



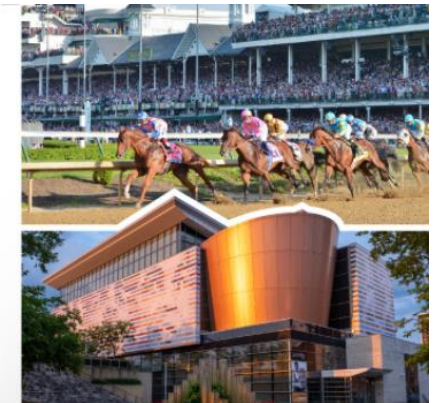
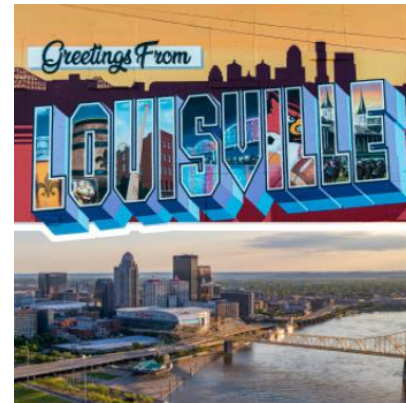
APM 2023

Appointment Scheduling Guide

YOUR **ONE SOURCE**
for **Global Meetings & Events**

Welcome to APM 2023 Group and 1 on 1 Appointments Guide

This guide will walk you through the process on how to select your Group Appointments and Schedule 1 on 1 Appointments for APM 2023.



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Contact Us

Questions? Email us at
apm@conferencedirect.com.

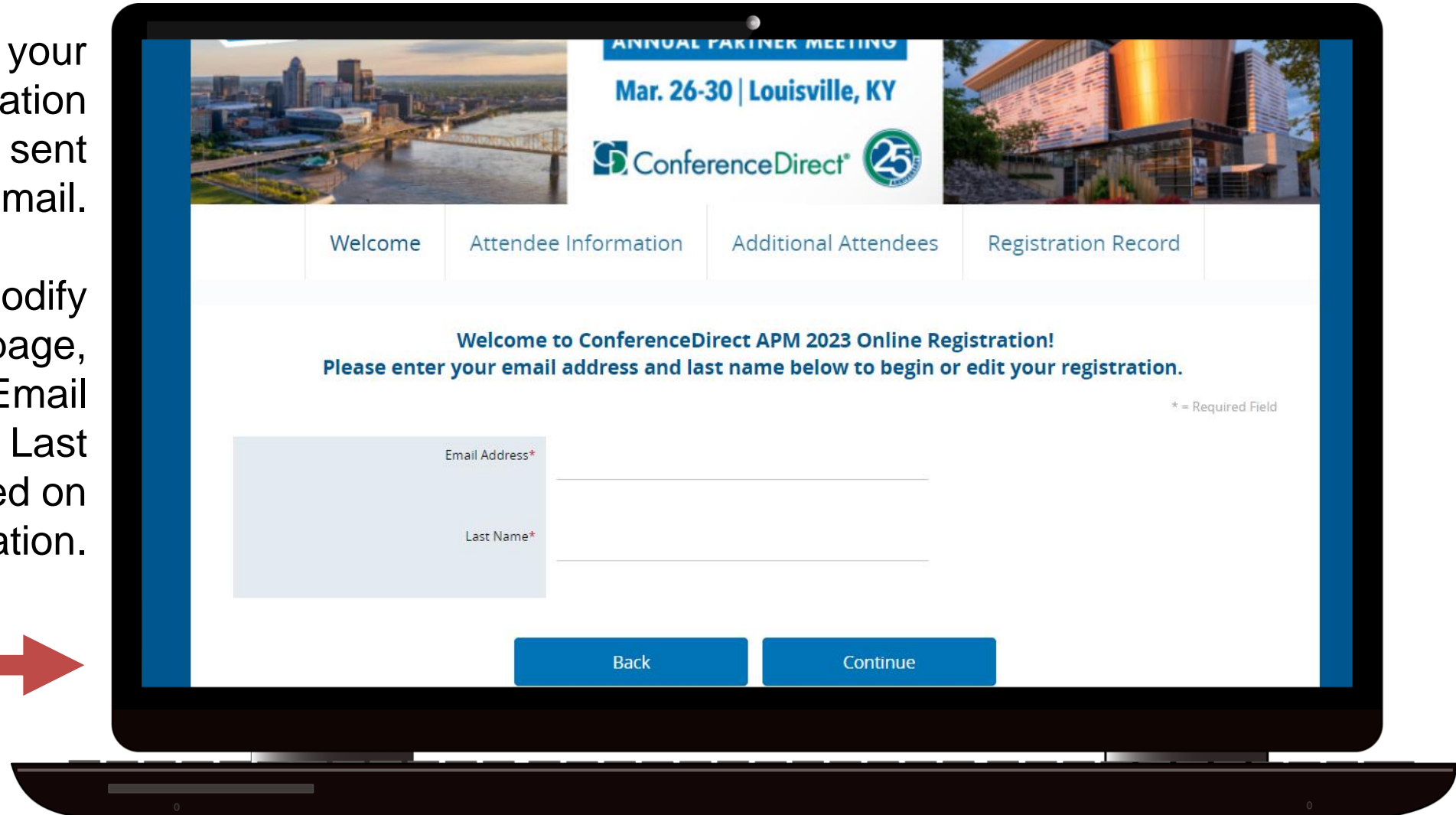
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How to Select Group Appointments

Login back into your Event Registration through the link sent to your Email.

On the Modify Registration page, enter the Email Address and Last Name you used on Registration.



The screenshot shows the 'ANNUAL PARTNER MEETING' registration page for March 26-30 in Louisville, KY. The page features a navigation bar with links: Welcome, Attendee Information, Additional Attendees, and Registration Record. The main content area displays a welcome message and a prompt to enter email and last name. Below this are two input fields labeled 'Email Address*' and 'Last Name*', both marked as required. At the bottom are 'Back' and 'Continue' buttons.

ANNUAL PARTNER MEETING
Mar. 26-30 | Louisville, KY
ConferenceDirect® 25

Welcome Attendee Information Additional Attendees Registration Record

Welcome to ConferenceDirect APM 2023 Online Registration!
Please enter your email address and last name below to begin or edit your registration.

