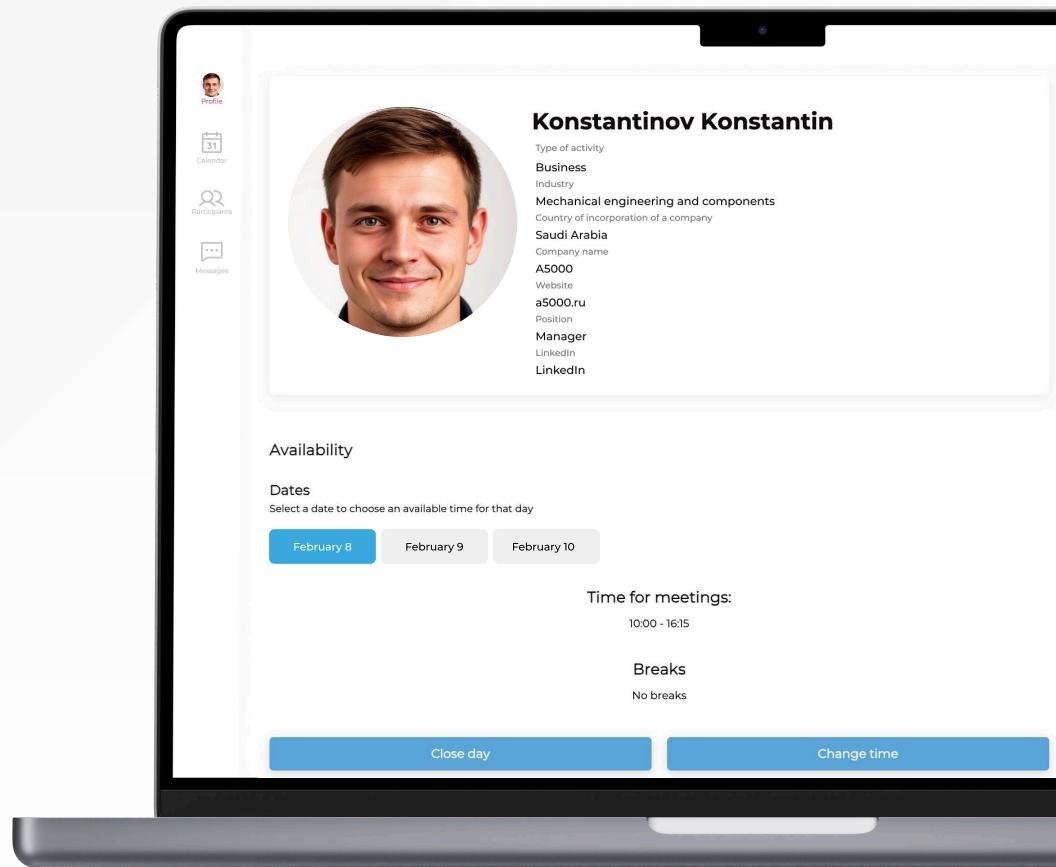


# Instructions for Using the B2B Meeting Scheduling Service

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).



