

BUYER GUIDE MANAGEMENT OF THE APPOINTMENT CALENDAR

1 LOGIN

Once you send the registration form as Buyer at <https://en.gecoexpo.com/buyer-registration.html>, if your request is approved, you will receive an email to activate your profile.

From that moment on, you can access your reserved area directly on the GECO Expo website by clicking on the LOGIN button in the Home page menu and entering the credentials defined at the time of registration (Username and Password).

GECO Geco - Virtual Fair 1-2-3-4 March 2022

VIRTUAL FAIR ▼ THEMATIC AREAS ▼ HOW TO PARTICIPATE EXHIBITORS ▼ SPONSORS ▼ COMMUNITY ▼ BLOG **LOGIN**

THE SUSTAINABILITY VIRTUAL EXPO

JOIN GECO EXPO

LOGIN
HOME > LOGIN

ENTER YOUR LOGIN DETAILS

User name
example@example.com

Password
password

Forgot password?

☐ I'm not a robot

LOG IN

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MENU MANAGE CALENDAR

Once the Buyer has logged in, by clicking on the PROFILE button, he will be able to see the management menu of his appointment calendar:

MY ACCOUNT
HOME > PROFILE

My profile

Reservation

Your reservations

Logout

MY PROFILE

Click on the button below to access the virtual fair

Go to the fair

Access the content program

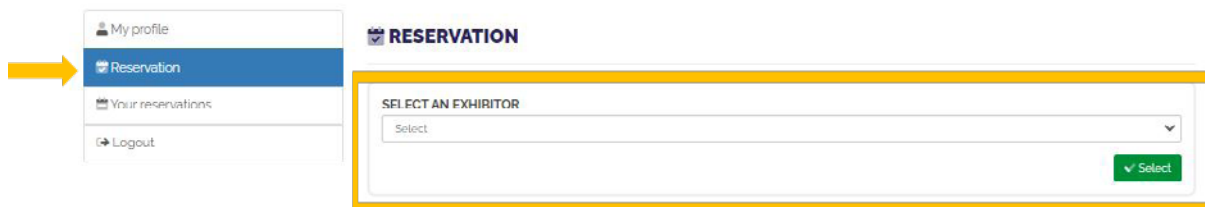
3

BOOKING AN APPOINTMENT WITH AN EXHIBITOR

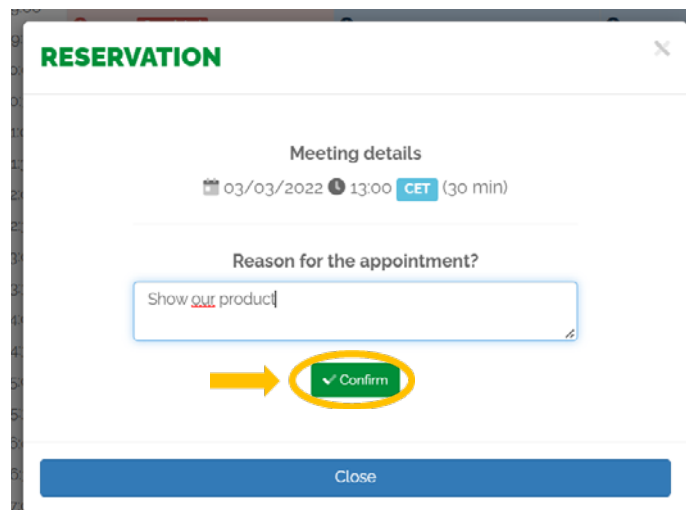
1. Using the menu of your Buyer Profile

To book an appointment with a Geco Expo Exhibitor, click on Booking and select the one you are interested in from the Exhibitor list.

[HOME](#) > [PROFILE](#)



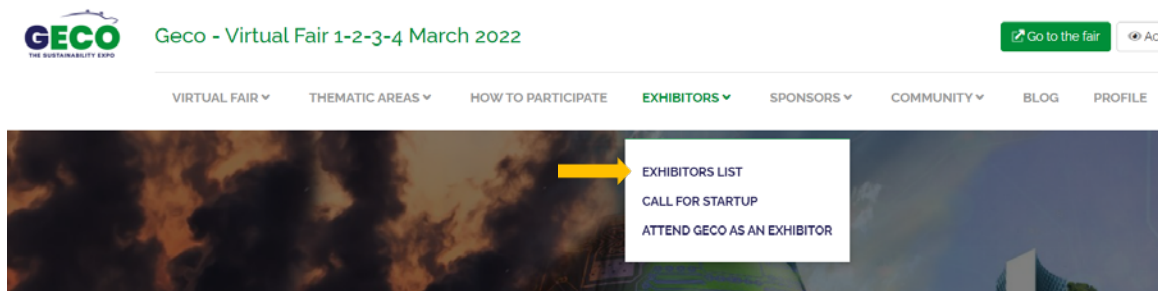
Once the exhibitor has been selected, the calendar with the appointments available on the various days of the fair will be visible. By clicking on a slot, you can request an appointment. If you do not see any slots, it means that the exhibitor has not published his availabilities, but you can still send him a message with the request.



2. Looking for the Exhibitor in the Exhibitor list on Gecoexpo.com website

Again after logging in with your BUYER credentials

Through the menu on the homepage of the Gecoexpo.com website, it is possible to request an appointment from exhibitors by clicking on EXHIBITORS -> Exhibitors list.



