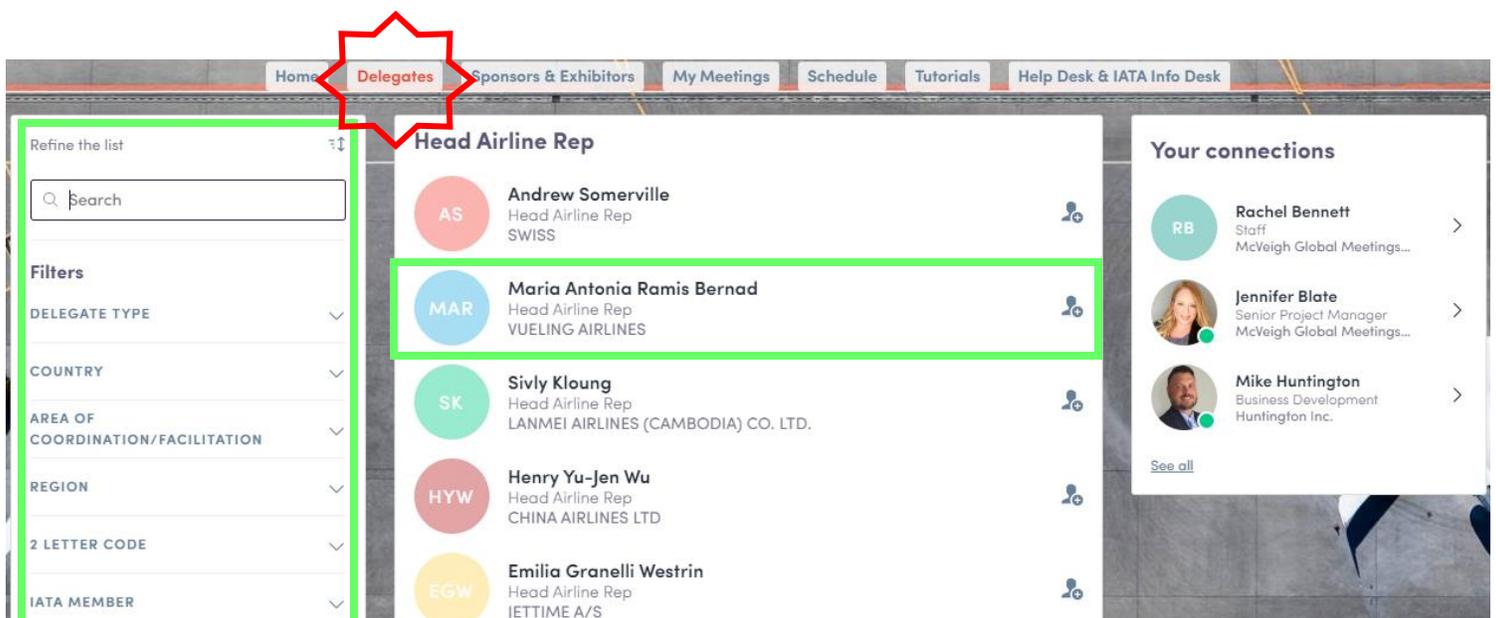


Start Connecting

1. From the Home Page buttons or Top Menu, navigate to **Delegates**. The Delegate list includes everyone registered to the conference including Exhibitors.
2. Once you are in the Delegates list you can **browse, search, or use filters**.
3. To **view** someone's profile simply select and click.
4. Click on the  icon to add this delegate to your **Connections**.

Pro Tip: You are not required to connect with a delegate in order to request a meeting. See Step 4: Schedule Appointments.

