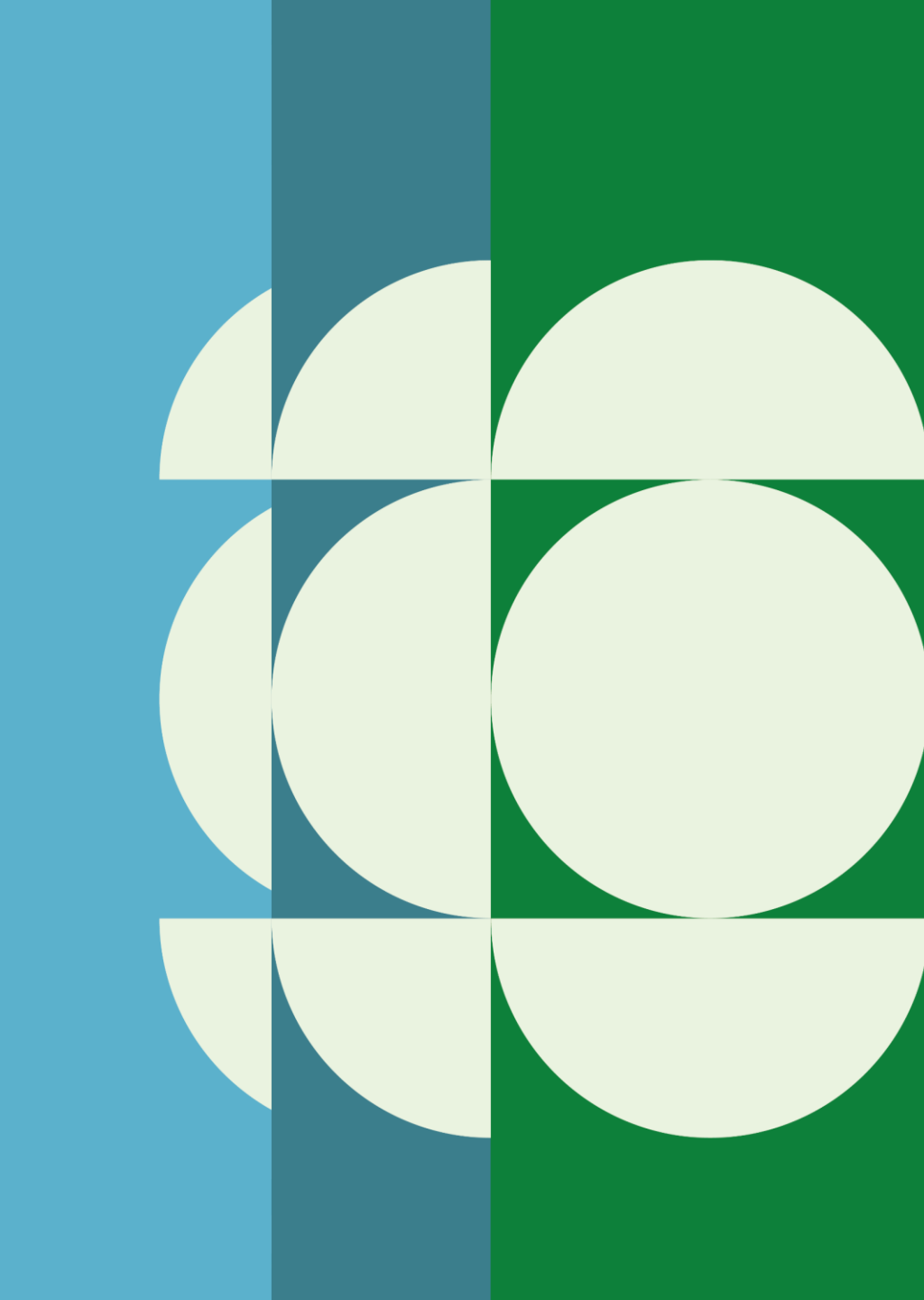




ECOMONDO
The green technology expo.

MEETING REQUESTS

User Guide

Organized by

ITALIAN EXHIBITION GROUP
Providing the future



1. Log in

Log in to the reserved area with a **Master, Co-master** or **Marketing** profile.

2. Catalogue

Open «**Request a meeting**» and browse the exhibitor catalogue.

3. Availability

Filter by «**Meeting availability**» and check the free time slots.

4. Request

Pick a date and time, **write a message** and send the request.

5. Confirmation

Once the exhibitor has accepted your request, the appointment will appear in your **personal meeting schedule**.



