

VINEXPO ASIA

Boarding now for the most anticipated event of 2023

TUTORIAL #2

How to pre-schedule a meeting with an exhibitor?



How do I make an online appointment with a producer?

Step 1 - Go to the [Vinexpo Asia website](#) / Download the Vinexposium mobile app (QR code).

Step 2 - Log in by filling your account e-mail and password.

Step 3 - Click on the 'Visit' menu. Then click on 'Exhibitors catalogue'

Step 4 - Search for the producer(s)/product(s) you are interested in by using the search bar or the filters on the left side.

Step 5 - Send an appointment request by clicking on the calendar icon / Possibility to contact all producers by message.

Step 6 - Fill in the required fields (participants, date, time).

Step 7 - Follow-up the appointments status.



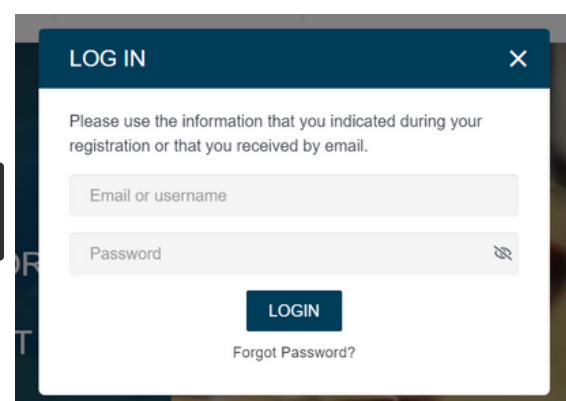
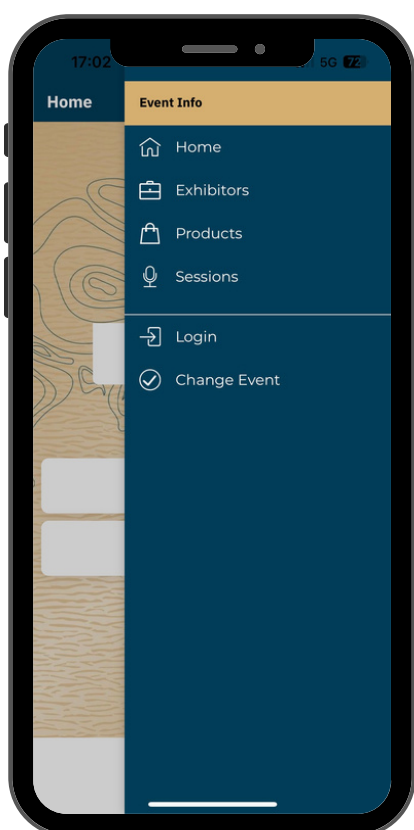
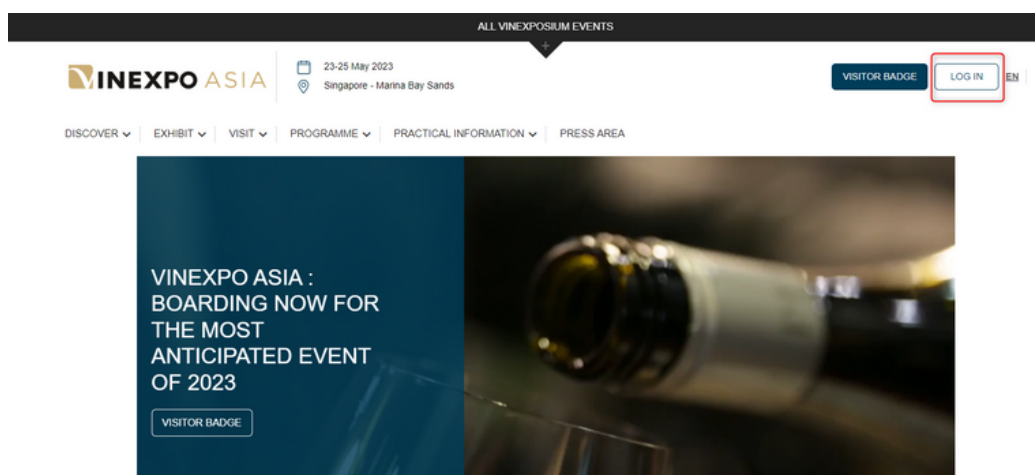
1 Go to the digital portal

