Networking/SmartMatch Appointments

A step-by-step process on how to connect with attendees and companies at iFEST 2021.
1. Complete Your Profile

Login to your Attendee Service Center and select **Attendee Engagement** from the top navigation dropdown.

In order to find the best matches for you with other attendees and exhibitors, you should select from the **Product Categories** options on the Profile Setup tab.
2. Connect with Your Matches

Select the **Matches** tab to review the list of recommended attendees and companies to match up with. These will populate based on the Product Categories you selected on the Profile Setup tab. Request an appointment by selecting the icon.

![Image of Matches tab with recommended attendees and companies]
3. Make More Connections

Go to the **Search** tab on the Attendee Engagement page to look for more connections and request appointments. Click on **List All** to see a complete list of registered attendees.
Select the **Attendees** or **Exhibitors** buttons to find specific people or companies. Type in the search field and when the attendee or company is shown, click the name and then the **Email** button in their profile to contact them. Other attendees can do the same to connect you.
Select the **Sessions** button to search live sessions and on-demand presentations. If you check the **Bookmark** boxes these will be saved to your personal agenda.
4. Manage Your Availability

Select the **Time Blocks** tab to mark when you’re available for appointments. Check the boxes to indicate when you are **NOT** available. An unchecked box means you **ARE** available.

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<th>Block</th>
<th>Start Time</th>
<th>End Time</th>
<th>APT</th>
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5. Manage Your Appointments

Select the **Appointments** tab to manage your appointments. From here you can **accept**, **deny**, **cancel** or **update** an appointment. Click the icons to update the status of an appointment. You can also add your appointments to your Google and/or Outlook calendars.
6. During the Conference

After you log into the virtual platform, navigate to the Lounge page. Select SmartMatch Appointments and you will find the sessions you added to your agenda in the ASC.
The **Appointments** tab on this page will display your itinerary. Click on the Chat balloon to enter the **Unified Communication** page for your scheduled 1:1 appointments.