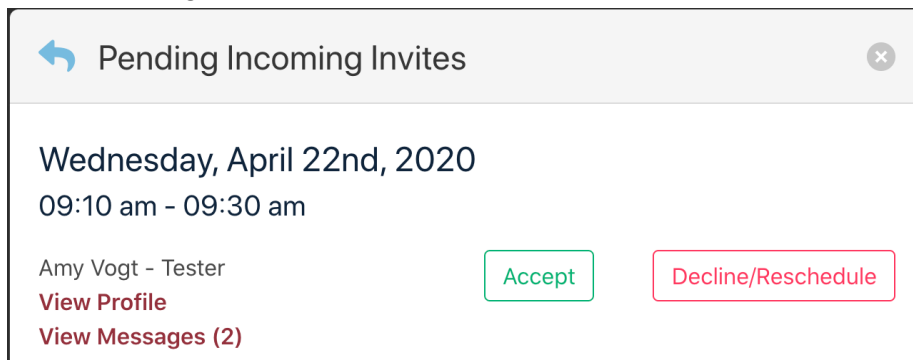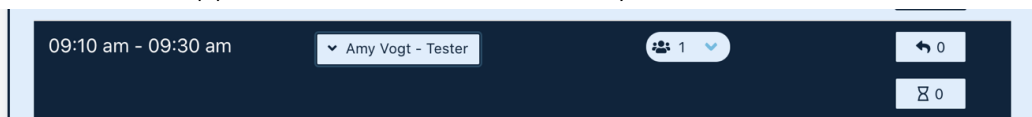

a.) Accept the Appointment:
Click the green **Accept** button to accept the appointment. A new alert will pop up verifying that the appointment has been accepted. Click done or continue and close the previous alert.
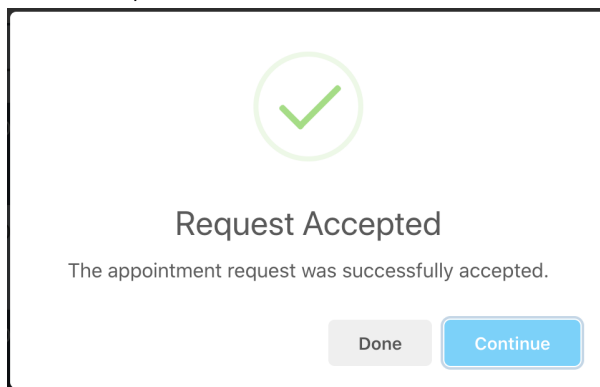
You'll see the appointment has been added to your schedule

Click on the name of the attendee to see more options. You can view the attendee's profile, view any messages you have exchanged with them and cancel or reschedule the appointment.
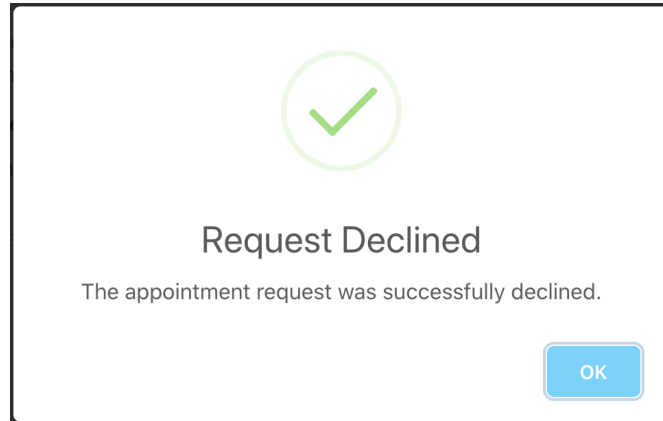