Profile

Meetings ●

Invitations

RU

Exit

- 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.*

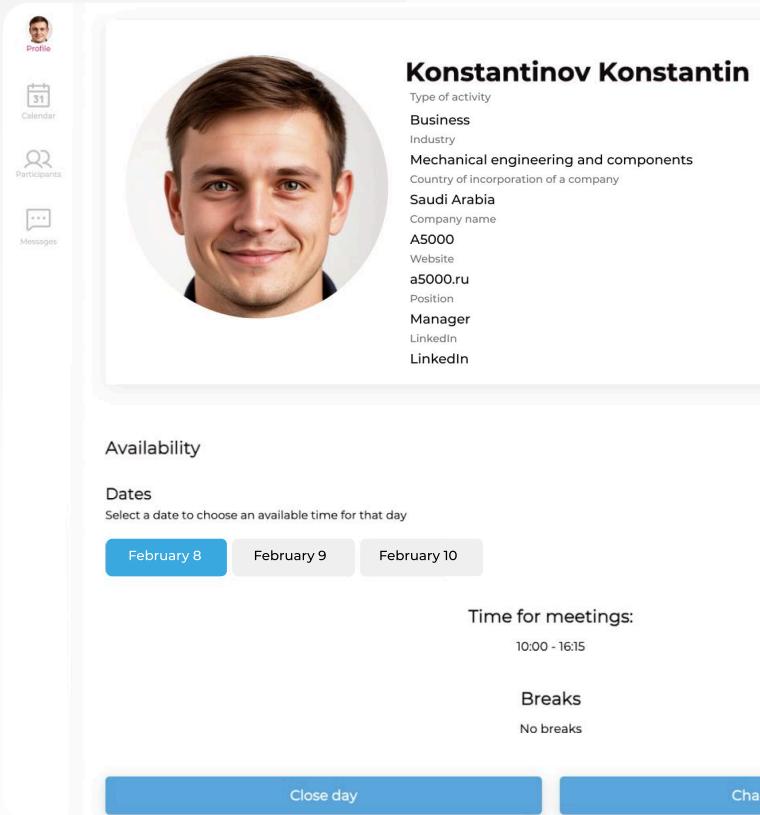
After receiving your consent, you will be able to use the B2B appointment service.

## "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**



**Konstantinov Konstantin**

Type of activity: Business  
Industry: Mechanical engineering and components  
Country of incorporation of a company: Saudi Arabia  
Company name: A5000  
Website: a5000.ru  
Position: Manager  
LinkedIn: LinkedIn

Availability

Dates: Select a date to choose an available time for that day

February 8   February 9   February 10

Time for meetings: 10:00 - 16:15

Breaks: No breaks

Close day   Change time

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.

## Availability

### Dates

Select a date to choose an available time for that day

February 8

February 9

February 10

### Time for meetings:

10:00 - 16:15

### Breaks

No breaks

Close day

Change time

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).

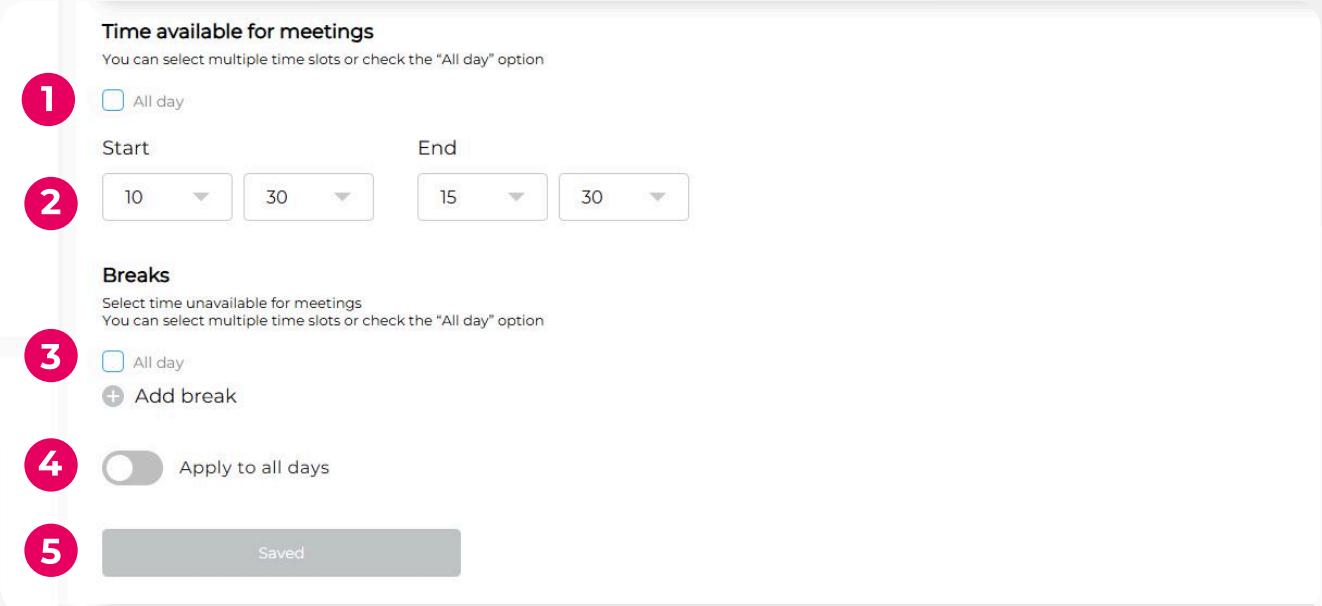
To modify the set meeting and break times, click "Change time".

