2024 IAEE Expo! Expo! Networking Overview

(Mobile App Version)
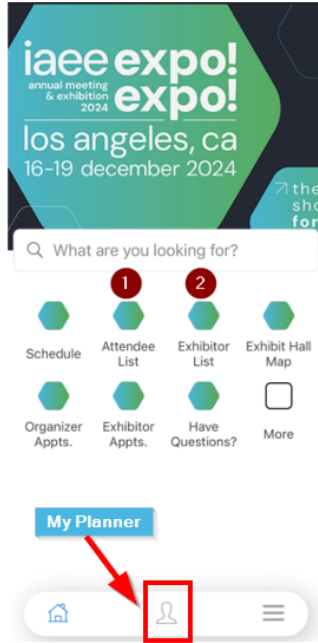
Revised 12.5.24

Table of Contents

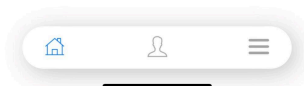# Mobile App Landing Page

My Planner

1. Users must log in to the 'My Planner' tool within the app to view the Attendee List. If a user clicks on the Attendee List without being logged in, they will be prompted to log in.
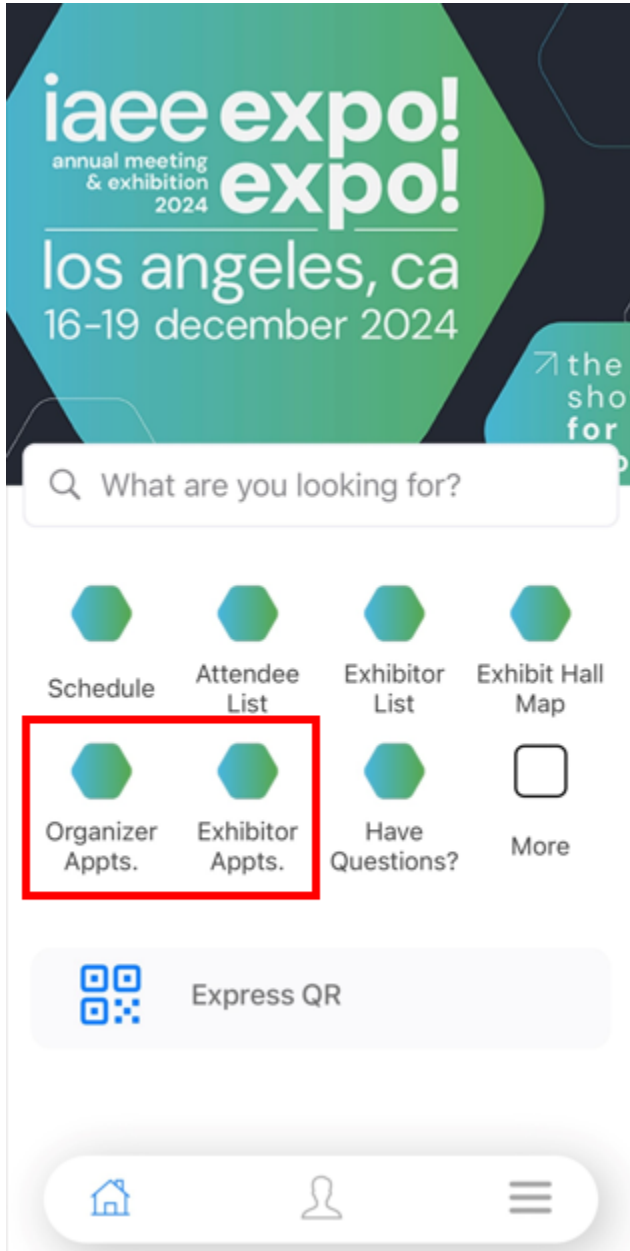

You must be logged in to use this feature

Login

2. Users will be able to view the Exhibitor List without logging in.
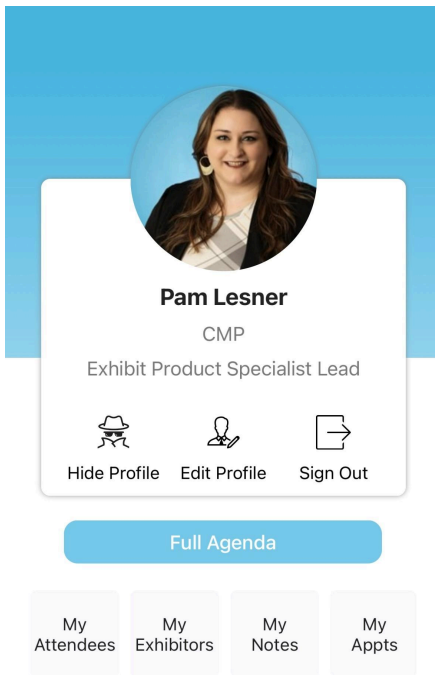
Organizer & Exhibitor Appts.

Organizer Appts. - Organizers, Hosted Buyers, Students, Faculty, Speakers, Exhibiting Supplier, International Attendees, Booth Staff.

Exhibitor Appts. - Booth Staff, Company Sales Contacts and Company Appointment Contacts.

Note: Attendees will not be able to access the Exhibitor Appts. in the mobile app unless they are a registered Booth Staff.

