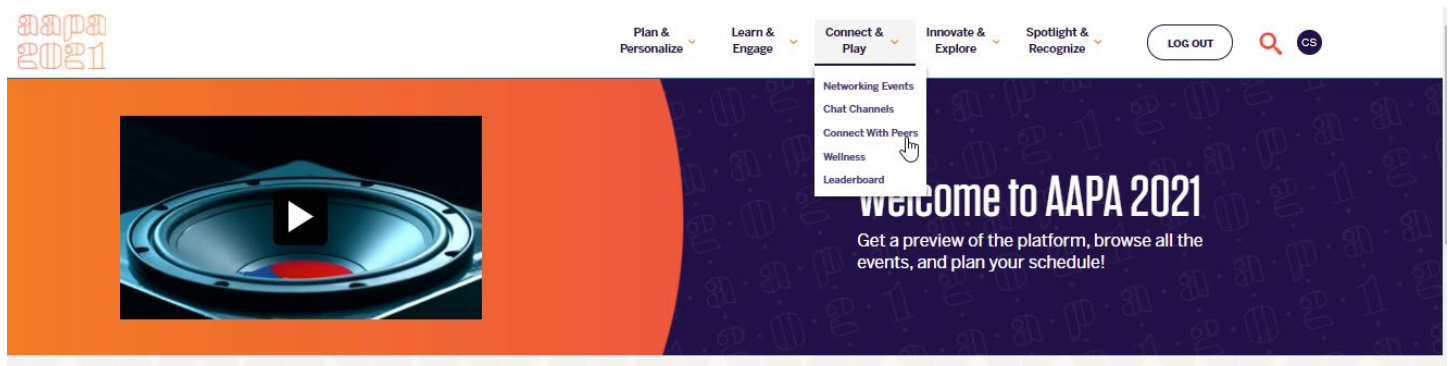


Quick start guide for exhibitors

Please note that each exhibitor is registered as an individual and will each need to complete their profile in order to effectively network within the platform. Attendees will be able to find you individually, or listed as part of your exhibit booth staff (this is separate from the display staff shown on your booth profile).

Login

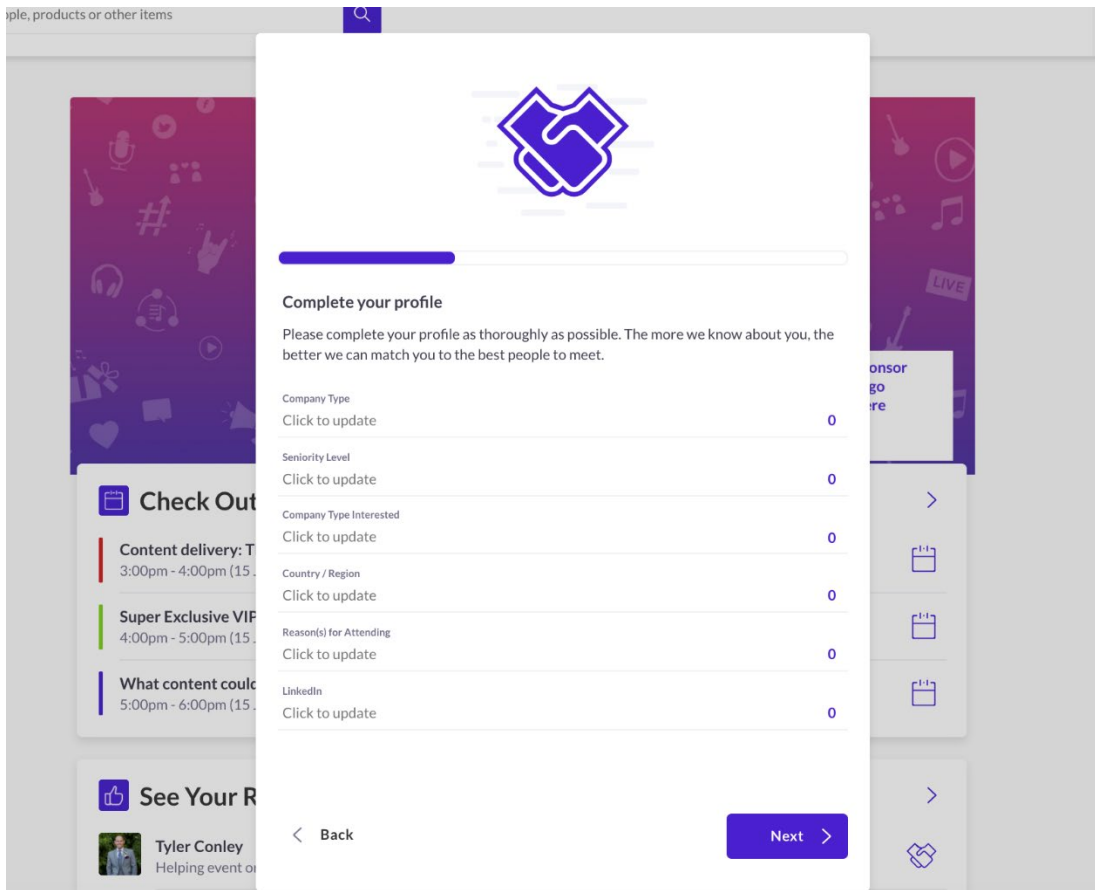
Once you are logged into the AAPA 2021 conference platform, you will seamlessly be logged into Grip when you select Connect with Peers in the dropdown menu.