* = Required Field

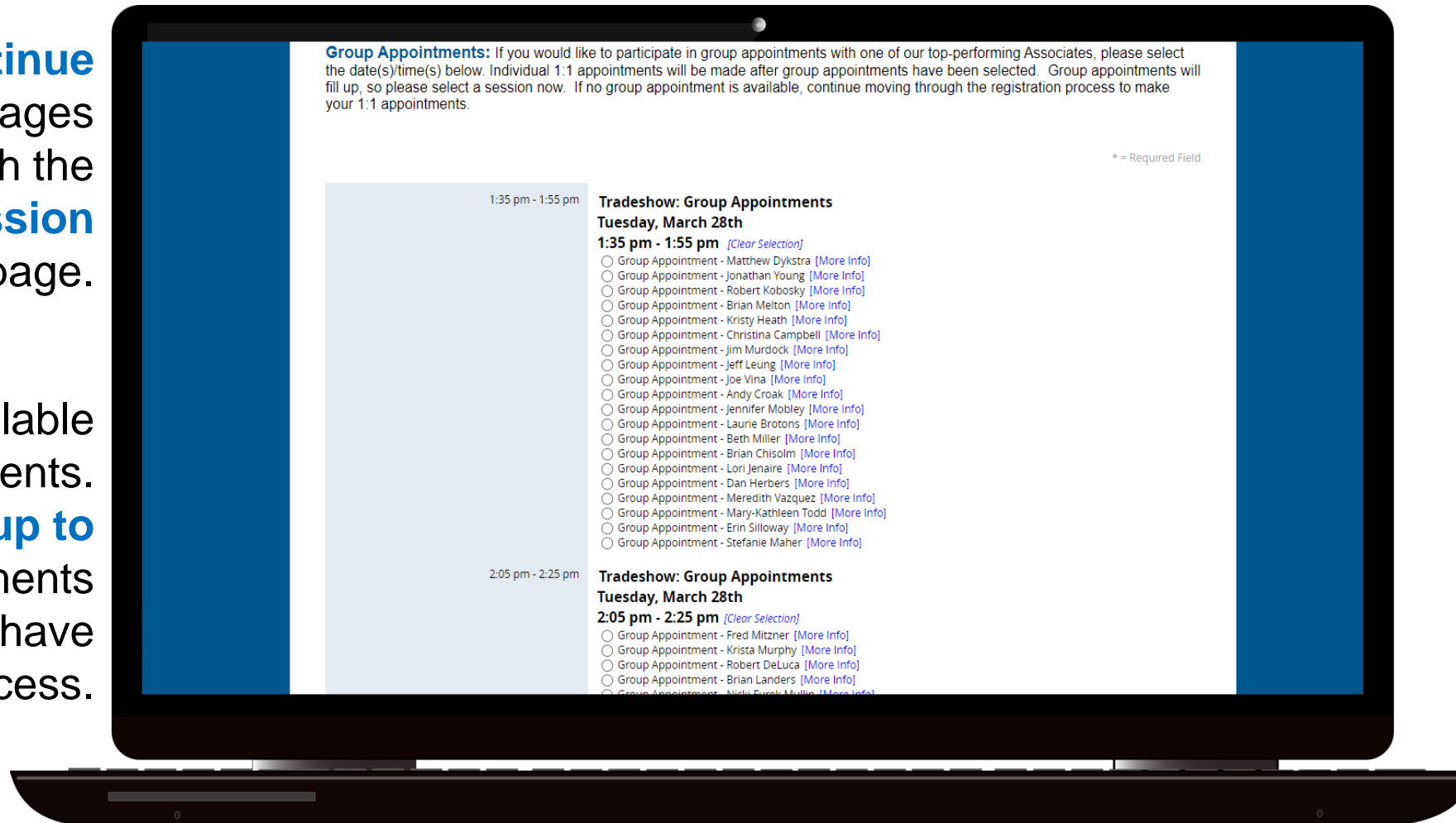
Email Address*
Last Name*

Back Continue

How to Select Group Appointments

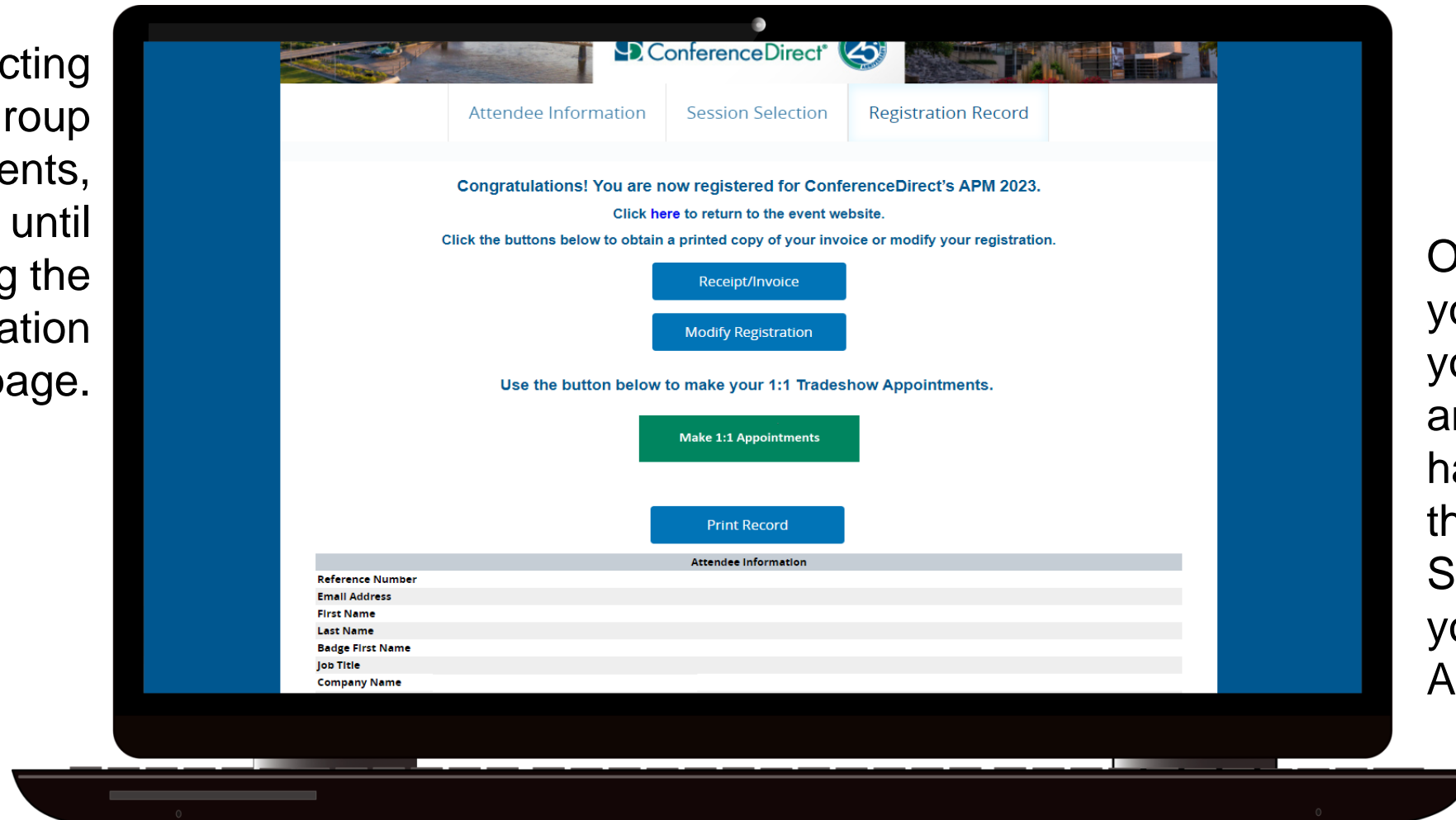
Click **Continue** through the pages until you reach the **Session Selection** page.

Select the available Group Appointments. You can select **up to 3** group appointments per day that you have trade show access.



