



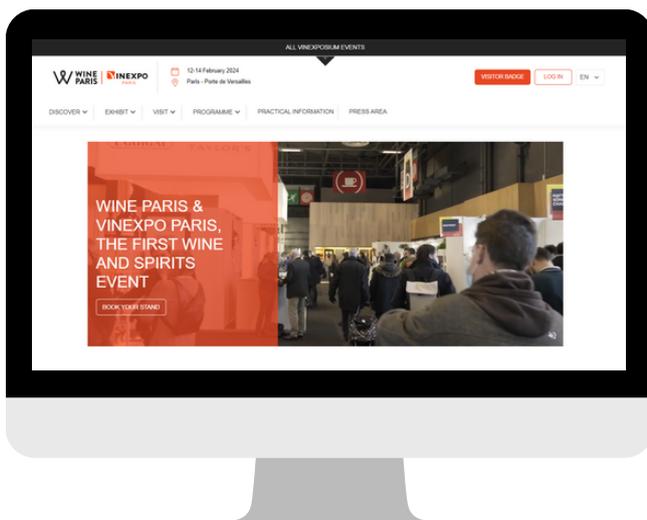
VINEXPOSIUM

# TUTORIAL #2

## How to pre-book a meeting with an exhibitor?

FOR :  
WINE PARIS & VINEXPO PARIS  
VINEXPO ASIA  
VINEXPO AMERICA  
WORLD BULK WINE EXHIBITION

Boarding now for your event !



# BOARDING NOW FOR YOUR EVENT

## How do I make an online meeting with a producer?

**Step 1** -Go to the event website or Download the Vinexposium mobile app (QR code).

- [Wine Paris & Vinexpo Paris](#)
- [Vinexpo Asia](#)
- [Vinexpo America](#)
- [World Bulk Wine Exhibition](#)

**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 meeting 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 meetings status.



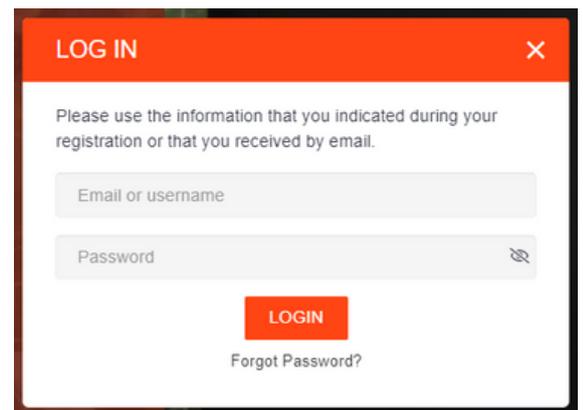
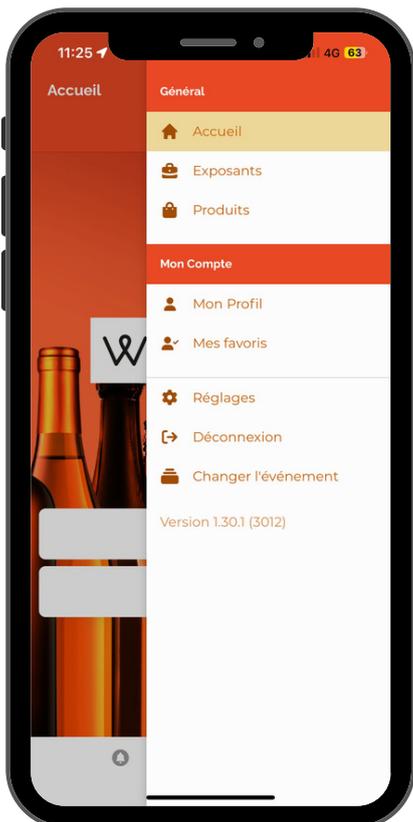
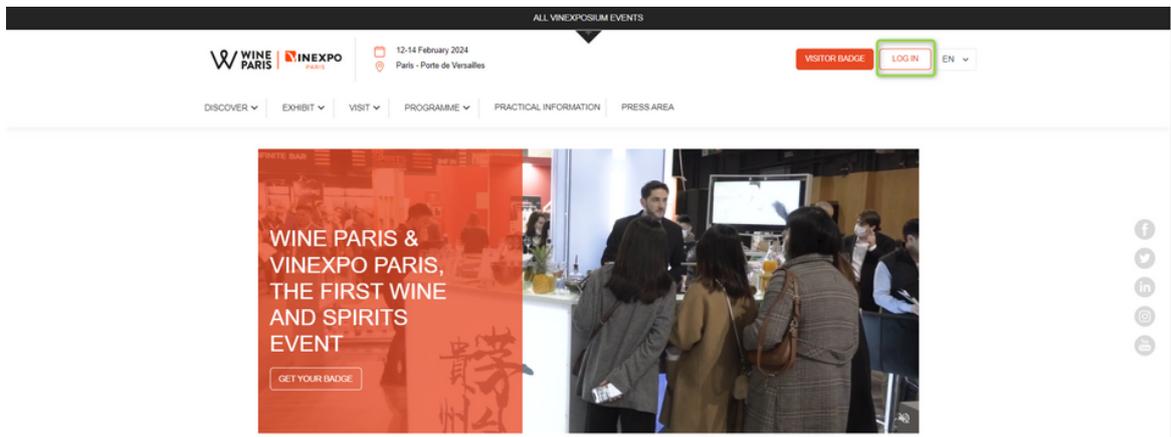
# 1 Got to the event website

