

# TUTORIAL

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## HOW TO PRE-BOOK A MEETING WITH AN EXHIBITOR?

For :

- WINE PARIS
- VINEXPO ASIA
- VINEXPO AMERICA
- WORLD BULK WINE EXHIBITION

# THE 7 STEPS TO FOLLOW

- 1 Go to the event website or Download the Vinexposium mobile app.
- 2 Log in by filling your account email and password.
- 3 Go to the 'Exhibitors catalogue'.
- 4 Search for the producer(s)/product(s) you are interested in.
- 5 Send meeting requests.
- 6 Follow-up of your meeting status.
- 7 Send messages.
- 8 Follow-up of your messages status.

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## STEP 1

### GOT TO THE EVENT WEBSITE

#### 1.1 Go to the event website

- [Wine Paris](https://wineparis.com) - <https://wineparis.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>

#### 1.2 Download the Vinexposium mobile application

From the App Store or Google Play,:



Scan this QR code



Step 2



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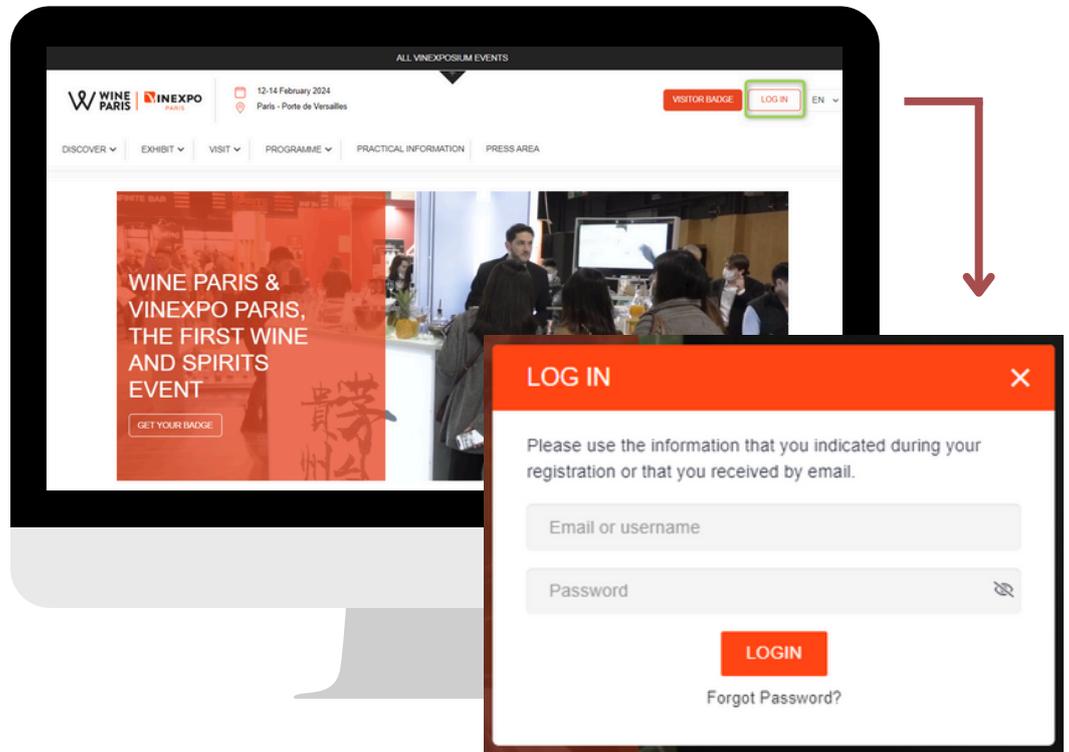
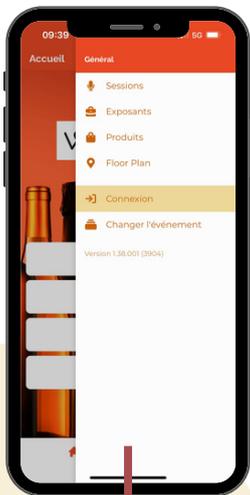
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## STEP 2