STEP 1 | Log in to the Reserved Area

ecomondo.com



Log in with your credential

Login to the Ecomondo reserved area by entering your Username and Password

E-mail *

Password *

Log In

[Forgot password?](#)



E-SERVICES

Negotiations
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Documents

TOOLS

Exhibitor Badges
Digital Ticket
Exhibitor Kit
Spread the voice
Exhibitor Events

BUSINESS MEETING

Request an appointment
Personal meeting schedule
Company meeting schedule

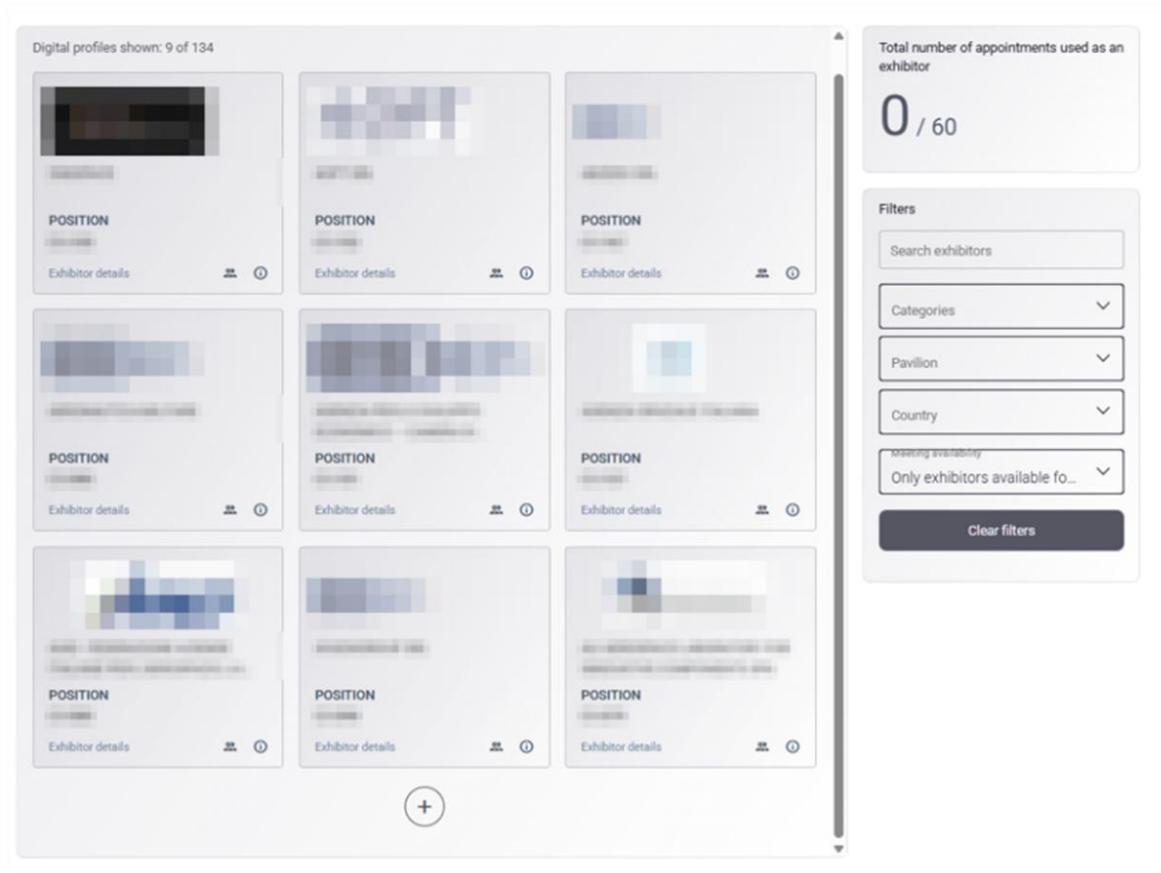
CATALOGUE

Company profile

- Log in to the **exhibitors Reserved Area** with your company credentials
- Meeting requests are available to **Master**, **Co-master** and **Marketing** profiles.
- If you can't see the feature, ask the master user to enable your profile.
- Once you have logged in, click «**Request an appointment**» in the menu on the left.
- The **exhibitor catalogue** page will open.

