

Schedule Management

How to block out time

STEP 1

Blocking out time in your schedule is simple.

Ensure you are in your individual profile then select My Schedule from the Networking dropdown menu:

The screenshot shows the iMEX exhibitor profile page for 'IMEX FRANKFURT 2024 (SANDBOX)' from May 14-16, 2024. The user is 'zzz Dustin 1', CEO of 'zzz Dustin'. The 'My Schedule' section is active, showing a calendar view for April 4th. The 'My schedule' option in the 'NETWORKING' dropdown menu is highlighted with a yellow circle and an arrow pointing to it.

NETWORKING

- Dashboard
- Suggested education and activiti
- Recommendations
- Favourites
- My schedule**
- My Meetings
- Messages
- Attendee list
- Meeting Ratings

PROFILE CHECKLIST

My Schedule

08:00

08:30

09:00

09:30

10:00

10:30

11:00

11:30

12:00

12:30

13:00

How to block out time

STEP 2

Then select Add Blocked Time as highlighted below:

The screenshot displays the 'Team Schedule' interface for a user named 'zzz Dustin'. On the left is a navigation sidebar with categories 'NETWORKING' and 'PROFILE CHECKLIST'. The main area shows a calendar for the month of April, with the 4th highlighted in red. Below the calendar, there is a section for 'zzz Dustin 1 CEO' with a 'Blocked Meeting Times' and 'Optional Activities' grid. The 'Add blocked time' button is highlighted in yellow, and the 'Download Schedule' button is visible next to it.

Team Schedule ➔ Add blocked time ⬇ Download Schedule

zzz Dustin
Profile preview

NETWORKING

- Dashboard
- Recommendations
- Favourites
- Team Schedule**
- Team Meetings
- Messages
- Attendee list
- Meeting Ratings

PROFILE CHECKLIST

Calendar: MAR 25, MAR 26, MAR 27, MAR 28, MAR 29, MAR 30, MAR 31, APR 01, APR 02, APR 03, **APR 04**

zzz Dustin 1
CEO

Blocked Meeting Times | **Optional Activities**

08:00
08:30
09:00
09:30
10:00
10:30
11:00
11:30

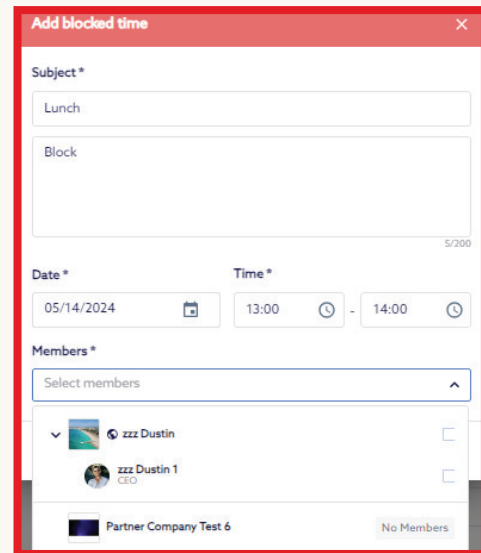
How to block out time

STEP 3

Add a title and a reason for the blocked meeting time, and confirm the date and time.

To add a time, click the clock icon, and scroll down to select the hour and minute (we use the 24-hour clock).

Buyer meetings take place between 10am and 5:30pm on Tuesday and Wednesday; and until 4:00pm on Thursday.



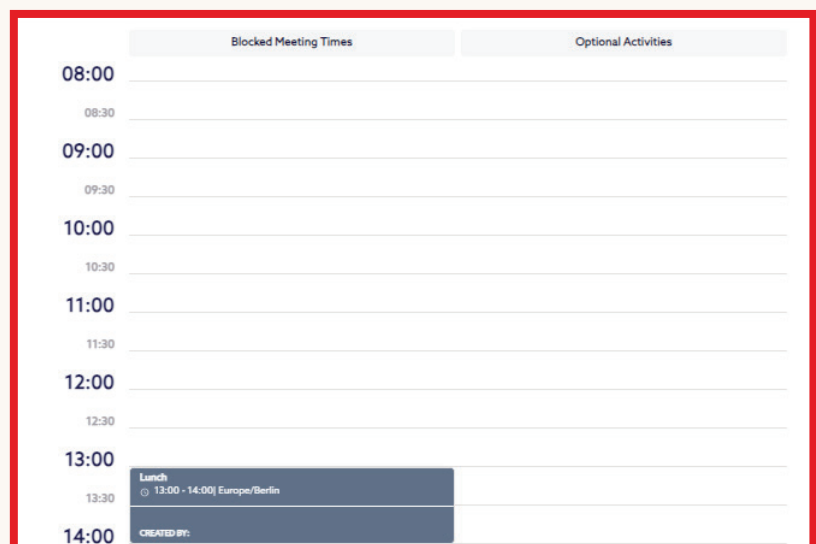
The screenshot shows a form titled "Add blocked time" with the following fields:

- Subject ***: A text input field containing "Lunch".
- Block**: A large text area for additional details.
- Date ***: A date picker set to "05/14/2024".
- Time ***: A time range selector set to "13:00 - 14:00".
- Members ***: A dropdown menu labeled "Select members" with a list of members below it:
 - zzz Dustin (checked)
 - zzz Dustin 1 CEO
 - Partner Company Test 6

STEP 4

Once you have completed these fields, click Save:

Your blocked meeting time will then appear in your Schedule:



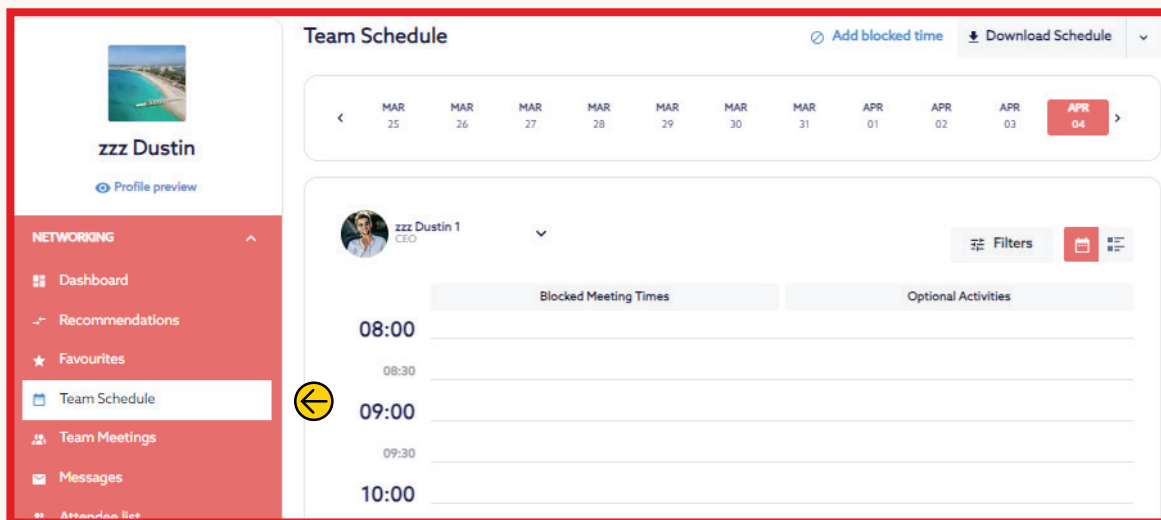
The screenshot shows a schedule grid with two columns: "Blocked Meeting Times" and "Optional Activities". The time slots range from 08:00 to 14:00. A "Lunch" block is visible in the "Blocked Meeting Times" column, spanning from 13:00 to 14:00. The block details are:

- Lunch**
- 13:00 - 14:00** Europe/Berlin
- CREATED BY:**

Blocking time for multiple team members

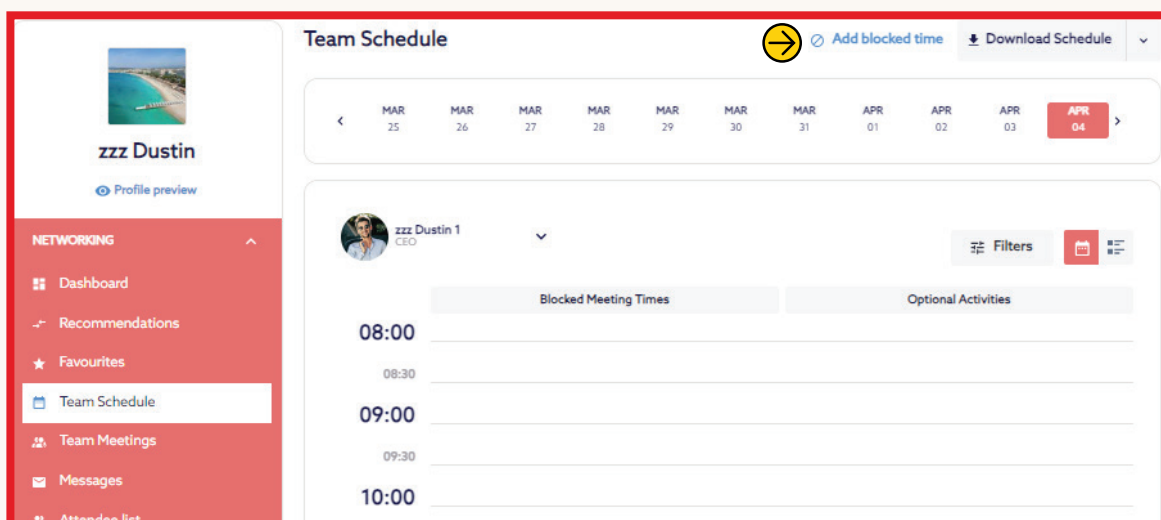
STEP 1

To block time for multiple members of your team, navigate to your Company Profile and select Team Schedule from the Networking dropdown menu:



STEP 2

Click Add Blocked Time as highlighted below:



Blocking time for multiple team members

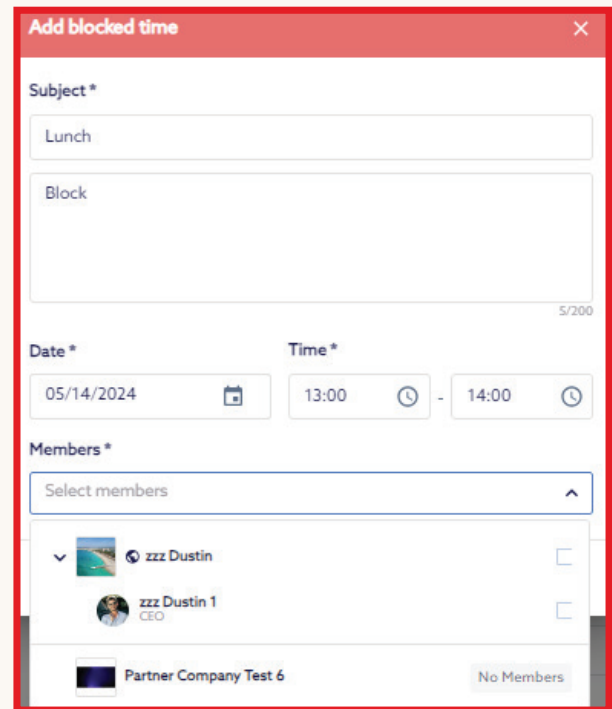
STEP 3

Add a title and a reason for the blocked meeting time, and confirm the date and time. To add a time, click the clock icon, and scroll down to select the hour and minute (we use the 24-hour clock).

Buyer meetings take place between 10am and 5:30pm on Tuesday and Wednesday; and until 4:00pm on Thursday.

Check if team members have availability for the blocked meeting time by clicking the Members dropdown menu. You will not be able to select team members shown as not available.

Once you have selected the team members required, click Save.



The screenshot shows a dialog box titled "Add blocked time" with a red header and a close button (X) in the top right corner. The form contains the following fields:

- Subject ***: A text input field containing "Lunch".
- Block**: A larger text area for a description, containing the word "Block".
- Date ***: A date picker showing "05/14/2024".
- Time ***: A time range selector showing "13:00" to "14:00".
- Members ***: A dropdown menu labeled "Select members" with an upward arrow. Below it, a list of members is shown with checkboxes:
 - zzz Dustin (checked)
 - zzz Dustin 1 CEO (unchecked)
 - Partner Company Test 6 (unchecked)

A "No Members" button is located at the bottom right of the members list.

How to reassign a meeting to an alternative team member

STEP 1

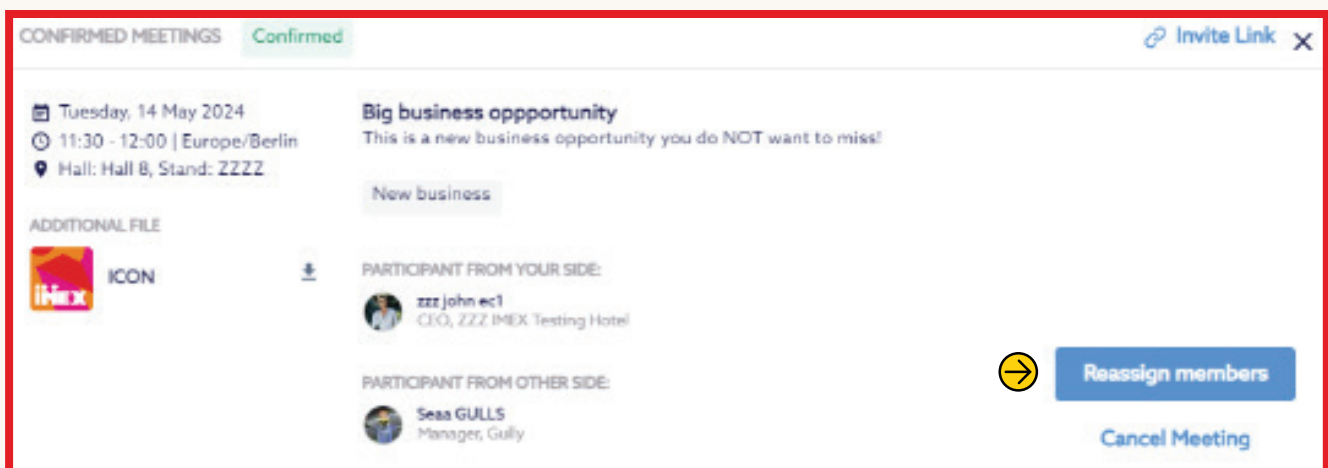
Sign into your Company Profile and select Team Schedule from the Networking dropdown menu to find the meeting you'd like to reassign (these will appear green):

