



BD|NY

A BOUTIQUE DESIGN TRADE FAIR

Matchmaking + Pre Scheduled Meetings

Javits Center | November 14-15 2021

**Getting started with
BDNY Match**

Invitation Email

Click **[Get Started]** in the invitation email to start.
Your personal account will open in a new page



Welcome to BDNY-Meet, the BDNY matchmaking platform. Thank you for your participation in this year's show!

As an exhibitor, we are giving you a sneak peek and first access to the matchmaking platform. Over the next week, our team will be putting on the finishing touches before opening the platform on October 14th to attendees and speakers.

In the coming week, we encourage you to log in to the platform and go to your calendar to manage your availability. Also, check to see that you've completed your BDNY profile here <https://boutique.a2zinc.net/BDNY2021/Public/exhibitors.aspx> (the same place you manage it for the directory and online exhibitor list) as this information will feed to your BDNY-Meetings profile. Take advantage of the products images, press releases, logo, and more that are available to you in that profile - they will appear in multiple places! You also have the option of adding a banner, video, and brochure within your BDNY-Meetings profile.

Below are login instructions to access the platform to review your exhibitor listing,

Please note: All exhibitor staff will receive a log-in and can make appointments with attendees at the trade fair. If you have additional team members that will be working the booth but are not yet registered, please have them register and they will be sent log-in information.

We hope you enjoy this new engagement platform and have a productive experience!

To Access BDNY Meetings click below:

Get Started!

Explore

On this page, you will find quick links, prospects recommended to you as well as your upcoming meetings


Explore


Agenda


Meet


My Schedule

BDNY 2021

🕒 14 Nov 21 - 15 Nov 21 (UTC-5)
📍 JACOB K. JAVITS CENTER, NEW YORK

Welcome Exhibitors to the BDNY 2021 matchmaking platform! We are so glad that you're joining us in New York and want to help facilitate easy and reliable onsite appointments with attendees in just 5 easy steps.

PLEASE NOTE: Take this week to familiarize yourself with the platform but **DO NOT** send invitations for meetings yet as attendees will not have access until October 14.

To get started make sure to follow these steps:

1. Review the [HOW-TO guide on how to effectively send and confirm appointments with BDNY attendees.](#)
2. Click on your profile picture (top right corner) and update your profile.
3. Go to "My Schedule" section and confirm your calendar. This step is very important!

