Guide to Using MedtradeMeet

Let's Get Started!

Click **[Get Started]** in the invitation email you received to log in to MedtradeMeet. Can't find the email? Go to meet.medtrade.com and click on the Forgot Password link.

Explore

On this page, you will find info on getting started, prospects recommended to you as well as your upcoming meetings.

MEDTRADEMEET
MARCH 29-30, 2023 | DALLAS, TX

@MEDTRADE EXPO + CONFERENCE

Explore

Meet

My Schedule

Medtrade 2023
28 Mar 23 - 30 Mar 23 (UTC-6)
Dallas, TX

Welcome to the MedtradeMeet matchmaking platform! We are so glad that you're joining us in Dallas and want to help facilitate connections between exhibitors, speakers, and attendees.

To get started make sure to follow these steps:

1. Review the User Guide.
2. Click on your profile icon (top right corner) and update your profile.
3. Go to "My Schedule" section and confirm your calendar. This step is very important!
4. Go to the "Meet" section and use the filters to narrow down your search.
5. Click on the "Meet" button on the profile card to initiate a meeting request
6. Meetings will be confirmed after the other party accepts, and will appear under "My Schedule" section
7. Check back for new attendees/exhibitors between now and the show as they will be added as they register.

Update Profile

Navigate to the **[Me]** page by clicking on the face icon in the top right corner and click on **[My Profile]** to update your profile

1. The upload must not exceed 1MB, and 120px X 120px images

2. If necessary, edit your name, job title and company

3. You can also edit the company description and website to allow others to better understand your company
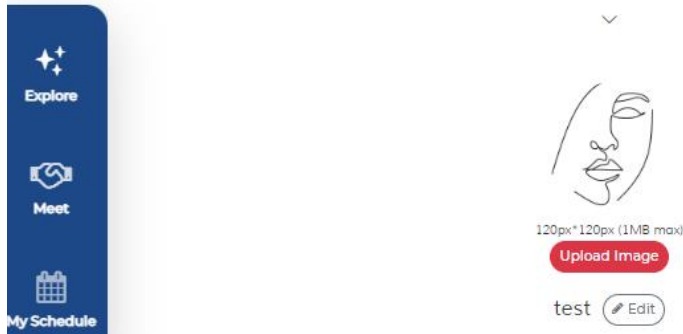
My Company (**For Exhibitors only** – only **one** person from your company needs to do this)

Navigate to the **[Me]** page (the face icon at the top right of screen) and click on **[My Company]** to update your company's profile. You are able to **[Upload banner]**, **[Upload logo]**, **[Edit]** company information, **[Embed video or iframe content], and [Add PDF]** brochures.
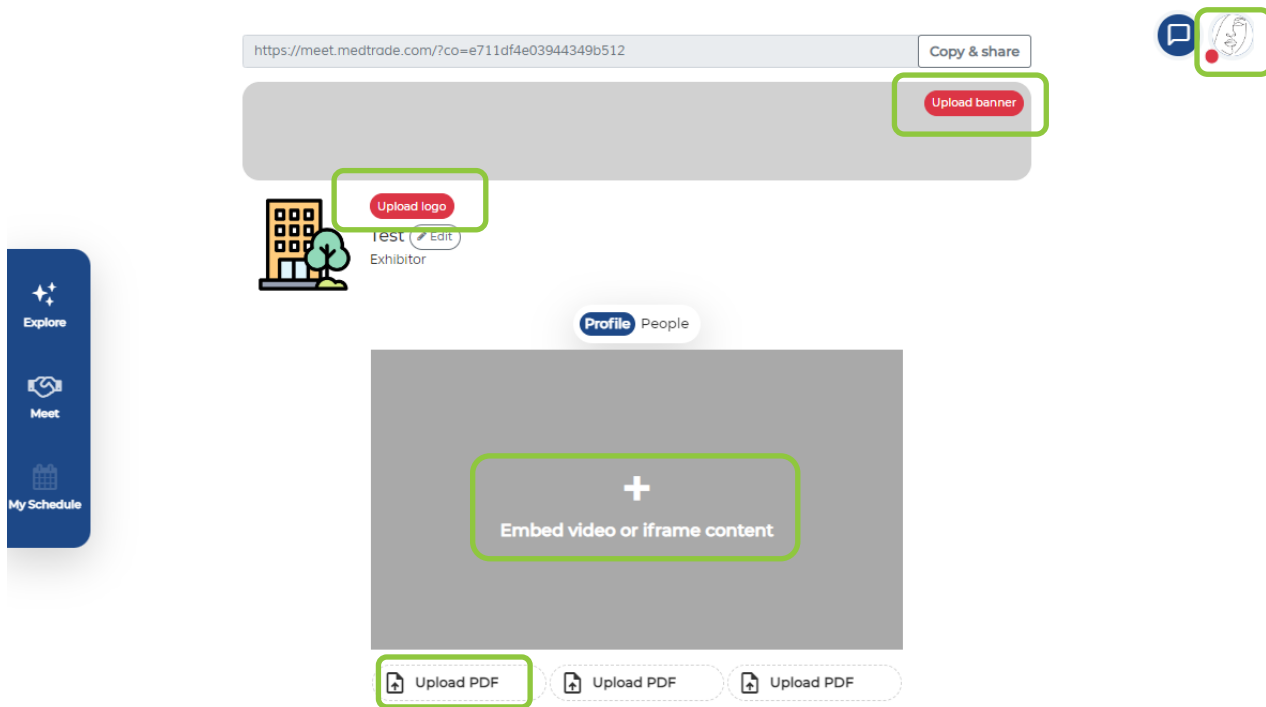
Time Availability – Important Step!