STEP 2 | Browse the exhibitor catalogue

ecomondo.com

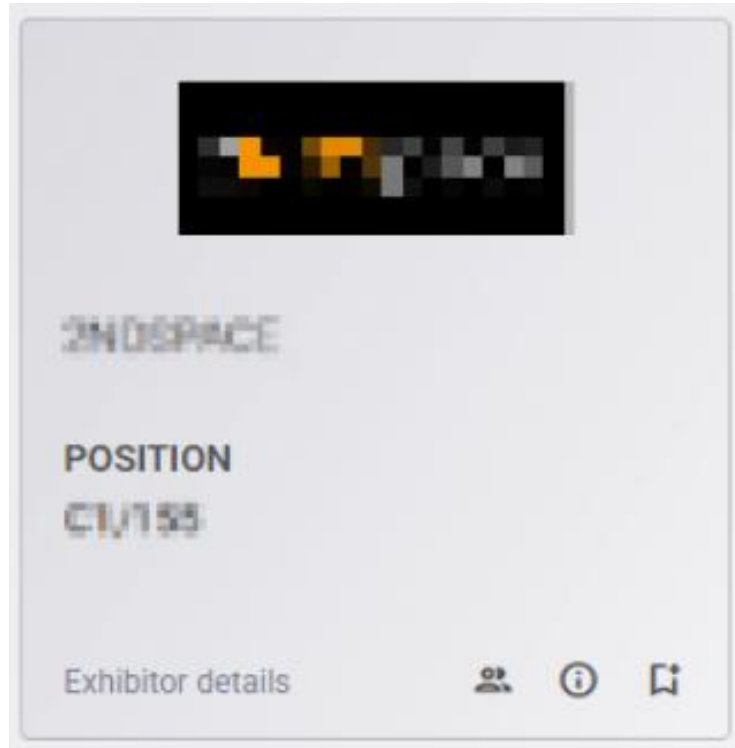


- The catalogue will display all exhibitors enabled for this service.
- Scroll the list or use the «+» button at the bottom to load more profiles.
- Use the «**Filters**» panel to narrow the list: free search, «**Categories**», «**Pavilion**», «**Country**».
- The «**Meeting availability**» filter shows only exhibitors who still have free slots.
- The counter at the top right shows **how many appointments you have already used** out of your total.



STEP 3 | Discover the exhibitors

ecomondo.com



At the bottom right of each exhibitor card, there are three icons:

1. Click  to view the available time slots and **request an appointment**.
2. Click  to see a preview of the company's information:
 - Stand position, description of the business and product categories.
 - From there you can open the full profile by clicking **«Go to exhibitor's catalogue»**.
3. Click  to add exhibitors you are interested in to your favourites.



STEP 4 | Fill in and send your request

ecomondo.com

MEETING REQUEST

Meeting location

Write a message

Date and time of the meeting

12:00 - 12:30

Request a meeting

- After selecting an available time slot from the **drop-down menu**, the following fields must be completed:
 - **«Meeting location»**: check the stand where the meeting will take place.
 - **«Write a message»**: introduce your company and the reason for the meeting.
 - **«Date and time of the meeting»**: choose one of the available slots.
- Time slots that are already booked cannot be selected.
- Finish by clicking **«Request a meeting»**.



STEP 5 | View the appointment in your meeting schedule

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- The recipient will receive an **email** containing the request details, including the company name, date, time and location.
- Until confirmation is received, the request will remain **pending in your personal meeting schedule**.
- Once the request has been confirmed, the status will be updated and you will be available to view the meeting details.



Request meetings directly through the event app and manage your meeting schedule easily on the go!

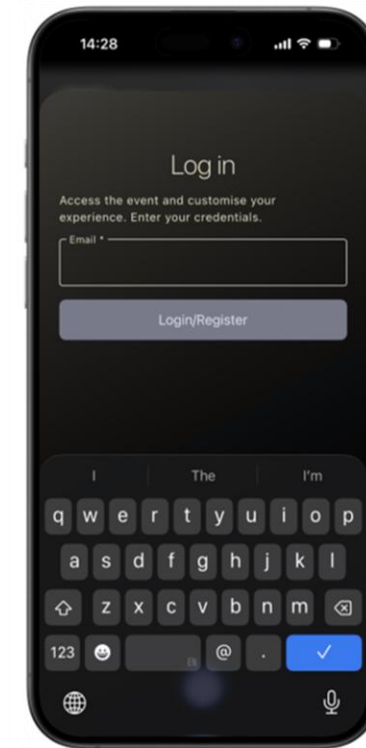
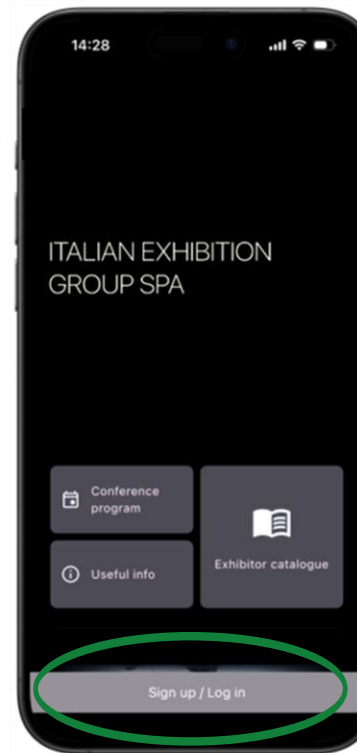
Step 1: Download the official app by
scanning this QR Code:



