



*A hosted buyer event for  
gift & souvenir professionals*

— • —  
THE GATHERING

**SEPTEMBER 19-22, 2023**

Rosen Shingle Creek • Orlando, FL

# Meeting Portal Guide



**GIFT &  
SOUVENIR GROUP**

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

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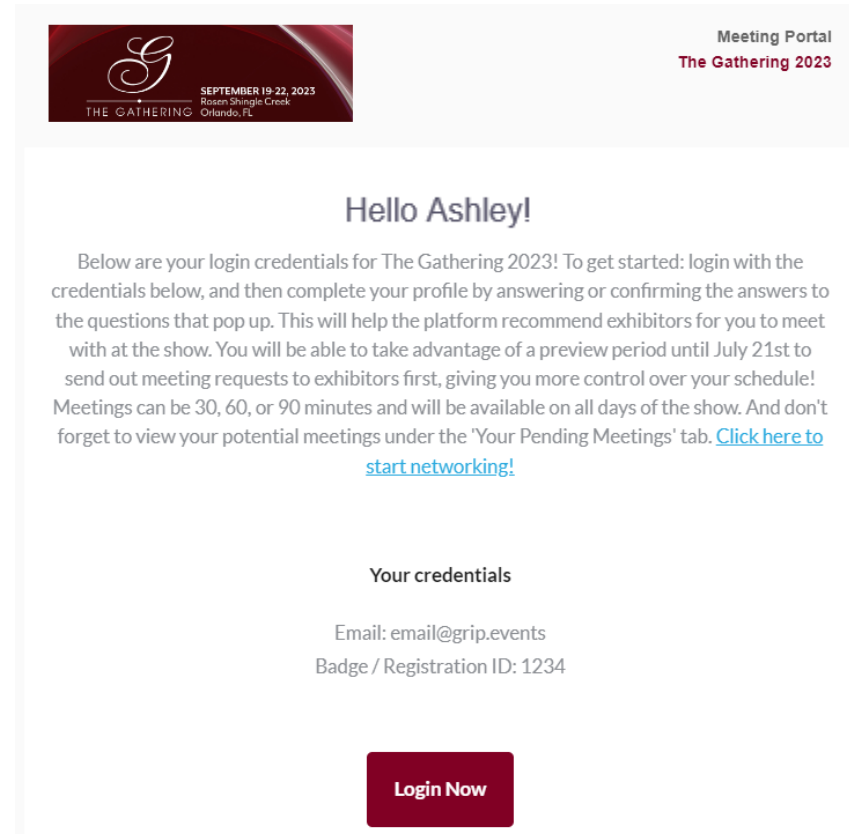
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# LOGIN

