

# BDNY Meet User Guide

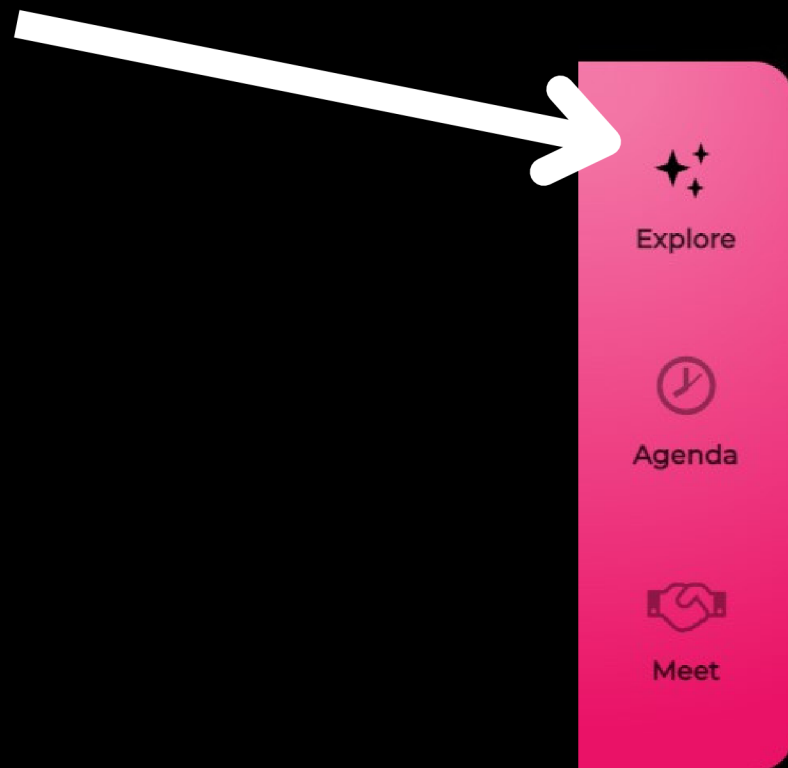
**How to set up onsite meetings  
and find your perfect matches**

# TABLE OF CONTENTS

03	Explore page	09	Bookmarks & Archive
04	Update Profile	10	Schedule Meetings
05	Time Availability & Sync Calendar	11	Request Received
06	Agenda Page	12	Messaging
07	Notifications	13	Mobile App
08	Update Interest & Search Bar	14	Additional Resources

# EXPLORE PAGE

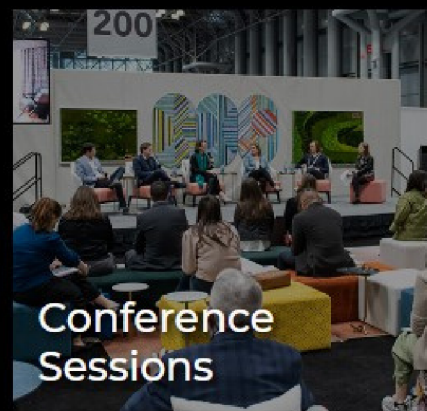
On this page, you will find quick links, prospects recommended to you, and upcoming events.



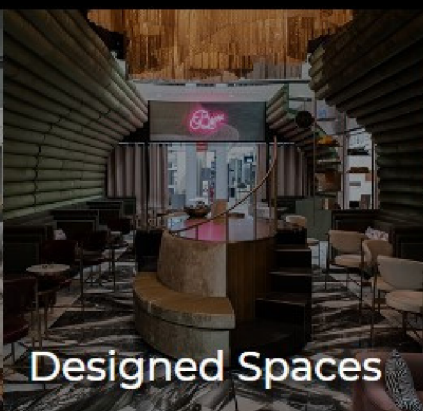
## BDNY 2022

🕒 13 Nov 22 - 14 Nov 22 (UTC-5)

