



THE GATHERING
West

*A hosted buyer event for
gift & souvenir professionals*

FEBRUARY 7-9, 2023

Town and Country Resort ● San Diego, CA

Meeting Portal Guide



**GIFT &
SOUVENIR GROUP**

<https://www.thegatheringevent.com/west>

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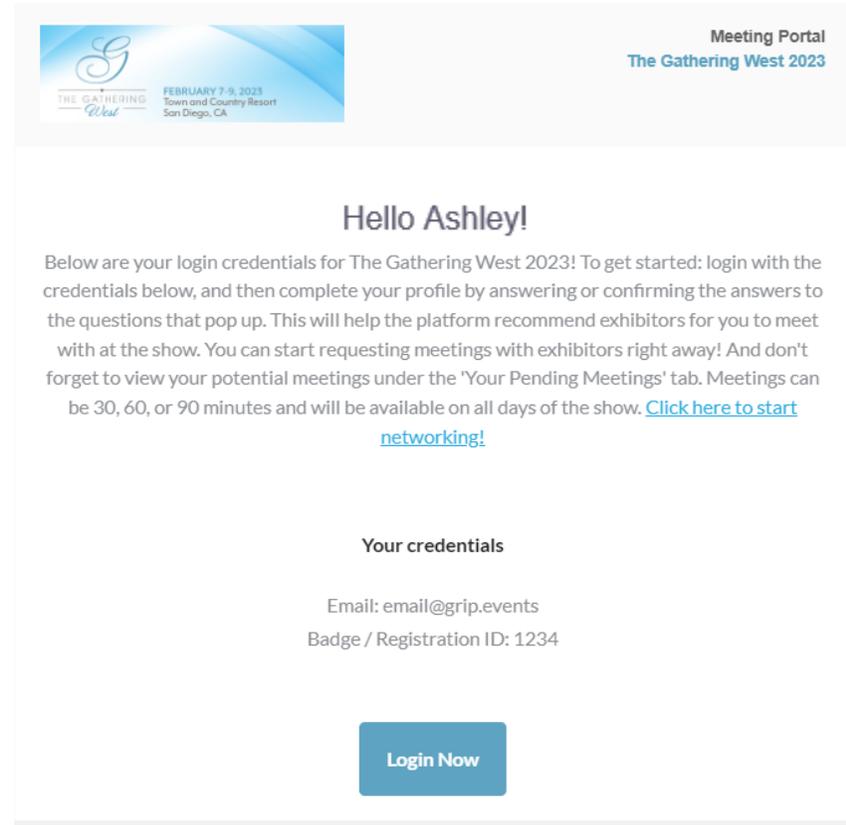
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LOGIN

