

Welcome to the Interop Las Vegas 2014 Meeting Planner!

Make the most of your event participation by scheduling in-person, on-site meetings in advance of Interop. Make a great first impression – and ensure people will find you – by creating a robust profile.

Go to: <http://meetings.interop.com> and get started.

1

Select whether or not you are an **EXHIBITOR** or **ATTENDEE/SPEAKER/MEDIA**. Then, check the box to **ACCEPT THE TERMS & CONDITIONS**. You can click **CONTINUE** or, choose to **SIGN IN WITH LINKEDIN** so that some of your information gets pre-populated.

2

Next, you will complete fields asking for some basic **COMPANY** and **PERSONAL INFORMATION**, including a company description, job function/responsibility, what you are offering or looking for and a photo. Your contact information will never be public and your phone number and email address will **ONLY** be made available to those you have confirmed meetings with.

EXHIBITORS: You will also be asked to complete a **PRODUCT PROFILE** for one product that can include a title, description, 3 relevant keywords, a photo and additional links. Once logged in, you can add additional products, if desired.

This information allows participants to find you and your company when they browse or search – so make sure to add valuable details. Photos are worth 1,000 words and really help bring your profile to life.

3

The **SUMMARY PAGE** gives you the chance to review your details before submitting. You can always edit your details later.

4

Click **NEXT** to submit! You will receive an email confirming your sign up.

If you have any questions or would like help setting up your Meeting Planner profile, please contact the Interop Team at: meetings@interop.com

Additional Tips to Get Started

Once logged in, you'll find your navigation on the left side. Items to note are **SEARCH**, **MY HOMEPAGE**, **REQUEST NEW MEETINGS**, **MEETINGS**, **MY MATCH**, and **ATTENDEE PROFILE**.

To find companies/people you'd like to meet with, click **VIEW ALL PROFILES** or use the search box or **ADVANCED SEARCH** tools.

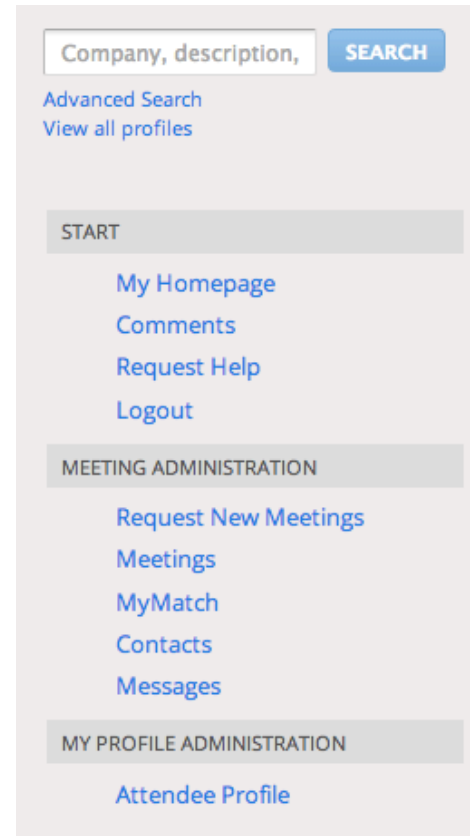
You can track newly added profiles as well as your meeting history from your **HOMEPAGE**.

To request meetings, click **REQUEST A MEETING** from the main navigation or click the meeting request button on any participant's profile. Meetings must be accepted on both ends for it to be confirmed and added to both calendars. **The best times to schedule meetings are during Expo Hours or Lunch breaks.**

Go to **MEETINGS** to block any timeslots that you are NOT available to meet with participants. **More availability means more opportunity to make meaningful connections.**

Use the **MY MATCH** tool to find like-minded participants based on the information you provided in your profile.

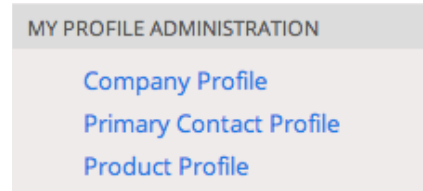
You can update your **ATTENDEE PROFILE** at any time. **This is where you'll change your password, add more details about what you're looking for at the event and more.**



Click the "HOW IT WORKS" tab at the top of the site for detailed instructions or contact meetings@interop.com with any questions.

Exhibitors

Your **PROFILE ADMINISTRATION** section will include links to update your **COMPANY**, **PRIMARY CONTACT** or **PRODUCT PROFILE**. From the **PRIMARY CONTACT PROFILE** page, you can also add more staff by clicking the **ADD NEW PERSON PROFILE** button. These contacts will be tied to your company and product profiles, but they can schedule/accept their own meeting requests.



Please Note: updating information in the Meeting Planner Tool does not update your event registration information with Interop Las Vegas. If you need assistance with updating your event registration, please contact:

Attendees/speakers/media: interoplvregistration@ubm.com.

Exhibitors: interoplv@ubm.com