- Go to the Vinexpo Asia website (<https://www.vinexpoasia.com/>)
- Or download the Vinexpodium mobile application from the App Store or Google Play (Qr code)



2 Log in to your account

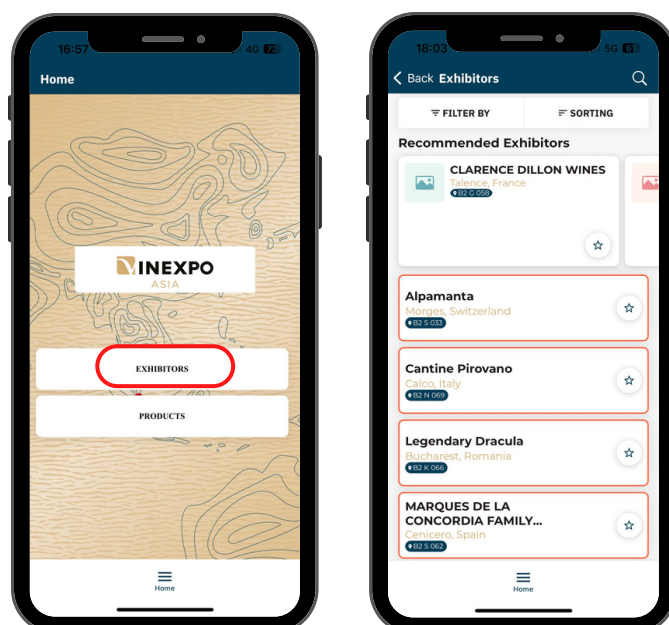
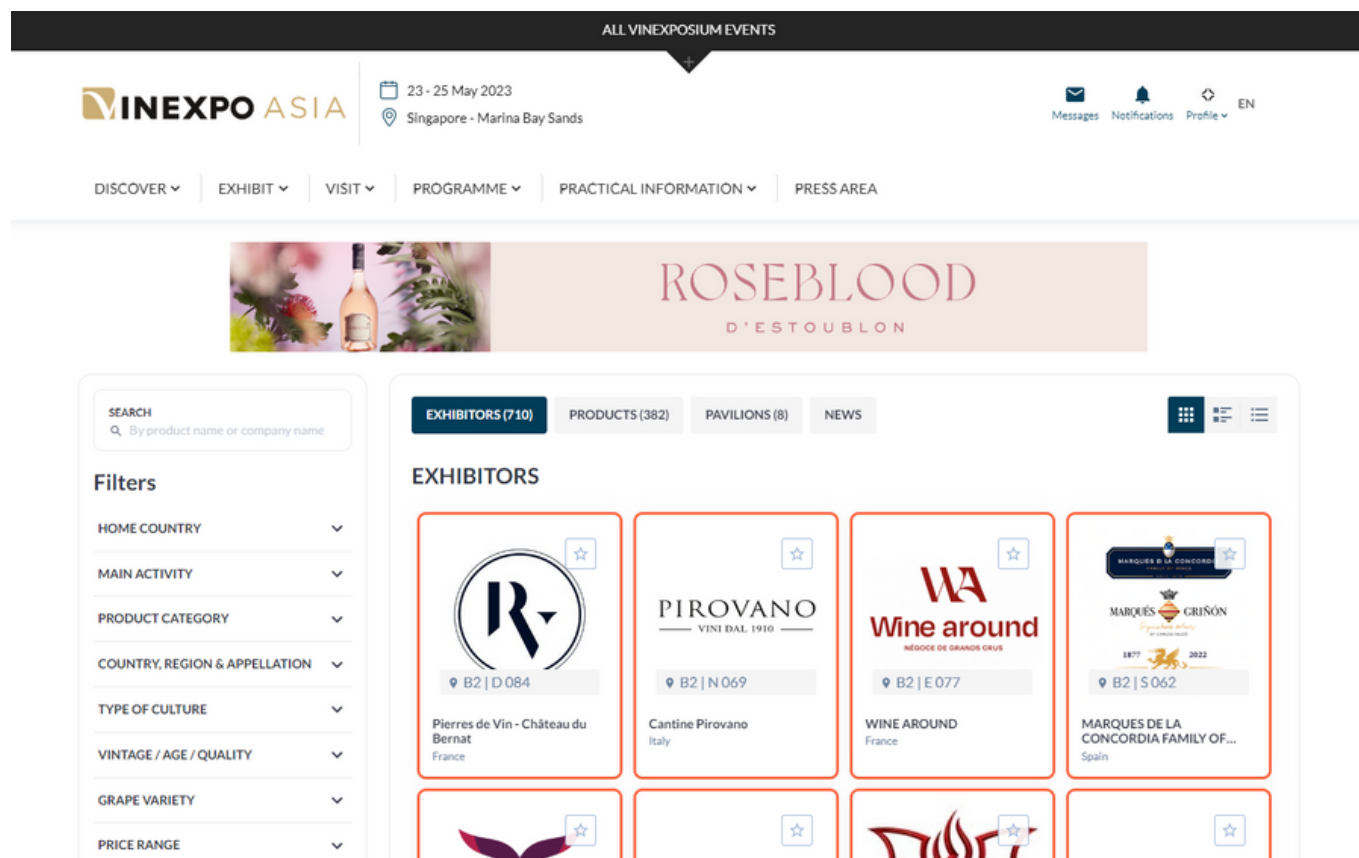
- Click on 'Log in' and enter your account email and password.



