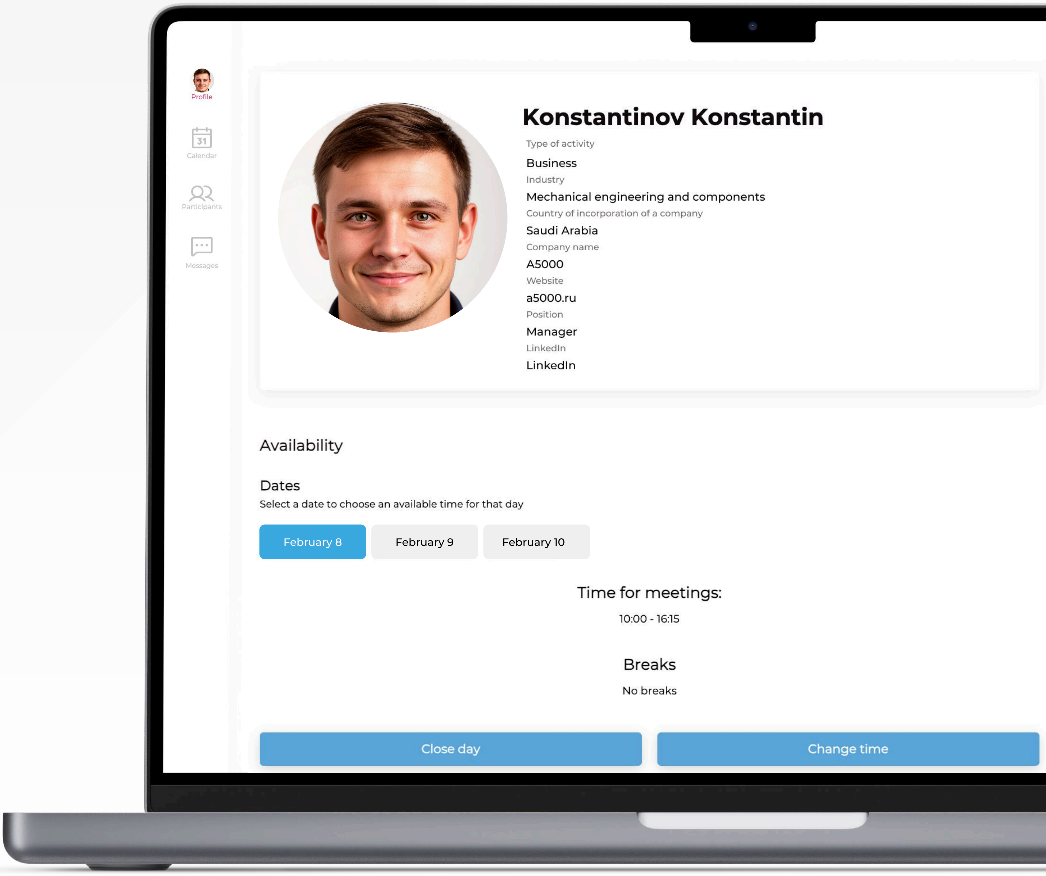
Instructions
for Using the B2B Meeting Scheduling Service

The service is designed for quick and convenient **scheduling of business meetings.** It enables you to create your own business agenda, coordinate meeting times with participants, and efficiently organize negotiations.

This instruction provides a step-by-step **explanation of how to get started with the service.**



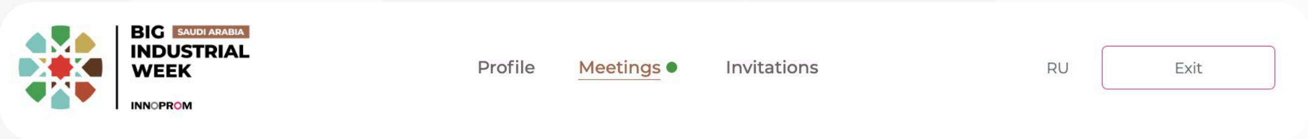
Getting Access to the Service

Please note that by using the B2B meeting scheduling service, you consent to having your photo displayed in the general list of system users.

