

# DIARY SYSTEM/APPOINTMENTS

- As a hosted buyer there is only one thing that is asked of you and that is to pre schedule a minimum of five appointments with the exhibitors of your choice per day of attendance. The appointments run every 20 minutes from 09.50 on both days of the exhibition.
- You have complete control of booking appointments, but it must be done using the event online diary, Swapcard, you will get access to this around two months prior to the exhibition. Your login details will be sent to you in advance of the launch date and we will email you to let you know when, so please add swapcard.com to your safe sender list to avoid emails going into your junk.
- Using Swapcard you will be able to search the exhibitor list and book an appointment with any exhibiting company you want to meet, you can do this by company or by an individual from an exhibiting company. You just need to search and when you find what you are looking for book an appointment in their diary, you can choose the time and day you want the appointment to be. Use Swapcard to create your bespoke agenda as you will also be able to add to your diary the conference sessions that you want to attend making it easier not to double book yourself.
- We recommend that you add the conference sessions into your diary first and then book your appointments around them. Please bear in mind that the exhibition floor is quite large, so do try and leave a time slot between your appointments and also the sessions.
- As well as booking appointments and viewing the conference sessions, the Swapcard platform is a great place to network before, during and after the Business Travel Show Europe. You can request to 'connect' with other attendees and they can request to connect with you. By agreeing to connect your basic profile details are shared with the other person, including your email address. Once you have connected with someone you are able to message them through the platform and you can even video call them.
- Do expect the exhibitors to be making connection requests with you, closer to the event, as this is the way that they can message you advising that they would like to meet with you. If you get a connection request from an exhibitor that interests you then book an appointment to see them during the exhibition.
- Don't forget that you have agreed to book and attend 5 appointments per day as a hosted buyer.
- If you have any questions or queries please contact the hosted buyer team on [hosted@business-travelshoweurope.com](mailto:hosted@business-travelshoweurope.com)