If you no longer remember your password, click on '**Forgot password?**'. You will receive an email with a link to create a new one.

3 Go to the catalogue section

- Click on the 'Visit' menu. Then click on 'Exhibitors catalogue'
- You land on the producers and products catalogue:

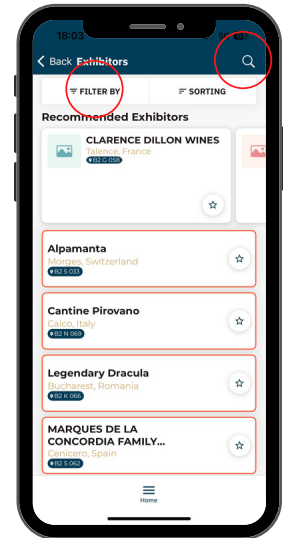
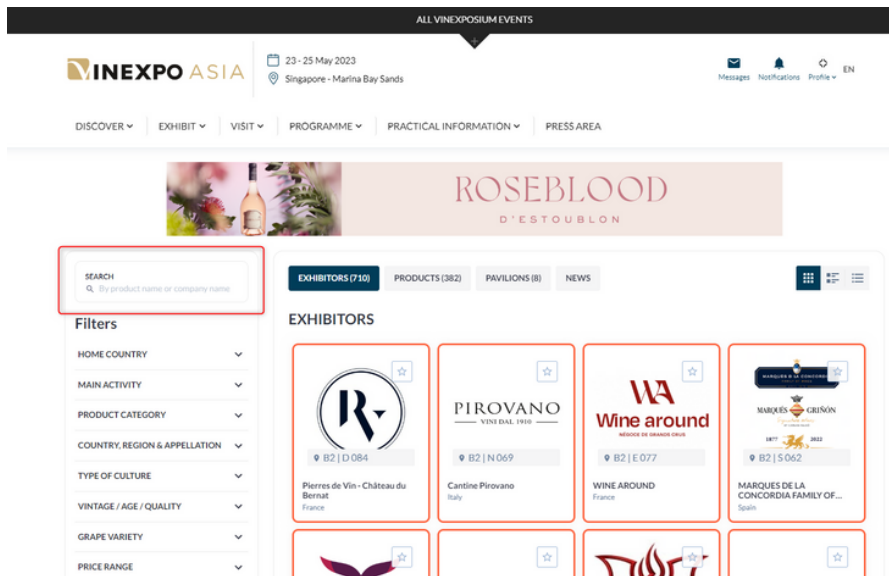