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).



Time available for meetings  
You can select multiple time slots or check the "All day" option

1  All day

Start End  
2 10 30 15 30

Breaks  
Select time unavailable for meetings  
You can select multiple time slots or check the "All day" option

3  All day  
+ Add break

4  Apply to all days

5 Saved

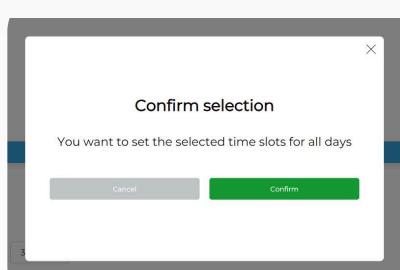
If the "All day" option is selected **1** – Your available time will be set according to the system default.

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**



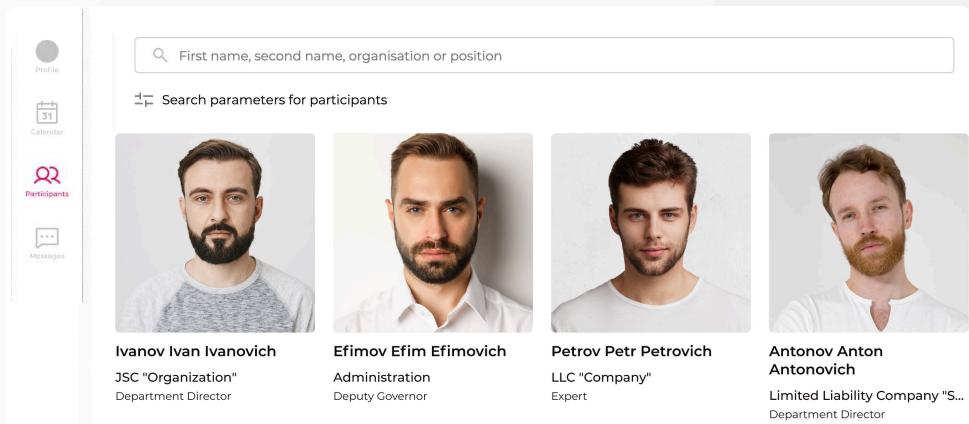
When clicking, you will need to confirm your selection in the disclaimer.

