

How to request a meeting with a Showroom Rep?

To request a meeting with a specific Showroom representative:

- From the list of Showroom Reps, 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 Showroom Representative. It is divided into two main sections: a list of representatives and a detailed meeting request form.

Top Section (List of Representatives): A card for Kenzie Jones, an Exhibitor Representative for Key Accounts, is shown. A blue "Meet" button is circled in orange, and an orange arrow points to it. To the right of the button is an "Interested" status icon.

Bottom Section (Meeting Request Form): This section is titled "MEETING DETAILS" and contains several fields:

- Date:** A dropdown menu set to "Monday 07/13/2020".
- Time:** A dropdown menu set to "12:00pm - 12:30pm (America/New_Yo)".
- Location:** A dropdown menu set to "Virtual Meeting Room".
- Personal Message:** A text area with a placeholder: "Why would you like to meet? Adding a personal message increases acceptance rates by 30%".
- Request Meeting Button:** A blue button with the text "Request Meeting" is circled in yellow.

Below the meeting details, there is a section for the "Exhibitor Company" showing the WWINDOW logo and the text "Clarion Events Clarion Events invites you to join WWINDOW Shopping!". A "Show more" link is visible below this section. A large yellow arrow points from the "Request Meeting" button in the meeting details section towards the bottom right of the page.