

# Event Web App Instructions



Our Event Web App ([pcn.meetingmanager.net](http://pcn.meetingmanager.net)) enables you to schedule 20-minute meetings prior to arrival at our Annual Summit with companies that you particularly want to talk with during our gathering.

If you want an extended lunch break or you will be leaving early, please make yourself unavailable for bookings at the relevant time slots. The system will close for bookings on Friday 15 November at 17.00GMT. For assistance, please contact [judith@projectcargonetwork.com](mailto:judith@projectcargonetwork.com).

## 3 WAYS TO BOOK A MEETING

1. Click BOOK MEETINGS
2. Select a time slot for either day
3. Select a delegate
4. Click CONFIRM MEETING

Alternatively:

1. Click MY SCHEDULE
2. Select a time slot that says AVAILABLE
3. Select a delegate
4. Click CONFIRM MEETING

Alternatively:

1. Click ATTENDEES  
Note there is a SEARCH option at foot of page
2. Select a delegate
3. Click ARRANGE 1-2-1
4. Select an AVAILABLE time slot
5. Click CONFIRM MEETING

## TO CANCEL A MEETING

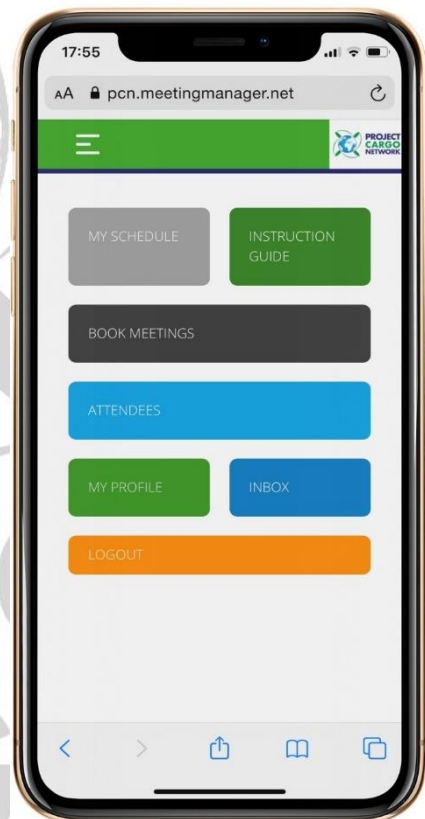
1. Click MY SCHEDULE
2. Click on the relevant time slot
3. Click CANCEL MEETING

## TO MAKE A PERIOD OF TIME UNAVAILABLE

1. Click MY SCHEDULE
2. Click on the relevant time slot
3. Scroll to the foot of the page
4. Click MARK THIS TIME SLOT AS UNAVAILABLE

## TO UPLOAD A PHOTO

1. Click MY PROFILE
2. Click the UPLOAD button
3. Take a photo or select one from your library
4. Click DONE



## TO MESSAGE AN ATTENDEE

1. Click ATTENDEES
2. Select a delegate
3. Click SEND MESSAGE
4. Type your message then click >
5. All received messages appear in your INBOX

## TO ADD NOTES AGAINST EACH 121 MEETING

1. Click MY SCHEDULE
2. Click on the relevant 1-2-1 meeting
3. Type your notes into the box
4. Click ADD NOTE
5. Important: Only you can see the note

## DURING THE 1-2-1 SESSIONS

Our Countdown Clock is shown on a large screen so that you can manage your time during these important sessions. To give you a 2 minute warning to end your meeting, you will hear 8 short beeps. A continuous alarm will sound when the session is over, and you will then see a change-over timer to allow you to get to your next table.