4 Select your contact

To search the catalogue, there are several options:

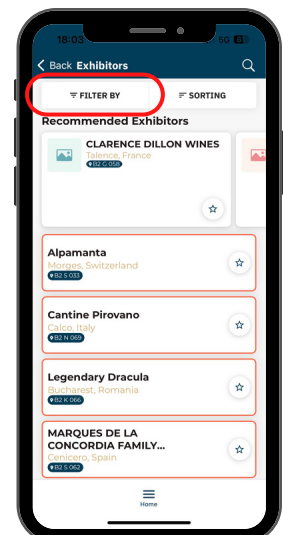
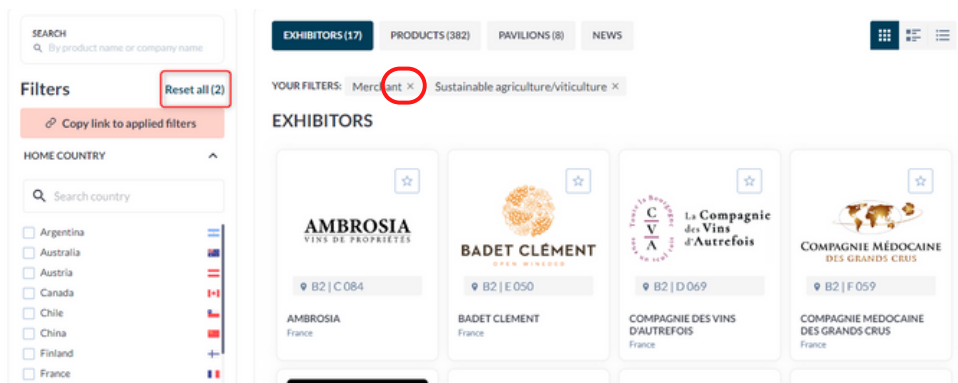
1. Using the search bar

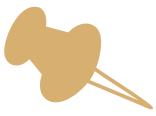
Type directly the name of the company/product, if you know it



