

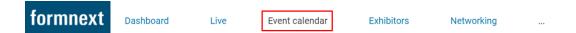
What is the Event calendar?

In the Event calendar you will find all program items in chronological order. Click on "Filter" to filter them according to different criteria or simply enter a search term.



How can I find the "Event calendar"?

Log in to the platform with your Messe-Login and click on "Event calendar" in the main navigation at the top of the screen.



How can I find a speaker?

The "Event calendar" shows all speakers with their lectures in alphabetical order. To see this overview click on "Speaker".



How can I transfer selected program items to my schedule on the event platform?

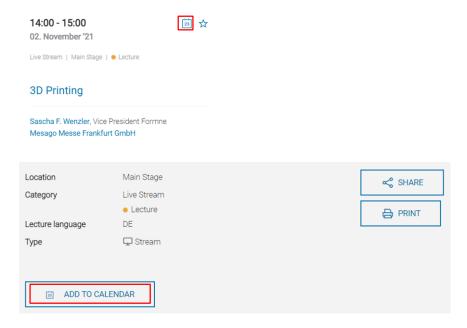
Select the program item and click on the "'Star icon" or use the button "Add to Watchlist". In this way, you will bookmark the program item and it will appear in your schedule.



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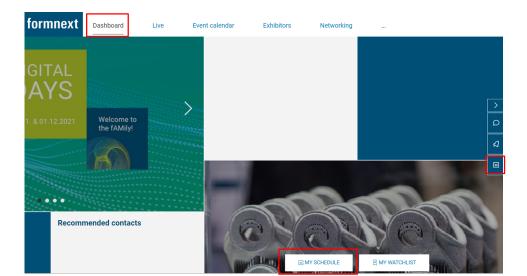
How can I transfer selected program items to my external calendar?

Select the program item and click on the "'Calendar icon" or use the button "Add to calendar". In this way, you will download the program item to your external calendar.



Where can I find an overview of bookmarked program items?

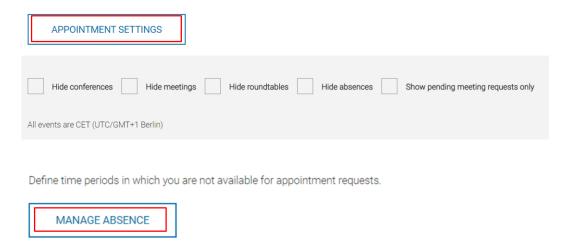
You will receive an overview of all program items that you have bookmarked by clicking on "My Schedule" in the vertical navigation on the right-hand side of the screen or in the dashboard under "My Schedule".





Which settings can I adjust in my calendar?

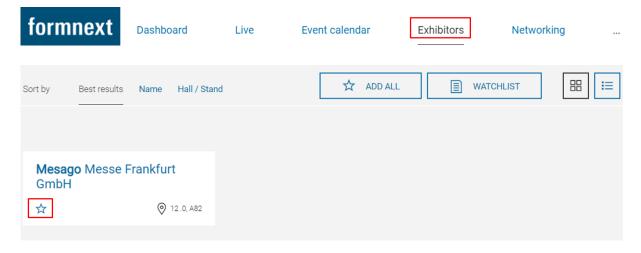
Visitors can define time periods in which they are not available for appointment requests in the "My Schedule" area under "Appointment Settings" and "Manage Absence".



Exhibitor employees can make further settings in this area. Please find further information in the How-To Document "Appointment settings for employees".

How can I add exhibitors to the watchlist?

You can add exhibitors to your watchlist by clicking on the "Star icon" or by using the button "Remember" under "Exhibitors" or in the company profile.



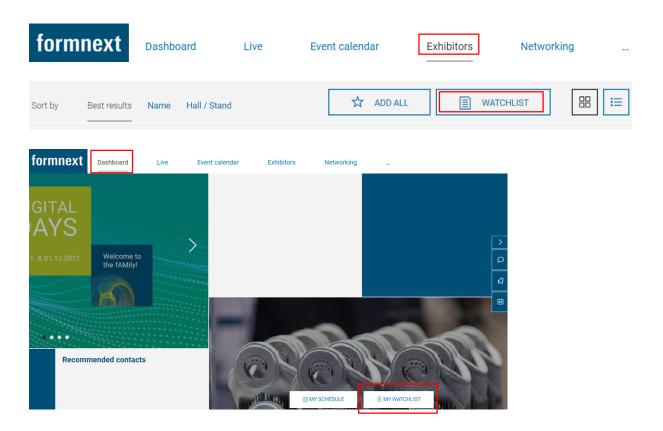


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Where can I find the exhibitor watchlist?

You can find the exhibitors under "Watchlist" in the "Exhibitors" section or directly in the dashboard via "My watchlist".



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