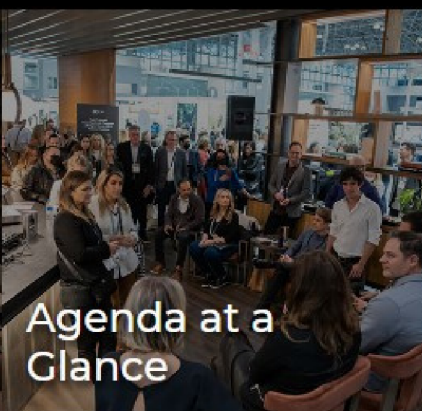
📍 New York, United States



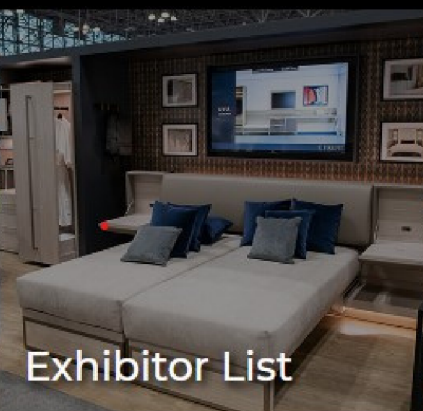
Conference  
Sessions



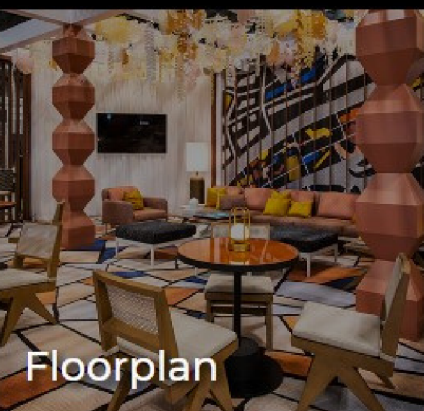
Designed Spaces



Agenda at a  
Glance



Exhibitor List



Floorplan

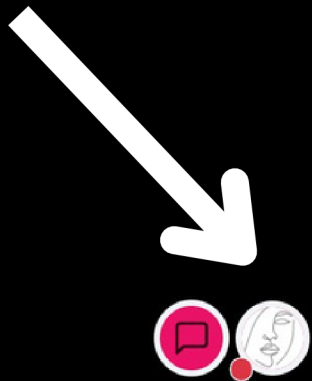


Social Events

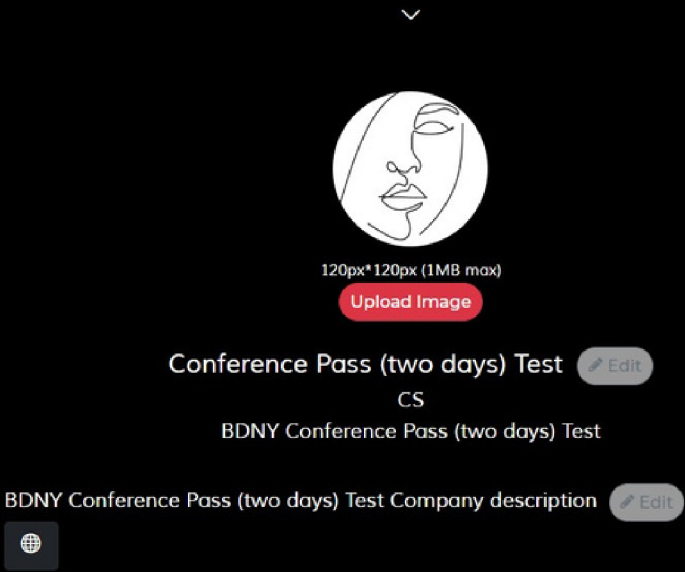
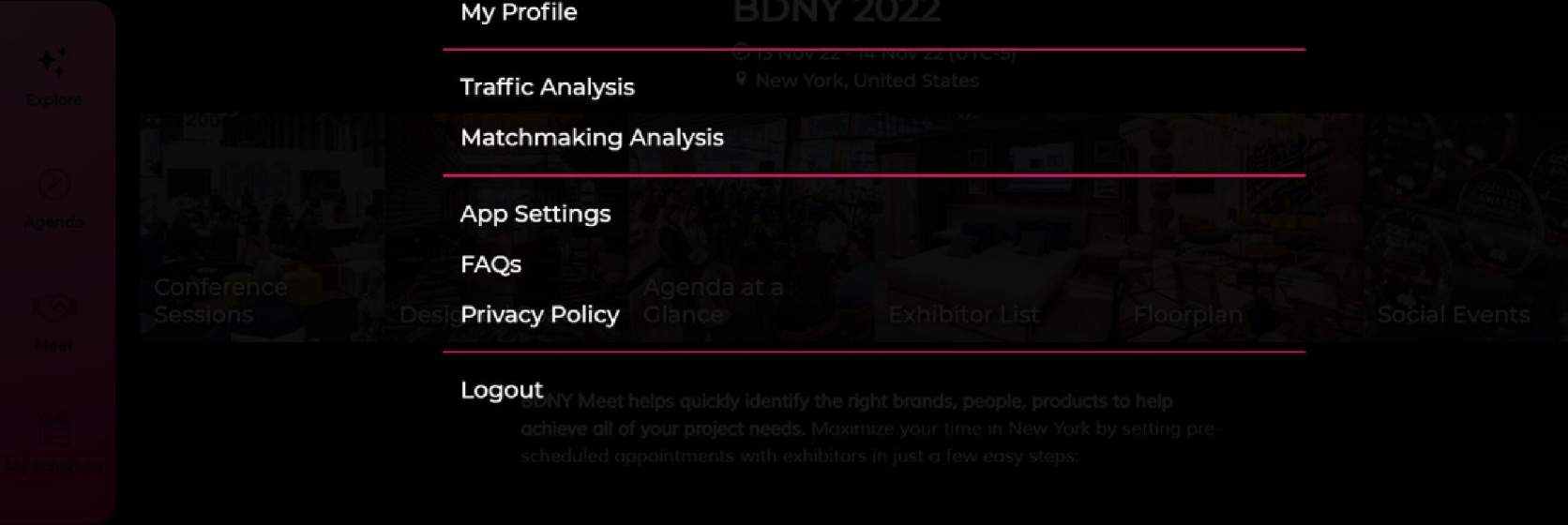
**BDNY Meet helps quickly identify the right brands, people, products to help achieve all of your project needs.** Maximize your time in New York by setting pre-scheduled appointments with exhibitors in just a few easy steps:

# UPDATE PAGE

Navigate to [me] page on the upper right corner of the site and click on [My Profile]. Here you can upload a profile picture and edit your description and website.



× Close





# Time Availability + Sync Calendar

Navigate to [My Schedule] to confirm your daily schedule. Click on the time slot that you want to block and it will be grayed out. Then, click on [Confirm] when you are finished. Also under [MySchedule] set your [Time Zone] to [Los Angeles \(PDT\)](#) and click on edit next to [Sync Calendar] to choose the calendar you want to sync your schedule to.

**Time Zone**  
All timings are set to the event time zone.

**Notification** [Edit](#)  
Your preferred channel: **SMS**

**Sync Calendar** [Edit](#)  
Choose your preferred calendar to start syncing your schedule to.

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.

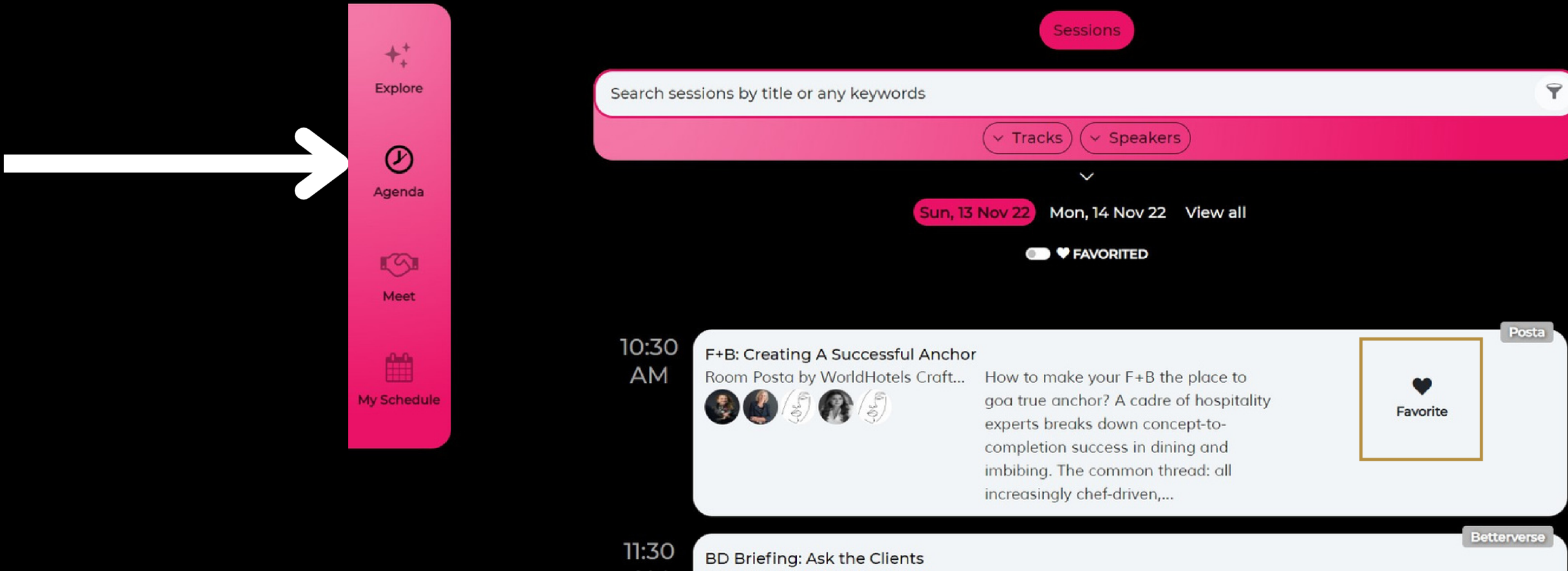
**CONFIRM**

▼ Sunday, 13 Nov 2022 (UTC-5)

