



HX Meet User Guide

How to set up onsite meetings
and find your perfect matches

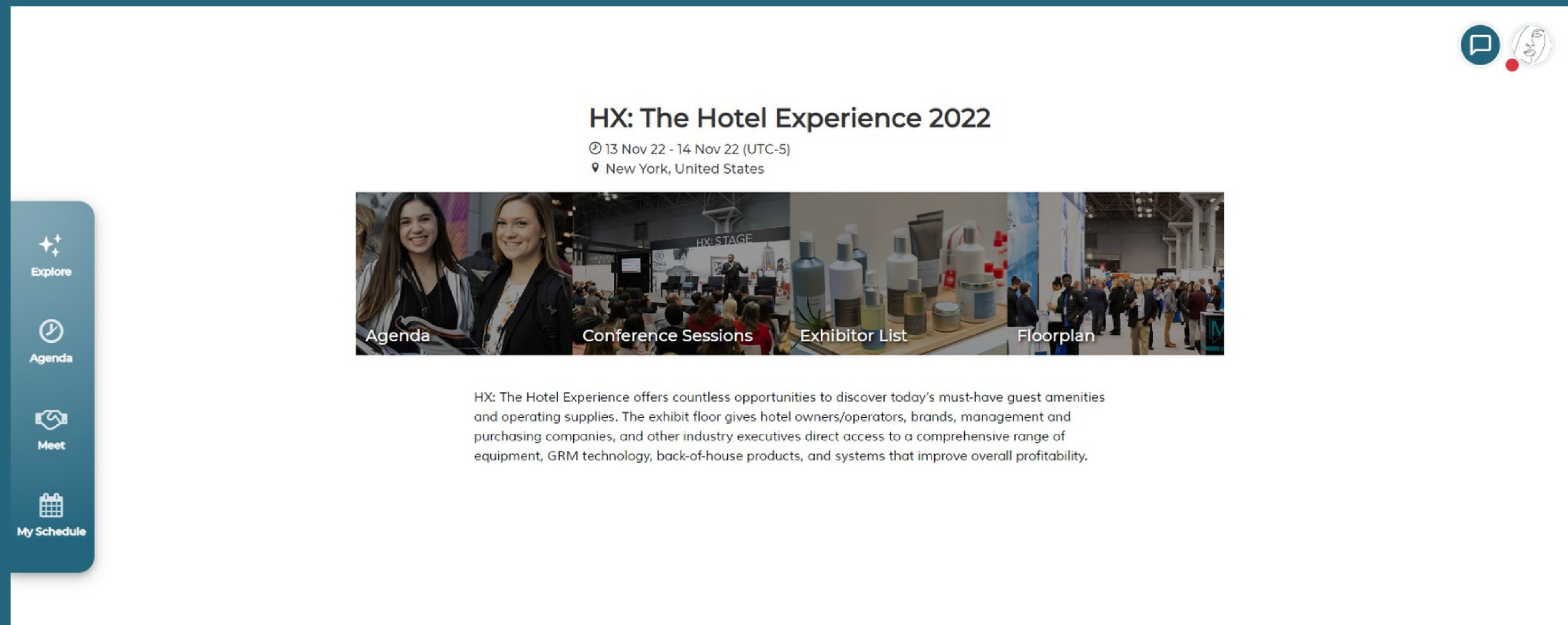
HX: THE HOTEL EXPERIENCE



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EXPLORE PAGE

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

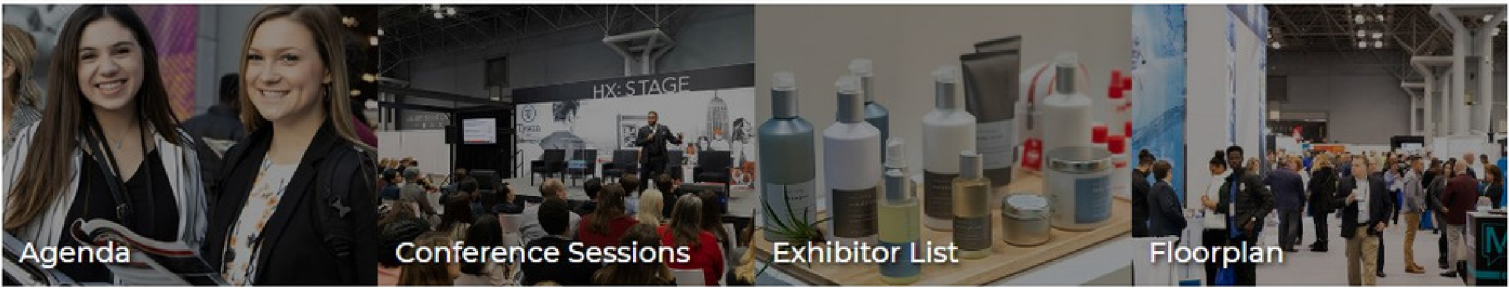


HX: The Hotel Experience 2022

🕒 13 Nov 22 - 14 Nov 22 (UTC-5)

📍 New York, United States



Agenda

Conference Sessions

Exhibitor List

Floorplan

HX: The Hotel Experience offers countless opportunities to discover today's must-have guest amenities and operating supplies. The exhibit floor gives hotel owners/operators, brands, management and purchasing companies, and other industry executives direct access to a comprehensive range of equipment, GRM technology, back-of-house products, and systems that improve overall profitability.