- Go to the event website
  - [Wine Paris & Vinexpo Paris](https://wineparis-vinexpo.com) - <https://wineparis-vinexpo.com>
  - [Vinexpo Asia](https://vinexpoasia.com/) - <https://vinexpoasia.com/>
  - [Vinexpo America](https://vinexpo-america.com) - <https://vinexpo-america.com>
  - [World Bulk Wine Exhibition](https://worldbulkwine.com/) - <https://worldbulkwine.com/>
- Or download the Vinexposium mobile application from the App Store or Google Play (Qr code on previous page).



# 2 Log in to your account

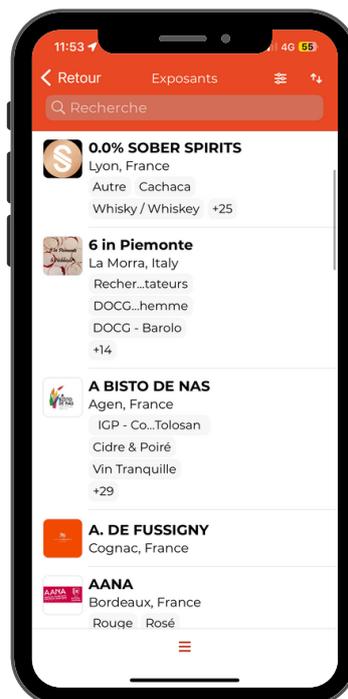
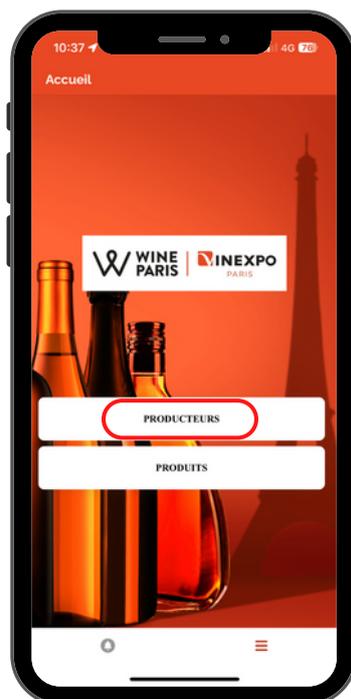
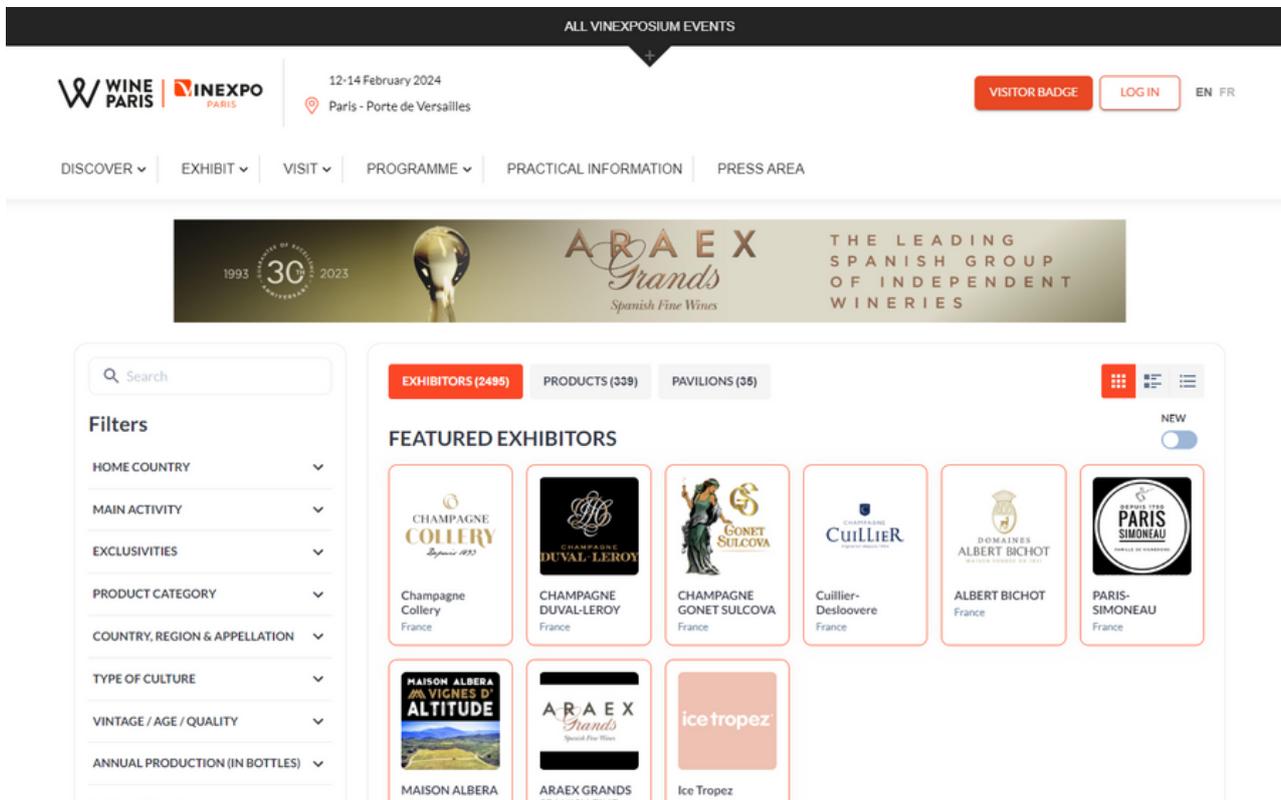
- Click on 'Log in' and enter your account email and password.