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

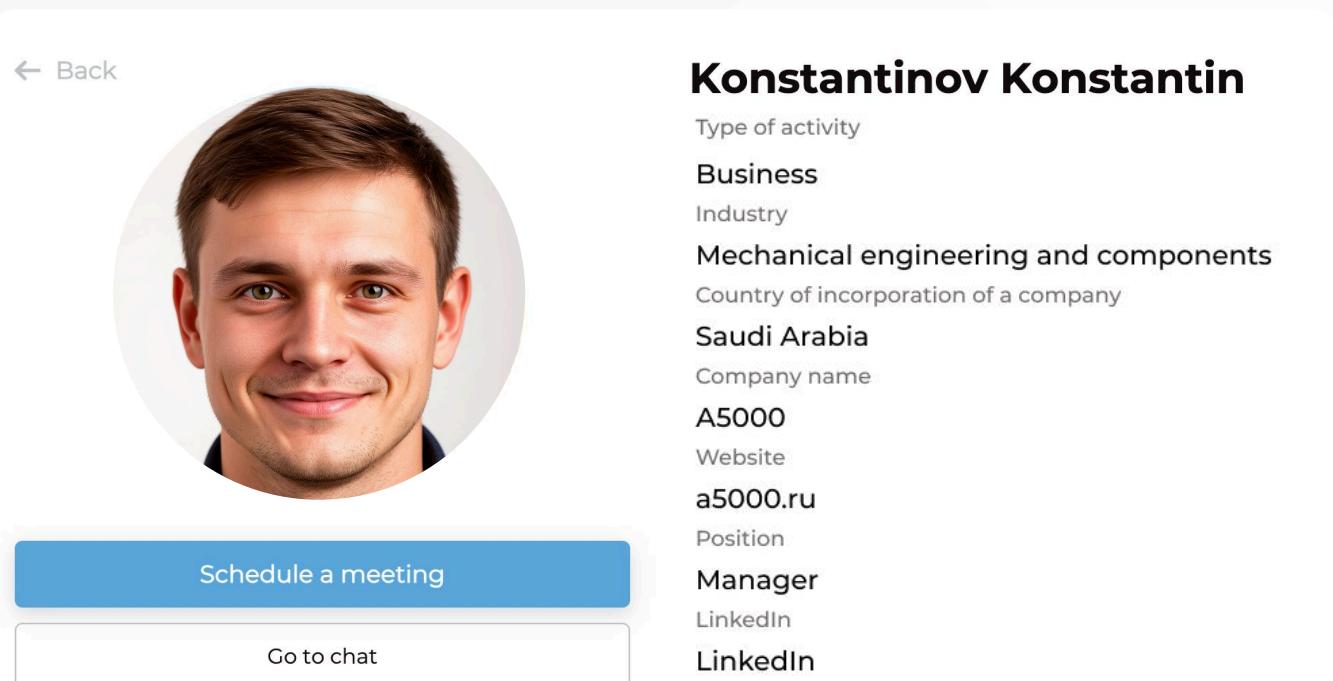
In the "Participants" section, you will see a list of users who have agreed to use the service and are available for meeting scheduling. To make it easier to find participants, you can use a filter by country, company, or activity.



The screenshot shows a user interface for scheduling a meeting. On the left, there is a vertical sidebar with icons for Profile, Calendar, Participants (which is highlighted in red), and Messages. The main area has a search bar at the top with placeholder text "First name, second name, organisation or position" and a "Search parameters for participants" button. Below the search bar is a list of four participants, each with a profile picture, name, and company details:

- Ivanov Ivan Ivanovich**  
JSC "Organization"  
Department Director
- Efimov Efim Efimovich**  
Administration  
Deputy Governor
- Petrov Petr Petrovich**  
LLC "Company"  
Expert
- Antonov Anton Antonovich**  
Limited Liability Company "S..."  
Department Director

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".



The screenshot shows a detailed participant profile for **Konstantinov Konstantin**. The profile includes a large circular photo of a smiling man. To the left of the photo is a "Back" button with a left arrow icon. To the right of the photo, the participant's name is displayed in bold. Below the name are several fields with placeholder text:

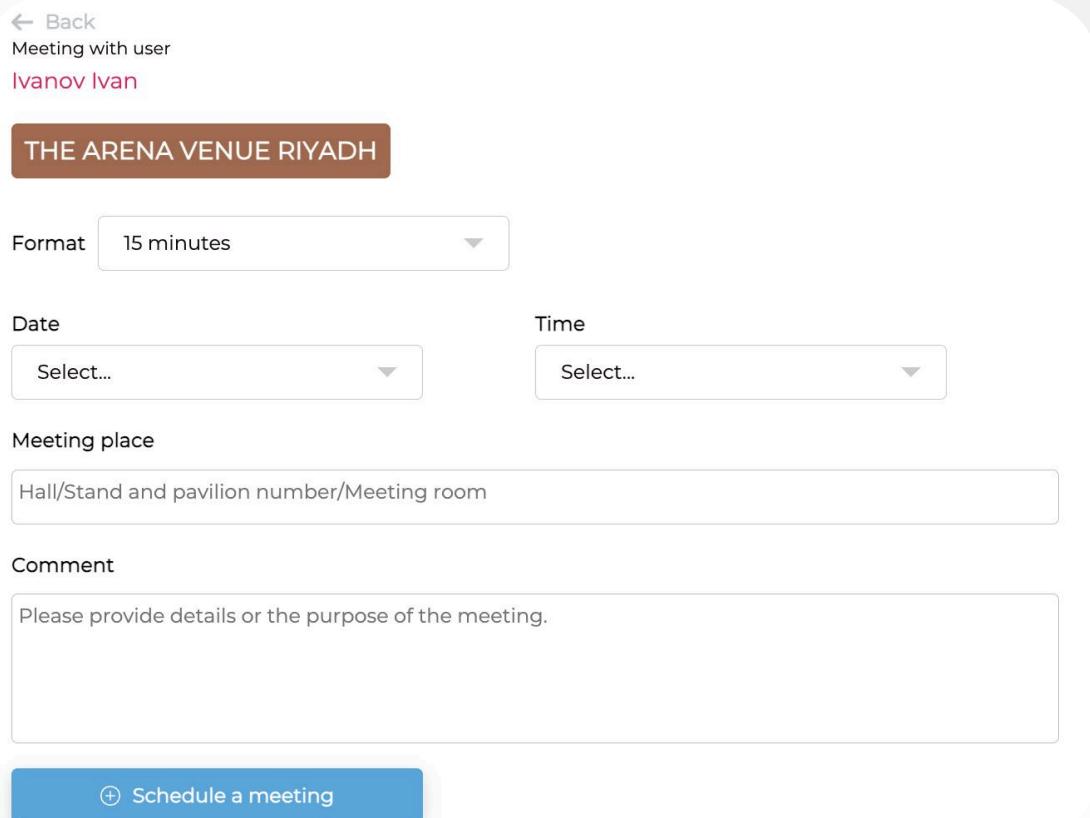
- Type of activity: **Business**
- Industry: **Mechanical engineering and components**
- Country of incorporation of a company: **Saudi Arabia**
- Company name: **A5000**
- Website: **a5000.ru**
- Position: **Manager**
- LinkedIn: **LinkedIn**

At the bottom of the profile page are two buttons: a blue "Schedule a meeting" button and a white "Go to chat" button.