- 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

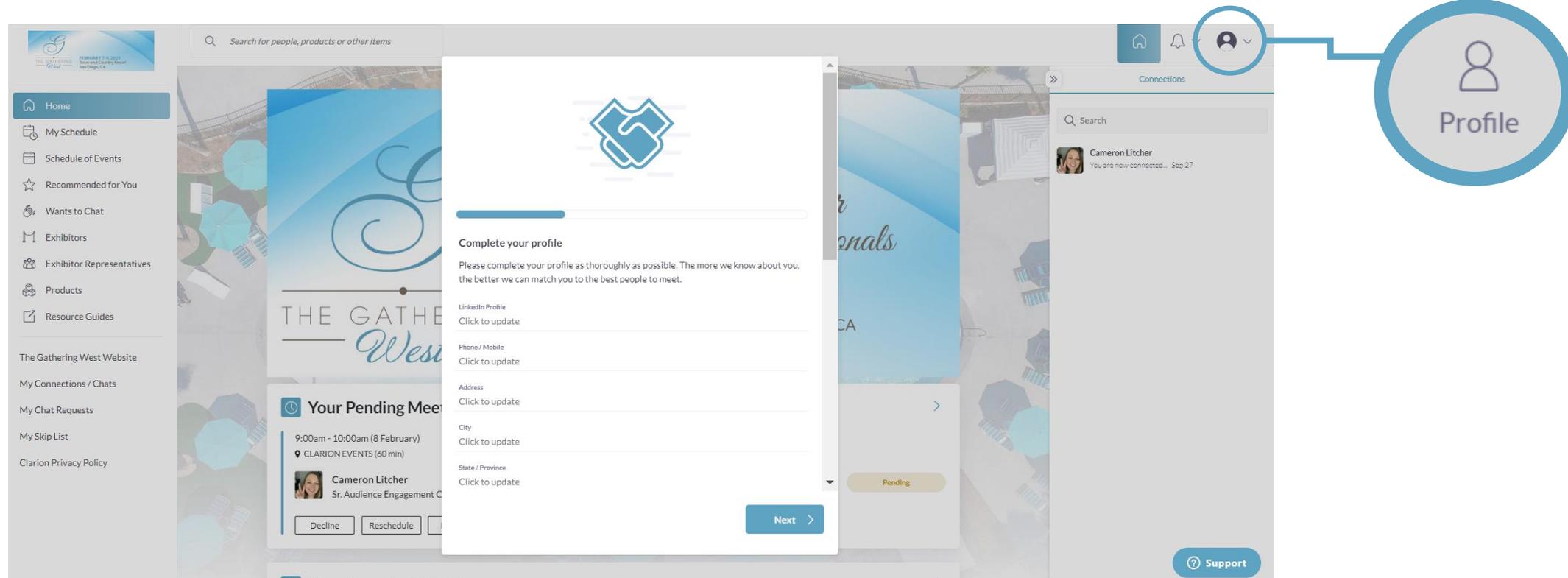
Claim Account



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

NAVIGATION

- Edit Profile
- Manage My Availability**
- Account Settings

MORE

- User Feedback
- Help Center
- Privacy Policy
- Terms & Conditions
- About Grip
- Sign Out

EXPORT MEETINGS

Export the data for your accepted meetings at this event.

Export .xlsx Export .csv

GET THE APP

Keep networking with the mobile app and make even more connections!

Copy the App Link

Manage My Availability

During this event, other users can request meetings with you at times set by the organiser. On this page, you can further personalise your availability so that other users can only send meeting requests for times which are convenient for you.

To start, pick the earliest and latest times at which you'd be available for a meeting during this event. If needed, you can then further customise your availability for each day.

[Learn more](#)

Range of daily availability

All times shown for America/Los_Angeles

12:00am to Midnight

[Reset availability](#)

Event Days	Edit Availability
<input checked="" type="checkbox"/> Tuesday - February 7 Add time ranges when you won't be available during the day. from 9:00am to 12:00pm	Done
<input type="checkbox"/> Wednesday - February 8 Unavailable for the entire day	
<input checked="" type="checkbox"/> Thursday - February 9	

Save Changes

- 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.

The screenshot displays the networking interface. On the left is a navigation menu with options: Home, My Schedule, Schedule of Events, Recommended for You (highlighted), Wants to Chat, Exhibitors, Exhibitor Representatives, Products, Resource Guides, The Gathering West Website, My Connections / Chats, My Chat Requests, and My Skip List. The main content area features a search bar and a 'Recommended for You' section. A profile for Patty SanFanAndre, an Exhibitor Rep at CLARION EVENTS, is shown. A 'Request to Chat' dialog box is open, prompting the user to 'Personalise your request by adding a note.' with a text input field and a 'Send' button. A 'Request a meeting' button is also visible. A text box on the right explains the actions available on event participants.

Recommended for You

Patty SanFanAndre Exhibitor Rep • CLARION EVENTS (30 min) ⊗ Skip
Key Account Manager at Clarion Events

Request to Chat ^ Request a meeting ∨

Personalise your request by adding a note.

Message (Optional)
Add your personal message here

0/250 Send

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.

The screenshot displays the 'My Connections' section of an event app. On the left is a navigation menu with options like Home, My Schedule, Schedule of Events, Recommended for You, Wants to Chat, Exhibitors, Exhibitor Representatives, Products, and Resource Guides. The 'My Connections / Chats' option is highlighted. The main content area shows a search bar at the top and a list of connections. A connection for Cameron Litcher is shown with a profile picture, name, and the status 'You are now connected... (27 Sep 9:56am)'. Below the profile are 'Chat' and 'View Meeting' buttons. A modal window is open over the chat button, showing a meeting scheduled with Cameron Litcher on Feb 8th, 2023, from 9:00am to 10:00am at CLARION EVENTS (60). The modal has 'Decline / Reschedule' and 'Accept' buttons. Below the modal, a message says 'You are now connected with Cameron Litcher.' and there is a 'Type message...' input field. On the right side of the app, there is a 'Connections' panel with a search bar and a list of connections, including Cameron Litcher. At the bottom right, there is a 'Support' button.

