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How-To
INTERACTIONDIGITAL
DAYS

30.11. & 01.12.2021

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On the event platform, you have the option to send appointment requests, chat and start instant video calls with exhibitor staff. First, log in with your Messe-Login.

How can I request an appointment?

Open the participant profile (see FAQ Networking). Click on "Arrange a meeting" to send an appointment request.

**Nadja Ziegler**

Exhibitor representative

Snap-on Equipment GmbH

ARRANGE A MEETING

CHAT

INSTANT VIDEO CALL

Fill in the fields completely and click on "Send".

Date *

Start *

Duration *

Subject (max. 20 characters) *

Message (max. 100 characters) *

CANCEL

SEND

It is possible to schedule a meeting even if interest has not yet been expressed. For appointment requests/confirmations, the requested/requesting party will receive an automated email.

How can I start my arranged video call?

Once a video call has been arranged and confirmed, you can join the appointment via "My Schedule" and the "Join" button. The "Join" button is active 10 minutes before the starting time. Video calls run via the open source "Jitsi" in the browser. Jitsi is integrated into the event platform. A separate login is not necessary.

You can participate in a video call via laptop, PC or with a mobile device. To use all functions, you need a device with a camera and microphone. Please make sure that your browser (Google Chrome, Microsoft Edge or Mozilla Firefox) has the latest version installed.

Mobile devices may have limitations due to different versions of the various operating systems.

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How can I chat with participants?

Open the participant profile and click on "Chat" to send a message.

SEND CONTACT REQUEST

ARRANGE A MEETING

CHAT

By clicking on the icon on the vertical navigation on the right side, you can access your chats.

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Dashboard

Live

Event calendar

Exhibitors

Networking

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Once you have scheduled
appointments, they will
show up here

Here you will find eve
recommendations so



Can I contact participants without making an appointment?

You can only contact exhibitor staff directly without making an appointment. But only if the employee has activated this function and is online on the event platform. Open the profile and click on "Instant video call" to start a direct call.

EXCHANGE BUSINESS CARD

SEND CONTACT REQUEST

ARRANGE A MEETING

CHAT

INSTANT VIDEO CALL

Where can I find an overview of my confirmed appointments?

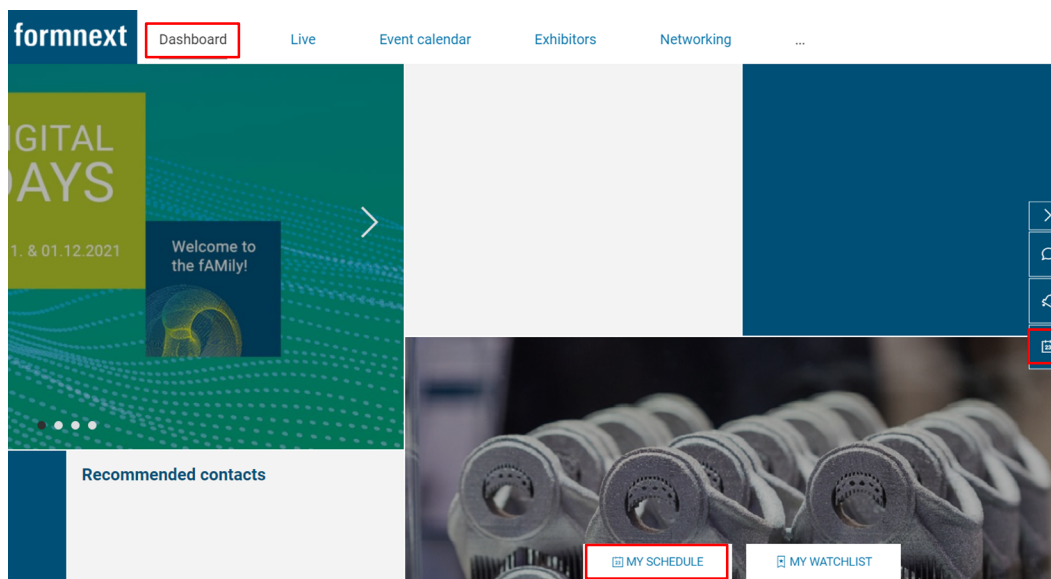
By clicking on "My Schedule" in the vertical navigation on the right side or in the dashboard under "My Schedule", you will get an overview of your confirmed appointments and program items you bookmarked.

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You can export your appointments to your external calendar by clicking on the "Calendar Icon".

13:30 - 14:00
23. November '21

Test-Meeting



JOIN

DECLINE MEETING

How can I specify that I am not available for appointments at a certain time?

Click on "Appointment settings" in the "My schedule" area. Under "Manage absence" you have the option of specifying absences. These time periods cannot be selected when requesting an appointment. After you have entered your absence, click on "Save".

APPOINTMENT SETTINGS

Absences

Define time periods in which you are not available for appointment requests.

MANAGE ABSENCE

Do you have any questions? We will be happy to help you by e-mail
support@mesago.digital