



*A hosted buyer event for
gift & souvenir professionals*

THE GATHERING
West

FEBRUARY 20-22, 2024
Town and Country Resort
San Diego, CA

Meeting Portal Guide



**GIFT &
SOUVENIR GROUP**

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

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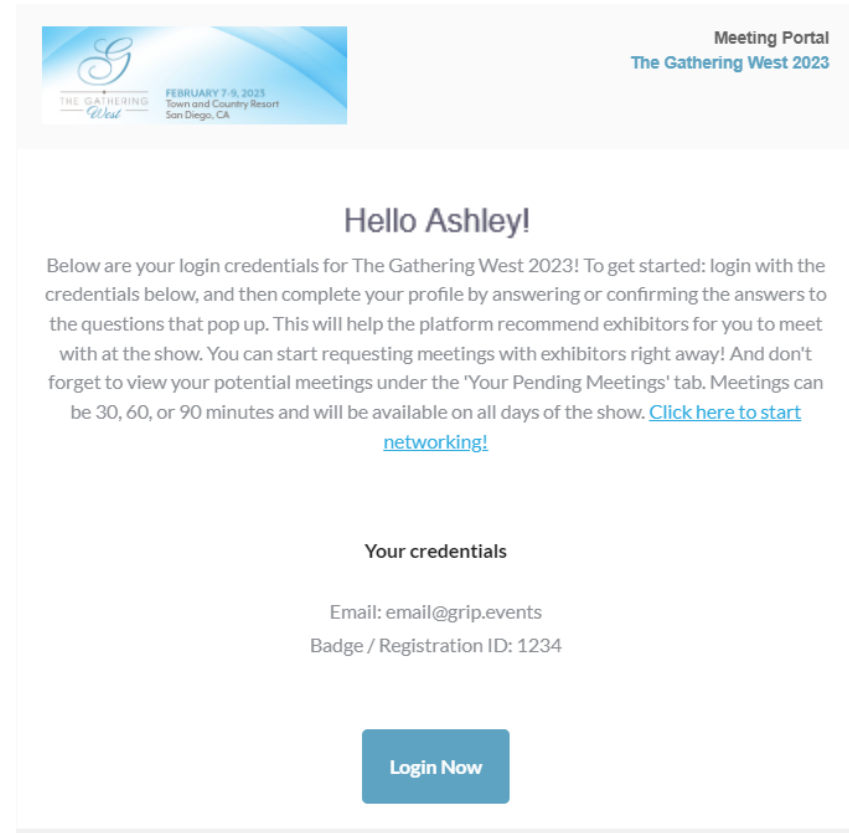
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LOGIN

- 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**".

The image shows a screenshot of a web application interface. A central modal window titled "Complete your profile" is displayed over a background of a user's profile page. The modal contains a progress bar, a title, and a message: "Please complete your profile as thoroughly as possible. The more we know about you, the better we can match you to the best people to meet." Below this are several input fields with "Click to update" buttons: LinkedIn Profile, Phone / Mobile, Address, City, and State / Province. A "Next" button is at the bottom right of the modal. To the right of the modal, a circular callout with a blue border points to a user profile icon in the top navigation bar, which is labeled "Profile". The background interface includes a search bar, a sidebar menu with options like "Home", "My Schedule", and "Connections", and a "Your Pending Meetings" section for Cameron Litcher.

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.