### 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.

Step 3



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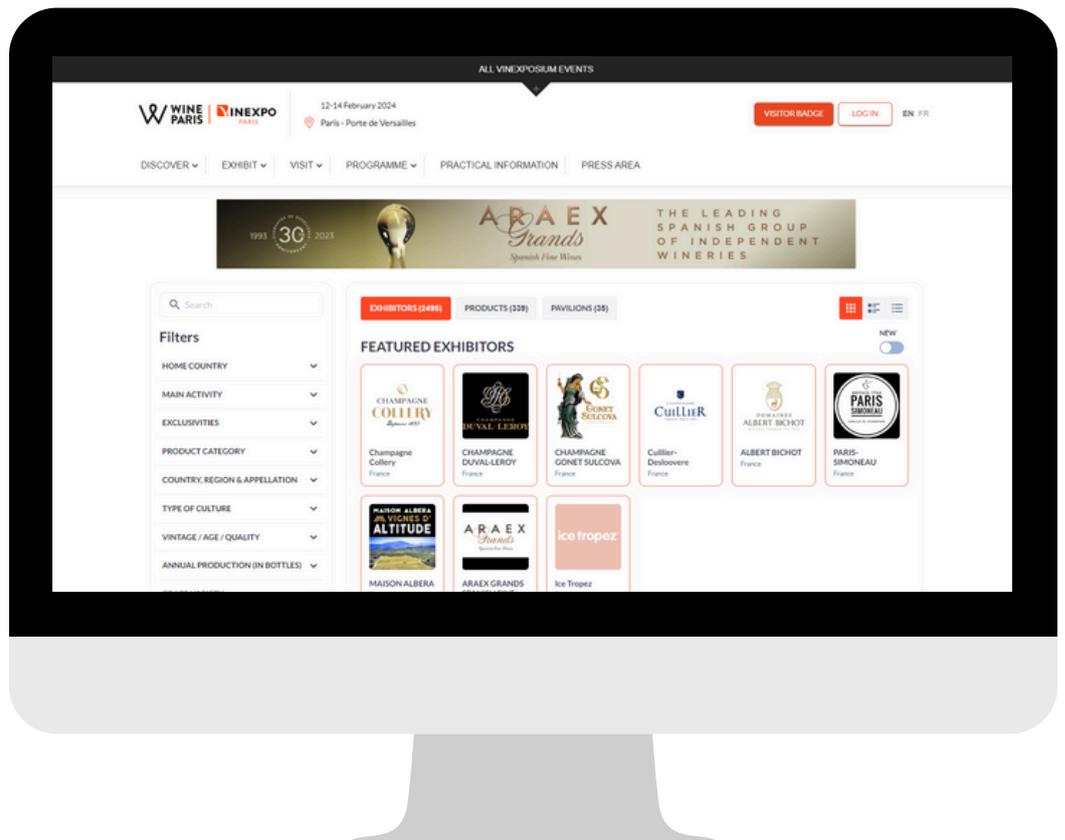
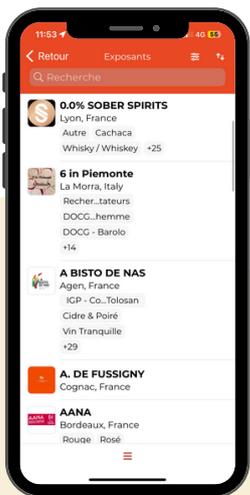
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## STEP 3

# THE CATALOGUE SECTION

- Click on the 'Visit' menu.
- Then click on 'Exhibitors catalogue'.
- The producers and products catalogue appears.