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'.
- The producers and products catalogue appears.

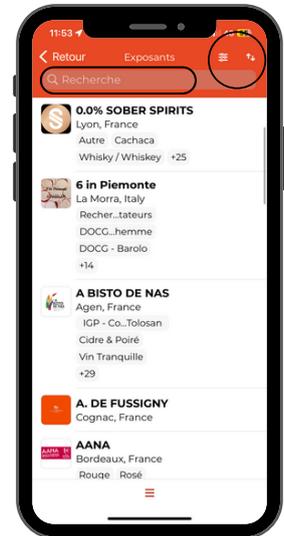
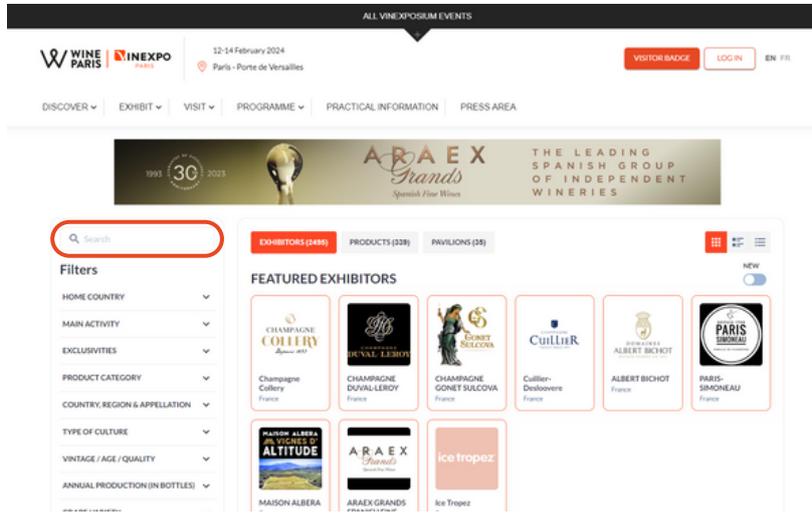