Go to **[My Schedule]** to confirm your schedule for the day of the event, so that meetings will not be scheduled during your unavailable slots

1. Click on the time slot that you would like to block out and it will be greyed
2. Click **[CONFIRM]** after you've looked through the timeslots

Time Zone

Under the **[My Schedule]** page, click on the edit button beside **[Time Zone]** to update it to your region's timezone
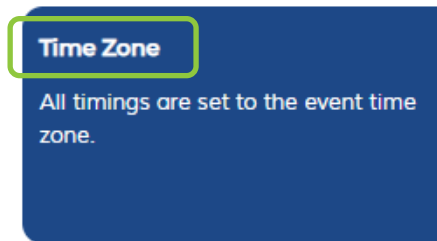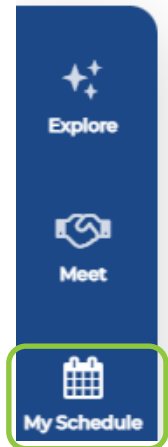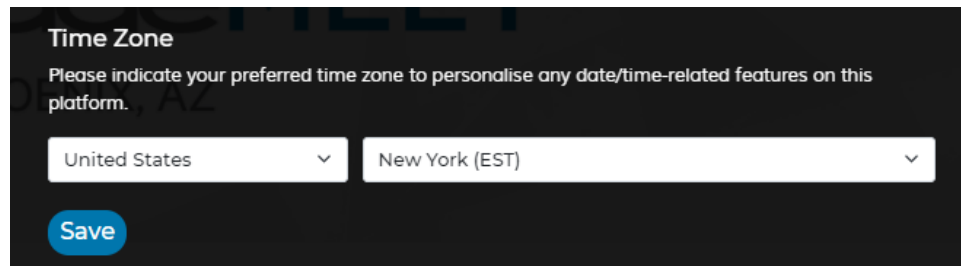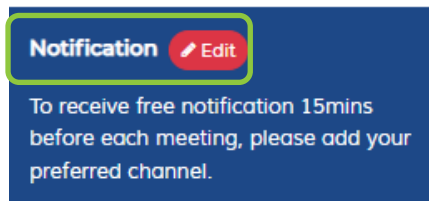
Notifications – Two Types

Meeting Reminder while at the Show:
Under the **[My Schedule]** page, click on the edit button beside **[Notification]** to receive a notification to your mobile device 15 minutes before your meeting on your preferred channel.

Notifications for Meeting Requests, Acceptances, and more:
Under the **[Me]** page (smile icon at top right), click on **[App Settings]** to update your notification options. Your account is currently set to Immediate.

Immediate: You will receive an email notification for meeting requests, acceptances, declines, cancellations, and reschedules.

Summary: You will receive a notification email only when someone accepts your meeting. You will need to log in to check for meeting requests, reschedules, etc.

**Disable:** You will not receive any email notifications and must log in to view all activity.

Sync Calendar

Under the **[My Schedule]** page, click on the edit button beside **[Sync Calendar]** to choose your preferred calendar to start syncing your schedule to it.

Sync Calendar ✎ Edit

Choose your preferred calendar to start syncing your schedule to it.

