

Request a meeting

Quick Guide





FERIA VALENCIA

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1. INTRODUCTION

The present document is a basic guide to using the Meeting Request facility.

2. BASIC INSTRUCTIONS

2.1 Accessing the catalogue

The "request a meeting" facility is only available via the web version of the catalogue. The web version of the catalogue can be accessed from a web address similar to this:

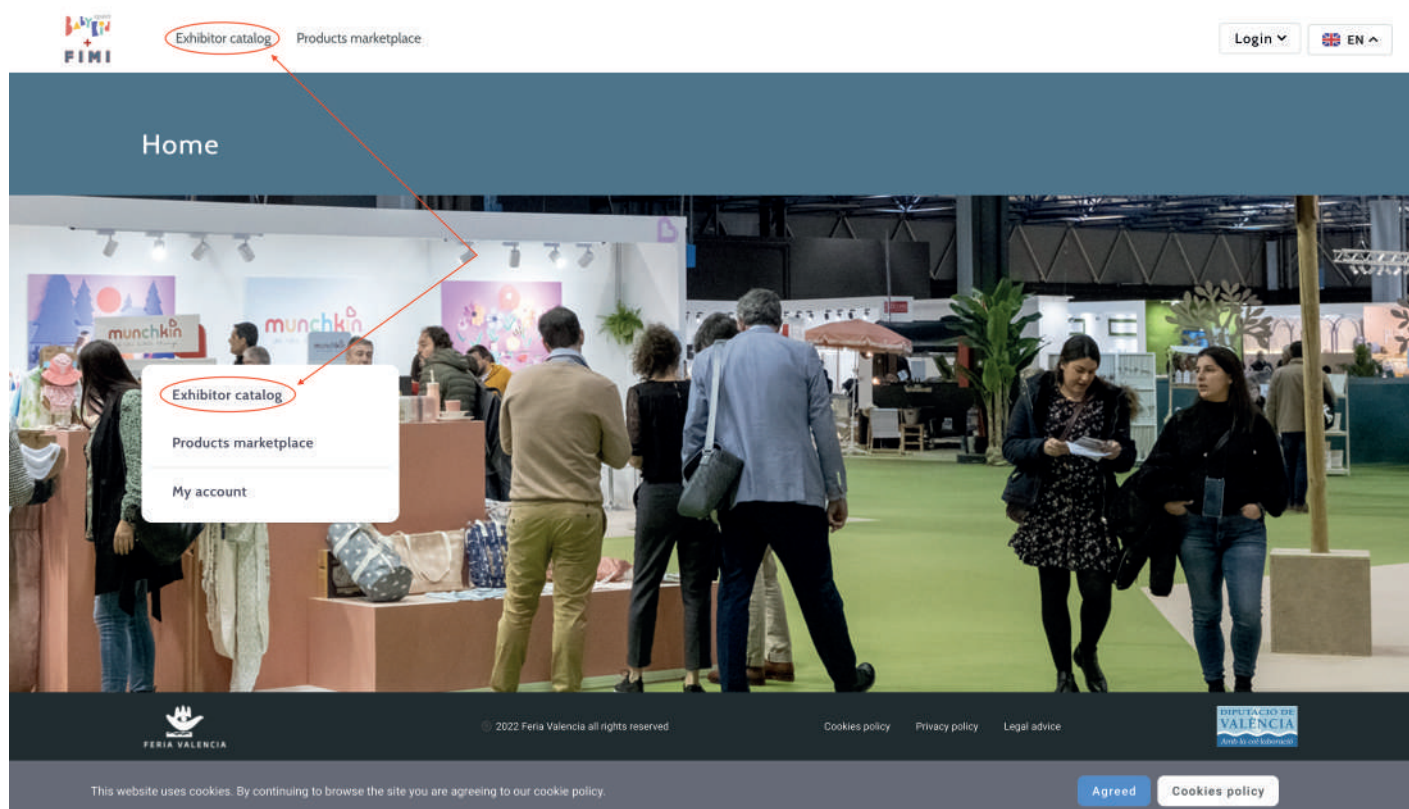
https://apps.feriavalencia.com/catalog/<nombre_certamen>/home

where <nombre_certamen> (<event_name>) is the name of the event the catalogue for which you wish to see.

