Meeting Portal Guide

CLARION EVENTS GIFT & SOUVENIR GROUP

https://www.thegatheringevent.com/east

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 2023 Meeting Portal!**

THE GATHERING SEPTEMBER 19-22, 2023 Rosen Shingle Creek Orlando, FL

Meeting Portal
The Gathering 2023

Hello Melissa!

Below are your login credentials for The Gathering 2023. To get started: login with the credentials below, and complete your profile by answering or confirming the answers to the questions that pop up. This will help the platform recommend buyers for you to meet at the show. You will then need to create your team for your company, complete your company profile, and add products. Helpful resource guides will be linked in the platform if you have any immediate questions. NOTE: If you registered after the portal launched, you will get teams access within 24 hours of being added to the portal. NEW THIS YEAR: Starting next week, buyers will have a preview period to send meeting requests to exhibitors first. You will be able to start sending meeting requests to buyers starting July 21st.

Your credentials

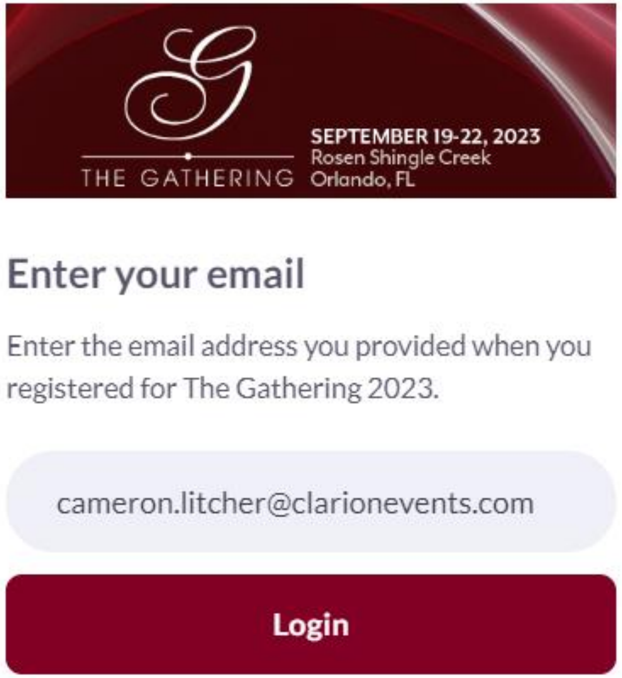
Email: email@grip.events
Badge / Registration ID: 1234

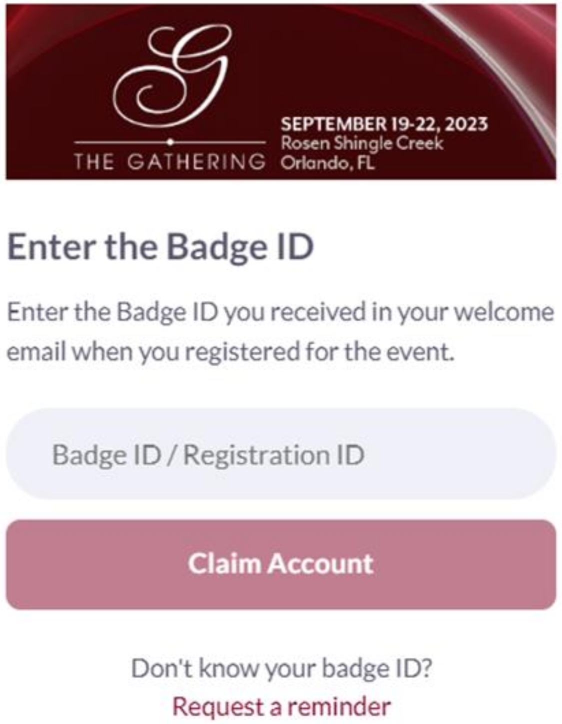
Login Now

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.