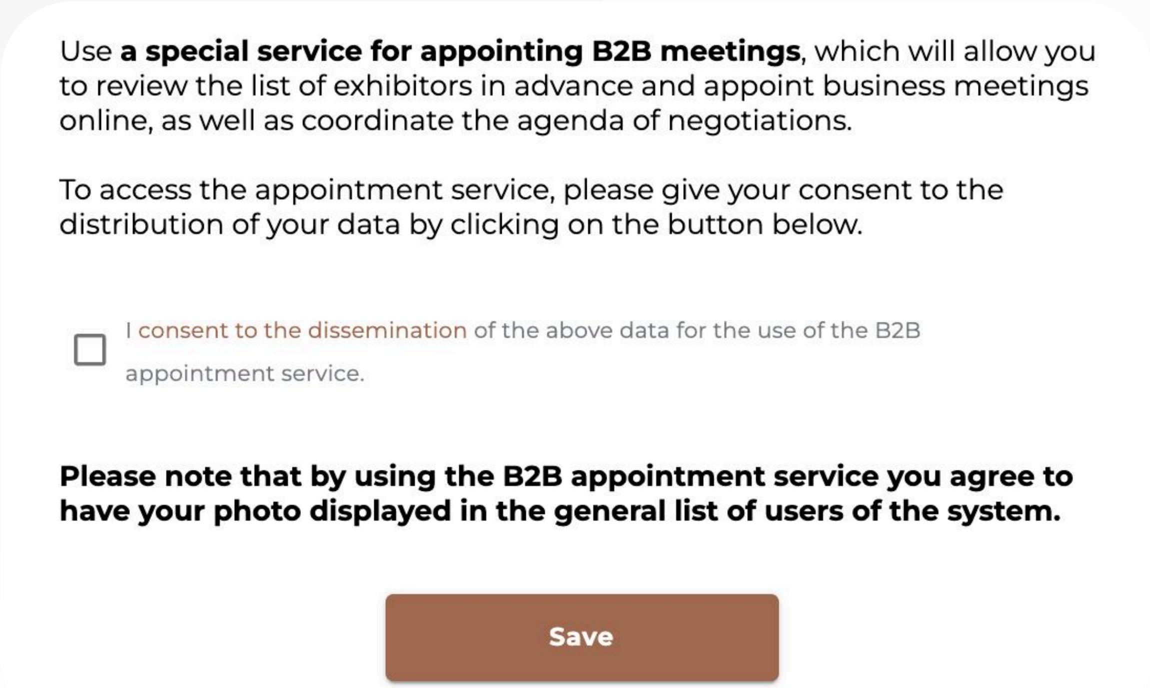
Consent to Personal Data Processing

If you have not provided consent for the processing of personal data required to use the B2B meeting scheduling service, please follow these steps:

1. Go to the "Meeting" section of your personal account (your login and password were sent to you after registration).



2. To provide your consent, check the provided box and click the "Save" button.


Use **a special service for appointing B2B meetings**, which will allow you to review the list of exhibitors in advance and appoint business meetings online, as well as coordinate the agenda of negotiations.

To access the appointment service, please give your consent to the distribution of your data by clicking on the button below.

I consent to the dissemination of the above data for the use of the B2B appointment service.

Please note that by using the B2B appointment service you agree to have your photo displayed in the general list of users of the system.

Save

Getting Access to the Service

Without consent to the processing of personal data, further use of the service will not be possible.

If consent was previously provided, you may skip this step.

After receiving your consent, you will be able to use the B2B appointment service.

"Profile" Section

After navigating to the "Meetings" section, a disclaimer will appear prompting you to select your available meeting times in the "Profile" section.

The "Profile" section displays the following information:

– **Your photo** – this photo is displayed in the general list for external participants;

– **Full name**

– **Type of activity**

– **Industry**

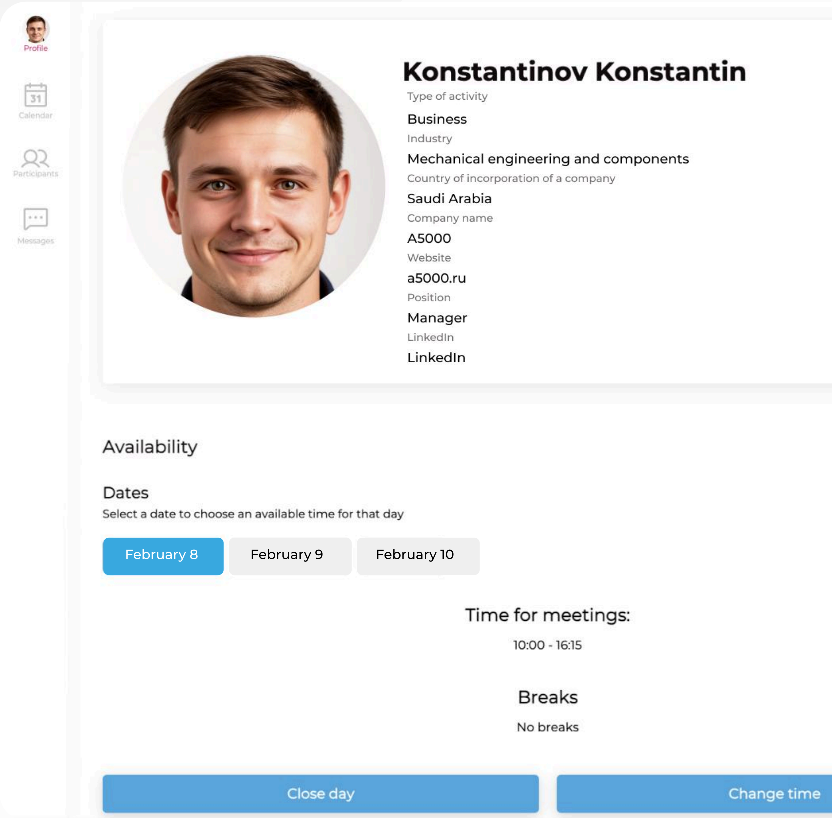
– **Country of incorporation of a company**