Answer onboarding questions

You will be asked to complete some initial onboarding questions. These may include:

- Connecting with social media to populate your profile headshot, name and job title
- Profile questions, which we recommend you complete as thoroughly as possible to help our AI to generate the most valuable matches
- Contact detail visibility, where you can decide if you would like other users to view your contact details

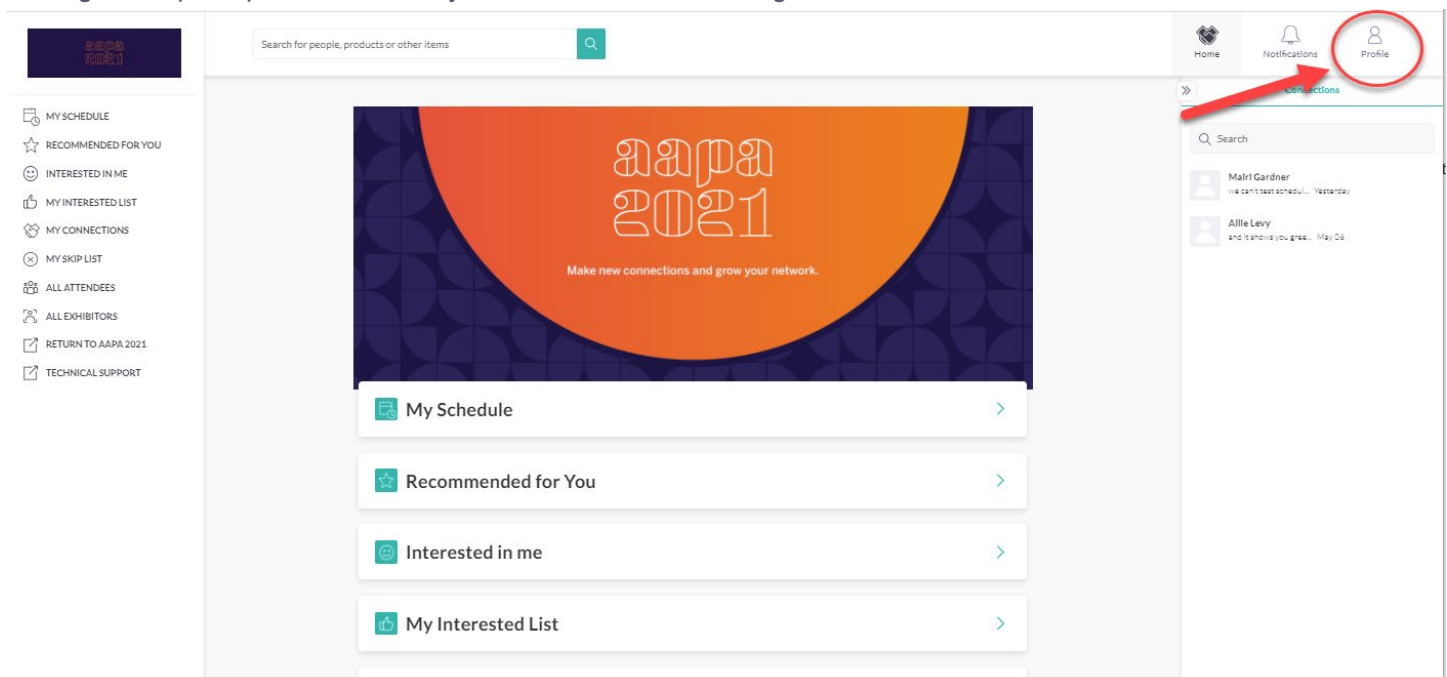


Update your profile

Click on 'Profile' and make sure your profile is up to date:

- Upload a picture
- Enter or edit your personal information

Having a complete profile will allow you to make more meaningful connections.



Search for people, products or other items

Home Notifications Profile

NAVIGATION

Edit Profile

Manage My Availability

Manage Notifications

MORE

About this Solution

Report a Problem

User Feedback

Privacy Policy

Acceptable Use Policy

Sign Out

EXPORT MEETINGS

Export the data for your accepted meetings at this event.

Export .xlsx Export .csv

Edit Profile

View profile

Attendee

First name
Cynthia

Last name
Stickles

Headline

Contact Details

These are the contact details that you can share with others in the event. Change your visibility preferences, so that others can see this information on your profile page and their event exports. Your contact details and visibility settings will be always available on your 'Edit Profile' page.

Email
cstickles@aapa.org

Phone Number
5713194438

Visibility