[View more](#) ▾


VIP


VIP


VIP


VIP

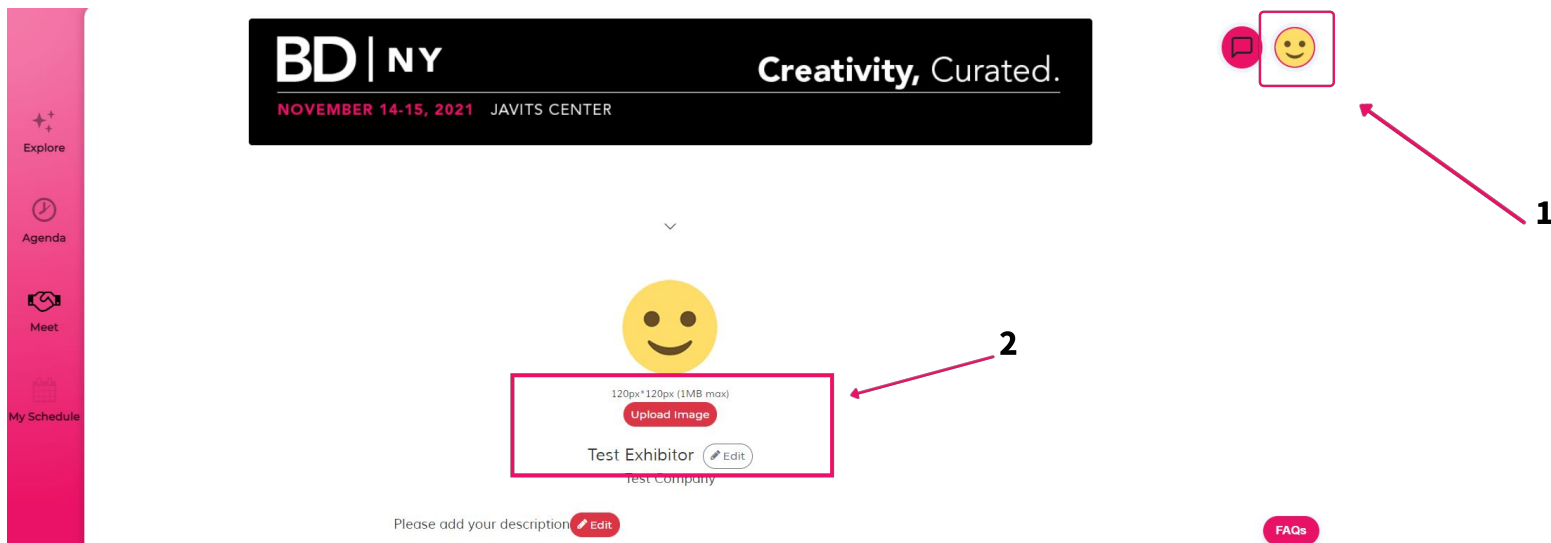

VIP



Update Profile

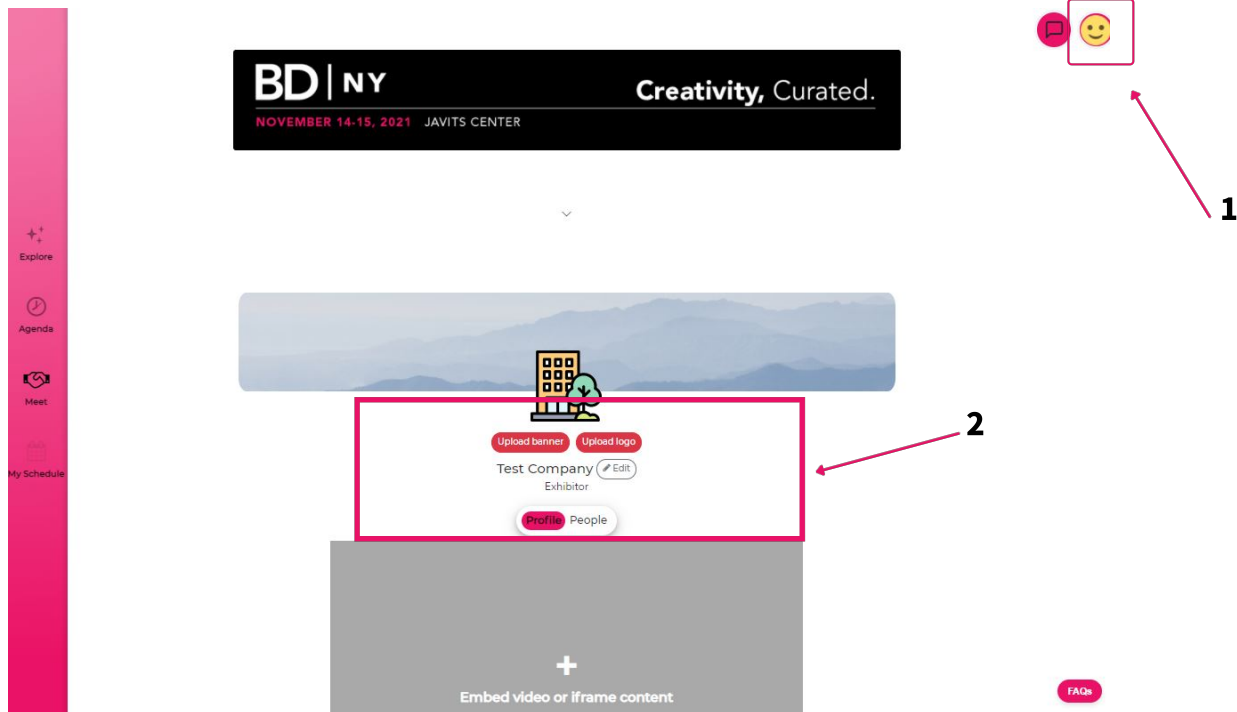
Navigate to the **[Me]** page and click on **[My Profile]** to update your profile

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 (Exhibitors only – note that only **one** person from your company needs to do this)

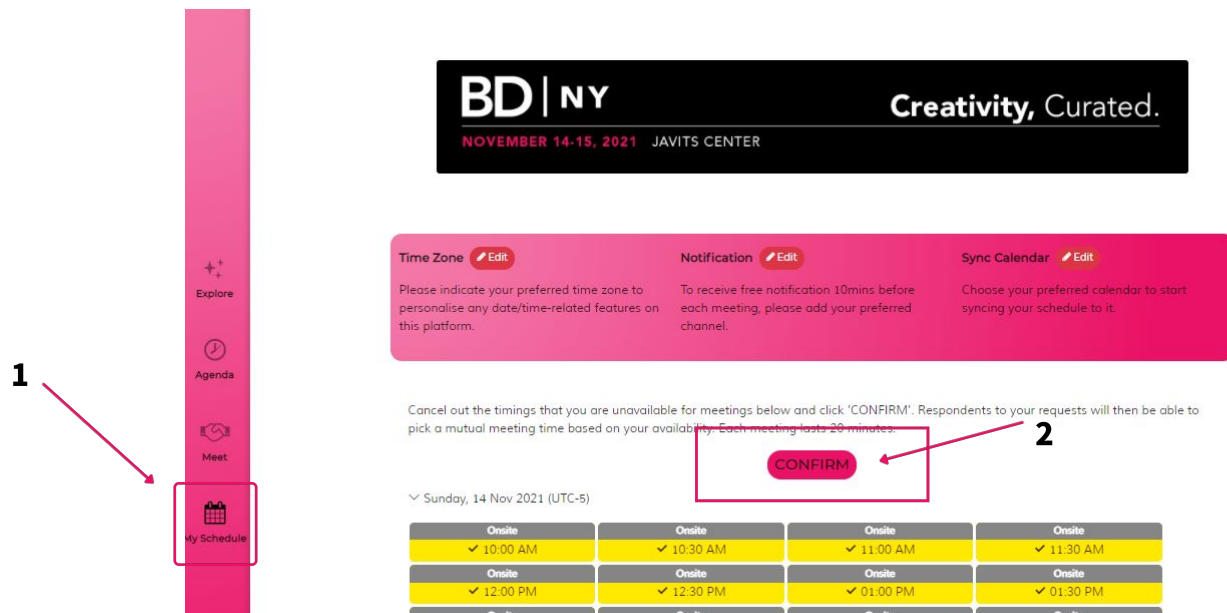
Navigate to the [Me] page and click on [My Company] to update your company's profile. You are able to [Upload banner], [Upload logo], [Edit] company information, [Embed video or iframe content], and [Add PDF] brochures.