## 4 Select your contact

To search the catalogue, there are several options:

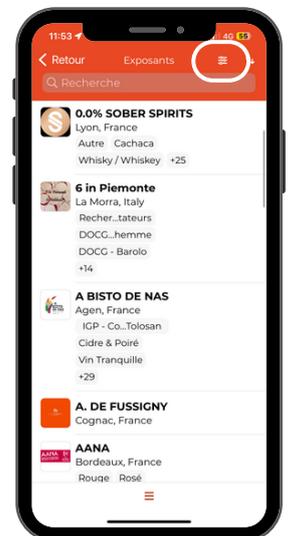
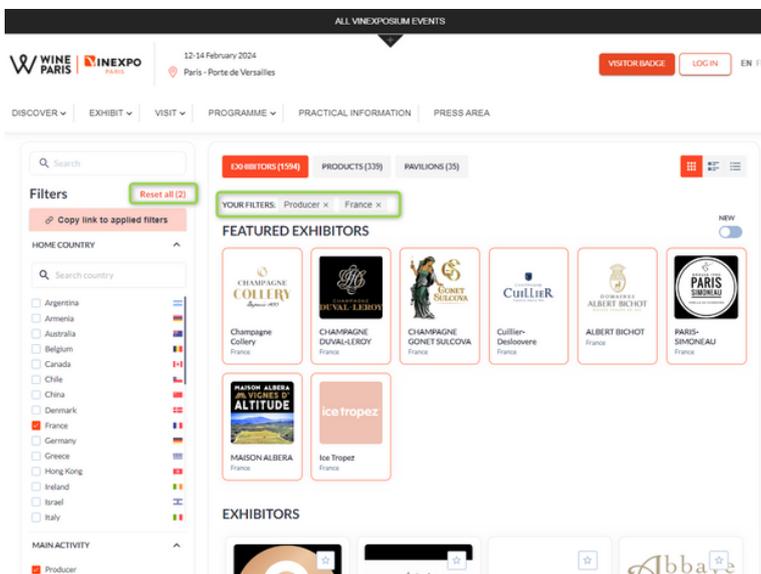
### 1. Using the search bar

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



### 2. Using the filters

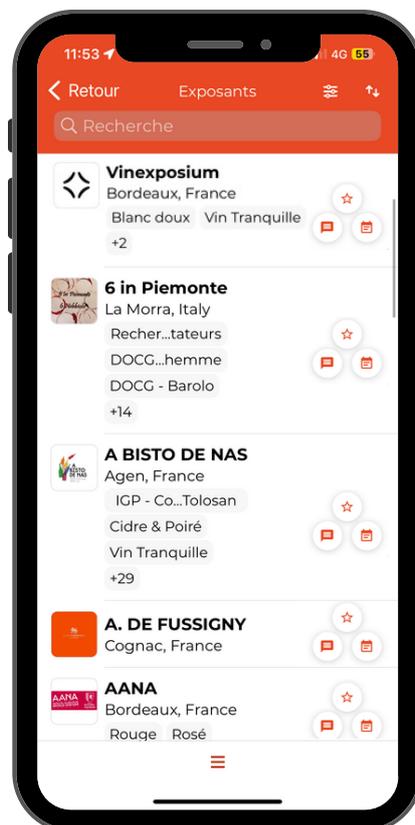
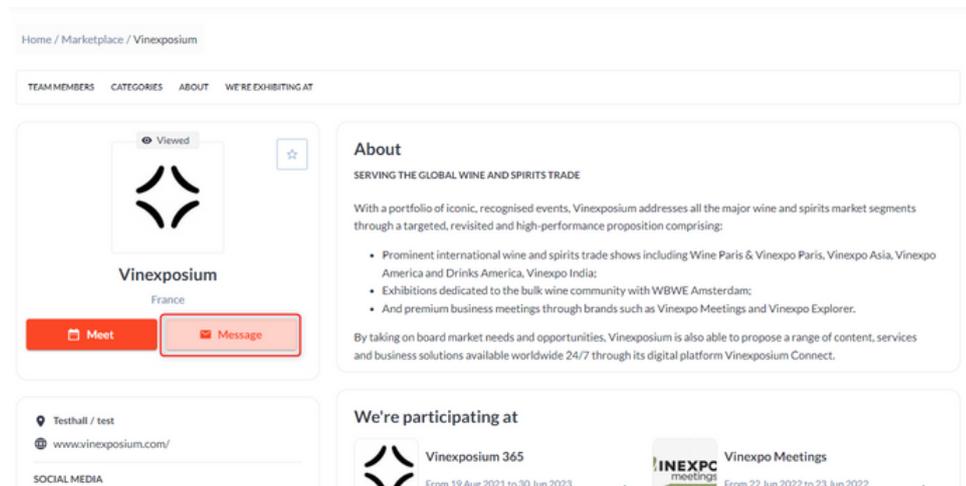
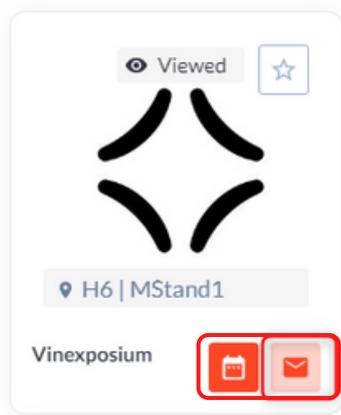
- Depending on the selection of filters provided on the left-hand side, select the one/those you would like.
- If you want to **add a filter**: select it.
- If you want to **delete a filter**: click on the cross at the top of "Your filters". You can also uncheck it on the side.
- Once the filter(s) has/have 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.

