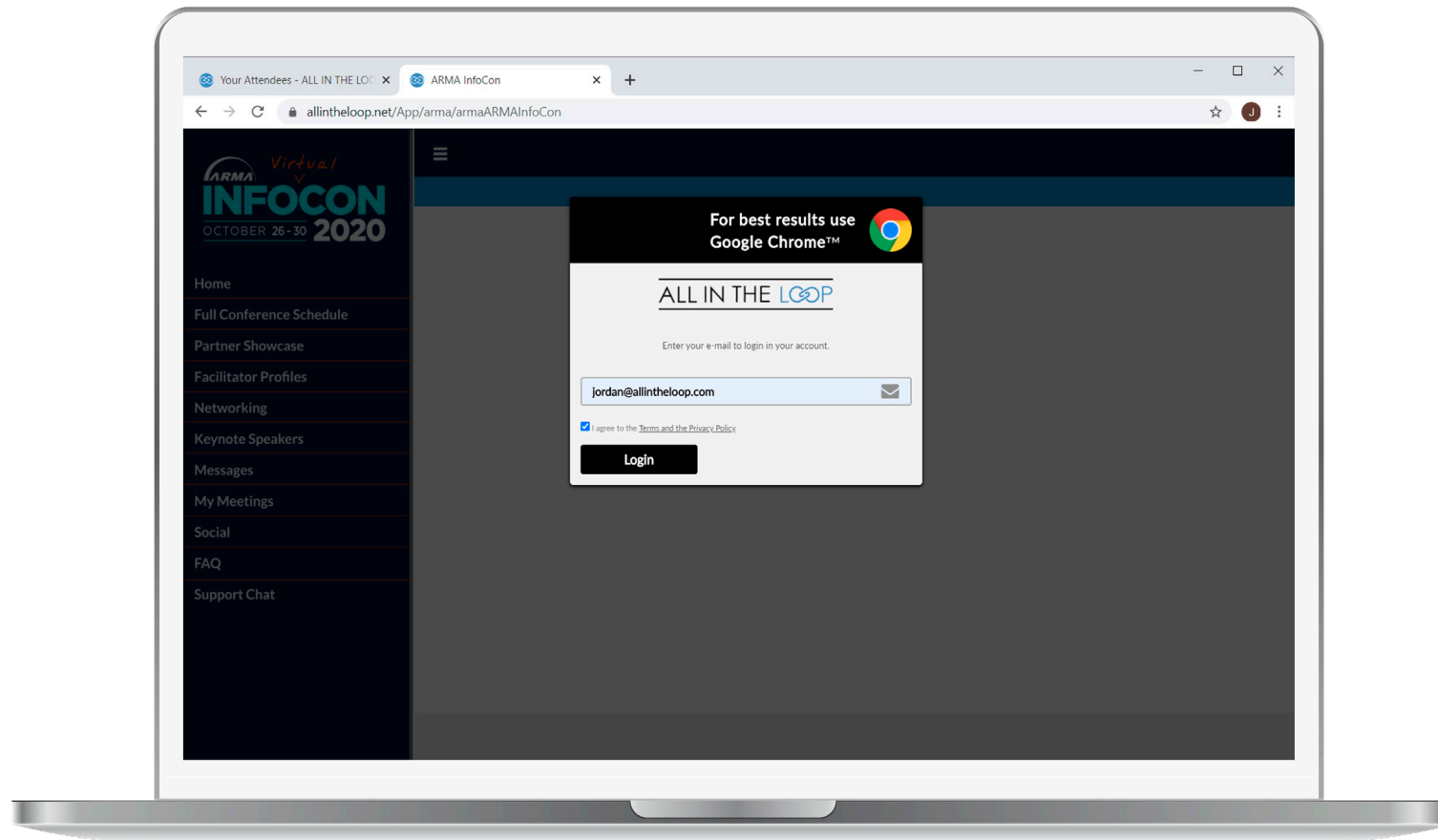# ALL IN THE LOOP®

EXHIBITORS
A HOW TO-GUIDE FOR SCHEDULING A MEETING, SENDING A MESSAGE AND COMMUNICATING
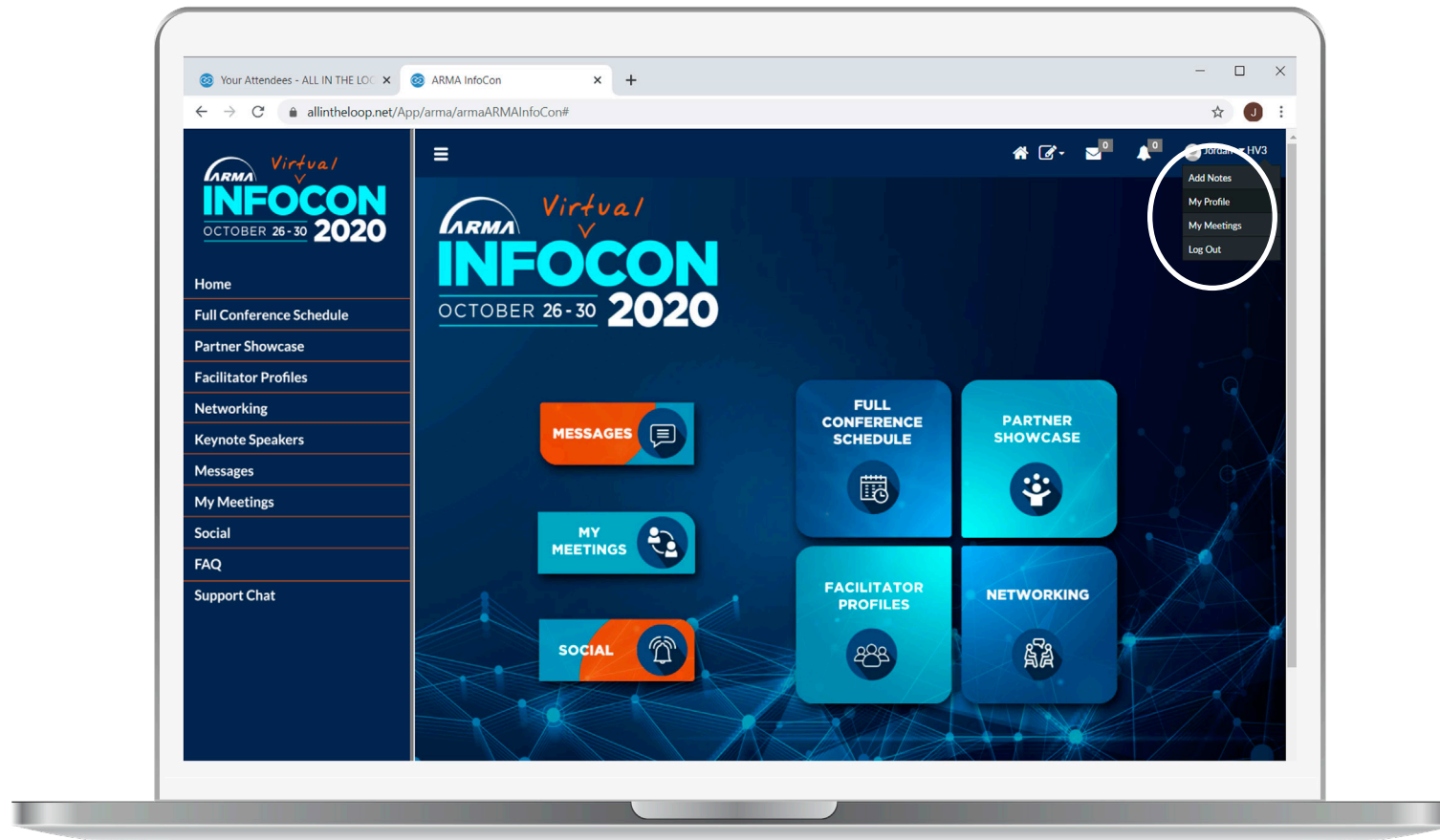
Log in

Log in to the platform using your email and provided password. As soon as the homepage appears click **Allow>Show Notifications** in the pop-up that appears in the top left corner of your window.
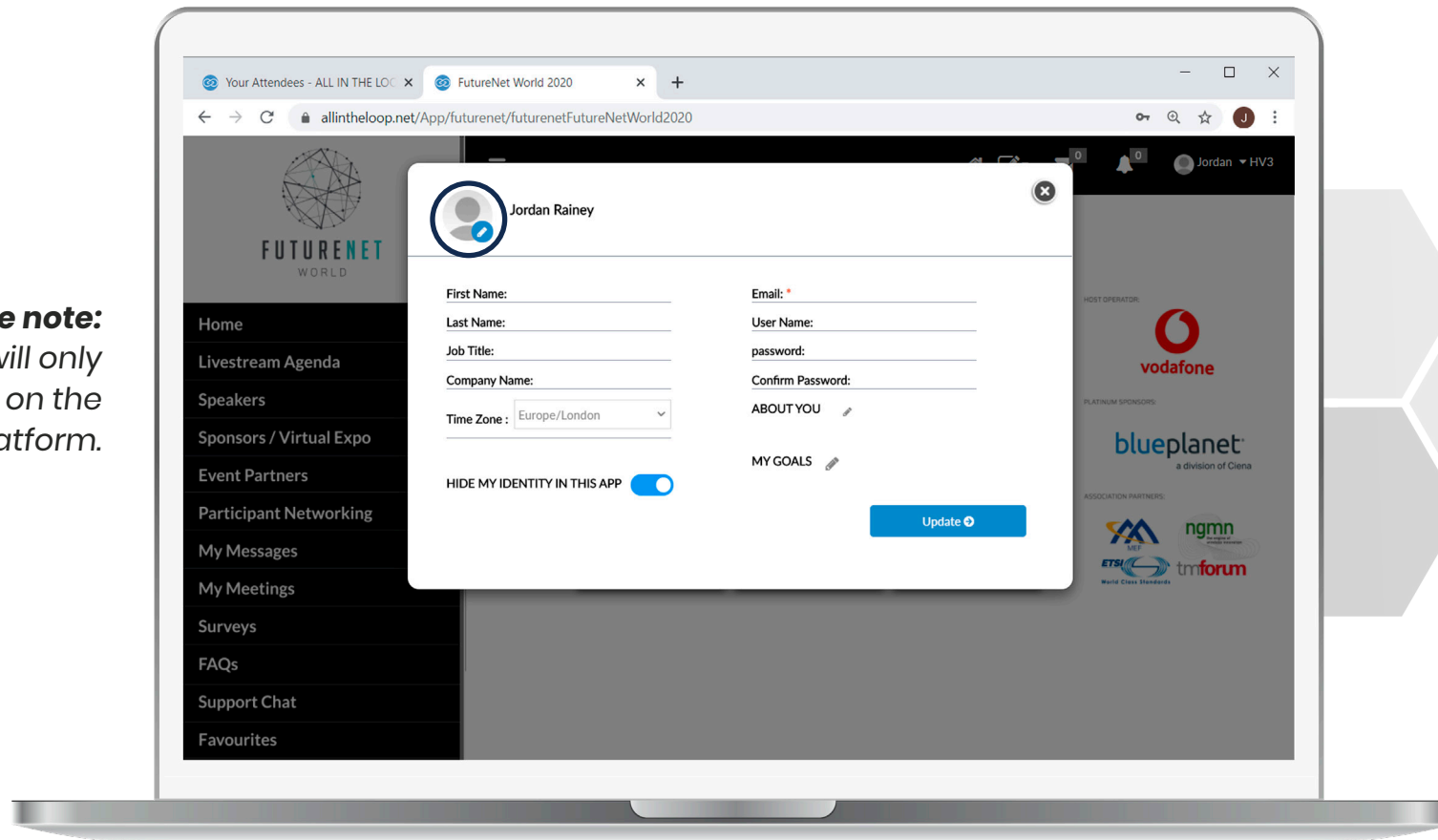
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CONFIRMING YOUR PROFILE DETAILS