Sync Calendar

Choose your preferred calendar to start syncing your schedule to it.

Google Calendar   Outlook Calendar
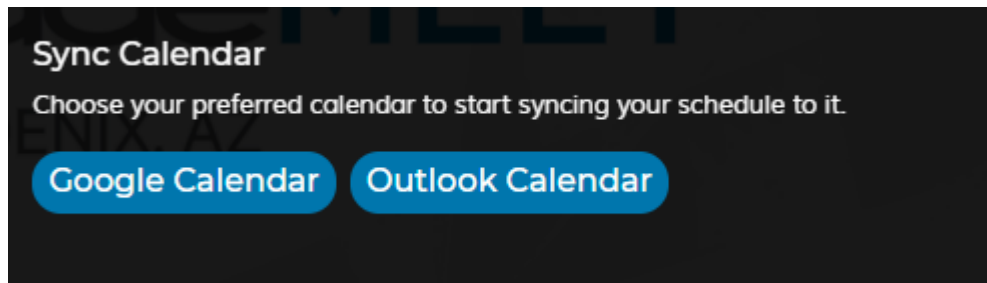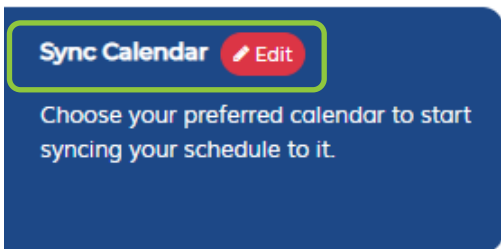
Update Interests

In the **[For you]** tab under the **[Meet]** page, you can **[Add Interests]** to load the best recommended profiles to meet, personalized just for you.
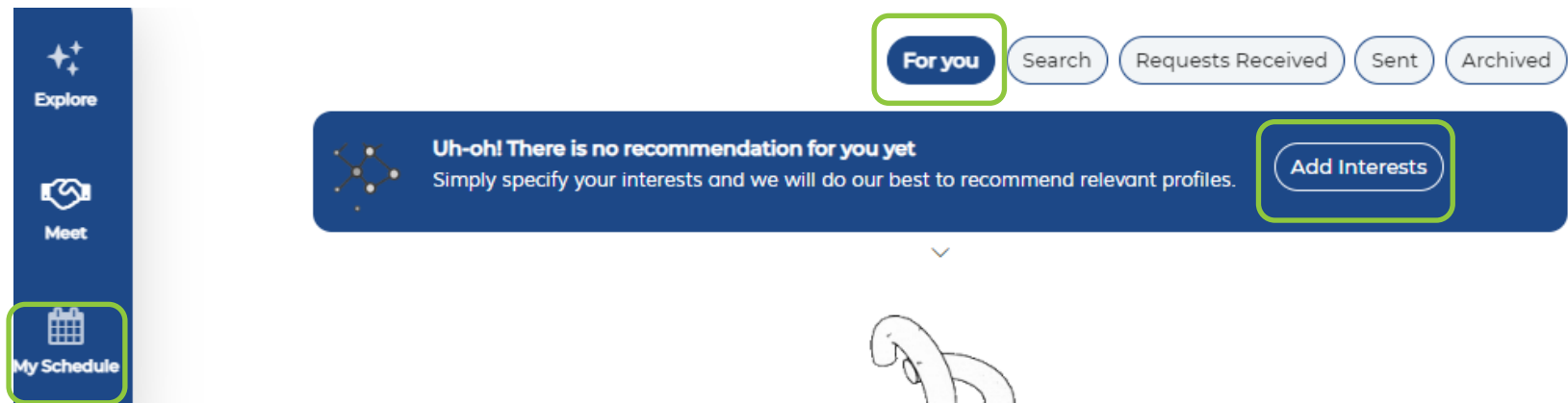
Search

