GECO
THE SUSTAINABILITY EXPO

CALENDAR FUNCTION GUIDE FOR EXHIBITORS

1
LOGIN

Once you send the registration form as Exhibitor at https://en.gecoexpo.com/exhibitor-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).
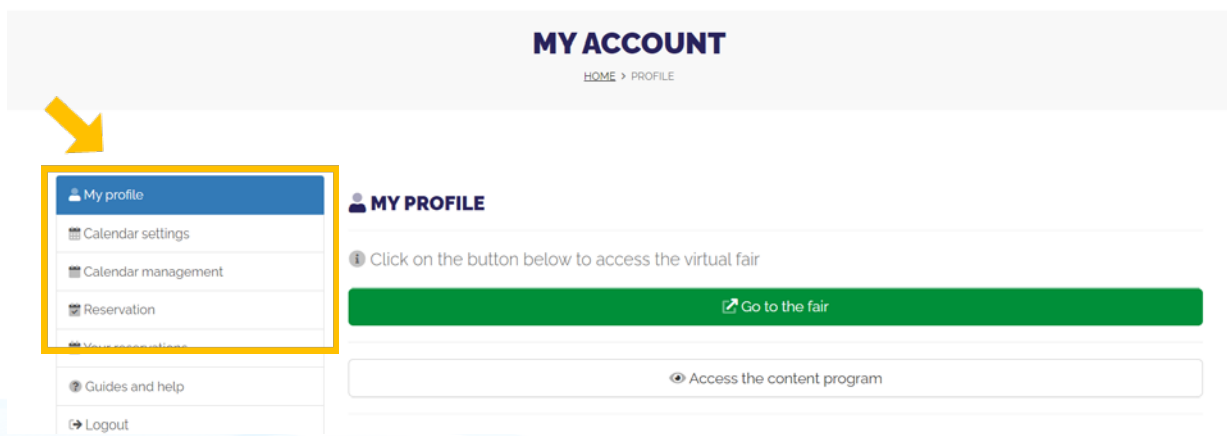
A second profile is connected to the EXHIBITOR PROFILE, whose credentials will be sent to you via email, which will only be able to access and co-manage the calendar and appointments.

2
MENU MANAGE CALENDAR

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

3

CALENDAR SETTINGS

Each Exhibitor will be asked to set their daily and hourly availability, dedicated to appointments with buyers and other exhibitors.

We recommend entering the available slots as soon as possible, as buyers and other exhibitors will be able to access and request appointments even before the fair.


In the Calendar Setting section, the exhibitor will have to select the duration of the appointments choosing between 30 'or 60' minutes – and will have the possibility to enter a maximum of two questions with a predefined list of answers to which the buyer will have to answer in order to request an appointment (Eg "What is the reason of the appointment?" Or "Which tourism sector are you mainly interested in?" – Sea – Mountain – City). In this way, you will have the opportunity to know in advance useful information for carrying out the appointment.