b.) Decline or reschedule the appointment

Click on the red **Decline/Reschedule** button to decline or reschedule the appointment. A window pops up displaying information about the attendee and appointment date/time.
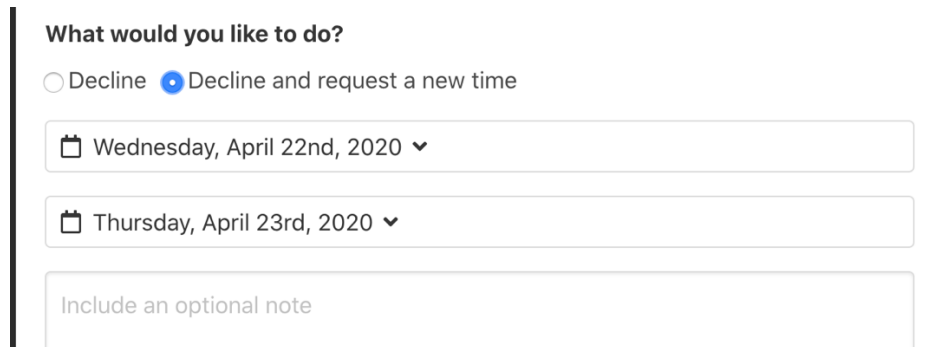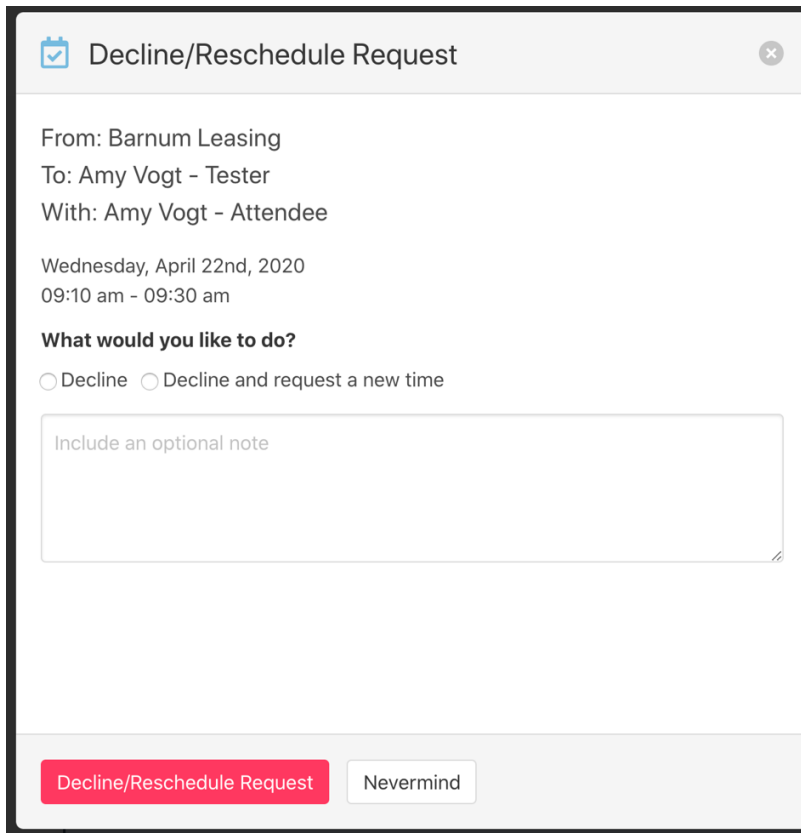
1.) Click on **Decline** under **What would you like to do**? to decline the appointment. You may also add a note to the attendee at this time.

2.) Click on the **red Decline/Reschedule** Request button. An alert will pop up verifying that the request was declined. Click **Ok** to go back to your schedule.

You may want to reschedule an appointment instead of declining it.

3.) Click on **Decline and request a new time** under **What would you like to do**? to reschedule the appointment. You'll see options for each day of the conference pop up. Select a new date/time. You may also add a note to the attendee at this time. When you are done, click the **Decline/Reschedule Request** button.

A pop-up message will say **Request Scheduled**. Click Ok to return to your schedule.