On the **[Search]** tab of the **[Meet]** page, you can view a list of attendees or exhiitors*.
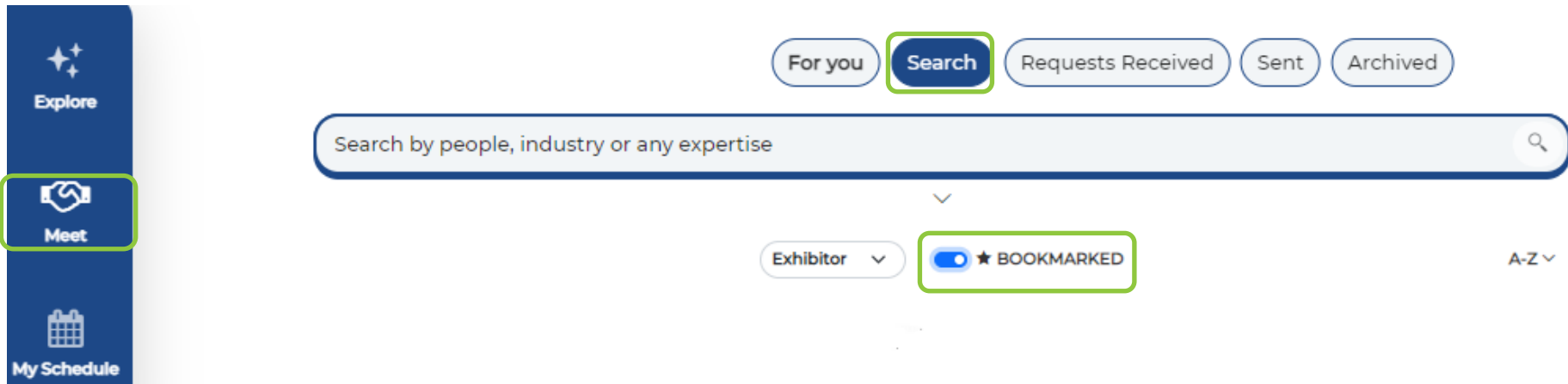
1. Enter keywords in the search box to find matches

2. Select a category from the drop-down list provided to narrow down matches
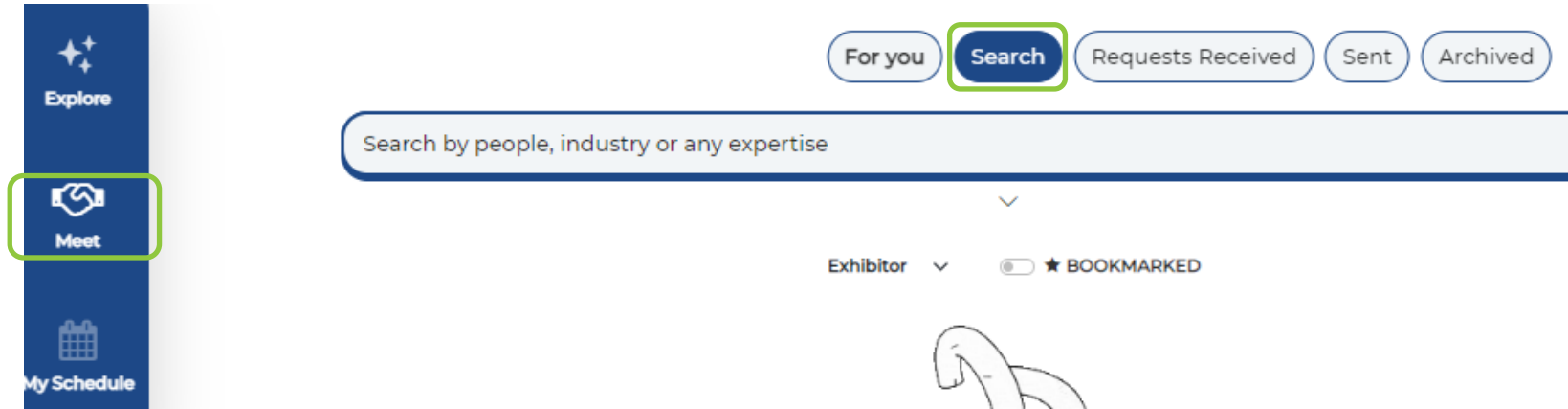
Attendees will see a list of Exhibitors, and Exhibitors will see a list of Attendees.

Bookmarked

The profiles you have starred can be found by toggling on the **[Bookmarked]** option.