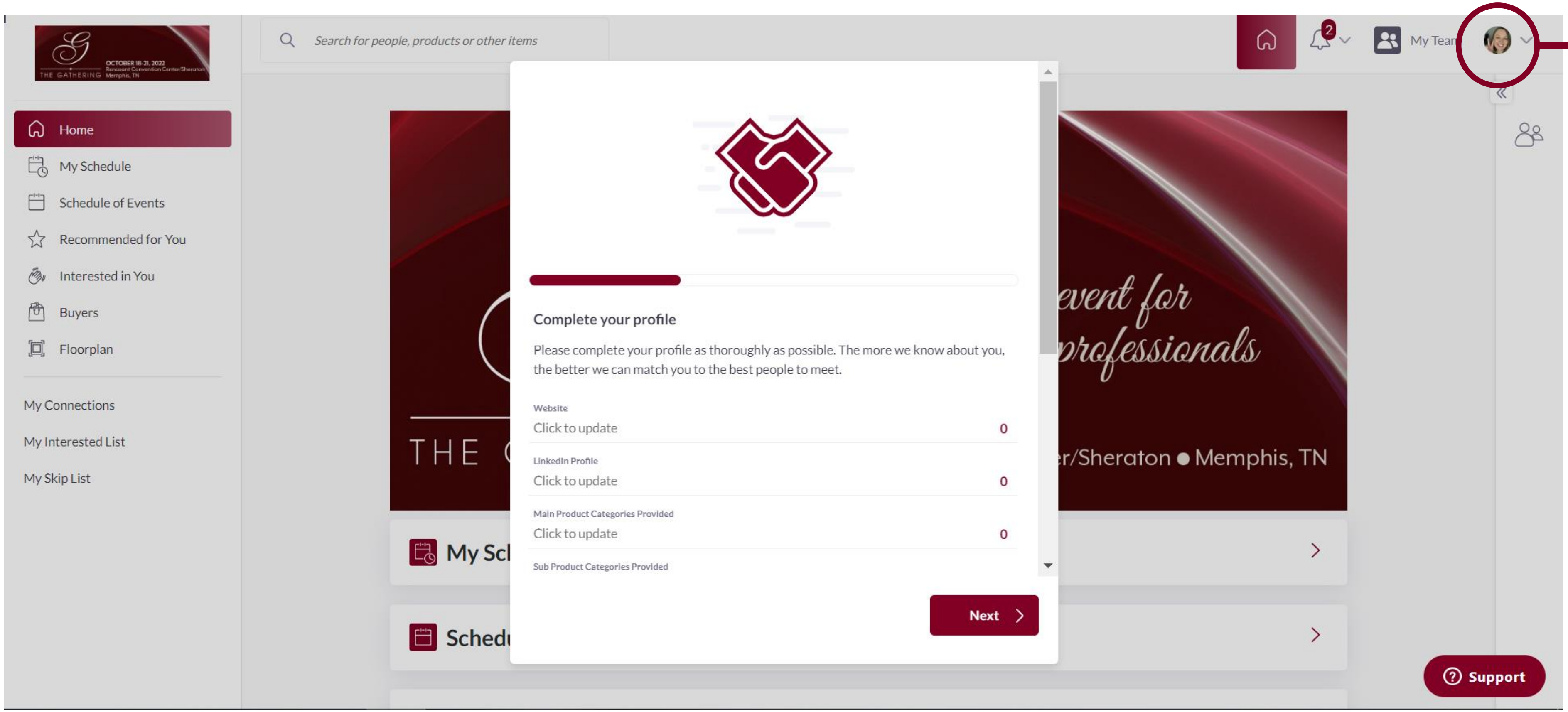


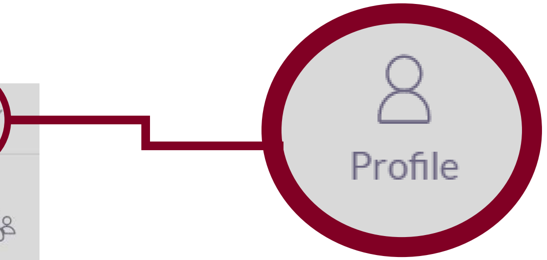


Once you claim your account, you will be able to create a password to use every time you login to the platform.

UPDATE YOUR PROFILE

- Once you're logged in, confirm your registration details for you and your department.
- You can always access this information by clicking "**Profile**" at the top right.