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.



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 [My Schedule] 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 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.

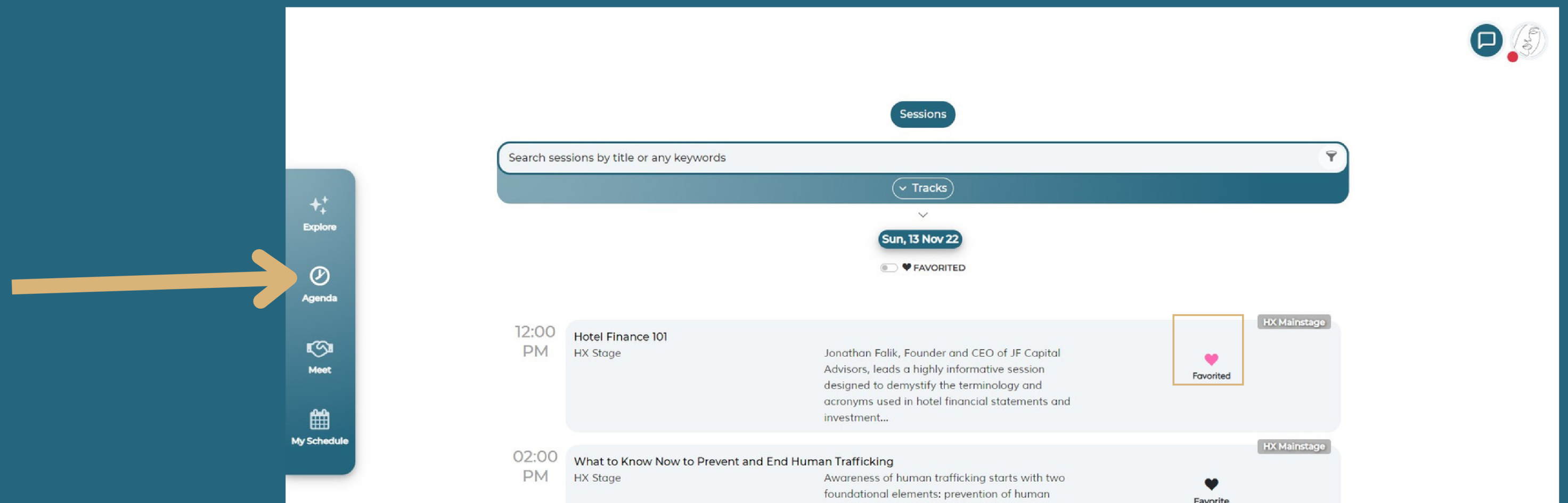
CONFIRM

▼ Sunday, 13 Nov 2022 (UTC-5)

Onsite ✓ 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 HX: The Hotel Experience 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 HX: The Hotel Experience 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

Enter your number in the format [Country code] - [Mobile number]

Time Zone: + CC ? - 21 123456789

Send me notifications via WhatsApp

Send me notifications via SMS

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.

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.

