Meeting Portal Guide

SUMMARY

LOGIN

- You'll start by creating your profile via an email sent from the Gathering team (noreply@meetingportal.clarionevents.com) with the subject:

  Welcome to The Gathering West 2023 Meeting Portal!
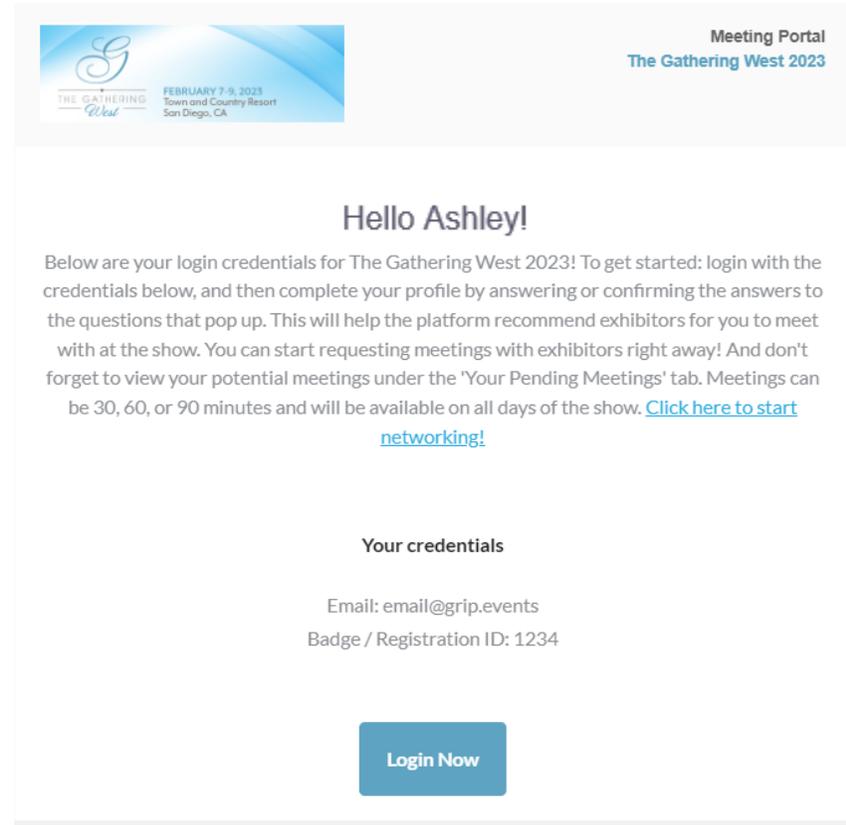
If you don't see this email in your inbox, please check your spam or contact the Gathering team.

LOGIN, *con't*

- Navigate to the event platform and click "**Login**" to claim your account by using your Email Address that you registered with and Badge/Registration ID.

- Once you claim your account, you will be able to create a password to use every time you login to the platform.

Enter the email address you provided when you registered for The Gathering West 2023.

