

FESPA

Meetings Guide

Everything you need to schedule, manage, and attend successful meetings

EXHIBITOR

Guide



Connecting the
right people

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Getting Started as an Exhibitor

Meeting requests status

Your appointment requests will remain “pending” until the participant accepts or declines.

IMPORTANT: To facilitate meetings, at least one team member must be registered.

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Your exhibitor accounts

As an exhibitor, you will have two profiles:

You can switch between accounts by clicking on the profile button in the top right-hand corner.

You can view your company profile and team meetings, but only the admin account can make changes.

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The screenshot displays a user profile dropdown menu. At the top, it is titled "PROFILES" and shows the current user, Charles Leclerc, with a "Preview profile" link and an upward arrow. Below this, a list of accounts is shown: "Charles Leclerc" (selected with a checkmark) and "Oranges" (labeled as "Parent Company"). Underneath the list is a section titled "PROFILE INFO" with an upward arrow, containing four options: "Edit Profile" (pencil icon), "Settings" (gear icon), "Exhibitor Manual" (document icon), and "Log out" (logout icon).

Keep your profile updated

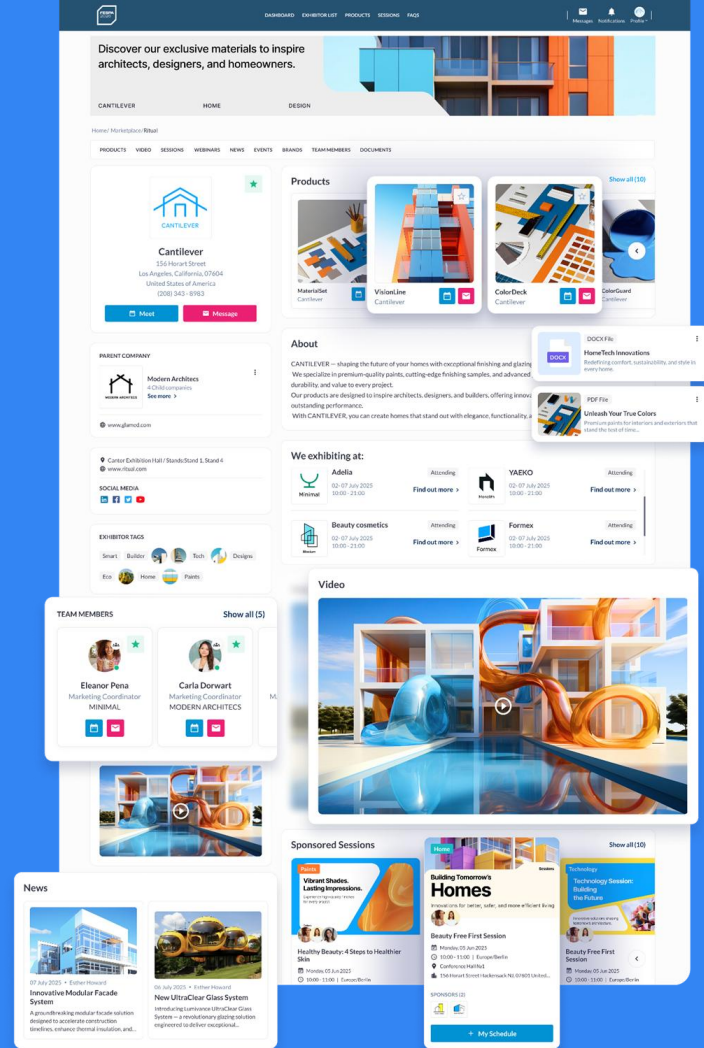
Is your company profile up to date?

Complete your profile with your company description, logo, images, videos, brochures and social media links.

Add products and location categories, selecting only those your company offers. This helps attendees identify the right exhibitors to meet from the exhibitor list, and it also improves the accuracy of the recommendations feature.

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Your Dashboard

Your dashboard

Your dashboard provides an overview of activity on your profile.

By logging in under your company profile, you'll have an overview of your team's meetings and messages.

Interactions – view a list of attendees who have viewed or favourited your company profile and content. Keep track of these participants, and be sure to message them and request a meeting.