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



BD | NY Creativity, Curated.
NOVEMBER 14-15, 2021 JAVITS CENTER

Time Zone [Edit](#) **Notification** [Edit **Sync Calendar** \[Edit\]\(#\)](#)

Please indicate your preferred time zone to personalise any date/time-related features on this platform.

To receive free notification 10mins before each meeting, please add your preferred channel.

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

Cancel out the timings that you are unavailable for meetings below and click 'CONFIRM'. Respondents to your requests will then be able to pick a mutual meeting time based on your availability. Each meeting lasts 20 minutes.

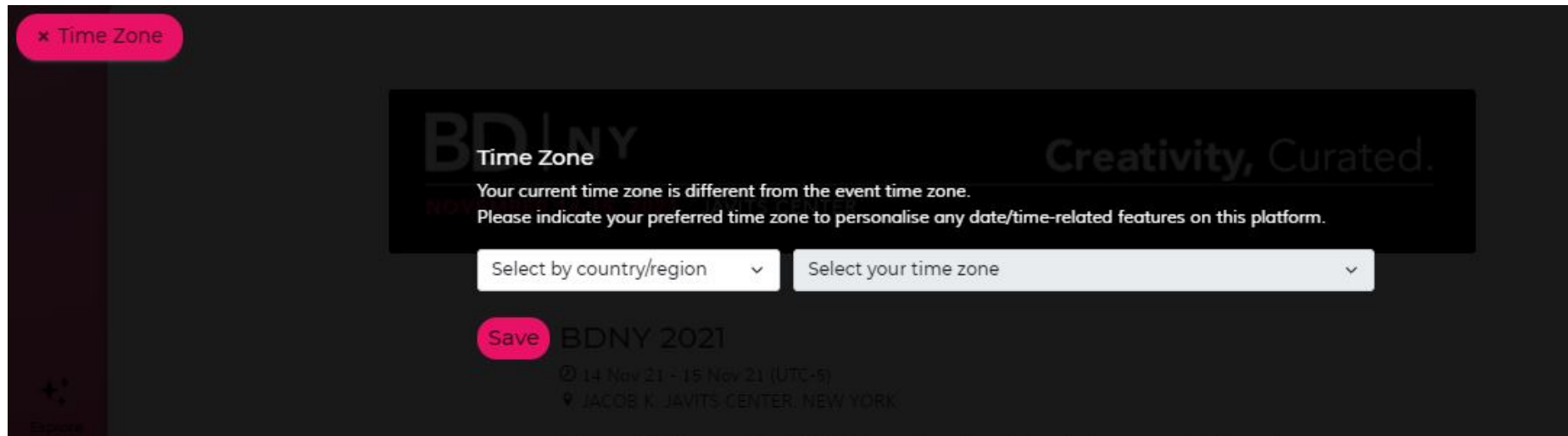
CONFIRM

▼ Sunday, 14 Nov 2021 (UTC-5)

Onsite	Onsite	Onsite	Onsite
✓ 10:00 AM	✓ 10:30 AM	✓ 11:00 AM	✓ 11:30 AM
Onsite	Onsite	Onsite	Onsite
✓ 12:00 PM	✓ 12:30 PM	✓ 01:00 PM	✓ 01:30 PM

Time Zone

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



The screenshot shows a dark-themed user interface for the 'BDNY' platform. At the top left, there is a pink pill-shaped button with a close icon and the text 'Time Zone'. Below this, on the left side, is a vertical sidebar with a dark red background and a white plus icon. The main content area has a dark background with the 'BDNY' logo and the tagline 'Creativity, Curated.' in a light font. The title 'Time Zone' is displayed in white. Below the title, a message states: 'Your current time zone is different from the event time zone. Please indicate your preferred time zone to personalise any date/time-related features on this platform.' There are two white dropdown menus: 'Select by country/region' and 'Select your time zone'. At the bottom, there is a pink 'Save' button, followed by the text 'BDNY 2021', the dates '14 Nov 21 - 15 Nov 21 (UTC-5)', and the location 'JACOB K. JAVITS CENTER, NEW YORK'.

× Time Zone

Time Zone

Your current time zone is different from the event time zone.
Please indicate your preferred time zone to personalise any date/time-related features on this platform.

Select by country/region ▼

Select your time zone ▼

Save BDNY 2021

14 Nov 21 - 15 Nov 21 (UTC-5)

JACOB K. JAVITS CENTER, NEW YORK

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.

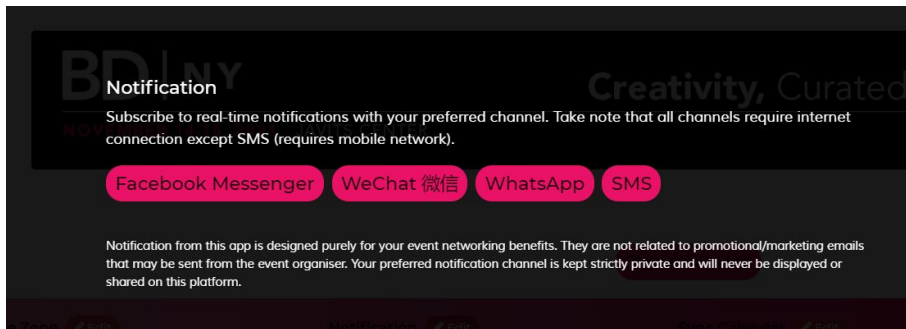
Notifications for Meeting Requests, Acceptances, and more:

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.