Step 4



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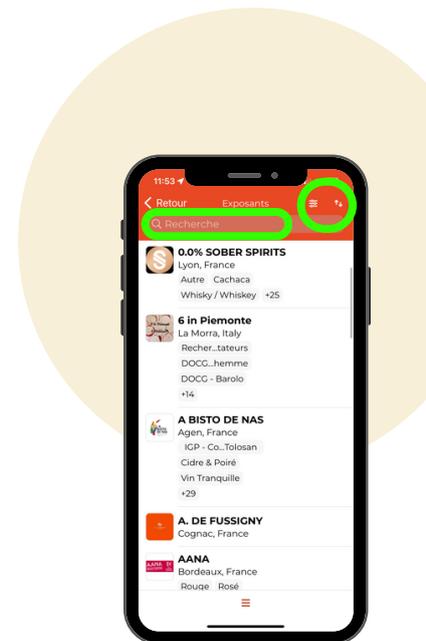
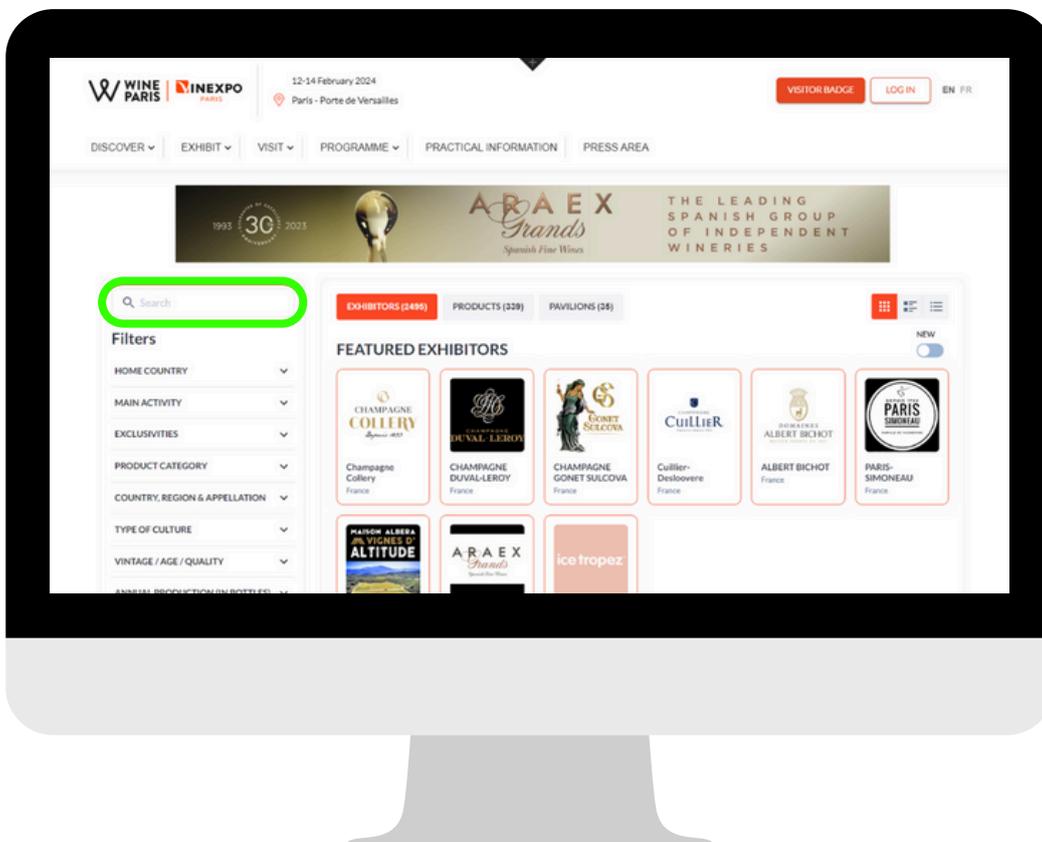
## STEP 4

# SELECT THE PRODUCER / PRODUCT

To search the exhibitors list, there are several options:

### 4.1 Using the search bar

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



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## 4.2 Using the filters

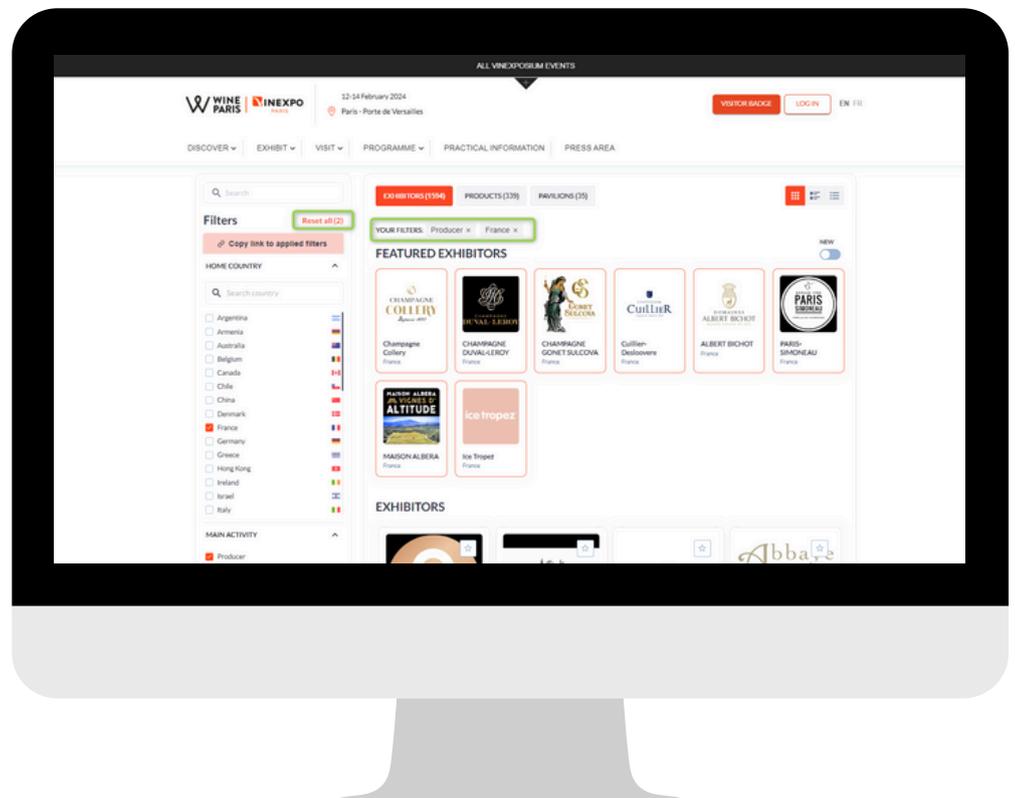
Depending on the selection of filters provided on the left-hand side, select the one/those you would like.

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".



Step 5



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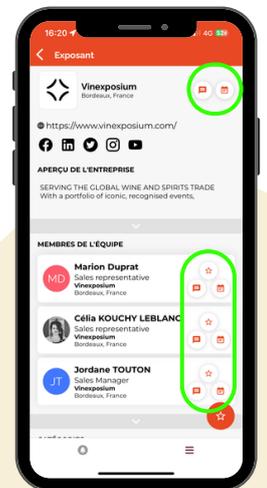
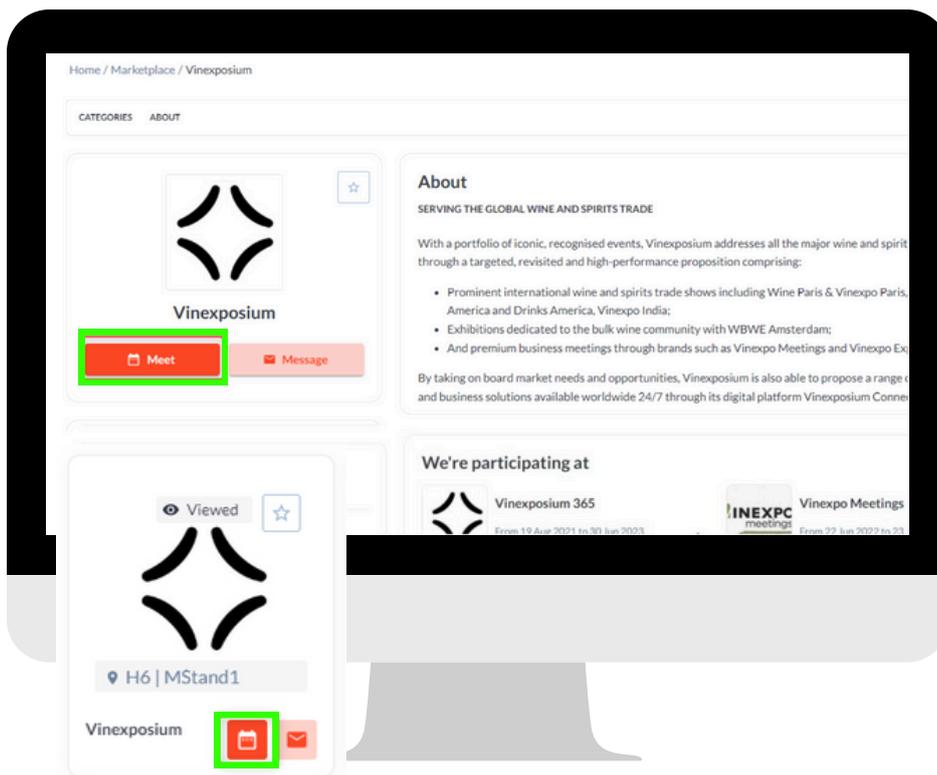
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## STEP 5

### MAKE A MEETING

There are two ways to make a meeting:

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



- 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.