The screenshot displays the exhibitor dashboard for 'Oranges' at the 'ESPA 2025' event. The top navigation bar includes 'DASHBOARD', 'EXHIBITOR LIST', 'PRODUCTS', 'SESSIONS', and 'FAQS'. On the left, the profile section shows the 'Oranges' logo and a 'Profile preview' link. The main dashboard area is divided into several sections: 'Complete your profile' (28% progress) with tasks for Logo, Company Overview, Categories, Team Members, Products, and Connections; 'Meeting requests' (3 total) with a progress bar and counts for Confirmed (0), Pending (1), Incoming (2), and Cancelled (0); 'Products' (0 total) with an 'Add Product' button; 'Top performers' table; 'Profile activity' feed; and 'Share your profile' options. The 'Top performers' table is as follows:

	Meetings				
	Pending	Incoming	Confirmed	Chats	Scanned
Oranges	0	0	0	1	0
Charles Leclerc Pilot	1	2	0	0	0
Carlos Sainz	0	0	0	0	0

The 'INTERACTIONS' section at the bottom shows a list of participants, with the first entry being Pavel Lukianchenko (Visitor, Speaker), who has interacted with the profile (star icon) and viewed content (green checkmarks).

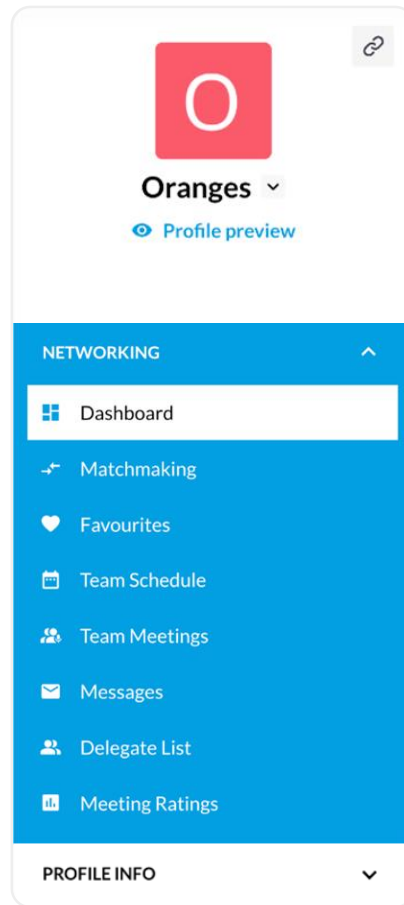
Drop-down menu

You can navigate around the platform using the drop-down menu on the left-hand side.

- Matchmaking – this will provide you with a list of recommended buyers based on their interests and your services. Update the categories in your profile to ensure these matches are accurate.
- Favourites – a list of the buyers you have marked as favourite. This is a great way to build a bank of contacts to message or request meetings with.
- Team Schedule – view your team members' schedules, reassign meetings, block out time and download schedules.
- Team Meetings – view a combined schedule of all meetings. Filter by confirmed, incoming, pending and cancelled.
- Messages – view all your messages.
- Delegate List – shortcut to the attendee list.
- Meetings Ratings – add ratings to your meetings to help you prioritise your leads post show.

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How to book a meeting

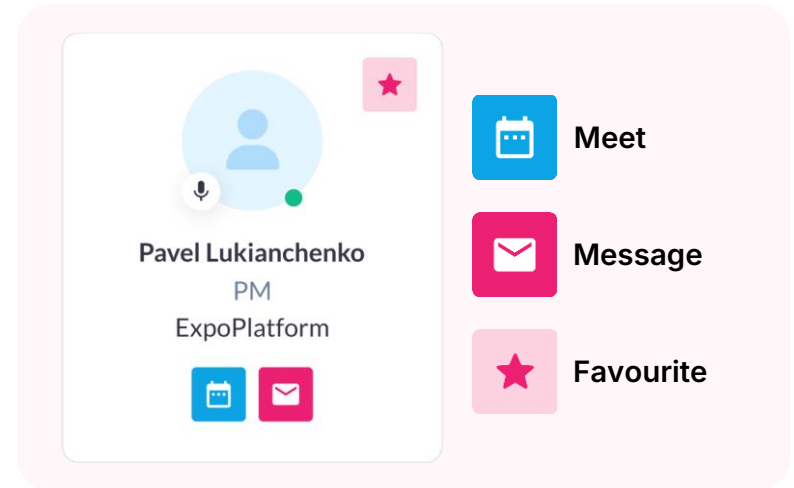
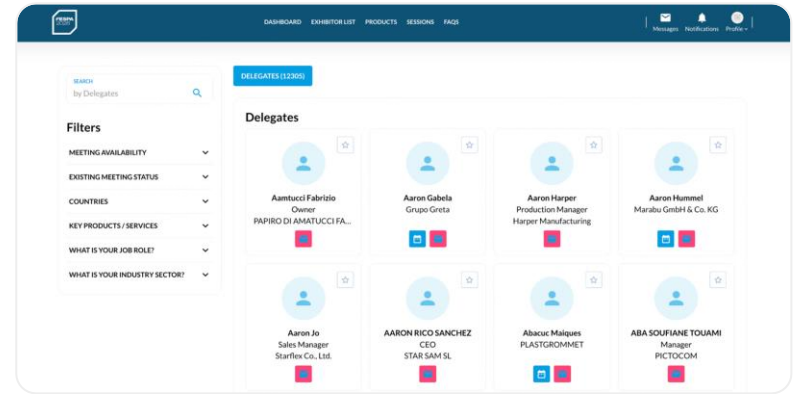
Delegate List