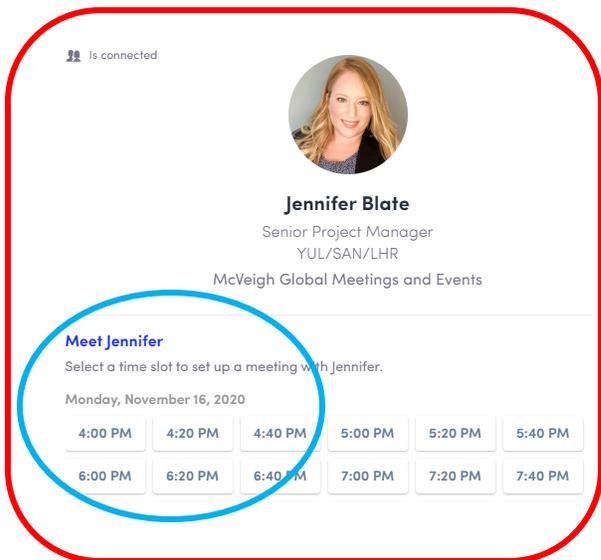


The screenshot shows the 'Delegates' page with a top navigation bar containing 'Home', 'Delegates', 'Sponsors & Exhibitors', 'My Meetings', 'Schedule', 'Tutorials', and 'Help Desk & IATA Info Desk'. On the left, a 'Refine the list' section includes a search bar and filters for 'DELEGATE TYPE', 'COUNTRY', 'AREA OF COORDINATION/FACILITATION', 'REGION', '2 LETTER CODE', and 'IATA MEMBER'. The main content area, titled 'Head Airline Rep', lists several delegates: Andrew Somerville (AS), Maria Antonia Ramis Bernad (MAR), Sivly Kloung (SK), Henry Yu-Jen Wu (HYW), and Emilia Granelli Westrin (EGW). The profile for Maria Antonia Ramis Bernad is highlighted with a green box. To the right, a 'Your connections' sidebar lists Rachel Bennett, Jennifer Blate, and Mike Huntington, each with a 'See all' link.

Sending Meeting Requests

1. After you click on a person's profile, you can view their availability and send a **Meeting Request** for a specific day and time during the conference.
2. Select the available location and send a message, along with your meeting request that introduces yourself and the purpose of your meeting.
3. Once the meeting has been accepted, it will show under the **My Meetings** tab as confirmed. Within an hour of your confirmed meeting, a button to start the meeting will appear on the appointment labeled "Meeting Call".

Pro Tip: Only available time slots will appear in the delegate profile. If a delegate has a *pending or confirmed* meeting request, those times will **not** appear.



Is connected


Jennifer Blate
Senior Project Manager
YUL/SAN/LHR
McVeigh Global Meetings and Events