Archived

If you don't want to see a profile again in your search, you can click **[Archive]**. If you want to retrieve these profiles, you can find them under the **[Archived]** tab.
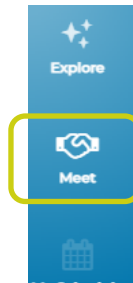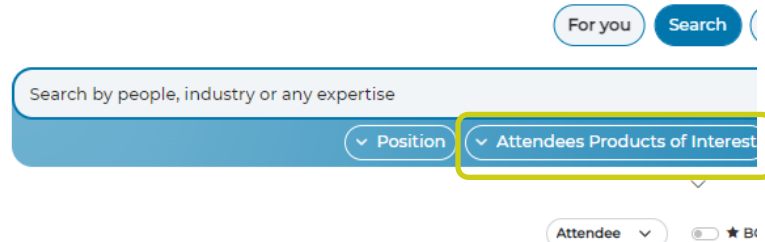
Schedule Meetings

To schedule meetings, click on **[Meet]**. You can also click on profiles to view more information. The **[For You]** tab will recommend matches based on attendee product interest vs. exhibitor product categories. Or you can use the **[Search]** tab.
**EXHIBITORS:** To narrow your search by product interest, use the Attendee Products of Interest filter.
ATTENDEES: To narrow your search by product offered, use the Exhibitor Product Categories filter.

Schedule Meetings

Click the **[Meet]** icon on the person's profile to initiate the request. When they have accepted your request you will see the meeting on the [My Schedule] page
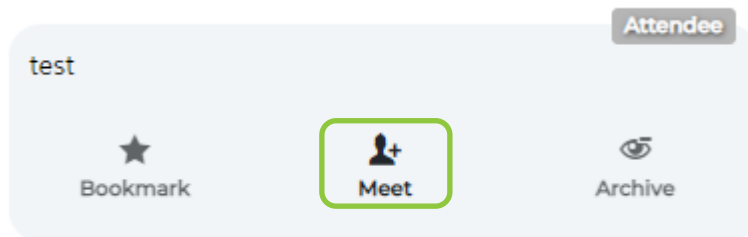
Requests Received

On the **[Meet]** page, click **[Requests Received]** to view pending meeting requests. This is where you will be able to accept or decline requests. If you have opted out of immediate notifications (click on the profile icon in the top right corner, then go to , please check this page regularly so that you can promptly respond to requests.
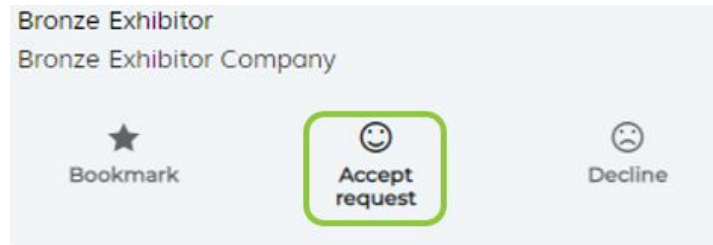
Accept Request

If you are interested in meeting the other party, please click **[Accept request]**, select your preferred meeting time, followed by clicking **[Meet]** to arrange the meeting. Time slots will be based on mutual availability.
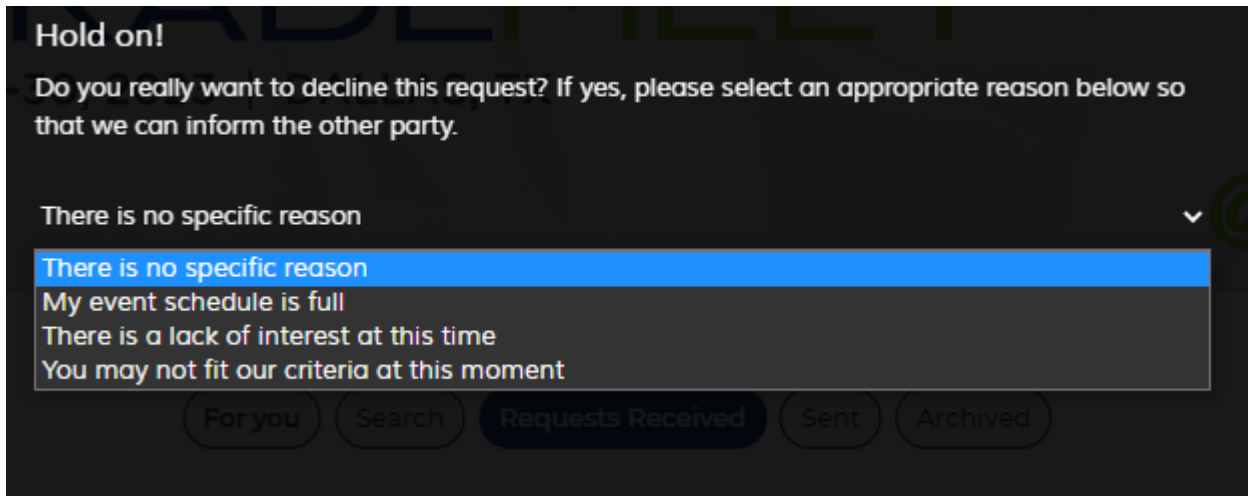
Decline Request

If you are not interested in meeting the other party, please click **[Decline]**, select your reason from the drop down menu, followed by clicking **[Decline request]**.

