



**5th Annual
Conference**

2018
24-28 Feb

X2

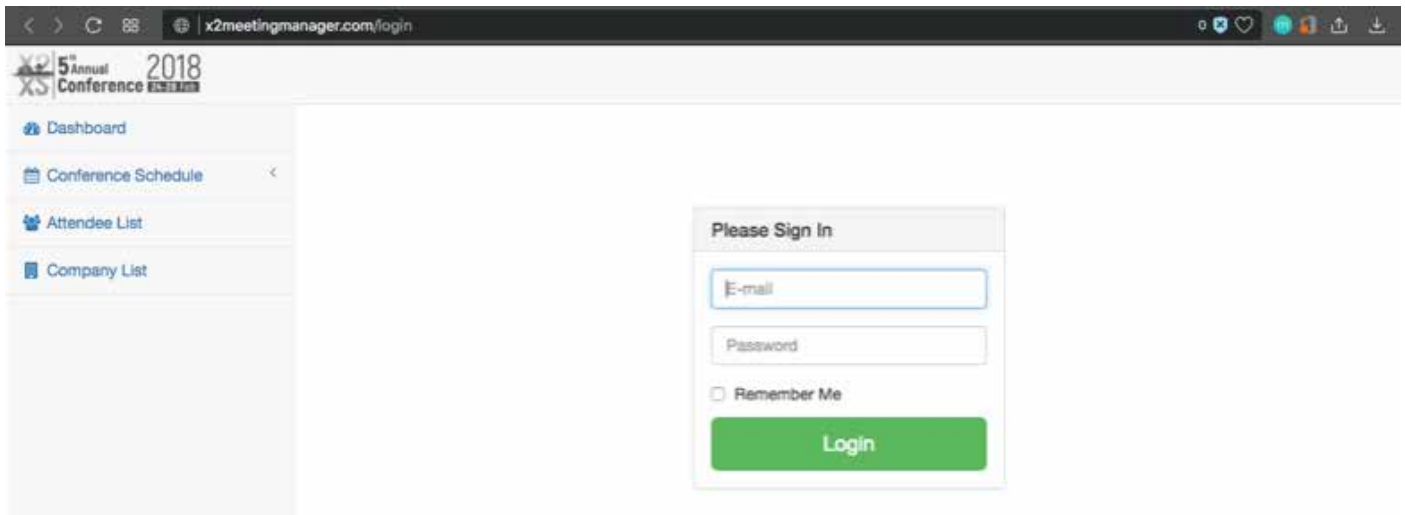
**1:1 Meeting Scheduler
Quick Start Guide**

This document will provide the necessary information to begin making 1:1 Meeting bookings for the 5th Annual X2 Conference 2018. Remember, 1:1 Meetings are an important part of any networking conference and we want to ensure that attendees of this year's X2 Conference are aware of the system's functionalities and processes.

1. Login

Access the **1:1 Meeting Scheduler** via the link found in the main navigation menu at **www.x2conference.com** or by visiting **www.x2meetingmanager.com**.

Enter the username and password provided to you via email. If it's your first login, you will be asked to create a new user password. Please choose a secure password that is also easy to remember.