Your Profile

Click your name in the top right corner
and then click **My Profile.**

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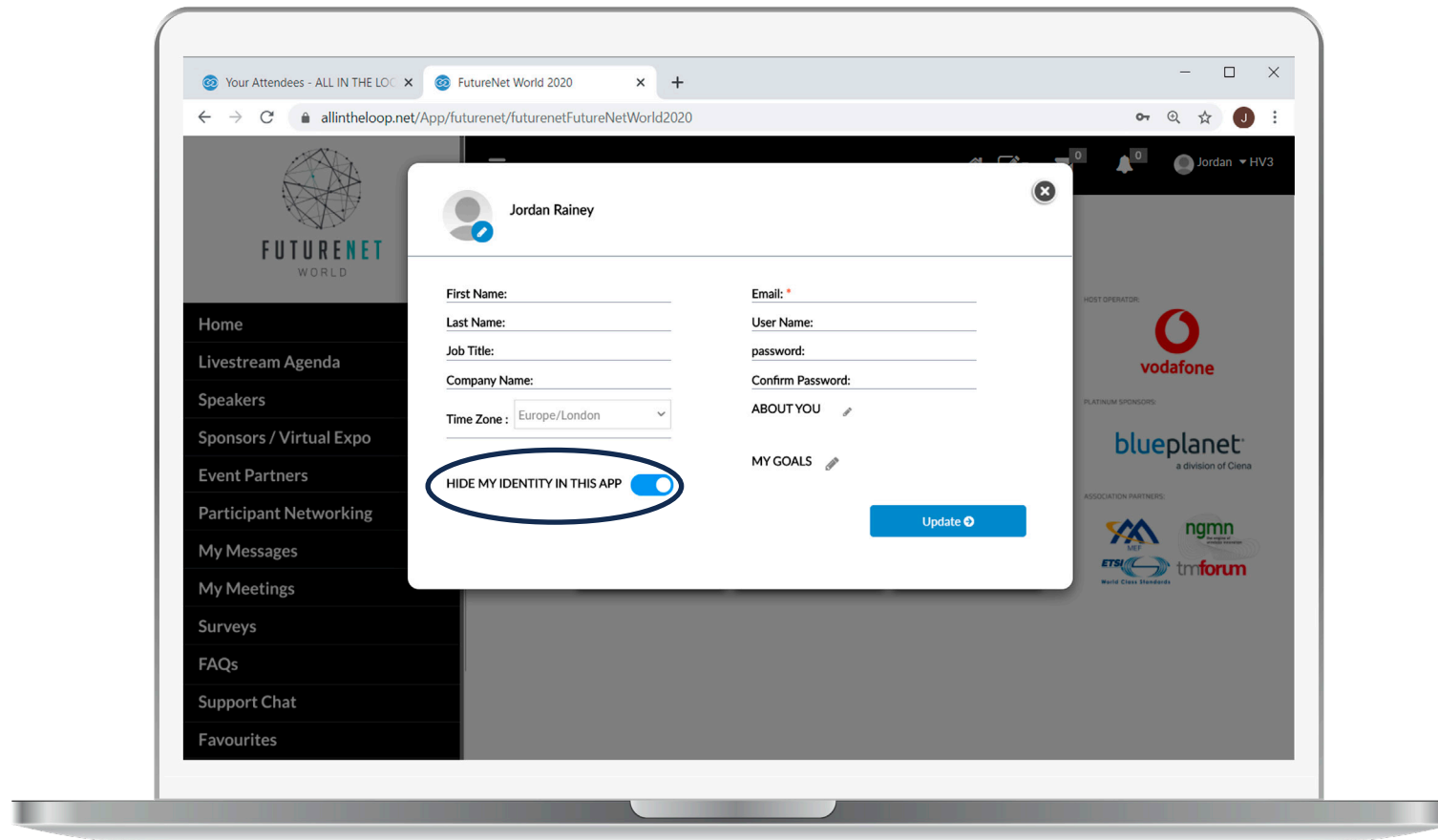
Your Profile

Click the pencil icon to add a **profile picture** or **click a field** to edit any incorrect information.
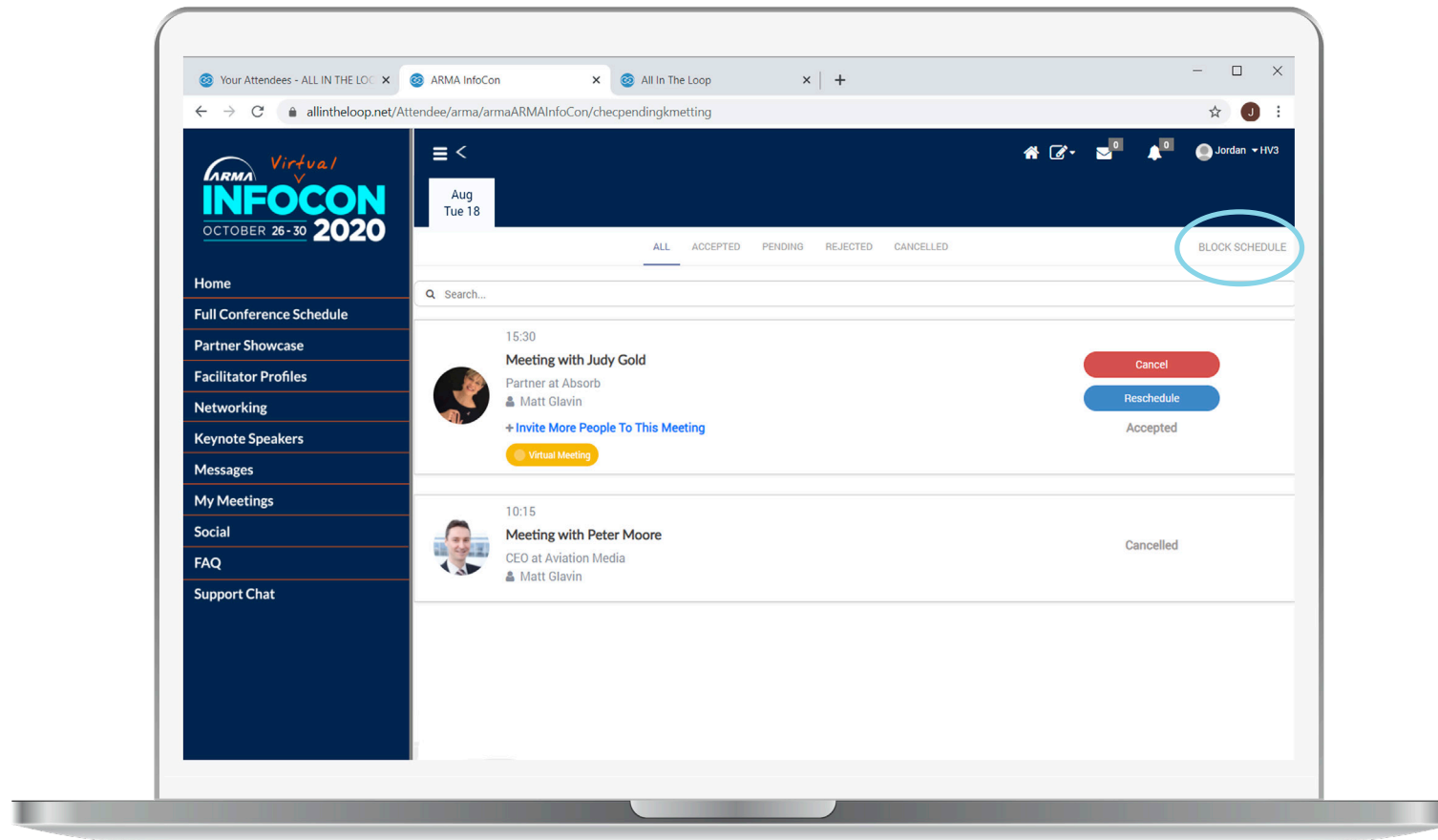
Your Profile

Toggle **Hide my Identity in this App** if you **do not**
wish to be contacted or appear
in the Attendee List.

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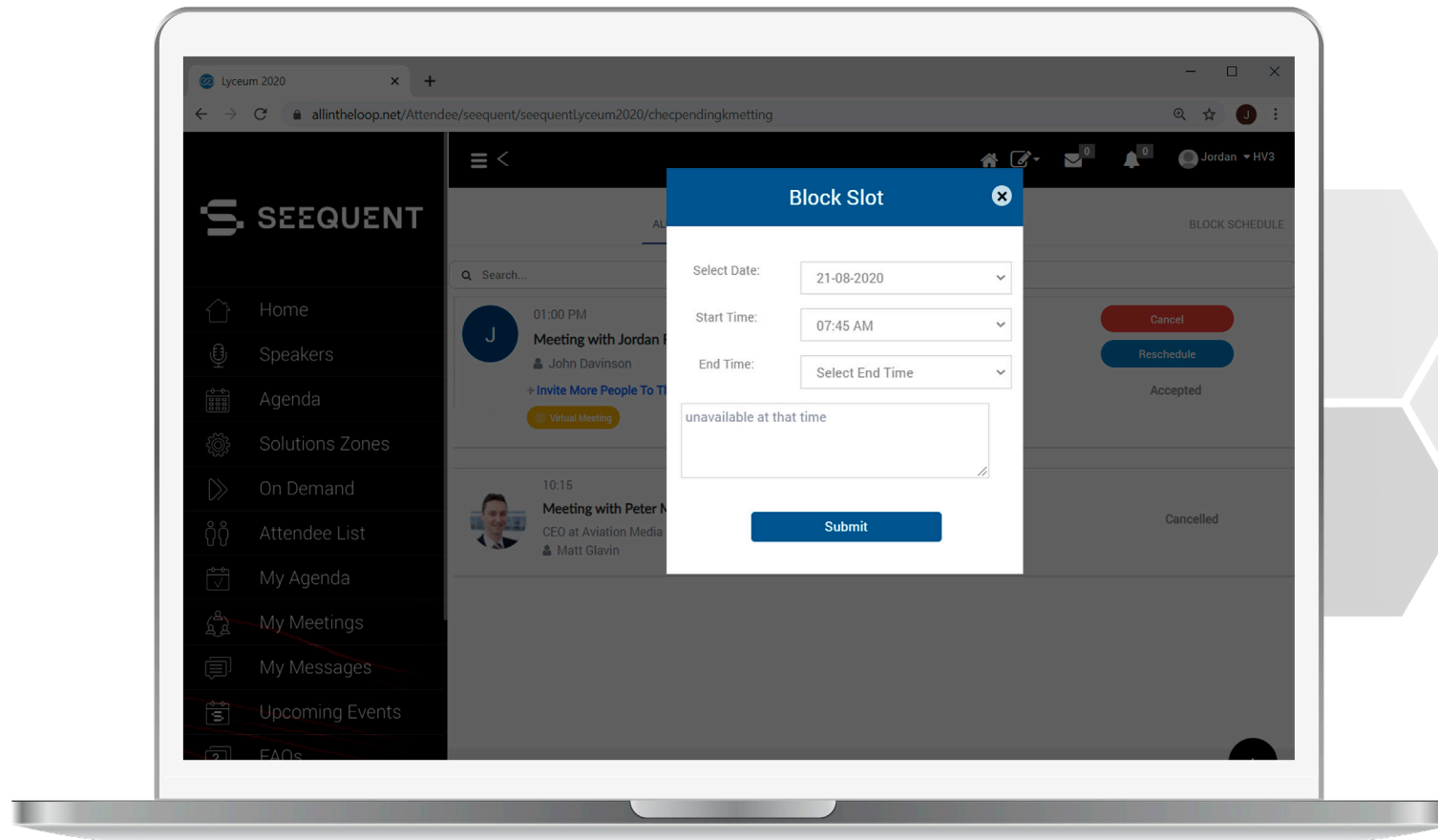**ALL IN THE LOOP**®

BLOCKING YOUR SCHEDULE

Blocking Your Schedule

Click **My Meetings** on the left hand
menu and then click **Block Schedule.**
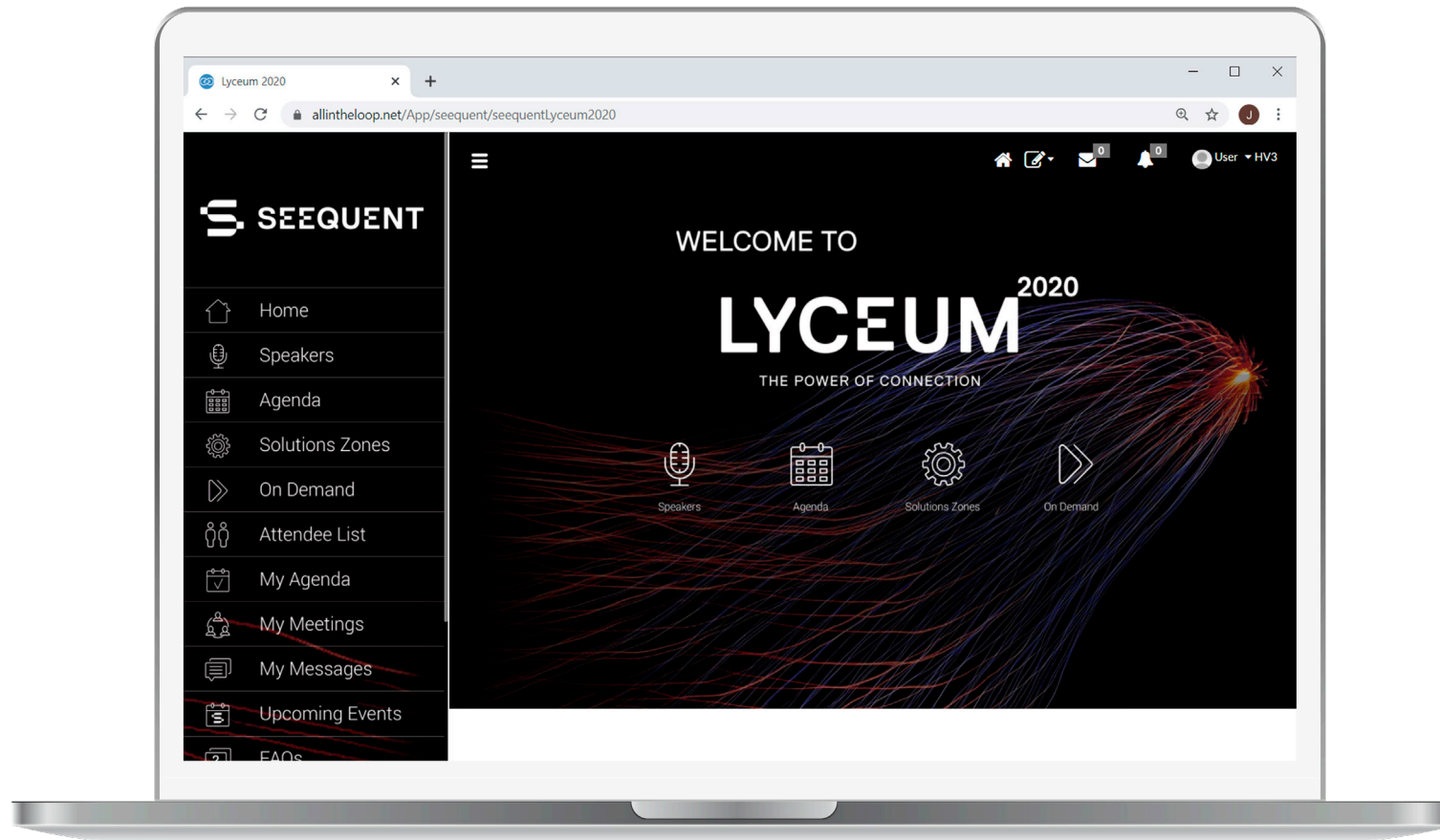
Blocking Your Schedule