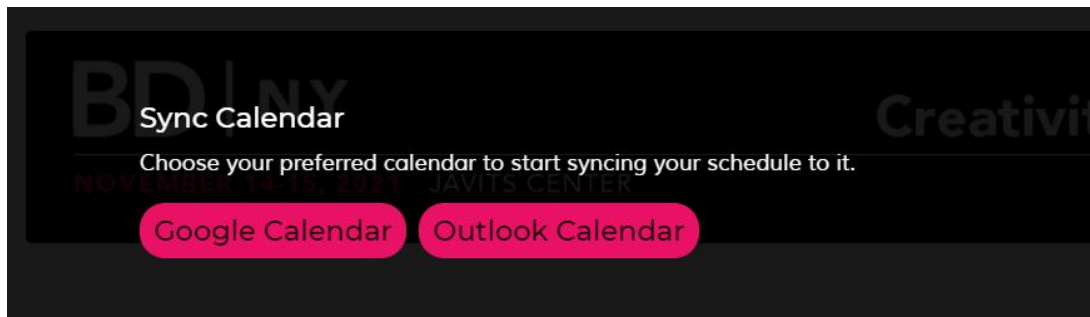
Summary: You will receive a notification email only when someone accepts your meeting. You will need to log in to check for meeting requests, reschedules, etc.

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



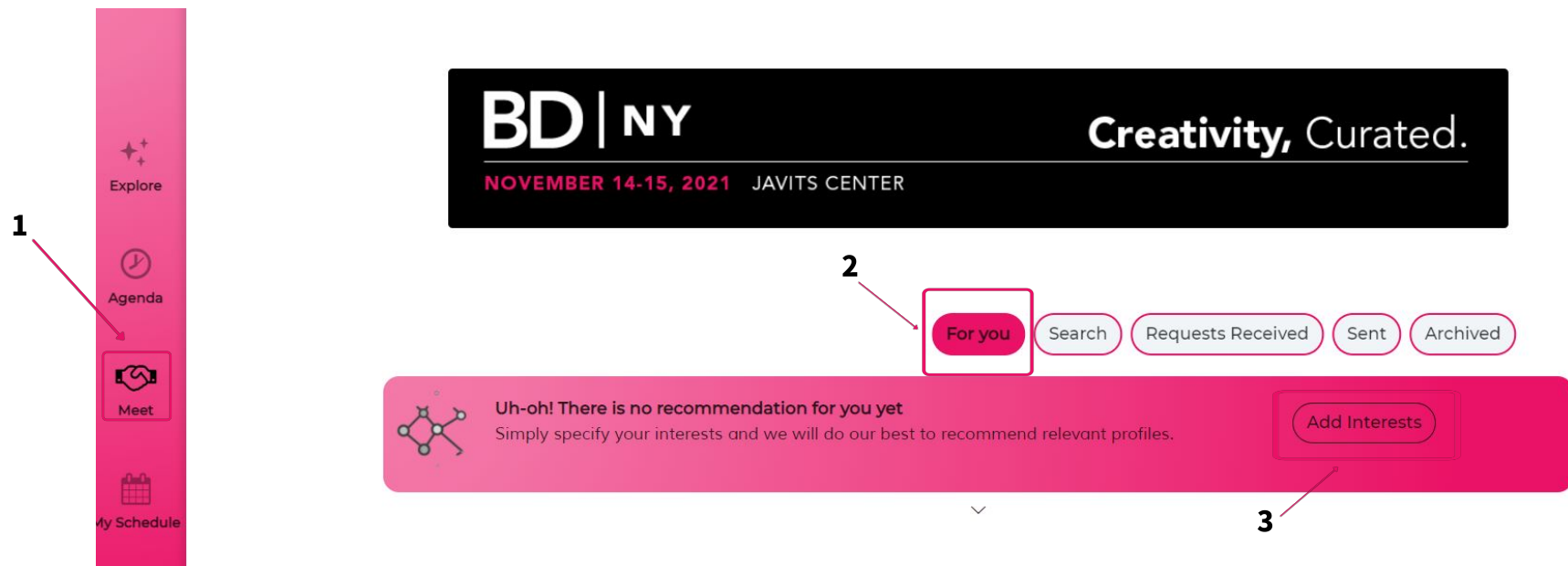
Sync Calendar

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.



