

## How to complete your profile!

This is the information that will be printed in the event directory. This will also form the basis for meeting selections.

**Any changes made to your profile after April 16<sup>th</sup> will only reflect online and not in the printed show directory onsite.**

**Click on "My Profile" from your dashboard. Please be sure to complete the following information:**

1. **Confirm** your contact details are complete and accurate.
2. **Upload your headshot** (Be sure your photo is high resolution – this will be the photo printed in the event directory).
3. **Complete your company description** (No more than 1000 characters).
4. **Complete the profile questionnaire.**

Please only complete your flight information once your **travel details** have been **finalized**. This section must be completed by **April 30<sup>th</sup>, 2021** and will be used to arrange a transfer for your arrival and departure from SIBEC.

## How to complete your meeting selections!

**The deadline to complete your meeting selections is Friday, May 7th, 2021.**

**Reminder! This process is not a race.** The timing of when you complete your meeting selections will not have an impact on your final schedule. With that said, please ensure to complete them by the deadline of May 7th.

### **How Do I Make My Meeting Selections?**

1. **Click** on the section titled "Meeting Selections" from your dashboard. From there you will see all the delegates you may choose to meet with.

2. **Click** on a delegate's name to view their profile.

*Advanced Search – You may search for specific criteria using the advance search option at the top of the page. Here you may filter delegates by their specific profile information to match what you are looking for.*

3. **Drag and drop the delegates** you would like to meet with into the selections list on the right-hand side of the page (Hover over the delegate's photo for the option to drag and drop).

4. From there you can **arrange the prioritization of the delegates**. Place the delegate you would most like to meet with in slot number 1. Delegates should be listed in order of priority, with "1" being your highest preference.

5. Please make a minimum of **30 meeting selections**.

*The appointment system will assign meetings to your schedule. Mutual selections will be scheduled as first priority. Please understand that your schedule may not include all your top choices and may include some companies not on your prioritization list.*

### **Important Dates and What to Expect**

- Meeting Selections will be available from **Monday, April 26th to Friday, May 7th**.
- You will be able to preview your meeting schedule on **Wednesday, May 12th**

**Please Note: Finalized meeting schedules will be provided to you at the event do not print the schedule that is online.**