


Three easy steps to using the On-Site Meeting System

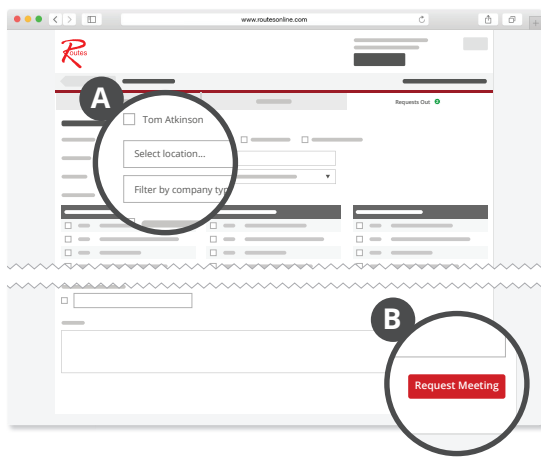


1

Log in

Choose how you want to log in: at routesonline.com via the Routes app, or at one of the dedicated On-Site Meeting Stations around the event, indicated by  on the event floorplan.

2



Request your meetings

To request your meetings, follow the simple steps below;

- Use the tick boxes to select the delegates from your own company that you wish to attend the meeting, including your own diary.
- Choose the location where you would like the meeting to take place **A**.
- Select the company that you wish to meet and the meeting slots in which you are available (we recommended selecting as many slots as possible).
- Press the 'Request Meeting' button **B**. You will receive a notification as soon as you receive a reply.

3

Reply to requests

To reply to a meeting request, use the 'Requests In' tab **C** to view your notifications. Click on the relevant request, review and click Accept, Decline, or Reply **D** to suggest alternative times, location etc.

Mobile and tablet users can now swipe left to quickly decline meeting requests.