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

Monday, November 16, 2020

4:00 PM	4:20 PM	4:40 PM	5:00 PM	5:20 PM	5:40 PM
6:00 PM	6:20 PM	6:40 PM	7:00 PM	7:20 PM	7:40 PM



Wednesday, October 21, 2020

8:20 PM
8:40 PM

Meeting with Huntington Incorporated CONFIRMED

 Virtual Meeting - One On One Video Call

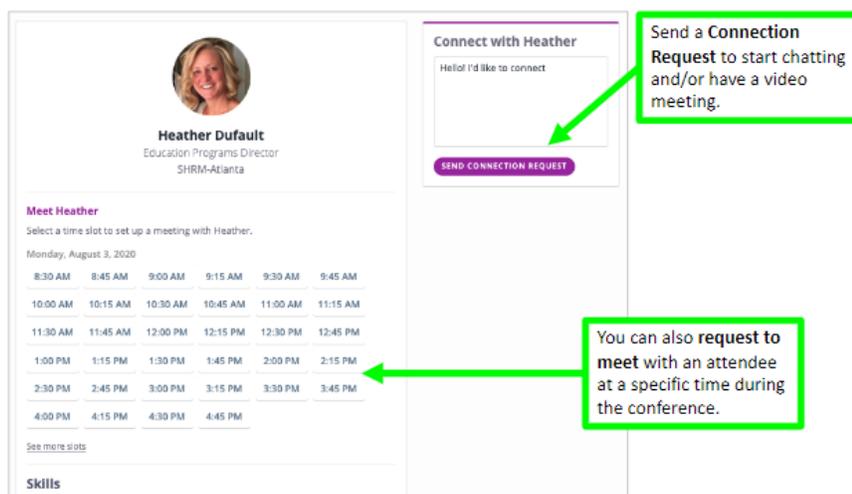
 Huntington Incorporated


Jennifer Blate
Senior Project Manager
McVeigh Global Meetings and Events

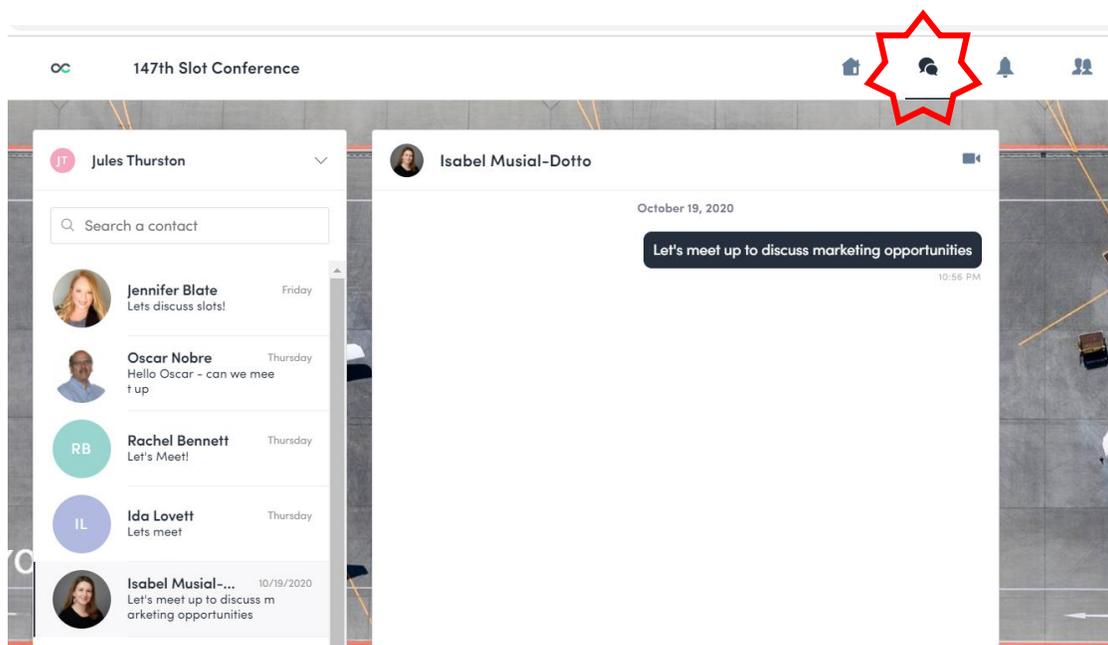
MEETING CALL

Connection Requests

1. You can also send them a **Connection Request** (this is similar to a 'friend request' on social media).