You can then **input the date with the start and end times.** Other attendees will be unable to arrange meetings with you during that specific time.
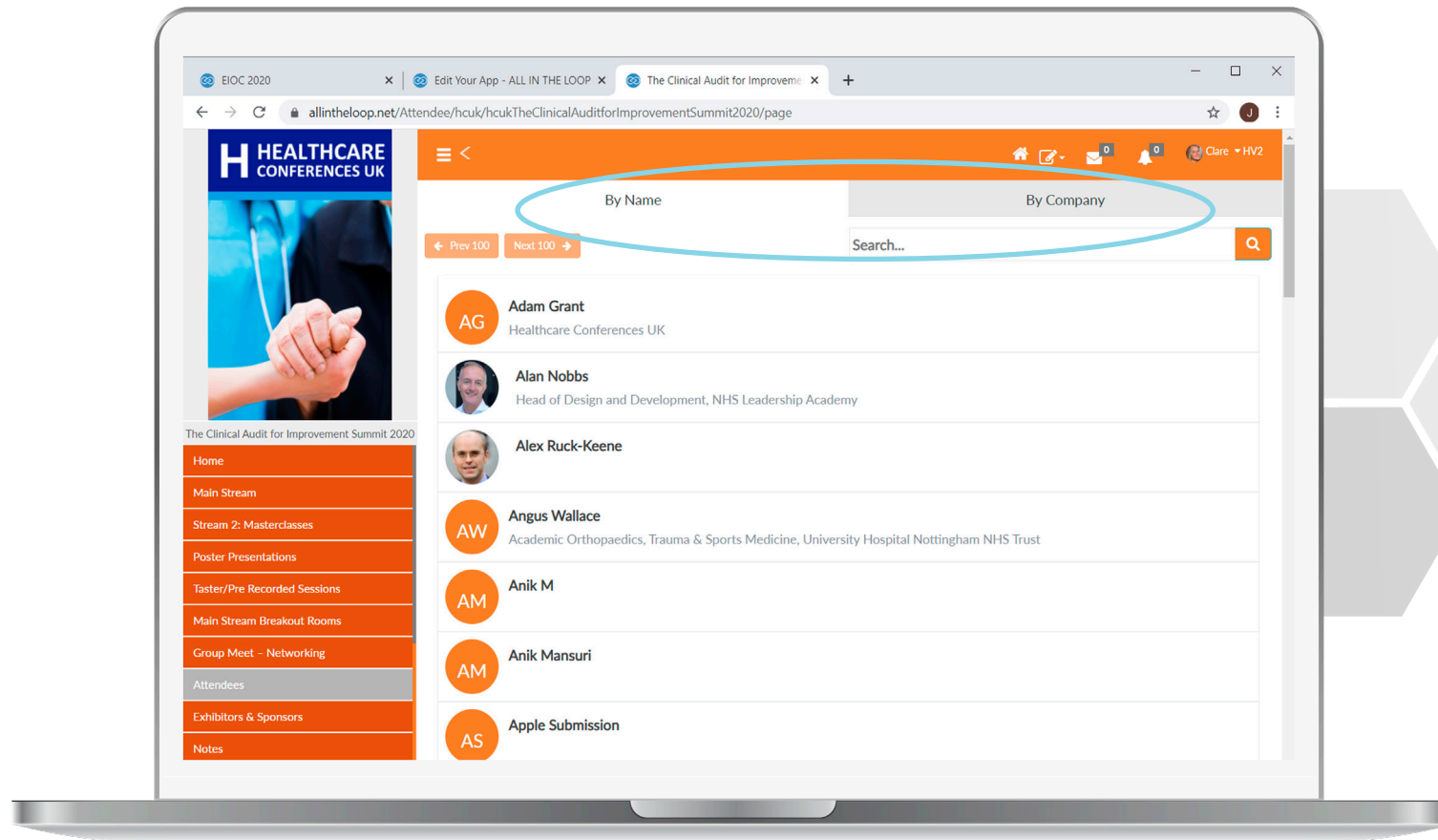
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REQUESTING A MEETING
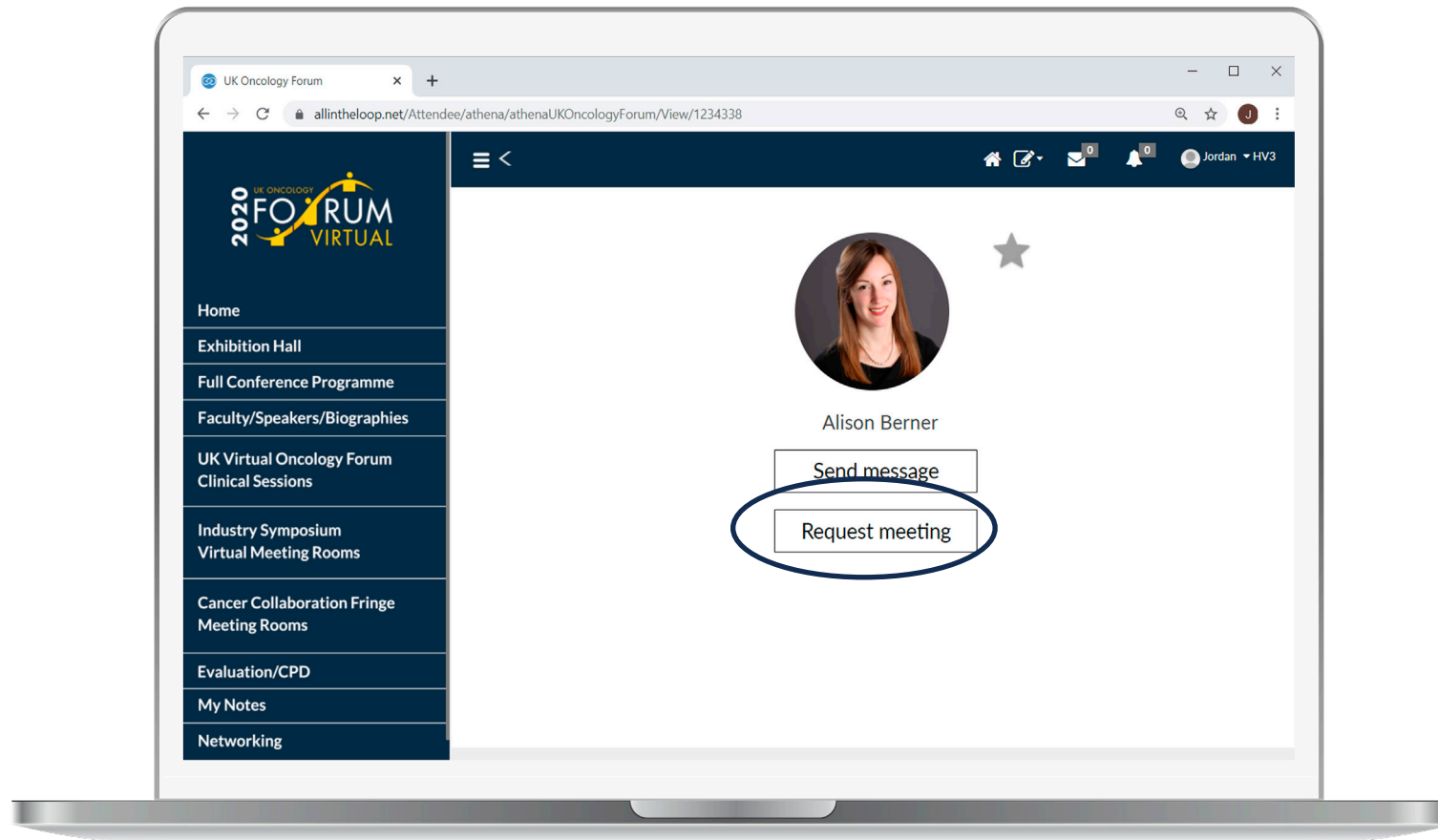
Find an Attendee

Click on **Networking/Attendees** on the
home screen or left hand menu.
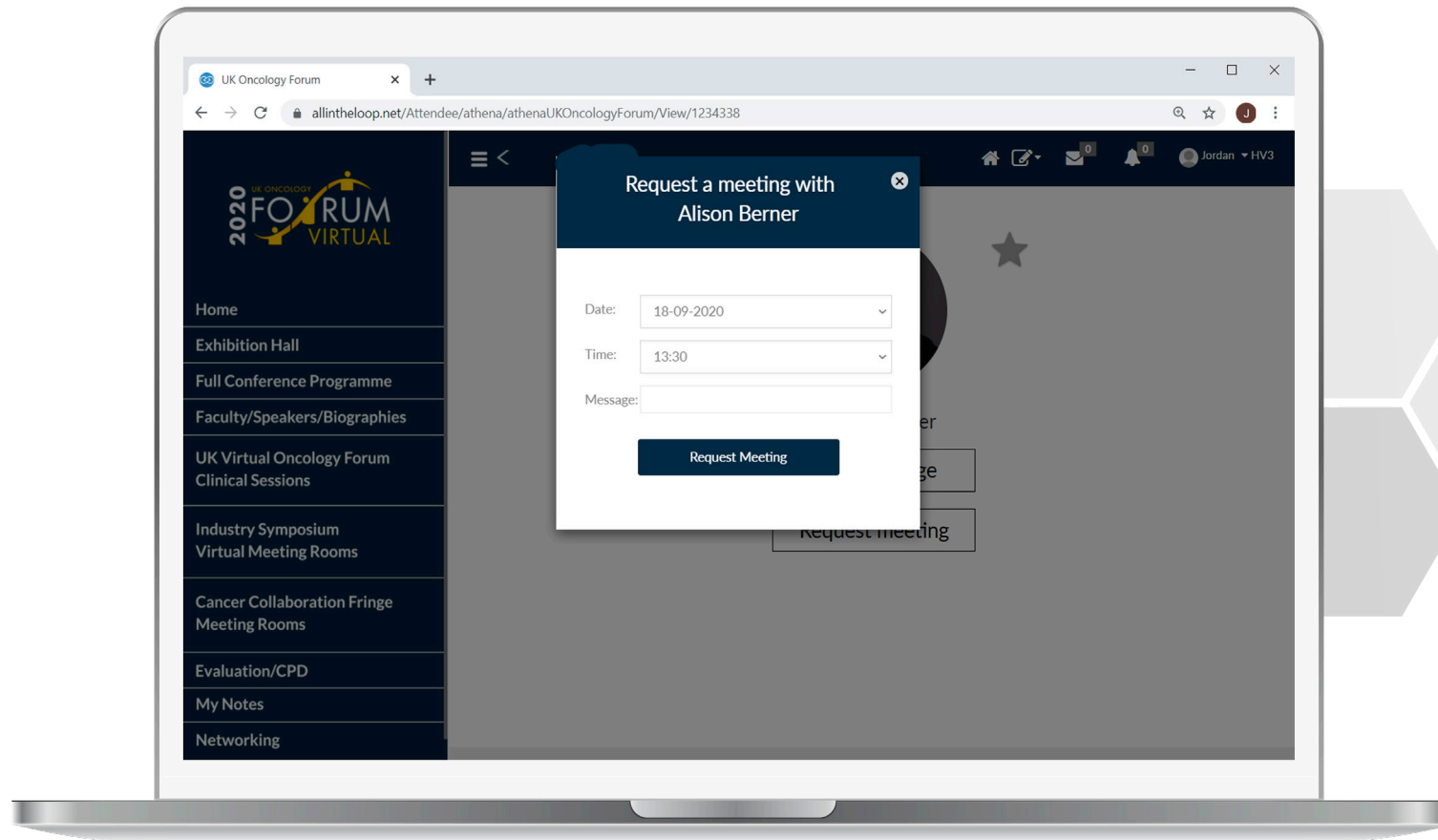
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Find an Attendee