Public

(Most Recent) Job Title

(Most Recent) Company
American Academy of PAs

Connections

Search

Mairi Gardner
We can't test schedul... Yesterday

Allie Levy
and it shows you gree... May 06

Update your availability calendar

On the left-hand tab in your profile there is the option to 'Manage My Availability'.

In this calendar, you can block out time slots where you are unavailable to ensure you do not get double-booked.

Other users will only be able to request meetings with you during your 'Available'.

My Availability

Select the times you are not available for meetings at the event. This will affect your availability in the matchmaking platform.

All times shown for Europe/London

	Sunday - Monday May 02 - 03	Monday - Tuesday May 03 - 04	Tuesday - Wednesday May 04 - 05	Wednesday - Thursday May 05 - 06	Thursday - Friday May 06 - 07
	Mark whole day as Busy	Mark whole day as Busy	Mark whole day as Busy	Mark whole day as Busy	Mark whole day as Busy
9:00am	Available	Busy	Available	Available	Available
9:15am	Available	Available	Available	Busy	Available
9:30am	Available	Busy	Busy	Available	Available
9:45am	Available	Available	Busy	Available	Available
10:00am	Available	Available	Busy	Available	Available
10:15am	Busy	Available	Available	Available	Available
10:30am	Available	Available	Available	Available	Available
10:45am	Available	Available	Available	Available	Available

Save

Start networking and request meetings

Click on "Home" and on the left-hand navigation bar, you will find your networking features:

1. **Recommended for You:** Review and take action on the recommendations we have made you. Here are the different actions you can take on people:
 - a. **Skip:** you are not interested in this person (note that users will not be able to see whether you have skipped them)
 - b. **Show Interest:** you are interested and would like to spark a conversation
 - c. **Request a Meeting:** you want to meet with that person
 - a. Here is an article on how to request meetings: <https://grip.helpscoutdocs.com/article/99-how-do-i-request-a-meeting>
2. **Interested In You:** See the people who have shown interest in you. You will also be able to initiate a chat with these users
3. **My Connections:** Once you have a mutual interest with someone or a scheduled meeting, you will be able to open a chat with them
4. **My 'Interested' List:** See a list of people who you have shown interest in. You will not be able to start an immediate chat with these users
5. **My 'Skip' List:** See a list of people who you have skipped

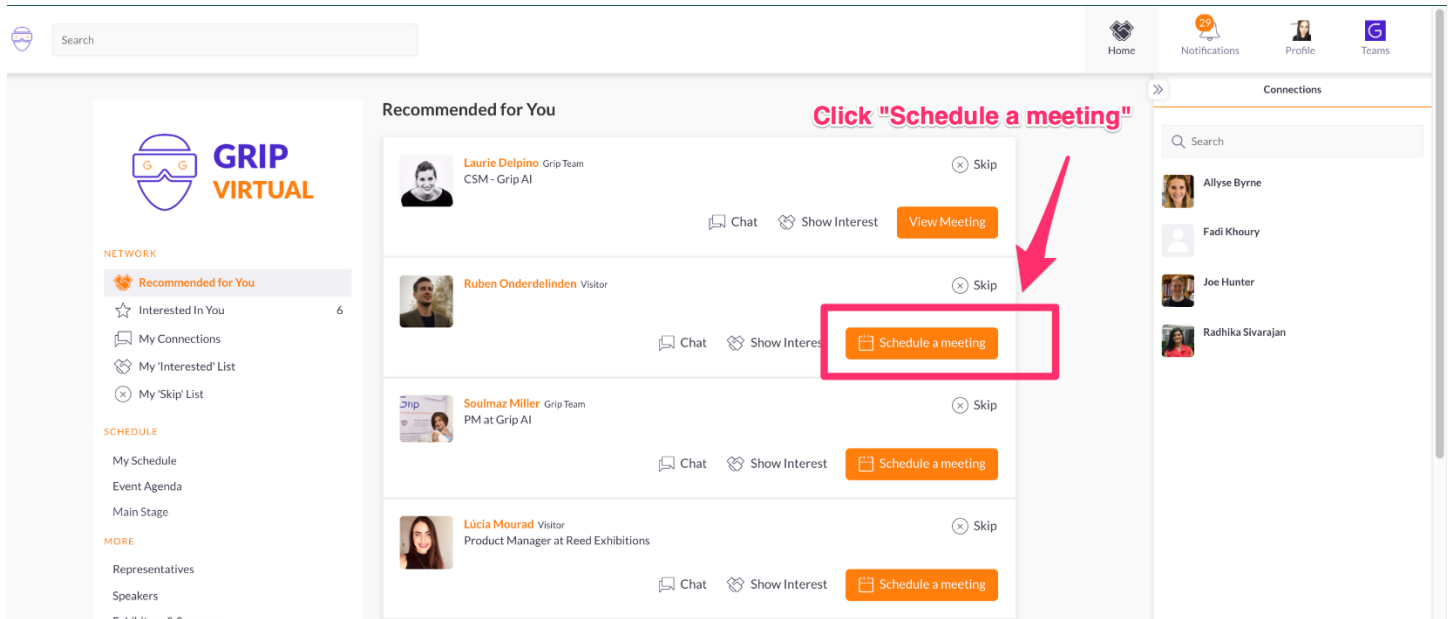
How do I request a meeting?

In this article, we will explain how to request a meeting with someone.