How to Select Group Appointments

After selecting your Group Appointments, click Continue until reaching the Registration Record page.

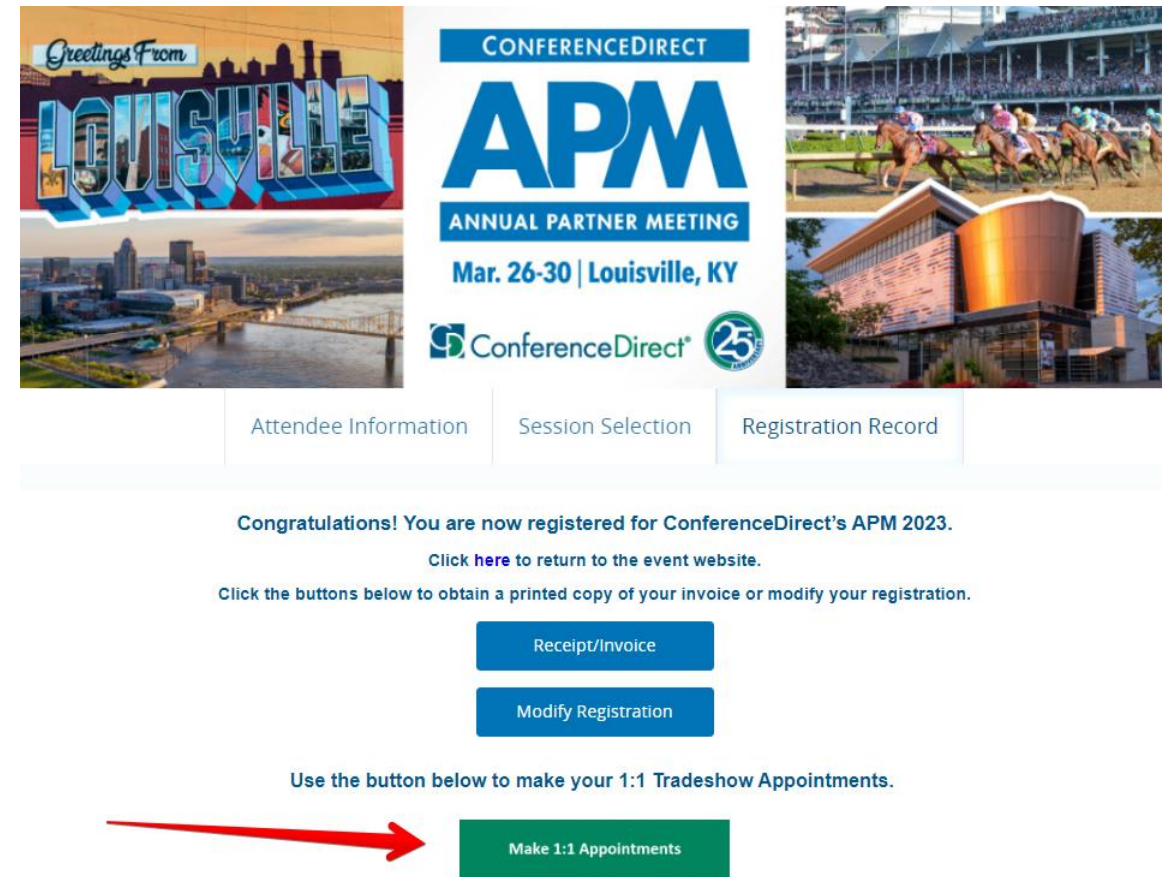


On this page you can review your selections and will also have access to the Networking Site, to schedule your 1 on 1 Appointments.

How to Schedule 1 on 1 Appointments

You will be able to schedule and access your appointments through our Networking site.

Click “Make 1:1 Appointments” on your Registration Record page to be redirected to the site.



The screenshot shows the 'Registration Record' tab selected in a navigation bar. The page content includes a congratulatory message, a link to the event website, and buttons for 'Receipt/Invoice' and 'Modify Registration'. A red arrow points to the 'Make 1:1 Appointments' button.

CONFERENCEDIRECT
APM
ANNUAL PARTNER MEETING
Mar. 26-30 | Louisville, KY

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Attendee Information Session Selection **Registration Record**

Congratulations! You are now registered for ConferenceDirect's APM 2023.

Click [here](#) to return to the event website.

Click the buttons below to obtain a printed copy of your invoice or modify your registration.

[Receipt/Invoice](#)

[Modify Registration](#)

Use the button below to make your 1:1 Tradeshow Appointments.

[Make 1:1 Appointments](#)