For example, for BABY KID FIMI, the address would be as follows:

<https://apps.feriavalencia.com/catalog/fimibabykid/home>

which links to the following page:



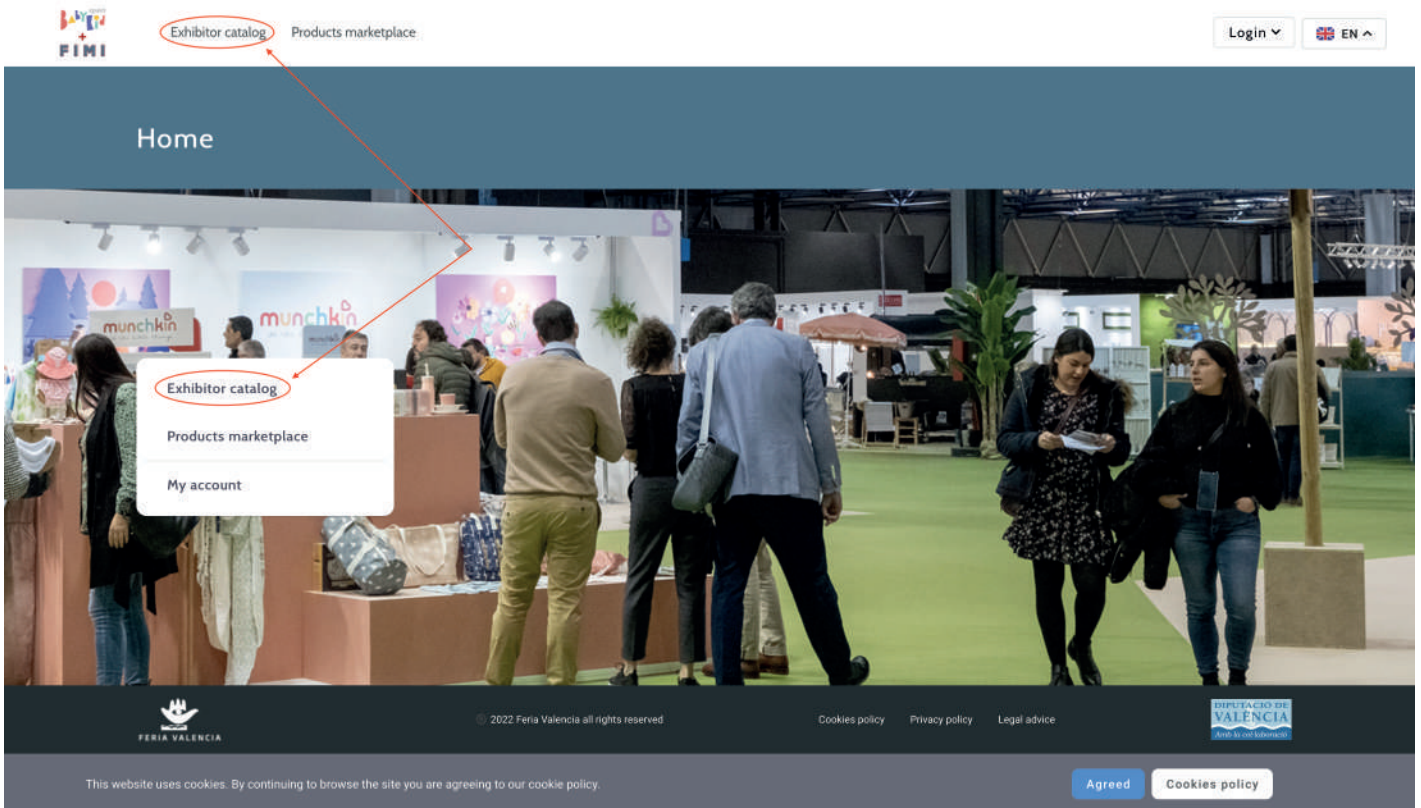
Different functionalities can be accessed from the web-based catalogue:

- Exhibitor catalogue
- Product marketplace

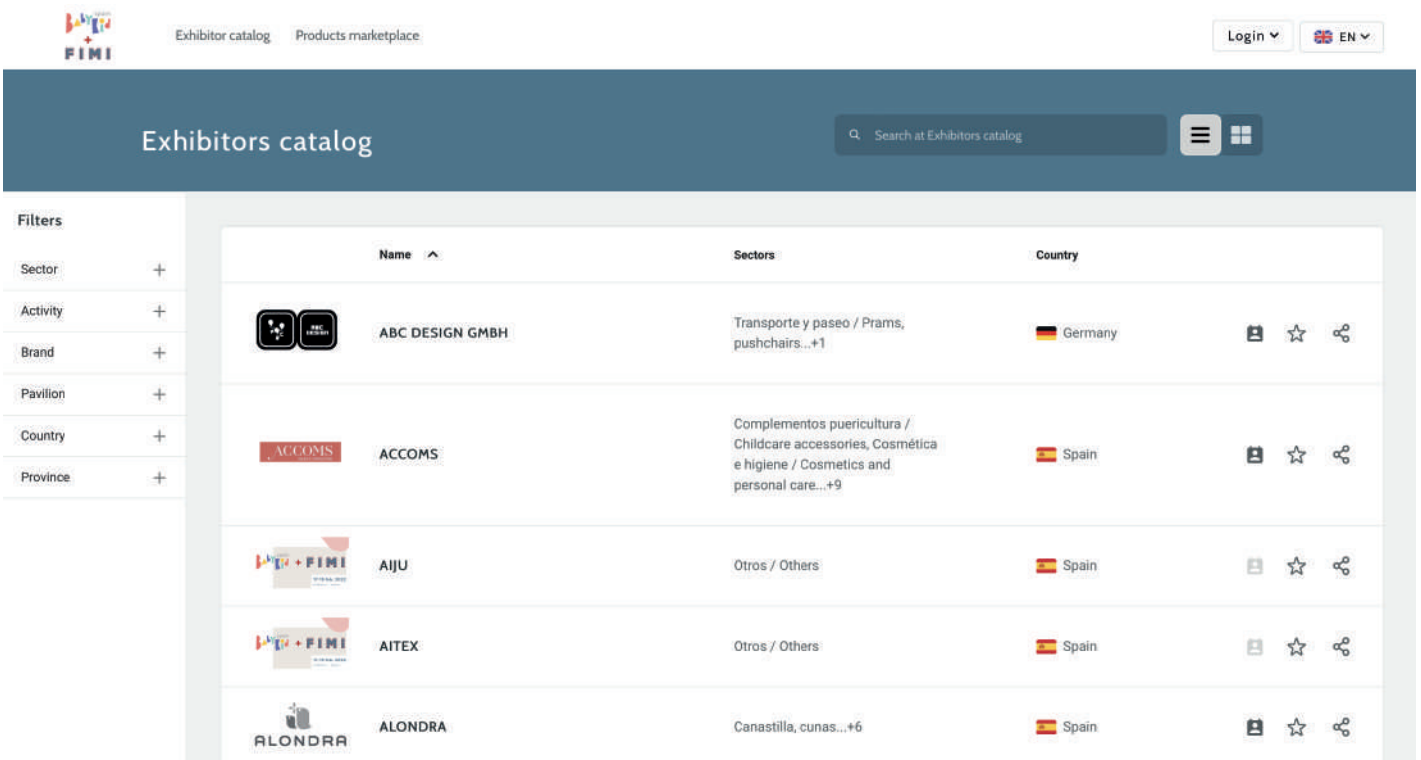
along with other functionalities that can be activated prior to, during or after the event (activities, meetings, etc.)

2.2 Requesting meetings

To access the "Request a meeting" facility you have to enter the "Exhibitor catalogue", which can be accessed either from the menu along the top of the page:



You can then access the list of exhibitors:



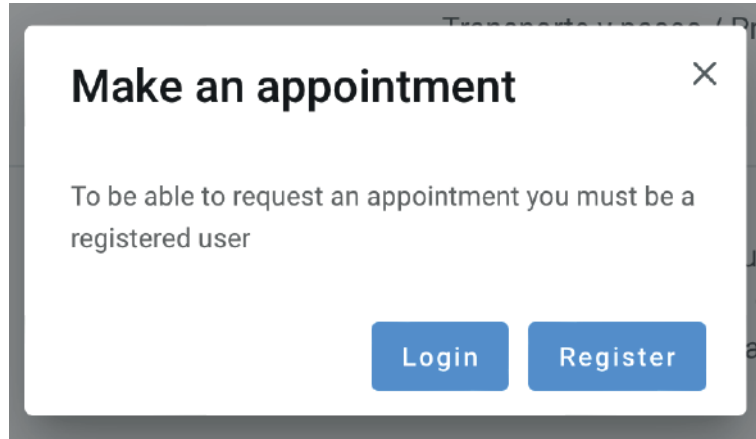
Which shows basic information about every exhibitor such as country, sectors, name and logo.

It is important to take note of these three icons that appear on the right:



As  this is where the icon is that provides access to "Request a meeting" with an exhibitor. To make a request, click on the icon.