Onsite ✓ 10:00 AM	Onsite ✓ 10:30 AM	Onsite ✓ 11:00 AM	Onsite ✓ 11:30 AM
Onsite ✓ 12:00 PM	Onsite ✓ 12:30 PM	Onsite ✓ 01:00 PM	Onsite ✓ 01:30 PM
Onsite ✓ 02:00 PM	Onsite ✓ 02:30 PM	Onsite ✓ 03:00 PM	Onsite ✓ 03:30 PM
Onsite ✓ 04:00 PM	Onsite ✓ 04:30 PM		

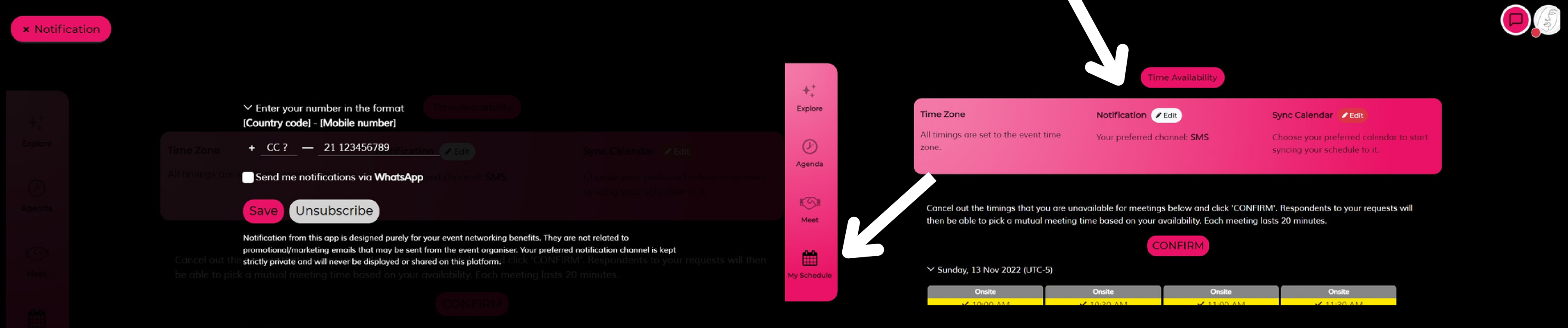
# Agenda Page

Navigate to [Agenda] to see the BDNY agenda. Here, you will be able to see all the sessions that you can take part in. You can add however many sessions to your schedule by selecting [Favorite]. These will automatically add to your itinerary inside the BDNY mobile app.



# Notifications

To set up meeting reminders during the show, go to [My Schedule] and click edit [Notification] to receive a notification on a mobile device 15 min before each meeting. Make sure to enable notifications on the mobile app to receive alerts for meeting requests and acceptances.



× Notification

Time Availability

Time Zone

CC ? 21 123456789

Notification Edit

Sync Calendar Edit

Send me notifications via WhatsApp

Send me notifications via SMS

Save Unsubscribe

Notification from this app is designed purely for your event networking benefits. They are not related to promotional/marketing emails that may be sent from the event organiser. Your preferred notification channel is kept strictly private and will never be displayed or shared on this platform. 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

Time Availability

Time Zone

All timings are set to the event time zone.

Notification Edit

Your preferred channel: SMS

Sync Calendar Edit

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.