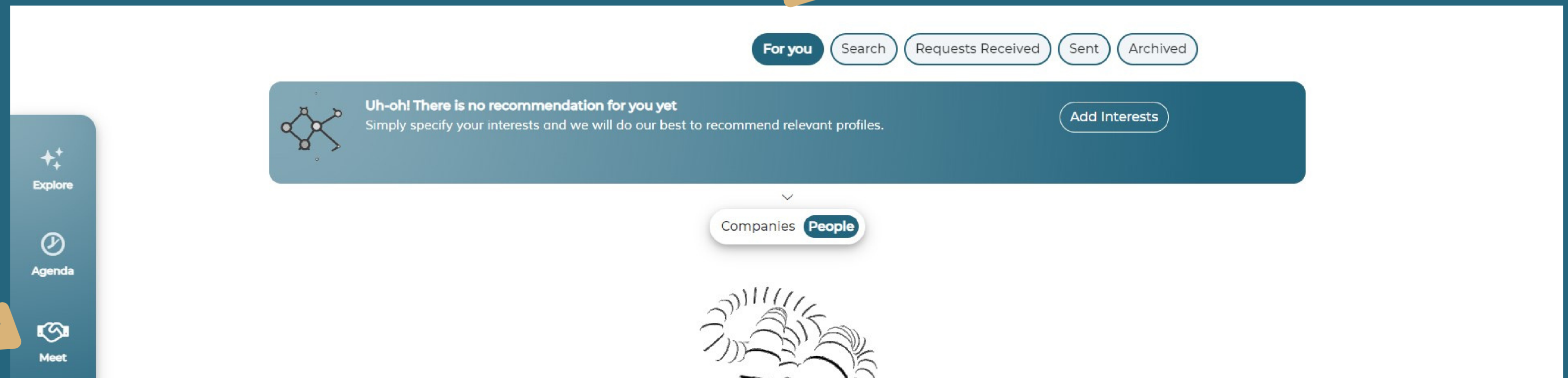
CONFIRM

Sunday, 13 Nov 2022 (UTC-5)

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

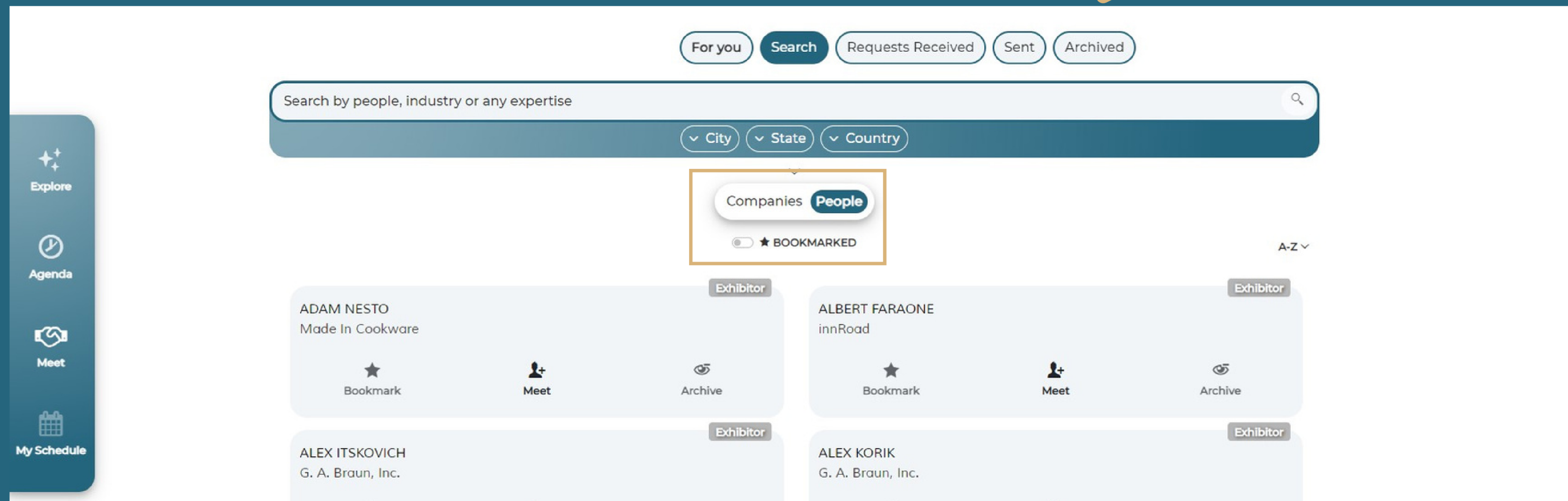
Update Interests + Search Bar

Go to the [For you] tab under [Connect] 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

