



Meeting Guideline For Exhibitors

Step 1:

Edit Meeting Availability

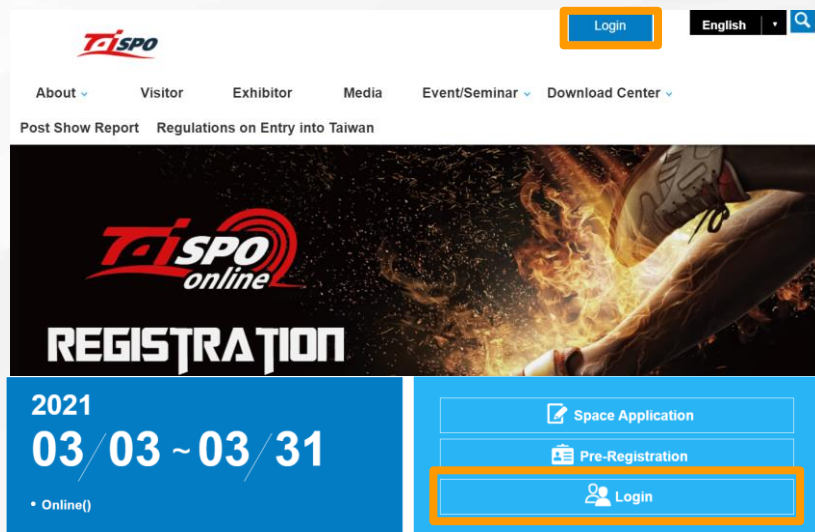


Enter the Admin section of the virtual exhibition booth

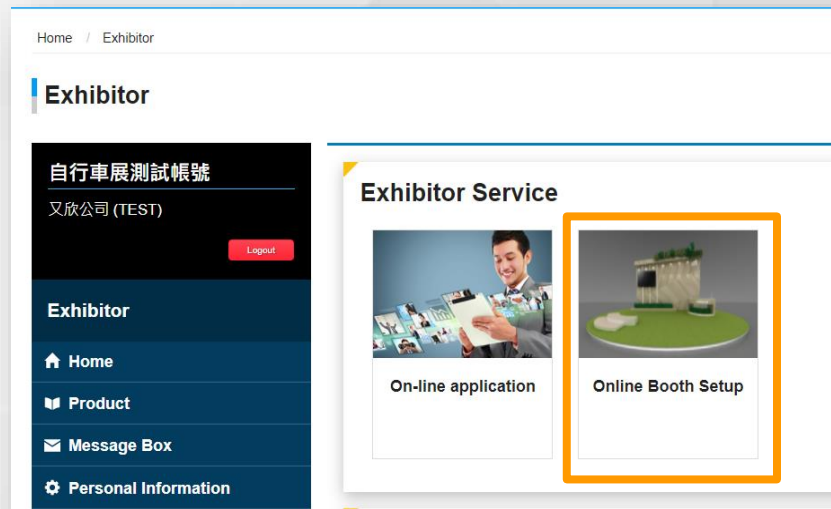
Step 1. Go to **【Official Website】**

→ Click **【Log in】**

Step 2. Enter the Exhibitor's account and password



Step 3. Click **【Online Booth Setup】**





Edit Meeting Availability

Step 1. Click on 【Conference】
→ Turn on 【Visitor Booking】

Step 2. Select Week

Step 3. Edit your available time slots:

- **Green** means 【Available】
- White means 【Unavailable】

※Visitors can schedule meetings
with you directly from the
availability schedule.

The screenshot shows the 'Conference' tab selected in the top navigation bar (annotated with a red circle and '1'). Below the navigation bar, the 'Calendar' section has a 'Visitor Booking' toggle switch turned on (annotated with a red circle and '2'). The calendar view is for 'March 2021' and shows a grid of days from Tuesday 02 to Monday 08. The time slots range from 09:00 to 15:00. The grid shows availability: slots are green for 'Available' and white for 'Unavailable'. For example, on Tuesday 02, all slots are white. On Wednesday 03, all slots from 09:00 to 15:00 are green. On Thursday 04, slots from 09:00 to 12:00 are white, and slots from 12:00 to 15:00 are green. On Friday 05, all slots from 09:00 to 15:00 are green. On Saturday 06, all slots from 09:00 to 15:00 are white. On Sunday 07, all slots from 09:00 to 15:00 are white. On Monday 08, slots from 09:00 to 12:00 are white, and slots from 12:00 to 15:00 are green. The calendar is annotated with a red circle and '3' on the left side.