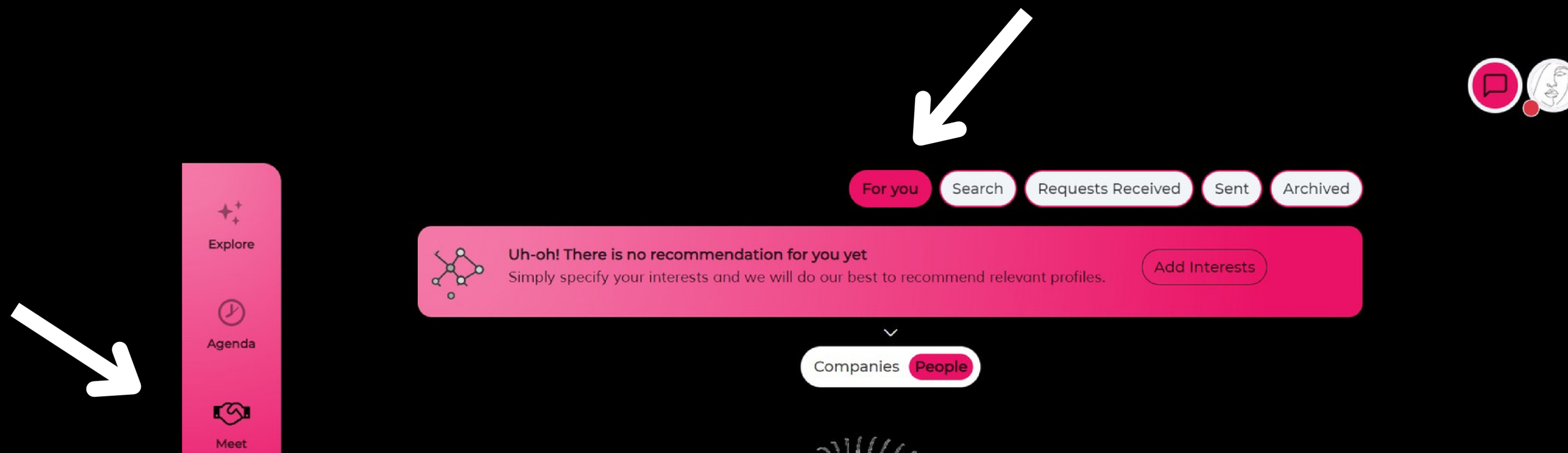
CONFIRM

Sunday, 13 Nov 2022 (UTC-5)

Onsite	Onsite	Onsite	Onsite
✓ 10:00 AM	✓ 10:30 AM	✓ 11:00 AM	✓ 11:30 AM

# Update Interests + Search Bar

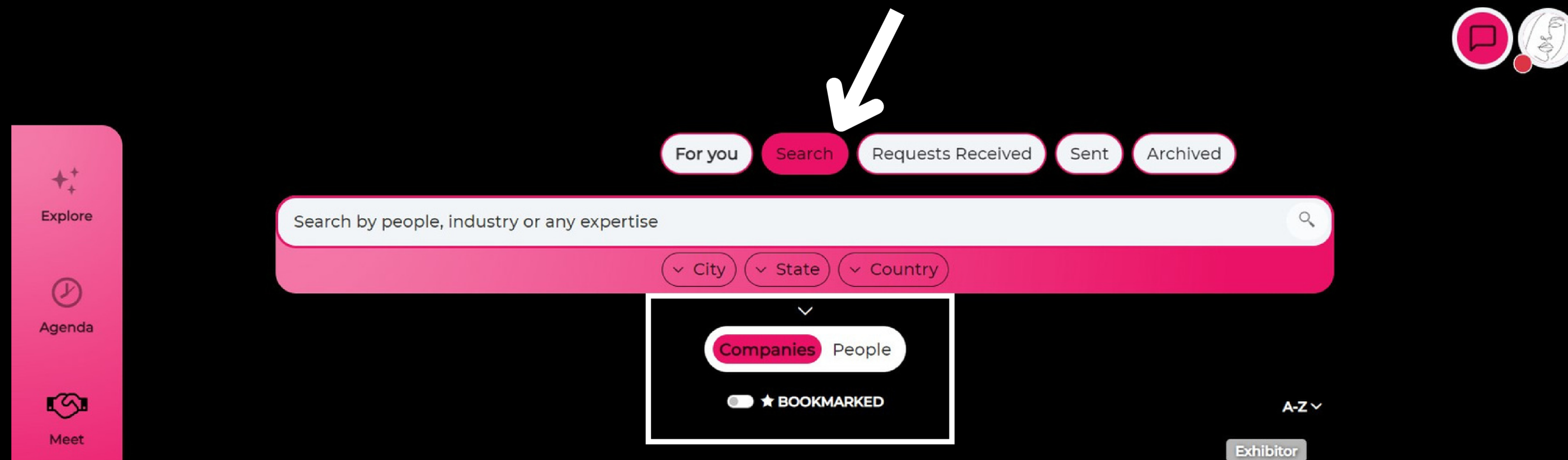
Go to the [For you] tab under [Meet] and click on [Update Interests] to load the best recommended profiles for you to meet. To search for anything or anyone in particular, go to the [Search] tab and enter keywords in the box to find matches. You can also select a category from the drop-down list provided to narrow down matches.