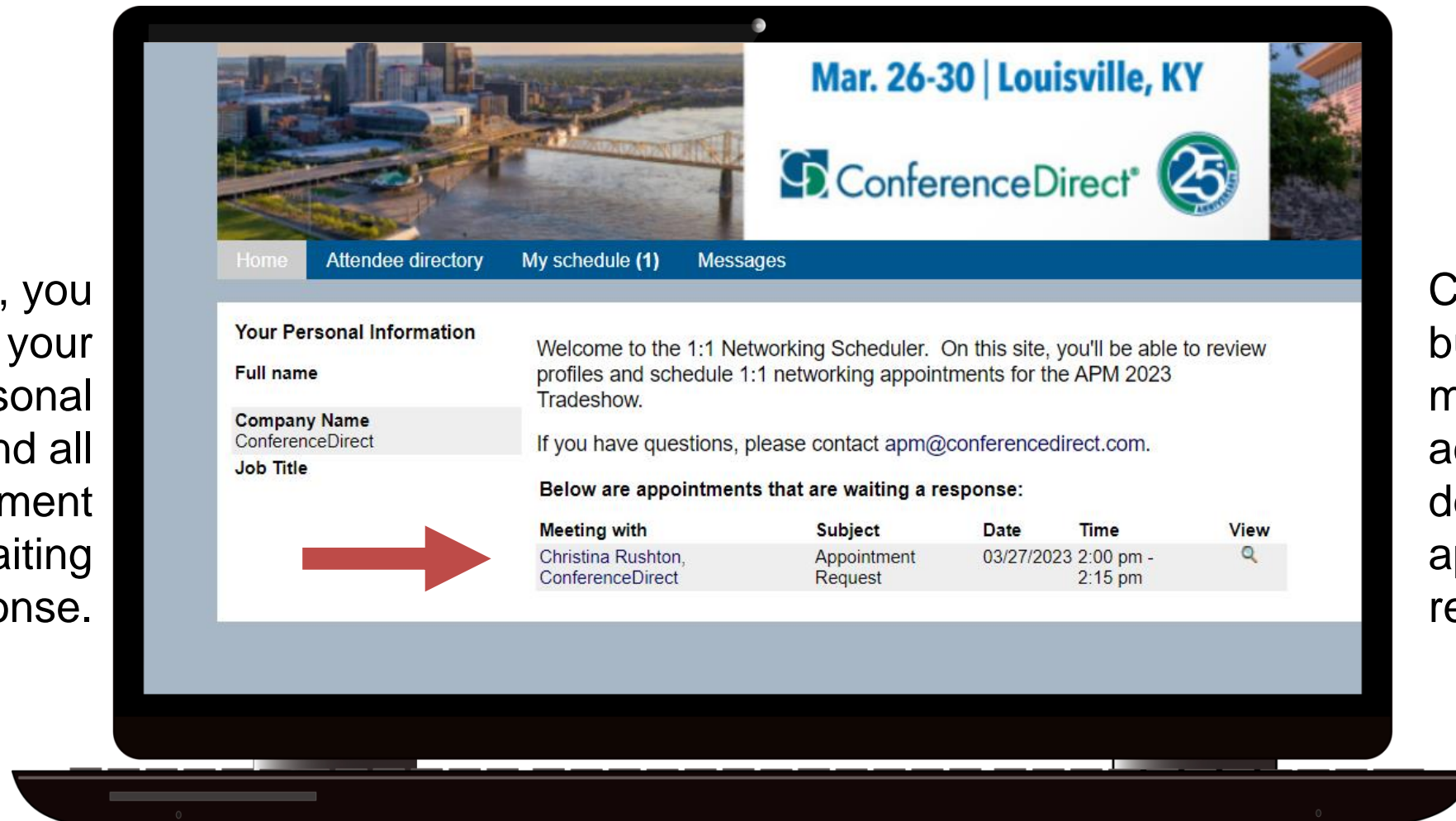
How to Access Appointments Site

Once on the Appointments Site, enter the Email Address and Last Name used to register.



Appointments Site Home Page

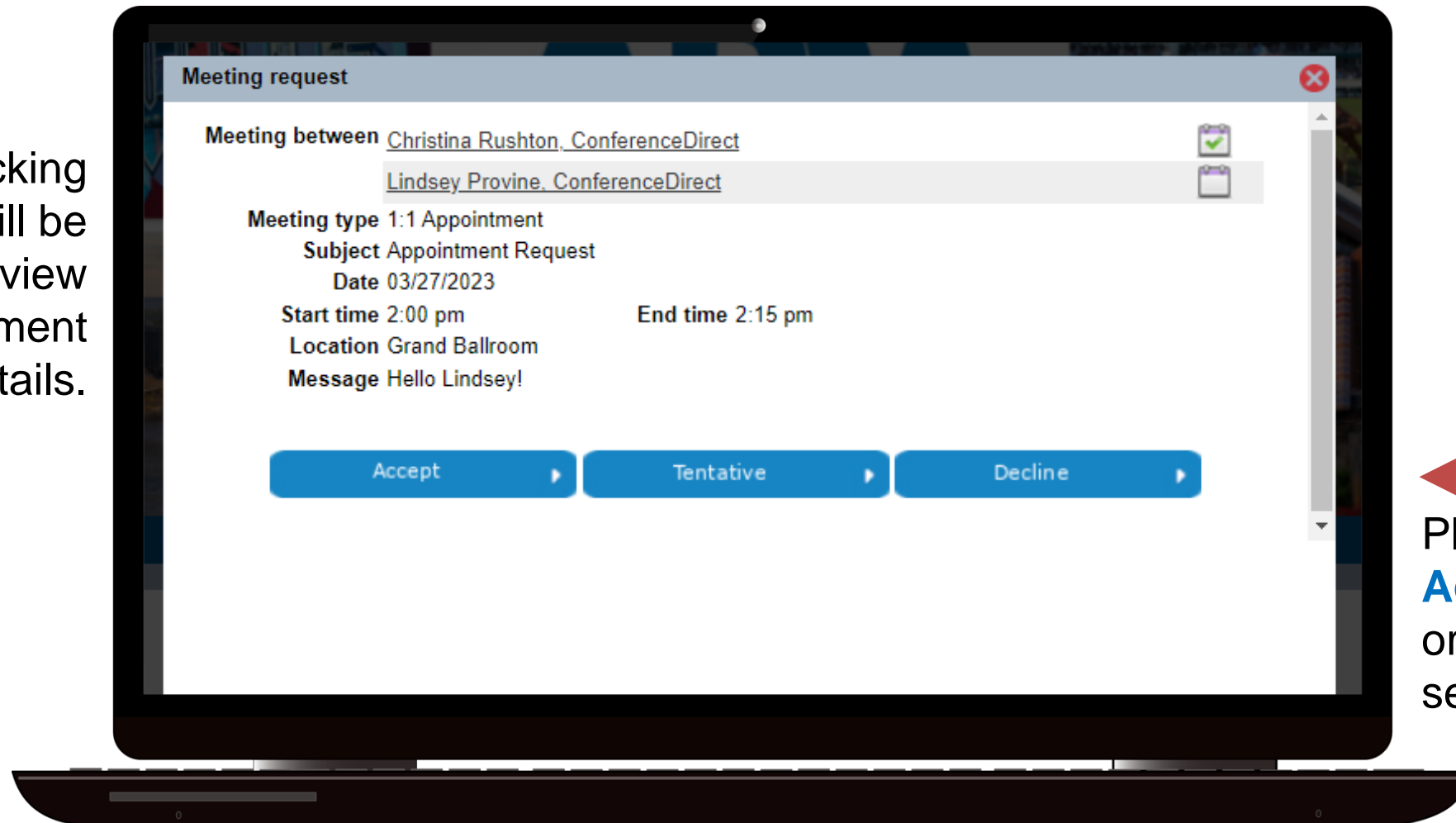
After login in, you will see your Personal Information and all appointment requests waiting your response.



Click the **View** button to check more details, accept or decline the appointment request