My Planner

Pam Lesner
CMP
Exhibit Product Specialist Lead

Hide Profile   Edit Profile   Sign Out

Full Agenda

My Attendees   My Exhibitors   My Notes   My Appts

Hide Profile - Allows your profile to not be listed in the 'Attendee List'

Edit Profile - Allows you to edit your profile photo
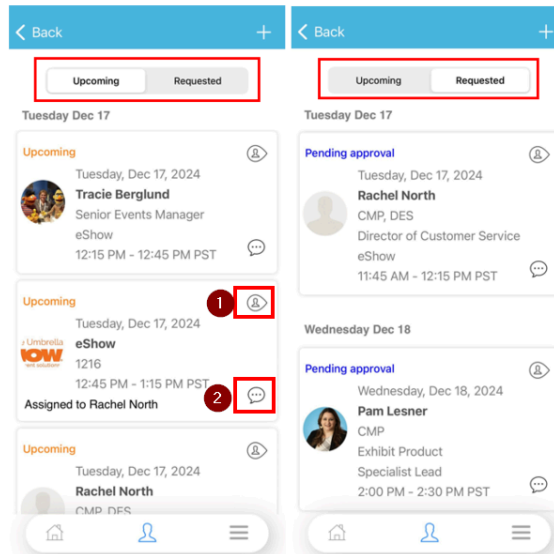
Sign Out - Signs out of 'My Planner'

My Attendees - Other attendees I have bookmarked ("favorited")

My Exhibitors - Exhibiting companies I have bookmarked ("favorited")

My Notes - Allows you to access any notes made on any individual or company listed in the Attendee List or Exhibitor List
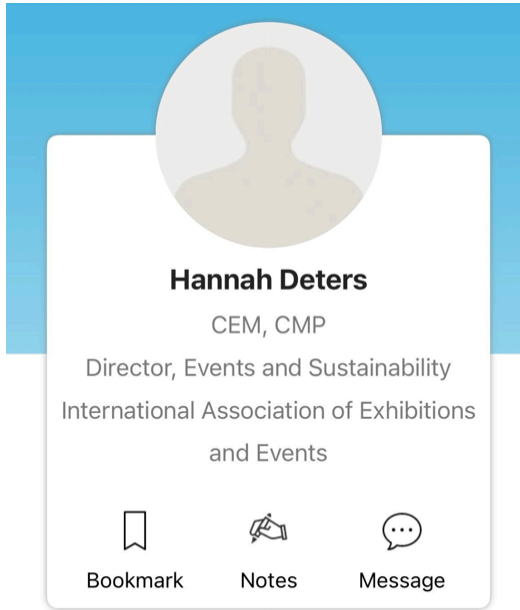
My Appts - My confirmed and pending appointment schedule

1. Allows you to view the Exhibitor profile
2. Allows you to chat with a company representative through the mobile app

__All Appts__ - Is another option that will display for registered Booth Staff only and will link to an appointment summary for all company wide appointments.

Attendee List Profile

Hannah Deters
CEM, CMP
Director, Events and Sustainability
International Association of Exhibitions and Events

Bookmark   Notes   Message

Bookmark - Allows me to "favorite" this person's profile. *List of bookmarks accessible from 'My Attendees' in 'My Planner'*

Notes - Allows me to take notes on this person. *List of notes accessible from 'My Notes' in 'My Planner'*

Message - Allows you to chat through the mobile app with this individual

Exhibitor List Profile
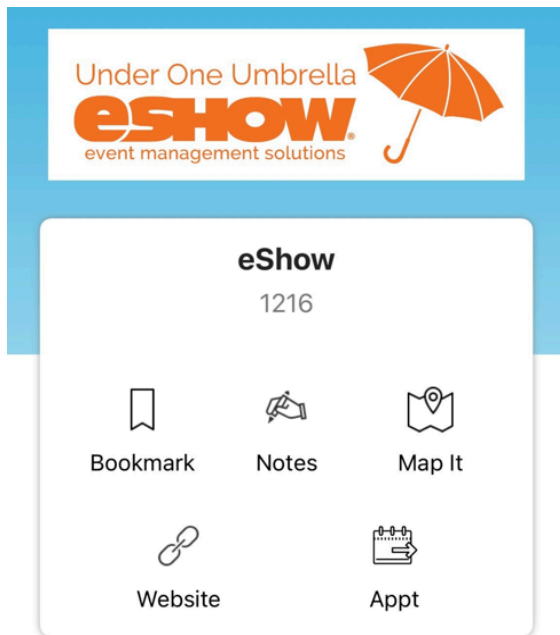
Bookmark - Allows me to "favorite" this company's profile. *List of bookmarks accessible from 'My Exhibitors' in 'My Planner'*

Under One Umbrella
eSHOW
event management solutions

eShow
1216

Bookmark   Notes   Map It

Website   Appt

Notes - Allows me to take notes on this company. *List of notes accessible from 'My Notes' in 'My Planner'*

Map It - Allows me to see how I can locate this booth on the show floor

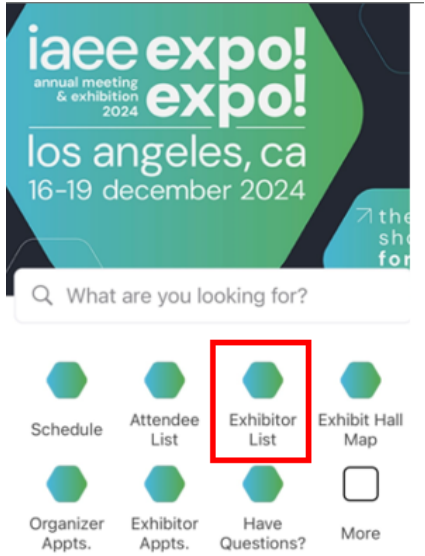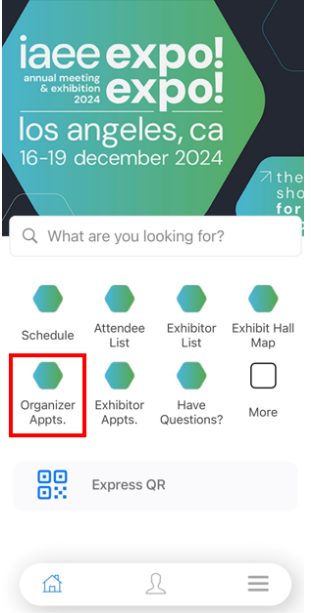**Website -** Takes me to the company's website

