

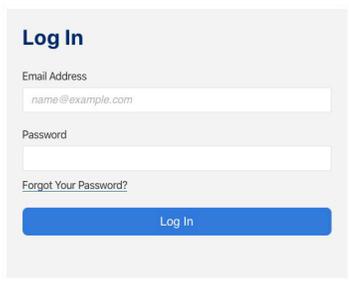
The Scheduled Appointments Tool can be accessed by attendees through their My Show Planner. This tool allows exhibitors to post available appointment times to their online directory listing, and attendees who are My Show Planner users can reserve these appointments, allowing them to easily connect with exhibitors on-site or virtually.

Leveraging the Scheduled Appointments tool will allow you to:

- Plan ahead to guarantee time with high-priority exhibitors while on-site
- Manage your schedule through your My Show Planner
- Allocate resources for your meetings

Scheduling Meetings With Exhibitors

1. Log into your **My Show Planner** account. If you don't have an account, you can create one in just a few easy steps by selecting the **Create Your My Show Account** option on the login page.



Log In

Email Address

Password

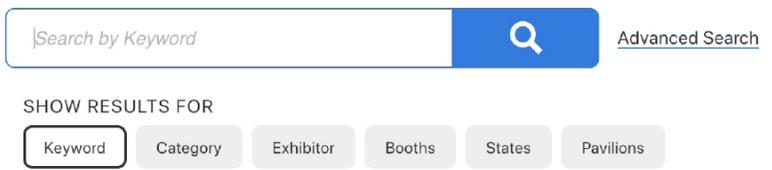
[Forgot Your Password?](#)

[Log In](#)

My Show Planner combines planning and logistics into one easy-to-use tool.

[Create Your My Show Account](#)

2. Next, you'll search for exhibitors by name, keyword, product category, and more. You can add exhibitors to your planner by clicking the plus sign icon or selecting the **Add to My Show** button on the exhibitor details page.



[Advanced Search](#)

SHOW RESULTS FOR

[Keyword](#) [Category](#) [Exhibitor](#) [Booths](#) [States](#) [Pavilions](#)

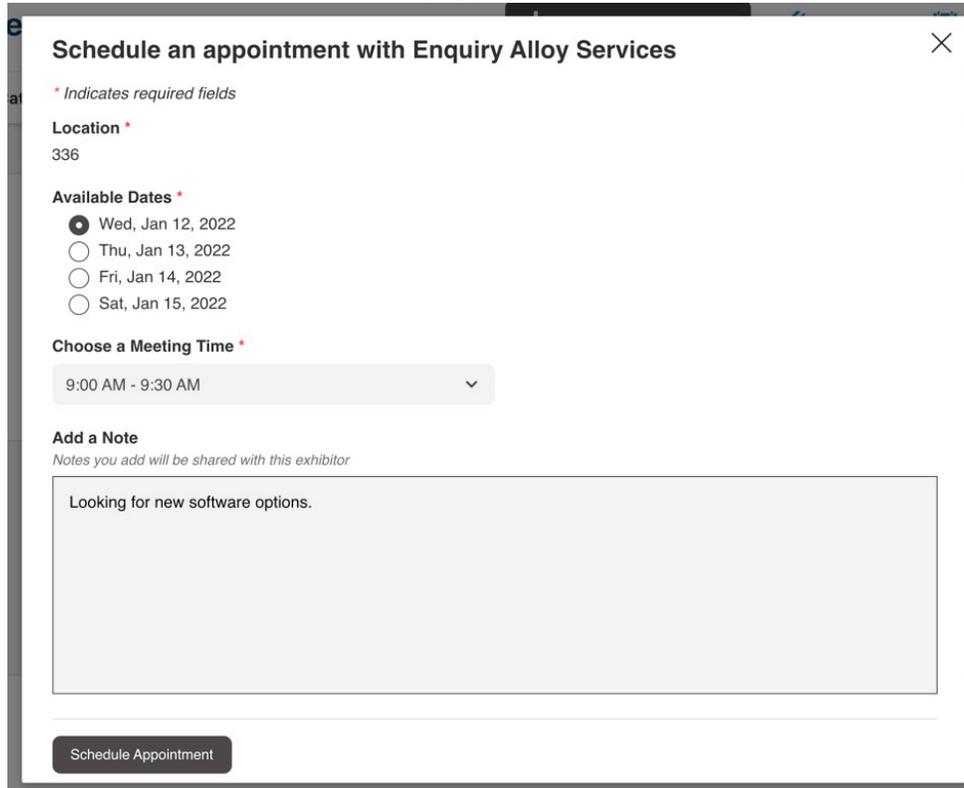


[+ Add To My Show Planner](#)

3. Once you have located an exhibitor you are interested in meeting with, you can select an available appointment time by clicking the **Schedule Appointment** button.



4. Enter the required details and click **Schedule Appointment** to confirm.



Schedule an appointment with Enquiry Alloy Services [X]

** Indicates required fields*

Location *
336

Available Dates *

- Wed, Jan 12, 2022
- Thu, Jan 13, 2022
- Fri, Jan 14, 2022
- Sat, Jan 15, 2022

Choose a Meeting Time *

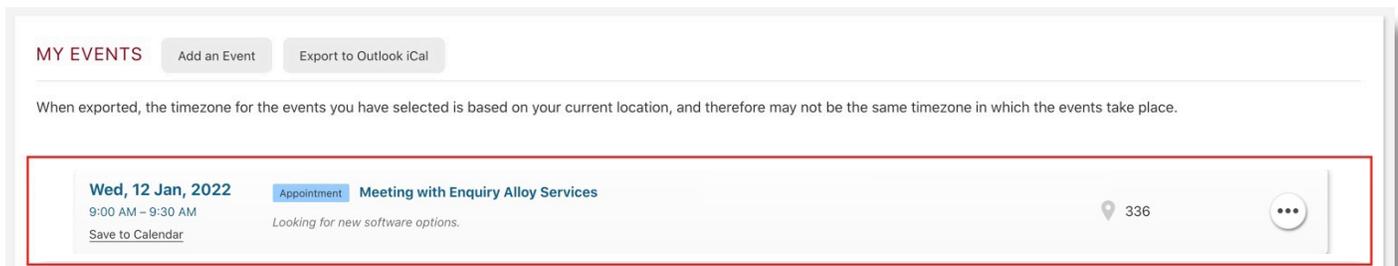
9:00 AM - 9:30 AM [v]

Add a Note
Notes you add will be shared with this exhibitor

Looking for new software options.

Schedule Appointment

5. Your appointment is automatically scheduled and your meeting will be saved to your calendar within your My Show Planner. You'll be all set to visit the exhibitor's booth or virtual link at the designated appointment date and time. Keep track of your appointments in the MY EVENTS section of your My Show Planner.



MY EVENTS [Add an Event] [Export to Outlook iCal]

When exported, the timezone for the events you have selected is based on your current location, and therefore may not be the same timezone in which the events take place.

Wed, 12 Jan, 2022 9:00 AM - 9:30 AM Save to Calendar	Appointment Meeting with Enquiry Alloy Services <i>Looking for new software options.</i>	[Location Pin] 336	[More Options]
---	--	--------------------	----------------