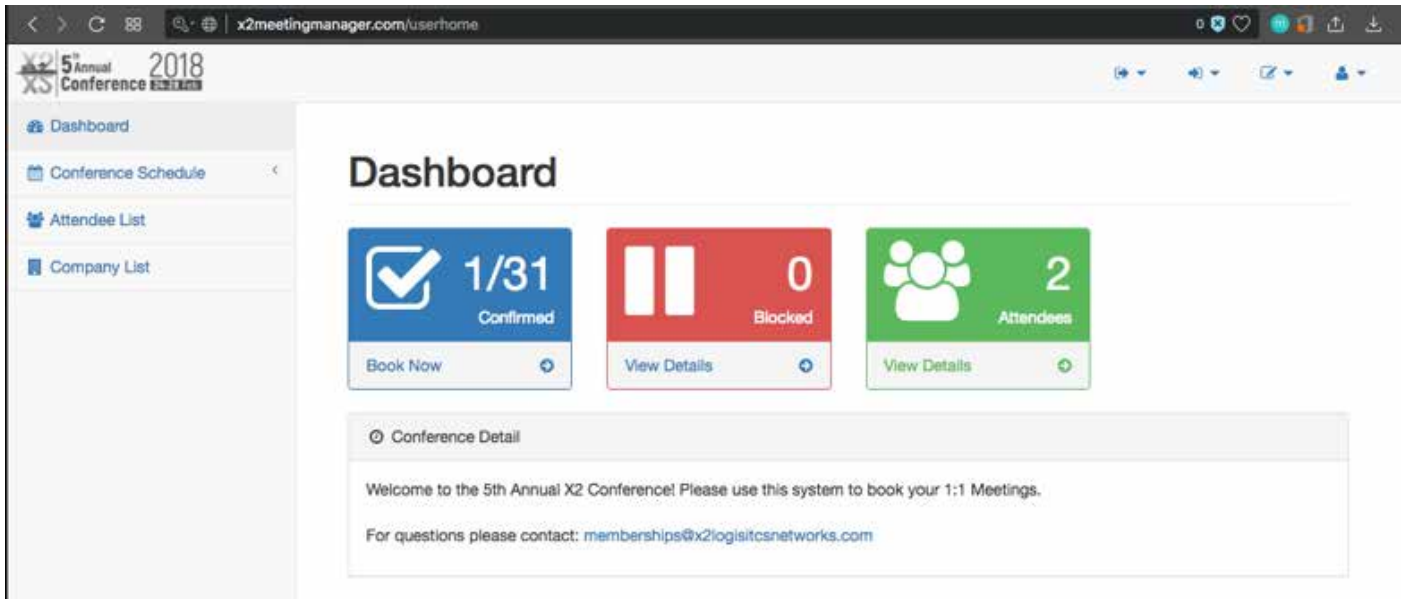


After entering your login credentials click the Login Button..

If your login is successful you will see the Dashboard (Pictured Below)

From here you can:

- View your schedule
- View list of attendees
- Book meetings
- Block meeting slots
- Cancel meetings
- Edit your profile
- Notes on blocking



The screenshot shows the user interface of the 1:1 Meeting Manager. The browser address bar displays 'x2meetingmanager.com/userhome'. The page title is 'X2 XS 5th Annual Conference 2018'. A left-hand navigation menu includes 'Dashboard', 'Conference Schedule', 'Attendee List', and 'Company List'. The main content area is titled 'Dashboard' and features three summary cards: 'Confirmed' (1/31) with a 'Book Now' button, 'Blocked' (0) with a 'View Details' button, and 'Attendees' (2) with a 'View Details' button. Below these cards is a 'Conference Detail' section with a welcome message and contact information: 'Welcome to the 5th Annual X2 Conference! Please use this system to book your 1:1 Meetings. For questions please contact: memberships@x2logisiticsnetworks.com'.

