

# Schedule Management

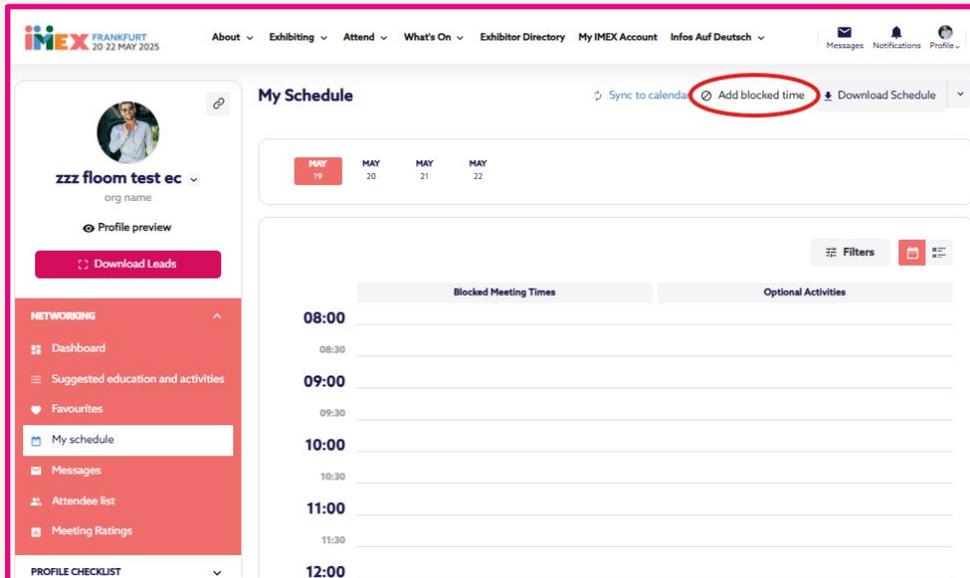
## How to block out time

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 displays the iMEX exhibitor interface. At the top, the navigation bar includes 'About', 'Exhibiting', 'Attend', 'What's On', 'Exhibitor Directory', 'My iMEX Account', and 'Infos Auf Deutsch'. The user's profile is shown on the left, with the name 'zzz floom test ec' and a 'Download Leads' button. The 'Networking' menu is open, and 'My schedule' is highlighted with a red circle. The main content area is titled 'My Schedule' and features a calendar view for May 19-22. Below the calendar, there are sections for 'Blocked Meeting Times' and 'Optional Activities' with a time slot grid from 08:00 to 12:00.

# How to block out time

Then select Add Blocked Time as highlighted below:



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

# How to block out time

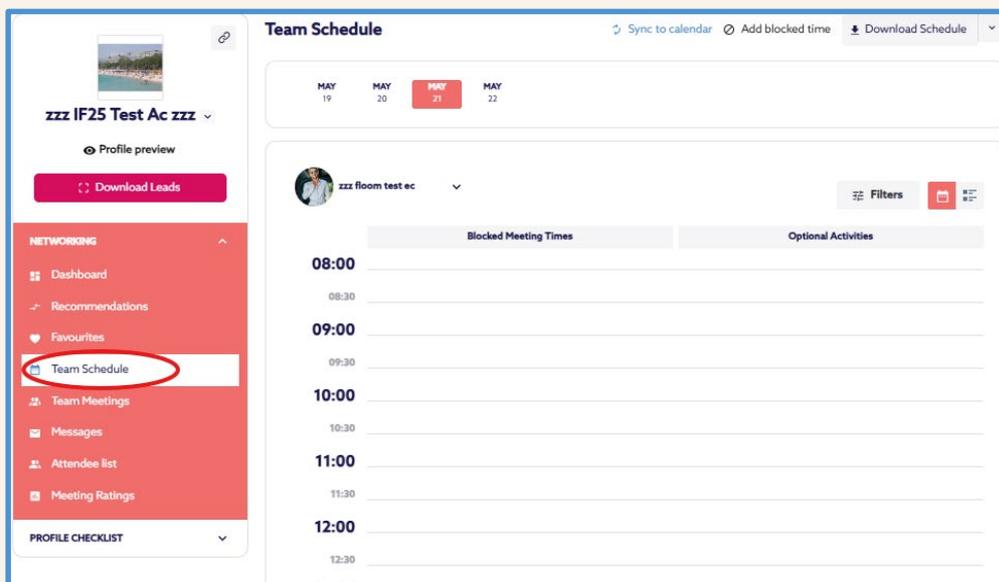
Once you have completed these fields, click Save: Your blocked meeting time will then appear in your Schedule:

The screenshot displays a calendar interface with a time grid from 08:00 to 15:00. The grid is divided into two columns: 'Blocked Meeting Times' and 'Optional Activities'. A meeting titled 'Lunch' is scheduled from 13:00 to 14:00 in the 'Blocked Meeting Times' column. The meeting details are: 'Lunch', '13:00 - 14:00 | Europe/Berlin', and 'CREATED BY:'. The interface includes a 'Filters' button and a calendar icon in the top right corner.