Update Interests

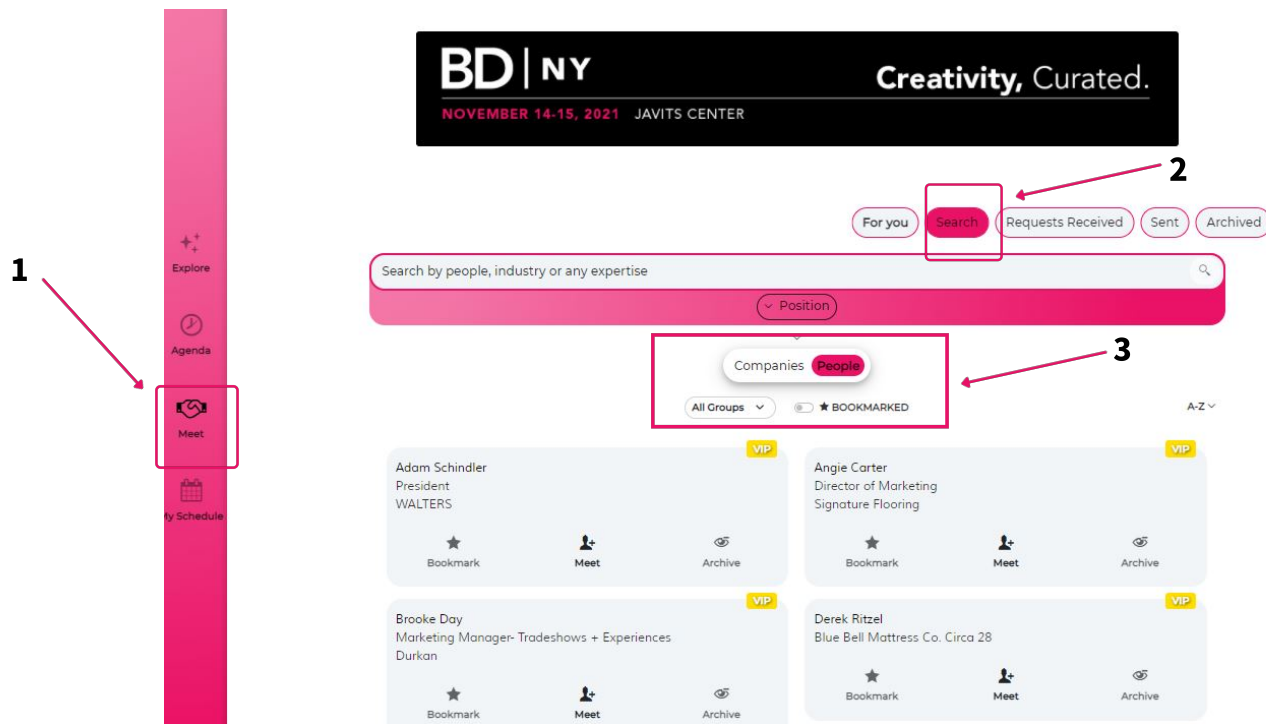
In the **[For you]** tab under the **[Meet]** page, you can **[Update Interests]** to load the best recommended profiles to meet, personalized just for you.



Search

On the **[Search]** tab, you can view the complete list of participants.

1. Enter keywords in the search box to find matches
2. Select a category from the drop-down list provided to narrow down matches



Bookmarked

The profile you have starred can be found on the **[Bookmarked]** page.

The screenshot displays the BD | NY app interface. On the left is a vertical pink sidebar with icons and labels: Explore, Agenda, Meet, and My Schedule. The main content area has a black header with 'BD | NY' and 'Creativity, Curated.' followed by 'NOVEMBER 14-15, 2021 JAVITS CENTER'. Below the header are filter tabs: 'For you', 'Search' (highlighted in pink), 'Requests Received', 'Sent', and 'Archived'. A search bar contains the text 'Search by people, industry or any expertise'. Below the search bar is a 'Position' dropdown menu. Further down are 'Companies' and 'People' tabs, with 'People' highlighted in pink. A red box highlights the 'All Groups' dropdown and the '★ BOOKMARKED' toggle switch, which is turned on. A red arrow points to this box. Below these filters, four profile cards are shown, each labeled 'Attendee Trade Fair' in the top right corner. Each card displays a person's name and title, a pink star icon with the label 'Bookmarked', a 'Meet' button, and an 'Archive' button. The profiles are: AAKASH DESAI (Director of Sales, Dreamspace Hospitality), Abraham Schnitzler (President, Verozza Lighting), Aimee Whitlock Nezhad (designer, Parker Torres), and Elaine Smith (Owner, Sapphire Motel).

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.

The screenshot displays the BD | NY app interface. At the top, a black banner features the logo 'BD | NY' and the tagline 'Creativity, Curated.' Below this, the event details 'NOVEMBER 14-15, 2021 JAVITS CENTER' are shown. A horizontal navigation bar contains five tabs: 'For you', 'Search', 'Requests Received', 'Sent', and 'Archived'. The 'Archived' tab is highlighted with a red border and a red arrow points to it. Below the tabs, a dropdown arrow is visible. The main content area shows 'Showing 2 archived profiles(s)'. Two profile cards are displayed, each with a 'Trade Fair' badge. The first card is for AAKASH DESAI, Director of Sales at Dreamspace Hospitality, with icons for 'Bookmarked', 'Meet', and 'Archived'. The second card is for Aloine Smith, Owner at Sapphire Motel, with icons for 'Bookmarked', 'Meet', and 'Archived'. The 'Archived' icon on the second card is highlighted with a red border.

BD | NY Creativity, Curated.
NOVEMBER 14-15, 2021 JAVITS CENTER

For you Search Requests Received Sent **Archived**

Showing 2 archived profiles(s)

AAKASH DESAI
Director of Sales
Dreamspace Hospitality

Bookmarked Meet Archived

Aloine Smith
Owner
Sapphire Motel

Bookmarked Meet **Archived**

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.

ATTENDEES: To narrow your search by product offered, use the Exhibitor Product Categories filter.

EXHIBITORS: To narrow your search by product interest, use the Attendee Products of Interest filter.