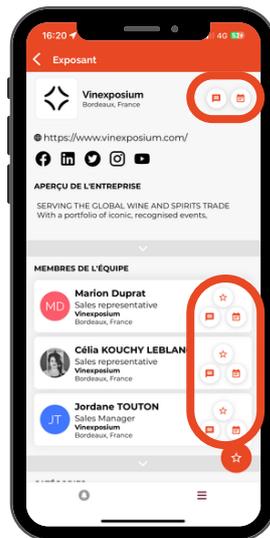
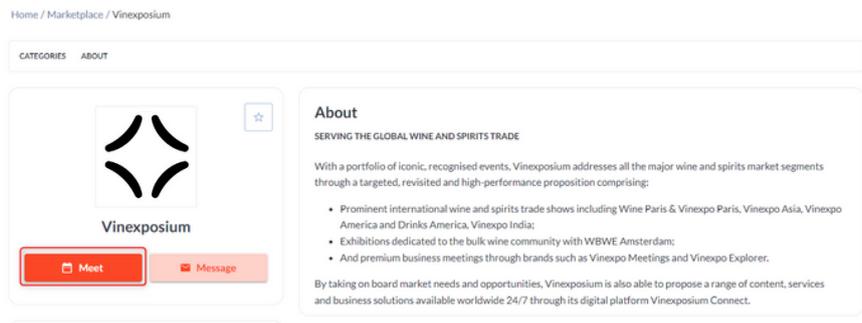
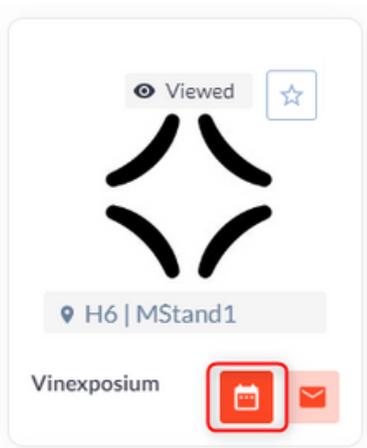


# 5

## Make a meeting

There are two ways to make an meeting:

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

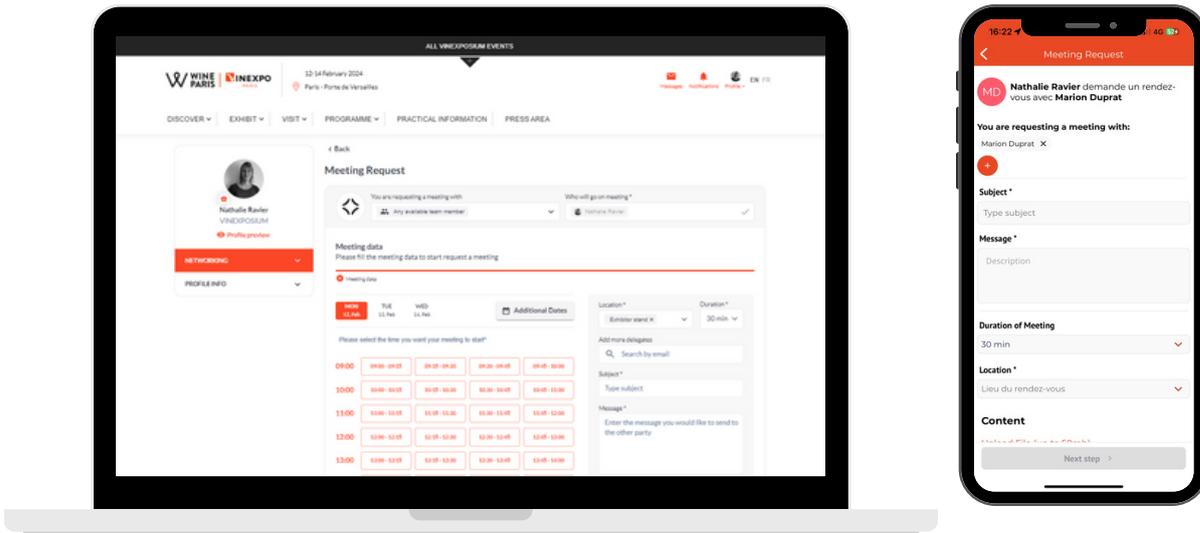


### Tips

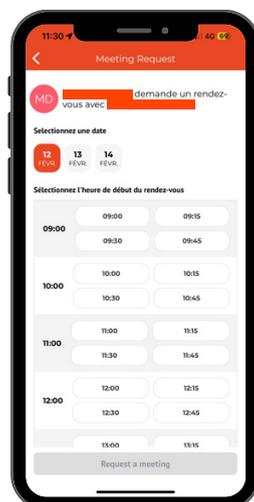
- The star allows you to add the producer/product to **your favourites**.
- Whether you make the request via a producer or a product form, the contact form will be the same.

## 6

## Fill in the meeting request



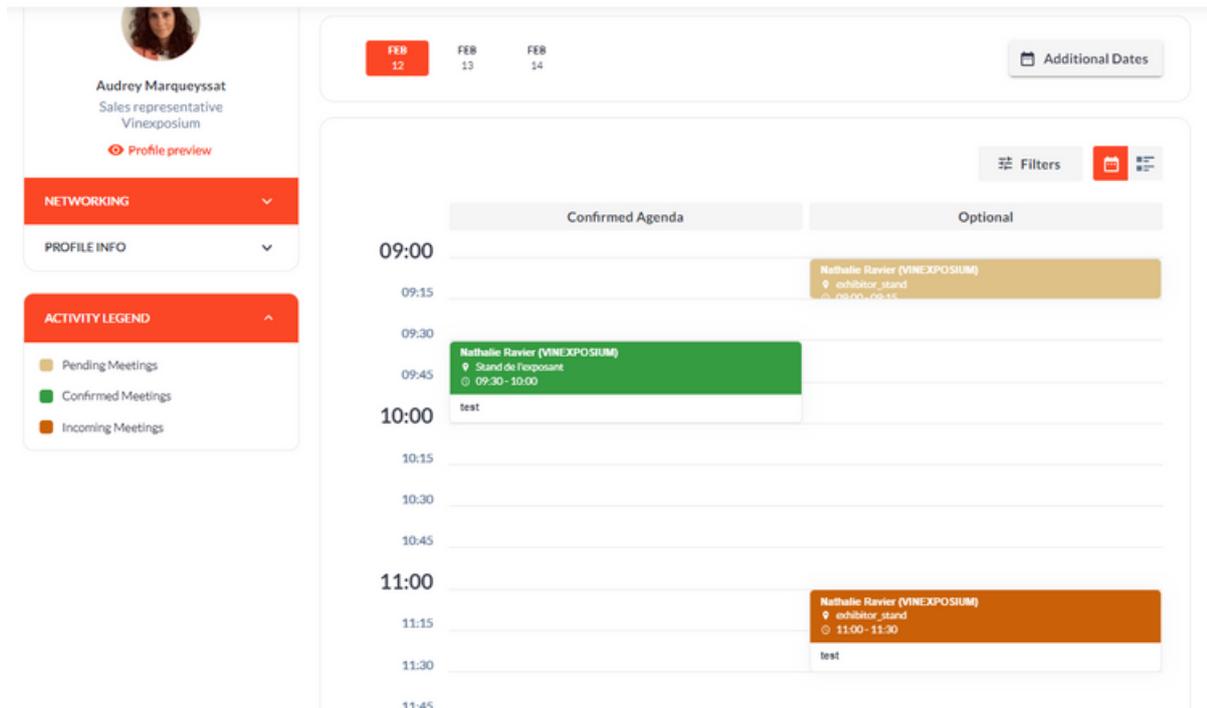
- **NEW** : You can choose the slot before writing your message to book your meeting.
  - **'You are requesting a meeting with'**: select the company member.s you'd like to meet.
  - **'Add more delegates'** : you can invite other buyers by using their email address (they must already have an account).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



