

# NETWORKING & MEETINGS

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

**Connect with Matthew**

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

[SEND CONNECTION REQUEST](#)

**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

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

**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.

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**Matthew Donegan-Ryan**  
General Manager  
Event Tech Expert  
Swapcard

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

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**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  
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

Main Exhibition Hall • Match! Arena

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

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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.

# 5G World

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, 5th April - 10:00 AM to 10:30 AM

Virtual meeting

**MEETING CALL** Cancel meeting

## HOW TO DO A VIRTUAL MEETING

2021 Fashion Trend'show

Display Live Discussions

Search

**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  
Ok, interesting. Looking forward to meet you to...

**Ophelia Doyle** May 18  
The Emeriard Buddha is a figurine of a sitting Buddha...

**Travis Meyer, ...** May 15  
Ok, 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-Tech. Are you available during the event?  
2:15 PM

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...

**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 x 2018 x

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

SEE FULL PROFILE  
DELETE CONVERSATION

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The screenshot displays the 'EVOLVE - The Virtual Event for Planners by Swapcard' interface. On the left, a navigation menu includes 'Home', 'Company profile', 'Meetings', 'Team's contacts', and 'Your team'. The main area shows a list of meetings for 'Wednesday, May 13, 2020' and 'Thursday, May 14, 2020'. A meeting on May 14, 2020, at 2:40 PM is highlighted in green and marked as 'Confirmed'. A blue circle highlights the 'EVOLVE Team' profile, which is assigned as the 'Host' for this meeting. The 'Requester' is 'Aliénor AL-MALLAK'. A 'CANCEL THE MEETING' button is visible at the bottom of the meeting details panel.

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.

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