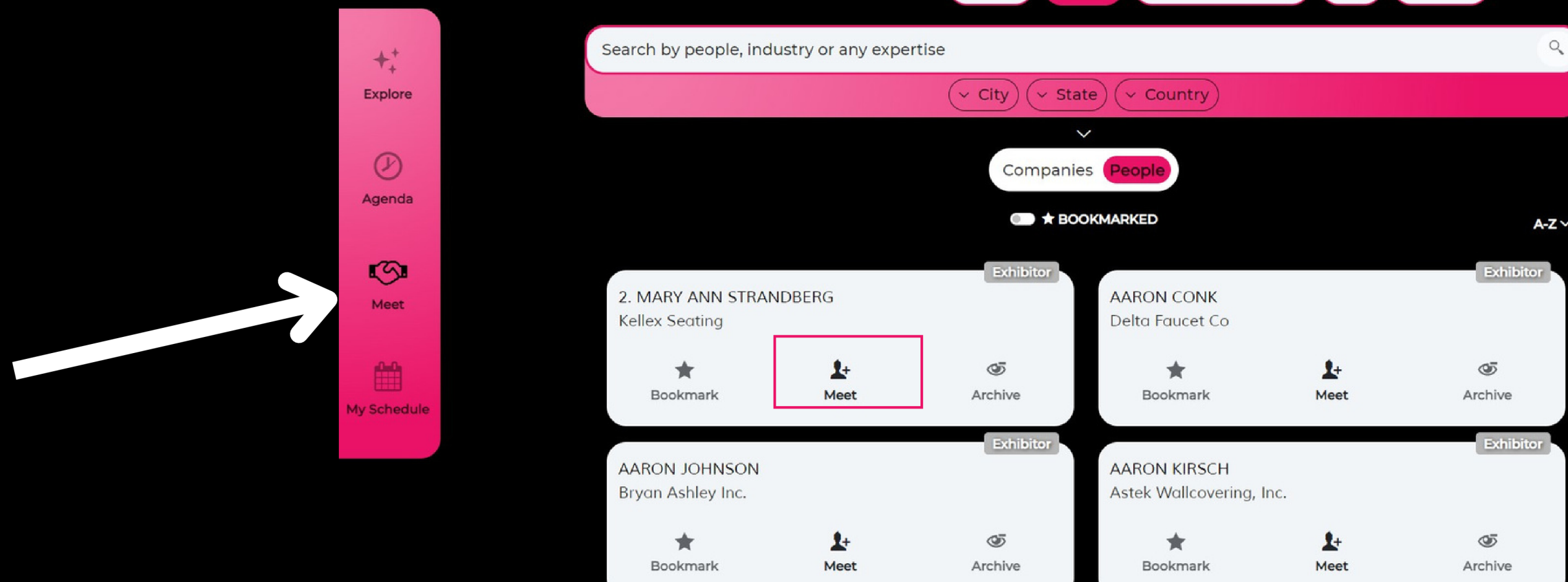
# Bookmarks + Archive

Any starred profiles can be found on the [Bookmarked] page under [Connect]. Click on [Archive] if you don't want to see a specific profile again in your search. To retrieve these profiles, go to the [Archived] tab.



