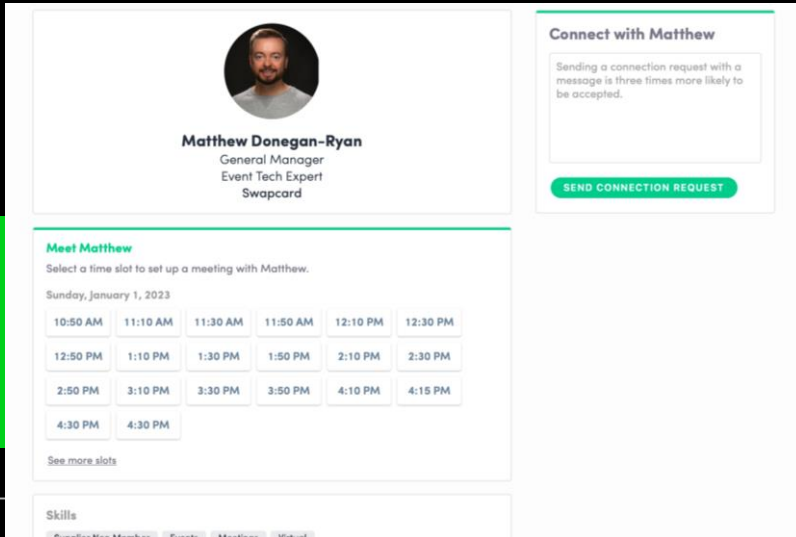
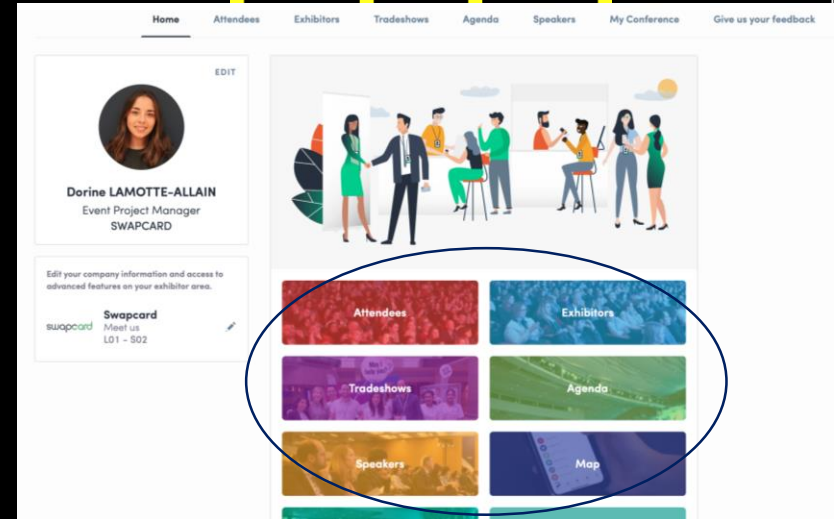


How to network ?

In the home page of the event, you can access the **Speakers** and **Attendees** lists.

Thanks to this, you can identify people of interest. Do not hesitate to contact them through the application to network and schedule **'face-to-face'** meetings.



If you see time slots appearing on people's profiles, it means that the organizer has allowed scheduling meetings on the event. Don't lose time and ask for meetings with the people of your choice before all their slots are booked. You can manage your availabilities from the **"My Event"** section of the application.

How to make a connection request ?



Matthew Donegan-Ryan
General Manager
Event Tech Expert
Swapcard

Meet Matthew
Select a time slot to set up a meeting with Matthew.

Sunday, January 1, 2023

10:50 AM	11:10 AM	11:30 AM	11:50 AM	12:10 PM	12:30 PM
12:50 PM	1:10 PM	1:30 PM	1:50 PM	2:10 PM	2:30 PM
2:50 PM	3:10 PM	3:30 PM	3:50 PM	4:10 PM	4:15 PM
4:30 PM	4:30 PM				

[See more slots](#)

Skills
Supplier Non Member Events Meetings Virtual

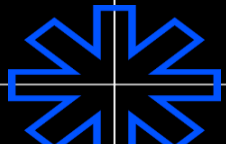
Connect with Matthew
Sending a connection request with a message is three times more likely to be accepted.

SEND CONNECTION REQUEST

To send a connection request to a person, go to a person's profile (via the list of participants, speakers, or a company profile) and click on Send connection request.

Tip : We encourage you to write a message before sending your connection request to introduce yourself and explain the reason for the connection.

You will be able to find all the people you have been in contact with during an event in the "My Visit" button, My Contacts tab.

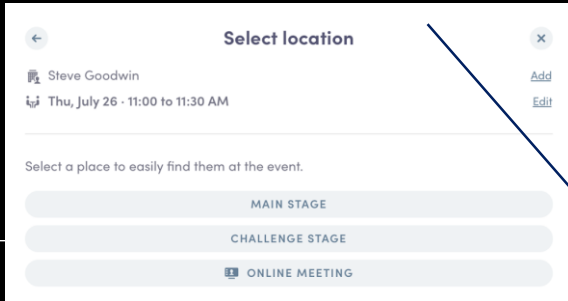


How to request a meeting ?