– **Company name**

– **Website**

– **Position**

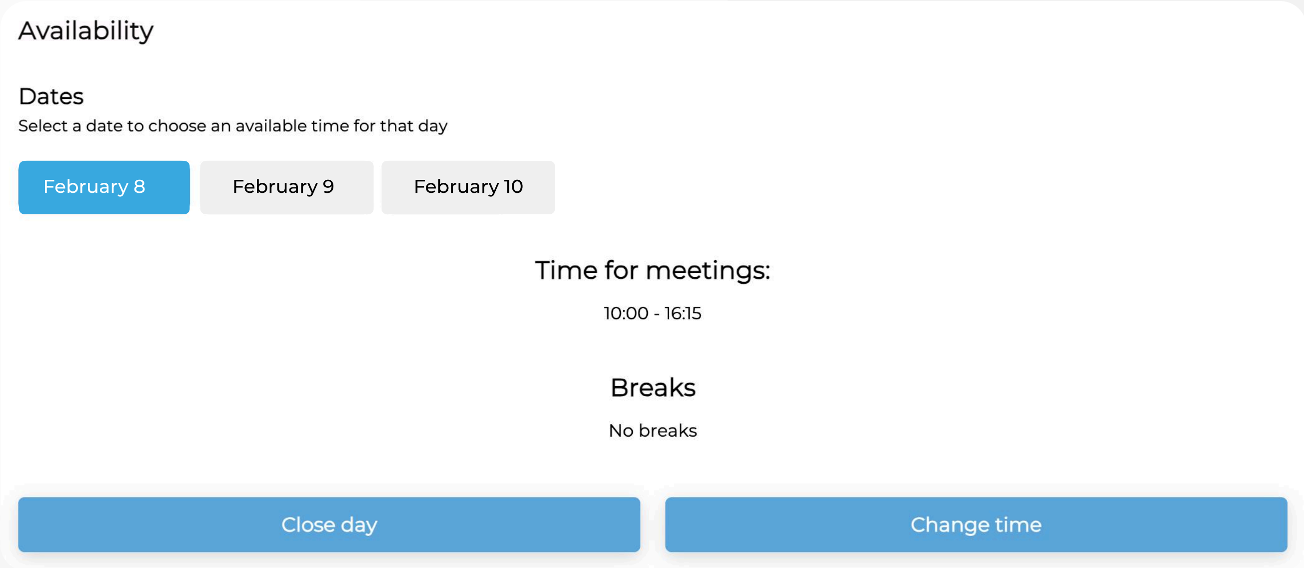
– **LinkedIn**



Section for setting available dates and times for meetings.

Setting available time slots for meetings

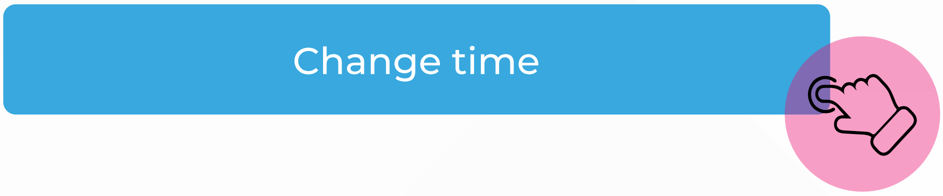
For your convenience, you can set up your schedule so that other users can choose a meeting time that works for you.
To do this, scroll down to the "Availability" section. In the "Availability" section, you can specify exact time intervals or indicate availability for the entire day.



