


SETTING UP TIME SLOTS – BOOTH EXHIBITORS







- 1.) Click on the dark blue **Booth** tab to see your booth schedule. The booth schedule has fixed time slots that correspond to the hours in the exhibit hall. These slots cannot be altered as indicated by the lock icon, in the **Edit Slot** column, on each slot.

Attendee

Booth










Appointment Times

 Wednesday, April 22nd, 2020




Start Time	End Time	Edit Slot	Delete Slot	Attendee Count
08:30 am	08:50 am			
08:50 am	09:10 am			

By default, each time slot is set to one meeting per slot but you have the option to set up to four meetings per time slot. You may also block out time slots and accept no meetings during that time.

- 1.) To set up your time slots, click on the button under **Attendee Count** to the right of each time slot and select the number of meetings you want to take within that slot from the dropdown.

Start Time	End Time	Edit Slot	Delete Slot	Appointment Count ?
08:30 am	08:50 am			
08:50 am	09:10 am			
09:10 am	09:30 am			

Setting a time slot to zero will block that time slot and attendees will not be able to schedule any meetings during that time slot.

Start Time	End Time	Edit Slot	Delete Slot	Appointment Count ?
08:30 am	08:50 am			

ADDING TIME SLOTS TO YOUR SCHEDULE – BOOTH EXHIBITORS

Booth exhibitors can't change the fixed time slots on their schedule, but they do have the ability to add additional time slots both before and after the scheduled exhibit hall hours on each day.

Suite exhibitors can add, remove and change existing time slots.

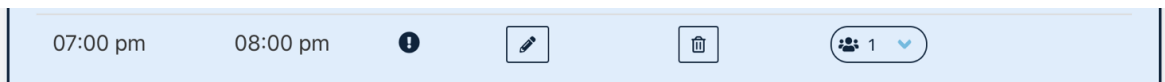
- 1.) To add an additional time slot, click the **Add Time Slot** button in the lower left corner of your schedule for the day that you want to add a time slot to.



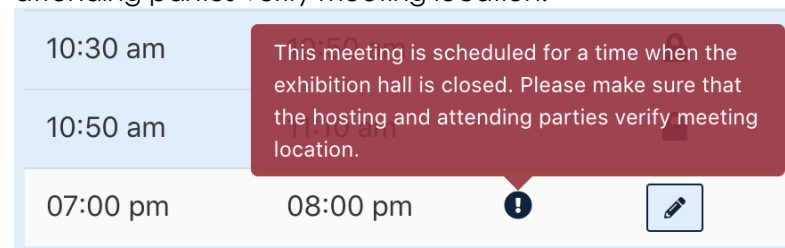
- 2.) Enter the start and end times for the slot as well as AM/PM to indicate if the slot is in the morning, afternoon or evening. Click **Add** to add the time slot to your schedule or **Cancel** to discard it and start again.

A light blue rectangular form with a dark blue border. It contains two input fields: "Start:" followed by "07:00 PM" and "End:" followed by "08:00 PM". To the right of these fields are two buttons: a dark blue "Add" button and a light blue "Cancel" button with a dark blue border.

- 3.) Once you've added a new time slot, you'll see some options on this slot that are not available on the locked slots.



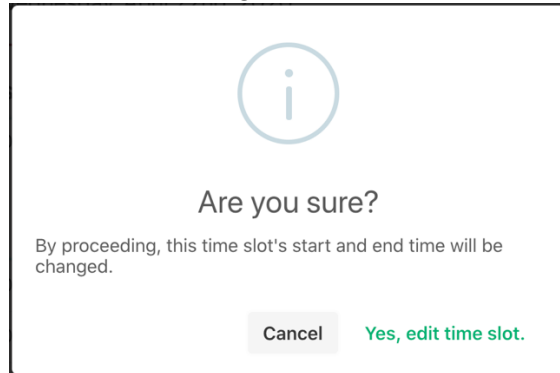
This icon indicates that the slot is outside of exhibit hall hours and hovering over it will show this message, "This meeting is scheduled for a time when the exhibition hall is closed. Please make sure that the hosting and attending parties verify meeting location."



The pencil icon indicates that you can edit this slot. Click on this icon to change the time for that slot.

A light blue rectangular form with a dark blue border. It contains two input fields: "New Start:" followed by "07:00 PM" and "New End:" followed by "09:00 PM". To the right of these fields are two buttons: a dark blue "Save Edits" button and a light blue "Cancel" button with a dark blue border.

Click the **Save Edits** button to save the change to your schedule. An alert will pop up asking if you're sure. Click on **Yes, edit time slot** to save the edit or **Cancel** to go back and edit the slot again.



The trash can icon indicates that the slot can be deleted. Click on the trash can to delete the slot entirely. An alert will pop up asking if you're sure. Click on **Yes, remove slot** to delete the slot or **Cancel** to return to your schedule.