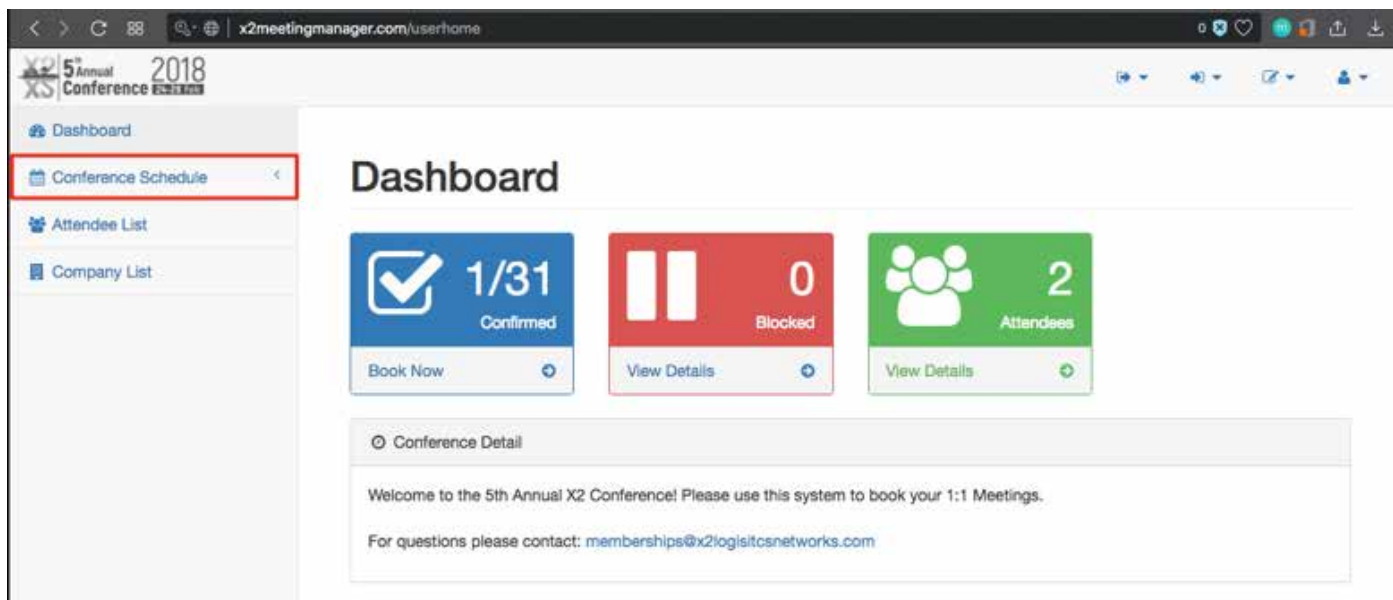
2. Booking Meetings

There are 3 ways to book your 1:1 Meetings. In the following sections we will be taking a look at how to schedule meetings through:

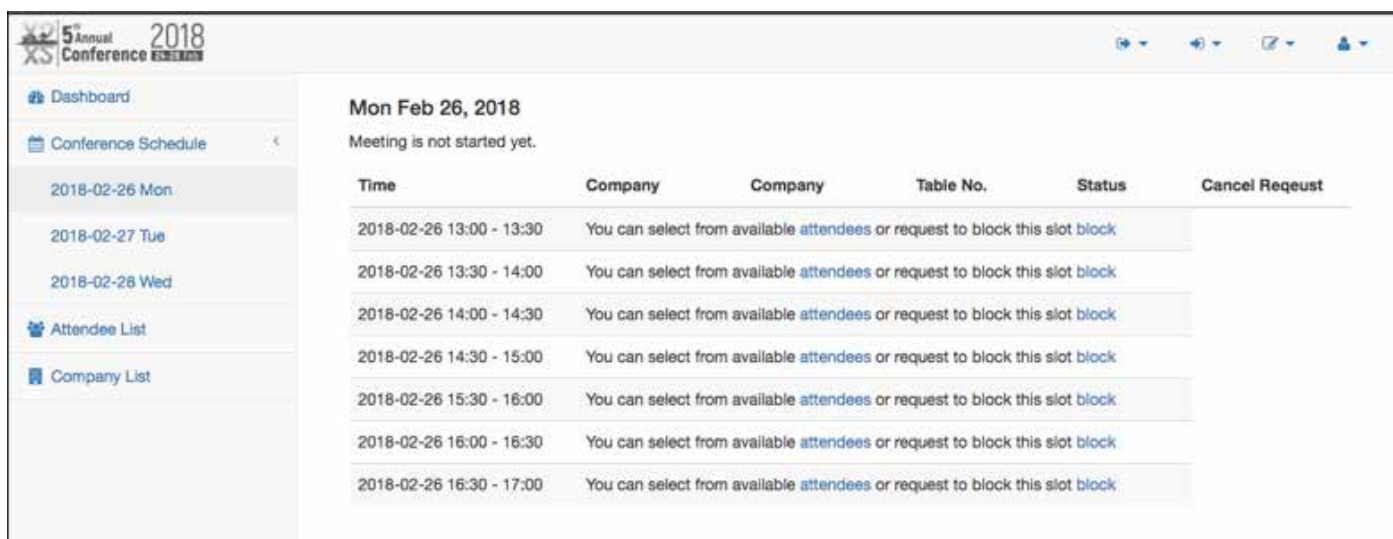
- Conference Schedule
- Attendee List
- Company List

2-1. Conference Schedule

To view the Conference Schedule, click on Conference Schedule to expand date selection. Then choose your desired date for viewing.