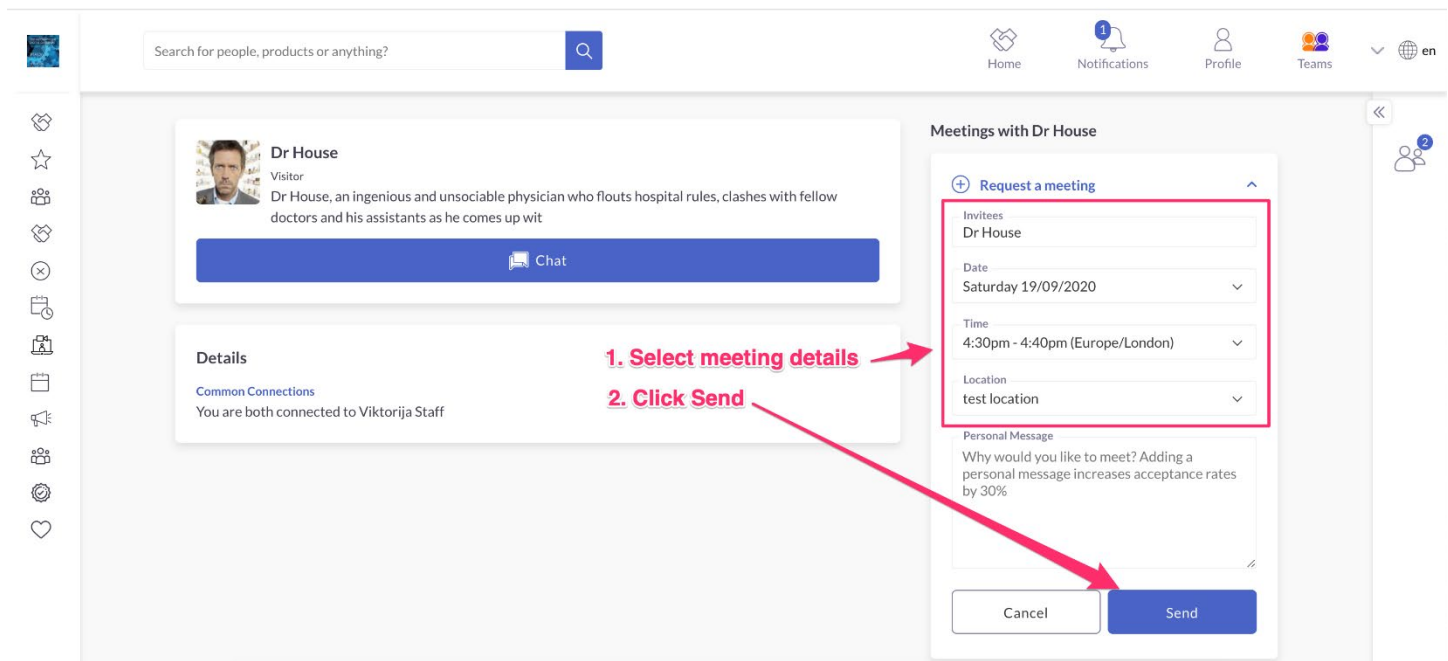
Requesting a meeting has never been easier, here is [how to request a meeting in three easy steps](#).

Note that the meeting option will be available on different sections of the networking platform on people profiles.

1. Click on "Schedule a Meeting" on any profiles you would like to schedule a meeting with.



2. Select the meeting details you would like your meeting to be held at and then click "Request Meeting". You can request multiple meetings with the same



3. Keep track of all your meetings. You can see all your meetings with another user on his profile page and the overview of all your meetings is available in "My Schedule" section.

Search for people, products or anything?

Home Notifications Profile Teams en

Dr House
Visitor
Dr House, an ingenious and unsociable physician who flouts hospital rules, clashes with fellow doctors and his assistants as he comes up wit

Chat

Meetings with Dr House

- + Request a meeting
- Confirmed Meetings (1)
- Awaiting Response (1)
- Past Meetings (2)

You can always request multiple meetings with the same person.

All your meetings are grouped by the meeting status.