Accepting/Declining Appointment Requests

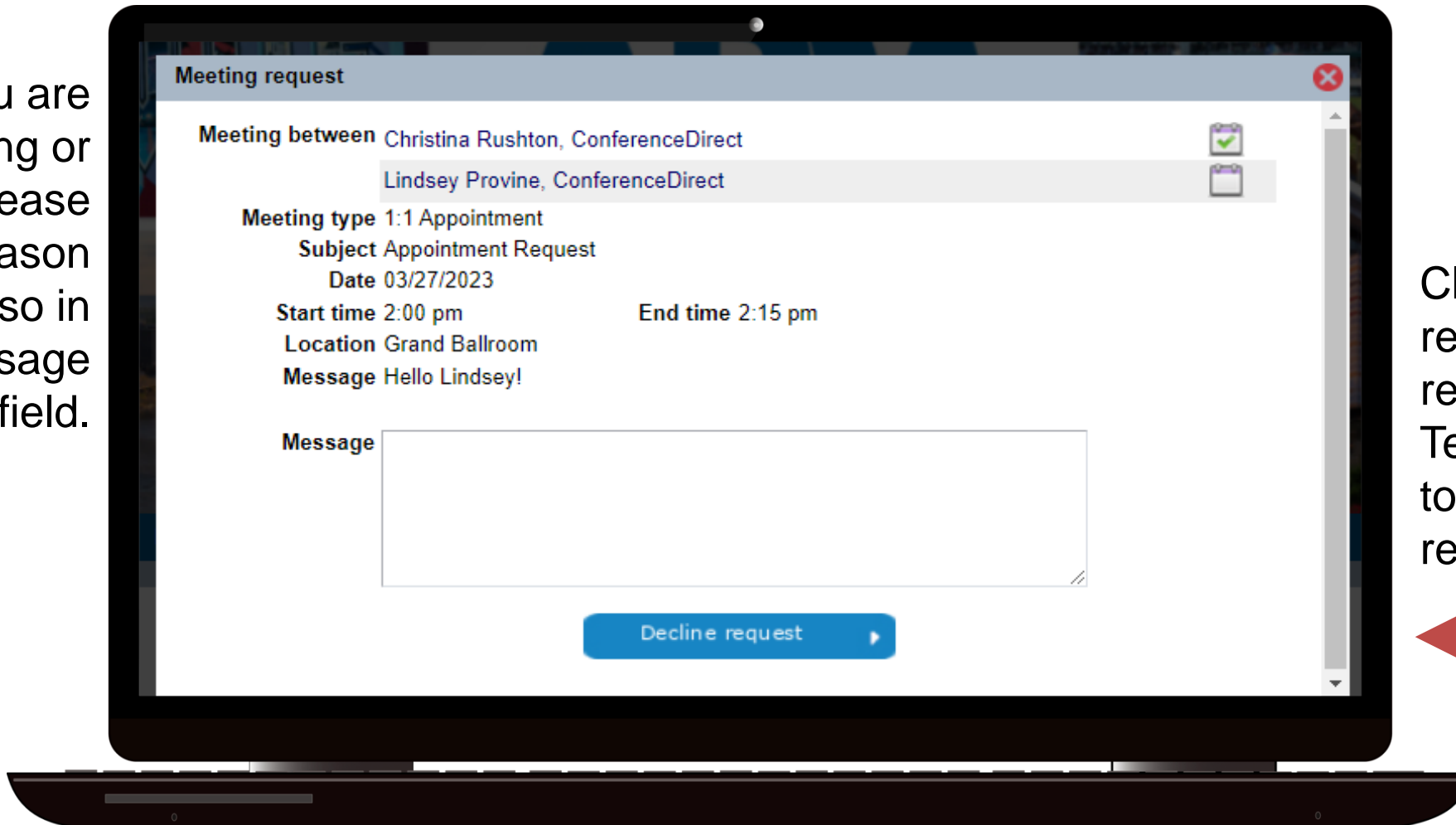
After clicking View, you will be able to review the Appointment request details.



← Please click **Accept**, **Decline** or **Tentative** to send a response.

Accepting/Declining Appointment Requests

If you are declining or tentative, please provide a reason for doing so in the Message field.



Meeting request

Meeting between Christina Rushton, ConferenceDirect
Lindsey Provine, ConferenceDirect

Meeting type 1:1 Appointment
Subject Appointment Request
Date 03/27/2023
Start time 2:00 pm End time 2:15 pm
Location Grand Ballroom
Message Hello Lindsey!

Message

Decline request

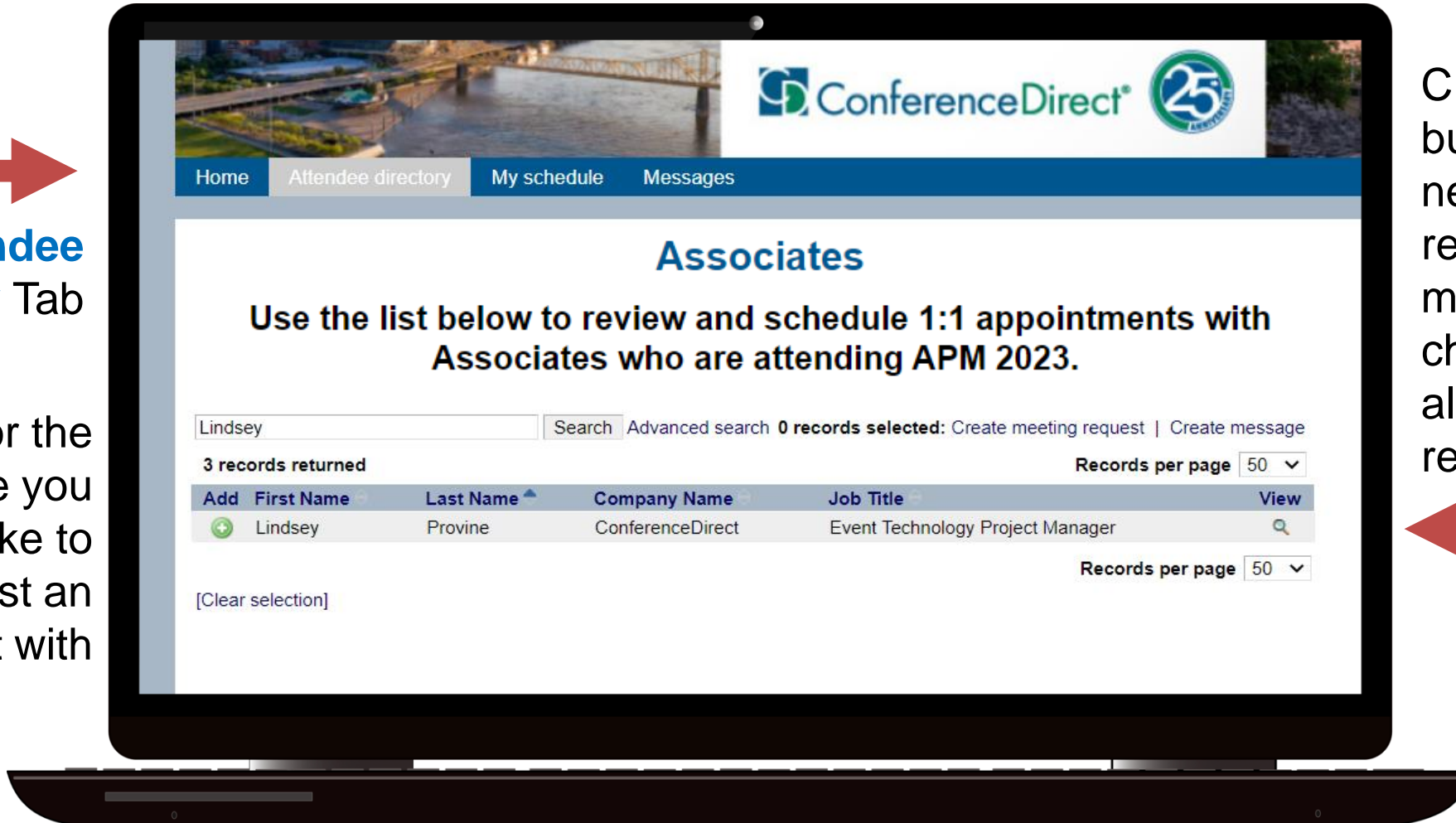
Click Accept request, Decline request or Tentatively accept to complete the request.





