

# How to request a meeting?

- On the right-hand side of each profile, there will be a “**Request Meeting**” option.
- Select the date and time you’d like to meet with this person, a personal message if you’d like, and click on “**Request Meeting.**”
- Note: It is then up to the other party to accept or deny that meeting request.

The screenshot displays a user profile for Catie Herrin, a Buyer at Catie's Boutique. The profile includes a 'Chat' button and a 'Details' section listing business type (Boutique) and product categories (Apparel). On the right, a 'GET IN TOUCH' section contains 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 prompt: 'Why would you like to meet? Adding a personal message increases acceptance rates by 30%'. A gold arrow points from the 'Request Meeting' button in the 'Request Meeting' section to the 'Request Meeting' button in the 'Request Meeting' section, which is circled in gold.