

# How to request a meeting with a Buyer?

To request a meeting with a fellow buyer:

- From the list of Buyers, you can click **"Meet"**, a box will pop-up with the event participant profile on the right.
- The scheduling tool will only show times that are available for both participants. Select a time that works for you.
- You can add a message, then click **"Request Meeting."**
- They will then receive an email prompting them to accept, decline, or suggest a new time.
- Once the meeting has been accepted, you will also receive an email and it will be confirmed on your WWINdow Shopping calendar.

The screenshot illustrates the process of requesting a meeting with a buyer. It is divided into two main sections:

- Top Section (Buyer Profile):** Shows a profile for "Catie Herrin", Buyer at Catie's Boutique. A blue button labeled "Meet" is circled in orange, with an orange arrow pointing to it from the right. To the right of the button is a blue "Interested" button with a heart icon.
- Bottom Section (Meeting Request Form):** Shows a detailed view of the buyer's profile and a form to request a meeting. The buyer's name and title are repeated. Below is a "Chat" button. The "Details" section lists business type as "Boutique" and product categories of interest including Apparel, Leather/Suede, Eco-Friendly, Lingerie/Shapewear, Made in the USA, Legwear, Dresses/Jumpsuits, Social Occasion/Formal, Plus Sizes, Sweaters/Knits, Outerwear, Sleepwear/Loungewear, Tall Sizes, Bridal, Jacket/Blazers, Furs & Faux, Private Label, Contemporary, Denim/Jean, Shirts, Rainwear, Missy, Swim, Junior, Suits, Athleisure, Scarves/Shawls, Resortwear, Pants/Trouser, and Sportswear and Tops/Shirts. On the right, the "GET IN TOUCH" section includes dropdown menus for "Date" (Wednesday 07/15/2020), "Time" (2:00pm - 2:30pm (America/New\_York)), and "Location" (Virtual Room). Below these is a "Personal Message" field with a placeholder text: "Why would you like to meet? Adding a personal message increases acceptance rates by 30%". A blue "Request Meeting" button is circled in gold, with a gold arrow pointing to it from the left.