How to Schedule Appointments

Click the **Attendee Directory** Tab

Search for the Associate you would like to request an appointment with



The screenshot shows the ConferenceDirect website interface. The top navigation bar includes 'Home', 'Attendee directory', 'My schedule', and 'Messages'. The 'Attendee directory' tab is selected. Below the navigation bar, the page is titled 'Associates' with a subtitle: 'Use the list below to review and schedule 1:1 appointments with Associates who are attending APM 2023.' A search bar contains the text 'Lindsey', and a 'Search' button is next to it. To the right of the search bar, it says 'Advanced search 0 records selected: Create meeting request | Create message'. Below the search bar, it says '3 records returned'. A table displays the search results:

Add	First Name	Last Name	Company Name	Job Title	View
	Lindsey	Provine	ConferenceDirect	Event Technology Project Manager	

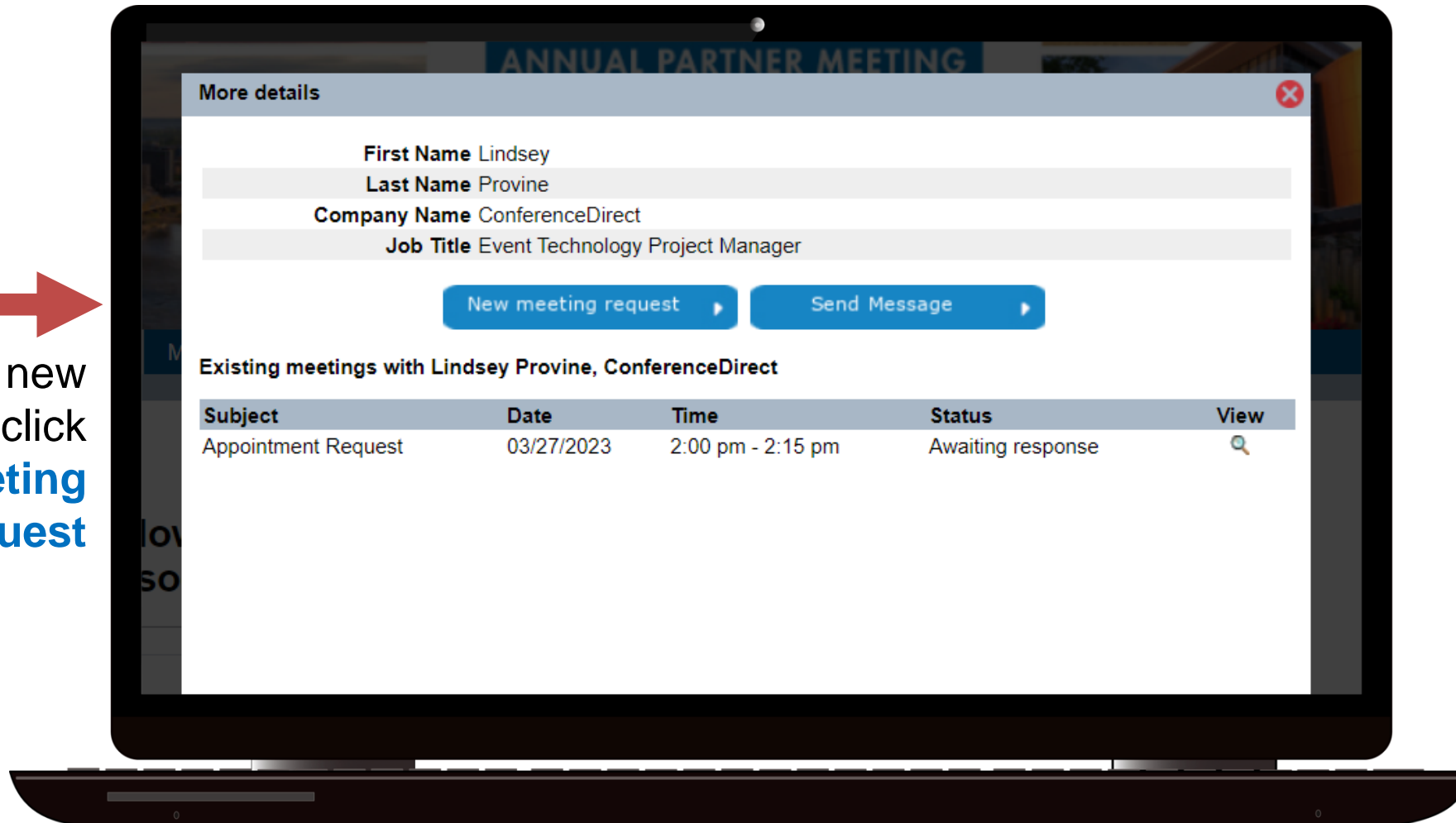
Below the table, there is a '[Clear selection]' link. To the right of the table, there is a 'Records per page' dropdown menu set to '50'.

Click the View button to send a new appointment request, send messages or check any already existing requests.