2. Using the filters

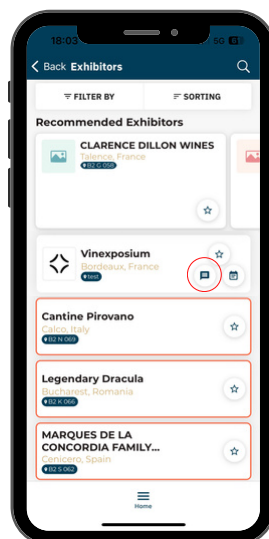
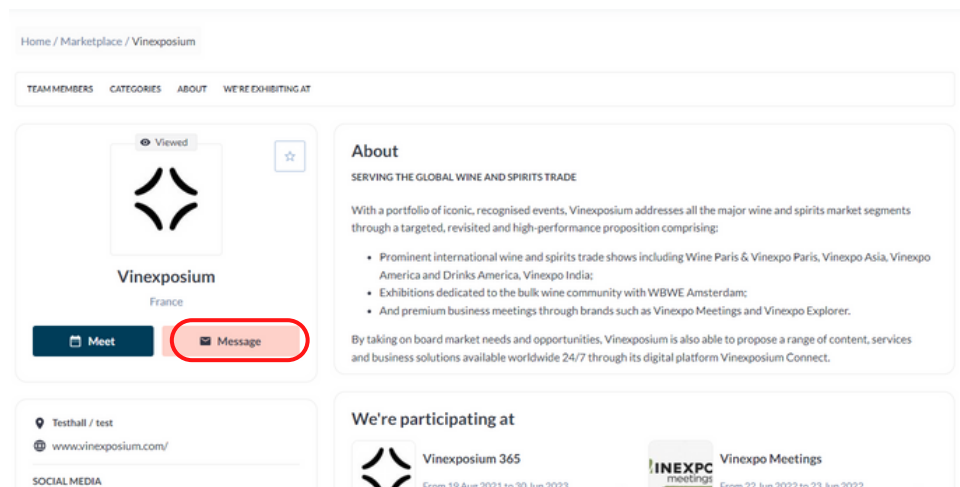
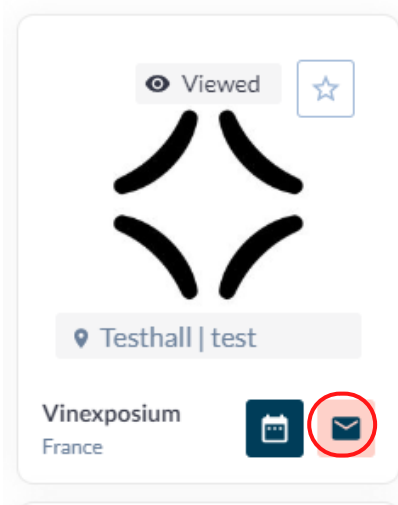
- Depending on the selection of filters provided on the left-hand side, select the one/those you would like
- If you want to **add a filter**: select it
- If you want to **delete a filter**: click on the cross at the top of "Your filters". You can also uncheck it on the side
- Once the filter(s) has/have been selected, the selection automatically updates itself
- It is also possible to **delete all your filters** by clicking on "Reset all".





Tips : How to send a message?

- You have found the producer and/or the product you are looking for?
- You can **send a message** to connect with him/her and arrange a date and time for an appointment, for example.
- Once the message has been sent, the person will **receive a notification** informing him or her that they have a new message to view. When they answer it, you will receive a notification informing you that you have a new message.

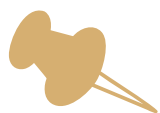
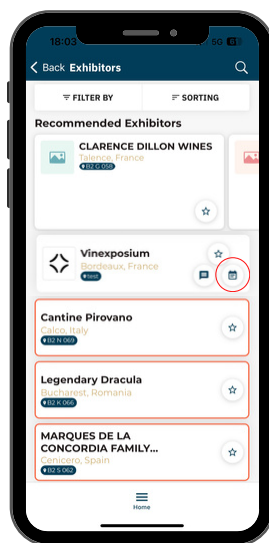
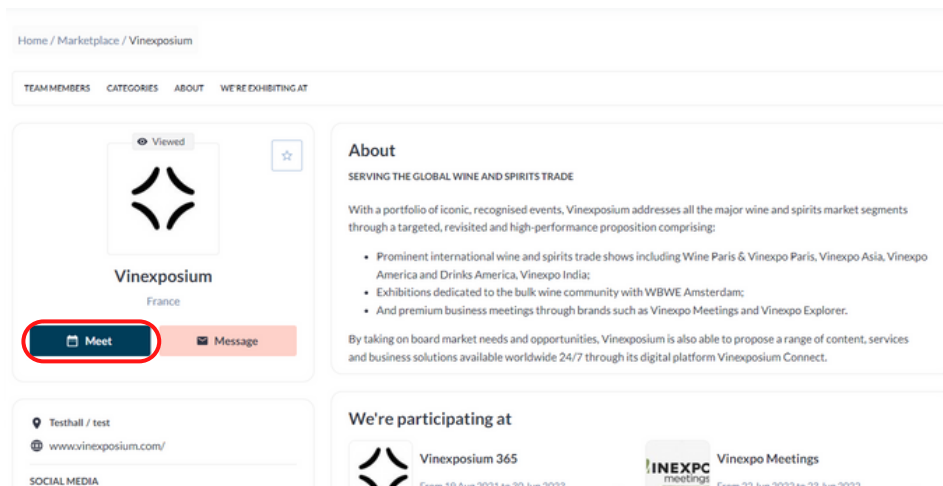
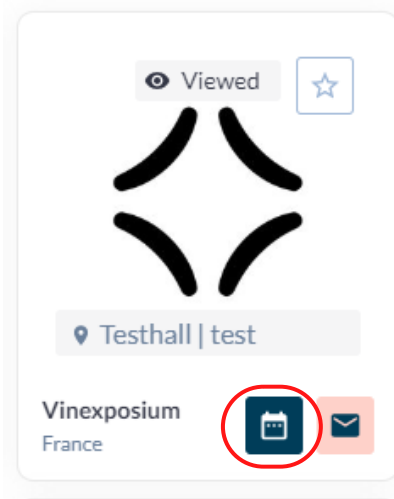