The screenshot displays the 'Team Schedule' interface. On the left, a navigation sidebar is visible with a red background, containing a 'NETWORKING' section with options for 'Dashboard', 'Favourites', and 'Team Schedule'. A yellow arrow points to the 'Team Schedule' option. The main content area shows a calendar for May 13-16. A dropdown menu is open, listing several meetings, with the first one, 'ZZZ IMEX Testing Hotel', highlighted in green. The meeting list includes details such as the meeting name, location, and time slots (10:00, 10:30, 11:00, 11:30).

How to reassign a meeting to an alternative team member

STEP 2

Click the meeting to open it and click Reassign Members:

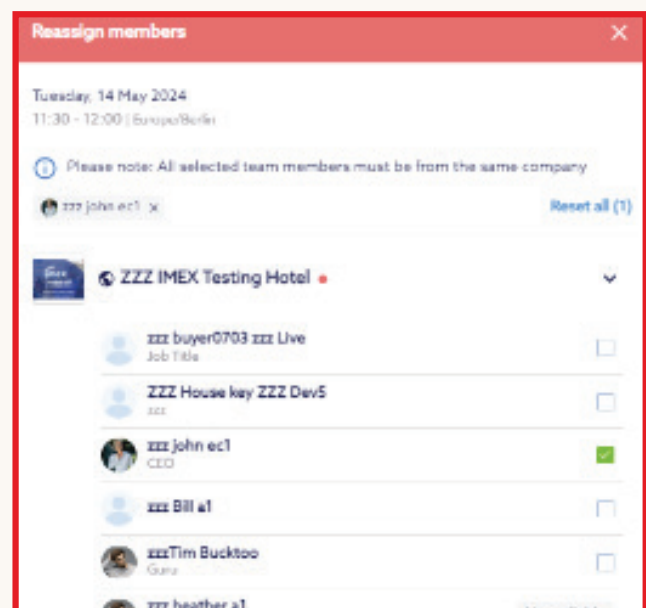


The screenshot shows the 'CONFIRMED MEETINGS' section with a 'Confirmed' status. The meeting details include: Tuesday, 14 May 2024; 11:30 - 12:00 | Europe/Berlin; Hall: Hall B, Stand: ZZZZ. The title is 'Big business opportunity' with a subtitle 'This is a new business opportunity you do NOT want to miss!'. There is an 'Invite Link' button in the top right. Under 'ADDITIONAL FILE', there is an 'ICON' file. The 'PARTICIPANT FROM YOUR SIDE' list includes 'zzz john ec1' (CEO, ZZZ IMEX Testing Hotel). The 'PARTICIPANT FROM OTHER SIDE' list includes 'Seas GULLS' (Manager, Gully). A yellow arrow points to the 'Reassign members' button, and a 'Cancel Meeting' button is also visible.

STEP 3

Reassign the meeting to any team members (or partners) who are available and uncheck the original team member.

Note that you cannot have staff from multiple different partner organizations attending the same meeting.



The 'Reassign members' dialog box shows the meeting details: Tuesday, 14 May 2024; 11:30 - 12:00 | Europe/Berlin. A note states: 'Please note: All selected team members must be from the same company'. The current participant 'zzz john ec1' is shown with a red 'x' and a 'Reset all (1)' button. Below, a dropdown menu is set to 'ZZZ IMEX Testing Hotel'. The list of participants includes: 'zzz buyer0703 zzz Live' (Job Title), 'ZZZ House key ZZZ Dev5', 'zzz john ec1' (CEO) with a checked checkbox, 'zzz Bill a1', 'zzzTim Bucktoo' (Gala), and 'zzz heather a1'. A 'Reassign' button is at the bottom right.