After selecting your desired date, you can click on “attendees” to begin a booking or click on “block” to block a meeting slot.



Blocking

If blocking a meeting slot click “block” and then click the Confirm Request button on the next screen to complete the blocking of a meeting time slot.

To book a meeting after clicking on “attendees”, you will be taken to the Attendee List.

Attendee List

Show 10 entries Search:

Name	Company	Email	Country	Delegate Number	Booth	Book
Noe X2 Media	Noe	noe@x2globalmedia.com	USA	0		Book Now
Shane H	Shane	shane@x2globalmedia.com	Thailand	0	booth	Your Company

Showing 1 to 2 of 2 entries

Previous 1 Next

To proceed follow the steps in the next section.

Attendee List

Show 10 entries Search:

Name	Company	Email	Country	Delegate Number	Booth	Book
Noe X2 Media	Noe	noe@x2globalmedia.com	USA	0		Book Now
Shane H	Shane	shane@x2globalmedia.com	Thailand	0	booth	Your Company

Showing 1 to 2 of 2 entries

Previous 1 Next

2-2. Attendee List

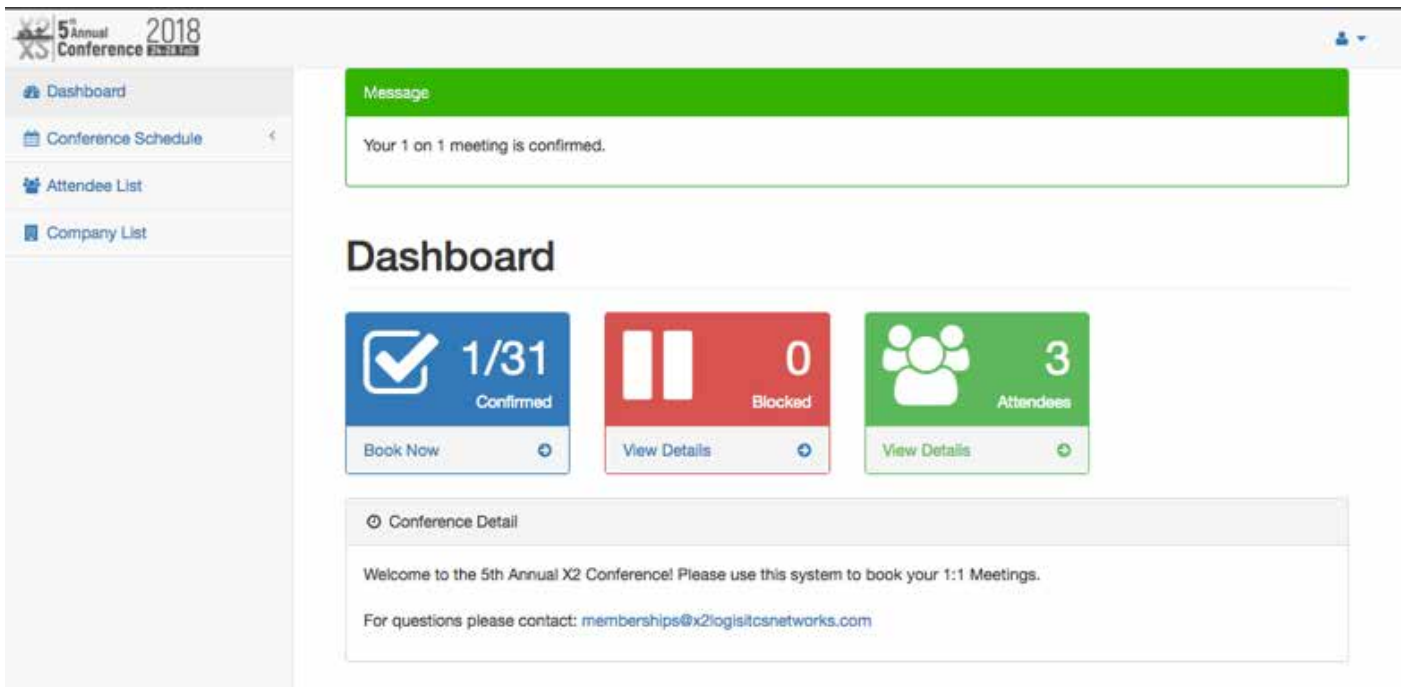
To view the Attendee List, click on Attendee List to view a listing of conference attendees. Clicking on an attendee's name will reveal information about their company. Clicking the Book Now will open up the meeting schedule where you will select a time slot.