Details
Common Connections
You are both connected to Viktorija Staff

Search

Home

GRIP VIRTUAL

NETWORK

- Recommended for You
- Interested In You 5
- My Connections
- My 'Skip' List

SCHEDULE

- My Schedule**
- Event Agenda
- Main Stage

MORE

- Representatives
- Speakers
- Visitors
- Grip Team
- Products

Click on "My Schedule"

Pending Meetings

Meeting details are visible

My Schedule

Dates Meeting Status

All times shown for Europe/London Scroll up (on the schedule) to see past items

Friday 1 January

- 8:30am - 9:00am **Glisser Demo Session** Recommended
Solution Demo Stage STREAM
glisser Glisser
All-in-one audience engagement software for live events and the classroom
Add to schedule Skip
- 10:30am - 11:15am **Wave Demo Session**
Virtual Stage 1 STREAM WAVE

Thursday 13 May

- 10:45am - 11:00am **Meeting: Ruben Onderdelinden** Awaiting response Sent
Virtual Meeting 2021 VIRTUAL MEETING
Reschedule Cancel

Friday 14 May

- 1:15pm - 1:30pm **Meeting: Laurie Delpino (Grip AI)** Pending
Virtual Meeting 2021 VIRTUAL MEETING
Hi, let's meet!
Accept Message Reschedule Decline

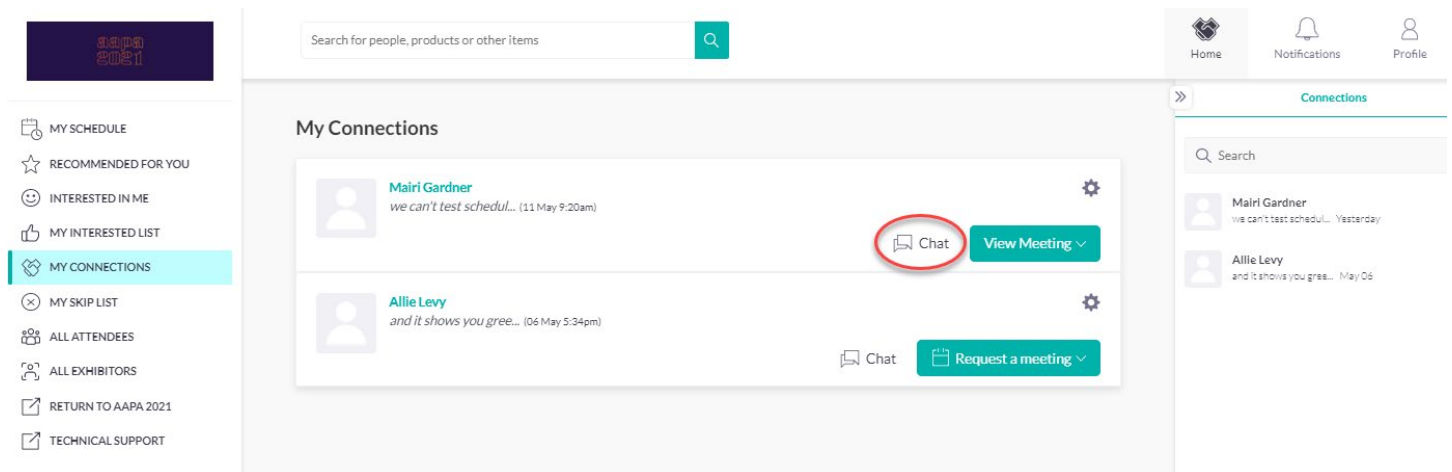
Sunday 16 May

PENDING MEETINGS

- Meeting: Laurie Delpino**
14 May • 13:15 - 13:30 (Europe/London)
Virtual Meeting 2021
Accept Decline