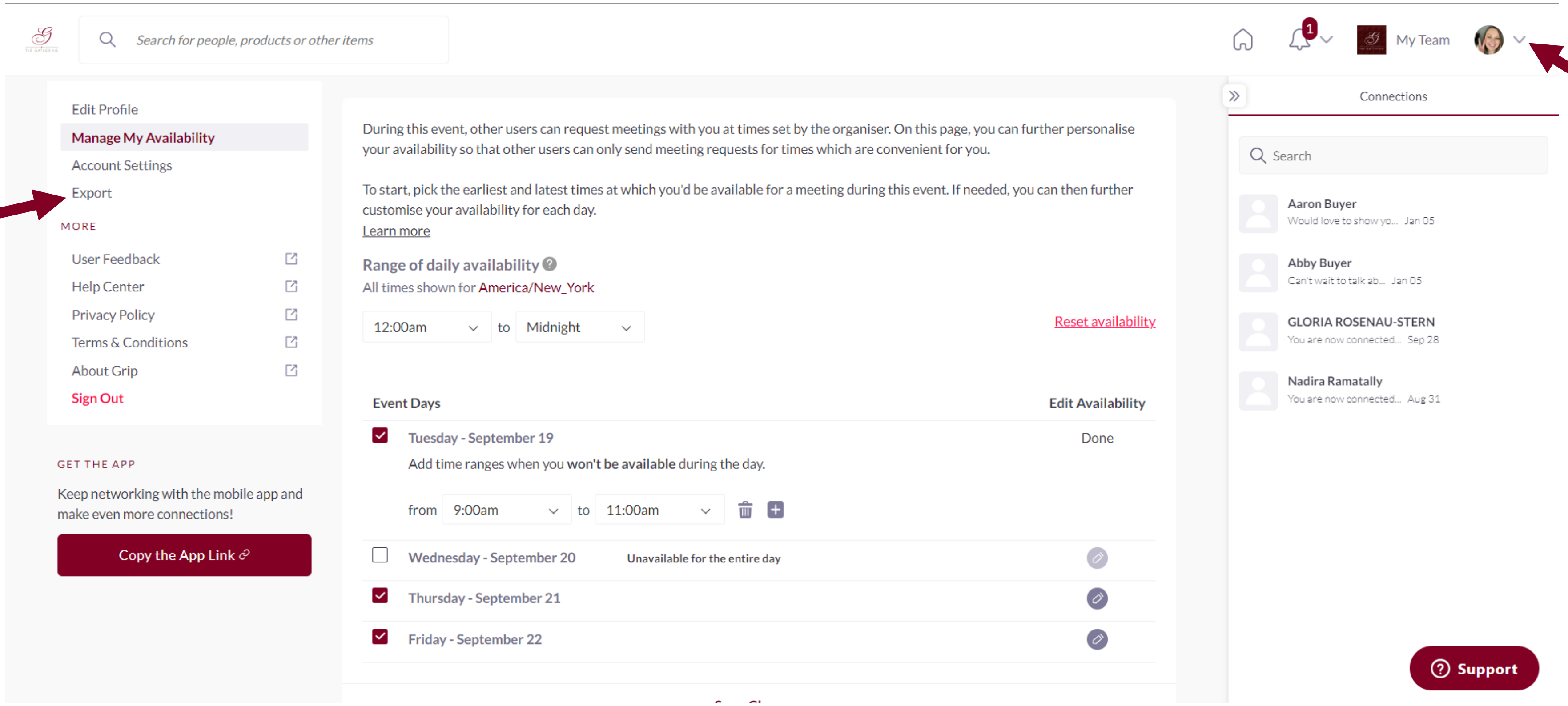




These first steps are crucial to complete as the answers are used by the matchmaking algorithm to generate recommendations.

MANAGE CALENDAR AVAILIBILITY

- Click "**Profile**", then "**Manage My Availability**" on the left navigation bar to update the times you're available to meet.
    - **Range of Daily Availability**: Easily set up a single range of times for all show days.
    - **Event Days:** Change the times you are available for each day.
- Don't forget to hit "**Save**" when finished.