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

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

cameron.litcher@clarionevents.com

Login



## Enter the Badge ID

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

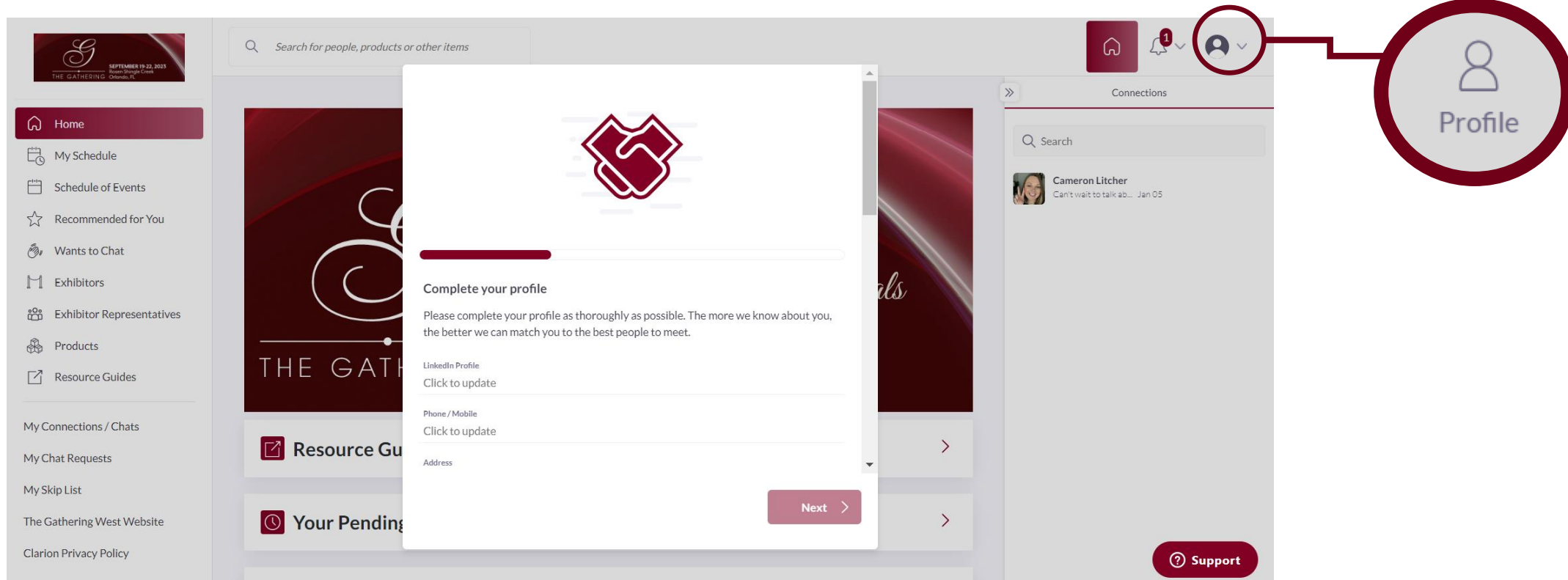
Badge ID / Registration ID

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



Search for people, products or other items

## MY PROFILE

Edit Profile

**Manage My Availability**

Account Settings

Export

## MORE

User Feedback

Help Center

Privacy Policy

Terms & Conditions

About Grip

Sign Out

## 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/New\_York**

12:00am



to

Midnight



[Reset availability](#)

### Event Days

### Edit Availability



Tuesday - September 19

Done

Add time ranges when you won't be available during the day.

from

8:30am



to

10:00am



Wednesday - September 20

Unavailable for the entire day



Thursday - September 21



Friday - September 22



*Times will automatically adjust to the time-zone you are in.*

- 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.