Appt - Allows an attendee to make an appointment with this company

## Organizer Appts. with Exhibitors

User must be logged in to My Planner
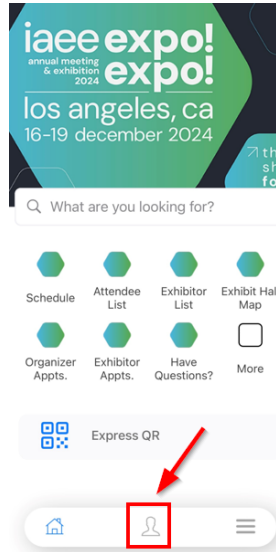
Searching for an Exhibiting Company

Option 1: Exhibitor List	Option 2: Organizer Appts.
Click on Exhibitor List Locate and select desired Exhibiting company in List	Click on **Organizer Appts.** from the main landing page.

Select the search tab

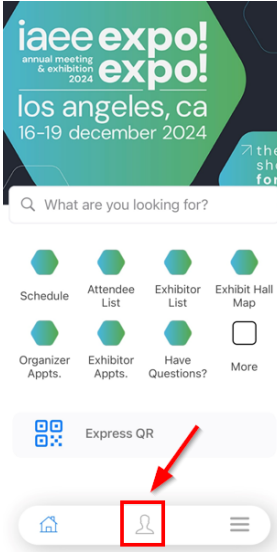Organizers can search for Exhibiting companies by their Company Name or by the products & services they are affiliated with.
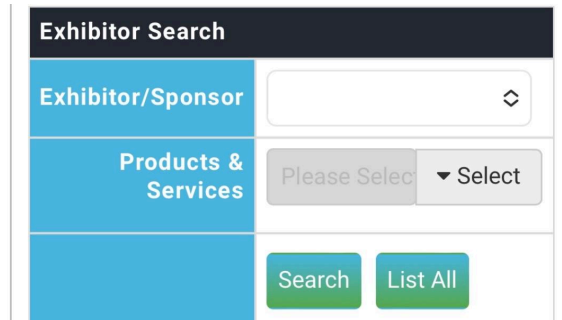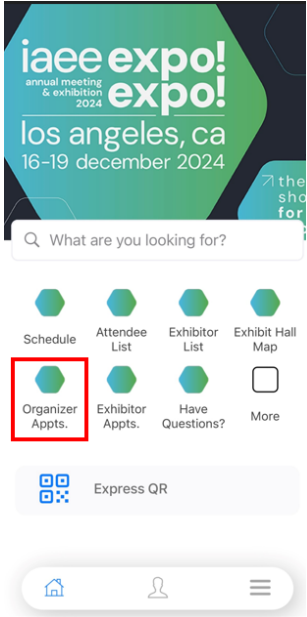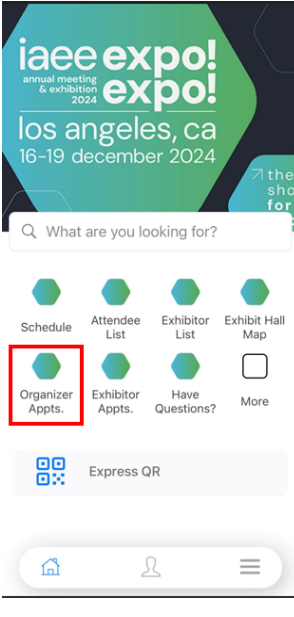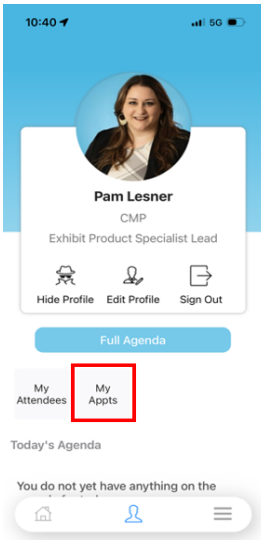
Selecting the **List All** button will display all Exhibiting companies.

Making an Appointment

Option 1: Exhibitor List	Option 2: Organizer Appts.
Select the **Appt** icon from the exhibitor's profile. Choose the date & time from the available, listed options. *Note: To schedule an appointment longer than the allotted 30 minutes, simply check multiple appointment times that are available back to back.* Use the **notes** field to communicate directly with the other party including a proposed location for the meeting. Click **Request Appointment** when ready to submit the appointment request. 	Navigate to the **search** tab and search for an Exhibiting company using one of the search criteria or by selecting **List All.** Once you have located the company you wish to make an appointment with - Click the [?] icon under the **Make Appointment** header Check the box next to the desired appointment date & time. *Note: To schedule an appointment longer than the allotted 30 minutes, simply check multiple appointment times that are available back to back.* Use the **notes** field to communicate directly with the other party including a proposed location for the meeting. Click **Request Appointment** when ready to submit the appointment request.

Accessing Appointment Schedule

Option 1: My Planner	Option 2: Organizer Appts.	Option 3: PDF Itinerary
	🟨 Pending ✅ Approved ❌ Cancelled ❌ Declined	

Option 1: My Planner

Click on **My Planner**

Click on **My Appts.**

Option 2: Organizer Appts.

