

Meeting Manager Instructions



CARGO
Connections

Our Meeting Manager system enables you to schedule 20-minute business meetings prior to arrival with companies that you particularly want to meet with during our gathering.

The system is designed to avoid double booking and automatically sends email notifications to both parties when a meeting has been booked or cancelled. Each scheduled meeting is assigned a table number so that the changeover between each 1-2-1 session runs smoothly.

When you have gained access, you can book meetings, cancel meetings, make yourself unavailable for a session and view/print your schedule. The system will close for bookings on Monday 11 March at 12.00 GMT and your final schedule will be included in your name badge lanyard ready for collection at our Welcome Reception in Prague.

IMPORTANT: Please log-out of our website and log back in with your unique username and password for the Meeting Manager - supplied in your Welcome Email.

TWO WAYS TO BOOK A MEETING

1. Simply click on an unbooked slot in your diary to view a list of companies available for that particular session.
2. You can search for a specific company's availability and the system will automatically check both your schedules and offer you the available time slots. Simply click on:

[Search Member Availability](#)

HOW TO CANCEL A MEETING

1. Click on the relevant time slot
2. A box will appear
3. Click on the red button that states "Cancel this meeting"

TO MAKE A PERIOD OF TIME UNAVAILABLE

If you want an extended lunch break or you will be leaving early, please make yourself unavailable for bookings at the relevant time slots.

1. Click on the relevant time slot
2. A box will appear
3. Click on the red button that states "Mark this time slot as unavailable"

During the 1-2-1 Sessions

Our Countdown Clock is shown on a large screen so that you can manage your time.

To give you a 2-minute warning to end your meeting, you will hear 8 short beeps. A continuous alarm will sound when the session is over and you will then see a change-over timer to allow you to get to your next table.