In this section, you have access to:

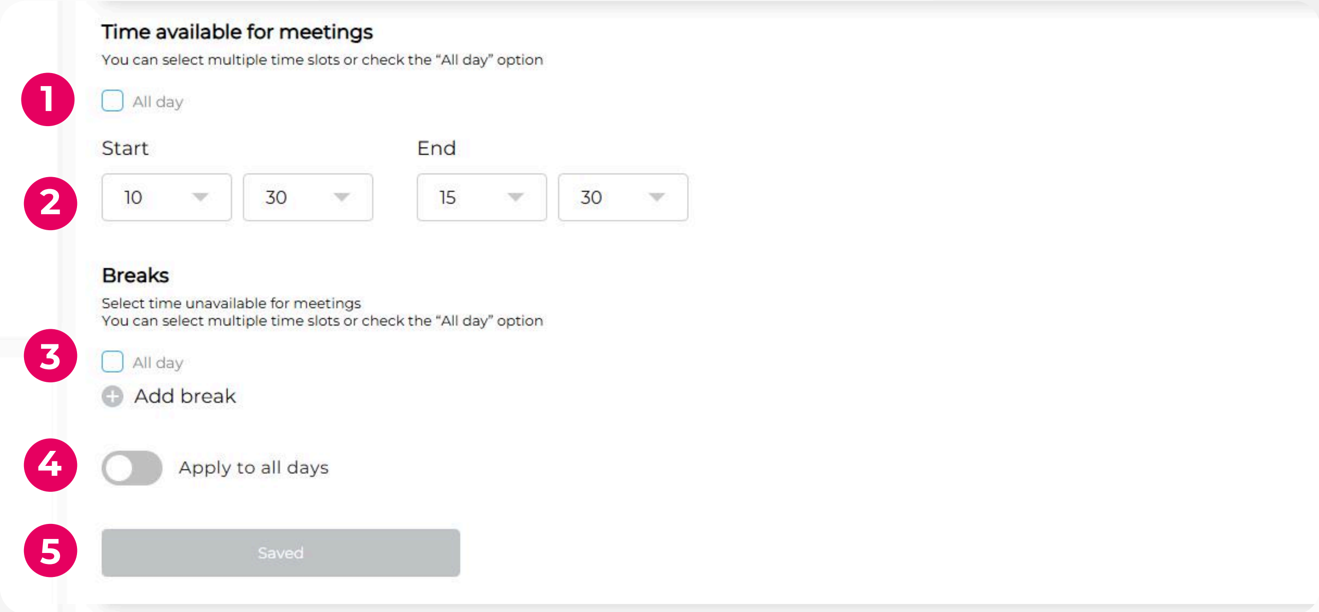
- Selecting a date to set time slots;
- Viewing the set meeting and break times (by default, the system will show available time without breaks).

To modify the set meeting and break times, click "Change time".



Setting available time slots for meetings

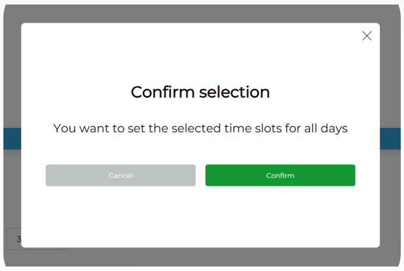
Next, in the opened section, you can set the time available for meetings and breaks (time unavailable for meetings).



If the "All day" option is selected 1 – Your available time will be set according to the system default.

To set breaks, click "Add Break" 2
– During this time, no meetings can be scheduled with you.

If the "All day" option is selected 3 – Your availability for that day will be blocked.
After setting all time intervals, you can apply this schedule to all days by clicking "Apply to All Days". 4



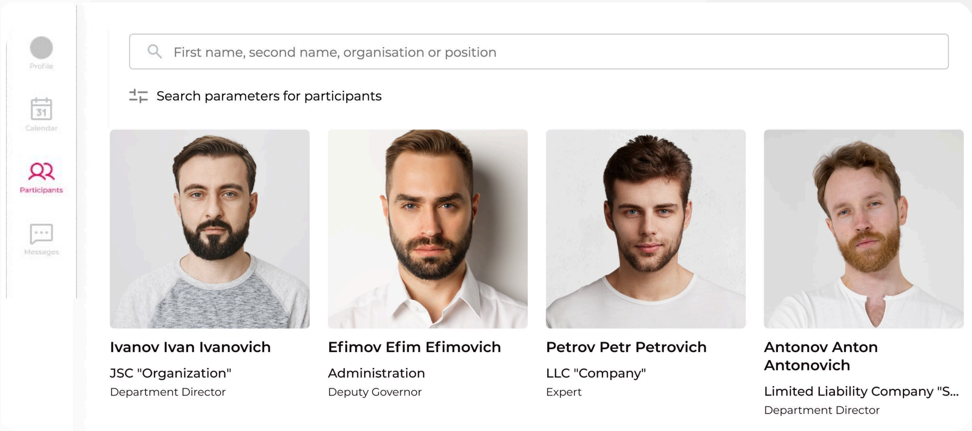
When clicking, you will need to confirm your selection in the disclaimer.