Basic information Panoramas Marker editor **Conference**

Calendar

Visitor Booking ☒

Availability | Bookings

Start from: 09:00 End before: 20:00

Asia/Taipei

March 2021

	Tue 02	Wed 03	Thu 04	Fri 05	Sat 06	Sun 07	Mon 08
09:00	Unavailable	Available	Unavailable	Available	Unavailable	Unavailable	Unavailable
10:00	Unavailable	Available	Available	Available	Unavailable	Unavailable	Unavailable
11:00	Unavailable	Available	Available	Available	Unavailable	Unavailable	Unavailable
12:00	Unavailable	Available	Available	Available	Unavailable	Unavailable	Unavailable
13:00	Unavailable	Available	Available	Available	Unavailable	Unavailable	Available
14:00	Unavailable	Available	Available	Available	Unavailable	Unavailable	Available
15:00	Unavailable	Available	Available	Available	Unavailable	Unavailable	Available

Step 2:
Manage Meetings
(Accept or Decline)



Manage Meetings (Accept or Decline)

※ Meeting Request Notice will be sent to 【Exhibitor's contact person】 by email.

※※ **Please check the email inbox frequently and respond to the request within 24 hours.**

※ You can also enter the Admin section of the virtual exhibition booth to check new meeting request.

hello@istaging.com 透過 sendgrid.net

寄給我 ▾

Dear Tony

You've received a new meeting inquiry.

Please log in the system to confirm the meeting within 24 hours, or this meeting requirement will expire.

This meeting will only be valid after your confirmation.

Meeting Details

Date Time: Sun Feb 21 2021 05:00

Inviter: Tony from iStaging_Test

◀ 回覆

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Manage Meetings (Accept or Decline)

Step 1. Go to 【Calendar】 → Click 【Bookings】

Step 2. Select Meeting Session to see more information

Step 3. Click 【Accept】 or 【Decline】

※ System will automatically send an email to the visitor with your response(accept or decline)

Calendar

Visitor Booking ☒

Availability **Bookings**

Asia/Taipei

Upcoming ^

2

2021-02-20 09:00 ~ 10:00 Ruby

Past ^

2021-02-20 09:00 ~ 10:00 Ruby

2021-01-15 14:00 ~ 15:00 Lucy

1



2021-02-20

AM 09:00 ~ AM 10:00

Asia/Taipei

Name Ruby
Email rubytsao85@taipei.org.tw

Phone -

Company -

Message test

3

✓ Accept × Decline

Step 3: Join Meeting



Join Meeting with the link sent by email

✂ Meeting Link will be sent to
【Exhibitor's contact person】
24 hours before the meeting
begins.

Important:

Please **DO NOT** click on the link before
the scheduled starting time.

The Link is one-time use only.

Once you leave the meeting, it
becomes **INVALID** immediately and you
can not return to the meeting.

admin@staging.com.tw 透過 google.com

寄給 roxy+2

英文 > 中文 (繁體) 翻譯郵件

2月
10
週三

iStaging Booking System

時間 2021年2月10日 (週三) 上午2點 - 上午3點 (TST)

位置 Online_Booking_Event

與會者 roxy+2@staging.com.tw, admin@staging.com.tw*

是

不確定

否

You have been invited to the following event.

iStaging Booking System

When Wed Feb 10, 2021 2am - 3am Taipei Standard Time

Where Online_Booking_Event ([map](#))

Calendar [roxy+2@staging.com.tw](#)

Who

- [admin@staging.com.tw](#) - organizer
- [roxy+2@staging.com.tw](#)

Hi 王小明,
Thank you for scheduling a booking.

Details

Name : 王小明

[Click here to join the TourRing](#)

【Meeting Link】



Join Meeting (see meeting demonstration)

- ※ Participant will appear on-screen and meet at your virtual booth.
You can give the participant a booth tour, showing all the products.
- ※ Browser Requirements: Chrome(Android) or Safari(iOS)

Important:

Please **DO NOT** click on the link before the scheduled starting time.

The Link is one-time use only.

Once you leave the meeting, it becomes **INVALID** immediately and you can not return to the meeting.

Participants



Exhibitor
(Host)

Frequently Asked Questions (FAQ)



Frequently Asked Questions (FAQ)

Q1: Can Exhibitor have multiple meetings at the same time?

A: Yes. Exhibitor can have more than one meeting concurrently and each meeting has its own link. Please assign different delegates to join concurrent meetings.

Q2: If I cannot attend the meeting, can I forward it to my colleague ?

A: Yes. If you are not attending the meeting, please forward the email with a meeting link to the appropriate person.

The Link is one-time use only. Please **DO NOT** click on the link before the scheduled starting time. Otherwise it will become **INVALID** immediately.



Frequently Asked Questions (FAQ)

Q3: How many people can be in a single meeting ?

A: One (1) Exhibitor (host) of a meeting with up Five(5) participants(visitors).

Q4: If I accidentally turned off the Meeting Screen, how can I return to the meeting ?

A: The Link is one-time use only.

Once Exhibitor (Host) leaves the meeting, the link becomes INVALID immediately and the meeting ends for everyone.