Scrolling through the list of exhibitors, you can click on the Book an appointment button to consult the exhibitor's presentation sheet and view the calendar with available slots. If you do not see any slots, it means that the exhibitor has not published his availabilities, you can still send him a message.

GROOWER SRLS

Thematic area: **Ecofood**

City: **Cambiago (MI)**

[View](#) [Reserve meeting](#)

GRUPPO IMPRESE LINDORE SRLS

Thematic area: **Circular Economy**

City: **Milano (MI)**

[View](#) [Reserve meeting](#)

JOJOB REAL TIME CARPOOLING

Thematic area: **Mobility**

City: **Torino (TO)**

[View](#) [Reserve meeting](#)


	01 March	02 March	03 March	04 March
09:30	1:30	1:30	1:30	1:30
10:00	1:30	1:30	1:30	1:30
10:30	1:30	1:30	1:30	1:30
11:00	1:30	1:30	1:30	1:30
11:30	1:30	1:30	1:30	1:30
12:00	1:30	1:30	1:30	1:30
12:30	1:30	1:30	1:30	1:30
13:00	1:30	1:30	1:30	1:30
13:30				
14:00	1:30	1:30	1:30	1:30
14:30	1:30	1:30	1:30	1:30
15:00	1:30	1:30	1:30	1:30
15:30	1:30	1:30	1:30	1:30
16:00	1:30	1:30	1:30	1:30
16:30	1:30	1:30	1:30	1:30
17:00	1:30	1:30	1:30	1:30
17:30				
18:00				
18:30				

Note: A yellow arrow points to the 'Reserve meeting' button for GROOWER SRLS. Another yellow arrow points to the 1:30 slot on March 02 in the calendar.

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SEND A MESSAGE TO AN EXHIBITOR

Possibility to send a direct message to the exhibitor, immediately below the appointment calendar: fill out the form at the bottom of the card and click on send message.

 **CONTACT THE EXHIBITOR**

Use the field below to send a message to the exhibitor

Message

SEND MESSAGE →


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CONFIRMATION AND MANAGEMENT OF APPOINTMENTS

Once the appointment request has been sent, the exhibitor selected by you will receive the appointment request with contact information and time / date of the appointment and must confirm their availability.

Once the request has been accepted or rejected, the appointment will appear in the list of CONFIRMED appointments, visible in the APPOINTMENTS LIST section within your Profile.

In the menu you will find the items:



My profile
 Reservation
 Your reservations
Logout


YOUR RESERVATIONS

All	Pending	Confirmed	Canceled				
All times shown are GMT + 1							
#	Applicant	Exhibitor	Date	Time	Duration	Status	
378/380	Smarteventli	Groower Srls	02/03/2022	08:30	30'	Canceled	Details
379/381	Smarteventli	Groower Srls	02/03/2022	09:00	30'	Canceled	Details
430/383	Smarteventli	Groower Srls	02/03/2022	12:30	30'	Pending	Details
382/383	Smarteventli	Groower Srls	02/03/2022	12:30	30'	Canceled	Details

2. APPOINTMENT MANAGEMENT - All - Pending - Confirmed - Canceled

You will find all the appointments, with the main information and by clicking on DETAILS - you can manage the appointment by changing the date or time (with the necessary confirmation of the buyer's availability) or by deleting the appointments you will not be able to attend.

YOUR RESERVATIONS

All Pending Confirmed Canceled							
All times shown are GMT + 1							
#	Applicant	Exhibitor	Date	Time	Duration	Status	
233/373	NSBVN NonSiButtaViaNiente SOCIAL FACTORY	Groower Srls	01/03/2022	09:00	30'	Pending	 Details

MEETING DETAILS

ID: 421/1810

Status: Pending

Applicant:  Nicolò Orlando (Groower Srls)

Exhibitor:  GECO Expo

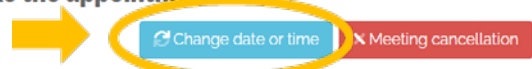
Date: 01/03/2022

Time: 17:30 CET

Duration: 30'

Reason for the appointment? Colloquio conoscitivo

Enter the video call link where you can connect to make the appointment:



EXHIBITOR

Company: GECO Expo

Website or Blog: <https://www.gecoexpo.com/>

City: milano (MI)

Company address: viale abruzzesi 37

Description: GECO is a virtual sustainability fair that offers all its participants and visitors the immersive experience of a sector fair, in an entirely virtual and interactive environment, highly personalized in every aspect. Sustainable tourism, Eco food, Circular economy, Sustainable Mobility and Energy, are the main themes of this virtual fair.

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CONFIRM APPOINTMENT AND LINK TO THE CALL PLATFORM


Upon confirmation of an appointment request, the exhibitor will be asked to insert a link to an external platform to carry out the call conference (eg GOOGLE MEET - ZOOM - MICROSOFT TEAMS), the link will be visible to the buyer / exhibitor. It will also be possible to synchronize your own appointment calendar within your external agenda (Outlook, Google Calendar ect ...)


MEETING DETAILS

DOWNLOAD ICALENDAR

ID: 421/1810

Status: Confirmed

Applicant:  Nicolò Orlando (Groower Srls)

Exhibitor:  GECO Expo

Date: 01/03/2022

Time: 17:30 **CET**

Duration: 30'

Reason for the appointment? Colloquio conoscitivo

Enter the video call link where you can connect to make the appointment: <https://meet.google.com/eio-eqew-exi>

[Change date or time](#) [Meeting cancellation](#)