5

Make an appointment

There are two ways to make an appointment:

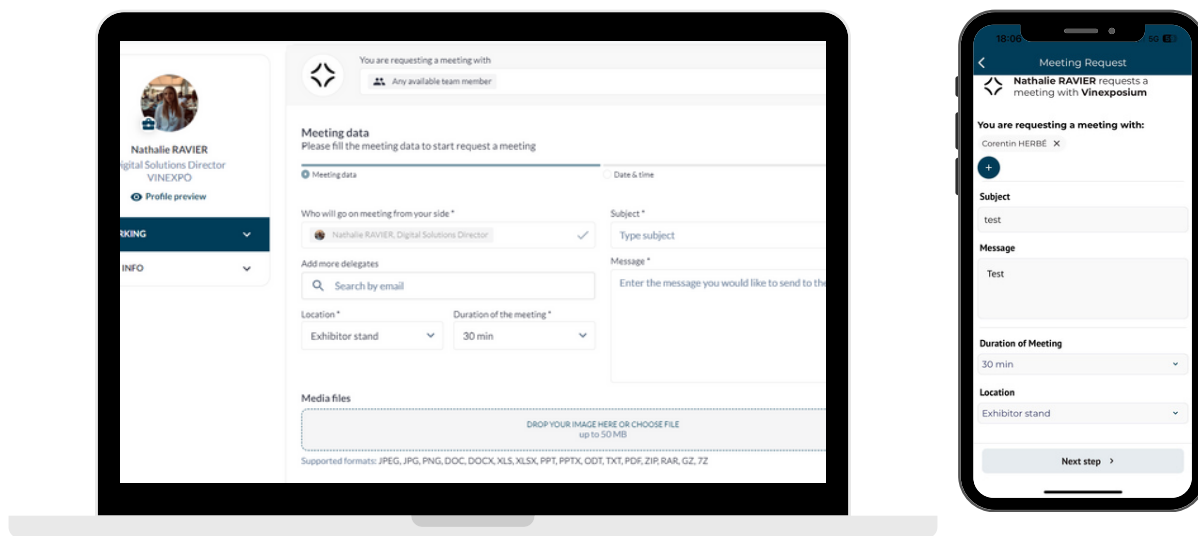
- By clicking directly on the "calendar" icon from the producers list
- By clicking on the producer or the product



