


Messaging & Meetings


Send & view messages

Networking has never been easier. Connect with members of CPHI Frankfurt before, during and after the event by sending them a message. This is a great way to initiate potential business relationships.

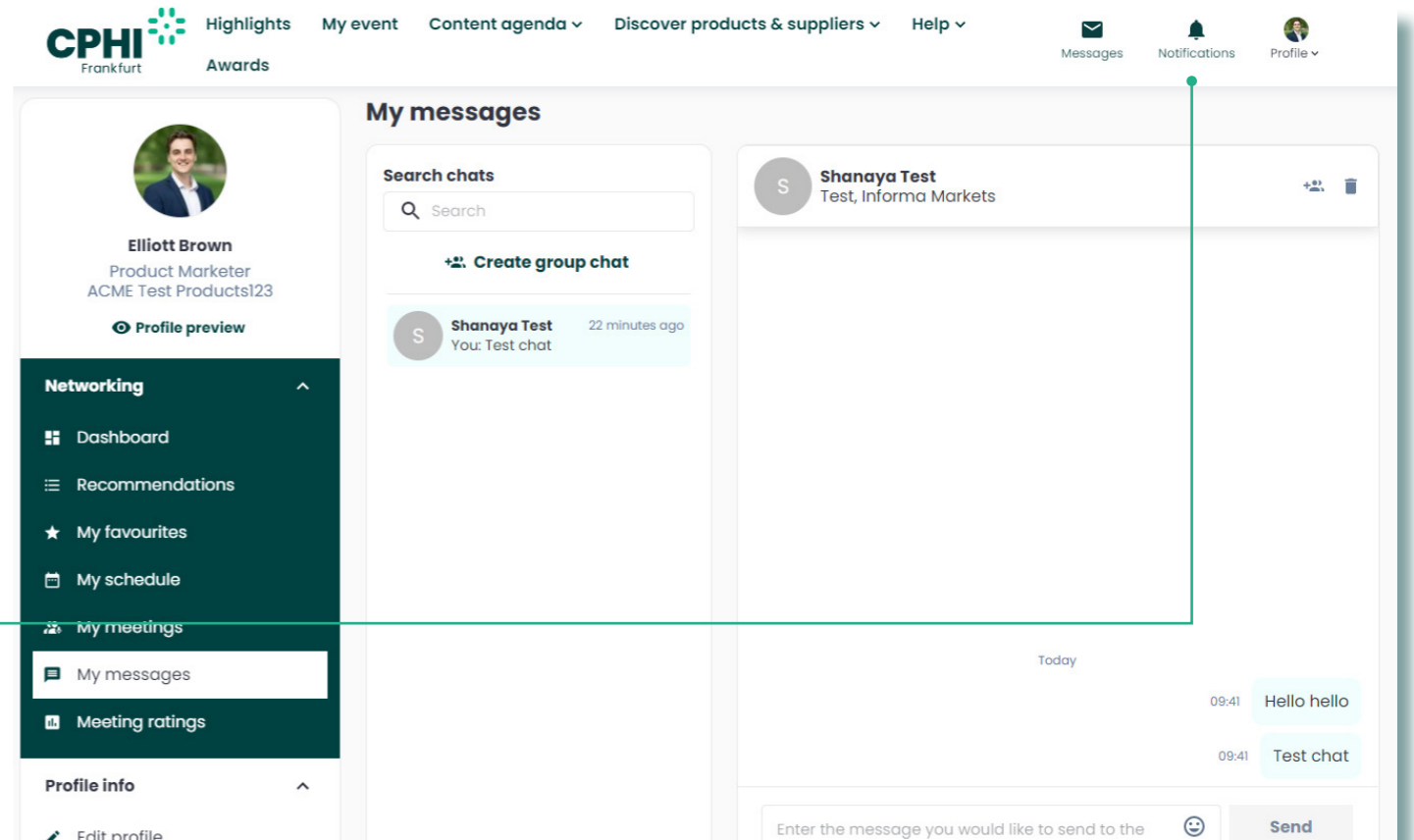
To send a message:

1. Click on the message icon  This can be found throughout the platform on all company, product and people cards.
2. A messenger box will appear. You can type your message at the bottom and send it using the icon on the right.

