



How to manage exhibitor schedules – IMEX appointment system

How to access your schedule

From your individual profile, click Networking, then My schedule

Note – you'll only see the actual schedule once it has appointments or time blocks in it

Get started - block times in your personal schedule

- Go to My dashboard in the top menu click Block your Schedule from the dropdown menu
- Click Block Your Schedule
 - You'll see a page with Schedule Blocks for every 30min timeslot from 10am – 5.30pm on show days, as well as All Day Schedule Blocks (9.30am – 5.30pm)
- Click '+ My Schedule' to add as many Blocks as you wish

[See how here](#)

Adding notes/ reasons to your schedule blocks

It's not possible to add a reason for a block within the schedule.

Blocking times in individual schedules – for other people

- 1) Ask the individual member of staff to log in and follow the steps above
- 2) Ask the individual for their login details and follow the steps above on their behalf

How to disable individual schedules

NB: All schedules are linked to a personal profile.

- To disable a schedule, the individual person (staff member) should Sign In, go to Profile Checklist, Settings
- From there, click the tab: Connection Settings and untoggle 'Allow users to request a meeting with you.'

How to add your group appointments to your chosen schedule

Group appointments are not automatically added to your schedule. You need to ensure that you block times for each group appointment in your own schedule or alternatively a staff member should block time in their own schedule.

Syncing your schedule with e.g. Outlook/Gmail

Nearer to the show, you'll have the ability to sync your IMEX schedule to your personal Outlook/Gmail calendar.

It is recommended to add notes in your own personal calendar regarding your blocked times