IMPORTANT REMEMBER TO CLICK ON SAVE BEFORE FINISHING or CHANGING CARD

4

CALENDAR MANAGEMENT

Once the duration and any questions have been set, through the calendar management the exhibitor must indicate the slots available on each single day of the event.
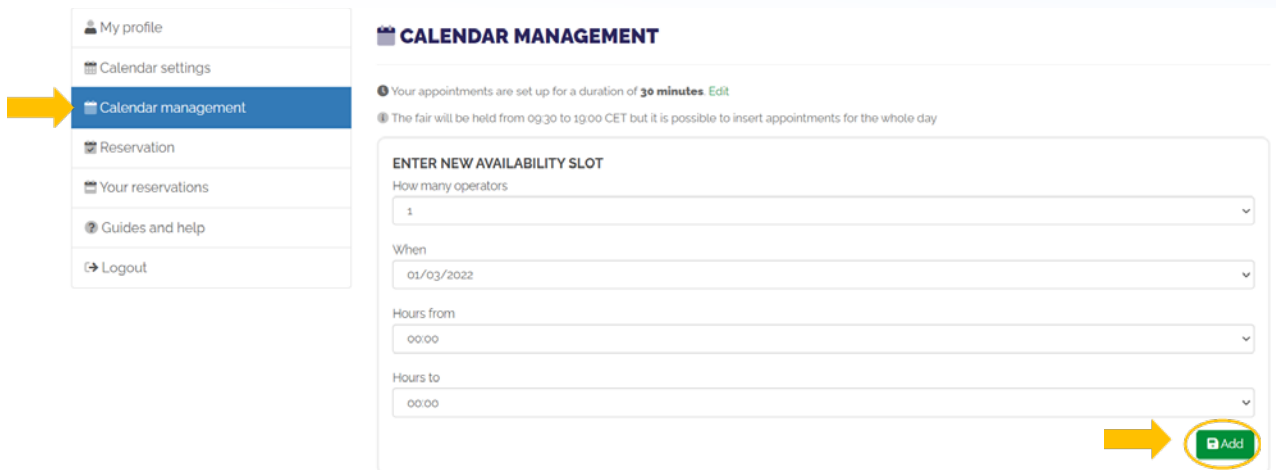
You will need to select the number of operators present (or the number of slots per single time), the day and time of the appointment, which will be made visible in the exhibitor calendar and available to buyers for booking requests.

NOTICE / IMPORTANT

A) The number of operators determines the NUMBER OF SLOTS AVAILABLE FOR A SINGLE HOUR ES. N ° 3 operators - 01/03/2021 - 09.00 - means that there are 3 appointments available at the same time with three distinct representatives at the same time 9.00

B) The appointment entry operation must be carried out for EVERY SINGLE availability SLOT and for every single day of the event.

1. USING THE MENU OF YOUR PROFILE
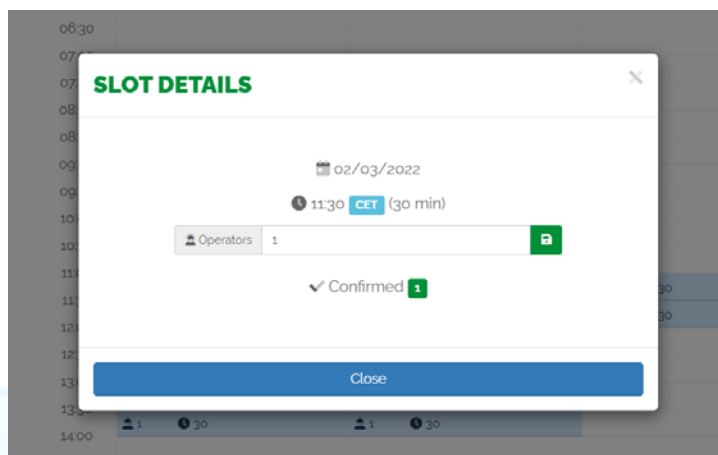
To book an appointment with another exhibitor, click on the item Reservation and select the one you are interested in from the Exhibitor list.
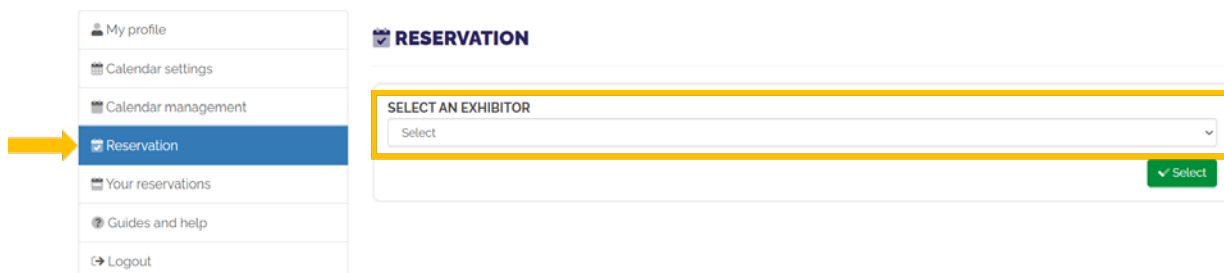