To send a message:

1. New messages will be flagged here in the upper right of your screen 
2. To view your messages, go to the My Messages page. This can be found by clicking on your profile picture and selecting My Messages in the Networking section of the drop-down menu.


You can also create group chats. Head to My Messages and click on, Create Group Chat.

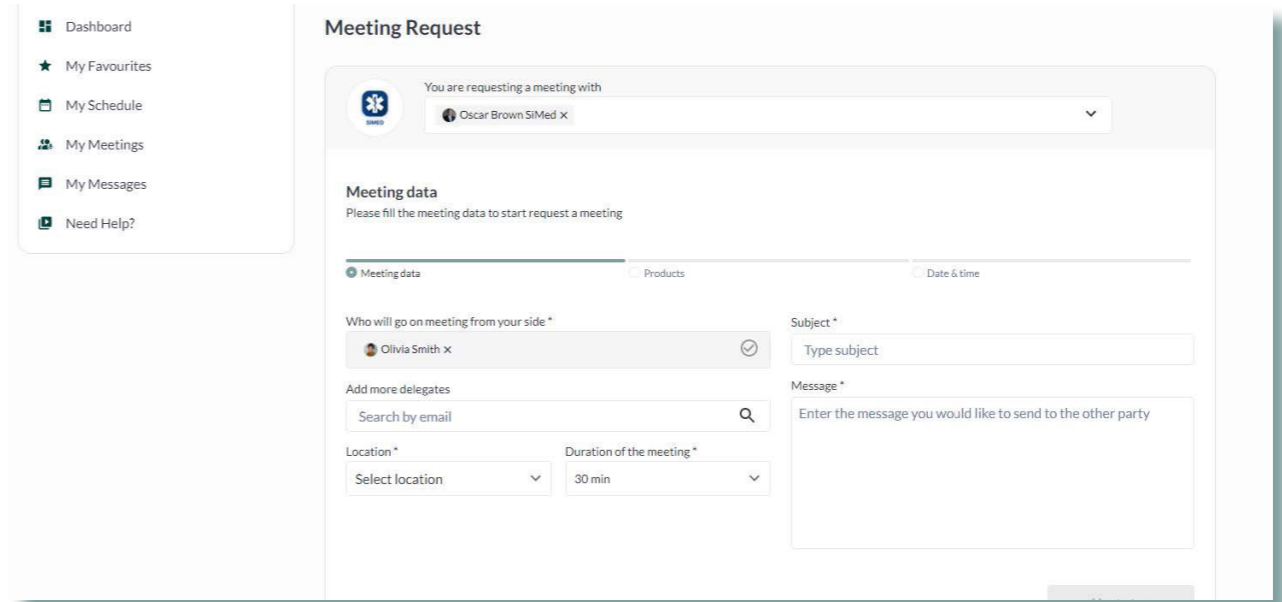


The screenshot displays the CPHI Frankfurt mobile application interface. At the top, there is a navigation bar with the CPHI Frankfurt logo and menu items: Highlights, My event, Content agenda, Discover products & suppliers, and Help. On the right side of the navigation bar are icons for Messages, Notifications, and Profile. Below the navigation bar, the user's profile is shown for Elliott Brown, a Product Marketer at ACME Test Products123, with a profile preview button. A dark green networking menu is open, listing options: Dashboard, Recommendations, My favourites, My schedule, My meetings, My messages (highlighted), and Meeting ratings. The main content area is titled 'My messages' and includes a search bar, a 'Create group chat' button, and a list of messages. A message from Shanaya Test is visible, dated '22 minutes ago', with the text 'You: Test chat'. Below this, a chat conversation is shown with a 'Today' separator, a message 'Hello hello' at 09:41, and a 'Test chat' at 09:41. At the bottom, there is a text input field with the placeholder 'Enter the message you would like to send to the', a smiley face icon, and a 'Send' button.