Traffic Analysis

Click on the **[Profile]** button at the top right corner to access **[Traffic Analysis]**. You will be able to view Bookmarks, Visits and Impressions
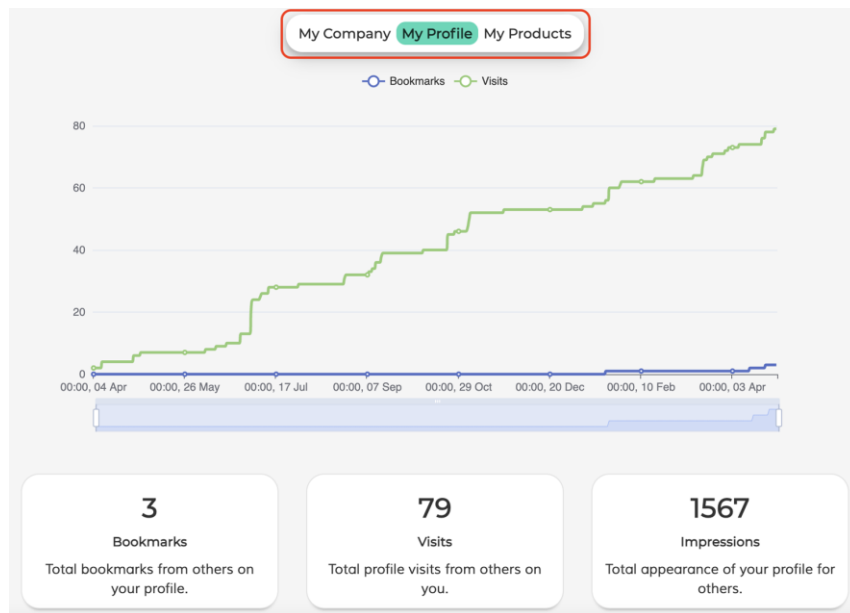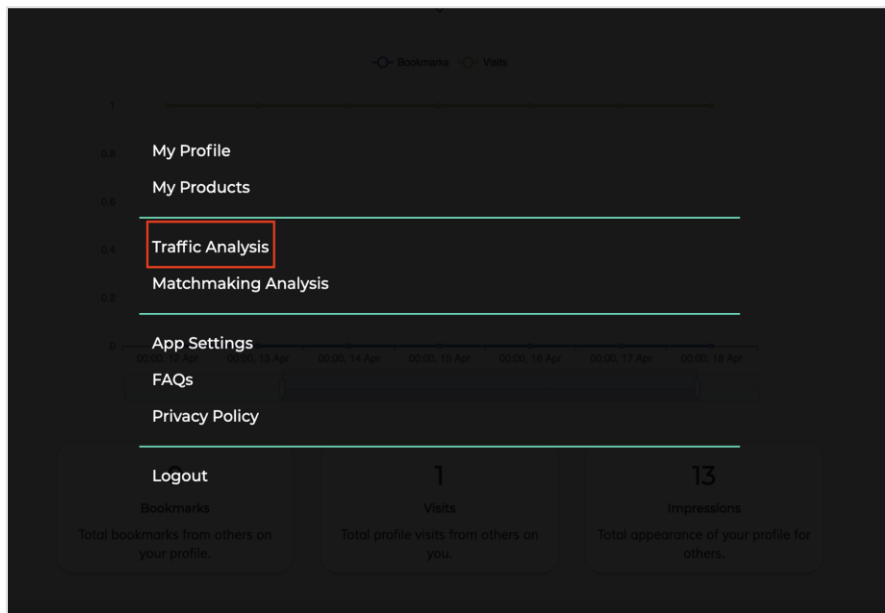
Matchmaking Analysis

Click on the **[Profile]** button at the top right corner to access **[Matchmaking Analysis]**. You will be able to have an overview of your meeting statuses (pending, confirmed, declined) and Received/Sent Requests Conversion