The screenshot shows the 'Time Table' interface for a selected attendee. The interface includes a sidebar with navigation options: Dashboard, Conference Schedule, Attendee List, and Company List. The main content area displays the 'Selected Attendee' information for 'Noe X2 Media, Noe' and a 'Continue' button. Below this, a table displays the meeting schedule for Monday, February 26, 2018, with five time slots available for booking. Each time slot is labeled 'You can book with attendee'.

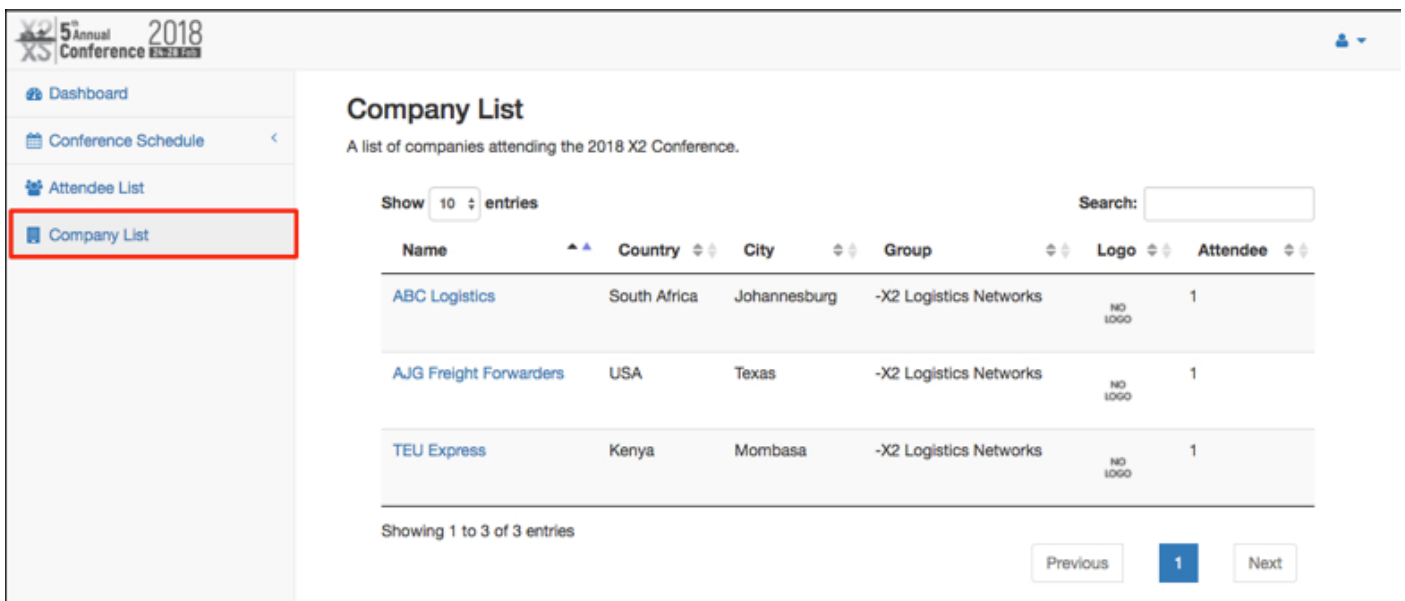
Time	Company	Company	Table No.	Status	Cancel Request
2018-02-26 13:00 - 13:30	You can book with attendee				
2018-02-26 13:30 - 14:00	You can book with attendee				
2018-02-26 14:00 - 14:30	You can book with attendee				
2018-02-26 14:30 - 15:00	You can book with attendee				
2018-02-26 15:30 - 16:00	You can book with attendee				

After selecting a time slot you can enter a personal message to your meeting partner and finalize the booking by clicking the Confirm Request button.