Chat

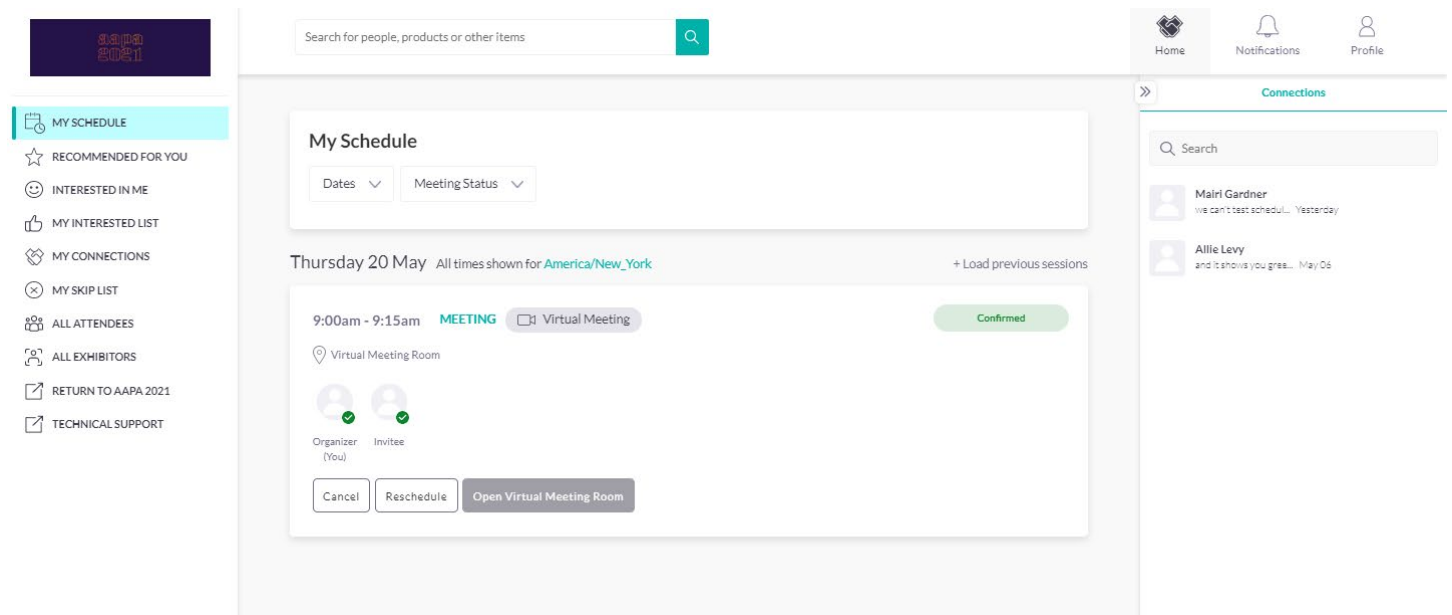
Go to "My Connections". Once a person you have selected interested in returns interest, you now have a connection. Once you have a connection you can chat.



Review your personalized schedule

Go to "My Schedule". In this section, you will be able to keep track of the meetings you have requested.

This is also where you will go to enter your virtual meeting rooms.



Attend your virtual meetings

There is no need to download any additional software. You will be able to access the virtual meeting room for any given scheduled meeting directly within the web platform via the "My Schedule" tab.

Virtual meeting rooms are only available for scheduled meetings (if the meeting is pending or canceled, the virtual meeting room will be unavailable).

A virtual meeting room will be clickable 5 mins before the scheduled meeting.