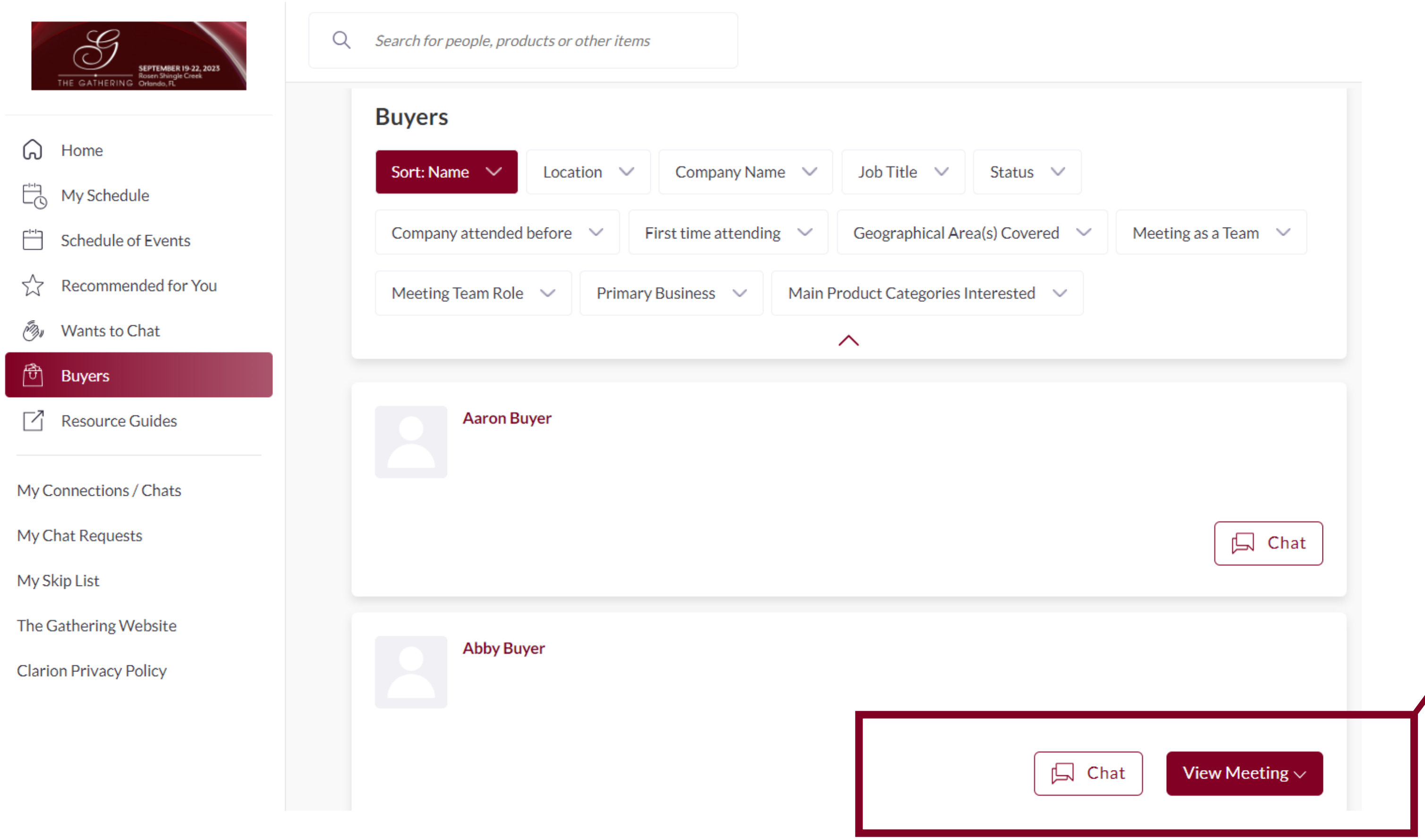


Tip! You can print your schedule by exporting your meetings!

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

NETWORK

- To browse the list of **Buyers** click the link on the left navigation bar.



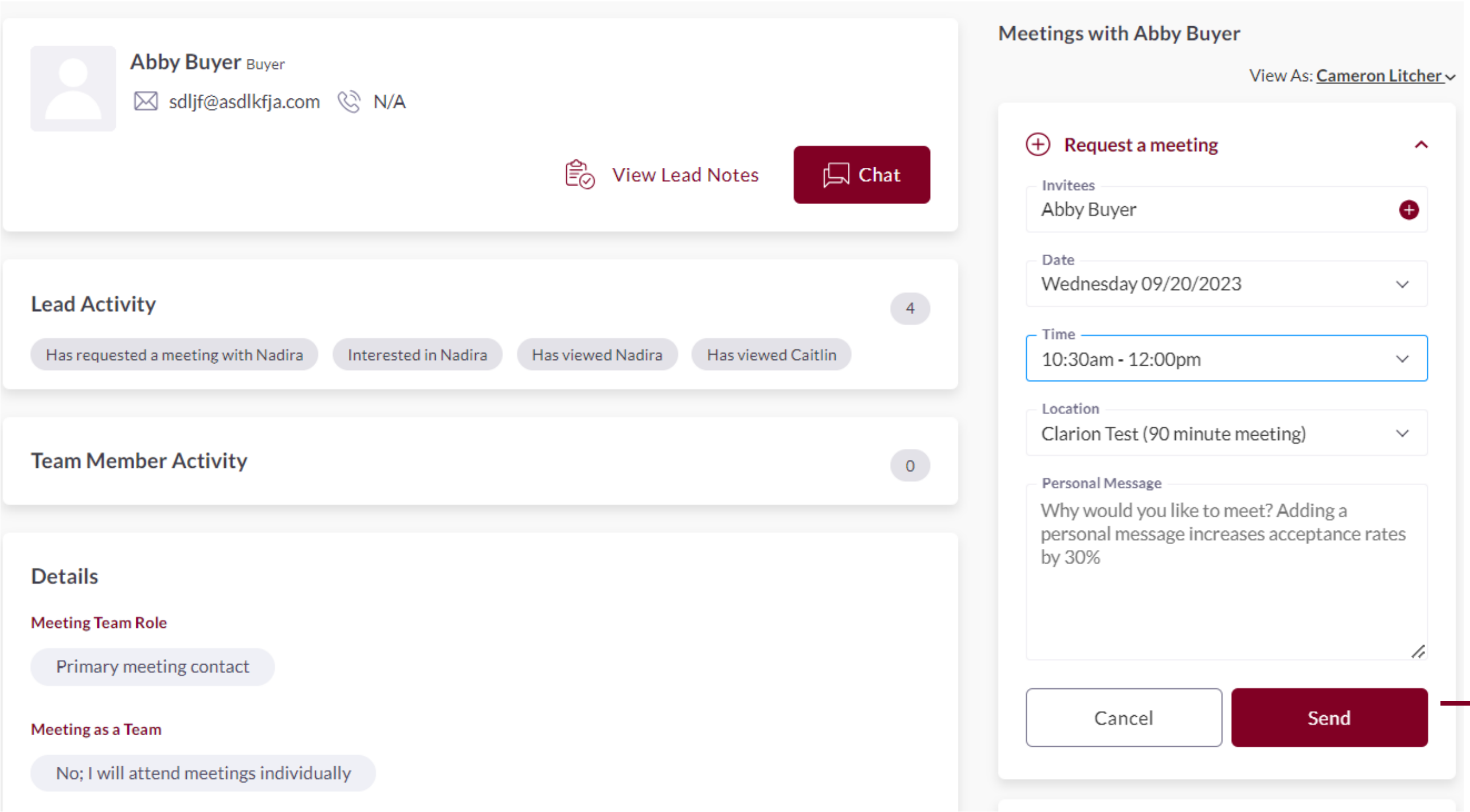
You can take the following actions on event participants:

- **Skip**: you are not interested in this person
- **Chat / Request to Chat**: you are interested and would like to spark a conversation
- **Request a Meeting**: you want to request a meeting with that person

When "Showing Interest" you can include a personal message by clicking the arrow in the box next to "Show Interest".

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 available to you and the fellow event participant.

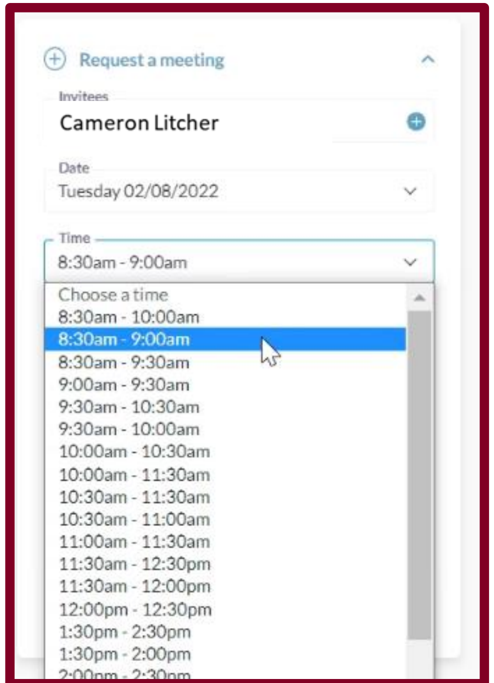


To cut down on pending meeting requests/taking up time slots, only those buyers who oversee the meetings for their teams/themselves will be able to make meetings.

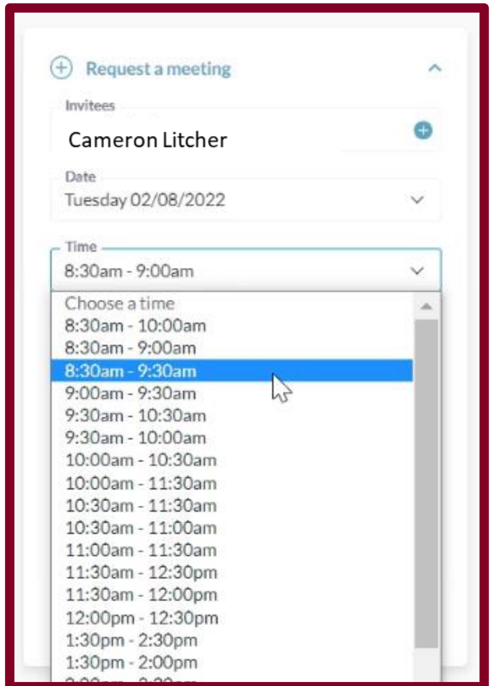
CHOOSE A MEETING LENGTH

- 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)” .

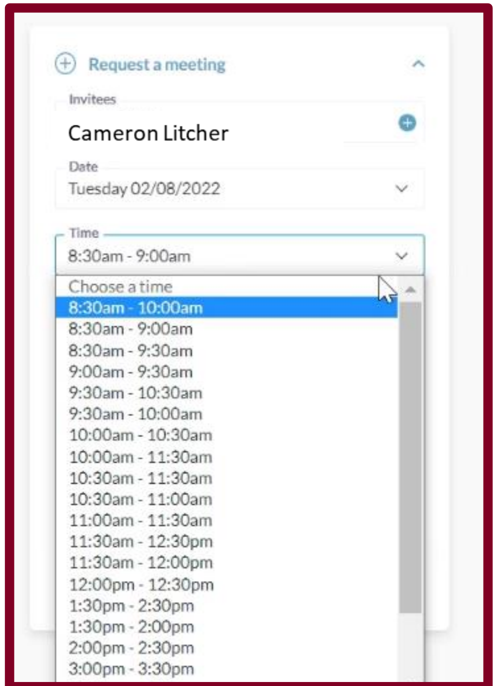
The times shown will update based off the calendar availability of you and the requestee within the platform.