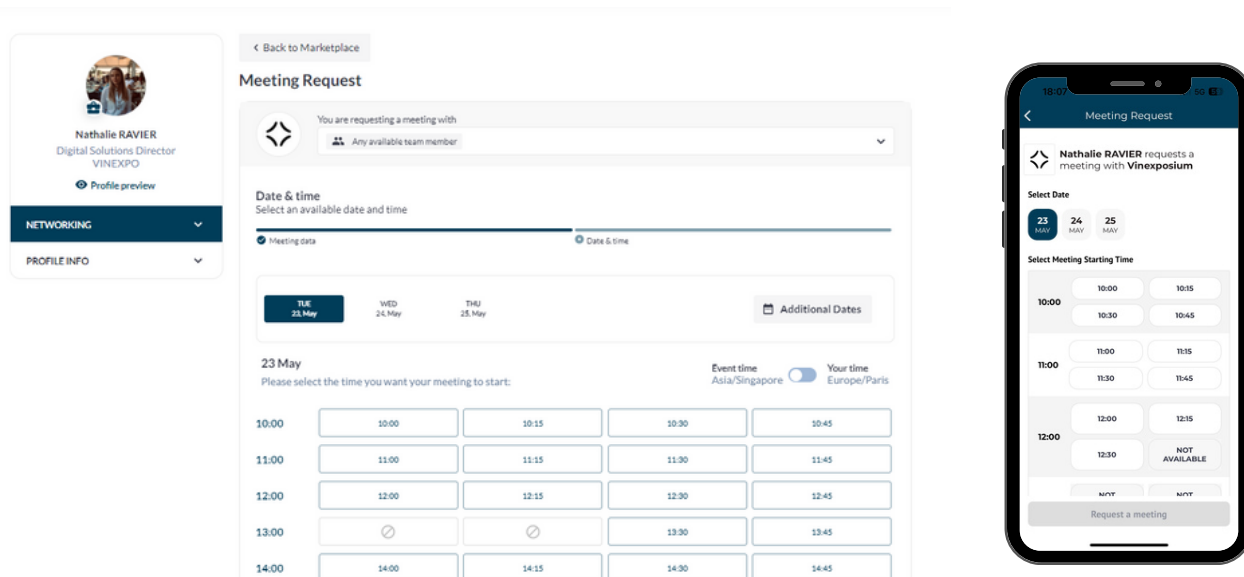
Tips

- The star allows you to add the producer/product to **your favourites**
- Whether you make the request via a producer or a product form, the contact form will be the same

6 Fill in the appointment request



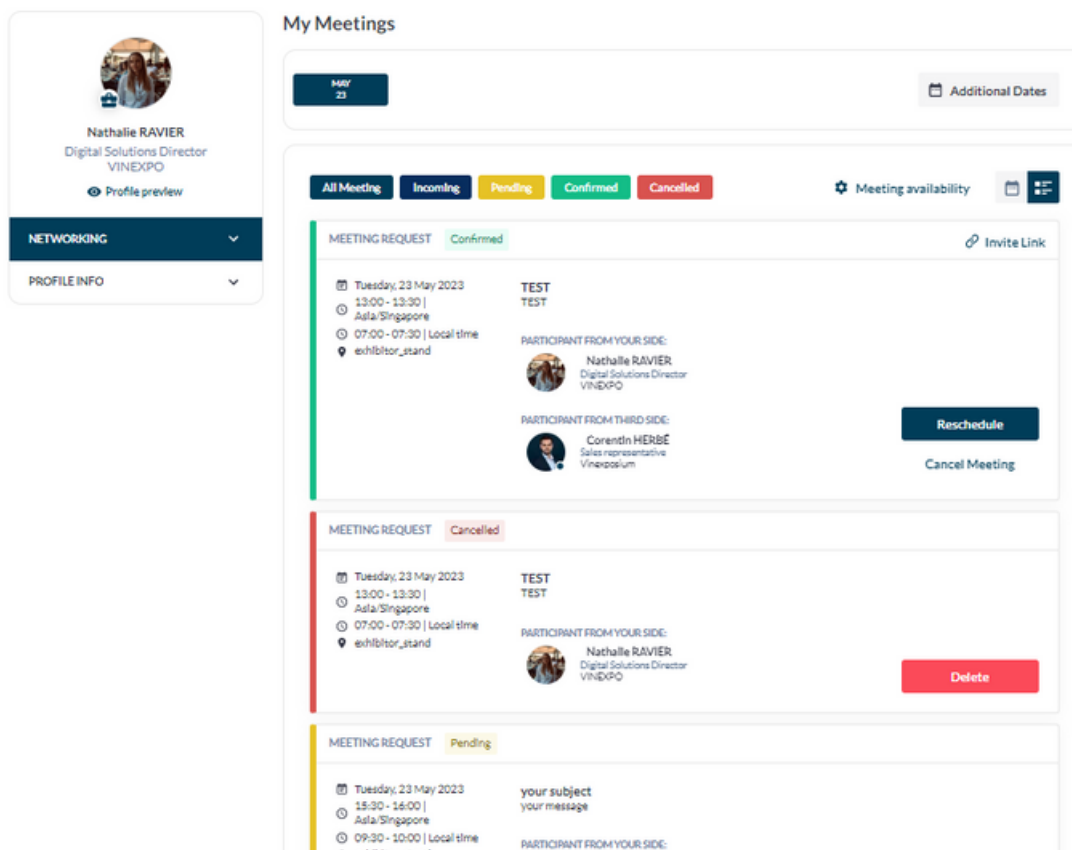
- **'You are requesting a meeting with':** select the company member.s you'd like to meet
 - **'Add more delegates'** : you can invite other buyers by using their email address (they must already have an account)
 - **'Location':** online meeting
 - **'Duration':** from 15 minutes to 1 hour
 - **'Subject':** reason you are making an appointment
 - **'Message':** briefly explain your request
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- Select the **date** and then the **time**
 - Click on 'Request meeting'





