

# How to request a meeting with a Company?

To request a meeting with a Company:

- Once you navigate to a **Company profile/Showroom**, there will be a Request Meeting button (to the right).
- You can select who from the company you want to meet with, and it will automatically include times that are available for them.
- If you don't know who from the company you want to meet with specifically – that's ok! The invite will be sent to the full team and someone will respond.

*This is a great option if you find that the first person from a particular company doesn't have a lot of available meeting time. You can quickly change who from the company you can meet with!*

The screenshot displays the WWINdow Shopping interface. At the top, the company profile for 'Clarion Events' is shown, including the WWINdow logo, the company name, location (New Haven, CT), and an invitation to join WWINdow Shopping. A 'Chat' button is visible below the profile. Below the profile is a video player for 'Should My Business Attend WWIN? | February 2020...' with a play button and a red arrow pointing to the 'Request Meeting' button in the form on the right. The 'Request Meeting' form is titled 'GET IN TOUCH' and includes fields for 'Clarion Events Representative' (selected as Kenzie Jones), 'Date' (Monday 07/13/2020), 'Time' (2:00pm - 2:30pm (America/New\_York)), and 'Location' (Virtual Meeting Room). A 'Personal Message' field contains the text: 'Why would you like to meet? Adding a personal message increases acceptance rates by 30%'. The 'Request Meeting' button is highlighted with a red circle.