30 Minute Meeting



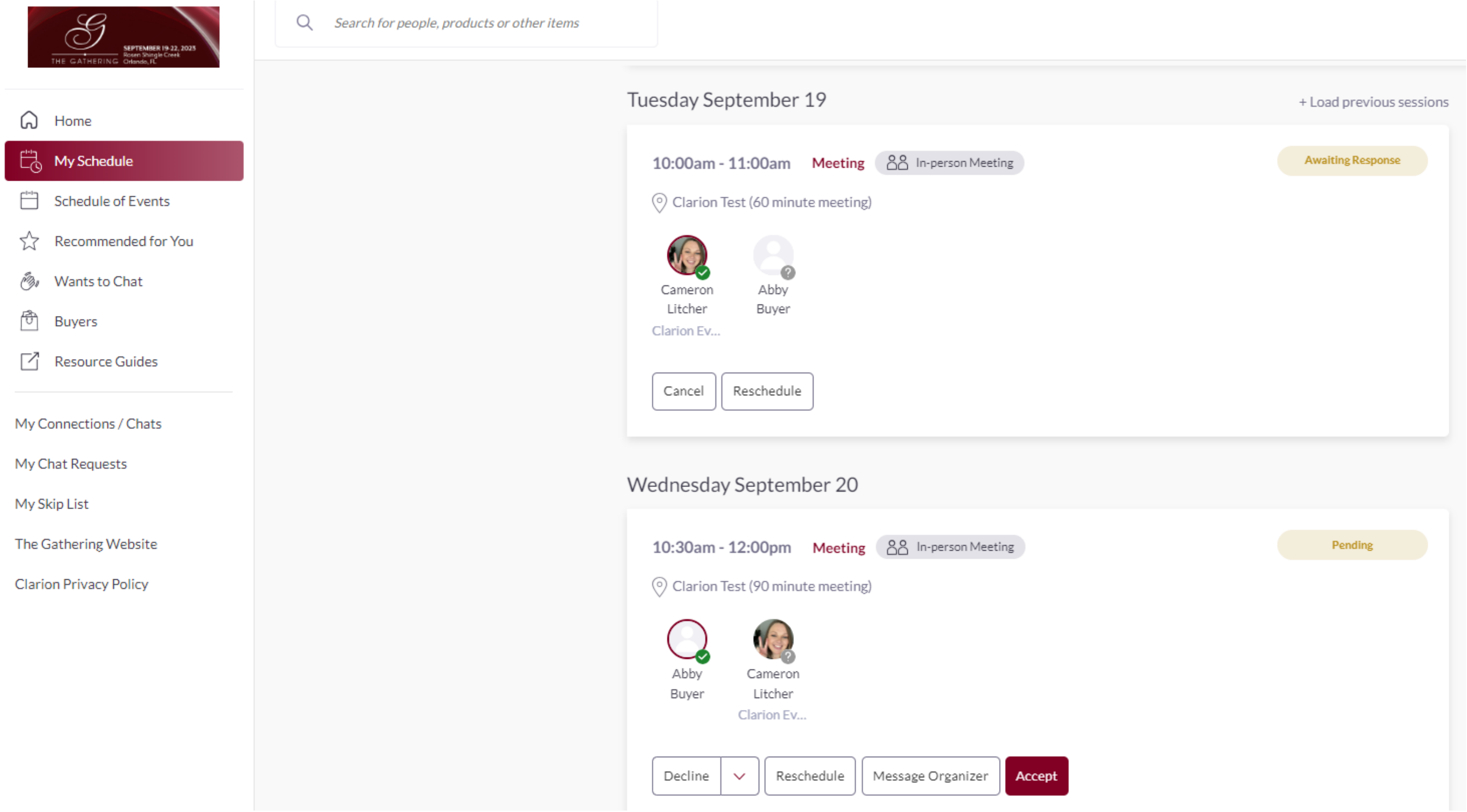
60 Minute Meeting



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



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.