Search by the Company or Name tab and find
and select an attendee.
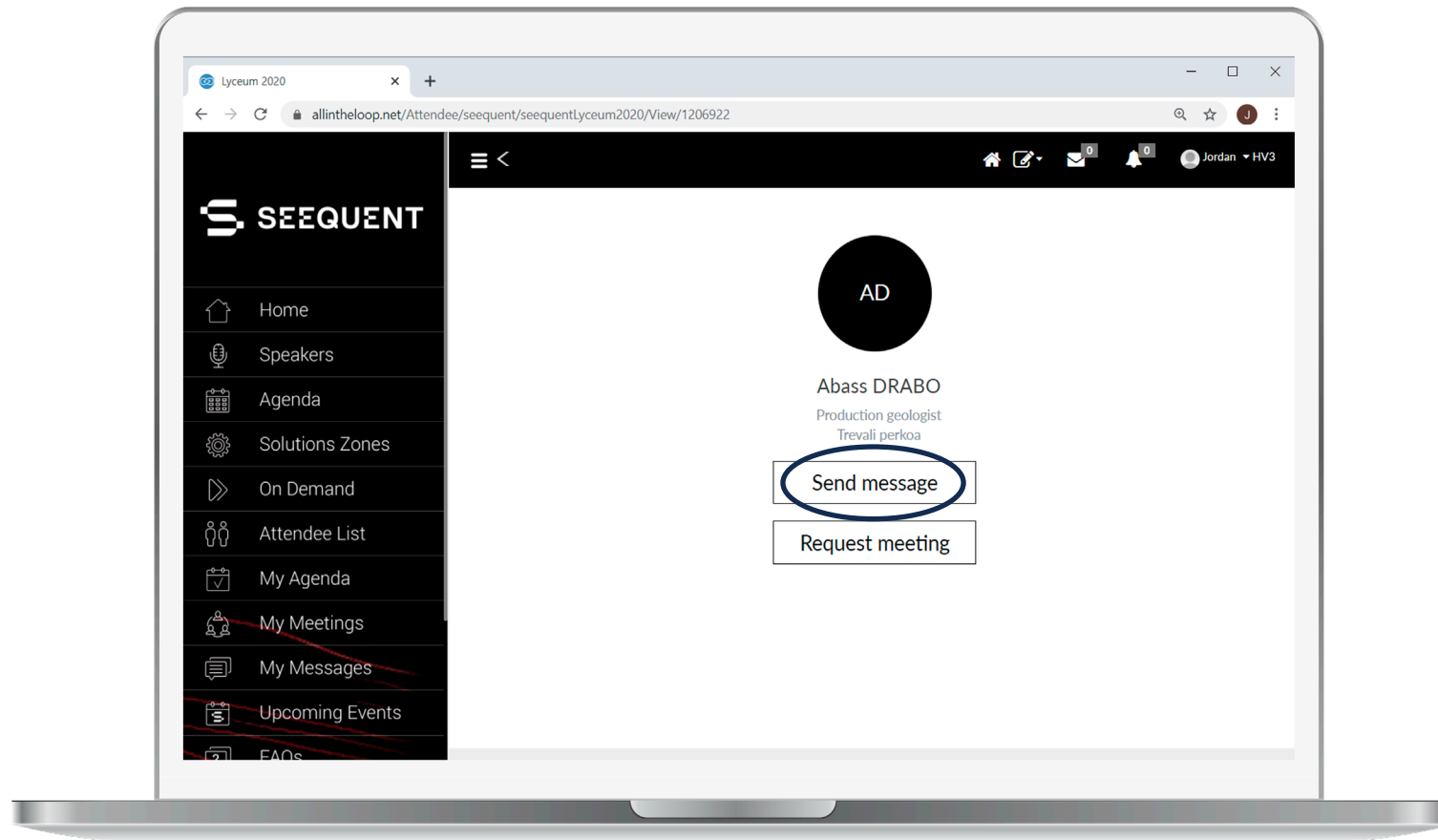
Request a Meeting

After selecting an attendee, click
Request Meeting.

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Request a Meeting

Choose a **date and time** and include an optional message, *Note: Only times that are available for both parties will appear.

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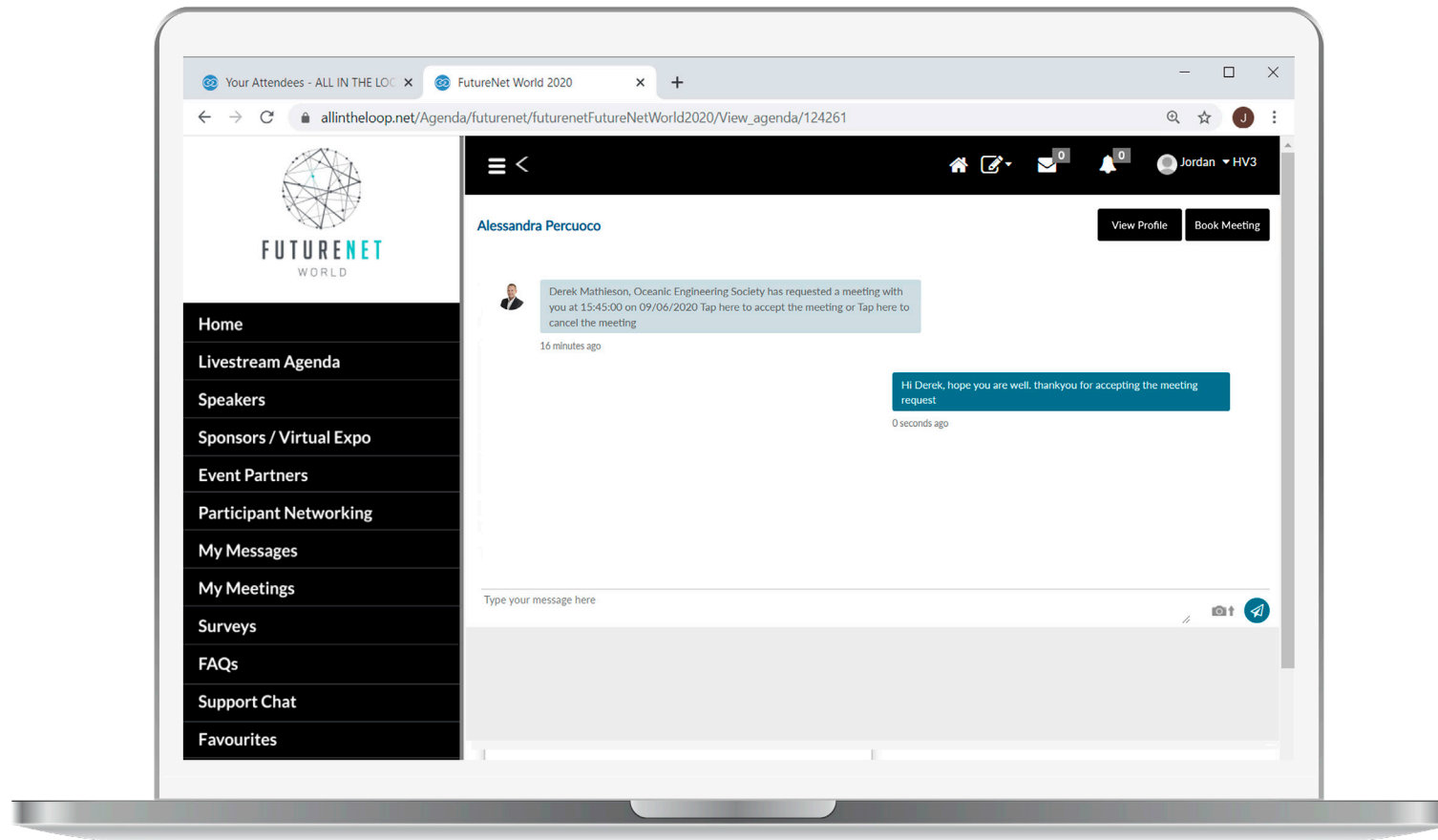
Request a Meeting

If no meeting times are available, click **Send Message** to connect with an attendee.

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![All in the Loop logo] ALL IN THE LOOP®

COMMUNICATING WITHIN THE PLATFORM

Communicating

Send a message and communicate with other attendees. You will receive an **alert** when you receive a message or meeting request.
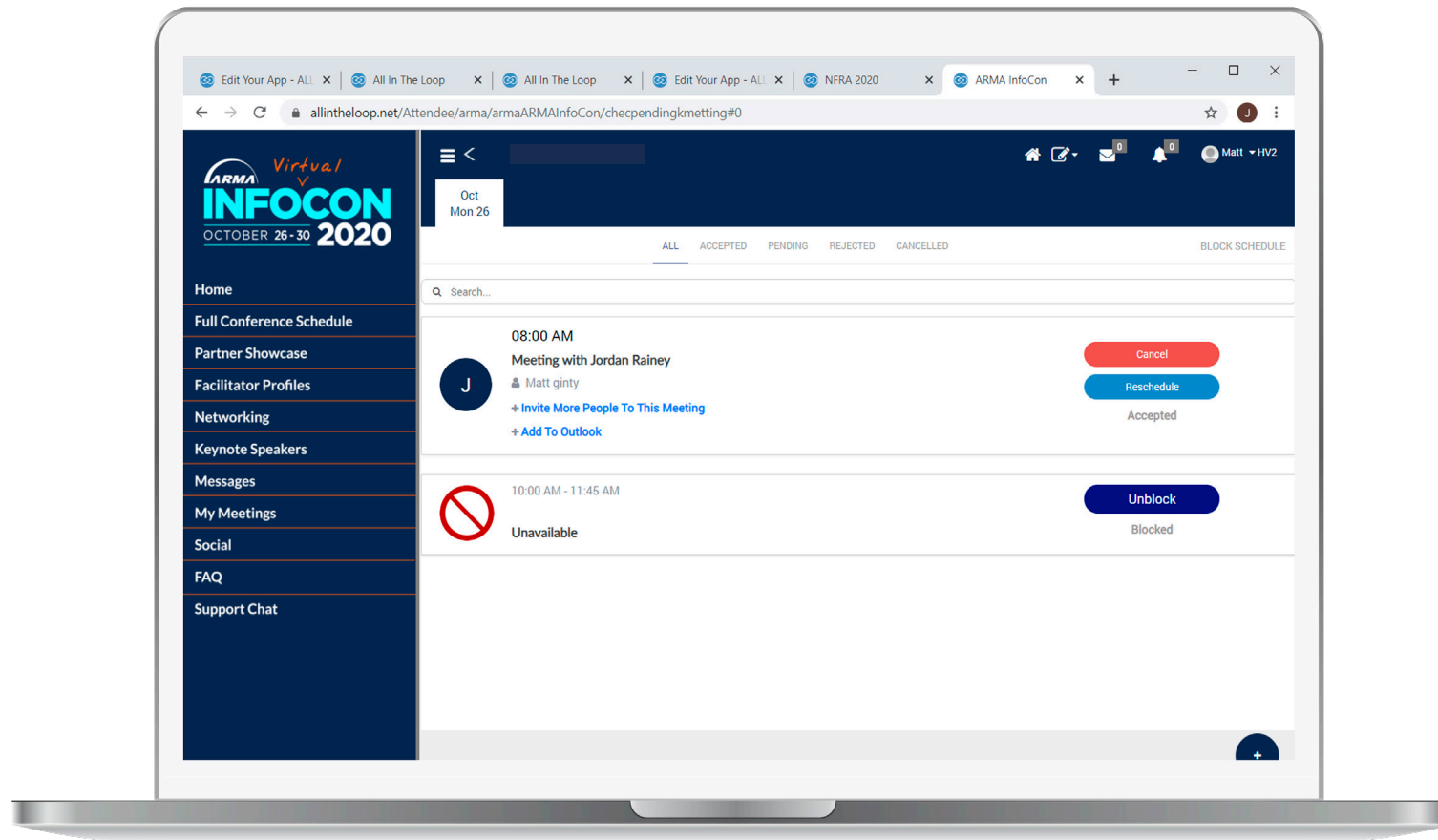
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Communicating

You will also receive an **alert** when someone responds to your meeting requests.