Email

cameron.litcher@clarionevents.com

Login >

Enter the Badge ID you received in your welcome email when you registered for the event.
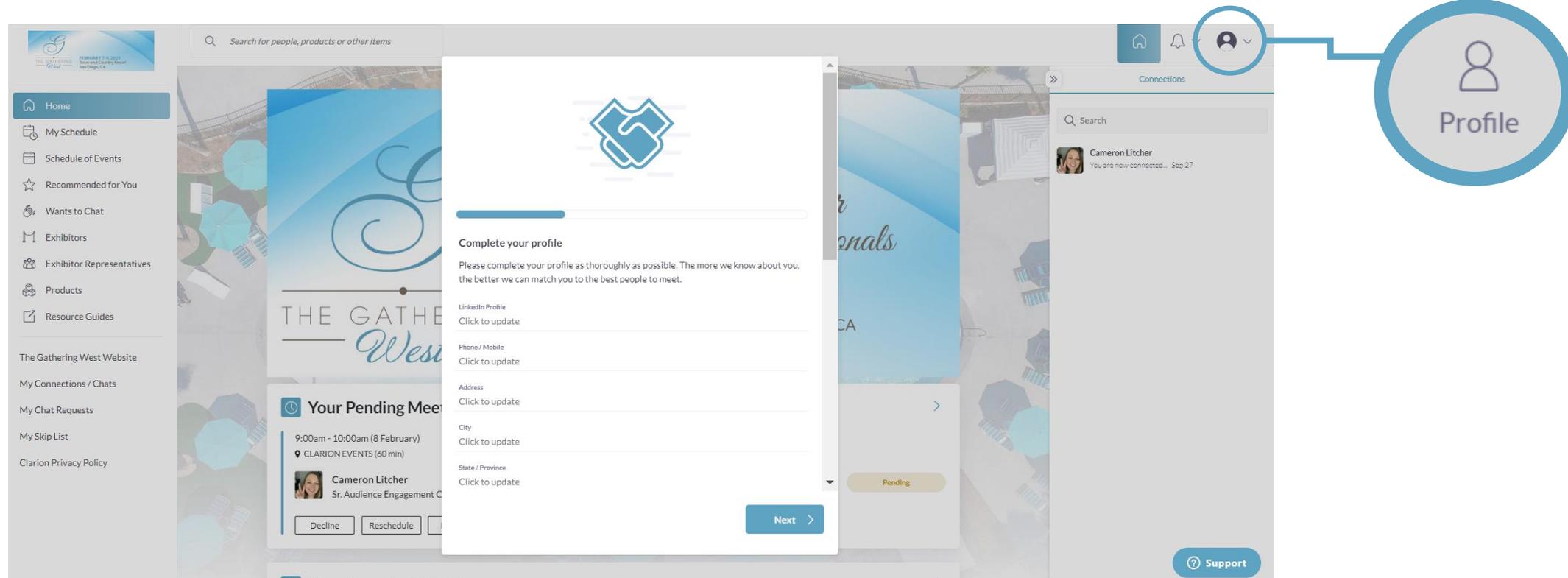
Badge ID / Registration ID

Claim Account >

Don't know your badge ID?
Request a reminder

UPDATE YOUR PROFILE

- Once you're logged in, complete your profile by answering a few, simple questions about you and your department.

- You can always access this information by clicking "**Profile**".

Your information will pull in from your registration, however please confirm since the answers are used by the matchmaking algorithm to generate recommendations.

MANAGE CALENDAR AVAILIBILITY

- Click "**Profile**", then "**Manage My Availability**" on the left navigation bar to keep your calendar up-to-date of days/times you're available to meet.

- **Range of daily availability** allows you to easily set up a single range of times when you are available for meetings

- **List of Event Days.** Here you can see all days when meeting locations are opened. The list allows you for further customization of daily availability range.

NETWORK

- To begin networking, click "**Recommended For You**". These are the participants the platform has made for you based on your profile.

You can take the following actions on event participants:

- **Skip**: you are not interested in this person

- **Request to Chat**: you are interested and would like to spark a conversation

- **Chat**: if someone has marked you as interested, you are able to send a chat message to them.

The more actions you take in the platform, the more tailored the recommendations will be.

When "Requesting to Chat" you can include a personal message by clicking the arrow in the box next to "Request to Chat".

CHAT

- Click "**My Connections / Chats**" to view the people you've connected with to chat with fellow event participants.

A chat box only appears on an individual profile when there is a mutual connection. If you don't see the chat box, first click on the "Request to Chat" on their profile. They can then accept your request to chat by creating a "Connection".

REQUEST A MEETING

- While browsing the platform, if you find you'd like to meet with someone, click "**Request a Meeting**" next to their name. From their profile page, you can request a meeting.

- The platform will automatically select a time based available to you and the fellow event participant.

Don't forget to add a Personal Message to your meeting request! It makes it personal, and helps them know who you are!

CHOOSE A MEETING LENGTH

- You have the ability to choose a meeting length of 30, 60, or 90 minutes.

- Start with selecting the **DATE** you want to meet, then choose your **TIME FRAME**. You will notice that the time blocks are reflective of the meeting lengths. For instance, you may see **9:00 AM – 10:00 AM** OR **9:00 AM – 10:30 AM**. *Make sure you are choosing the correct length of time that you would like.*

- Your location will automatically update based on the meeting length you choose, for example "Company Name (30 minutes)" .

The times shown will update based off the calendar availability of you and the requestee within the platform.