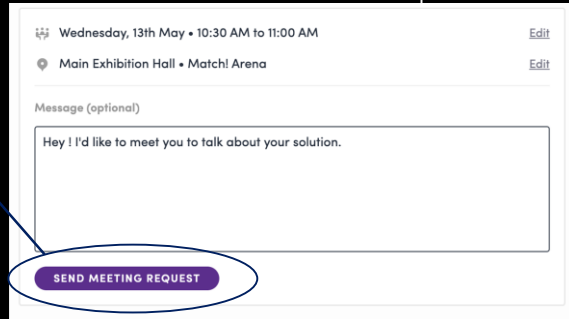
Step 1 : Go to a person's profile – by going to the list of participants, speakers, or a sponsor's profile.

Step 2 : Click on one of the proposed meeting slots. If you want to see other slots, click see more slots.

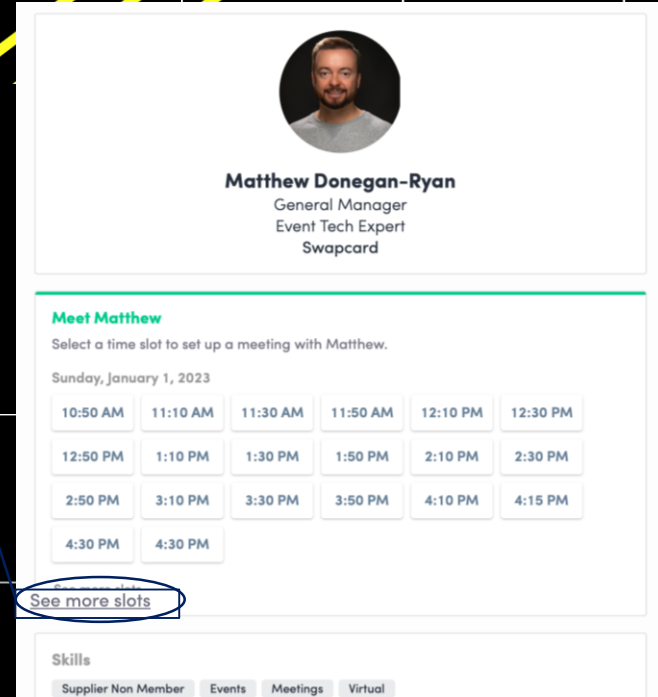
Step 3 : After selecting a slot and the virtual location, write a message to the person you want to meet. Once done, click send meeting request.



A screenshot of a 'Select location' dialog box. At the top, it shows a back arrow, the title 'Select location', and a close 'X' button. Below the title, it displays the name 'Steve Goodwin' with an 'Add' button, and the date 'Thu, July 26 - 11:00 to 11:30 AM' with an 'Edit' button. A text field contains the instruction 'Select a place to easily find them at the event.' Below this are three buttons: 'MAIN STAGE', 'CHALLENGE STAGE', and 'ONLINE MEETING' (which is highlighted with a blue circle).



A screenshot of a meeting request form. At the top, it shows the date and time 'Wednesday, 13th May • 10:30 AM to 11:00 AM' with an 'Edit' button. Below that is the location 'Main Exhibition Hall • Match! Arena' with an 'Edit' button. A text field labeled 'Message (optional)' contains the text 'Hey! I'd like to meet you to talk about your solution.' At the bottom, there is a purple button labeled 'SEND MEETING REQUEST' circled in blue.



A screenshot of a user profile for Matthew Donegan-Ryan. At the top is a circular profile picture. Below it, the name 'Matthew Donegan-Ryan' is displayed, followed by the titles 'General Manager', 'Event Tech Expert', and 'Swapcard'. Below the profile is a section titled 'Meet Matthew' with the instruction 'Select a time slot to set up a meeting with Matthew.' Underneath, the date 'Sunday, January 1, 2023' is shown, followed by a grid of time slots: 10:50 AM, 11:10 AM, 11:30 AM, 11:50 AM, 12:10 PM, 12:30 PM, 12:50 PM, 1:10 PM, 1:30 PM, 1:50 PM, 2:10 PM, 2:30 PM, 2:50 PM, 3:10 PM, 3:30 PM, 3:50 PM, 4:10 PM, 4:15 PM, 4:30 PM, and 4:30 PM. A blue circle highlights a 'See more slots' link below the grid. At the bottom, there is a 'Skills' section with tabs for 'Supplier Non Member', 'Events', 'Meetings', and 'Virtual'.

Note: If you plan to do a virtual meeting, select Online Meeting when choosing the location.

How to do a virtual meeting ?