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

NETWORK

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

THE GATHERING WEST FEBRUARY 7-9, 2025 Sheraton Country Resort San Diego, CA


Search for people, products or other items

Recommended for You

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

🗨 Request to Chat ^ 📅 Request a meeting v

Exhibitor Rep - Exhibitor

 CLARION EVE...
🗨 ⊗

Website
<https://us.clarionevents.com/>

Phone / Mobile

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 / Chats' section of a web application. On the left is a navigation sidebar with options like Home, My Schedule, Schedule of Events, Recommended for You, Wants to Chat, Exhibitors, Exhibitor Representatives, Products, and Resource Guides. The main content area is titled 'My Connections' and features a search bar at the top. Below the search bar, a user profile for 'Cameron Litcher' is shown with a profile picture and the text 'You are now connected... (27 Sep 9:56am)'. To the right of the profile are two buttons: 'Chat' and 'View Meeting'. A modal window is open over the 'View Meeting' button, displaying a meeting notification: 'You have a meeting scheduled with Cameron Litcher. 8th Feb 2023 | 9:00am - 10:00am | CLARION EVENTS (60)'. The modal includes 'Decline / Reschedule' and 'Accept' buttons. Below the notification, it says 'You are now connected with Cameron Litcher.' and has a 'Type message...' input field. On the right side of the main interface, there is a 'Connections' panel with a search bar and a list of connections, including Cameron Litcher. At the bottom right of the interface 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.

Search for people, products or other items

Nadira Ramatally Exhibitor Rep • CLARION EVENTS (30 min)
Senior Marketing Manager at Clarion Events
✉ Contact details are private 🗑 Contact details are private

⌫ Skip **Request to Chat**

Details
Common Connections
You are both connected to Cameron Litcher
Website
<https://www.thegatheringevent.com/east>

Summary
The Gathering event is an exclusive event that brings together the nation's top Gift & Souvenir Retailers in the eastern United States for (4) days of buying, appointments, and sophisticated networking with like-minded retailers and leading suppliers of hard goods, soft goods, apparel, and custom products. Held at the luxurious...

Meetings with Nadira Ramatally

Request a meeting

Invitees
Nadira Ramatally

Date
Tuesday 02/07/2023

Time
8:30am - 9:00am

Location
CLARION EVENTS (30 min)

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 **9:00 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.

The screenshot shows a user interface for managing meeting requests. On the left is a navigation sidebar with 'My Schedule' highlighted. The main area shows a search bar and a list of meeting requests. The first request is for Tuesday 7 February, 9:00am - 10:30am, with a 'Pending' status. It is for 'CLARION EVENTS (90 min)' involving Aaron Buyer and Cameron Litcher. The second request is for Wednesday 8 February, 9:00am - 10:00am, with an 'Awaiting Response' status. It is for 'CLARION EVENTS (60 min)' involving Cameron Litcher and Ashley Roina. Both requests have buttons for 'Decline', 'Reschedule', 'Message Organizer', and 'Accept'.

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 list of exhibitors is shown. The first entry is 'CLARION EVENTS' with a duration of '(30 min)' and the event name 'The Gathering 2022'. To the right of this entry is a 'Skip' button with a close icon. At the bottom right of the exhibitor card is 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 with the following elements:

- Search Bar:** Search for people, products or other items
- Navigation:**
 - Edit Profile (highlighted with a blue box and arrow)
 - Manage My Availability
 - Account Settings
 - More:
 - User Feedback
 - Help Center
 - Privacy Policy
 - Terms & Conditions
 - About Grip
 - Sign Out

- Edit Profile Section:**
- View profile
- Profile picture and name: Cameron
- First name: Cameron
- Last name: Litcher
- Headline: Sr. Audience Engagement Coordinator at Clarion Events
- Contact Details:**
- These are the contact details that you can share with others in the event. Change your visibility preferences, so that others can see this information on your profile page and their event exports. Your contact details and visibility settings will be always available on your 'Edit Profile' page.
- Table with columns: Email, Phone Number, Visibility
- Row 1: cameron.litcher@clarionevents.com, [Redacted], Private
- GET THE APP:**
- Keep networking with the mobile app and make even more connections!
- Copy the App Link
- Top Right User Menu:**
- My Team
- Edit Profile (highlighted with a blue arrow)
- Manage My Availability
- Search
- Account Settings
- User Feedback
- Help Center
- Privacy Policy
- Terms & Conditions
- About Grip
- Sign Out

QUESTIONS or NEED HELP?

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