# 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.



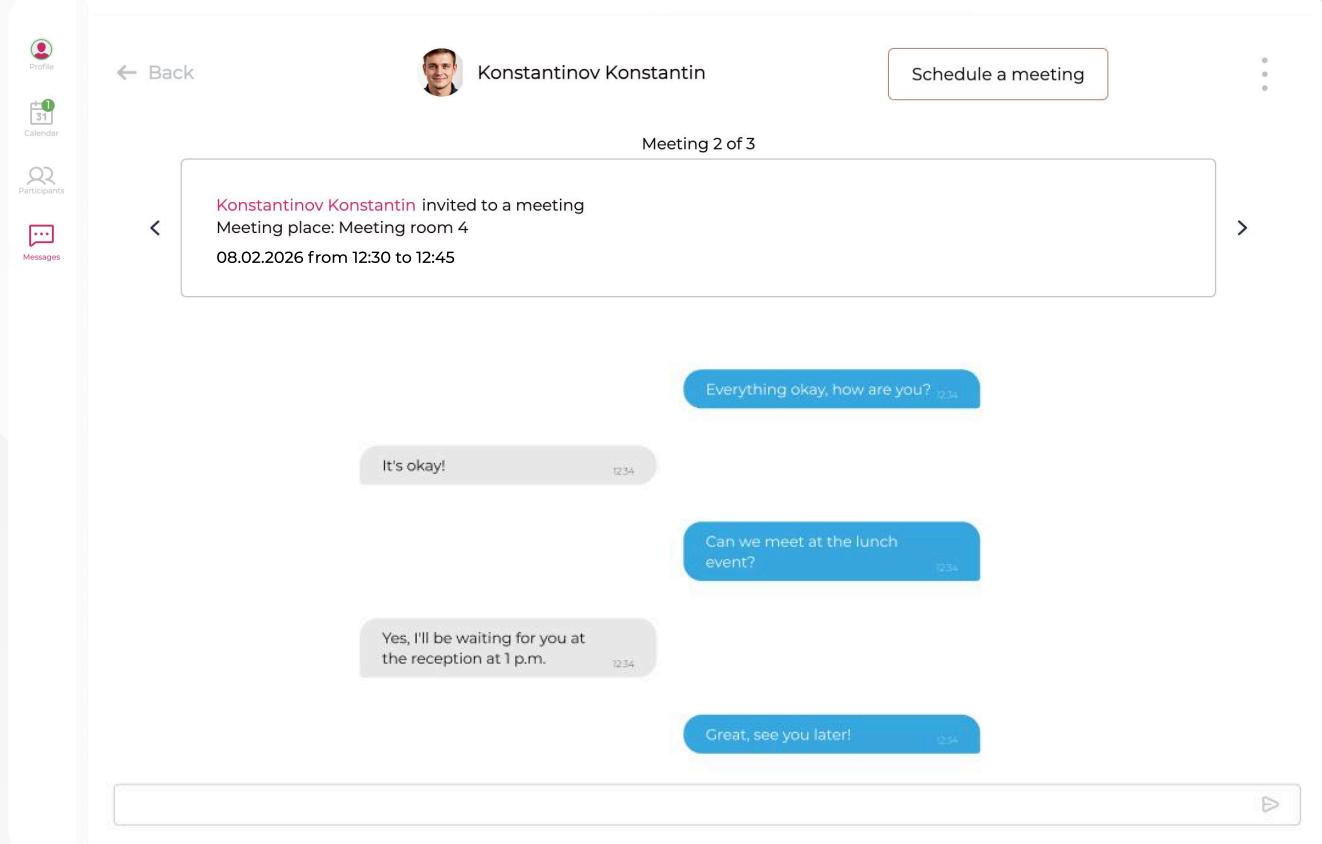
The screenshot shows a user interface for scheduling a meeting. At the top, there is a back button labeled "Back", a title "Meeting with user", and a participant name "Ivanov Ivan". Below this, the meeting venue is set to "THE ARENA VENUE RIYADH". The "Format" dropdown is set to "15 minutes". There are two dropdowns for "Date" and "Time", both currently set to "Select...". The "Meeting place" field contains the placeholder "Hall/Stand and pavilion number/Meeting room". The "Comment" field has the placeholder "Please provide details or the purpose of the meeting." At the bottom is a blue button labeled "+ Schedule a 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.



Profile

Back Konstantinov Konstantin

Schedule a meeting

Participants

Messages

Meeting 2 of 3

Konstantinov Konstantin invited to a meeting  
Meeting place: Meeting room 4  
08.02.2026 from 12:30 to 12:45

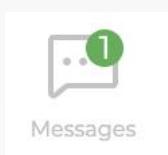
Everything okay, how are you? 12:34

It's okay! 12:34

Can we meet at the lunch event? 12:34

Yes, I'll be waiting for you at the reception at 1 p.m. 12:34

Great, see you later! 12:34



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.