After setting the time intervals for meetings and breaks, click the "Save" button. 5

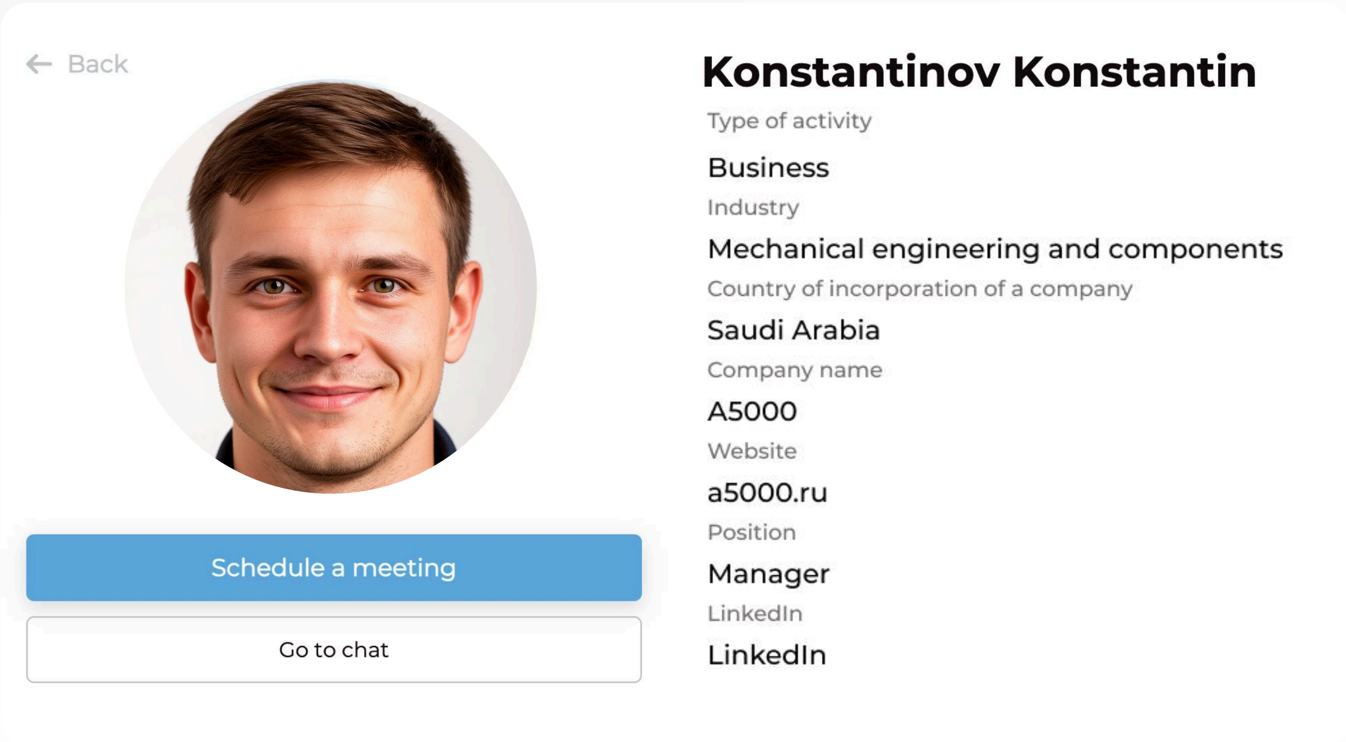
Your schedule is now set, and participants will be able to choose a meeting time that is convenient for them.

Scheduling a Meeting

In the "Participants" section, you will see a list of users who have agreed to use the service and are available for meeting scheduling.
To make it easier to find participants, you can use a filter by country, company, or activity.