Request a meeting

Optimise your in-person event by booking your meetings in advance and prioritising time for making important connections with the right people.

1. Click on the meeting icon to request a meeting 
2. Fill out the meeting request form. You will need add a subject, message, location and meeting duration.
3. Select a date and time for your meeting.
4. Click Request Meeting to send your request.



The screenshot shows a web application interface for requesting a meeting. On the left is a navigation sidebar with the following items: Dashboard, My Favourites, My Schedule, My Meetings, My Messages, and Need Help?. The main content area is titled "Meeting Request" and contains a form. At the top of the form, it says "You are requesting a meeting with" followed by a dropdown menu showing "Oscar Brown SiMed X". Below this is a section titled "Meeting data" with the instruction "Please fill the meeting data to start request a meeting". There are three tabs: "Meeting data" (selected), "Products", and "Date & time". The "Meeting data" tab contains several fields: "Who will go on meeting from your side *" with a dropdown showing "Olivia Smith x"; "Add more delegates" with a "Search by email" input and a search icon; "Location *" with a "Select location" dropdown; "Duration of the meeting *" with a "30 min" dropdown; "Subject *" with a "Type subject" input; and "Message *" with a text area labeled "Enter the message you would like to send to the other party".

View & manage personal meetings

It is good business etiquette to action all meeting requests that you receive. You can do just that on the My Meetings page.

To navigate to My Meetings:

1. Click on the profile picture in the upper right.
2. Click on My Meetings in drop-down menu under Networking

On this page you can accept or decline a meeting request, as well as reschedule or cancel a confirmed meeting.

There is both a list view and a calendar view.

The screenshot shows the 'My Meetings' page. On the left is a navigation menu with options: Dashboard, My Favourites, My Schedule, My Meetings (highlighted), My Messages, and Need Help?. The main content area is titled 'My Meetings' and features a calendar view for November 01, 02, and 03, with an 'Additional Dates' link. Below the calendar are filters for 'All Meetings', 'Incoming', 'Pending', 'Confirmed', and 'Cancelled'. A 'MEETING REQUEST' is shown as 'Pending' for Tuesday, 01 Nov 2022, from 07:15 to 07:30 in America/New_York. The meeting is titled 'Test' and is online. Participants listed are Olivia Smith (Programme Manager) from the user's side and Florence Brown (Project Manager) from the third side. A 'STARTS IN' timer shows 4 weeks, 4 days, 02 hours, and 03 minutes. Action buttons for 'Reschedule' and 'Cancel Meeting' are visible.

Start your virtual meeting

You can join your scheduled meetings from the My Meetings page.

1. Navigate to the My Meetings page. Here you will see a countdown clock for each of your meetings.
2. At the scheduled time, the Join Room button will turn green. Click to join your meeting.
3. On the next screen, click Continue to do a microphone and camera check.
4. Click Join Room.

Please note, you can join up to 10 minutes before the start of your meeting. The meeting room will also stay open should the meeting run over.

The screenshot displays the 'My Meetings' dashboard. On the left is a navigation menu with options: Dashboard, My Favourites, My Schedule, My Meetings (highlighted), My Messages, and Need Help?. The main area shows a calendar for May with the 9th selected. Below the calendar are filters for 'All Meetings', 'Incoming', 'Pending', 'Confirmed', and 'Cancelled'. A 'MEETING REQUEST' card is shown with a 'Pending' status. The meeting details include: Monday, 09 May 2022, 07:15 - 07:30 | America/New_York, 13:15 - 13:30 | Local time, online. Participants listed are Olivia Smith (Programme Manager) and Florence Brown (Project Manager). A 'STARTS IN' timer shows 4 weeks, 4 days, 02 hours, and 03 minutes. Action buttons for 'Reschedule' and 'Cancel Meeting' are visible.

A 'JOIN ROOM' button with a green countdown timer showing 1 week, 6 days, 13 hours, and 50 minutes.