**Recommended for You**

**Nadira Ramatally** Exhibitor Rep  
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**

**Exhibitor**

**CLARION EVE...**

**Details**

**Main Product Categories Provided**

**Apparel/Clothing**

**Common Connections**

You are both connected to Cameron Litcher

**Connections**

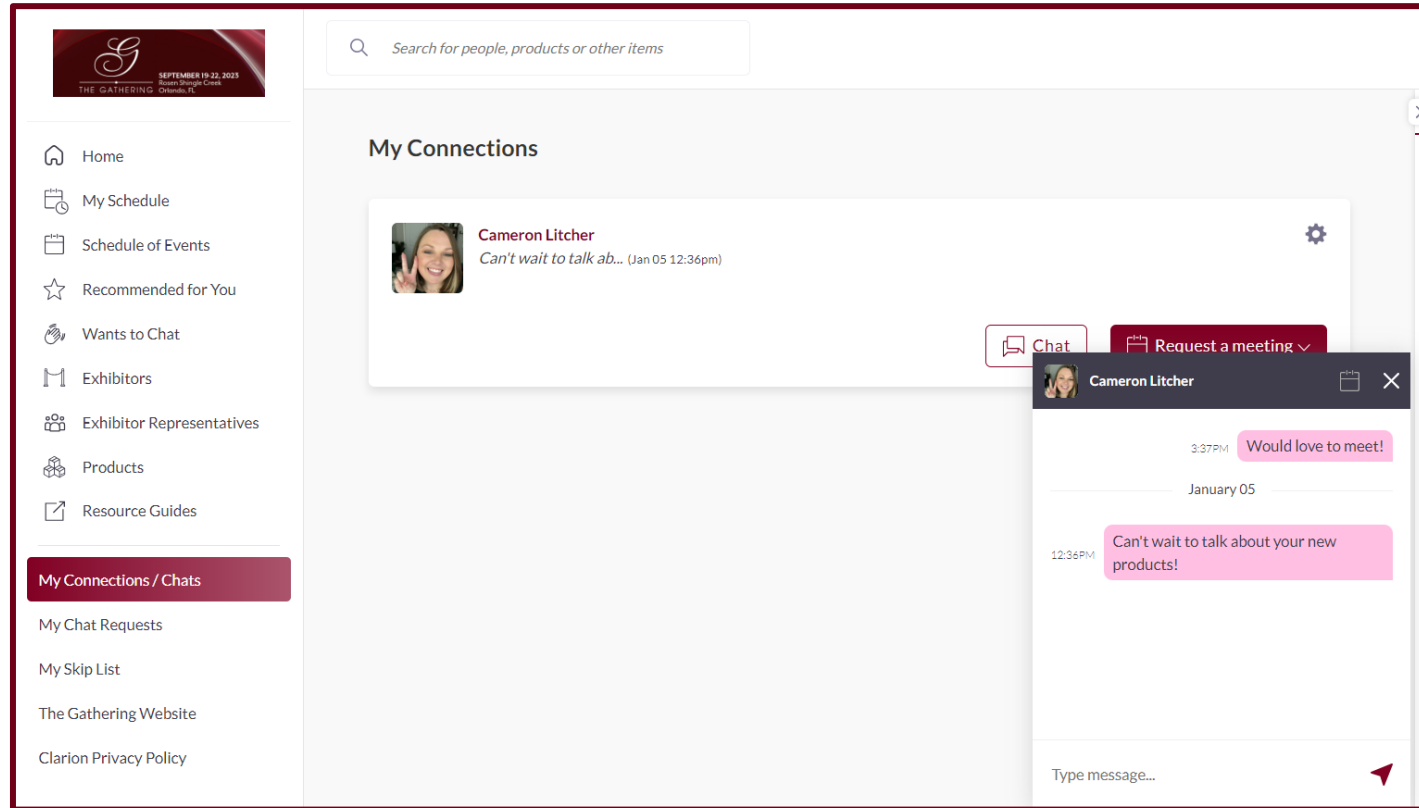
**You can take the following actions on event participants:**

- Skip:** you are not interested in this person
- Show Interest:** 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.*

# CHAT

- Click **"My Connections"** 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 mark them as "Interested". They can then mark you back as interested to create the "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.

**Caitlin Pinkerton** Exhibitor Rep • Lincolnton, NC • Clarion Test (30 minute meeting)  
Clarion Events  
✉ Only visible to connections 📞 Only visible to connections  
⌕ Skip Request to Chat

**Exhibitor**  
 **CLARION EVENTS**  
The Gathering 2023  
Request to Chat ⌕ Skip  
Show more

**Meetings with Caitlin Pinkerton**

**+ Request a meeting**

Invitees  
Caitlin Pinkerton +

Date  
Tuesday 09/19/2023

Time  
8:30am - 9:00am

Location  
Clarion Test (30 minute meeting)

Personal Message  
Why would you like to meet? Adding a personal message increases acceptance rates by 30%

Cancel Send

*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 **9:30 AM – 10:00 AM** OR **9:30 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.*