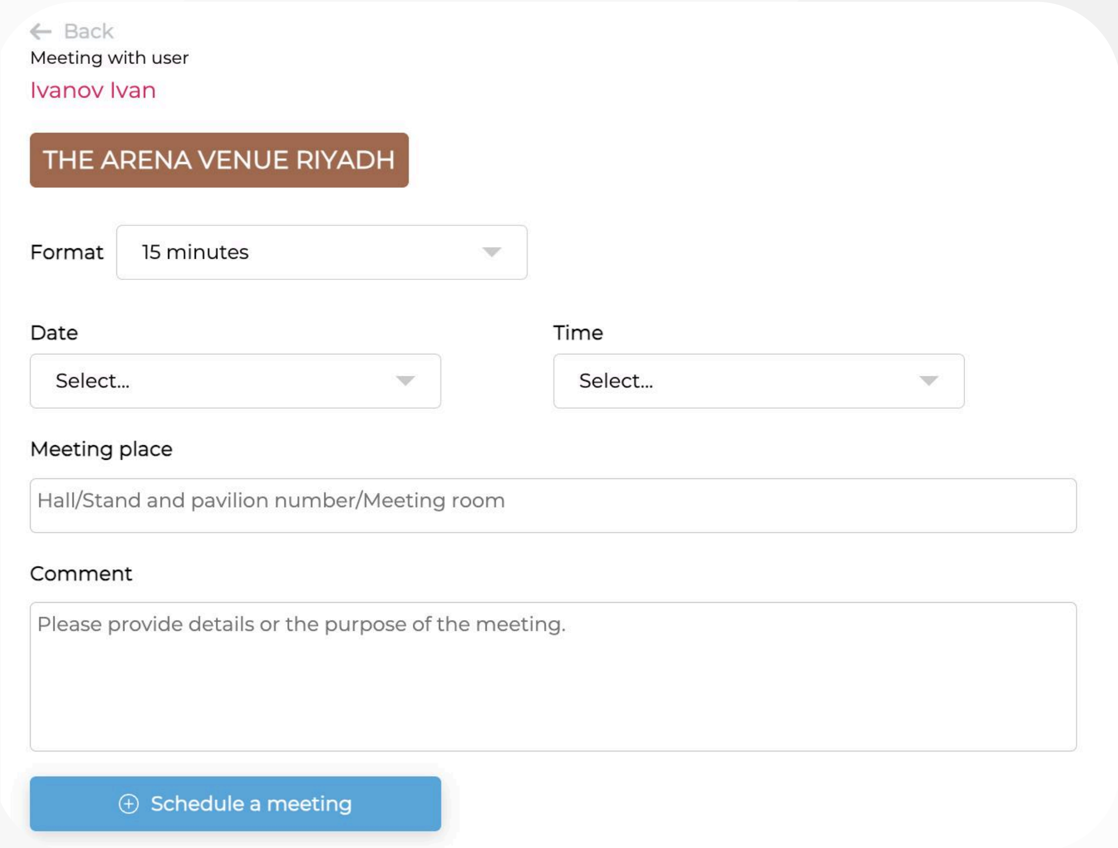
When you click on a participant's profile from the list, you will see the following information: photo, full name, type of activity, industry, country of incorporation of a company, company name, website, position, linkedIn as well as two buttons — "Schedule a Meeting" and "Go to chat".



Scheduling a Meeting

Schedule a Meeting:

When you click the "Schedule a Meeting" button, a window will open where you can enter the details for scheduling the meeting.