Click on **Organizer Appts.**

Click on **Appointments** Tab

All confirmed, declined, cancelled, and pending appointments will be listed.

Clicking on the company name will open their full directory profile.

Option 3: PDF Itinerary

Click on **Organizer Appts.**

At the bottom of any of these tabs...

...will be a PDF icon. Click for a full PDF of all pending & confirmed appointments.

	Appointment Owner: Who initiated the scheduling of the appointment **Appointment Contact:** Name of booth staff representative assigned to the appointment **Individual Appointments** 	Description	Time	Appt
Tuesday, December 17		
eShow **Booth #:** 1216 **Appointment Owner:** eShow **Appointment Contact:** Rachel North 📅 Add to Google ✉ Add to Outlook	02:45 PM (PST)	☑		

Appointment Management

Declining, Confirming, Changing, Canceling, Adding Notes

Option 1: My Planner	Option 2: Organizer Appts.
Click on **My Planner** Click on **My Appts.**	Click on **Organizer Appts**. Click on **Appointments** Tab
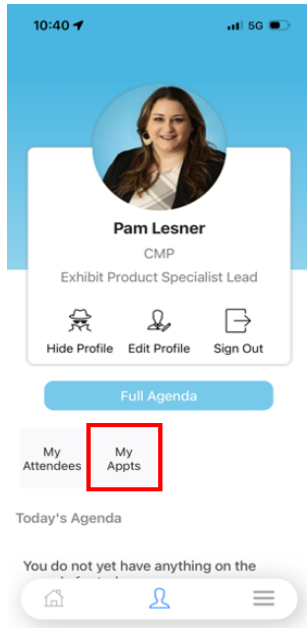
Click on the appointment you wish to review/edit
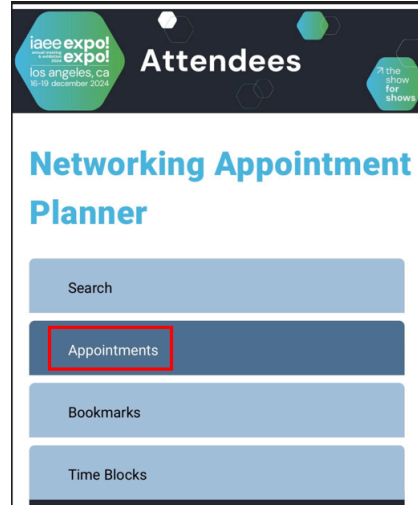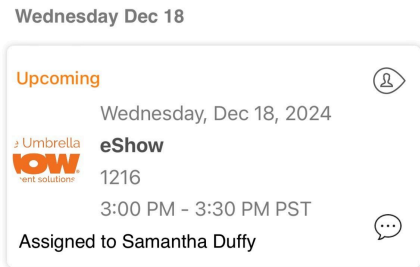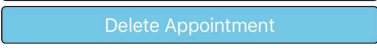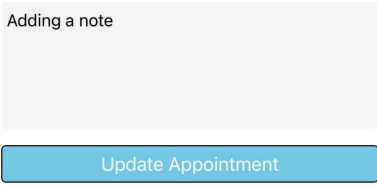
Select the icon next to the corresponding appointment you wish to edit.

Actions

	I Initiated the Appointment	An appointment was requested with me
Declining the Appointment	N/A	Click the **Decline Appointment** button Decline Appointment

Confirming the Appointment	N/A	Click the **Confirm Appointment** button
		Confirm Appointment
Changing the Appointment	Uncheck the box to remove the original time and check the box next to the new time. Then select **Update Appointment**.	N/A

Wednesday, December 18

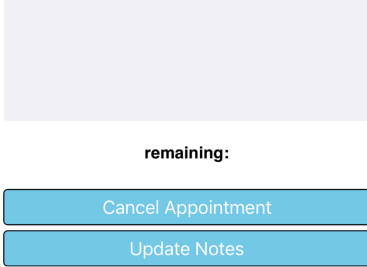| Select	Start Time	End Time
☐	11:00 AM (PST)	11:30 AM (PST)
☐	11:30 AM (PST)	12:00 PM (PST)
☐	12:00 PM (PST)	12:30 PM (PST)
☐	12:30 PM (PST)	01:00 PM (PST)
☐	01:00 PM (PST)	01:30 PM (PST)
☐	01:30 PM (PST)	02:00 PM (PST)
☐	02:00 PM (PST)	02:30 PM (PST)
⊠	02:30 PM (PST)	03:00 PM (PST)
☐	03:00 PM (PST)	03:30 PM (PST)

Wednesday, December 18

Select	Start Time	End Time
☐	11:00 AM (PST)	11:30 AM (PST)
☐	11:30 AM (PST)	12:00 PM (PST)
☐	12:00 PM (PST)	12:30 PM (PST)
☐	12:30 PM (PST)	01:00 PM (PST)
☐	01:00 PM (PST)	01:30 PM (PST)
☐	01:30 PM (PST)	02:00 PM (PST)
☐	02:00 PM (PST)	02:30 PM (PST)
☐	02:30 PM (PST)	03:00 PM (PST)
⊠	03:00 PM (PST)	03:30 PM (PST)

Update Appointment

Cancelling the Appointment	Select the **Delete Appointment** button	Select the **Cancel Appointment** button
	Delete Appointment	Cancel Appointment
Adding Notes to the Appointment	Type your note into the **Notes** field then select **Update Appointment**.	Type your note into the **Notes** field then select **Update Notes**.
	Notes **(visible to recipient)** Adding a note Update Appointment	**Notes are visible to the attendee.** **remaining:** Cancel Appointment Update Notes

Bookmarks (i.e. "Favorites")

Option 1: My Planner	Option 2: Organizer Appts.
Pam Lesner CMP Exhibit Product Specialist Lead Hide Profile Edit Profile Sign Out Full Agenda My Attendees My Exhibitors My Notes My Appts	iaee expo! expo! los angeles, ca 16-19 december 2024 What are you looking for? Schedule Attendee List Exhibitor List Exhibit Hall Map Organizer Appts. Exhibitor Appts. Have Questions? More Express QR

My Attendees: Any individual marked from the 'Attendee List'

My Exhibitors: Any Exhibiting company flagged from the 'Exhibitor List'

Networking Appointment Planner

Search

Appointments

Bookmarks

Time Blocks

Exhibitors - All exhibiting companies bookmarked for future reference.