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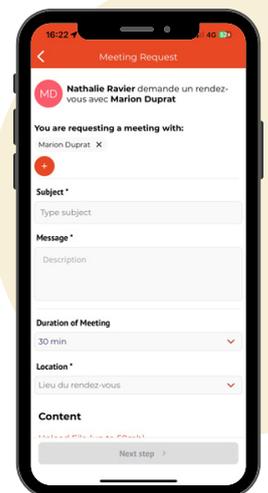
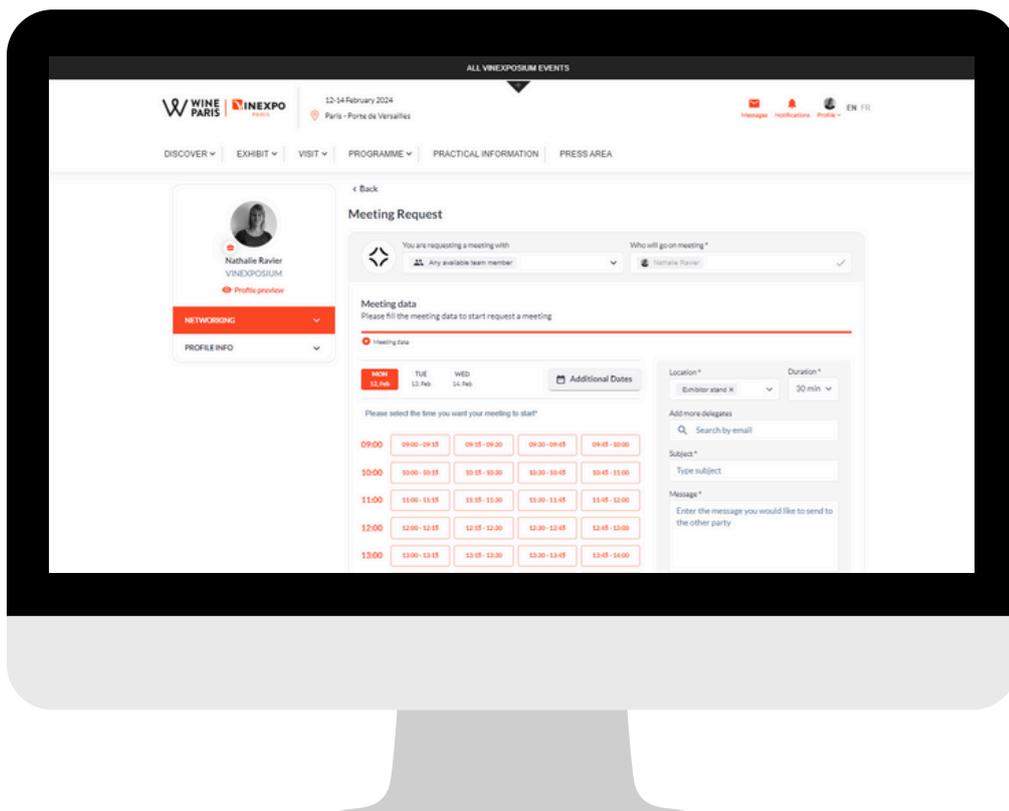
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You can choose the slot before writing your message to book your meeting.

- **'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).