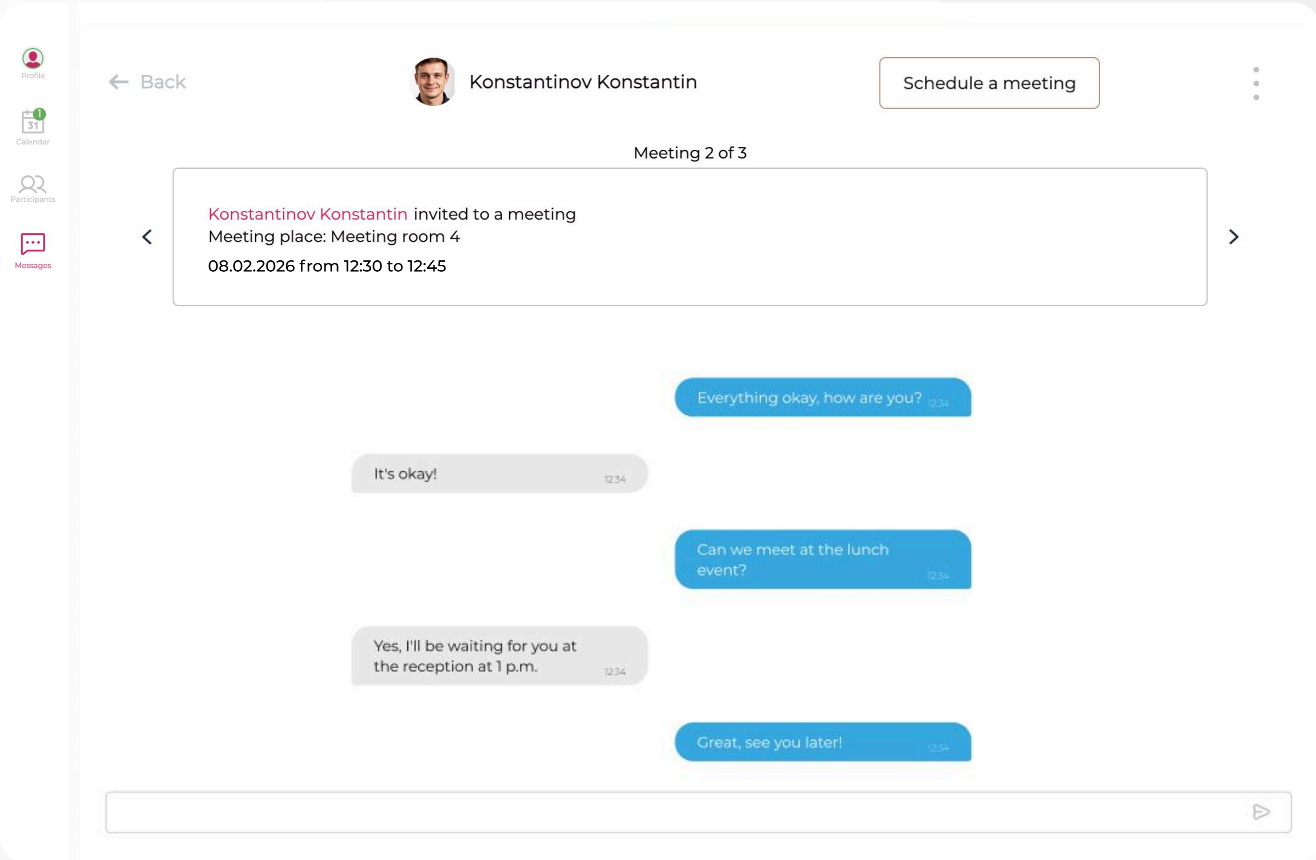


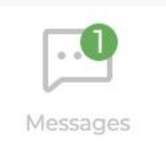
You can:

- Choosing the meeting duration (15 minutes, 30 minutes, 1 hour);
- Selecting the meeting date;
- Selecting the meeting time – the time slots will be calculated based on the chosen duration;
- Meeting place
- Comment – you can provide additional information for the participant;
- "Schedule a meeting" button – once clicked, the meeting will be automatically added to your business calendar and the invited participant will receive an email.

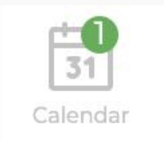
Open Chat

If you want to discuss meeting details or ask clarifying questions, click the "Open Chat" button. You can also communicate with participants in the chat before scheduling a meeting.





When a new unread notification appears in the chat, an indicator with a number appears next to the Messages icon.