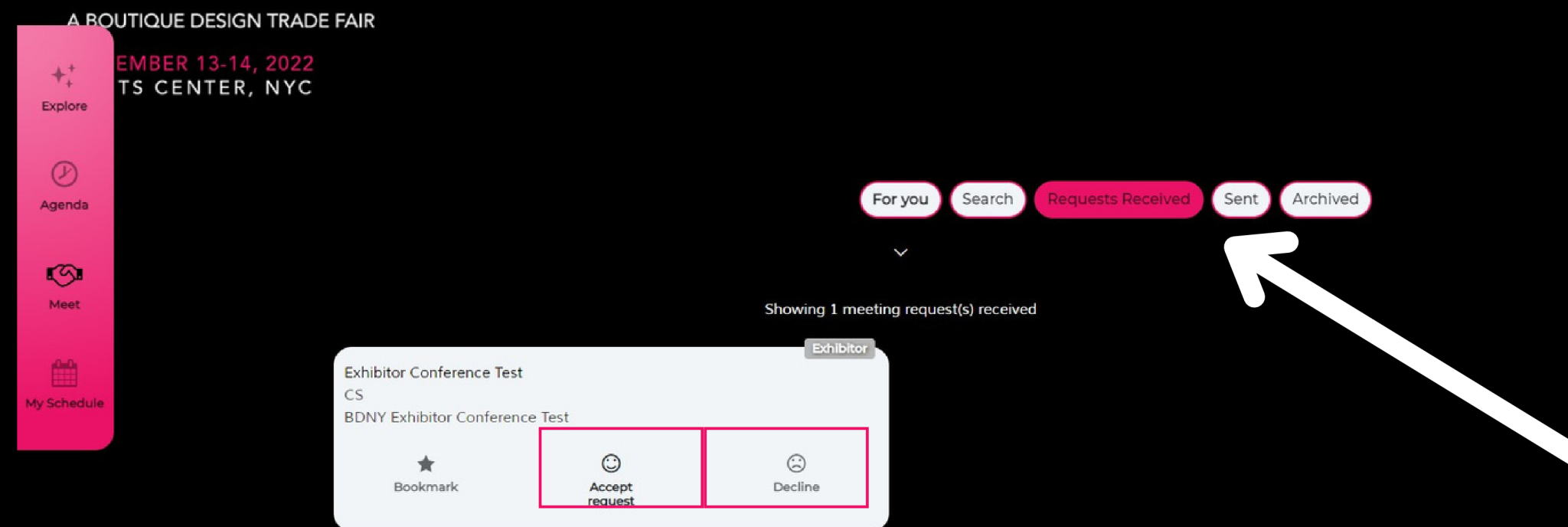
# Schedule Meetings

To schedule meetings, go to [Meet]. You can click on profiles to see more information about a person and filter by Exhibitor Product Category. To meet with someone, click on the [Meet] icon on that person's profile and send an optional message along with the meeting request.



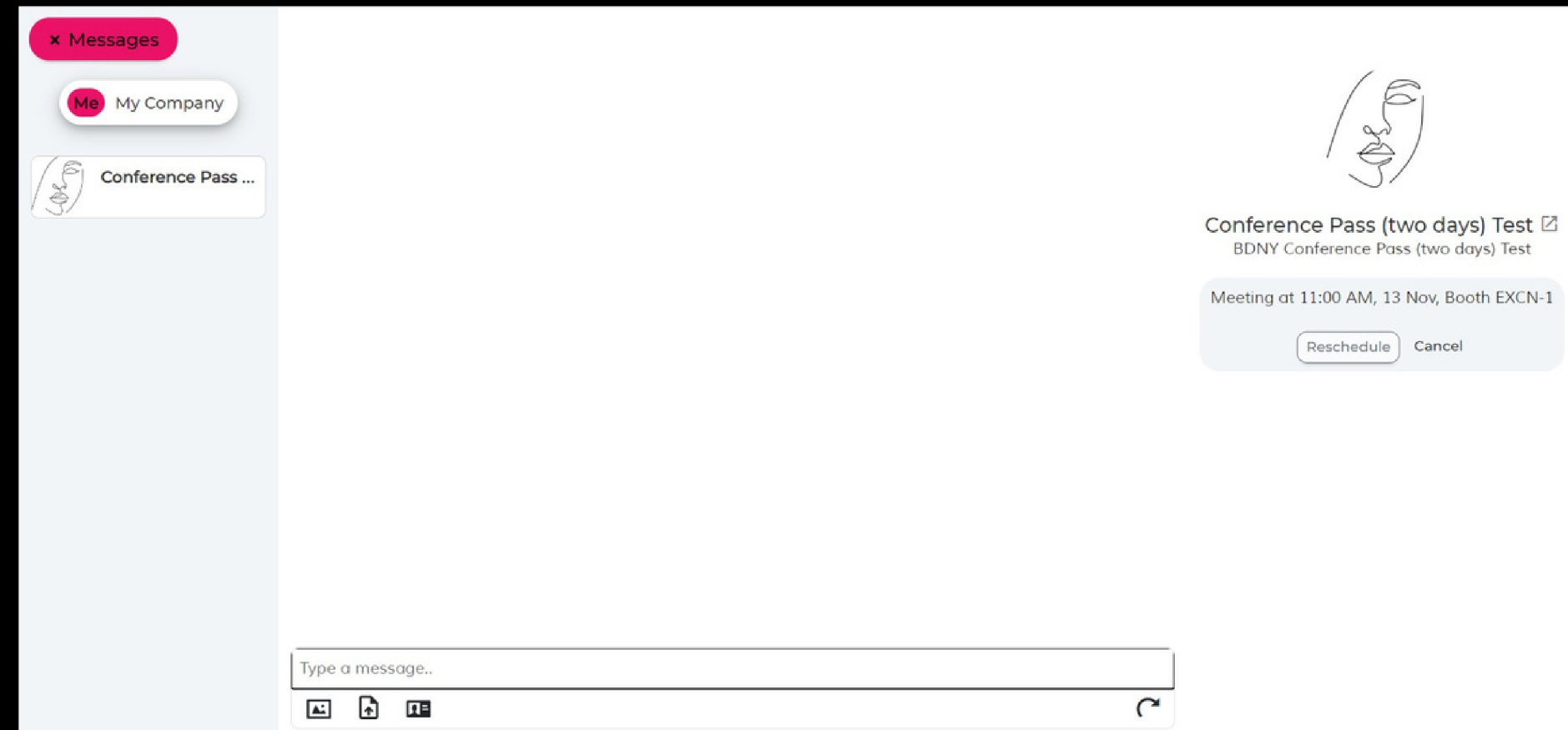
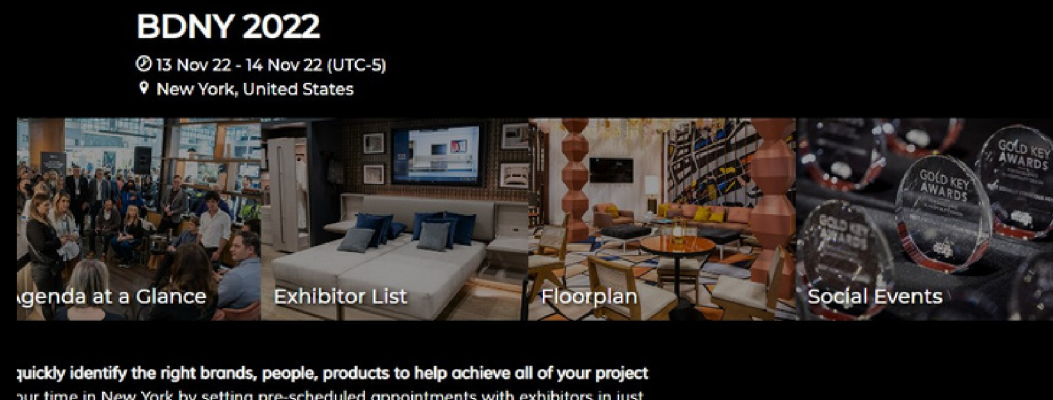
# Requests Received