Attendee - All attendees bookmarked for future reference

Availability Time Blocks

Ability to control when others can and cannot make an appointment with you. Only 'available' time slots will display to others as options to choose from.

☑ = UNAVAILABLE

Networking Appointment Planner

| Search |
| Appointments |
| Bookmarks |
| Time Blocks |

Appointment Planner

| Search | Appointments | Bookmarks | Time Blocks |

Control your availability

Check off times you're in sessions, labs, or at special events so that others know when you're busy. Select the checkbox ☑ under the "**Block**" to block off the time block.

☑ = UNAVAILABLE

Tuesday, December 17

Select All Blocks ☐	Start Time	End Time	APPT
☐	11:45 AM (PST)	12:15 PM (PST)	
☐	12:15 PM (PST)	12:45 PM (PST)	
☐	12:45 PM (PST)	01:15 PM (PST)	
☐	01:15 PM (PST)	01:45 PM (PST)	
☐	01:45 PM (PST)	02:15 PM (PST)	
☐	02:15 PM (PST)	02:45 PM (PST)	
X	02:45 PM (PST)	03:15 PM (PST)	☑

Wednesday, December 18

☐ **Indicates an available timeslot**

Exhibitor Appts. with Organizers

User must be logged in to My Planner
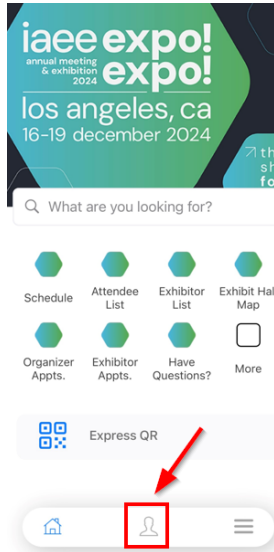
Searching for an Attendee Organizer

Select **Exhibitor Appts.** from the main landing page.
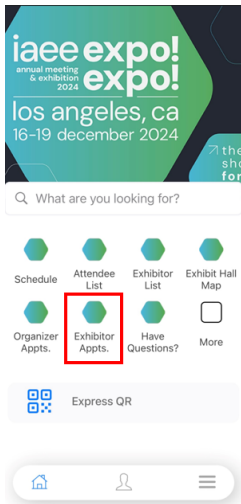
Select the **search** tab
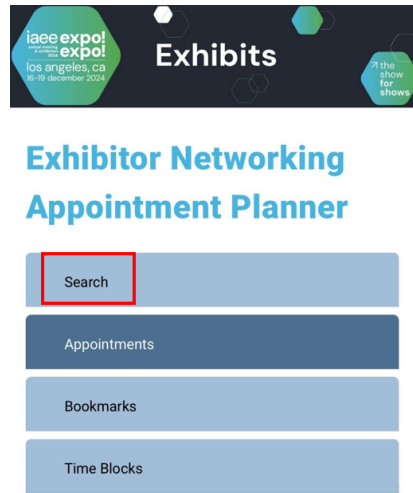
Exhibitors can search for attendees by Last Name, Company Name, or by the products & services they are affiliated with.

Selecting the **List All** button will display all attendees.

Making an Appointment

Navigate to the **search** tab and search for an attendee by using one of the search criteria or by selecting **List All.**

Click the [?] icon under the **Make Appointment** header

Check the box next to the desired appointment date & time.

Note: *To schedule an appointment longer than the allotted 30 minutes, simply check multiple appointment times that are available back to back.*
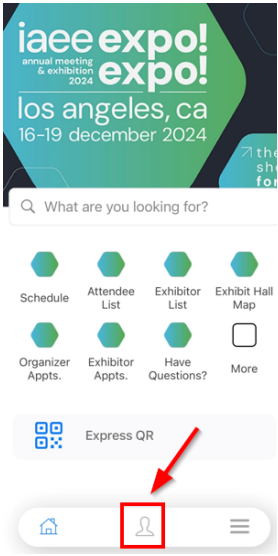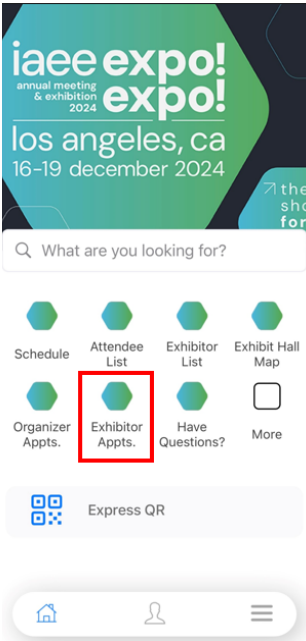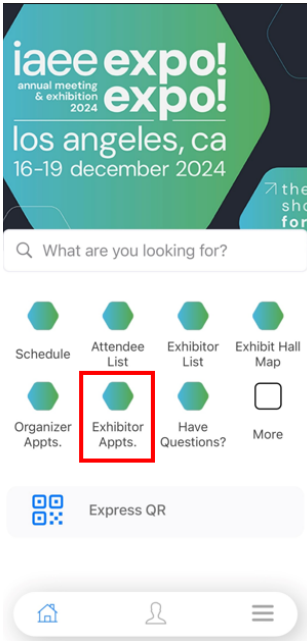
Wednesday, December 18		
Select	Start Time	End Time
☐	11:30 AM (PST)	12:00 PM (PST)
☐	12:00 PM (PST)	12:30 PM (PST)
☐	12:30 PM (PST)	01:00 PM (PST)
☐	01:00 PM (PST)	01:30 PM (PST)
☐	01:30 PM (PST)	02:00 PM (PST)
☐	02:30 PM (PST)	03:00 PM (PST)
☐	03:00 PM (PST)	03:30 PM (PST)

Use the **notes** field to communicate directly with the other party including a proposed location for the meeting.