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.

The screenshot shows a user profile for Nadira Ramatally, an Exhibitor Rep at CLARION EVENTS (30 min), Senior Marketing Manager at Clarion Events. The profile includes a search bar at the top, a navigation sidebar on the left, and a main content area with sections for profile details, common connections, website, and a meeting summary. A 'Request to Chat' button is visible. On the right, a 'Meetings with Nadira Ramatally' panel is open, showing a 'Request a meeting' form with fields for invitees, date, time, location, and a personal message. The 'Personal Message' field contains the text: 'Why would you like to meet? Adding a personal message increases acceptance rates by 30%'. A blue callout box points to this text.

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.

Request a meeting

Invitees
Cameron Litcher

Date
Tuesday 02/07/2023

Time
8:30am - 9:00am

Choose a time

8:30am - 9:00am

9:00am - 9:30am

9:00am - 10:30am

9:00am - 10:00am

9:30am - 10:00am

10:00am - 11:00am

10:00am - 10:30am

10:30am - 12:00pm

10:30am - 11:00am

11:00am - 11:30am

11:00am - 12:00pm

11:30am - 12:00pm

12:00pm - 12:30pm

1:30pm - 2:00pm

30 Minute Meeting

Request a meeting

Invitees
Cameron Litcher

Date
Tuesday 02/07/2023

Time
8:30am - 9:00am

Choose a time

8:30am - 9:00am

9:00am - 9:30am

9:00am - 10:30am

9:00am - 10:00am

9:30am - 10:00am

10:00am - 11:00am

10:00am - 10:30am

10:30am - 12:00pm

10:30am - 11:00am

11:00am - 11:30am

11:00am - 12:00pm

11:30am - 12:00pm

12:00pm - 12:30pm

1:30pm - 2:00pm

60 Minute Meeting

Request a meeting

Invitees
Cameron Litcher

Date
Tuesday 02/07/2023

Time
8:30am - 9:00am

Choose a time

8:30am - 9:00am

9:00am - 9:30am

9:00am - 10:30am

9:00am - 10:00am

9:30am - 10:00am

10:00am - 11:00am

10:00am - 10:30am

10:30am - 12:00pm

10:30am - 11:00am

11:00am - 11:30am

11:00am - 12:00pm

11:30am - 12:00pm

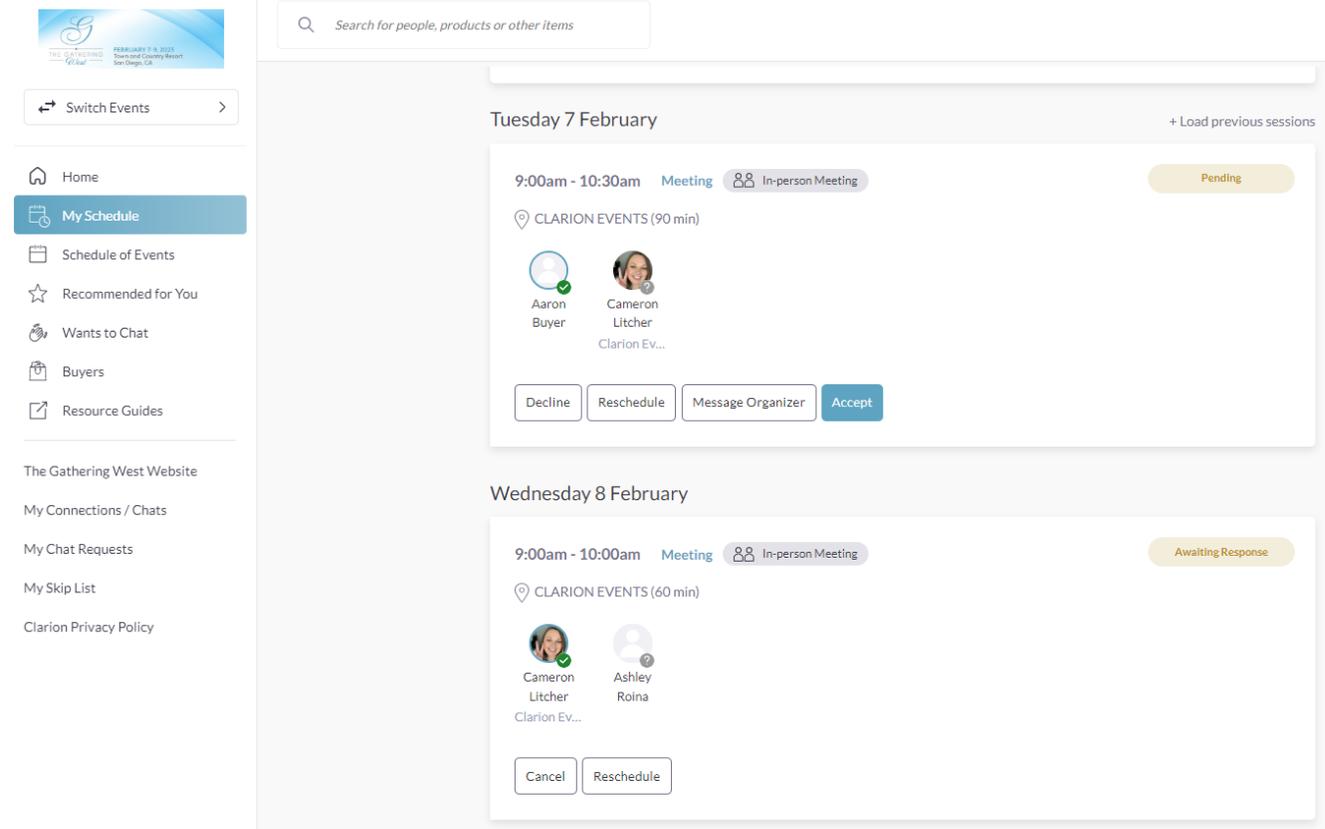
12:00pm - 12:30pm

1:30pm - 2:00pm

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.**

