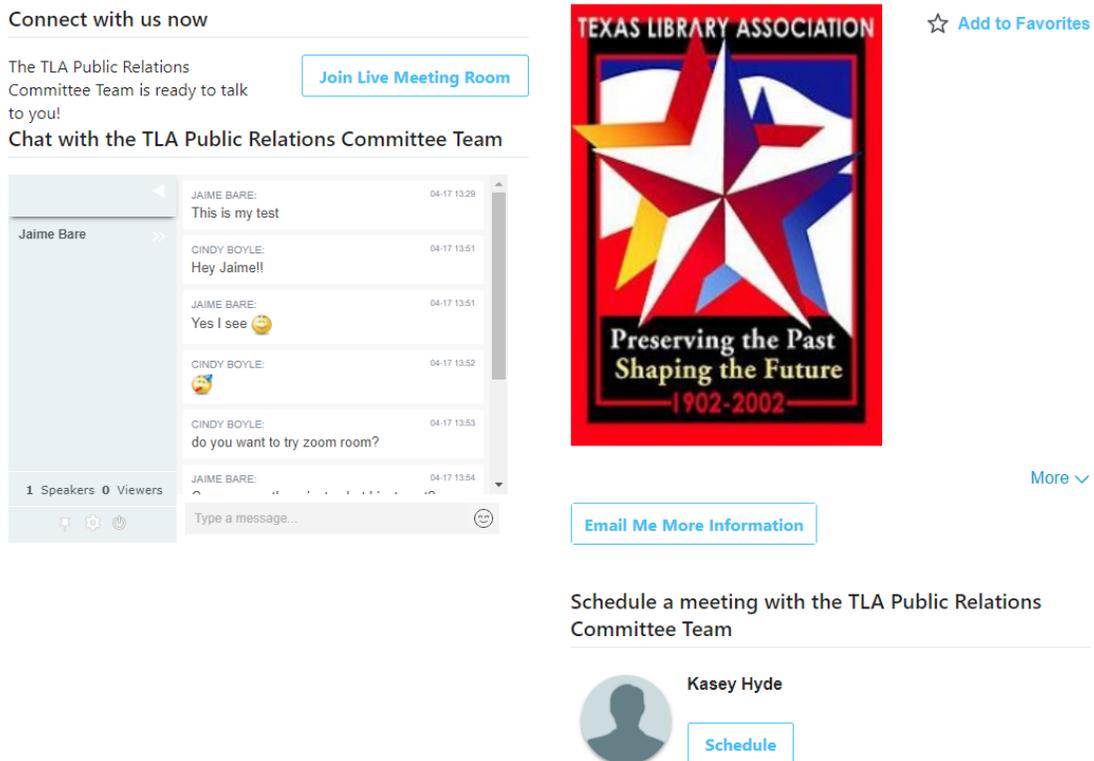


Welcome to TLA 2021 Virtual Conference Meeting Scheduler Pictorial!

One important way that you can interact with Exhibitors is to schedule a One on One Meeting with one of the Exhibitor's representatives. This feature can be a little intimidating, so let us be your guide to navigating it and getting those meetings set up!

You can also set up meetings with other attendees to make some great professional connections!

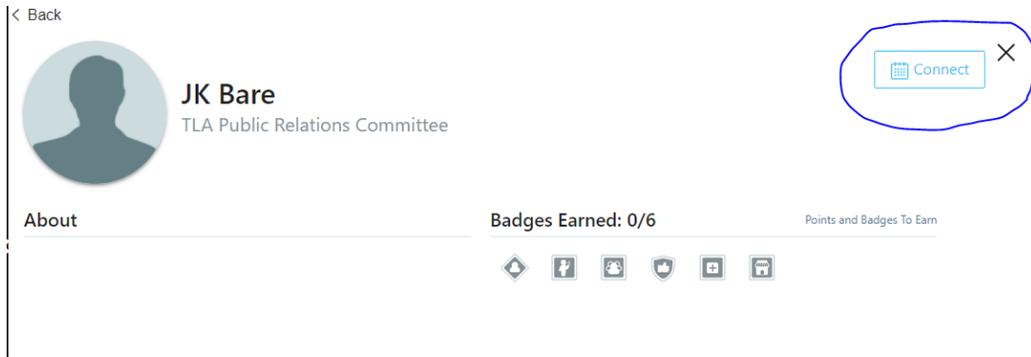
First, you can enter the booth's Chat Box. This is located on the bottom left quadrant of the booth on your screen. Within this chat box, you can talk to the reps who are in the booth and find out who is going to be available to meet with you and what their calendar looks like. You can also click on the little white arrows to the right of the Exhibitor's name to start a private chat.