How to Schedule Appointments



To request a new Appointment, click
New meeting request

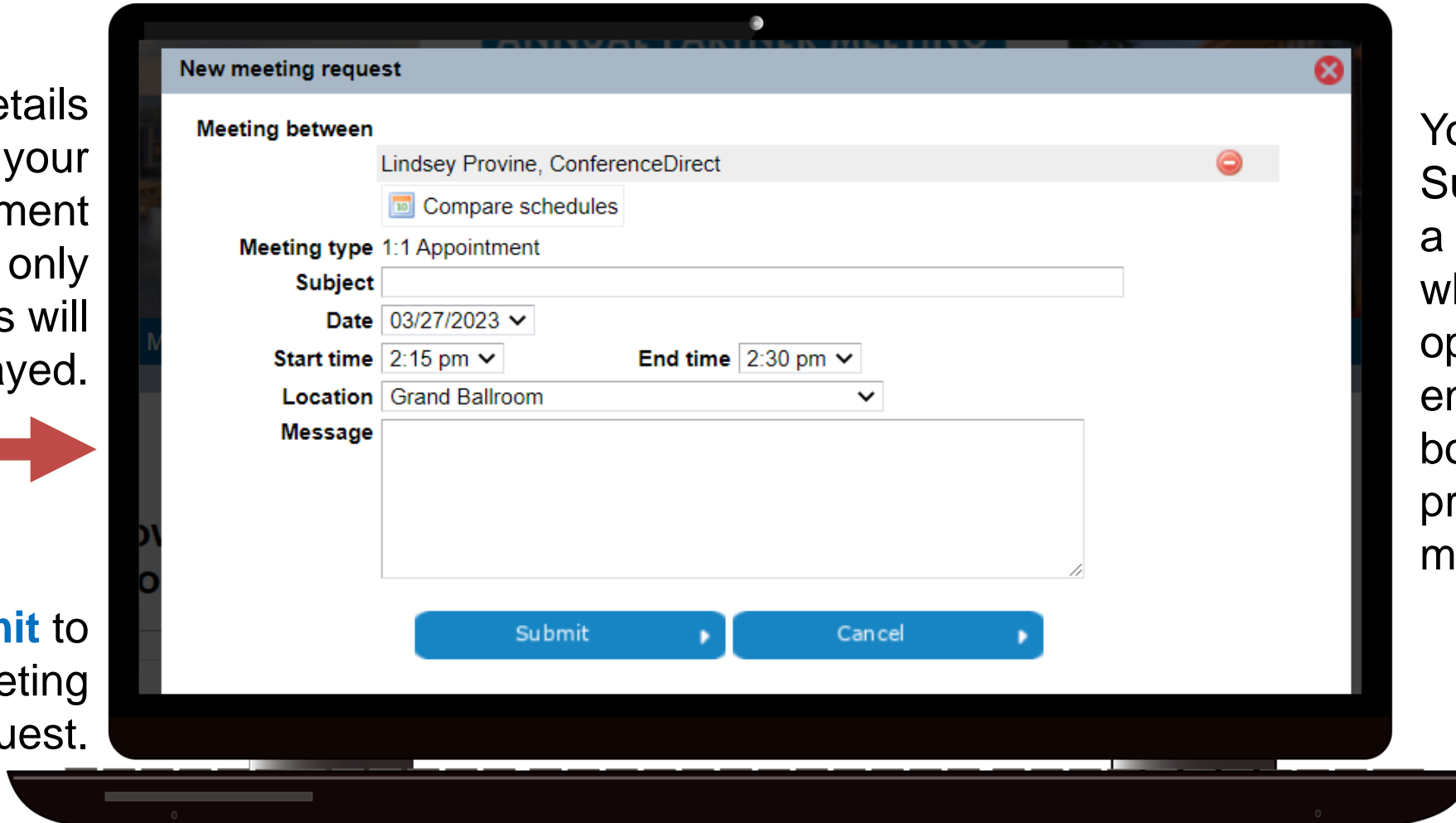


How to Schedule Appointments

Enter the details for your Appointment Request, only available times will be displayed.



Press **Submit** to send the meeting request.



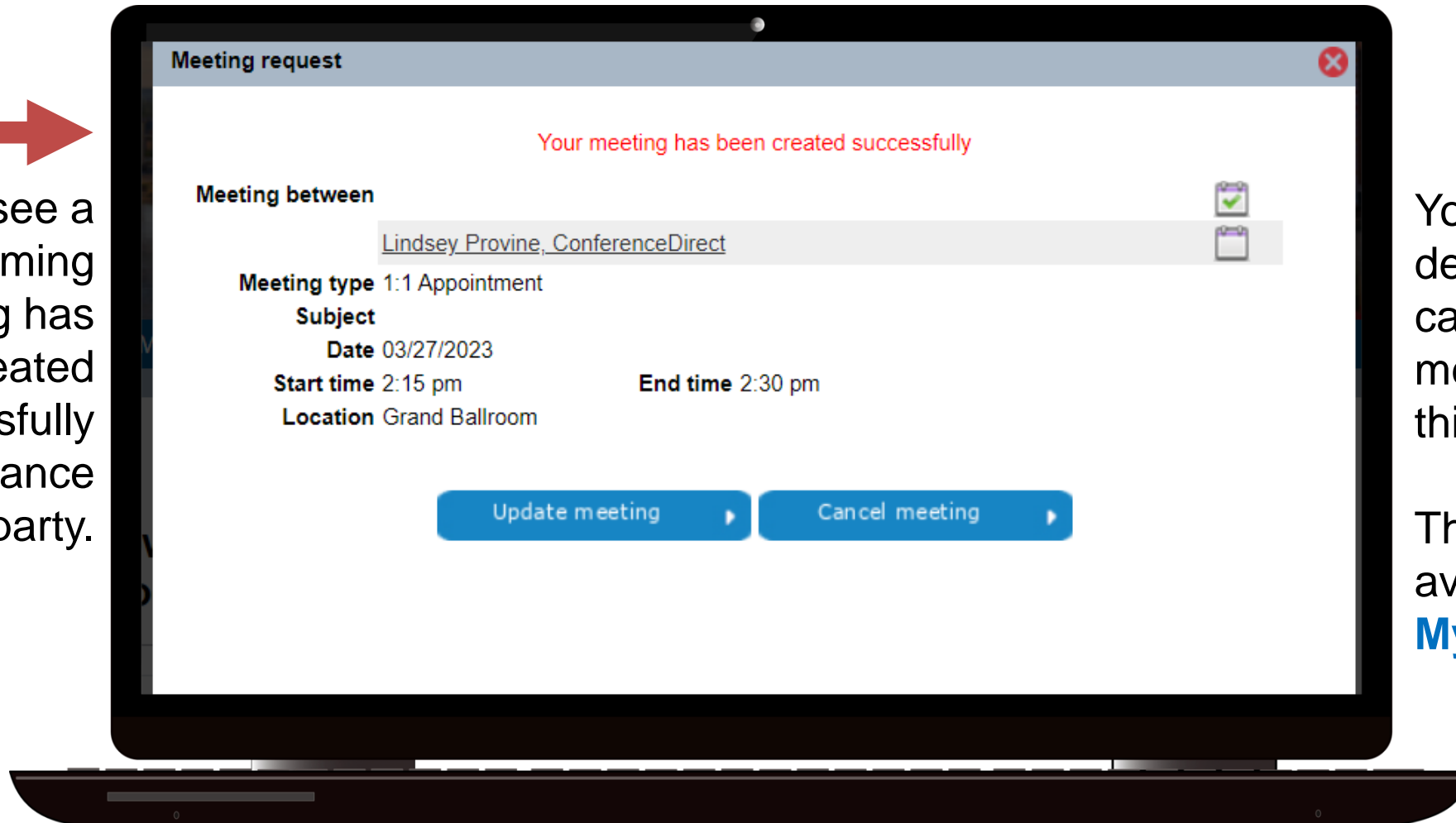
The screenshot shows a laptop screen displaying a web application window titled "New meeting request". The window has a close button (X) in the top right corner. The form contains the following fields and options:

- Meeting between:** A text box containing "Lindsey Provine, ConferenceDirect" and a red minus icon on the right. Below it is a button labeled "Compare schedules".
- Meeting type:** A dropdown menu set to "1:1 Appointment".
- Subject:** An empty text box.
- Date:** A dropdown menu set to "03/27/2023".
- Start time:** A dropdown menu set to "2:15 pm".
- End time:** A dropdown menu set to "2:30 pm".
- Location:** A dropdown menu set to "Grand Ballroom".
- Message:** A large empty text area.
- Buttons:** At the bottom are two blue buttons: "Submit" and "Cancel", each with a right-pointing arrow.

You may enter a Subject line and a message, which are optional but encouraged so both parties can prepare for the meeting.

How to Schedule Appointments

→ You will see a message informing that the meeting has been created successfully pending acceptance by the other party.