The screenshot displays the BD | NY app interface. At the top, a black header bar contains the logo "BD | NY" and the tagline "Creativity, Curated." Below this, the event details "NOVEMBER 14-15, 2021 JAVITS CENTER" are shown. The main navigation bar includes tabs for "For you", "Search", "Requests Received", "Sent", and "Archived". The "Search" tab is active, and a red arrow points to the "Clear all" button. Below the search bar, there are three filter dropdowns: "Position", "Exhibitor Product Categories", and "Attendees Products of Interest". The "Exhibitor Product Categories" dropdown is highlighted with a red box. Below the filters, there are buttons for "Companies" and "People", with "People" being the selected filter. At the bottom, there are two profile cards. The first card is for "TEd Ferreira", Principal at "CD+M Lighting Design Group", and is categorized as "Attendee Conference". The second card is for "Andy Hendrawan", Principal at "Studio L", and is categorized as "Attendee Trade Fair". Both cards have buttons for "Bookmark", "Meet", and "Archive". A vertical pink sidebar on the left contains icons for "Explore", "Agenda", "Meet", and "My Schedule".

Schedule Meetings

Click the **[Meet]** icon on the person's profile and select a time (their schedule must be confirmed in order for you to see this and vice-versa).

1

The screenshot displays the BD | NY app interface. On the left is a pink sidebar with icons for Explore, Agenda, Meet, and My Schedule. A red box highlights the 'Meet' icon, with a red arrow and the number '1' pointing to it. The main content area has a top navigation bar with tabs: 'For you', 'Search', 'Requests Received', 'Sent', and 'Archived'. Below this is a search bar with the placeholder text 'Search by people, industry or any expertise'. Under the search bar is a dropdown menu for 'Position'. Below that are tabs for 'Companies' and 'People', with 'People' selected. There is also an 'Attendee Ti' dropdown and a 'BOOKMARKED' toggle. The main area shows a grid of person profiles. The first profile is for AAKASH DESAI, Director of Sales at Dreamspace Hospitality. The second profile is for Aaron Gelvan, Exc VP at Cortech. The third profile is for Abraham Schnitzler, President. The fourth profile is for Abby Koutch, Interior Designer. Each profile has a 'Meet' button, a 'Bookmark' icon, a 'Request sent' icon, and an 'Archive' icon. A red box highlights the 'Meet' button on Aaron Gelvan's profile, with a red arrow and the number '2' pointing to it.

