

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.



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](#)

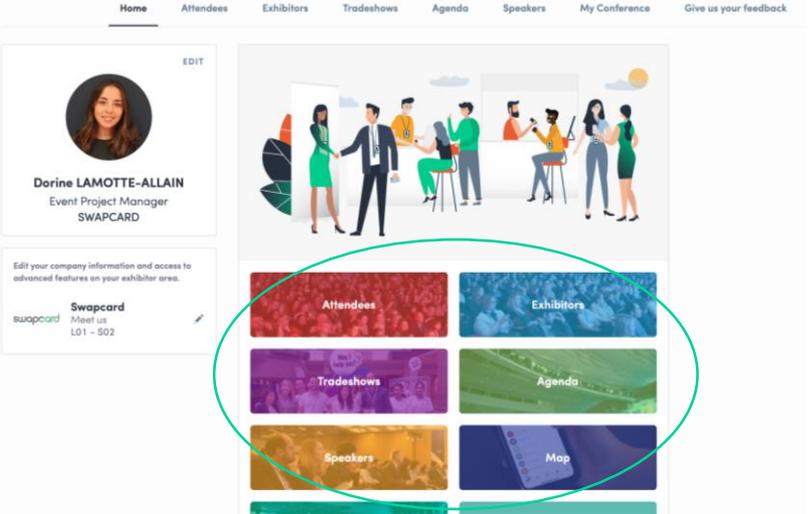
Skills

Suzeller 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](#)



Home Attendees Exhibitors Tradeshows Agenda Speakers My Conference Give us your feedback

EDIT

Dorine LAMOTTE-ALLAIN
Event Project Manager
SWAPCARD

Edit your company information and access to advanced features on your exhibitor area.

swapcard **Swapcard**
Meet us
L01 - S02

Attendees Exhibitors Tradeshows Agenda Speakers Map

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.

← **Select location** ×

Steve Goodwin Add Edit

Thu, July 26 - 11:00 to 11:30 AM

Select a place to easily find them at the event.

- MAIN STAGE
- CHALLENGE STAGE
- ONLINE MEETING**

Wednesday, 13th May • 10:30 AM to 11:00 AM Edit

Main Exhibition Hall • Match! Arena Edit

Message (optional)

Hey ! I'd like to meet you to talk about your solution.

SEND MEETING 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

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. Looking 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!



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-Teck. 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-Teck. Are you available during the event?

case-study.pdf

You launched a call
Started 2 mins ago JOINED

Type a message...

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](#)

How to assign a teammate to a meeting ?

The screenshot displays the 'EVOLVE - The Virtual Event for Planners by Swapcard' interface. On the left, a sidebar menu includes 'Home', 'Company profile', 'Meetings', 'Team's contacts', and 'Your team'. The main content area is divided into two panels. The left panel shows a calendar view of meetings for Wednesday, May 13, 2020, and Thursday, May 14, 2020. The right panel, titled 'Meeting', provides details for a meeting on 05/14/2020 at 2:01 PM. It identifies the requester as Aliénor AL-MALLAK (Event Project Manager, Swapcard) and the host as the EVOLVE Team (Event Planner, Swapcard). A red 'CANCEL THE MEETING' button is visible at the bottom of the meeting details. A green circle highlights the 'EVOLVE Team' host information, with a line pointing to the explanatory text on the right.

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.