Click on Delegate List in the left-hand menu.

The delegate list includes everyone coming to the show. Use the filters on the left-hand side to narrow down your view. You can also search for a specific attendee by typing their name or company into the search bar, but make sure to remove any filters first.

Click a name card to view more detailed information. From there, you can also favourite the attendee, send a message, or request a meeting. The blue dot on their profile picture means they are currently online.

Top tip: if you have multiple team members networking on the platform, use the “Existing meeting status” filter to divide your list of prospects. This will help prevent them from contacting the same people.



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Request meetings

1. Click the calendar button to request a meeting.
2. Select the team member who will be attending the meeting.
3. Select a date and time. Note: only available time slots will be displayed. If no times appear, go to “My Schedule/Team Schedule” to check for any blocked time.
4. Select the duration of the meeting.
5. The location is pre-populated.
6. Add a personalised message to accompany your invitation.
7. Click “Request Meeting”.

Note: Your request will remain in a “pending” state until the participant has either accepted or declined the meeting.

Meeting Request

Meeting request recipient: Pavel Lukianchenko ✓

Your attendee: Charles Leclerc, Pilot X

Meeting Details
Please provide the meeting details

Meeting Details

Calendar: MAY 19, MAY 20, MAY 21, MAY 22. Additional Dates

Please select a start time for your meeting? See Team Schedule

Event time	Europe/Madrid	Your time	Europe/Tirane
10:00 AM	Not available	Not available	10:30 - 10:45 • 10:45 - 11:00 •
11:00 AM	11:00 - 11:15	11:15 - 11:30 •	11:30 - 11:45 • 11:45 - 12:00
12:00 PM	12:00 - 12:15	12:15 - 12:30	12:30 - 12:45 12:45 - 1:00
1:00 PM	1:00 - 1:15	1:15 - 1:30	1:30 - 1:45 1:45 - 2:00
2:00 PM	2:00 - 2:15	2:15 - 2:30	2:30 - 2:45 2:45 - 3:00
3:00 PM	3:00 - 3:15	3:15 - 3:30	3:30 - 3:45 3:45 - 4:00
4:00 PM	4:00 - 4:15	4:15 - 4:30	

Location: Stand: A5, Hall: 1 X

Duration: 30 min

Add more delegates

Search by email

Subject: Hello!

Message: Let's have a meeting

Default meeting info

Personal note (visible only for you)
Added notes regarding the meeting will be visible only to

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Managing meetings

Access & Filter Meetings

Access “Team Meetings” from the top navigation bar or the menu on the left-hand side. You will see a list of all your company meetings. Filter by team member using the drop-down, or by meeting state by selecting incoming, pending, confirmed or cancelled.

My Meetings

Oranges
Profile preview

NETWORKING
PROFILE INFO

PROFILE COMPLETENESS
28%

MAY 19 MAY 20 MAY 21 MAY 22 Additional Dates

All Meetings Incoming Pending Confirmed Cancelled

PENDING MEETINGS Pending

Tuesday, May 19, 2026
10:30 AM - 11:00 AM
Hall 1, Stand A5

Hello
Let's have a meeting

PARTICIPANT FROM YOUR SIDE:
Charles Leclerc
Pilot, Oranges

PARTICIPANT FROM OTHER SIDE:
Pavel Lukianchenko
PM, EP

Reschedule
Reassign members
Cancel Meeting

Manage Meetings

You can accept incoming meetings, reschedule or cancel incoming and pending meetings, and reassign meetings to different team members.