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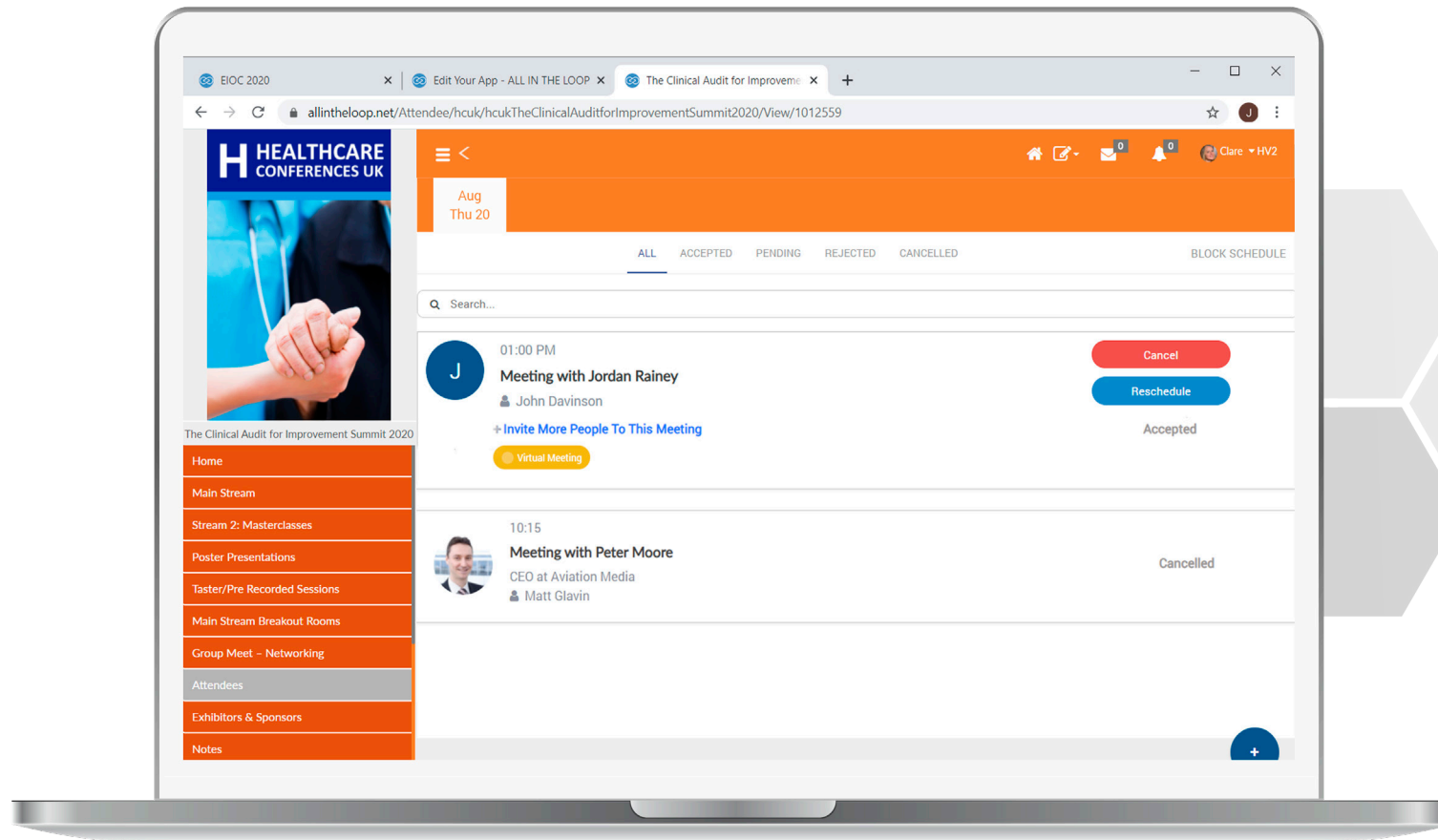# ALL IN THE LOOP®

MANAGING YOUR MEETINGS

Virtual Meetings

On the left hand menu, click **My Meetings**, At the top, meetings are listed by day. Click a tab to view meetings for that date. Any blocked out times appear as **I'm Unavailable** with the option to **unblock** that time.

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Virtual Meetings

Under each date, you can filter meetings by
Accepted, Pending, Rejected, Cancelled or **All.**
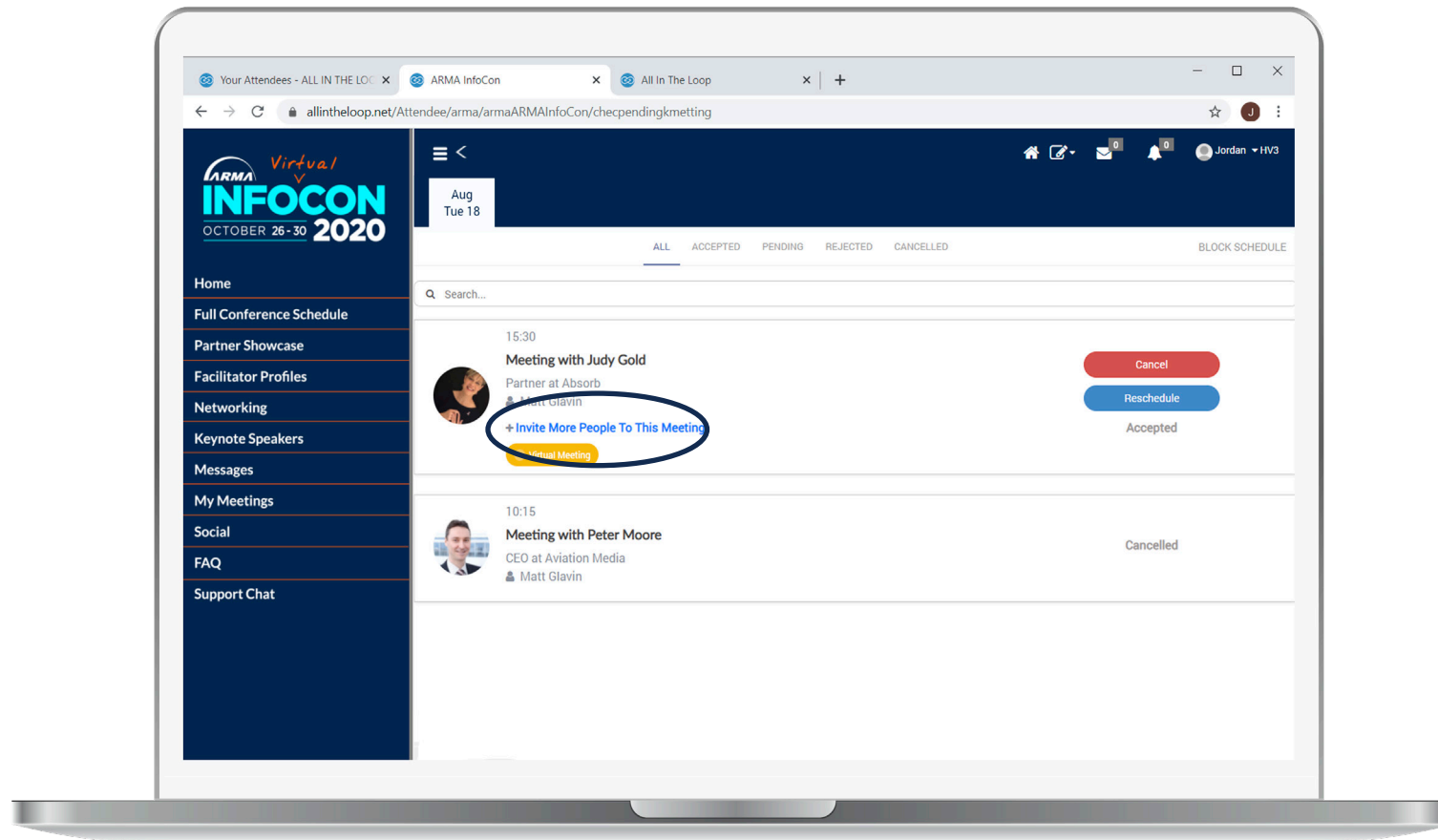
Virtual Meetings

When you have received a meeting request you can **accept** or **reject** the meeting.
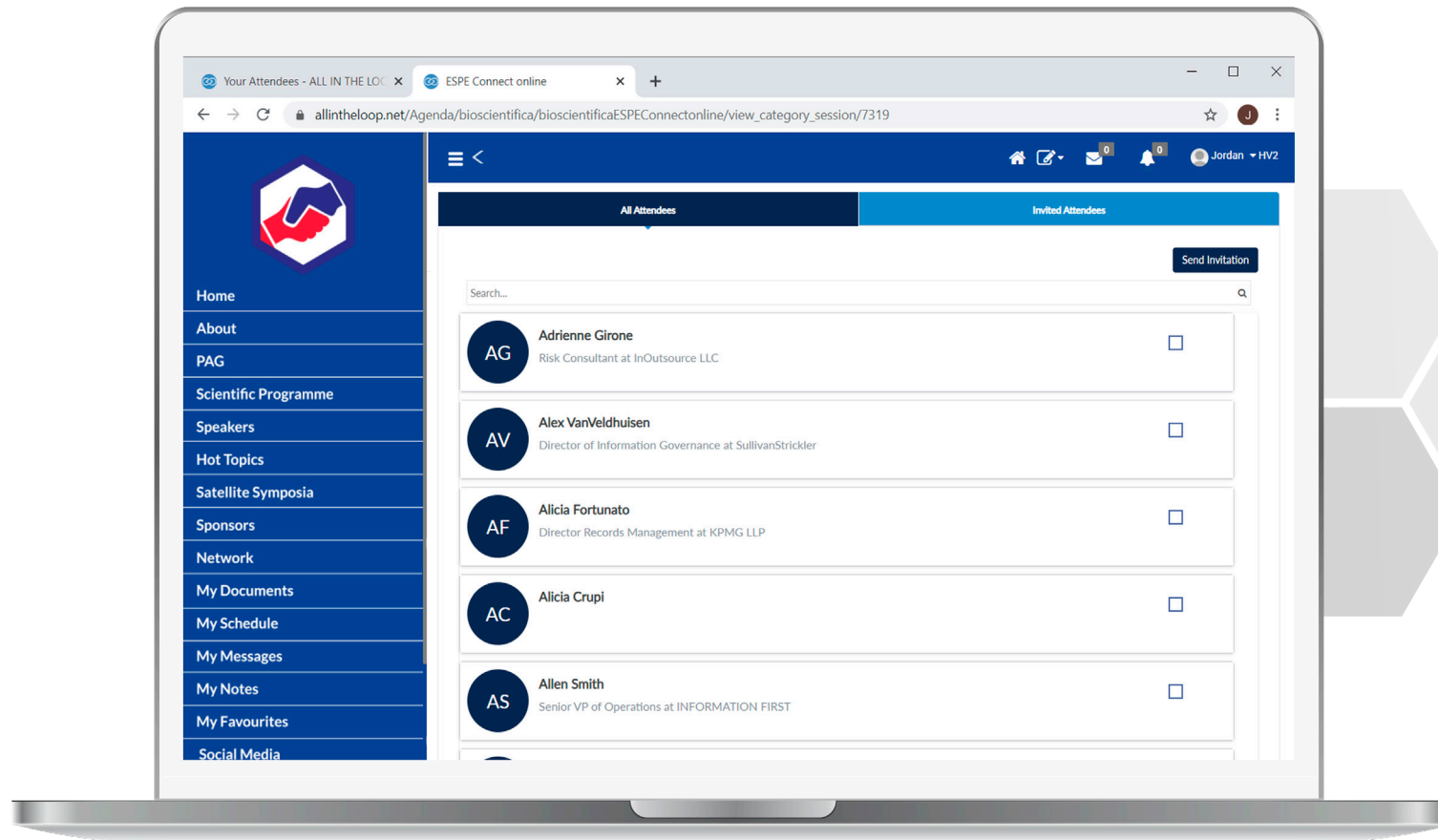
INVITING ADDITIONAL MEETING PARTICIPANTS