Click **Request Appointment** when ready to submit the appointment request.

Accessing Appointment Schedule

Option 1: My Planner	Option 2: Exhibitor Appts.	Option 3: PDF Itinerary
	🟨 Pending ✅ Approved ❌ Cancelled ❌ Declined	
Click on **My Planner** Click on **All Appts.**	Click on **Exhibitor Appts**. Click on **Appointments** Tab	Click on **Exhibitor Appts**. At the bottom of any of these tabs...
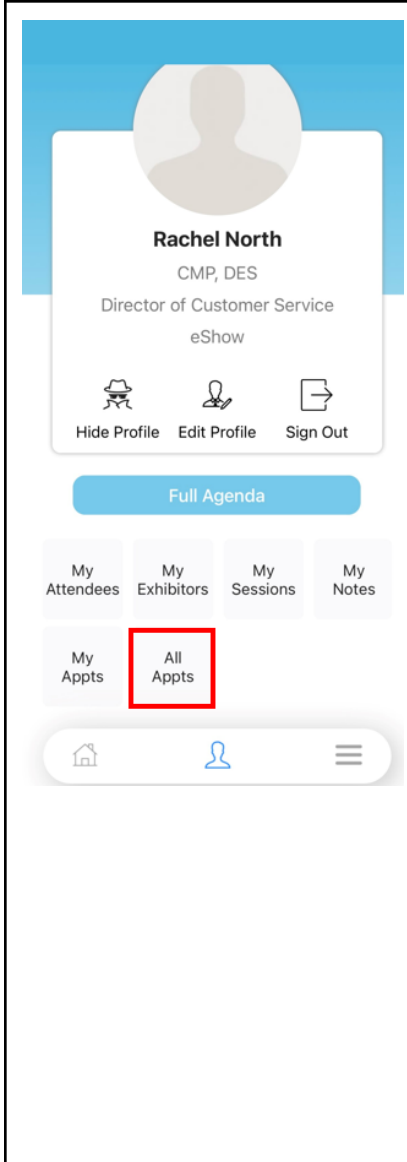
Rachel North

CMP, DES

Director of Customer Service

eShow

Hide Profile   Edit Profile   Sign Out

Full Agenda

My Attendees   My Exhibitors   My Sessions   My Notes

My Appts   All Appts

Exhibitor Networking Appointment Planner

Search

Appointments

Bookmarks

Time Blocks

All confirmed, declined, cancelled, and pending appointments will be listed.

Clicking on the company name will open their full directory profile.

Appointment Owner: Who initiated the scheduling of the appointment

Appointment Contact: Name of booth staff representative assigned to the appointment

Exhibitor Networking Appointment Planner

Search

Appointments

Bookmarks

Time Blocks

…will be a PDF icon. Click for a full PDF of all pending & confirmed appointments.

PDF Itinerary

Company Appointments

Description	Time	Booth Staff	Appt
Tuesday, December 17			
Hannah Deters @ International Association of Exhibitions and Events **Title:** Director, Events and Sustainability **Appointment Owner:** eShow **Appointment Contact:** Rachel North [Add to Google] [Add to Outlook]	12:15 PM (PST)	Rachel North Remove	☑
ATT : Pam Lesner **Title:** Exhibit Product Specialist Lead **Appointment Owner:** eShow **Appointment Contact:** Rachel North [Add to Google] [Add to Outlook]	02:45 PM (PST)	Rachel North Remove	☑

Pending ☑ Approved ☒ Cancelled ☒ Declined ▢ Booth Staff

Appointment Management

Declining, Confirming, Changing, Canceling, Adding Notes

Option 1: My Planner	Option 2: Exhibitor Appts.
Click on **My Planner**	Click on **Exhibitor Appts**.

Click on **All Appts.**

Select the corresponding icon listed above next to the appointment you wish to edit.

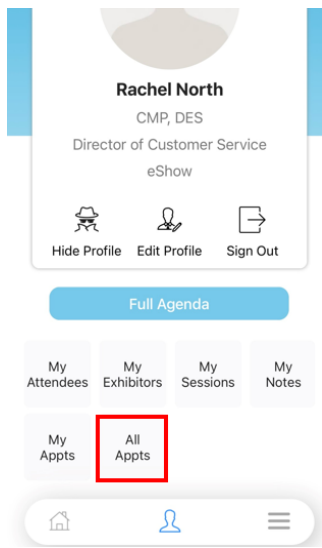Click on **Appointments** Tab

Select the corresponding icon listed above next to the appointment you wish to edit.

Actions
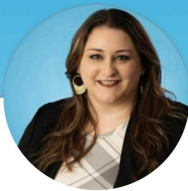
	I Initiated the Appointment	An appointment was requested with me
Declining the Appointment	N/A	Click the **Decline Appointment** button Decline Appointment
Confirming the Appointment	N/A	Click the **Confirm Appointment** button Confirm Appointment
Changing the Appointment	Uncheck the box to remove the original time and check the box next to the new time. Then select **Update**	N/A

Appointment.