Or by clicking the following link:

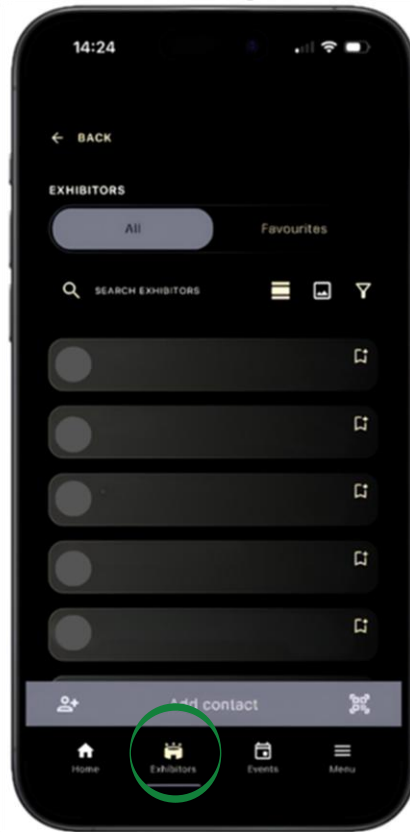
[Download for iOS](#)
[Download for Android](#)

Step 2: Log in using your **exhibitor credentials**, the
same ones you use to access the Reserved Area

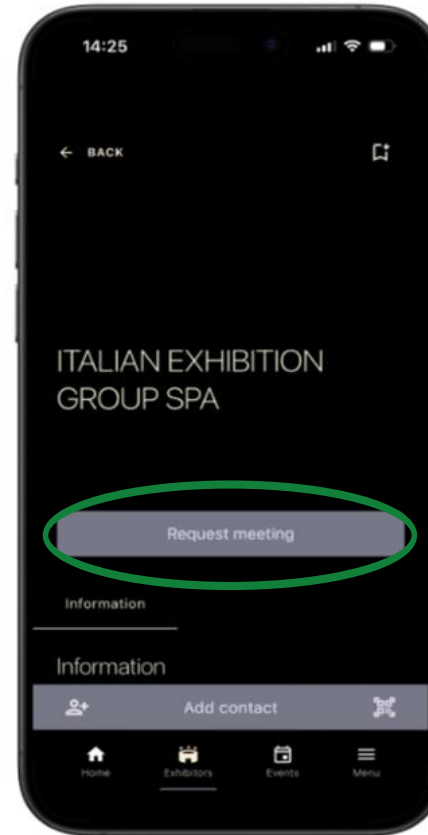




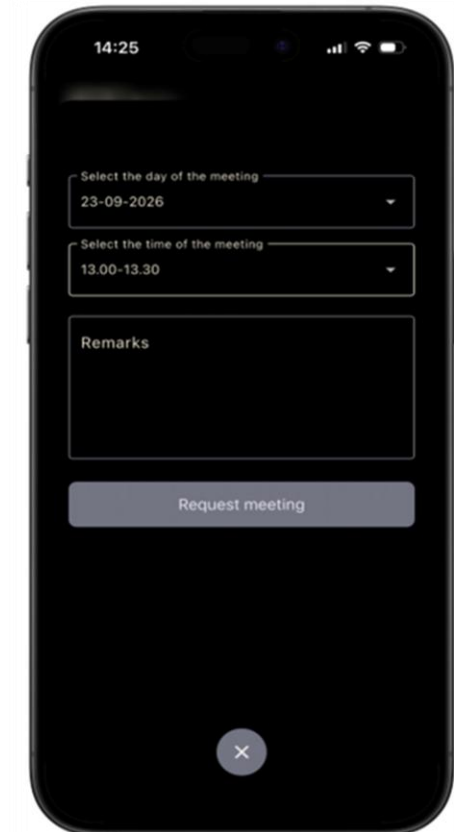
Step 3: Browse the exhibitor catalogue and **select the exhibitor** you want to request a meeting with.