30 Minute Meeting

60 Minute Meeting
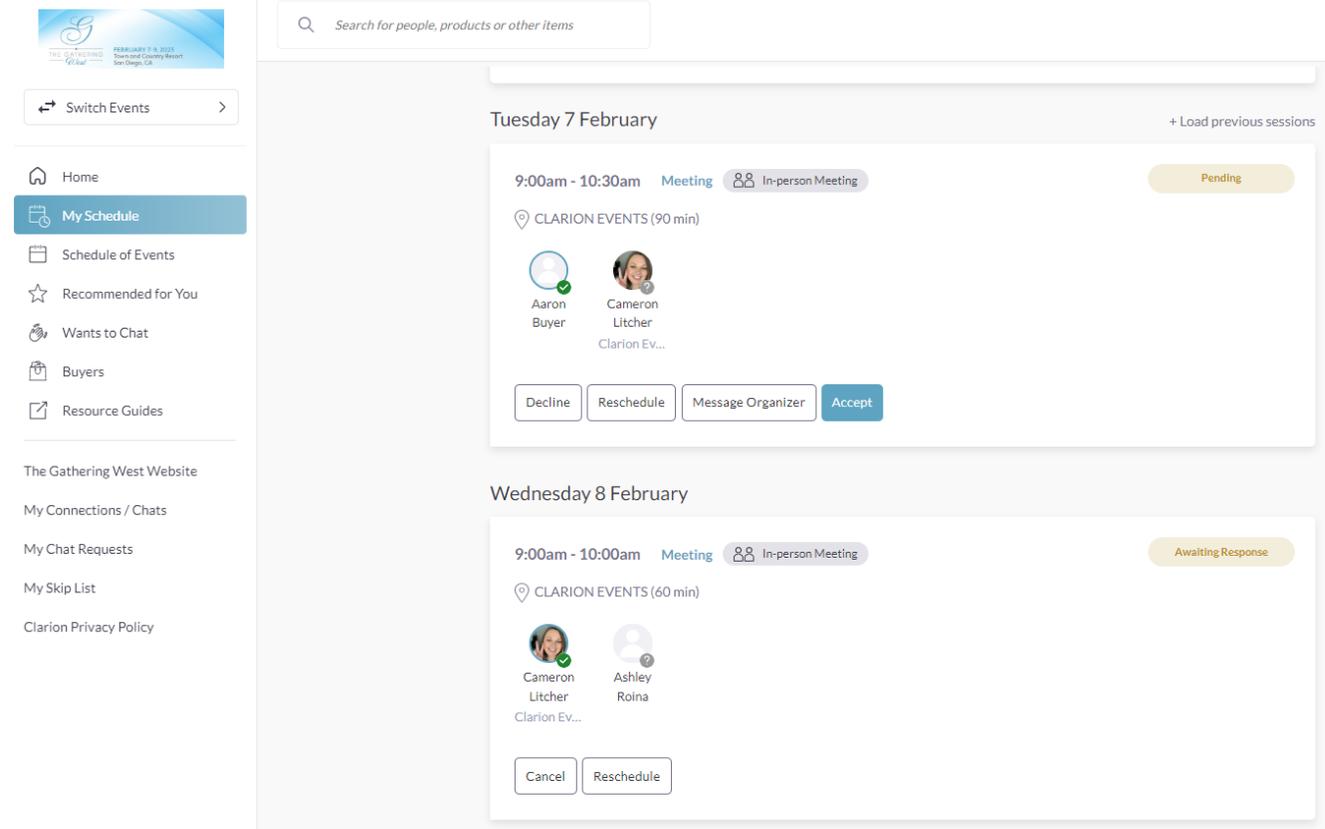

90 Minute Meeting

ACCEPT A MEETING REQUEST

- To accept the meeting request via email, simply click "**Accept**" in the email notification.

- To accept via the platform, click "**My Schedule**" on the left navigation panel. Then filter by "**Meeting Status**" to view all meeting requests still awaiting a response.

DIFFERENT MEETING STATUSES:

Scheduled: The meeting has been confirmed by both parties.

Pending: Someone has requested a meeting with you and you need to approve it, decline it or reschedule it.

Awaiting Response: You have requested a meeting with someone and they need to approve it, decline it or reschedule it.

Declined: The meeting has been declined by you and/or the other person.

You can also decline or reschedule within the platform.

EXPLORE ADDITIONAL FEATURES

- On the left Navigation Bar, there are additional ways to browse: **Exhibitors, Exhibitor Representatives, and Products.**

EXPORT AND PRINT YOUR MEETINGS

- Click on your "**Profile**", then locate the Export Meetings box on the left navigation bar

  - **Export Meetings**: Easily export and PRINT your ACCEPTED meetings as a .CSV or a .XLSX

QUESTIONS or NEED HELP?

- Contact:

    - Cameron Litcher – cameron.litcher@clarionevents.com

    - Patty SanFanAndre – patty.sanfanandre@clarionevents.com