Wednesday, December 18		
Select	**Start Time**	**End Time**
☐	11:00 AM (PST)	11:30 AM (PST)
☐	11:30 AM (PST)	12:00 PM (PST)
☐	12:00 PM (PST)	12:30 PM (PST)
☐	12:30 PM (PST)	01:00 PM (PST)
☐	01:00 PM (PST)	01:30 PM (PST)
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Wednesday, December 18		
Select	**Start Time**	**End Time**
☐	11:00 AM (PST)	11:30 AM (PST)
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☐	01:00 PM (PST)	01:30 PM (PST)
☐	01:30 PM (PST)	02:00 PM (PST)
☐	02:00 PM (PST)	02:30 PM (PST)
☐	02:30 PM (PST)	03:00 PM (PST)
⊠	03:00 PM (PST)	03:30 PM (PST)

[Update Appointment]

Cancelling the Appointment	Select the **Delete Appointment** button [Delete Appointment]	Select the **Cancel Appointment** button [Cancel Appointment]
Adding Notes to the Appointment	Type your note into the **Notes** field then select **Update Appointment**.	Type your note into the **Notes** field then select **Update Notes**.

	Notes (visible to recipient)	Notes are visible to the attendee.
	Adding a note	
	Update Appointment	remaining: Cancel Appointment Update Notes

Bookmarks (i.e. "Favorites")

Option 1: My Planner	Option 2: Exhibitor Appts.
Pam Lesner CMP Exhibit Product Specialist Lead Hide Profile Edit Profile Sign Out Full Agenda My Attendees My Exhibitors My Notes My Appts	iaee expo! expo! annual meeting & exhibition 2024 los angeles, ca 16-19 december 2024 What are you looking for? Schedule Attendee List Exhibitor List Exhibit Hall Map Organizer Appts. Exhibitor Appts. Have Questions? More Express QR

My Attendees: Any individual marked from the 'Attendee List'

Hannah Deters

CEM, CMP

Director, Events and Sustainability

International Association of Exhibitions and Events

| Bookmark | Notes | Message |

My Exhibitors: Any Exhibiting company flagged from the 'Exhibitor List'

Under One Umbrella

eSHOW
event management solutions

eShow

1216

| Bookmark | Notes | Map It |
| Website | Appt |

Exhibits

Exhibitor Networking Appointment Planner

Search

Appointments

Bookmarks

Time Blocks

Attendee - All attendees the exhibiting company has bookmarked

Interested Attendees - Attendees who have bookmarked our exhibiting company

Think of this like your favorites tab

Use it to save favorite attendees for future reference or to schedule appointments with them later.

Interested Attendees: Attendees who have bookmarked your company's profile.

#	Title	Bookmark
Attendee		
1	Sarah Pace **Title:** Account Manager, Event Services **Company:** eShow	☑
Interested Attendees		
1	Pam Lesner **Title:** Exhibit Product Specialist Lead	

Availability Time Blocks

Ability to control when others can and cannot make an appointment with you. Only 'available' time slots will display to others as options to choose from.
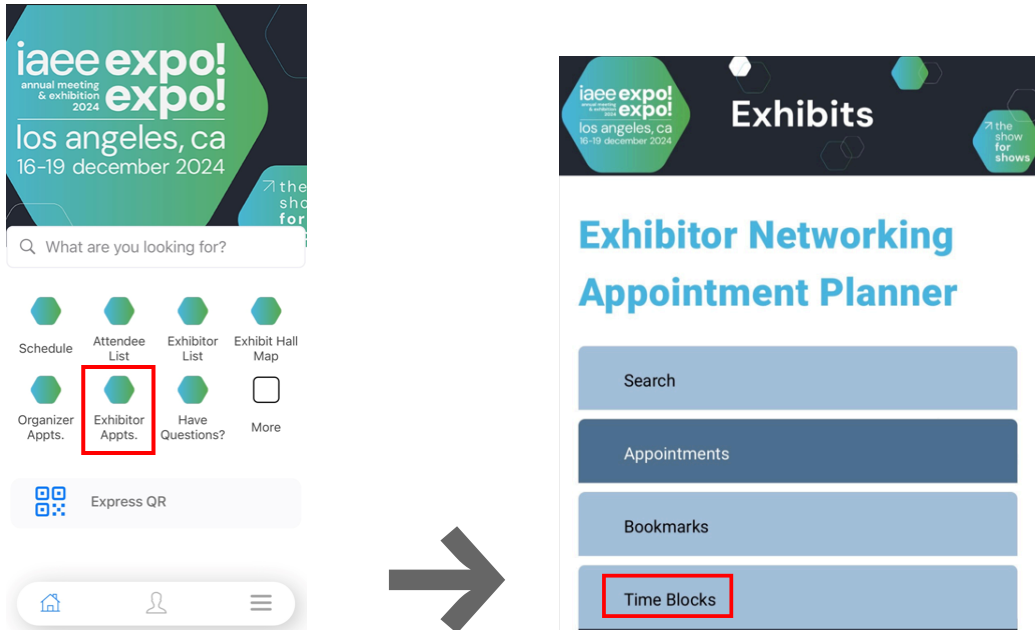
 = UNAVAILABLE

Exhibiting companies can have up to 10 appointments during each time slot (will need to scroll across to see all columns). Each appointment is noted by the **APPT** column. If companies have less than 10 booth staff available for appointments - mark the entire column as **unavailable**.

