ISSUERDIRECT®

Booking 1x1 Meetings

FOR PRESENTING COMPANIES:

1. After logging in, navigate to the "Investors" tab at the top of the page. This tab will have a list of every investor at the conference.
2. You may search this list by name of the company or name of the individual Investor you wish to meet with.
3. Next to the name of the Investor, you will see a label that says "Available" or "Not available." Available means the investor has available sessions and timeslots in common to schedule a meeting.
4. After clicking on the desired investor, the system will navigate to their profile page. Under their name, it will say "Request meeting."
5. After clicking request meeting, the system will give you an option to send a message with this meeting request. This message will show along with the request, which can then be accepted by the other party. The other party will pick a time for the meeting based on the available common timeslots.

Congratulations! It's as simple as that.

FOR INVESTORS:

1. After logging in, navigate to the "Companies" tab at the top of the page. This tab will have a list of every participant at the conference who is not an investor.
2. You may search this list by name of the company you wish to meet with.
3. Next to the name of the presenting company, you will see a label that says "Available" or "Not available." Available means the presenting company has available sessions and timeslots in common to schedule a meeting.
4. After clicking on the desired presenting company, the system will navigate to their profile page. Under their name, it will say "Request meeting."
5. After clicking request meeting, the system will give you an option to send a message with this meeting request. This message will show along with the request, which can then be accepted by the other party. The other party will pick a time for the meeting based on the available common timeslots.

Congratulations! It's as simple as that.