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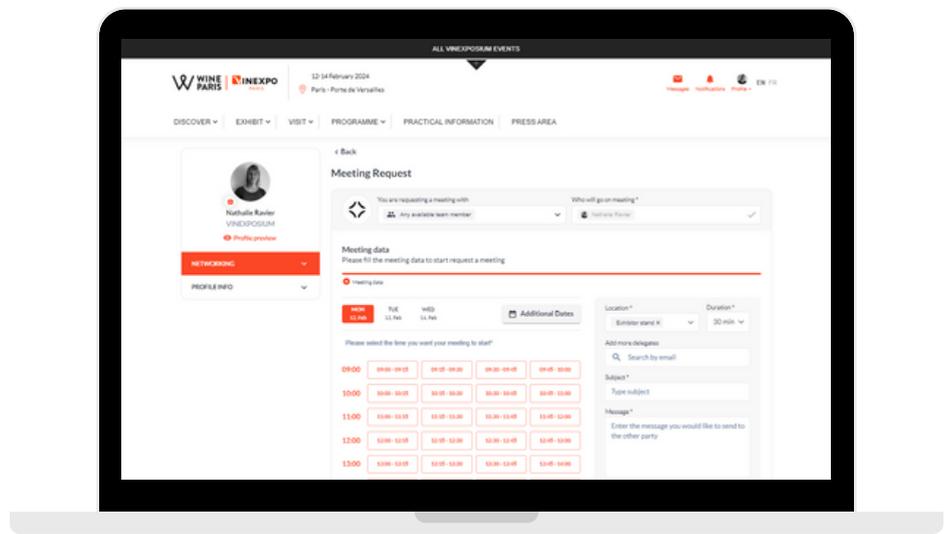
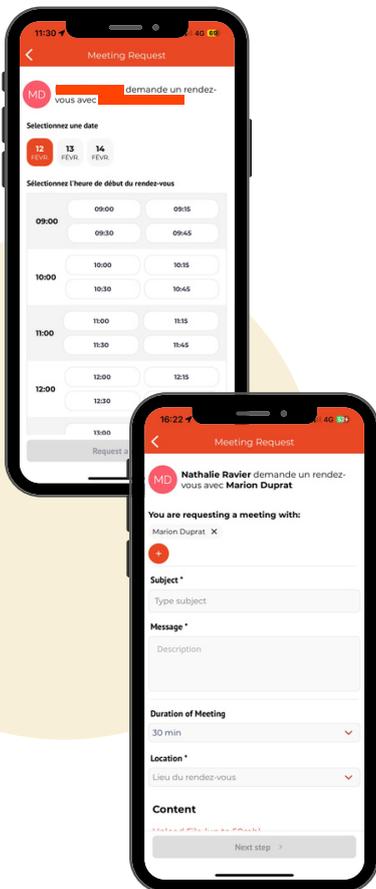
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- **'Location'**: select the stand location.
- **'Duration'**: from 15 minutes to 1 hour.
- **'Subject'**: reason you are making a meeting.
- **'Message'**: briefly explain your request.
- Select the **date** and then the **time**.
- Click on 'Request meeting'.



Step 6



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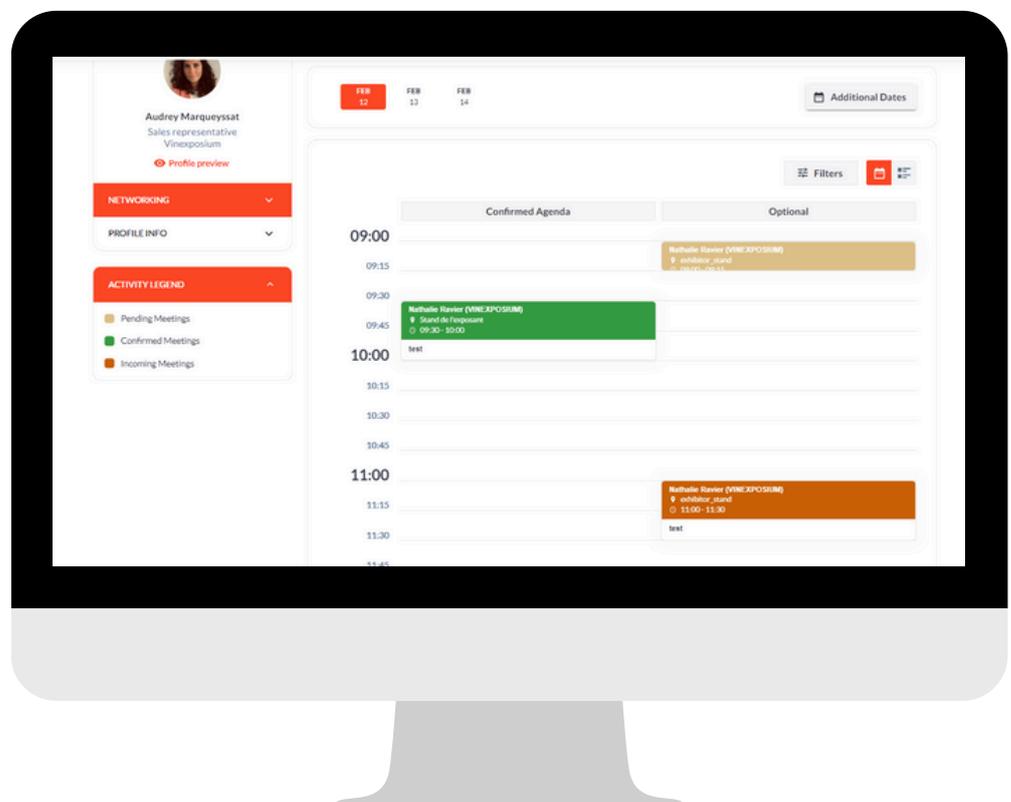
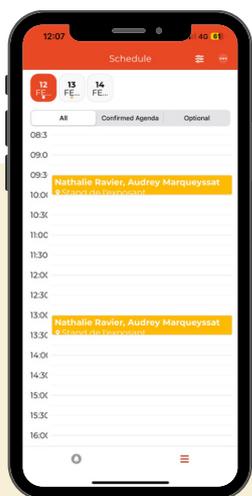
## STEP 6