Reassign members

Tuesday, May 19, 2026
10:30 AM - 11:00 AM

Charles Leclerc x Reset all (1)

Charles Leclerc
Pilot

Carlos Sainz

Cancel Save

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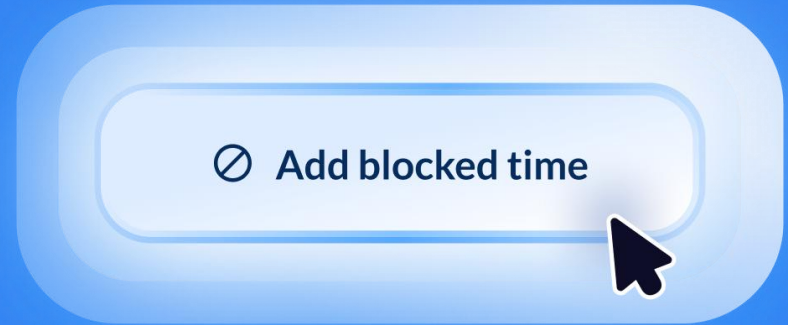
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Blocking time in schedule

As the assigned admin, you can go to “Team Schedule” and block out time in any team member’s calendar. For example, if you know a colleague is only attending for one day, open their schedule and add blocked time.

This will prevent meetings from being booked with that team member during the specified period.

Each team member can also block time in their individual profile via “**My Schedule**”.



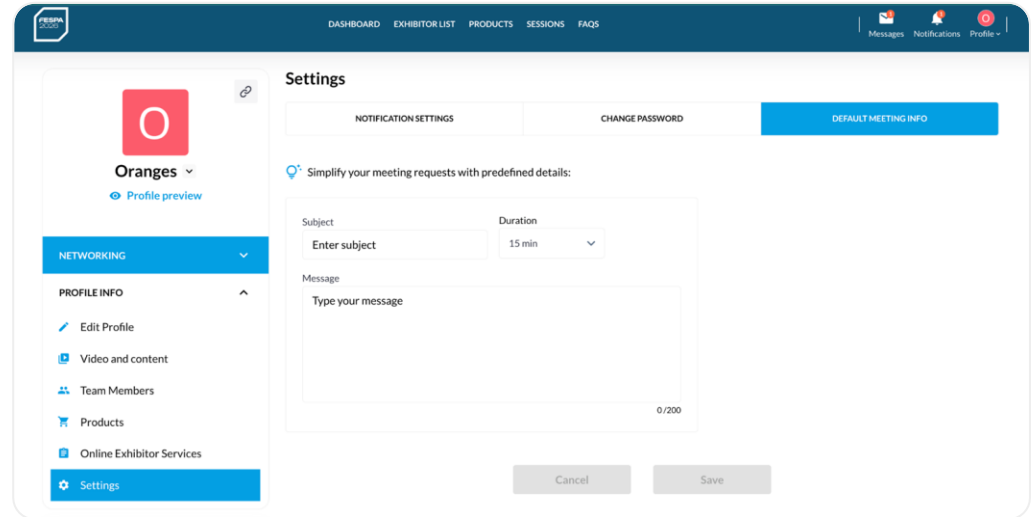
Top Tips

Tour icon

Tour icon: to learn more about the platform's features at any time, click the "Tour" icon in the top-right corner for a quick feature tour.

Use the "favourite" icon to save the participant you want to meet, then return later to send all your meeting requests at once.

Use the Default Meeting info to speed up meeting requests.




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Team Members

In the Team Members section, you can exclude specific team members from receiving meeting requests or messages.


Team members




✓ Each team member must have a valid, unique email address Got it!




Charles Leclerc
Pilot
Oranges








Carlos Sainz
Oranges



[← Back to Team Members](#)

Connection settings

ⓘ Switching off connections for team members will not cancel existing confirmed meetings and will not close existing chats Got it!

Team members	Meetings	Chats
 Oranges		
 Carlos Sainz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Charles Leclerc Pilot	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Cancel Save

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Leads export










In the Team Members section, you can exclude specific team members from receiving meeting requests or messages.

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PROFILE INFO



-  Edit Profile
-  Video and content
-  Team Members
-  Registration
-  Products
-  Exhibitor Manual
-  Lead Questions
-  **Download Leads**
-  Settings