

Booking - General Remarks

Once the booking phase started, enter in the participants page from menu "Participants or from the Dashboard, tab "Book Meetings ". Only validated participants with at least one session selected can ask booking.

You can use several filters (on the left column) to refine your search of the participants that can fit your interest.

Let's say you are participant "A" logged in:

- if "A" and "B" have a common B2B Session and both are not fully booked, a green "Book Meeting" button appears. By using this button, above the profile a dialog window opens, where "A" can insert a message for "B", why he would like to meet him. Beside the text area, "A" can select one or more cooperation profiles he is interested in.
- If "B" is fully booked or "A" is only available in the morning B2B session and B only in the afternoon B2B session, then instead of the green "Book Meeting" button a grey "Not possible" appears.
- After the booking, a blue "Show Booking" button will offer the opportunity to cancel the meeting or leave another message for "B".

Bookings are assigned based on the "First Come - First Served" principle.

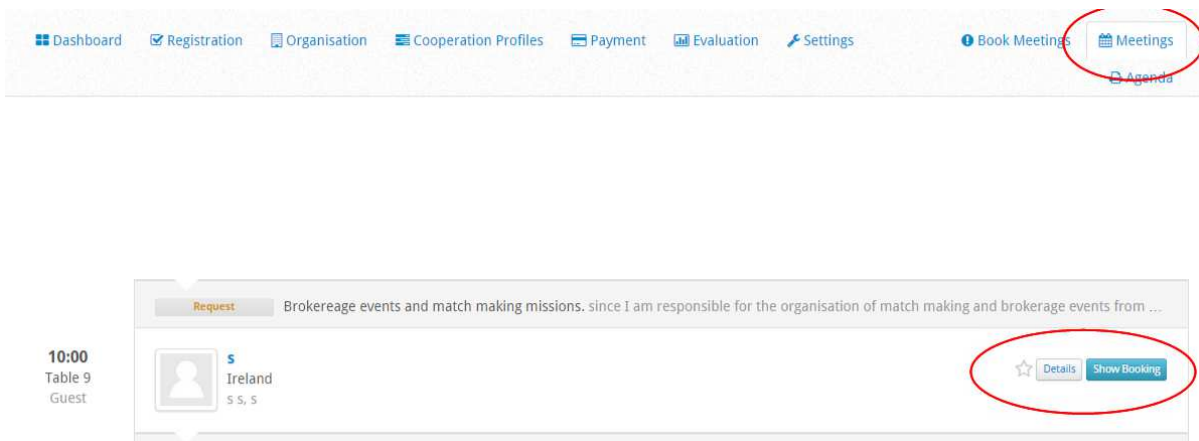
Booked meetings are given ACCEPTED by default. If you want to cancel or reject, you have to enter in your profile (see below)

The longer you wait, the higher is the possibility that interesting profiles will be already fully booked.

How to manage (check, cancel/ reject) existing meetings?

- Get access to your participants' Dashboard (*via the Participants list in the backend and "Edit" button*)
- In the Participant's Dashboard select the tab "Meetings". Now you have access to all meetings now (own bookings & guest bookings)
- Click "Show meeting" blue button
- Select Cancel and you cancel/reject a meeting request: you can add a message here

See the Screenshot tab Meetings:



After pressing the blue "Show booking" button, you will arrive in the booking dialogue to send a new message to your meeting partner or cancel this meeting.