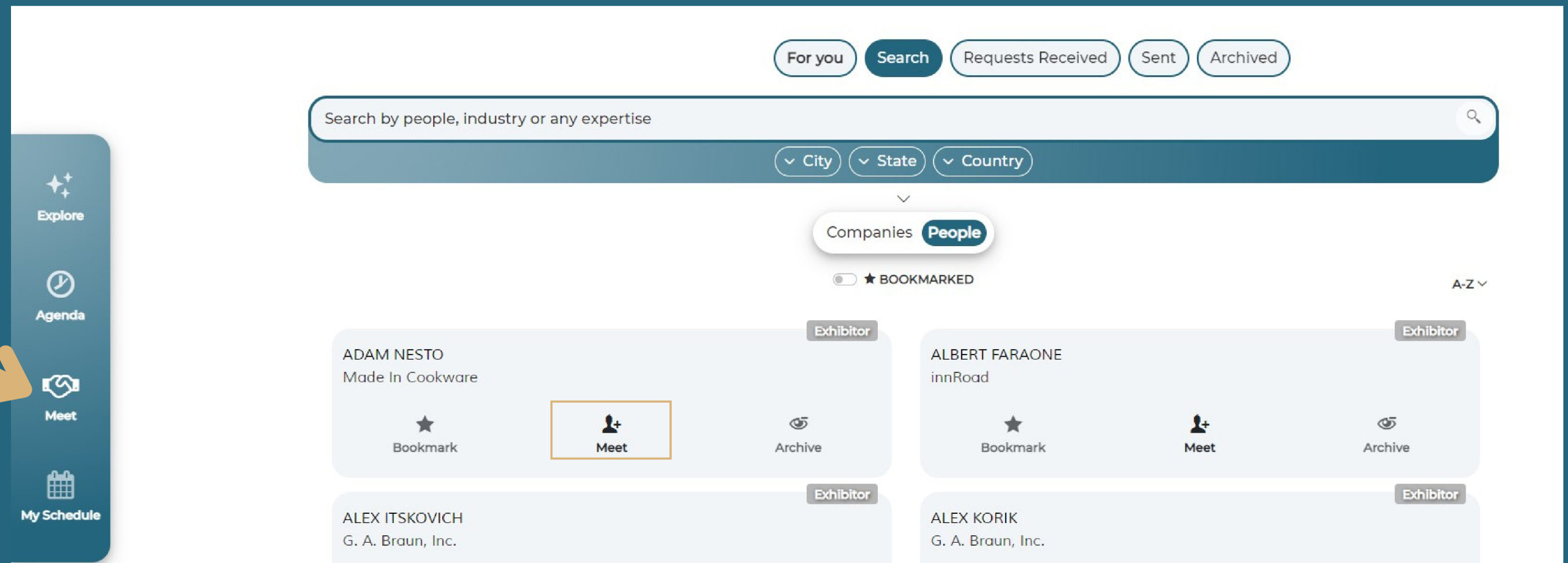
Any starred profiles can be found on the [Bookmarked] page under [Connect]. Click on [Archive] if you don't want to see a specific profile again in your search. To retrieve these profiles, go to the [Archived] tab.



The screenshot displays the HX Meet interface. At the top, there is a navigation bar with tabs: "For you", "Search", "Requests Received", "Sent", and "Archived". A yellow arrow points to the "Archived" tab. Below the navigation bar is a search bar with the placeholder text "Search by people, industry or any expertise". Underneath the search bar are filters for "City", "State", and "Country". A dropdown menu is open, showing "Companies" and "People" (highlighted with a yellow box). Below the dropdown is a toggle switch for "★ BOOKMARKED". The main content area shows a grid of profile cards for exhibitors. Each card includes the name and company, and three action buttons: "Bookmark" (star icon), "Meet" (person icon), and "Archive" (eye icon). The profiles shown are ADAM NESTO (Made In Cookware), ALBERT FARAONE (innRoad), ALEX ITSKOVICH (G. A. Braun, Inc.), and ALEX KORIK (G. A. Braun, Inc.). On the left side, there is a vertical sidebar with icons for "Explore", "Agenda", "Meet", and "My Schedule".