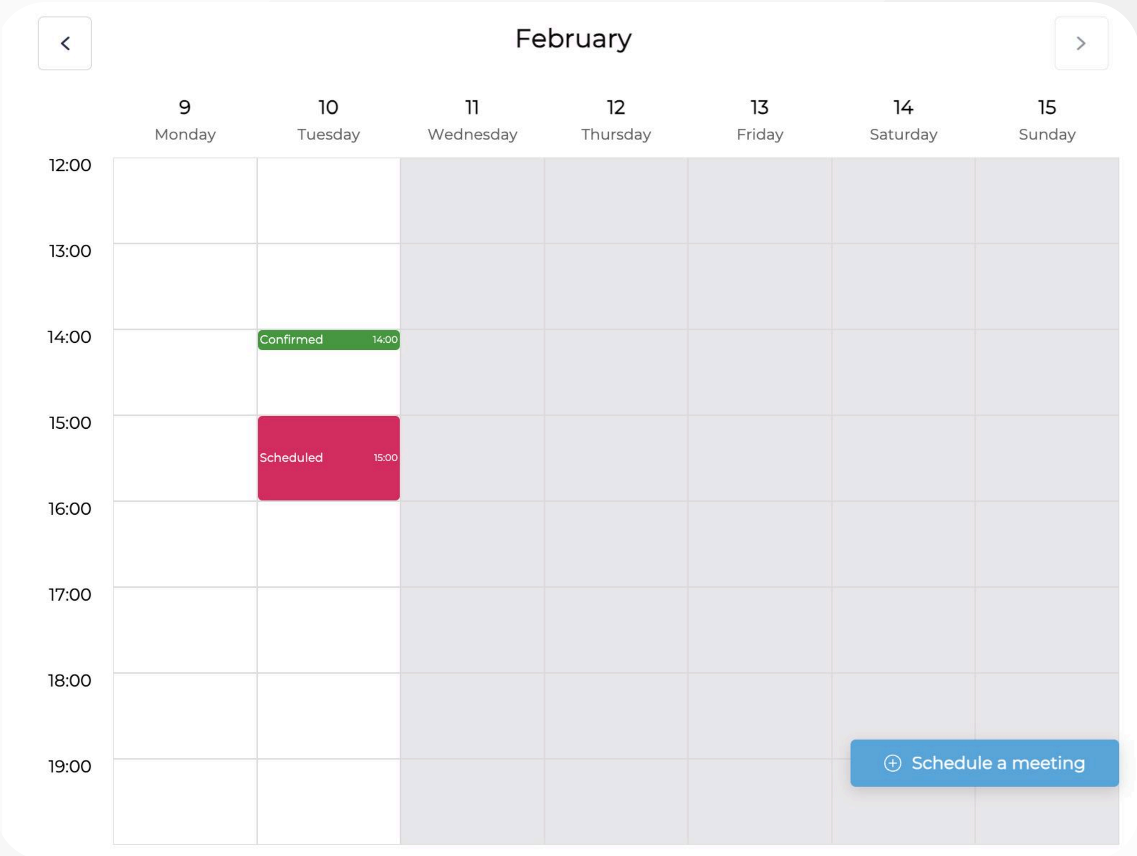


When another user schedules a meeting with you, an indicator with a number appears next to the Calendar icon.

You can track new events in the meeting scheduling service by looking for an indicator next to the section name.

Managing Meetings in the Calendar

Once a meeting is scheduled, it will appear in your business calendar.



Meeting Status

Scheduled 12:00

If you have scheduled a meeting and it has not yet been confirmed, it will be highlighted in pink with the label “Scheduled – awaiting confirmation.”

Confirmed 10:00

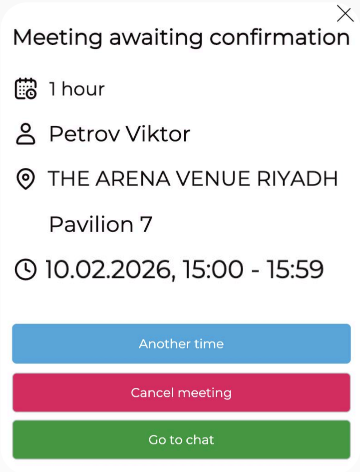
Once the meeting is confirmed, it will be highlighted in green with the label “Confirmed – confirmed time.”

Pending 11:00

If a meeting was scheduled with you and you have not yet responded, it will be highlighted in pink with the label “Pending – awaiting your response.”

An additional email is sent when the meeting status changes.

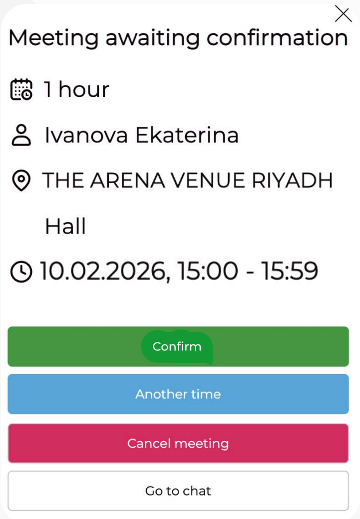
Rescheduling and Cancelling Meetings



If you scheduled a meeting with a participant, you can:

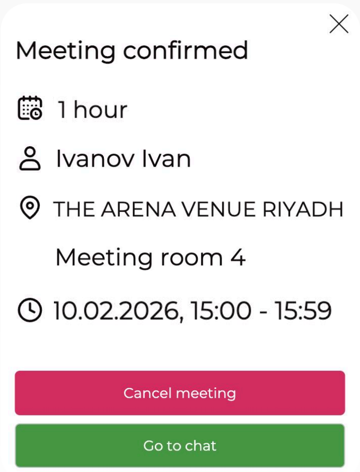
- Change the meeting time;
- Cancel the meeting.

Meeting Confirmation:



If a meeting was scheduled with you, you will have the option to:

- Confirm the meeting;
- Reschedule the meeting;
- Decline the meeting.



Once the meeting is confirmed, you can only cancel the meeting or continue the conversation via chat.