The screenshot displays the user interface for 'THE GATHERING West' event. On the left is a vertical navigation bar with the following items: Home, My Schedule, Schedule of Events, Recommended for You, Wants to Chat, Exhibitors (highlighted with a blue box), Exhibitor Representatives, Products, Resource Guides, The Gathering West Website, My Connections / Chats, My Chat Requests, My Skip List, and Clarion Privacy Policy. The main content area features a search bar at the top with the placeholder text 'Search for people, products or other items'. Below the search bar is a section titled 'Exhibitors' with a 'Clear Filters' link. This section contains five filter buttons: 'Sort: Name', 'Company Name', 'Location', 'Status', and 'Main Product Categories Provided'. Below the filters, a single exhibitor card is shown for 'CLARION EVENTS' with a duration of '(30 min)' and the event name 'The Gathering 2022'. The card includes a 'Skip' button with a close icon and a 'Request to Chat' button.

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

The screenshot shows a user profile page. In the top right corner, there is a user menu with a profile picture and a notification badge. The menu is open, showing options: Edit Profile, Manage My Availability, Search, Account Settings, User Feedback, Help Center, Privacy Policy, Terms & Conditions, About Grip, and Sign Out. A blue arrow points to the 'Edit Profile' option.

On the left side, there is a navigation bar with the following items: Edit Profile, Manage My Availability, Account Settings, User Feedback, Help Center, Privacy Policy, Terms & Conditions, About Grip, and Sign Out. A blue arrow points to the 'EXPORT MEETINGS' section, which is highlighted with a blue box. This section contains the text 'Export the data for your accepted meetings at this event.' and two buttons: 'Export .xlsx' and 'Export .csv'.

The main content area shows the 'Edit Profile' page for a user named Cameron Litcher. The profile includes a photo, first name 'Cameron', last name 'Litcher', and headline 'Sr. Audience Engagement Coordinator at Clarion Events'. Below this is the 'Contact Details' section, which includes fields for Email (cameron.litcher@clarionevents.com), Phone Number, and Visibility (Private). At the bottom, there is a 'GET THE APP' section with a 'Copy the App Link' button.

QUESTIONS or NEED HELP?

- Contact:
 - Cameron Litcher – cameron.litcher@clarionevents.com
 - Patty SanFanAndre – patty.sanfanandre@clarionevents.com