The screenshot displays a virtual conference booth interface. On the left, a chat window titled "Connect with us now" shows a conversation between Jaime Bare and Cindy Boyle. The chat messages are: "JAIME BARE: This is my test" (04-17 13:29), "CINDY BOYLE: Hey Jaime!!" (04-17 13:51), "JAIME BARE: Yes I see 😊" (04-17 13:51), "CINDY BOYLE: 🤖" (04-17 13:52), "CINDY BOYLE: do you want to try zoom room?" (04-17 13:53), and "JAIME BARE: .." (04-17 13:54). Below the chat is a "Type a message..." input field. To the right of the chat is a booth banner for the Texas Library Association, featuring a large star and the text "TEXAS LIBRARY ASSOCIATION", "Preserving the Past", "Shaping the Future", and "1902-2002". Above the banner is a "☆ Add to Favorites" button. Below the banner is an "Email Me More Information" button. Below the banner is a section titled "Schedule a meeting with the TLA Public Relations Committee Team" with a profile picture of Kasey Hyde and a "Schedule" button. A "More" dropdown arrow is also visible.

(Don't forget to click the Email Me More Information button to record your visit to the booth - this is just like getting your badge scanned at an in-person conference!

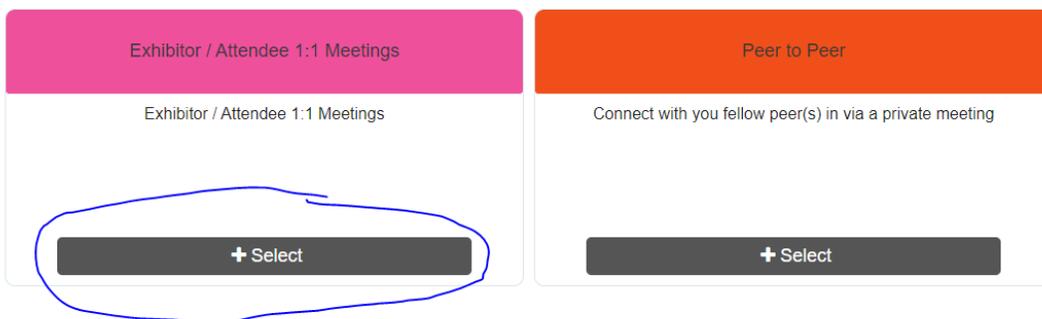
Under each representative's name is a button that says Schedule Meeting. Give that button a click to get started with the Scheduler!



Once their profile pops up, you can click the blue Calendar Icon that says Connect. This will open up a page that asks you to select which type of meeting you want to set up. Choose Exhibitor/Attendee.

Schedule Meeting

Please select which type of meeting you would like to schedule



The instruction will appear at the top of the page.

Schedule Meeting

You must complete the [Appointment](#) tab.

Follow these steps to book your 1:1 Exhibitor / Attendee meeting

- 1. Enter the subject, date and time of your meeting**
 - o Enter a brief subject for your meeting (Example: Questions about XYZ)
- 2. Invite users**
 - o Click under "Who is the meeting host?" and search for/select **your name**. Click "Done"
 - o Click under "Exhibitor-Mtg" and search for/select the exhibitor you wish to meet with. Click "Done"
- 3. Set meeting location & provide additional meeting details**
 - o Add the meeting location (you can add your personal Zoom/Teams/Google Meet/etc. link or phone number)
 - o In the "Meeting details" field, add additional information to help the expert be prepared to make the most of your time together (optional)
- 4. Schedule the appointment**
 - o Scroll to the top of the page and click the "Scheduling" tab
 - o Confirm availability of the date/time you selected for your meeting. Colored times indicate the attendee is not available
 - o Adjust the time of your meeting as necessary.
- 5. Send your meeting invitation**
 - o Click "Send Invite" to book your appointment
 - o An Outlook calendar invite will be sent to you and the exhibitor you invited to the meeting. Accept the meeting to add to your calendar
 - o Do NOT forward the meeting invite to anyone as they will not be notified if any changes are made

 Appointment

 Scheduling

Subject*

I want to schedule a private meeting

Date and Time Selection*

Date:  Start Time:  End Time:  CDT

Meeting time is shown in your selected time zone, meeting time will be adjusted for invitees' selected time zone.

Invite Users

Max. Participants: 5

Who is the meeting host?*



Exhibitor-Mtg*



Exhibitor-Mtg



Attendee-Mtg



Attendee-Mtg*



Meeting Location*

Meeting details to share with all recipients

Fill out the required fields and then scroll back up to the top of the page to click Send Invite. This will email your meeting request to the exhibitor who can then accept it and reach out to you to work with you to arrange the best time and way to get in touch with you. Many Exhibitors are scheduling their meetings outside of the Hubb platform so they may invite you to a phone call, Teams meeting, company Zoom, email exchange, or alternative methods.

And that's it! The meeting will be added to your Hubb calendar and you are ready to have your One on One meeting in whatever format you and the Exhibitor (Or other attendee) have chosen!

All Activities

● Meetings

● Sessions

Scheduled

On Demand

Tuesday, April 20

Test

Exhibitor / Attendee 1:1 Meetings | Teams | [View Meeting](#)

3:00PM - 4:00PM CDT

Testing for Meeting scheduling

Exhibitor / Attendee 1:1 Meetings | Teams | [View Meeting](#)

3:15PM - 4:15PM CDT