Once the exhibitor has been selected, the calendar with the appointments available on the various days of the fair will be visible. By clicking on a slot, you can request an appointment. If you do not see any slots, it means that the exhibitor has not published his availabilities, you can still send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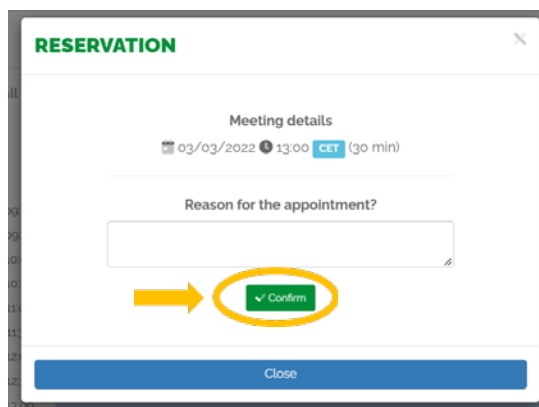
2. LOOKING FOR THE EXHIBITOR IN THE EXHIBITOR LIST ON GECOEXPO.COM

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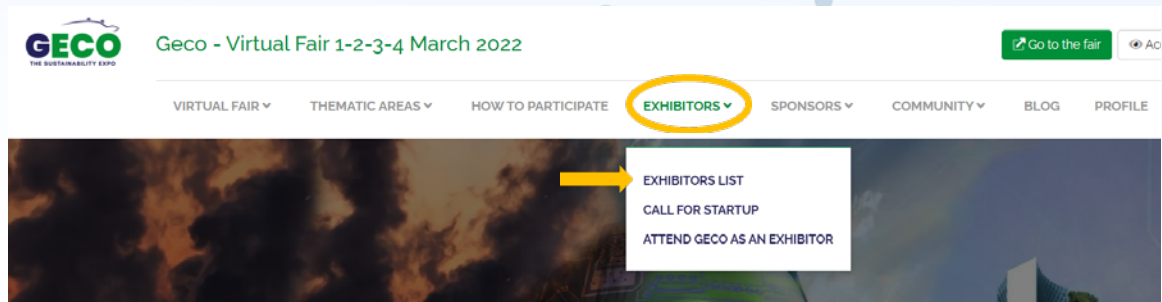
Scrolling through the list of exhibitors, you can click on the Book an appointment button to consult the exhibitor's presentation sheet and view the calendar with available appointments. If you do not see any slots, it means that the exhibitor has not published his availabilities, you can still send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

The ability to send a direct message to the exhibitor is immediately below the appointment calendar: fill out the form at the bottom of the card and click on send message button.

6

CONFIRMATION AND MANAGEMENT OF APPOINTMENTS

Once the appointment request has been sent, the exhibitor selected by you will receive the appointment request in the PENDING appointments section, 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. You can always manage your appointments, even those already confirmed.

APPOINTMENT LIST - GUIDES and HELP - EXIT / LOGOUT

In the menu you will find the items:
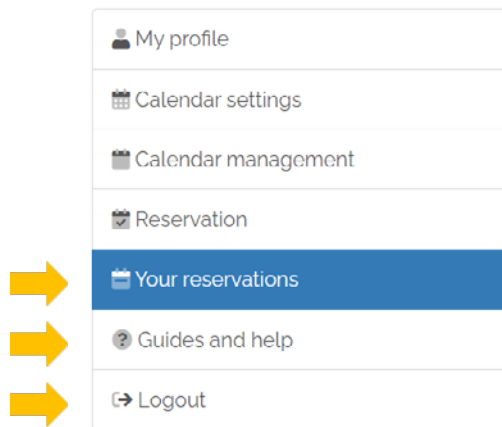
1. YOUR APPOINTMENTS

which summarize the CONFIRMED appointments - REQUESTS - ect …

2. GUIDES and HELP

where you can consult all the guides and video tutorials to support you

2. EXIT

to log out of the exhibitor account as a user

- My profile
- Calendar settings
- Calendar management
- Reservation
- **Your reservations**
- Guides and help
- Logout

1. LIST OF APPOINTMENTS - 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 in which you will not be able to attend (which will be notified to the buyer).

📅 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

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