Virtual Meetings

Once a meeting has been accepted, you can add
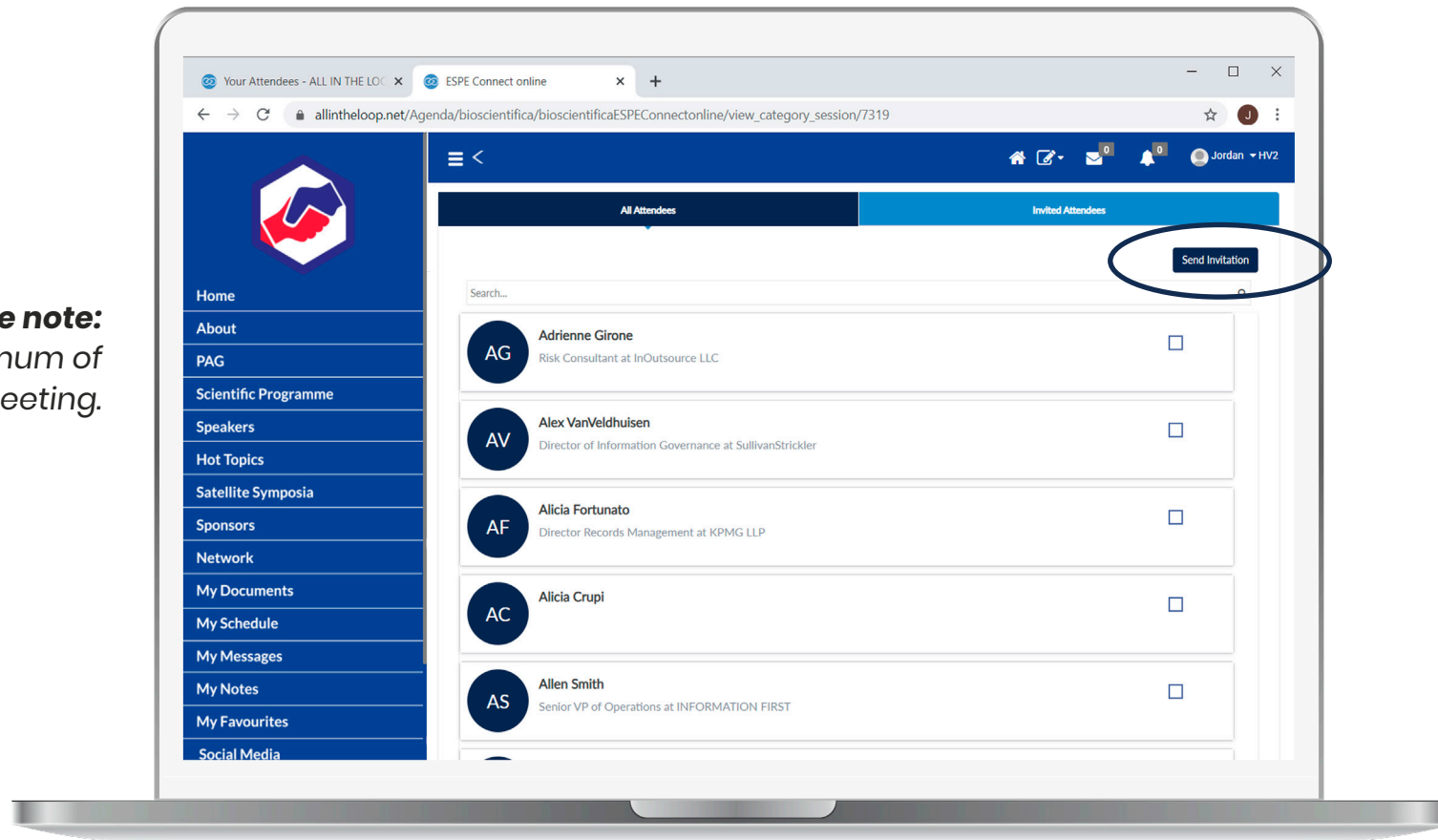participants by clicking **Invite More People
To This Meeting.**

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Virtual Meetings

You will see a full list of attendees to choose from.
Use the **Search Bar** to find attendees.
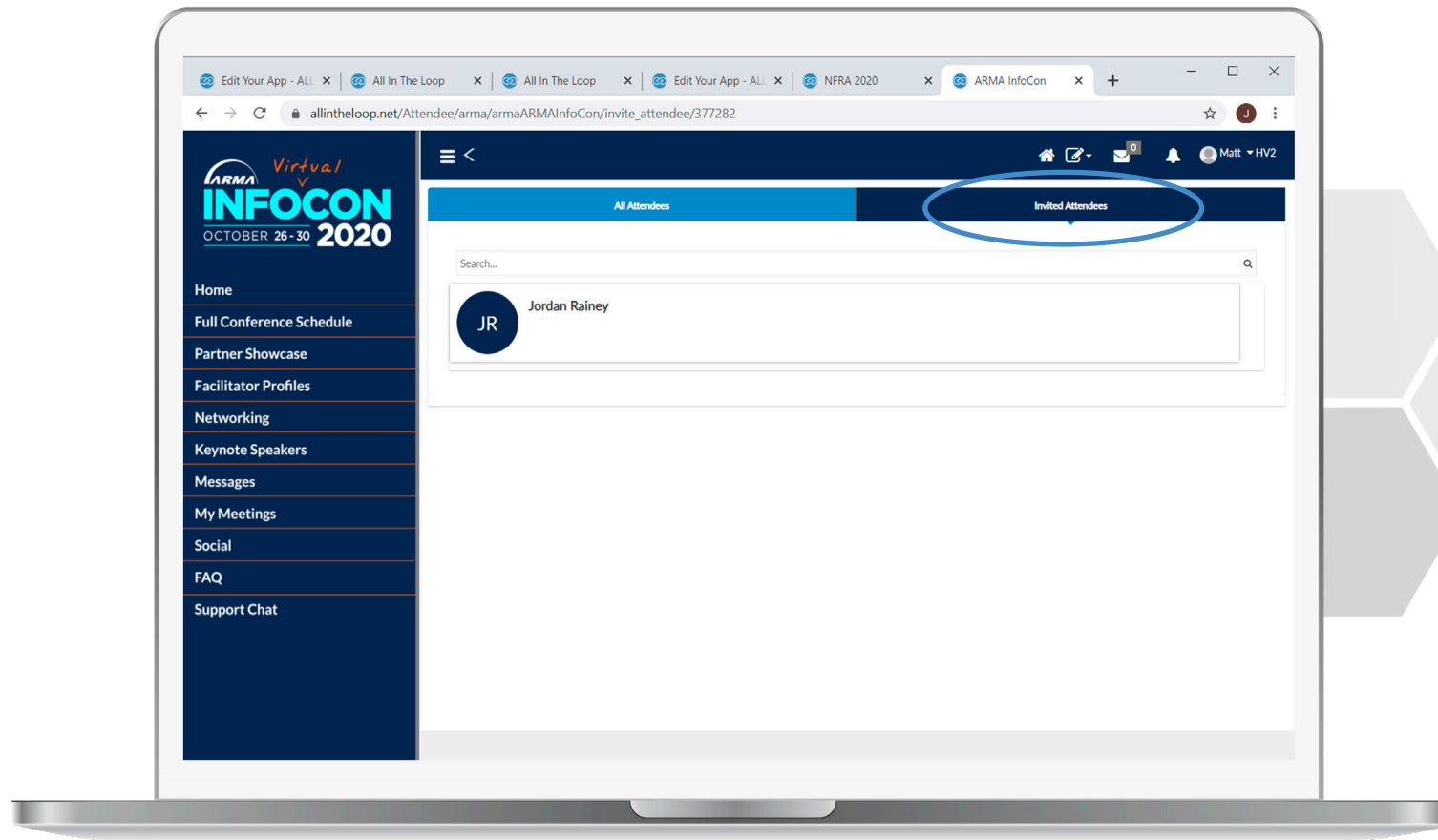
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Virtual Meetings

Please note:
There is a maximum of
12 attendees per meeting.

Select the check-box next to the attendee name, then click **Send Invitation** to invite the person to the meeting.

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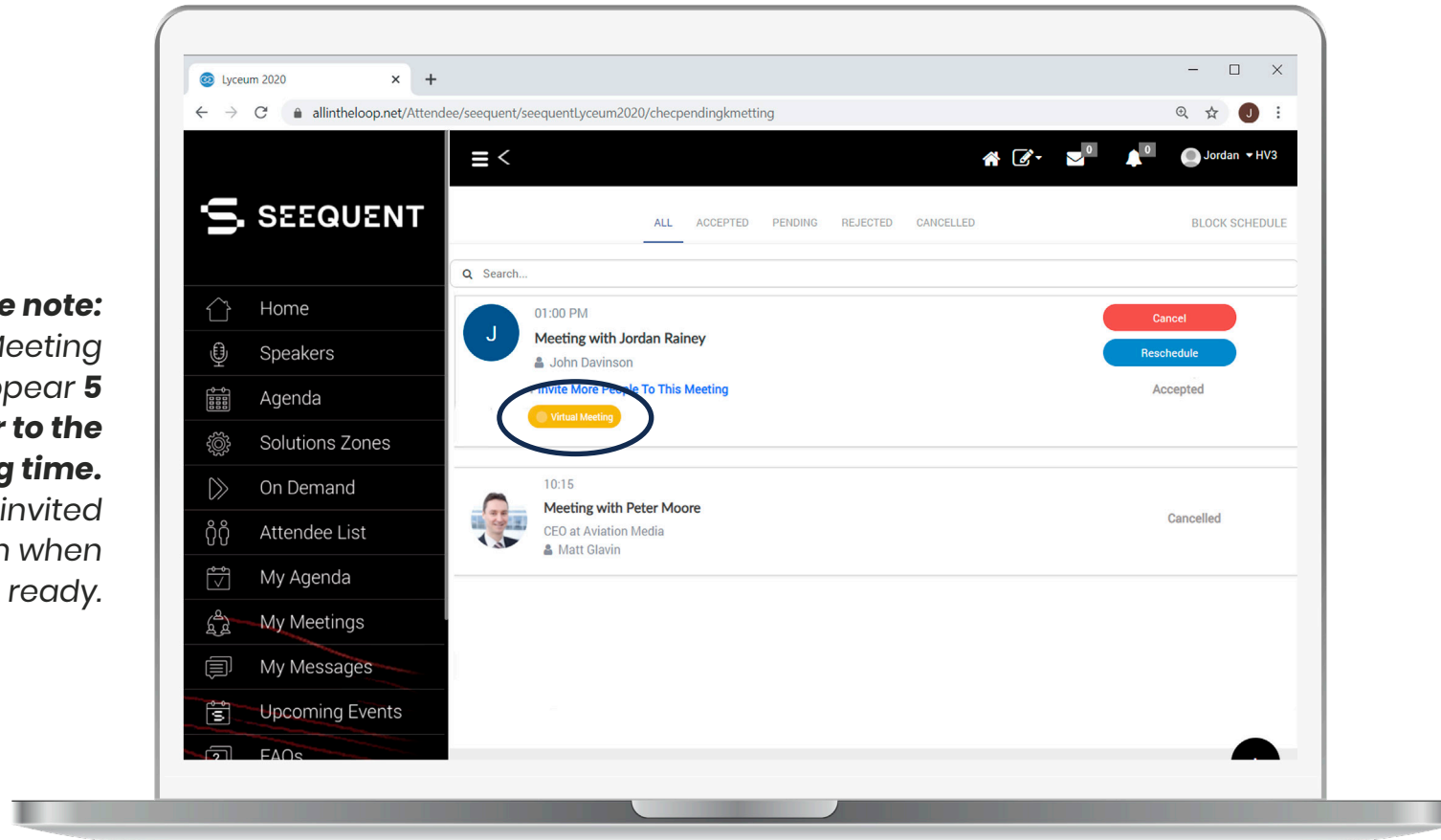
Virtual Meetings

Click the **Invited Attendees** tab to view
all attendees.

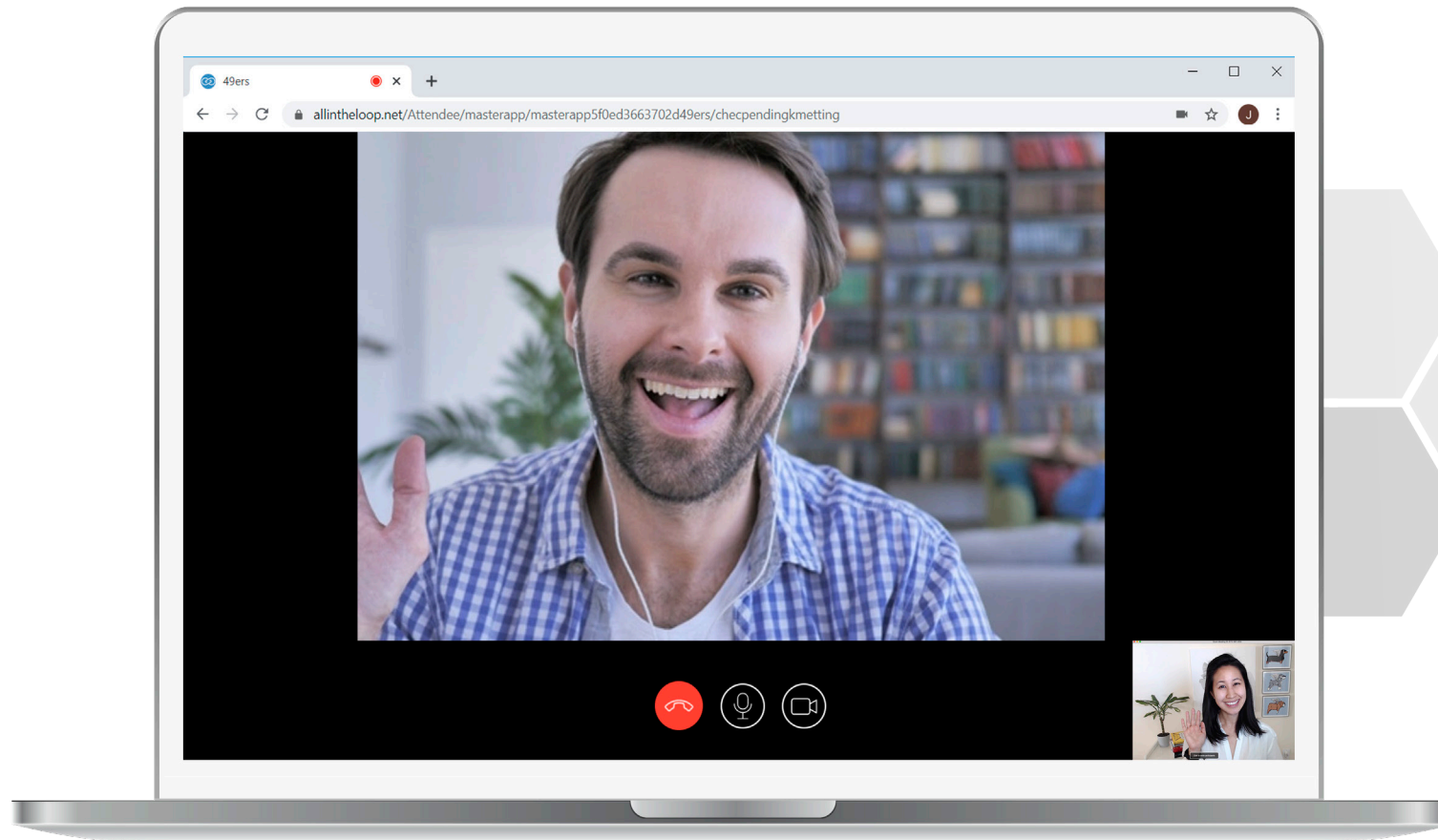ALL IN THE LOOP®

LAUNCHING A MEETING

Virtual Meetings

Please note:
The Virtual Meeting button will appear **5 minutes prior to the meeting time.**
Anyone who is invited can join when they are ready.