# 7

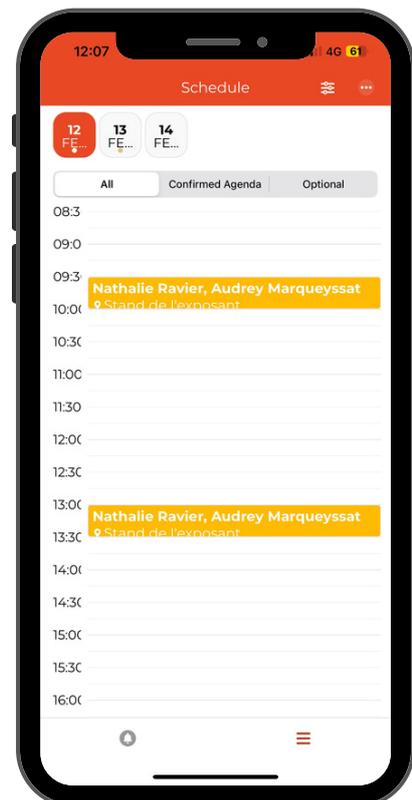
## Follow-up your meetings

Thanks to the different color codes, you can follow the status of your meetings 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 meeting.

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





## 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 meeting by suggesting another date and/or time.
- Meeting are only scheduled and the time slots reserved for each part once both parties have accepted the meeting request.

The screenshot displays a user profile for Audrey Marqueyssat, a Sales representative at Vinexposium. The interface is divided into several sections:

- Profile:** Includes a profile picture, name, title, and company.
- Networking:** A sidebar menu with options for Dashboard, Favourites, My Schedule, and Messages.
- Activity Legend:** A legend for meeting statuses: Pending Meetings (yellow), Confirmed Meetings (green), and Incoming Meetings (orange).
- Calendar:** A calendar view for February 12, 13, and 14, with an 'Additional Dates' button.
- Pending Meetings:** A list of pending meetings. The first entry is for Monday, 12 Feb 2024, from 09:00-09:15 at 'Stand de l'exposant'. It shows participants Audrey Marqueyssat (Your Side) and Nathalie Ravier (Other Side). Action buttons for 'Reschedule' and 'Cancel Meeting' are visible.
- Confirmed Meetings:** A list of confirmed meetings. The first entry is for Monday, 12 Feb 2024, from 09:30-10:00 at 'Stand de l'exposant'. It shows participants Audrey Marqueyssat (Your Side) and Nathalie Ravier (Other Side). Action buttons for 'Reschedule' and 'Cancel Meeting' are visible.
- Incoming Meetings:** A list of incoming meetings. The first entry is for Monday, 12 Feb 2024, from 11:00-11:30 at 'Stand de l'exposant'. It shows participant Audrey Marqueyssat (Your Side). A 'Confirm' button is visible.

The screenshot shows a mobile app interface for a pending meeting. The title is 'Schedule Pending Meeting'. The meeting details are as follows:

- Meeting Title:** test
- Date and Time:** 12 févr. 2024, 09:30 - 10:00 | Europe/Paris
- Meeting Place:** Stand de l'exposant
- Status:** Meeting Status: Pending
- Description:** Test
- Participants:**
  - Participant from your side:** Nathalie Ravier, Digital Solutions Director, VINEXPOSIUM, Bordeaux, France.
  - Participant from third side:** Audrey Marqueyssat, Sales representative, Vinexposium, Bordeaux, France.
- Action Buttons:** CANCEL and RESCHEDULE.



## NEW : Messages

- Once the message has been sent, the person will receive a notification.
- The star allows you **to bookmark a producer** and then find him/her in the "Favorites" section of the profile.

Now you can sort your messages with filters:

- One filter lets you see who has initiated the chat.
- The other lets you select contacts with whom you have validated, pending, incoming, cancelled or no appointments.