☐ **Indicates an available timeslot**

Assigning Booth Staff Appointments

All registered booth staff can assign staff to company appointments

Option 1: Exhibitor Appts.	Option 2: My Planner
Click on Select Booth Staff next to any appointment that is not assigned.	Will open the same Appointments tab as seen in the Exhibitor Appts.

Description	Time	Booth Staff	Appt
Tuesday, December 17			
Hannah Deters @ International Association of Exhibitions and Events **Title:** Director, Events and Sustainability **Appointment Owner:** eShow **Appointment Contact:** Not Assigned Add to Google Add to Outlook	12:15 PM (PST)	Select Booth Staff	☑
ATT : Pam Lesner **Title:** Exhibit Product Specialist Lead **Appointment Owner:** eShow **Appointment Contact:** Not Assigned Add to Google Add to Outlook	02:45 PM (PST)	Select Booth Staff	☑

A list of all registered booth staff will open. Click **assign** next to the booth staff you wish to assign to the appointment.

Appointment
Hannah Deters @ International Association of Exhibitions and Events
Tuesday, December 17 @ 12:15 PM --- Confirmed

Booth Staff List		
#	**Staff Name**	**Task**
1	Akshar Patel	Assign
2	Beverly Elliott	Assign
3	Diane Hurley	Assign
4	Lawrence Givens	Assign
5	Neerati Pandya	Assign
6	Rachel North	Assign
7	Raju Patel	Assign
8	Samantha Duffy	Assign
9	Sandy Brown	Assign

When 'Select Booth Staff' is selected, the only booth staff option to select will be the user that is signed in to My Planner.

Appointment
Pam Lesner
Tuesday, December 17 @ 02:45 PM --- Confirmed

Booth Staff List		
#	**Staff Name**	**Task**
1	Rachel North	Assign

Email Notifications

New Appointment Request

Dear Pam,

Something in your Appointment Planner needs your attention.

New Appointment Request

Attendee @ **eShow** has **Requested** appointment on **Wednesday, December 18 from 11:30 AM to 12:00 PM PST**

To view and edit your appointments, you will need to download and log in to the Expo! Expo! App.

1. To Log in to the app, you will click "Me" on the bottom of the home screen and then you will enter your email and your badge number: 990516
2. Once you are logged in, click "Organizer Appts."
3. Navigate to the **Appointments** tab
4. You may need to Accept, Decline, or add a Note to your appointment

All appointments will take place in the booth of the Exhibiting company unless otherwise indicated in 'notes' section of appointment request.

If you have any questions or need any assistance, please contact to registration@iaee.com.

Appointment Deleted by Appointment Owner (person who requested)

Dear Pam Lesner ,

Your appointment at 2024 IAEE EXPO! EXPO! with company eShow at 12/18/24 11:30 AM - 12:00 PM is deleted.

Sincerely,

Show Management

Appointment Cancelled by Recipient (person the request was sent to)

Dear Pam,

Something in your Appointment Planner needs your attention.

Existing Appointment Update

Attendee @ **eShow** has **Cancelled** appointment on **Wednesday, December 18 from 11:00 AM to 11:30 AM PST**

To view and edit your appointments, you will need to download and log in to the Expo! Expo! App.

1. To Log in to the app, you will click "Me" on the bottom of the home screen and then you will enter your email and your badge number: 990516
2. Once you are logged in, click "Organizer Appts."
3. Navigate to the **Appointments** tab
4. You may need to Accept, Decline, or add a Note to your appointment

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If you have any questions or need any assistance, please contact to registration@iaee.com.

Appointment Updated

Dear Pam,

Something in your Appointment Planner needs your attention.

Existing Appointment Update

Attendee @ **eShow** has **Updated** appointment on **Wednesday, December 18 from 03:00 PM to 03:30 PM PST**

To view and edit your appointments, you will need to download and log in to the Expo! Expo! App.

1. To Log in to the app, you will click "Me" on the bottom of the home screen and then you will enter your email and your badge number: 990516
2. Once you are logged in, click "Organizer Appts."
3. Navigate to the **Appointments** tab
4. You may need to Accept, Decline, or add a Note to your appointment

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If you have any questions or need any assistance, please contact to registration@iaee.com.

Appointment Request Declined

Dear Pam,

Something in your Appointment Planner needs your attention.

Existing Appointment Update

Attendee @ eShow has **Declined** appointment on **Tuesday, December 17 from 12:45 PM to 01:15 PM PST**

To view and edit your appointments, you will need to download and log in to the Expo! Expo! App.

1. To Log in to the app, you will click "Me" on the bottom of the home screen and then you will enter your email and your badge number: 990516
2. Once you are logged in, click "Organizer Appts."
3. Navigate to the **Appointments** tab
4. You may need to Accept, Decline, or add a Note to your appointment

All appointments will take place in the booth of the Exhibiting company unless otherwise indicated in 'notes' section of appointment request.

If you have any questions or need any assistance, please contact to registration@iaee.com.

Appointment Request Confirmed

Dear Pam,

Something in your Appointment Planner needs your attention.

Existing Appointment Update

Attendee **@ eShow has Approved** appointment on **Wednesday, December 18 from 11:00 AM to 11:30 AM PST**

To view and edit your appointments, you will need to download and log in to the Expo! Expo! App.

1. To Log in to the app, you will click "Me" on the bottom of the home screen and then you will enter your email and your badge number: 990516
2. Once you are logged in, click "Organizer Appts."
3. Navigate to the **Appointments** tab
4. You may need to Accept, Decline, or add a Note to your appointment

All appointments will take place in the booth of the Exhibiting company unless otherwise indicated in 'notes' section of appointment request.

If you have any questions or need any assistance, please contact to registration@iaee.com.