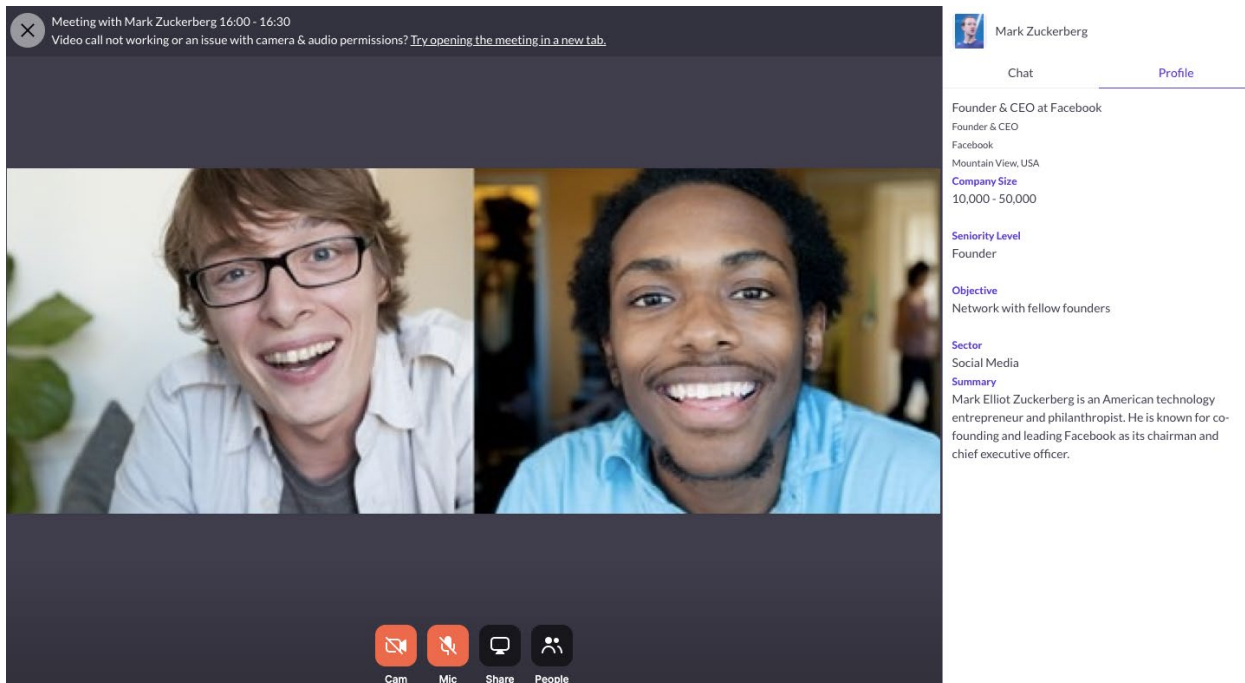
Click on "Open Virtual Meeting Room" to attend your meeting.

You can go in and out of the virtual meeting room within the scheduled meeting time, however, once the meeting time has expired you will be unable to access the virtual meeting room.

Meetings are scheduled in 15-minute blocks, however, the meeting duration is not limited once you are in the virtual meeting room.

Inside the virtual meeting room, you'll be able to

- Review the profile of the person you are meeting
- Send a message to the person you are meeting
- Share your screen



The screenshot displays a virtual meeting interface. At the top, a header bar shows a close button (X) and the text "Meeting with Mark Zuckerberg 16:00 - 16:30" and "Video call not working or an issue with camera & audio permissions? Try opening the meeting in a new tab." Below the header, the main area is split into two video feeds. The left feed shows a man with glasses and a white shirt smiling. The right feed shows Mark Zuckerberg smiling. To the right of the video feeds is a profile sidebar for Mark Zuckerberg. The sidebar includes a profile picture, the name "Mark Zuckerberg", and tabs for "Chat" and "Profile". The profile information includes: "Founder & CEO at Facebook", "Founder & CEO", "Facebook", "Mountain View, USA", "Company Size 10,000 - 50,000", "Seniority Level Founder", "Objective Network with fellow founders", "Sector Social Media", and "Summary Mark Elliot Zuckerberg is an American technology entrepreneur and philanthropist. He is known for co-founding and leading Facebook as its chairman and chief executive officer." At the bottom of the interface, there is a control bar with four icons: "Cam" (video off), "Mic" (audio off), "Share" (screen share), and "People" (participants).