# FOLLOW-UP OF YOUR MEETING REQUESTS

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.



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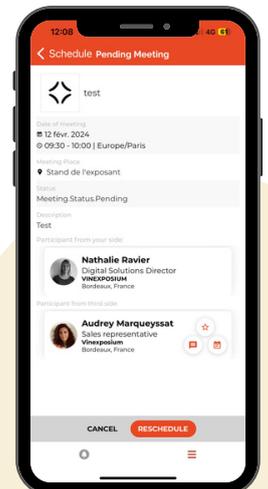
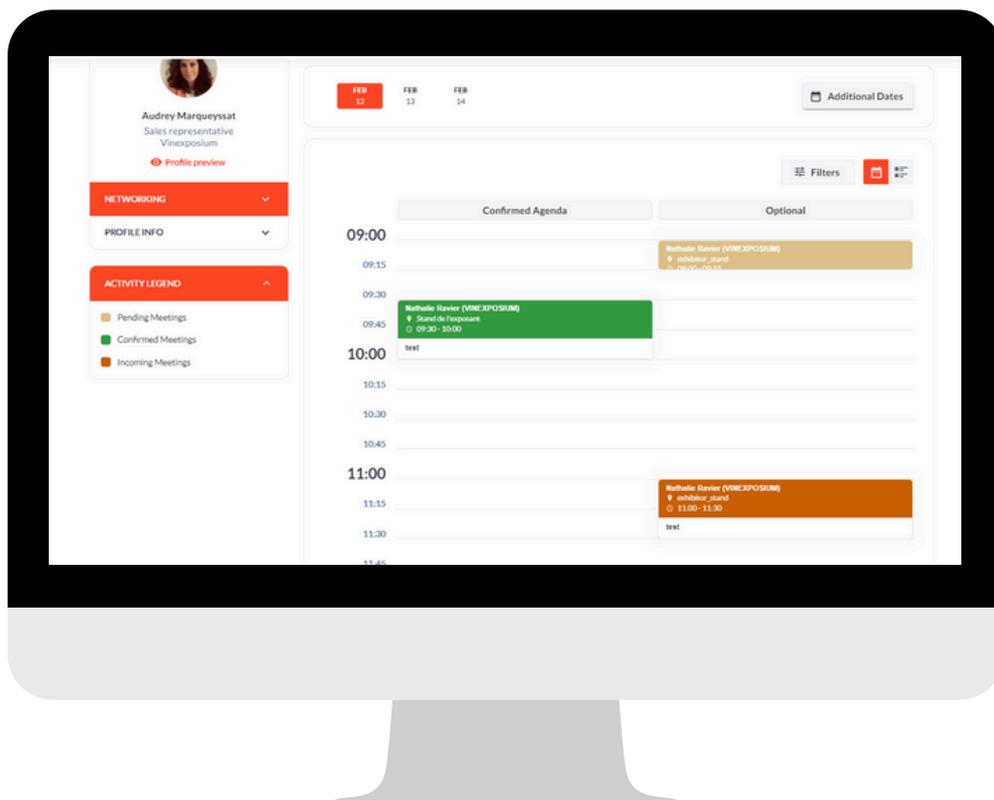
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- If a producer requests a meeting with you, **it is essential that you respond by accepting or declining it**. It is also possible to reschedule the meeting by suggesting another date and/or time.
- Meeting are only scheduled and the time slots reserved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



