My Appointment Planner

Visitor and Exhibitor Appointment Making Service

My Appointment Planner is a new online system. Prior to arriving at the exhibition, it enables the visitor to request an appointment with their chosen exhibitor during the opening hours of the event.

For many busy people who are juggling business and family commitments, the assurance of guaranteed quality time with an exhibitor may make a big difference to the value of the event.

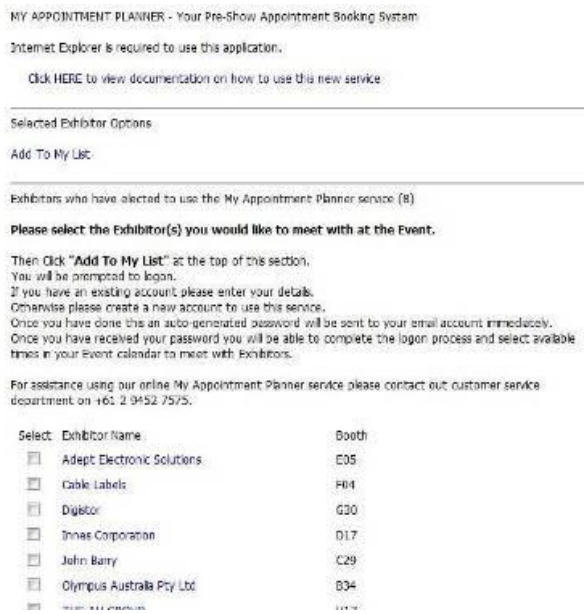
HOW IT WORKS – a 10 step summary guide for event visitors:

1. Go to the My Appointment Planner page on the website and view the list of exhibitors showing those who have agreed to take part in this service
2. Click on an exhibitor name or just tick the box, or tick multiple boxes, then click on "add to my list"
3. It will ask you to log on or create an account (in order to access your personal calendar)
4. An email with your password will be sent to you instantly for new registrants
5. Log on using your email address and password, so that you can continue with the bookings
6. Click on "my calendar"
7. Choose what times you are available for appointments during the day - an hour, two hours, all day or whatever suits you best.
8. When you confirm you would like an appointment with the selected exhibitor(s) it sends an email to the exhibitor, asking them to confirm which times they are available within your time parameters.
9. They choose one of your available times and you will receive an email notifying you of this meeting
10. The appointment is set and appears in your calendar and on your "my appointments" page

YOUR PRACTICAL GUIDE TO MY APPOINTMENT PLANNER

1. The event visitor requests an appointment using the website service

Go to the My Appointment Planner page on the website and view the list of exhibitors showing those who have agreed to take part in this service.


MY APPOINTMENT PLANNER - Your Pre-Show Appointment Booking System

Internet Explorer is required to use this application.

Click HERE to view documentation on how to use this new service

Selected Exhibitor Options

Add To My List

Exhibitors who have elected to use the My Appointment Planner service (8)

Please select the Exhibitor(s) you would like to meet with at the Event.

Then Click "**Add To My List**" at the top of this section.
You will be prompted to logon.
If you have an existing account please enter your details.
Otherwise please create a new account to use this service.
Once you have done this an auto-generated password will be sent to your email account immediately.
Once you have received your password you will be able to complete the logon process and select available times in your Event calendar to meet with Exhibitors.

For assistance using our online My Appointment Planner service please contact out customer service department on +61 2 9452 7575.

Select	Exhibitor Name	Booth
☐	Adept Electronic Solutions	E05
☐	Cable Labels	F04
☐	Digitor	G30
☐	Innes Corporation	D17
☐	John Barry	C29
☐	Olympus Australia Pty Ltd	B34

Tick one or more boxes of exhibitors you might like to book an appointment with and click "add to my list"

2. Log in to the system

You will be taken to another screen and asked to log on or create an account.
Enter your details to create an account and receive instant confirmation of your password.

When you have logged in, you will be taken to the "My Exhibitor List" screen

Before you can send an appointment request, you need to set your available times in the "My Calendar" application

EXPERTISE EVENTS
experience shows

3. Choose your time availability

Click on "My Calendar"
Pick the day(s) you will be attending the event and tick the boxes to show the times you are available to meet exhibitors on those days.

My Calendar

My Exhibitor List | View All Appointments And Requests

My Calendar
On my calendar you can view your scheduled appointments and set your event availablity.
Exhibitors choose from your latest saved availability at the time they view your request.