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.



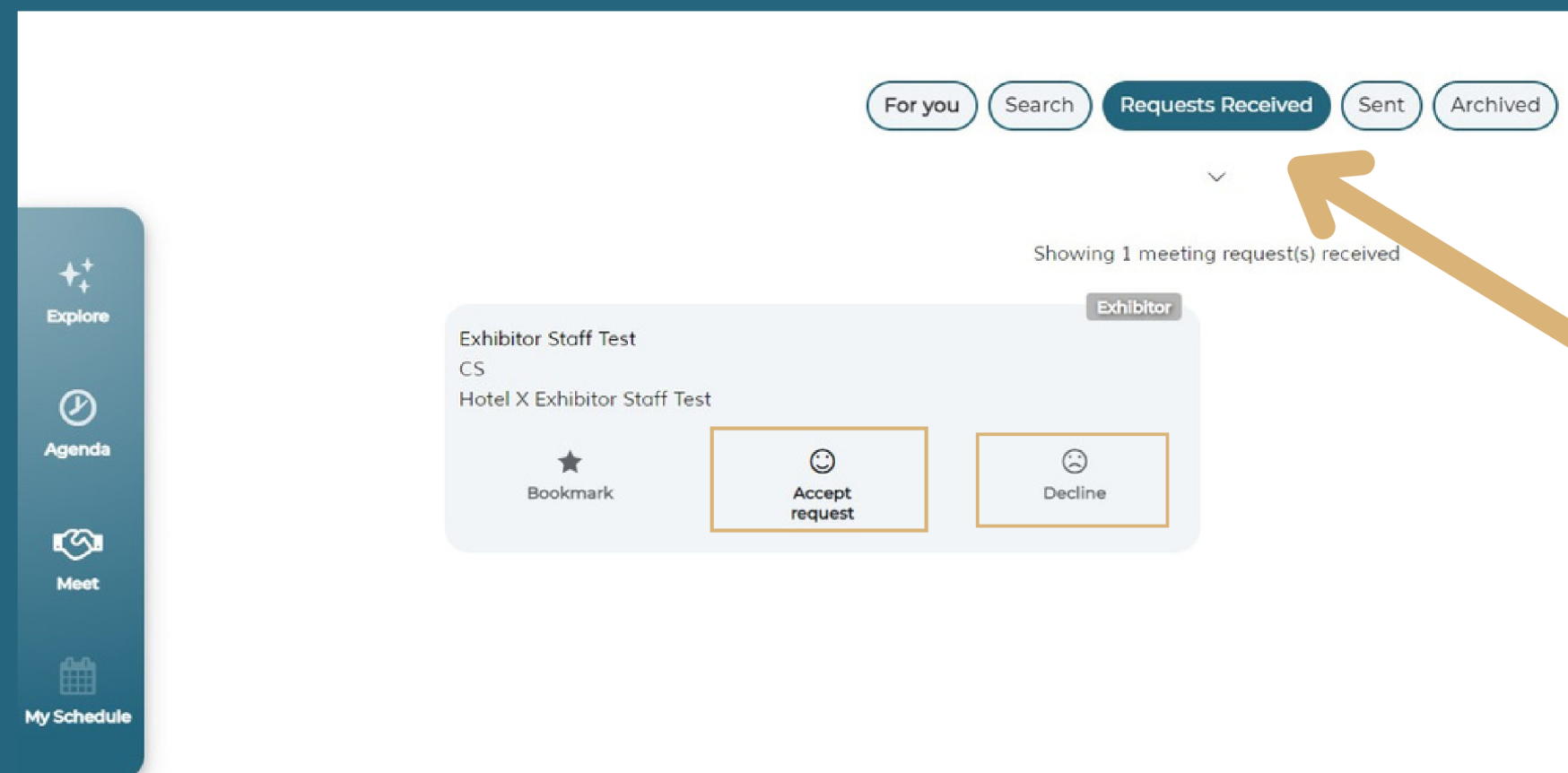
The screenshot displays the HX Meet interface. On the left, a vertical navigation menu includes 'Explore', 'Agenda', 'Meet', and 'My Schedule'. A yellow arrow points to the 'Meet' icon in this menu. The main content area features a search bar with the placeholder text 'Search by people, industry or any expertise'. Below the search bar are filters for 'City', 'State', and 'Country'. A dropdown menu shows 'Companies' and 'People' (selected). A 'BOOKMARKED' toggle is visible. The main area displays a list of exhibitor profiles, each with a 'Meet' button highlighted by a yellow box. The profiles shown are:

- ADAM NESTO, Made In Cookware
- ALBERT FARAONE, innRoad
- ALEX ITSKOVICH, G. A. Braun, Inc.
- ALEX KORIK, G. A. Braun, Inc.