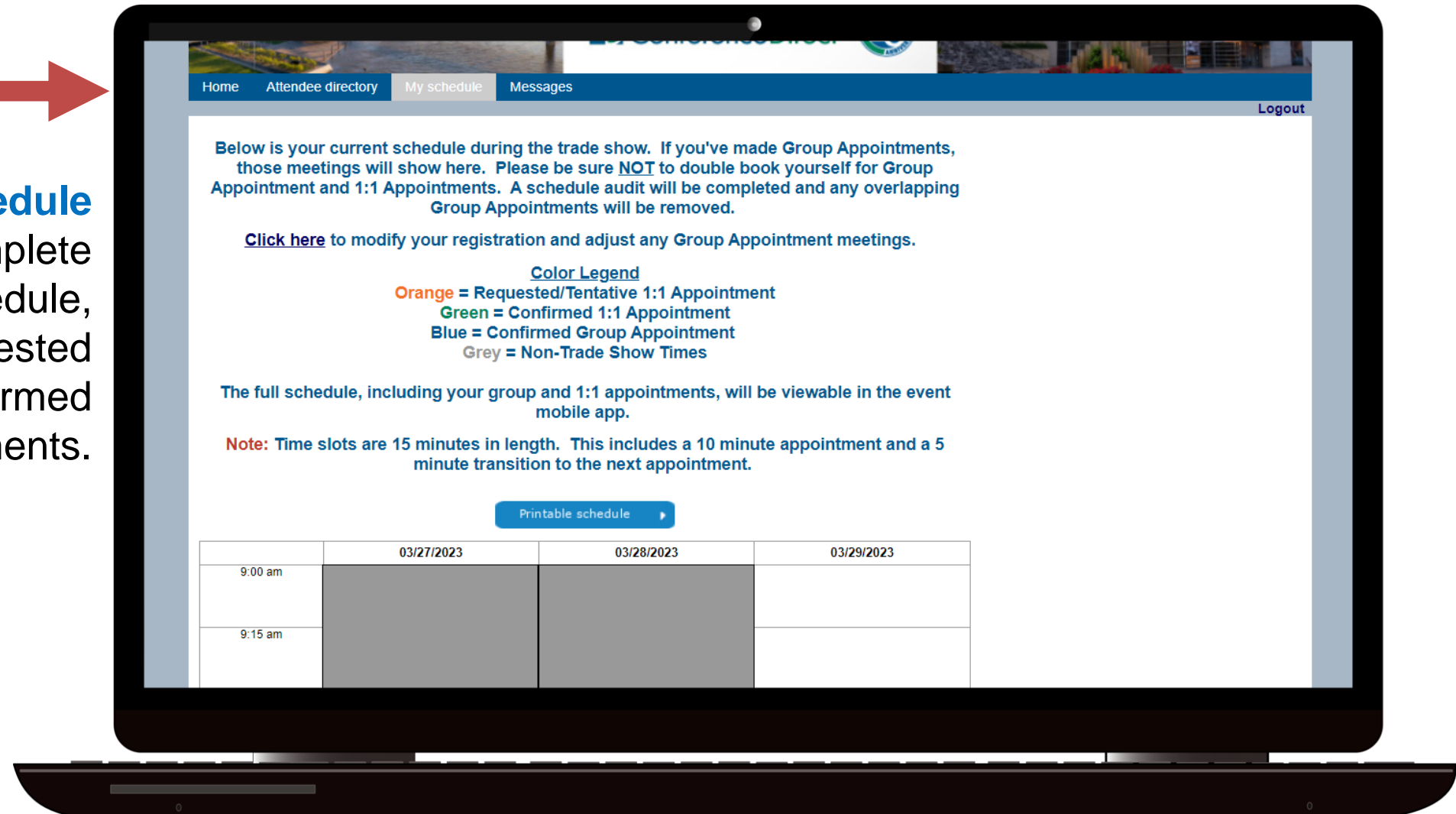


You can check the details, update or cancel the meeting while on this page.

These are also available on your **My Schedule** tab.

How to View Your Schedule

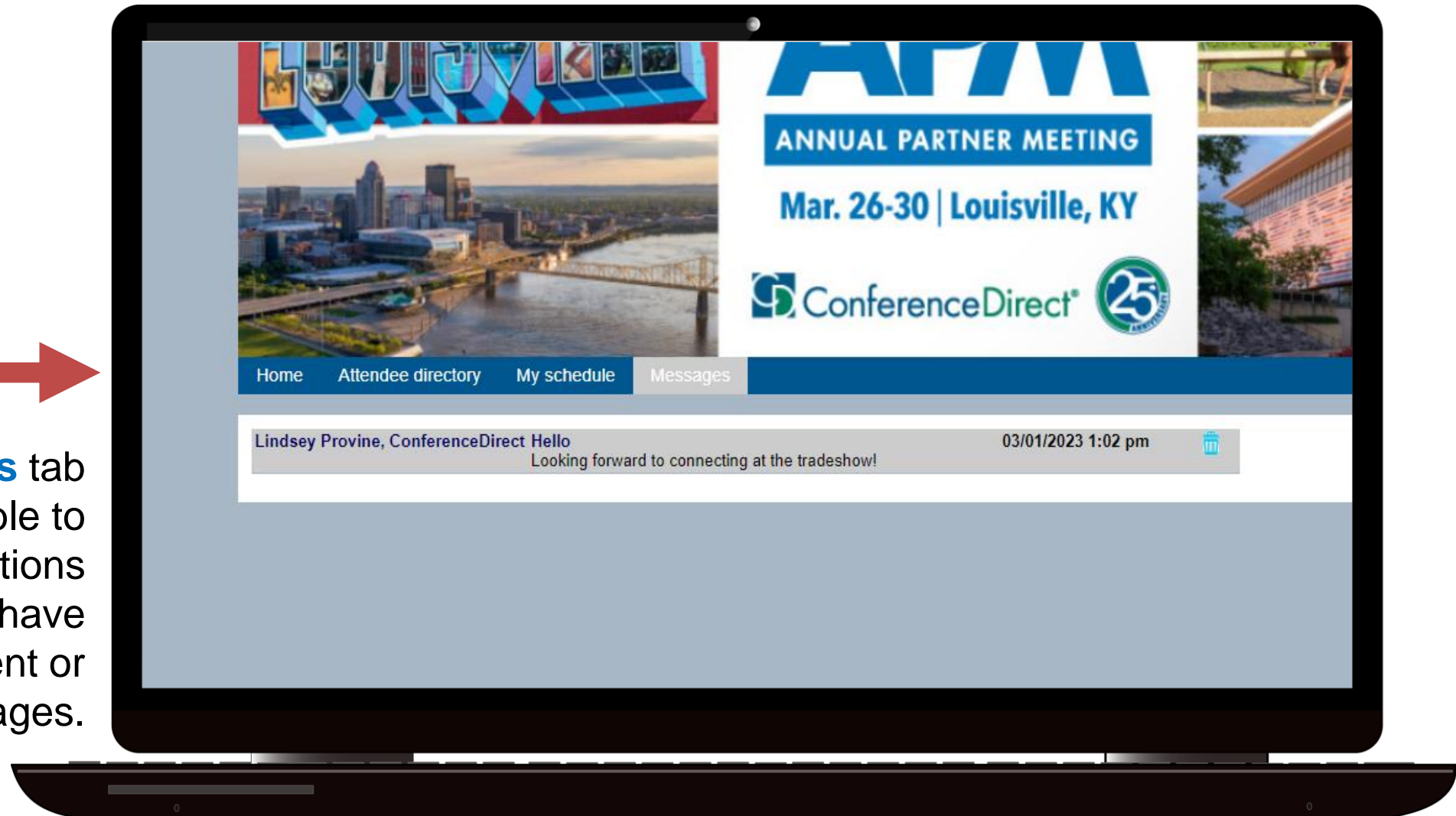
Click the **My Schedule** tab to see a complete list of your Schedule, including requested and confirmed Appointments.



Messages



On the **Messages** tab you will be able to view conversations and check if you have any new sent or received messages.





THANK YOU!

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