Event Days: Sunday, 16 March | Monday, 17 March

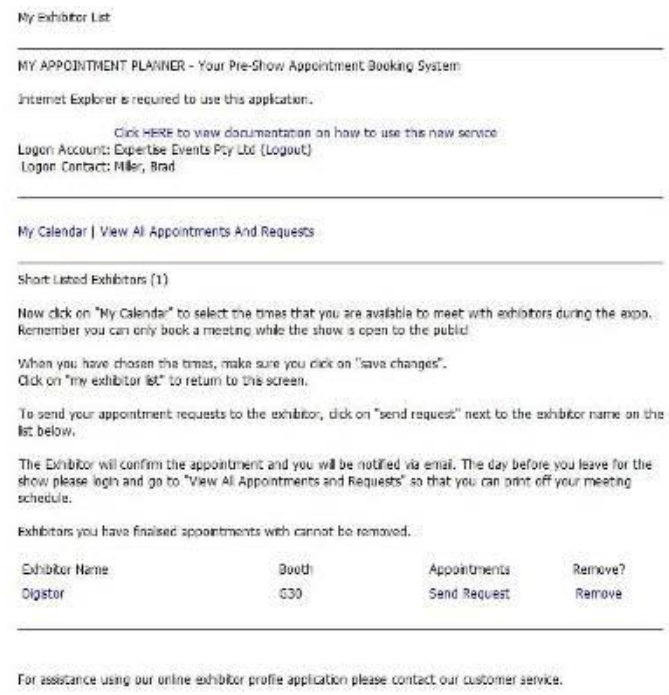
Calendar — Sunday, 16 March

	Appointment Exhibitor	Available?
All Day		☐
Before 8 AM		☐
8 - 9 AM		☑
9 - 10 AM		☐
10 - 11 AM		☐
11 AM - 12 PM		☐
12 - 1 PM	Expertise Events Pty Ltd	
1 - 2 PM		☐
2 - 3 PM		☐
3 - 4 PM		☐
4 - 5 PM		☑
5 - 6 PM		☐
After 6 PM		☐

Helpful Hints: *You must pick enough times to cover the number or requests you are making*
You must pick times that the event is open to visitors
If the calendar does not seem to work, check that you are using ***Internet Explorer*** *as your web browser*

4. Confirm chosen exhibitor(s) and send meeting request(s)

After you have chosen times and clicked "save changes" click on "My exhibitor list" to return to your chosen exhibitors



My Exhibitor List

MY APPOINTMENT PLANNER - Your Pre-Show Appointment Booking System

Internet Explorer is required to use this application.

Click HERE to view documentation on how to use this new service
Logon Account: Expertise Events Pty Ltd (Logout)
Logon Contact: Miller, Brad

My Calendar | View All Appointments And Requests

Short Listed Exhibitors (1)

Now click on "My Calendar" to select the times that you are available to meet with exhibitors during the expo. Remember you can only book a meeting while the show is open to the public!

When you have chosen the times, make sure you click on "save changes".
Click on "my exhibitor list" to return to this screen.

To send your appointment requests to the exhibitor, click on "send request" next to the exhibitor name on the list below.

The Exhibitor will confirm the appointment and you will be notified via email. The day before you leave for the show please login and go to "View All Appointments and Requests" so that you can print off your meeting schedule.

Exhibitors you have finalised appointments with cannot be removed.

Exhibitor Name	Booth	Appointments	Remove?
Digstor	C30	Send Request	Remove

For assistance using our online exhibitor profile application please contact our customer service.

Make the final decision on whom you would like to meet and click "send request"

You will be asked to confirm and then it will send the request to the exhibitor.

Note: A request will not be sent until you click on "send request" and "submit" on the screen that follows.

5. Exhibitor confirms appointment and the meeting is set

Your chosen exhibitor(s) will choose one of your available times and you will receive an email notifying you of this. The appointment is set and appears in your calendar and on your "my appointments" page

You can click on "View All Appointments and Requests" to view your overall status with all the exhibitors you have chosen, you can also check your short-list at anytime by using the links.

Repeat any of the steps above until you have booked in with all the exhibitors that you need to see.

6. Print out your appointments and take them to the event!

You can print your calendar or simply view and print your "My appointments" summary page.
Of course you can manually transfer them to your own personal diary system too.

*Please remember that you **must register** for the event prior to booking an appointment with an exhibitor. Using this service does not in any way register you to attend the event.*

We hope this new system adds value and improves the quality of your time spent at the event. However it is a new system, so please contact us if you need assistance or would like to report a fault.

Expertise Events
02 9452 7575
info@expertiseevents.com.au