Step 4: Once the profile page opens, click **"Request Meeting"**.

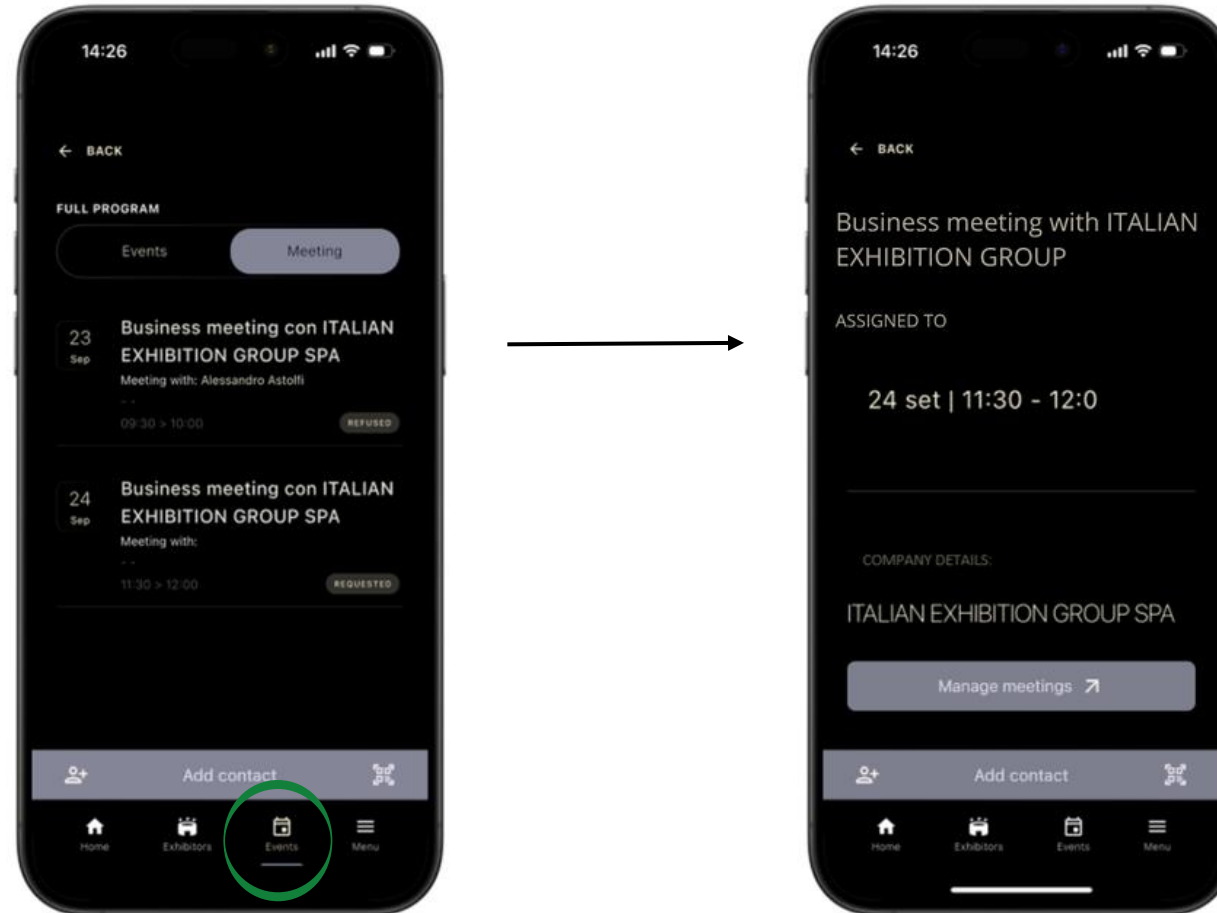


Step 5: Select the date and time of the meeting, **leave a message** to introduce yourself to the exhibitor and click **"Request Meeting"**.





Step 6: Go to the Events section and click on "Meetings" at the top: here you will find your meeting schedule, where you can view **all the details** and the **status** of each meeting request.



A decorative graphic on the left side of the slide. It features three vertical stripes: light blue, medium blue, and green. Overlaid on these stripes are several overlapping circles in white and light cream. The circles are arranged in a grid-like pattern, with some being full circles and others being semi-circles or quarter-circles, creating a complex geometric design.

Thank you!

IEG Digital Support Team

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