After confirming your request you will see a confirmation message and you will be returned to the Dashboard. Also each meeting participant will receive an email notification.

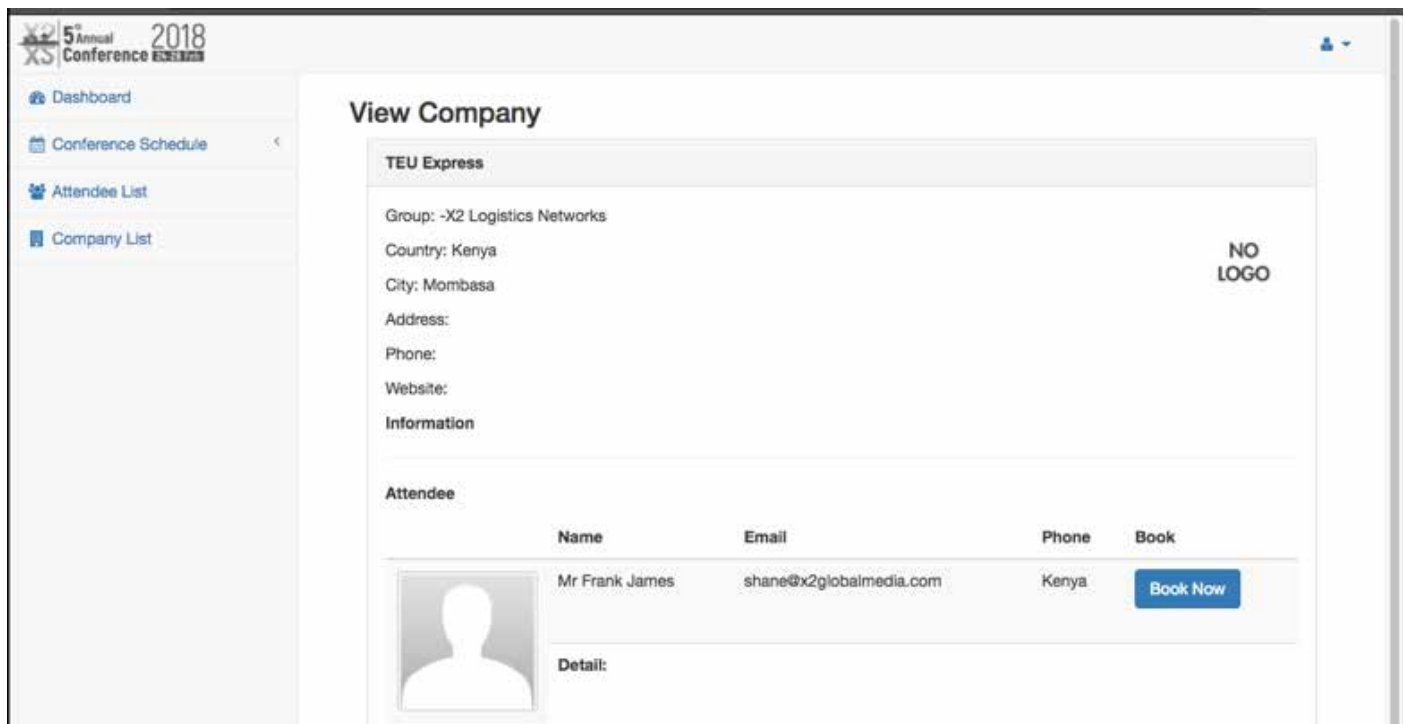


Dashboard. Also each meeting participant will receive an email notification.



2-3. Company List

You can also find fellow attendees by viewing the Company List as shown below. After clicking the Company List tab you will be shown all registered companies. Clicking a company name will display a list of all registered and approved delegates.



To book a meeting follow the below steps

1. Click the Book Now button.
2. Select a date and time slot
3. Click the Confirm Request button. Please note that you may add an optional personal note to accompany the meeting notification.
4. After confirming your request you will see a confirmation message and you will be returned to the Dashboard. Also each meeting participant will receive an email notification.