Should you not have authenticated yourself in the online catalogue, a message like the one below will appear:



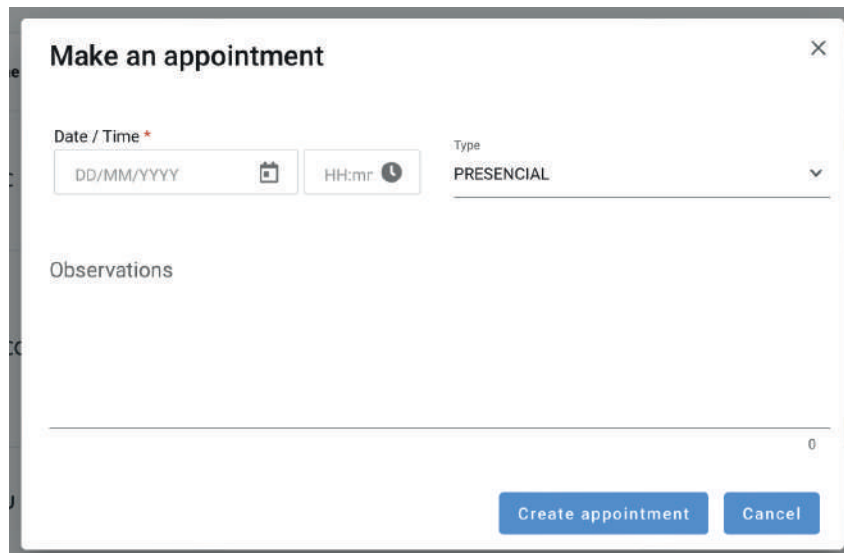
Make an appointment [X]

To be able to request an appointment you must be a registered user



Login Register

Indicating that you either need to connect with your username or, should you not have a username, it will allow you to register with a new username by inputting your name, an email address and a password.

If you have connected using your username, a window like the one below will appear:



Make an appointment [X]

Date / Time *   Type [v]

Observations

Create appointment Cancel

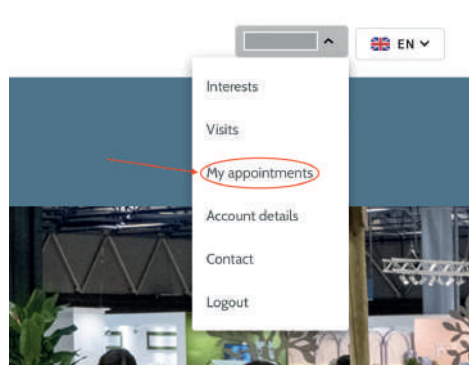
where you can select the date and time you would like the meeting to take place, the type of meeting (in person or online, although this varies and it is possible that only one option is available). You can also add notes that will help the exhibitor understand the purpose of the meeting.

All you need to do next is click on the "Create meeting" button to finish making the appointment.

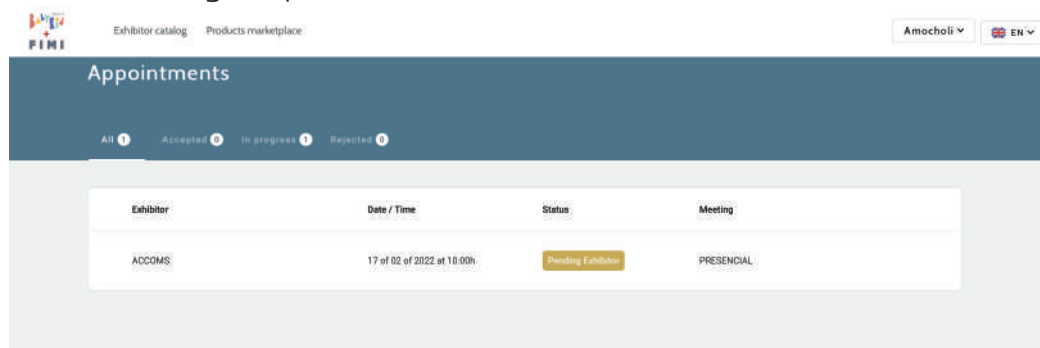
An email will be sent automatically to both the exhibitor and the user who has requested the meeting. The exhibitor will be able to accept or reject the request directly from the email.

2.3 Checking meeting requests

Users can check their various meeting requests direct via the user menu in the online catalogue. The user menu is only available when the user has used their user credentials to connect:



A list of the various meetings requested can be viewed, as in the screenshot below:



And the list also shows the status of each meeting request.

The status of each meeting request can be checked from your email, without having to log into the catalogue, although if you need to check to status of all your requests, this can be done more easily via this functionality.

3. ENDNOTES

Feria Valencia is endeavouring to provide the best tools so that both EXHIBITORS and VISITORS can gain the maximum benefit from their time at the event.

Feria Valencia is committed to adding new functionalities and improving existing ones so that they become increasingly useful and usable.



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