Step 7



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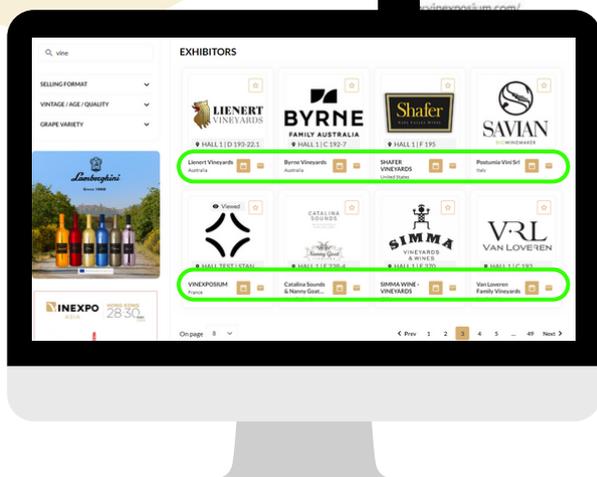
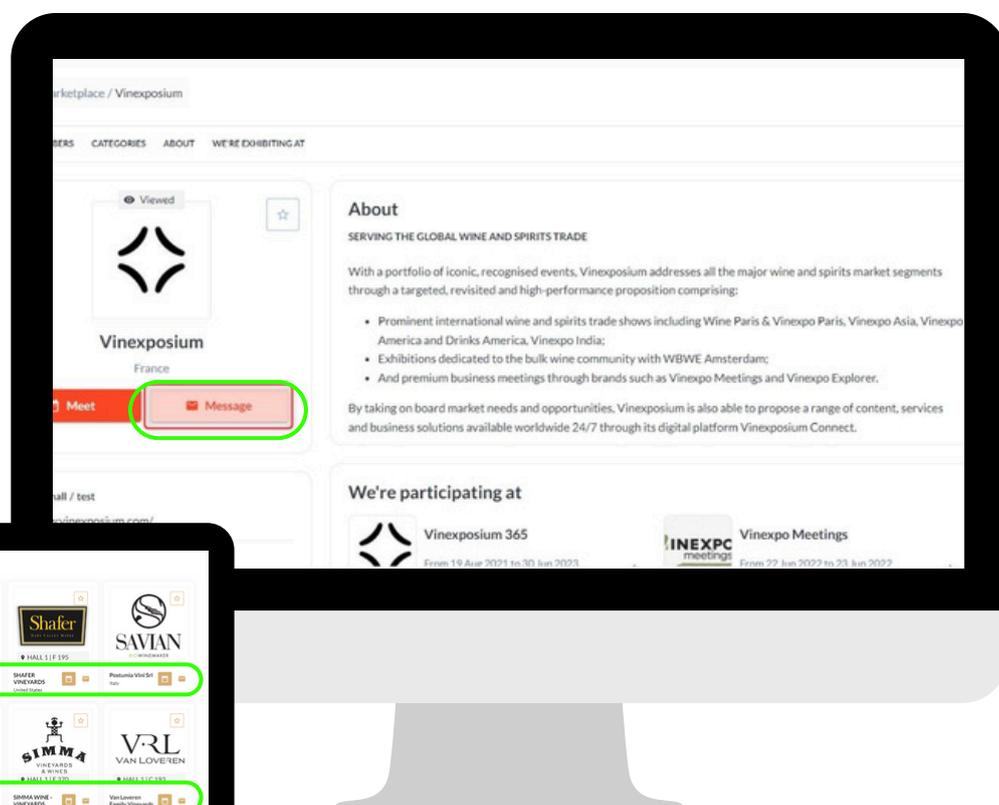
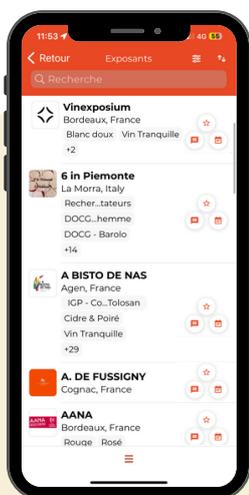
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## STEP 7

### SEND MESSAGES

You have found the producer and/or the product you are looking for?

- You can send a message to connect with him/her by clicking on the message icon, it will open a chat box.
- 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.



Step 8



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## STEP 8

# FOLLOW-UP OF YOUR MESSAGES

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.