3. Changing Your Booking Settings

If you're in the middle of creating a booking it's possible to change the date/time or who you plan to meet with during a session. You can cancel by clicking one of the links within the red outline, "Cancel"

(marked by red 1) or Change your meeting criteria by clicking “Change” (marked by red 2).

4. Cancelling a Meeting

The cancellation of a meeting request is almost identical to confirming. When viewing your schedule click the “CANCEL” button.

A list of your meetings will be displayed as shown below.

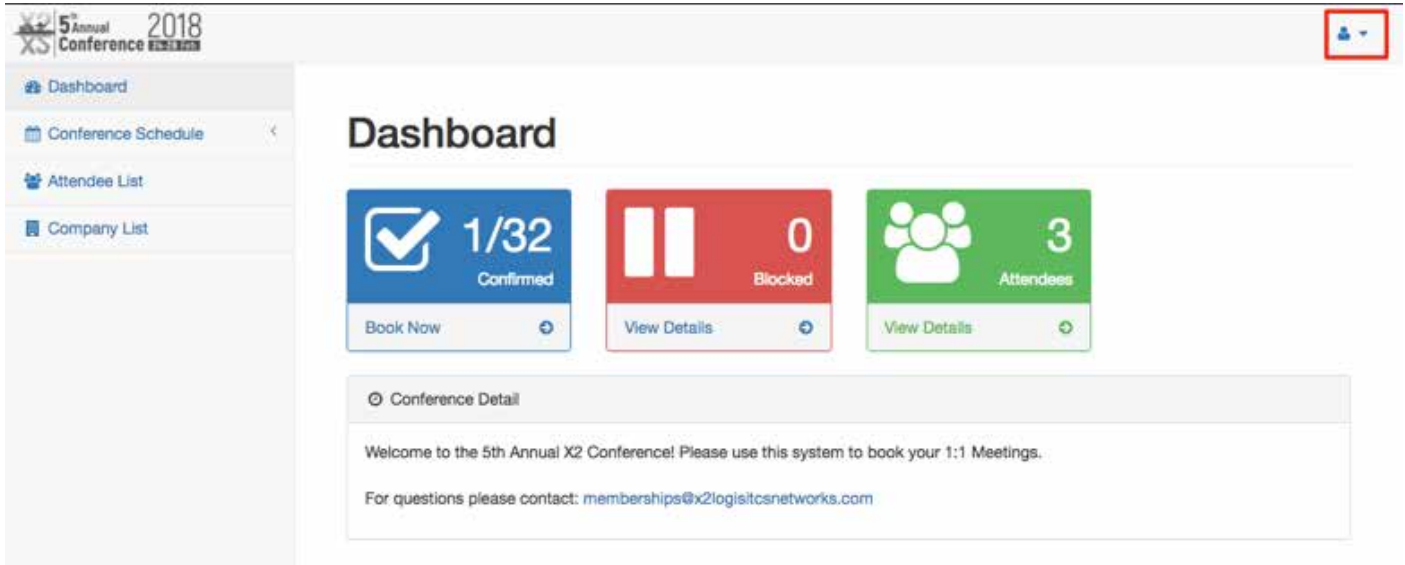
Time	Table No.	Company	Action
2018-02-26 13:00 - 13:30	1	Mr Alex Richards (Sales Director), ABC Logistics	Cancel
2018-02-26 13:30 - 14:00	1	Mr Frank James (CEO), TEU Express	Cancel

Follow these steps to cancel:

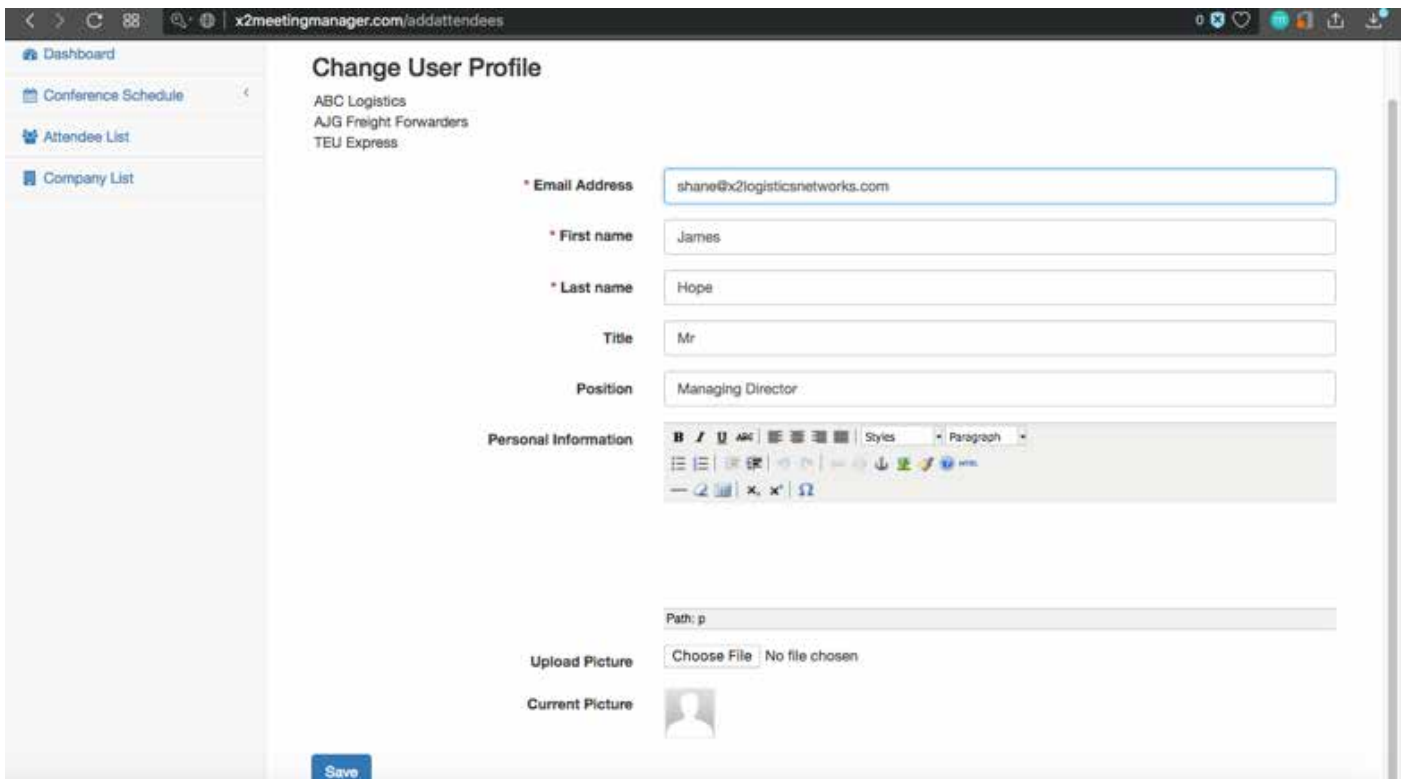
1. Click the blue Cancel button.
2. A popup will display in your browser asking if you're sure. Click Ok to proceed with the cancellation.
3. Click the Confirm button to finalize the cancellation. You may accompany the cancellation notice with a personal note to the recipient.

5. Edit Profile

All users may edit their profile. You may add a photo and enter personal information such as a profile, title, and contact details.



Click the icon in the upper-right corner and select User Profile from the menu. Edit profile information and click Save to save your changes.



6. Notes On Blocking

If blocking a meeting slot click “block” and then click the Confirm Request button on the next screen to complete the blocking of a meeting time slot.

You may also make a personal note when blocking a slot that can be used as a reminder.

7. Notes on Booths

Each booth is allotted one individual whose meetings are defaulted to their booth. Example: Company A has 2 delegates named Murray and George. All of Murray’s 1:1 Meetings will be held at the booth. All of George’s meetings will be held at meeting tables.

8. Questions

If you have any questions about the 1:1 Meeting Scheduler or the meeting booking process please contact memberships@x2logisticsnetworks.com

We’re looking forward to seeing you at the 5th Annual X2 Conference 2018! We wish you successful meetings and a most enjoyable conference experience that is like no other.