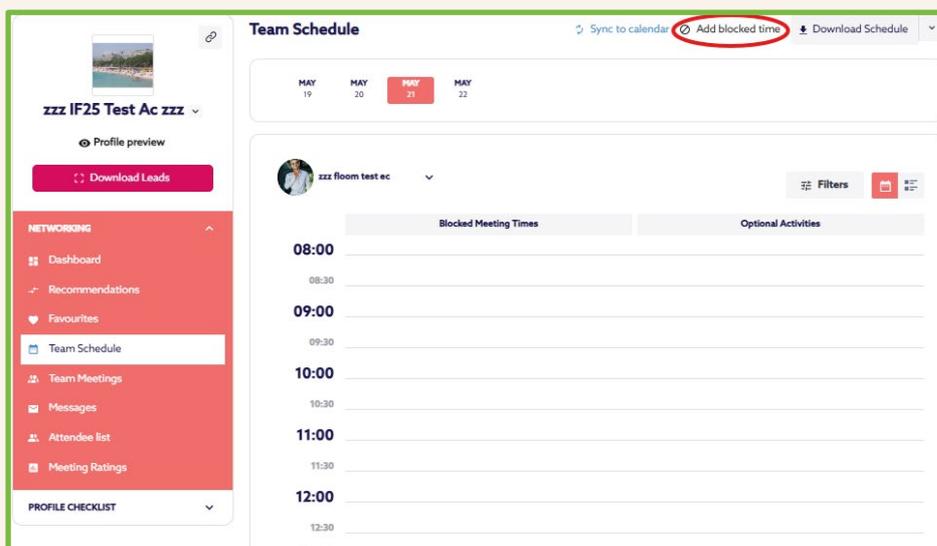
Time	Blocked Meeting Times	Optional Activities
08:00		
08:30		
09:00		
09:30		
10:00		
10:30		
11:00		
11:30		
12:00		
12:30		
13:00	Lunch 13:00 - 14:00   Europe/Berlin	
13:30		
14:00	CREATED BY:	
14:30		
15:00		

# Blocking time for multiple team members

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



Click Add Blocked Time as highlighted below:



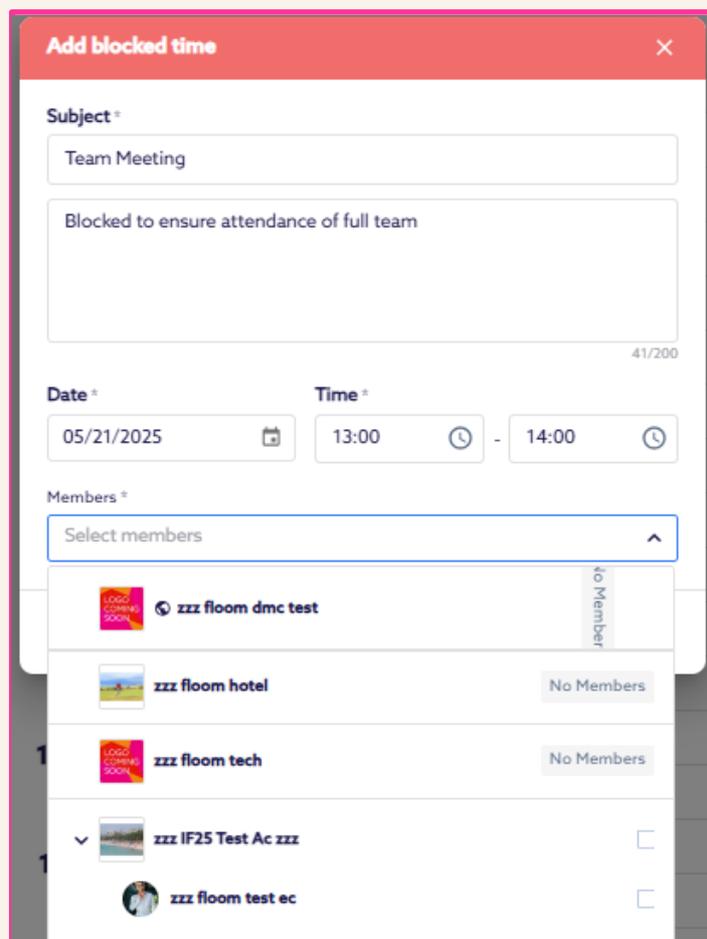
# Blocking time for multiple team members

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.

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 form titled "Add blocked time" with a close button (X) in the top right corner. The form contains the following fields and options:

- Subject \***: A text input field containing "Team Meeting". Below it is a larger text area containing "Blocked to ensure attendance of full team" with a character count of 41/200.
- Date \***: A date picker showing "05/21/2025".
- Time \***: A time range selector showing "13:00" to "14:00".
- Members \***: A dropdown menu labeled "Select members" with an upward arrow. Below the dropdown is a list of team members:
  - zzz floom dmc test (with a "to Member" label on the right)
  - zzz floom hotel (with a "No Members" label on the right)
  - zzz floom tech (with a "No Members" label on the right)
  - zzz IF25 Test Ac zzz (with a checkmark icon on the right)
  - zzz floom test ec (with a checkmark icon on the right)

# How to reassign a meeting to an alternative team member

Go to 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):

CONFIRMED MEETINGS Confirmed [Invite Link](#) ×

Thursday, 22 May 2025  
10:00 - 10:30 | Europe/Berlin  
Hall: Hall 8 TEST, Stand: B020

**Test invite link**  
Test invite link

Existing business

PARTICIPANT FROM YOUR SIDE:

zzy toffee zzy etma1  
Admin, ZZZ Achilles Test

PARTICIPANT FROM OTHER SIDE:

zzy Dylan zzy Buyer  
Job title, zzy Testing company buyer

ADDITIONAL PARTICIPANTS:

zzy IA0a843lbo zzy Autopp  
Job title, This is my organization name

Reassign members

Cancel Meeting

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.

Reassign members ×

Thursday, 22 May 2025  
10:00 - 10:30 | Europe/Berlin

! Please note: All selected team members must be from the same company

× Reset all (1)

ZZZ 29A Child >

ZZZ Achilles Test • ∨

zzy toffee zzy etma1  
Admin

zzy toffee zzy etm2  
Member

Cancel Save