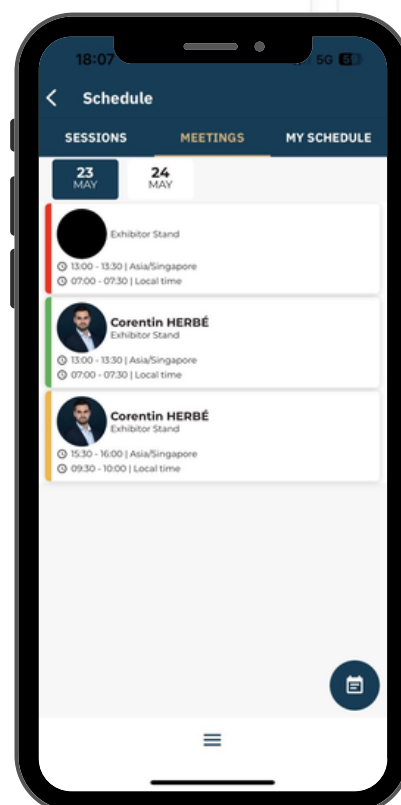
Follow-up your appointments

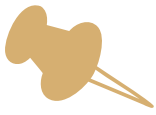
Thanks to the different color codes, you can follow the status of your appointments in the 'My meetings' tab



A notification on your profile and an e-mail to the address you specified will be sent when the producer has accepted the appointment.


A number of reminders will be sent to you ahead of the appointment.





Tips

- If a producer requests an appointment with you, **it is essential that you respond by accepting or declining it**. It is also possible to reschedule the appointment by suggesting another date and/or time.
- Meeting are only scheduled and the time slots reserved for each partie once both parties have accepted the meeting request.



Nathalie RAVIER
Digital Solutions Director
VINEXPO

[Profile preview](#)

NETWORKING ▾

PROFILE INFO ▾

My Meetings


MAY 23 MAY 24 Additional Dates


All Meeting Incoming Pending Confirmed Cancelled Meeting availability

MEETING REQUEST Incoming

Wednesday, 24 May 2023
10:00 - 10:30 | Asia/Singapore
04:00 - 04:30 | Local time
exhibitor_stand

Your Subject
Your Message

PARTICIPANT FROM YOUR SIDE:
 **Nathalie RAVIER**
Digital Solutions Director
VINEXPO

PARTICIPANT FROM THIRD SIDE:
 **Corentin HERBÉ**
Sales representative
Vineposium

Confirm
Reschedule
Cancel Meeting

