





SETTING UP THE SCHEDULE – SUITE EXHIBITORS

The suite exhibitor schedule is not subject to the exhibit hall restrictions that are placed on the booth exhibitor schedule. The slots are not locked so there is a bit more flexibility.

The suite exhibitor schedule has the same time slots as the booth exhibitor schedule but, unlike booth exhibitors, suite exhibitors have the ability to edit and/or remove the existing time slots.
















| Start Time | End Time | Edit Slot | Delete Slot | Appointment Count ? |
|------------|----------|---|---|---|
| 08:30 am | 08:50 am |  |  |  1  |

SETTING UP TIME SLOTS – SUITE EXHIBITORS

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

Please Note: if you do not want to use the scheduler with your suite, you can either delete all of the existing time slots or set all of the slots to zero. This will prevent attendees from requesting appointments from your suite schedule.

- 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.





| | | | | |
|----------|----------|---|---|---|
| 08:50 am | 09:10 am |  |  |  1  |
| 09:10 am | 09:30 am |  |  |  |
| 09:30 am | 09:50 am |  |  | |
| 09:50 am | 10:10 am |  |  | |
| 10:10 am | 10:30 am |  |  | |
| 10:30 am | 10:50 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.

| | | | | |
|----------|----------|---|---|---|
| 08:50 am | 09:10 am |  |  |  0  |
|----------|----------|---|---|---|

EDIT A TIME SLOT

- 1.) Click on the pencil icon in the **Edit Slot** column.


| Start Time | End Time | Edit Slot | Delete Slot | Appointment Count ? |
|------------|----------|---|--|---|
| 08:30 am | 08:50 am |  |  |  1  |

- 2.) This reveals two fields where a new start and end time can be entered for that slot.

| | | | |
|----------|----------|---|---------------------------------------|
| 08:30 am | 08:50 am | New Start: | <input type="text" value="07:45 AM"/> |
| | | New End: | <input type="text" value="08:45 AM"/> |
| | | <input type="button" value="Save Edits"/> | <input type="button" value="Cancel"/> |

Enter a new start and end time in the appropriate fields and click the **Save Edits** button to save the new times or click **Cancel** to discard those changes and return to the schedule.

A pop-up will ask if you're sure. Click **Yes, edit time slot** to save your change or click cancel to return to the schedule without changing the time slot.







Are you sure?

By proceeding, this time slot's start and end time will be changed.

Please note: If one or more time slots already exist within the new time frame you want to add, the new slot will not be created. You must first edit or delete the existing time slots that are set during the time frame you want to add.

DELETE A TIME SLOT

1.) To delete a time slot, click the trash can icon in the **Delete Slot** column.

| Start Time | End Time | Edit Slot | Delete Slot | Appointment Count ? |
|------------|----------|---|--|---|
| 08:30 am | 08:50 am |  |  |  1  |

An alert will pop up asking if you're sure. Click **Yes, remove slot** to delete the slot or **Cancel** to return to the schedule.

