# HOW TO REQUEST A NEW MEETING OR ACCEPT A MEETING REQUEST

## \*New Optional Time Slots Now Available

Thursday 1:45pm – 4:20pm

Navigate to "1-on-1 Availability" in MeetMax to Activate (This is optional)

## **Requesting a New Meeting:**

**Review "Your Schedule" in MeeMax to** identify any remaining available time slots.

Navigate to "Manage Meetings" sub-tab under "Manage Meetings" tab.

Above the list of companies, locate the filter and choose "Open Timeslot" from the drop down.











Manage Meetings -

Your Schedule

Upload

In the "equals to" field, select your available timeslot from the drop down.

View the companies below that are available during this time slot and click "Request" from the "Action" column of your preferred company.

- A pop-up window will appear. Adding a message is optional. Next, click "Submit"
- An email notification will be sent to the target company's primary contact of this meeting request.
- If request is approved, MeetMax will allow them to choose a mutually available time slot, if one exists, and then they can confirm the meeting.

Add Request Request Message

New Meeting Request (Your action required) D Inbox ×

a meeting at 2020 AWDA Virtual Conference

TEST VENDOR Virtual (EDT)

> 3 0

Yes

To access the Meeting Planner please click here

donotreply@meetmax.com

You have h

Venue:

Accept:



		12:00 PM-12:40 PM	Ŧ	
REFERENCE GUIDE: Click here for added explan		05:00 PM-05:40 PM Nov 19 11:00 AM-11:40 AM	n" column.	
Tip: Find out your Company's remaining availab to find a Company who shares your availability.		02:00 PM-02:40 PM 03:00 PM-03:40 PM 04:00 PM-04:40 PM	ł	nedule". Then use the "Op
		12:00 PM-12:40 PM 01:00 PM-01:40 PM		email noti



- If no mutual timeslot exists, company can still send message to the company that requested the meeting.
- Companies will receive notification of confirmed meeting.

Meeting Confirmed					
donotreply@meetmax.com   To Leah Jones;   ① If there are problems with how this message is displayed, click here to view it in a web browser.					
meeting-GezZics					
Meeting with: TEST					
When: Wed, Nov 18					
Time: 3:00-03:40 PM					
Venue: Virtual (EDT)					
Message: Hey looking forward					

To access the Meeting Planner please click here

### Guide to Understanding the "Action" Column



Click "Request" if you would like to request a new meeting with this company.

This indicates you have an existing meeting with this company, and this is the date/time of that meeting.

This likely means you have a pending inbound request for a meeting from this company. Go to "Received Requests" to accept this meeting if interested.

This company was in your original list of selected & ranked companies, but a meeting was not scheduled. The system still presents an outbound request to that company. If you no longer wish to schedule a meeting with this company, click "Cancel Request"

## VIEW AND ACCEPT PENDING INBOUND MEETING REQUESTS



#### Any Pending Requests will be noted a the top of the page.

Pending		
	Requested: 9 days ago	n Accept 🔻
	Requested: 14 days ago	🔹 Accept 👻
	Requested: 8 days ago	🔹 Accept 👻

Click "Accept" if you would like to schedule a meeting with