- 1.) Accept request: If you are interested in meeting with the other party, click on [Accept request]. Once a meeting is accepted it will appear at the bottom of your [Explore] page and you will receive an email notification.
- 2.) Decline request: If you are not interested in meeting with the other party, please click [Decline] and select a reason from the drop down menu, followed by clicking [Decline request].



# Messages

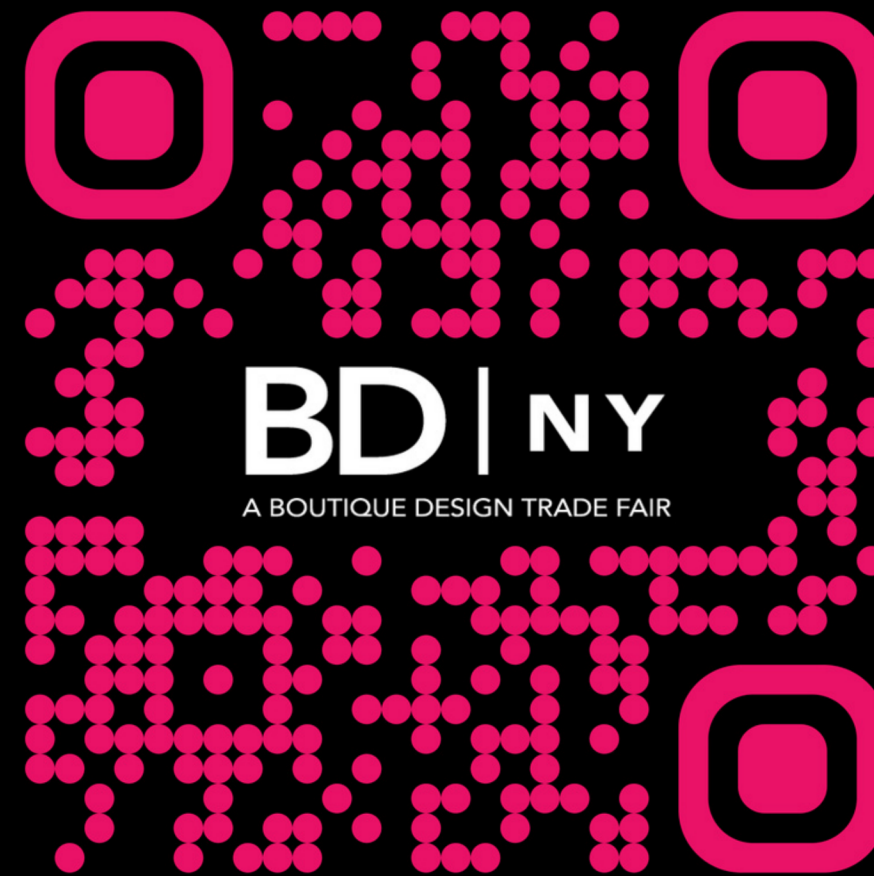
Click on the [Messages] button on the upper right corner of your screen to be able to connect with any other parties you have successfully arranged meetings with. The chat feature in messages includes: sending images/documents, virtual contact card, and schedule/reschedule meeting. Your messages will also appear in the BDNY mobile app.





# Mobile App

After setting up your web app platform, be sure to download our mobile app, HD Expo, available on iOS and Android.



# Additional Resources

Email support at  
[match@bdny.com](mailto:match@bdny.com)