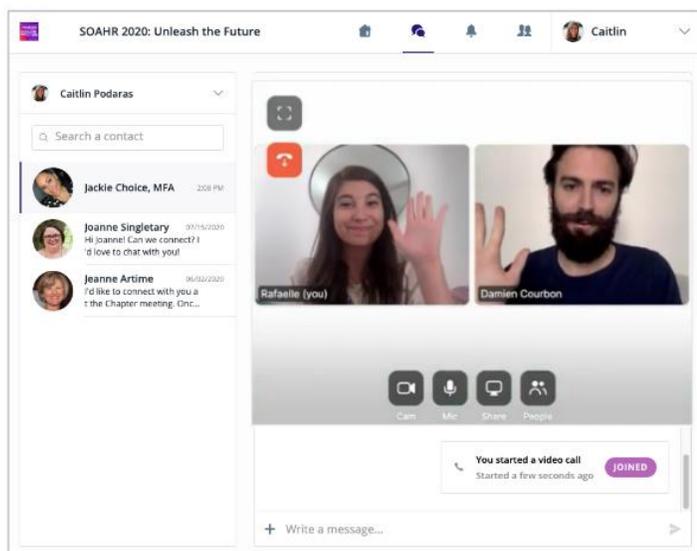
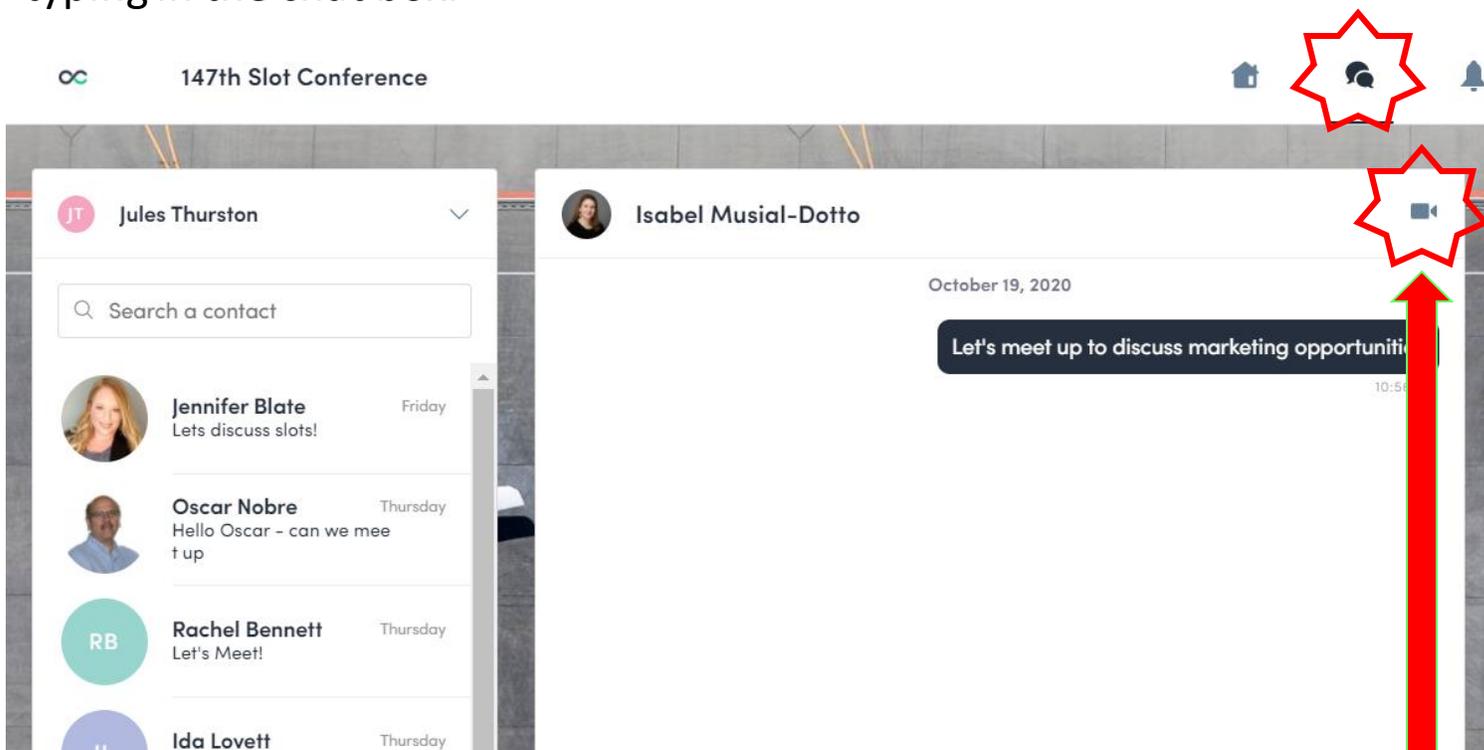


2. Once you send your connection request, you can now chat. All of your messages will appear in the chat area which can be reached by pressing the chat bubble icon at the top of the screen.



Connect via Chat or Video

Once another attendee accepts your Connection Request, you can easily chat with them via text chat or video. Click the Chat Message icon  in the top right area of the menu/navigation and begin typing in the chat box.



To start **video chatting**, click the Video Icon  and a video call will be placed.

You will then be able to have a video conference right within the platform!