Click **My Meetings** on the left hand menu to view a full list of your meetings. Click the yellow **Virtual Meeting** button at the scheduled meeting time to join.
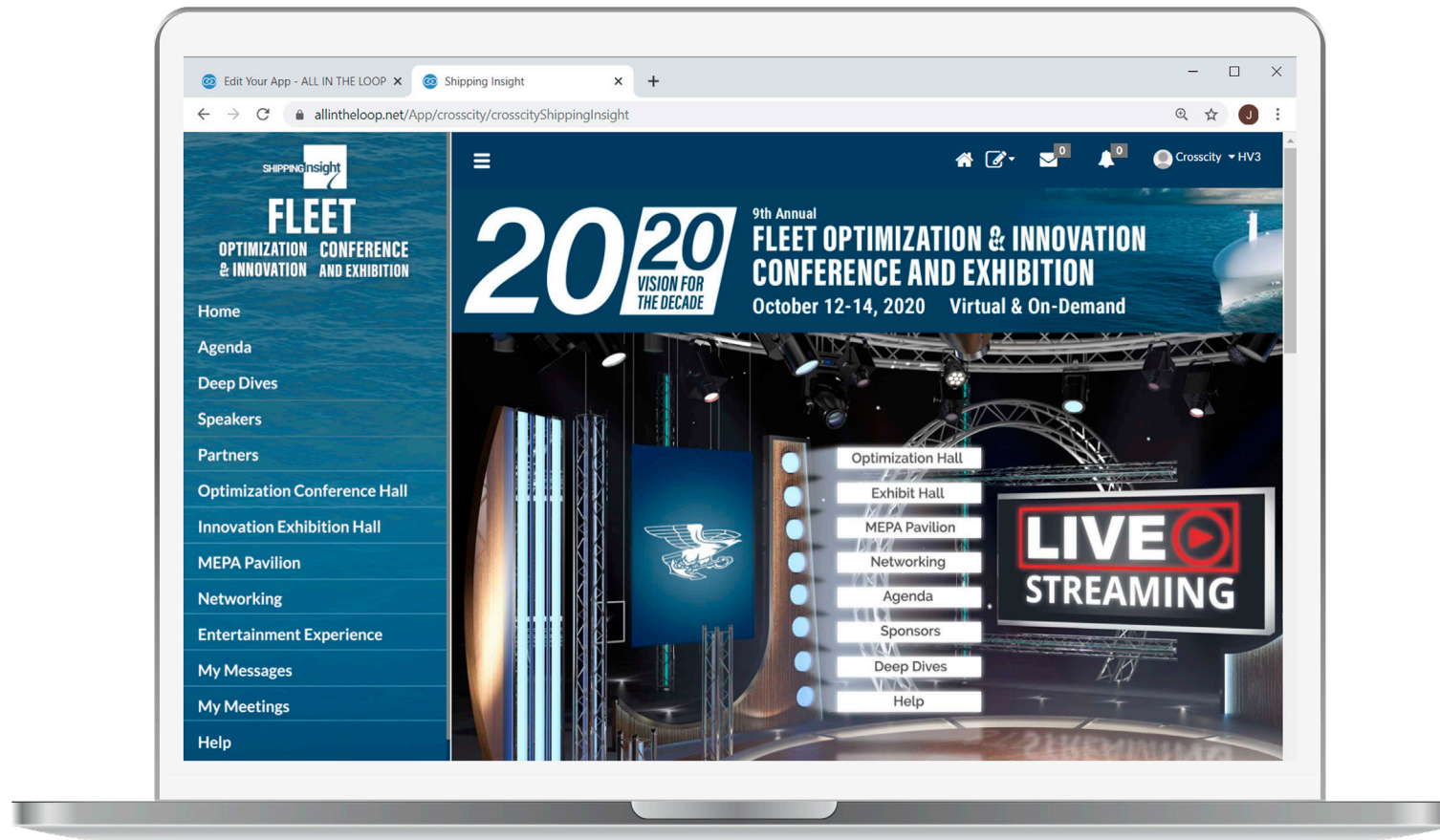
Virtual Meetings

The meeting will then begin with all attendees who have joined. Click the **red button** to end the meeting.

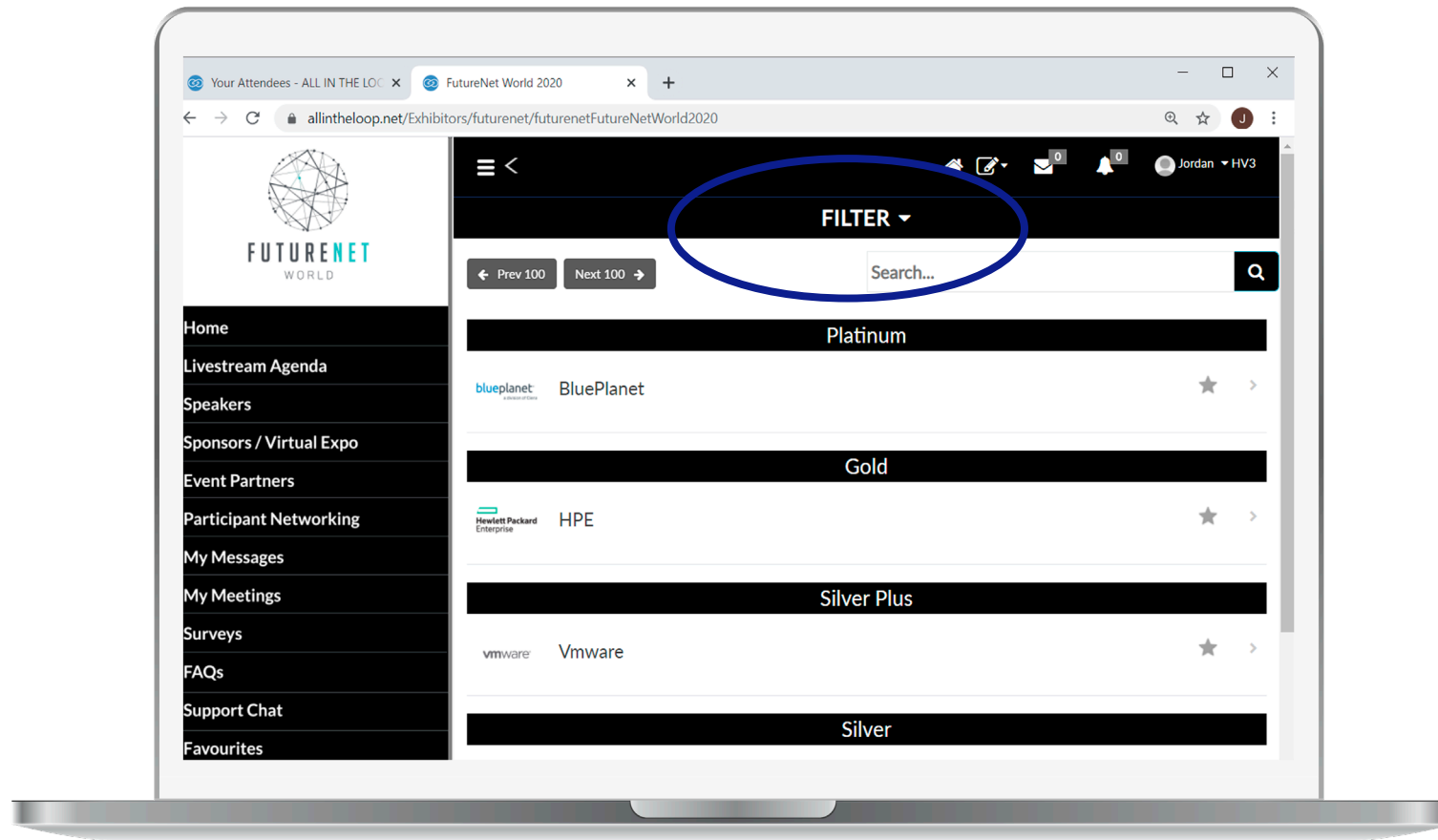ALL IN THE LOOP®
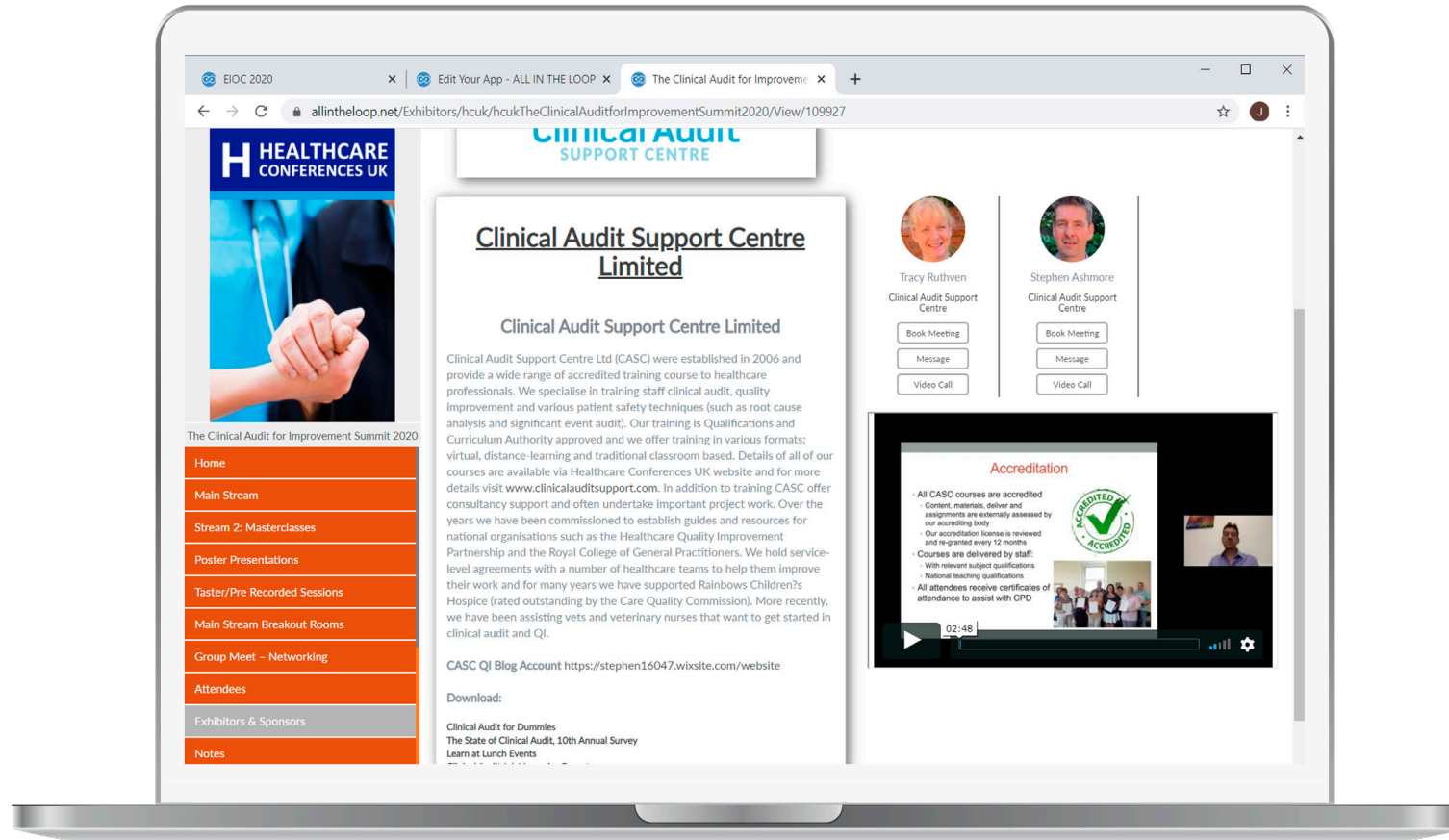
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EXHIBITORS