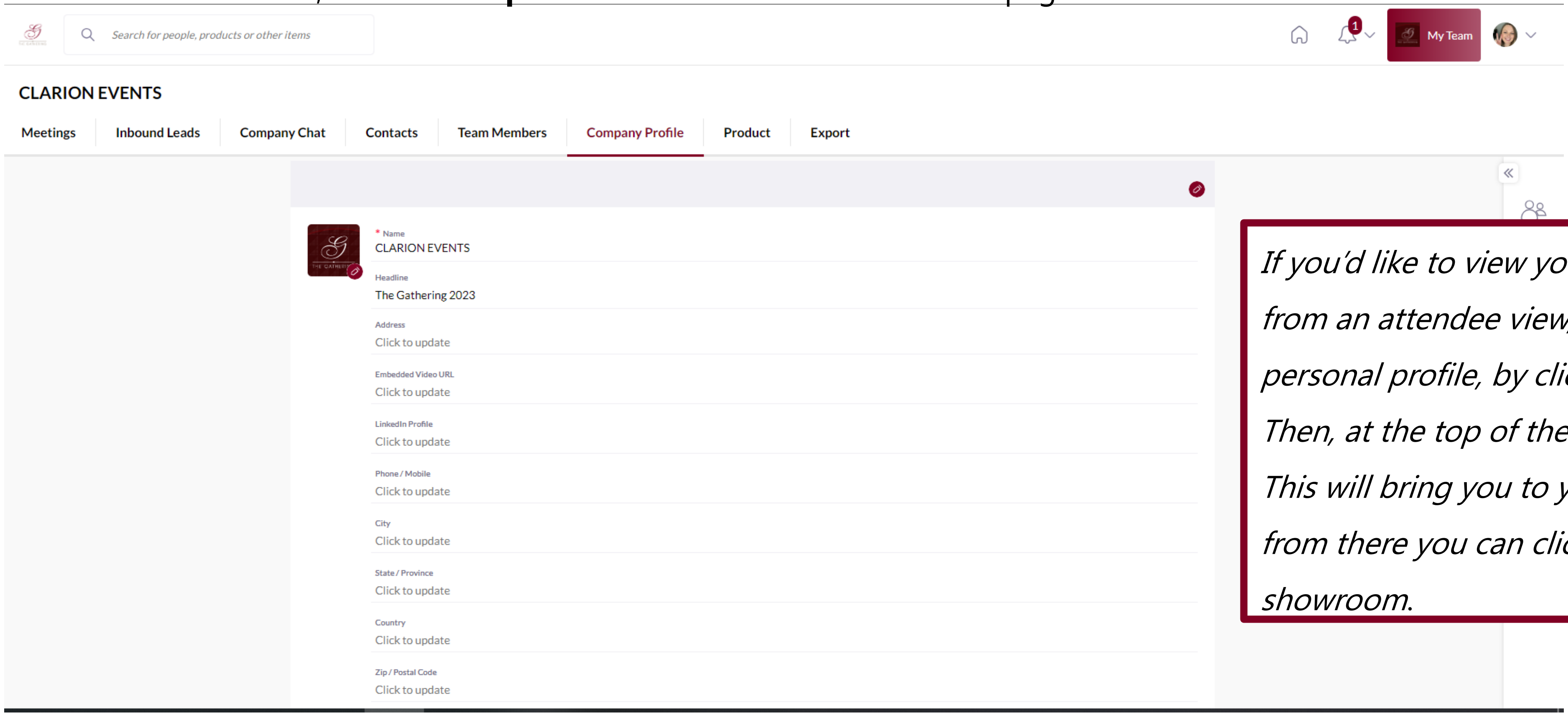
Awaiting Response: You have requested a meeting with someone and they need to approve it, decline it or reschedule it.

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

You can also decline or reschedule within the platform.

Teams | COMPANY PROFILE

- To edit your Company Profile, click "**My Team**" at the top-right. Then, click "**Company Profile**" on the left navigation bar.
- Edit each individual field, then click "**Update Profile**" at the bottom of the page.

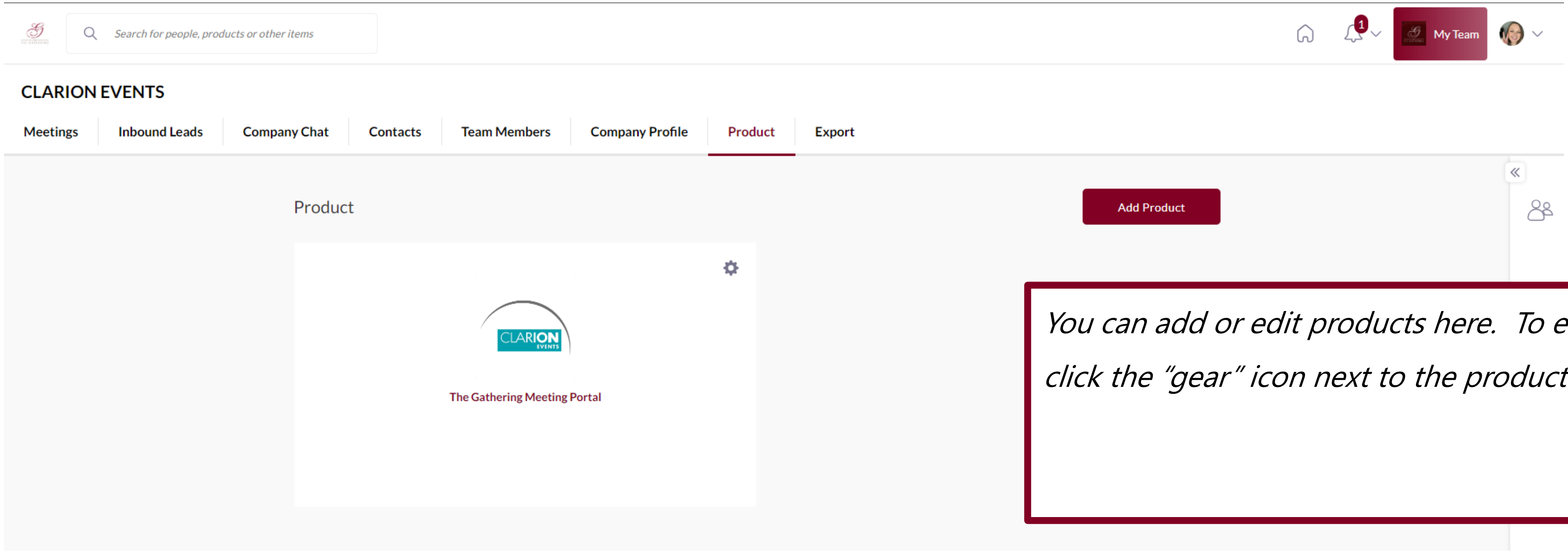


If you'd like to view your Company Showroom from an attendee view, navigate to your personal profile, by clicking "Profile" to right. Then, at the top of the page, click "View Profile". This will bring you to your personal profile, and from there you can click on your company showroom.