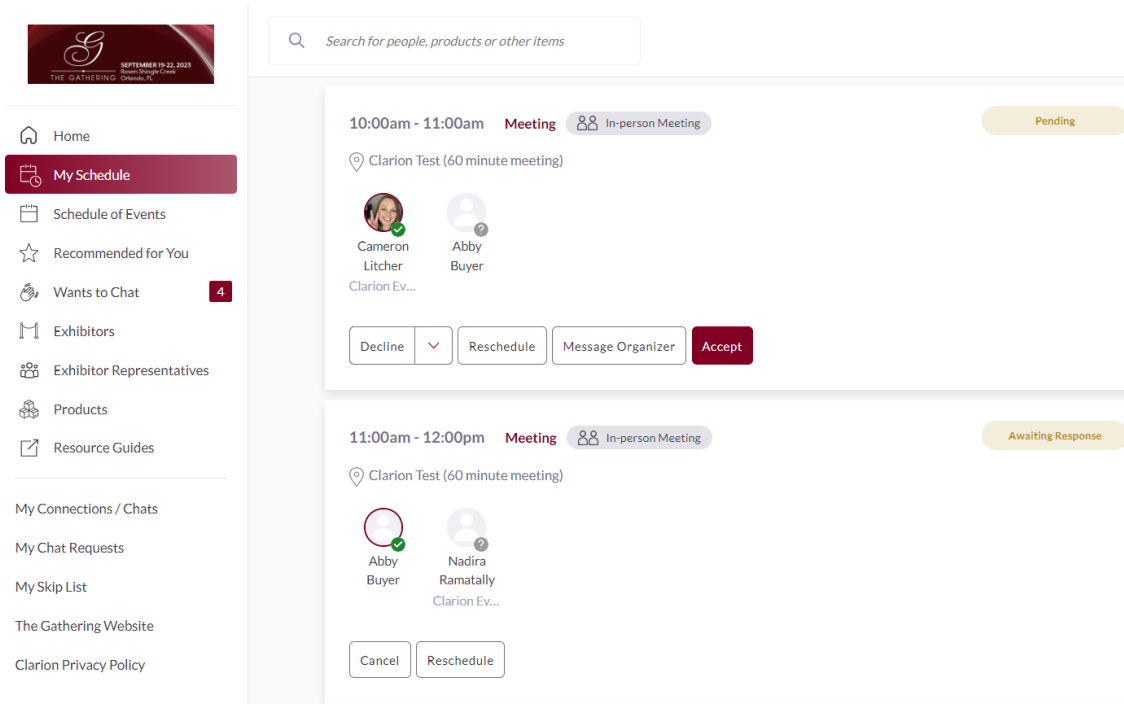
30 Minute Meeting

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.



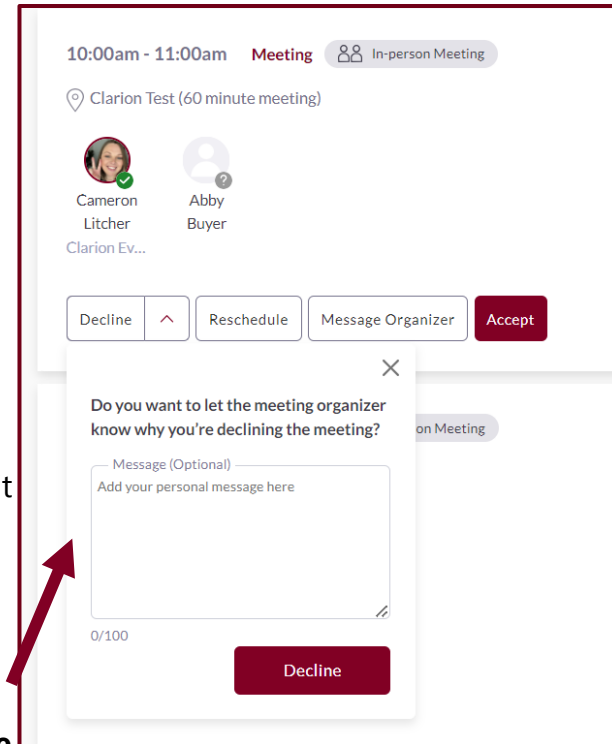
## DIFFERENT MEETING STATUSES:

**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.

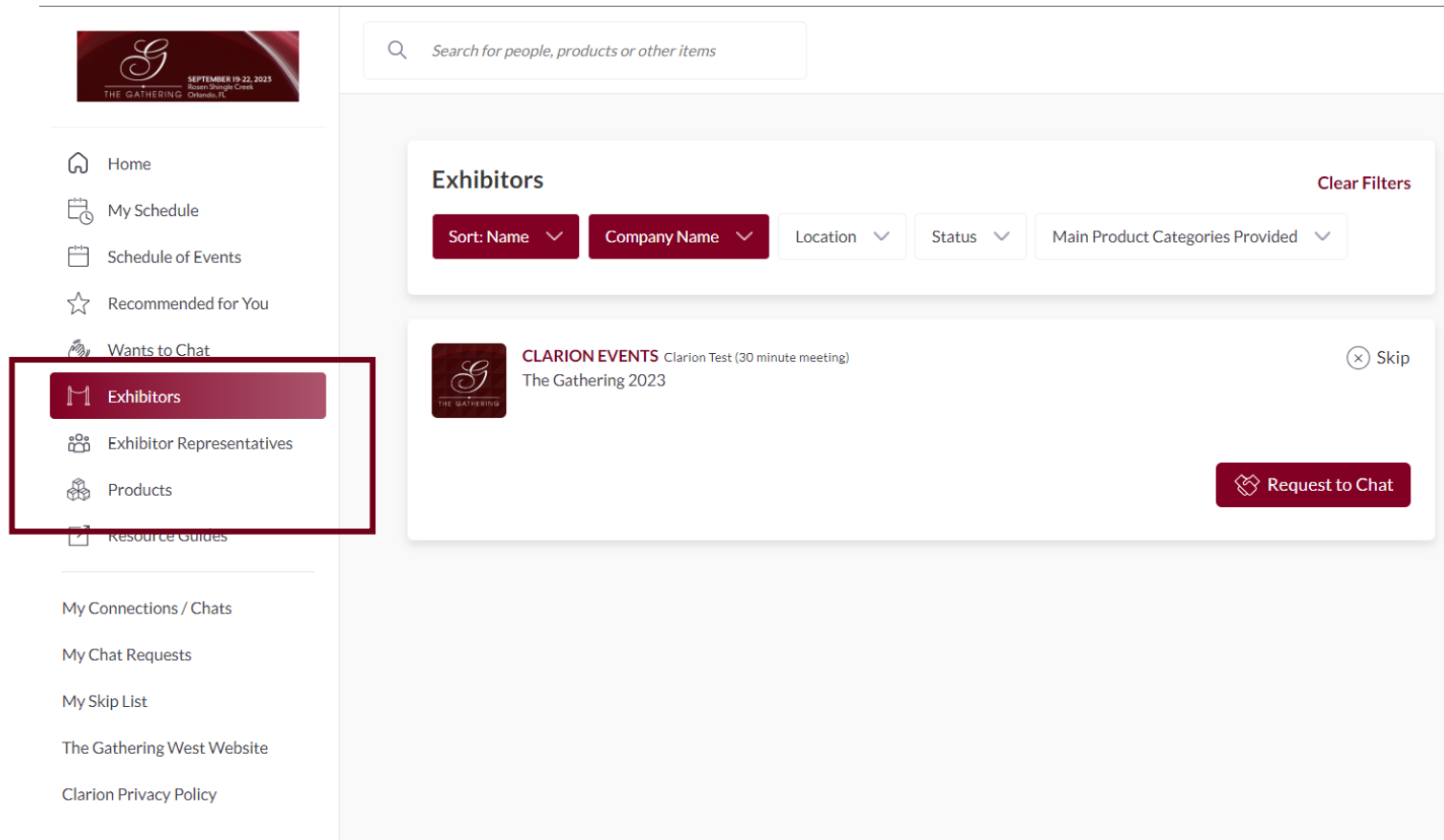
**Declined:** The meeting has been declined by you and/or the other person. **NEW: You can now write a message to the meeting organizer if you decide to decline a meeting to explain why!**



*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.**



# QUESTIONS or NEED HELP?

- Contact:
  - Cameron Litcher – [cameron.litcher@clarionevents.com](mailto:cameron.litcher@clarionevents.com)
  - Patty SanFanAndre - [patty.sanfanandre@clarionevents.com](mailto:patty.sanfanandre@clarionevents.com)