To do a virtual meeting, you must select the **virtual location** when requesting a meeting.
(See : *How to request a meeting?*)

A few minutes before the meeting, go to the profile of the participant you're going to meet, and click on the coloured "**Meeting call**" button that will launch the video call (only available if the meeting is confirmed).

Connected

Andrea Di Benedetto
PM
Event Industry
Swapcard

Meeting CONFIRMED

Monday, 6th April - 10:00 AM to 10:30 AM

Virtual meeting

MEETING CALL [Cancel meeting](#)

2021 Fashion Trend'show

Display Live Discussions

Steve Goodwin 2 hours
Hello John! Nice to meet you, are you available to talk...

Mable Love, ... 3 hours
Hi, I'm also going to the event, could we meet there?

Amy Lambert Yesterday
Oh, interesting. Locking forward to meet you to...

Ophelia Doyle May 18
The Emerford Buddha is a figure of a sitting Buddha...

Travis Meyer, ... May 15
Oh, see you there then. Have a lovely day!

Steve Goodwin
Direct Sales Manager
Business Developer
Konex

BOOK MEETING

Scoring
Adding a rate helps your follow-up by knowing the potential of each connection made.

★★★★★

Tags
Add tag to organize your contacts
CEO × 2018 ×

Note
Add note to remind you about your contacts and how you met them

SEE FULL PROFILE
DELETE CONVERSATION

Nice to meet you John! I'm Steve, Direct Sales Manager at Konex. I would like to discuss with you about your new project Low-Tech. Are you available during the event?

Wed, Oct 24, 2020

Nice to meet you John! I'm Steve, Direct Sales Manager at Konex. I would like to discuss with you about your new project Low-Tech. Are you available during the event?

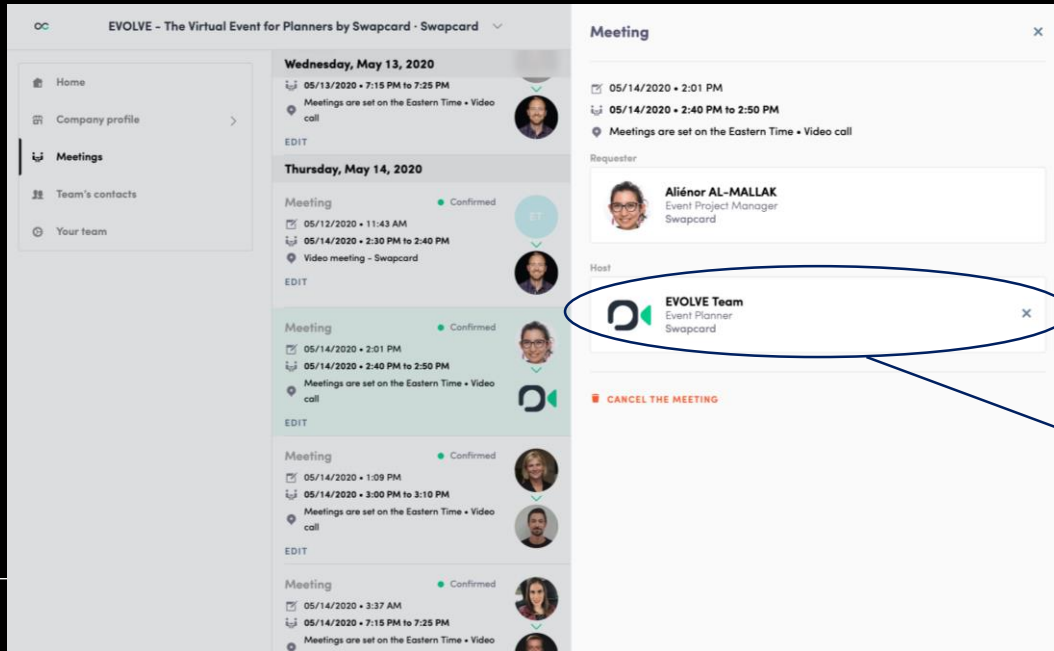
case-study.pdf

You launched a call
Started 2 mins ago

JOINED

Type a message...

How to assign a teammate to a meeting ?



The screenshot shows the 'EVOLVE - The Virtual Event for Planners by Swapcard' interface. On the left is a navigation menu with 'Home', 'Company profile', 'Meetings', 'Team's contacts', and 'Your team'. The main area displays a list of meetings for Wednesday, May 13, 2020, and Thursday, May 14, 2020. A meeting on May 14 at 2:01 PM is selected, showing a 'Requester' (Aliénor AL-MALLAK) and a 'Host' (EVOLVE Team). A blue circle highlights the 'EVOLVE Team' member in the host list, with a line pointing to the text below.

In your exhibitor center, you can manage your teammates' meetings.

Go to the « **Meetings** » tab and see all your team meetings during the event.

To assign or change a teammate to a meeting, click on the meeting and choose the team member you want to assign.