Home screen

Click on **'Exhibitors'**
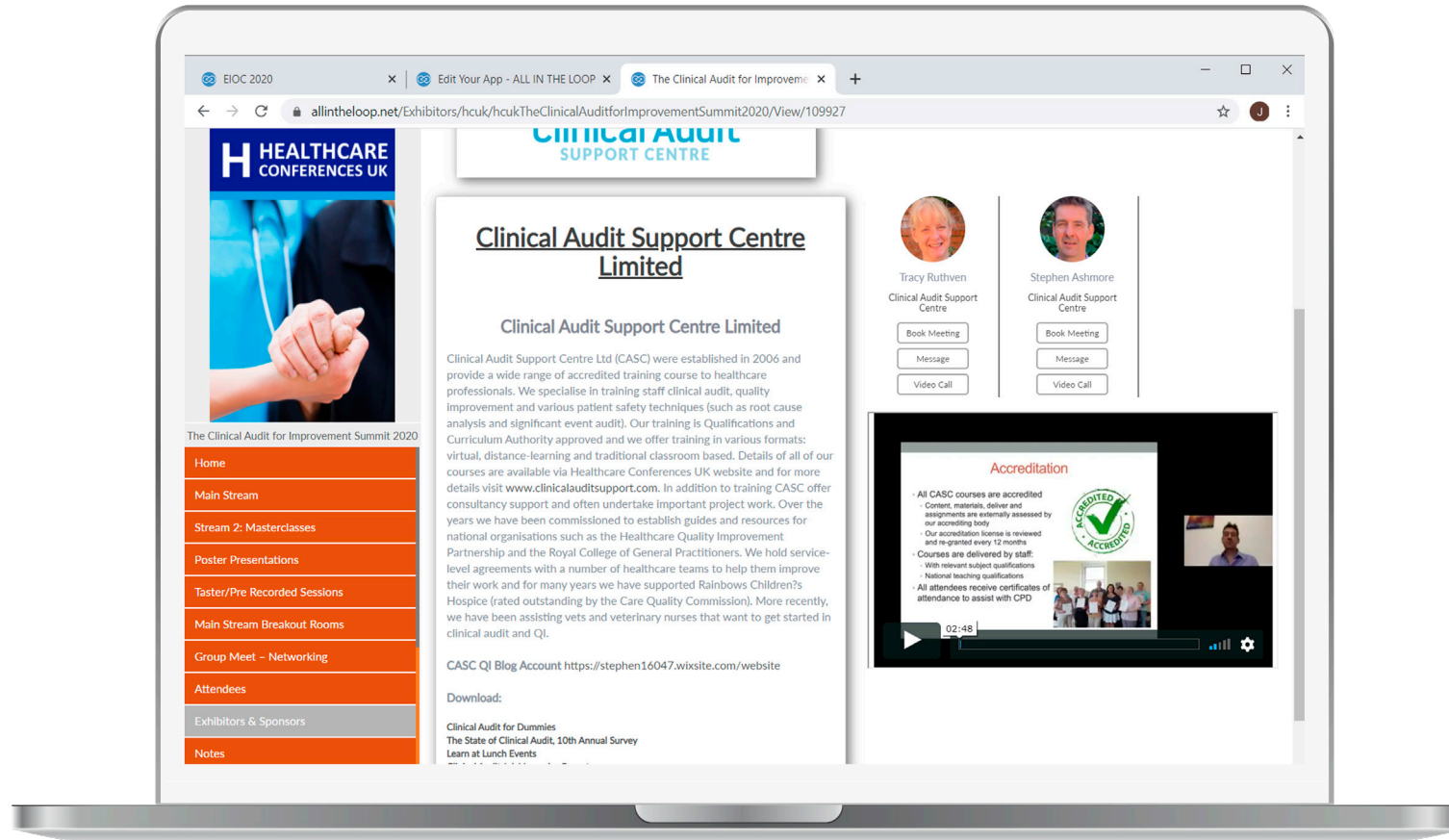on the home screen.

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Exhibitors

Use the search filters and click on the relevant exhibitor.

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Exhibitor Profile

The exhibitors profile page will then open. You will be able to see a description, website/ video links and attendees will be able to interact with assigned exhibitor representatives.

Exhibitor Profile
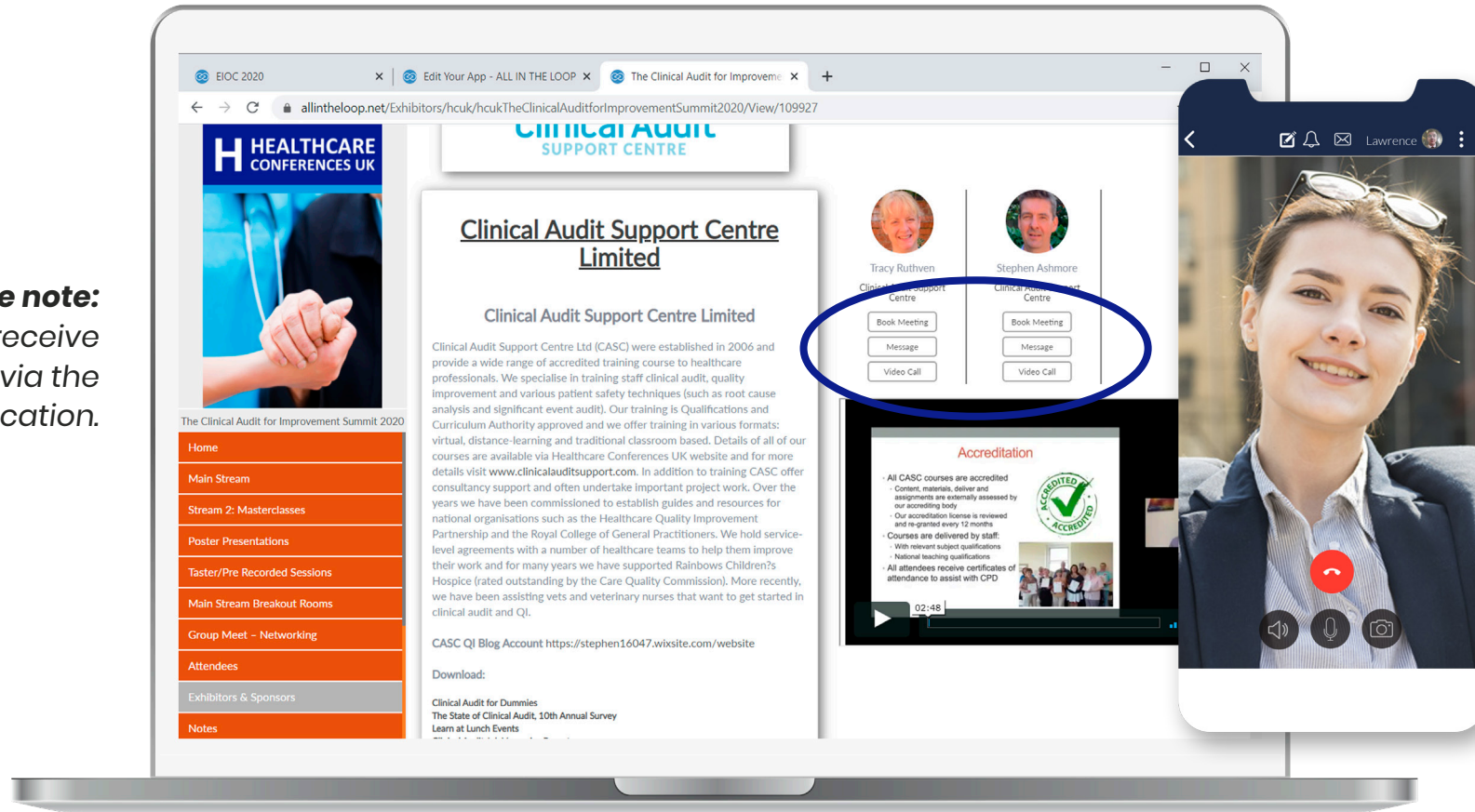

The exhibitors profile page will then open. You will be able to see a description, website/ video links and attendees will be able to interact with assigned exhibitor representatives.

ALL IN THE LOOP®
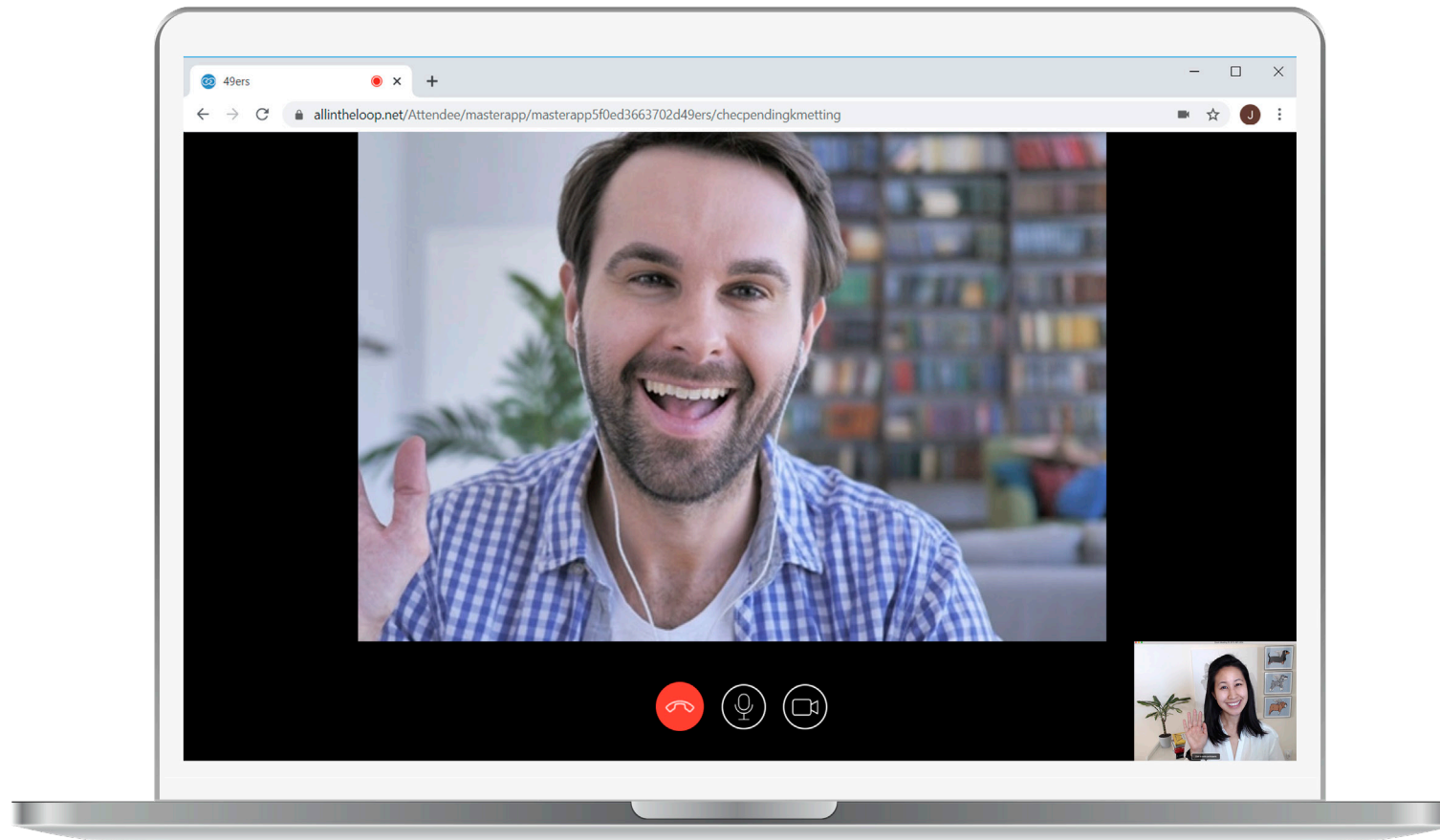
HOW TO PICK UP A VIDEO CALL

Exhibitor Profile

*Please note:
You can also receive video calls via the mobile application.

Attendees will click on **Book Meeting, Message** or **Video Call** to network with a exhibitor representative.
In order to receive a video call the exhibitor representative has to be in the exhibitor booth.

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Exhibitor Profile

Representatives will receive a notification about the call. By clicking the **'Accept'** button they will be able to speak to the attendee, who has requested the video call.

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