Explore

Agenda

Meet

My Schedule

For you Search Requests Received Sent Archived

Search by people, industry or any expertise

Position

Companies People

Attendee Ti

BOOKMARKED

A-Z

Attendee Trade Fair

AAKASH DESAI
Director of Sales
Dreamspace Hospitality

Bookmark Request sent Archive

Attendee Trade Fair

Aaron Gelvan
Exc VP
Cortech

Bookmark Meet Archive

Attendee Trade Fair

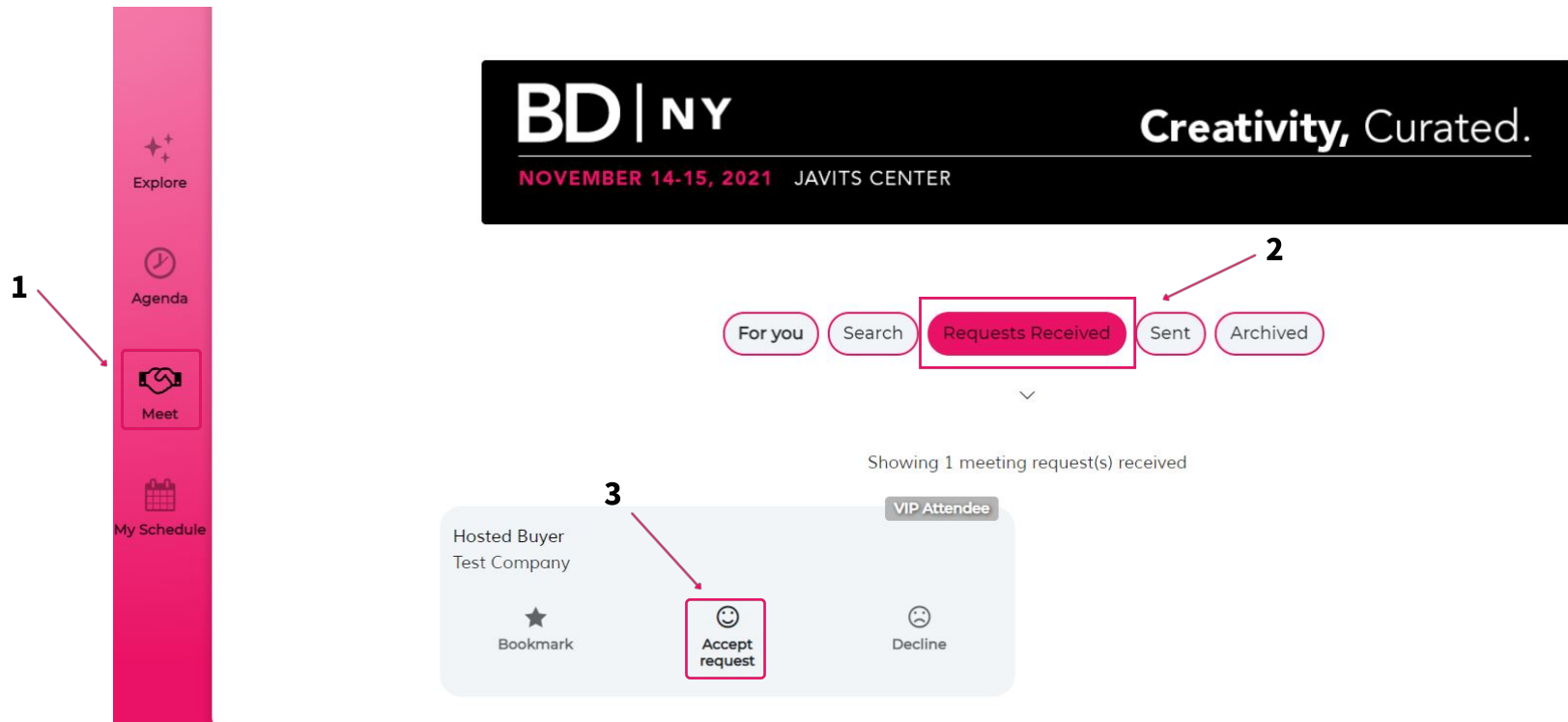
Abraham Schnitzler
President

Attendee Trade Fair

Abby Koutch
Interior Designer

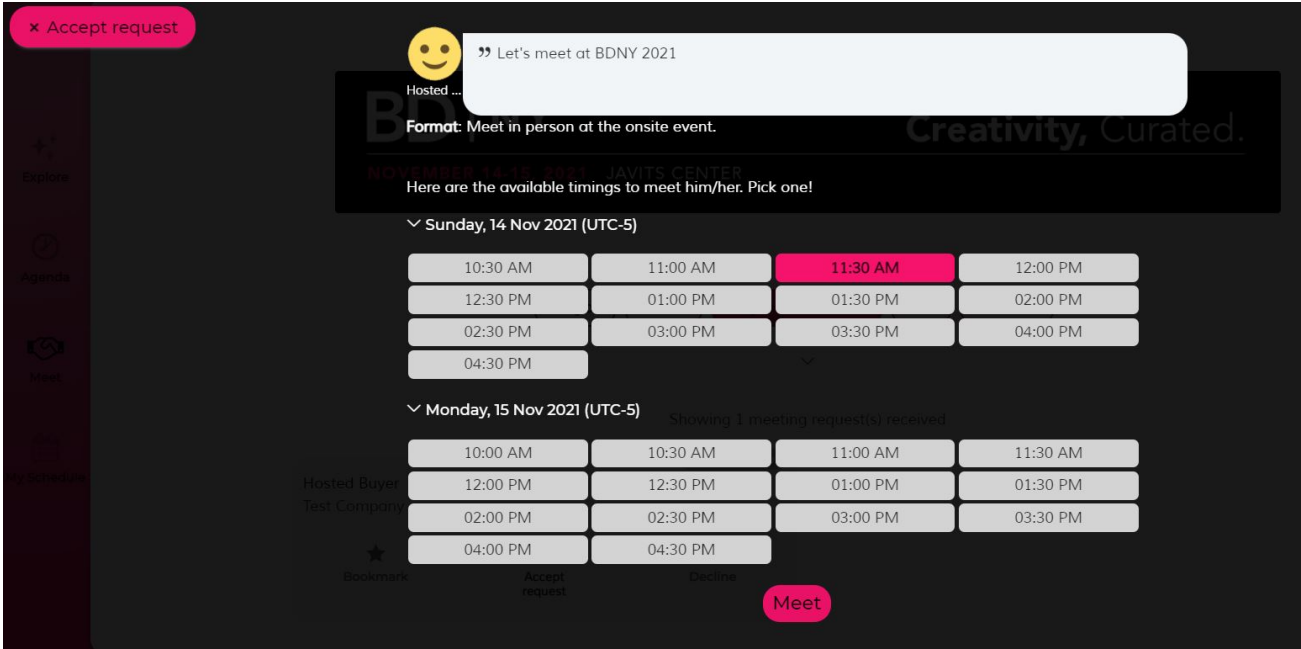
Requests Received

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, 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 format and time, followed by clicking **[Meet]** to arrange the meeting. Time slots will be based on mutual availability.



Once a meeting is accepted it will appear at the bottom of your **[Explore]** page and you will receive an email notification as well.

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]**.