## Meetings

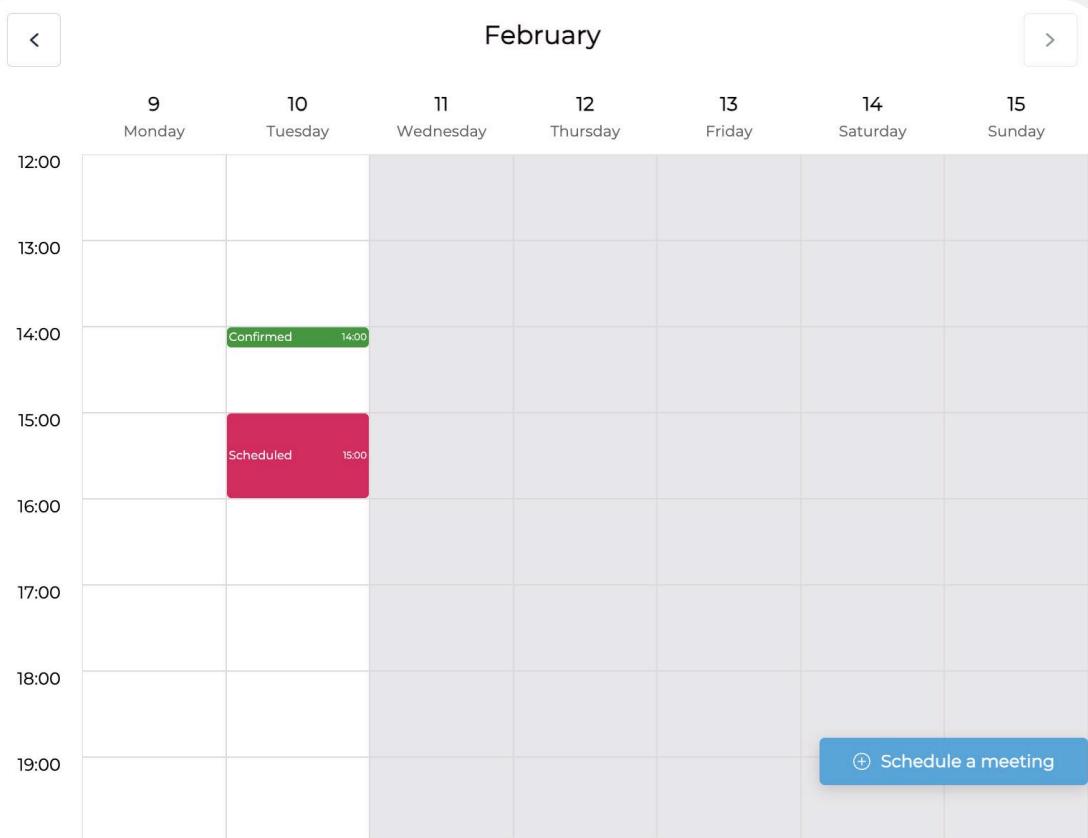
You can track new events in the meeting scheduling service by looking for an indicator next to the section name.



BIG SAUDI ARABIA  
INDUSTRIAL WEEK  
INNOPROM

# 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

Meeting awaiting confirmation 

1 hour

👤 Petrov Viktor

📍 THE ARENA VENUE RIYADH  
Pavilion 7

⌚ 10.02.2026, 15:00 - 15:59

Another time

Cancel meeting

Go to chat

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

- Change the meeting time;
- Cancel the meeting.

## Meeting Confirmation:

Meeting awaiting confirmation 

1 hour

👤 Ivanova Ekaterina

📍 THE ARENA VENUE RIYADH  
Hall

⌚ 10.02.2026, 15:00 - 15:59

Confirm

Another time

Cancel meeting

Go to chat

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

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

Meeting confirmed 

1 hour

👤 Ivanov Ivan

📍 THE ARENA VENUE RIYADH

Meeting room 4

⌚ 10.02.2026, 15:00 - 15:59

Cancel meeting

Go to chat

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