Your company information would have been pulled from your Exhibitor Profile, but please make sure the information is correct.

Teams | PRODUCTS

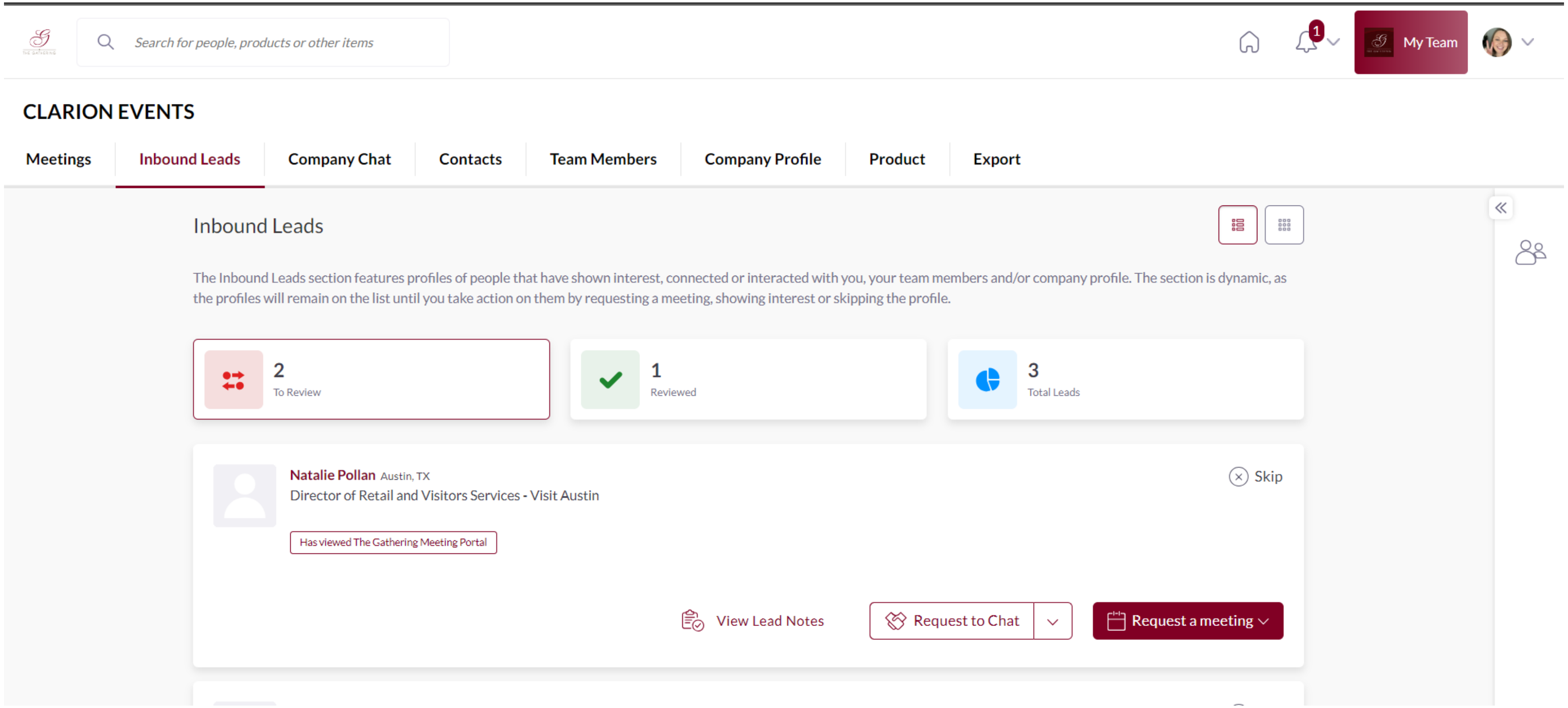
- To edit or add Products, click “**My Team**” at the top-right. Then, click “**Products**” on the left navigation bar.
- Edit each individual field, then click “**Update Profile**” at the bottom of the page.



You can add or edit products here. To edit a product, click the “gear” icon next to the product image.

Teams | INBOUND LEADS

- To view your Inbound Leads click "**My Team**" at the top-right. Then, click "**Inbound Leads**" on the left navigation bar.



Inbound Leads is your "short-list" of anyone who has view your profile or your company showroom.

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