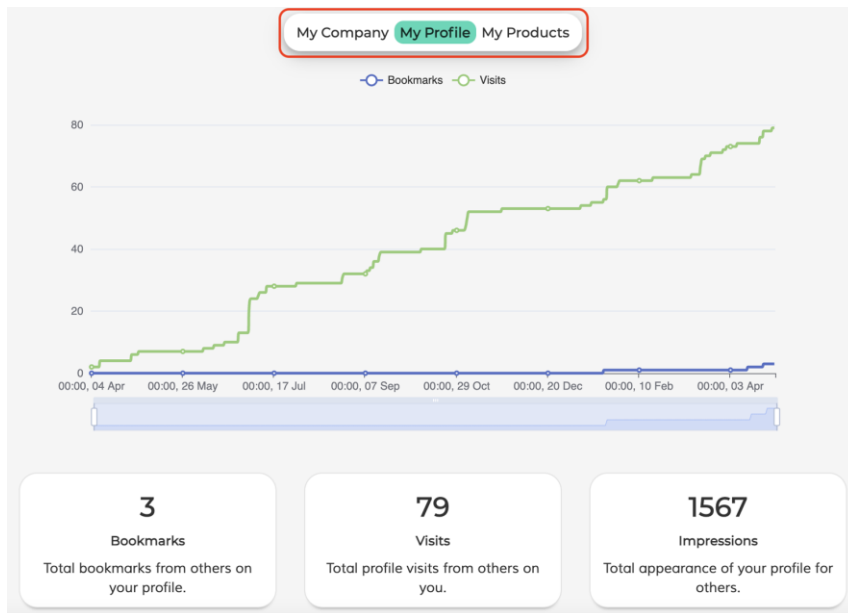
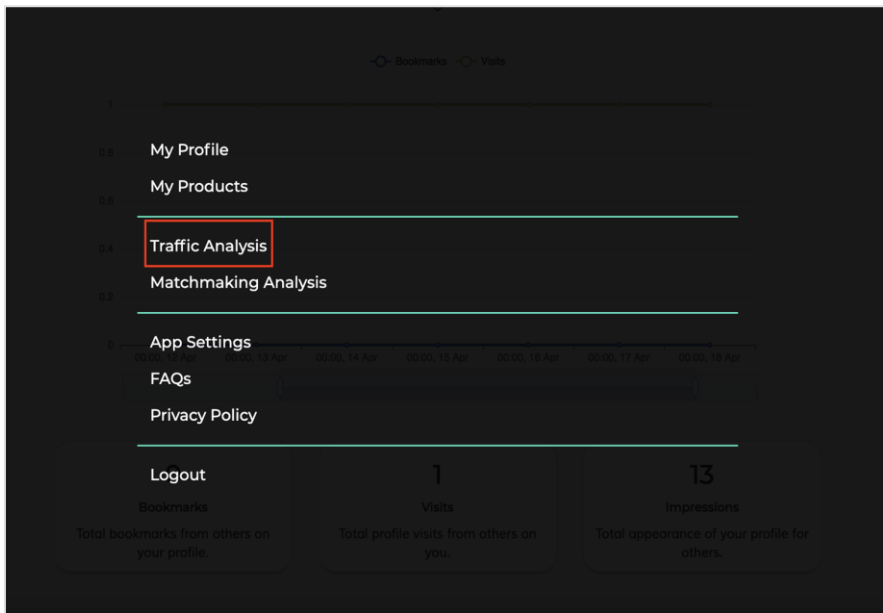
Hold on!

Do you really want to decline this request? If yes, please select an appropriate reason below so that we can inform the other party.

- ✓ There is no specific reason
- My event schedule is full
- There is a lack of interest at this time
- Your products/projects/services may not fit our requirements
- You may not fit our investment criteria at this moment

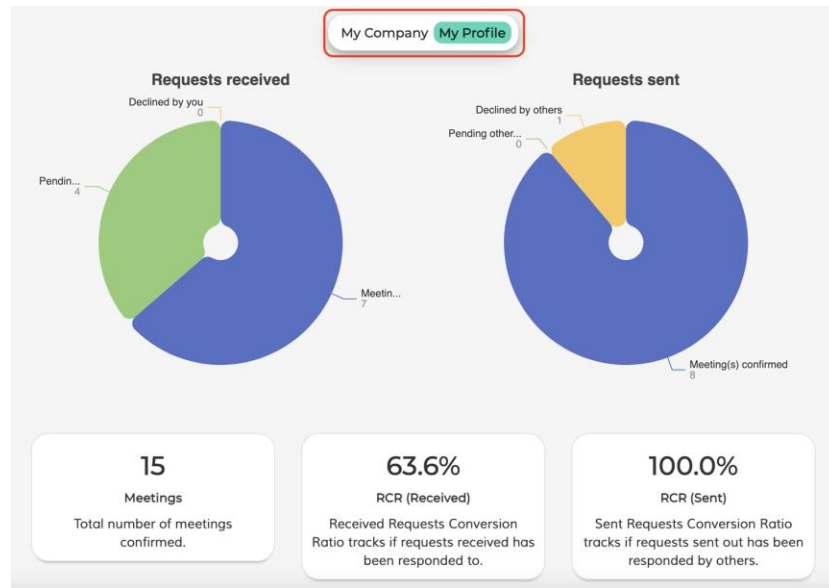
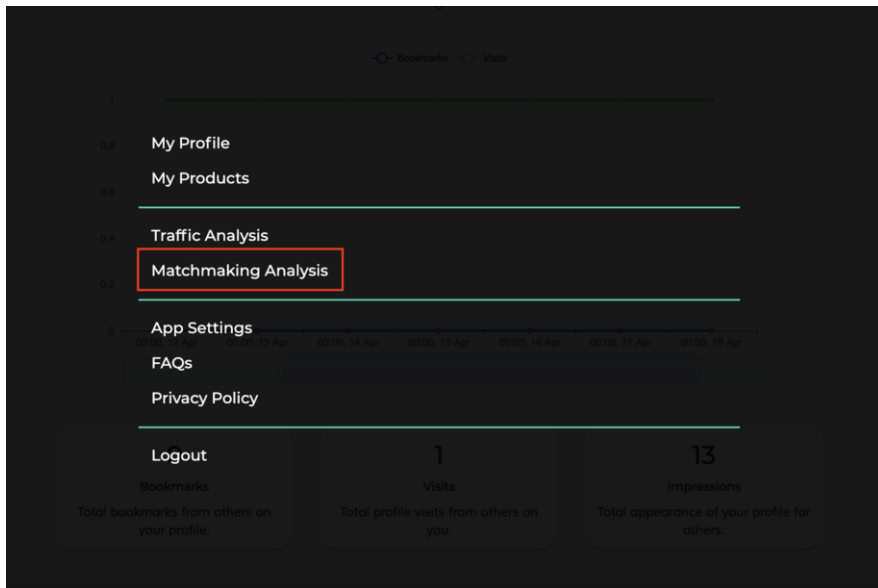
Traffic Analysis

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



Thank You

Support inquires direct to Marketing
jackson.schultz@emeraldx.com