Requests Received

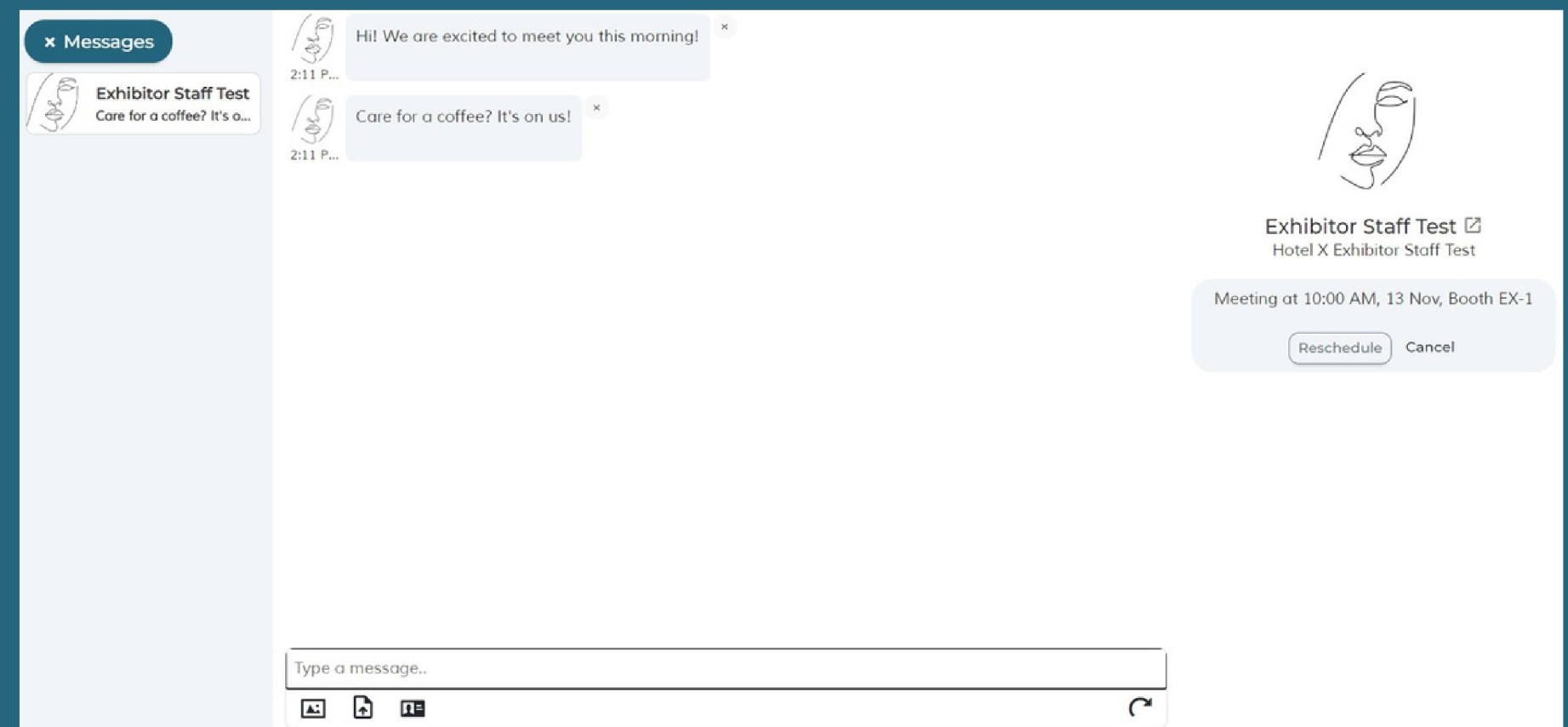
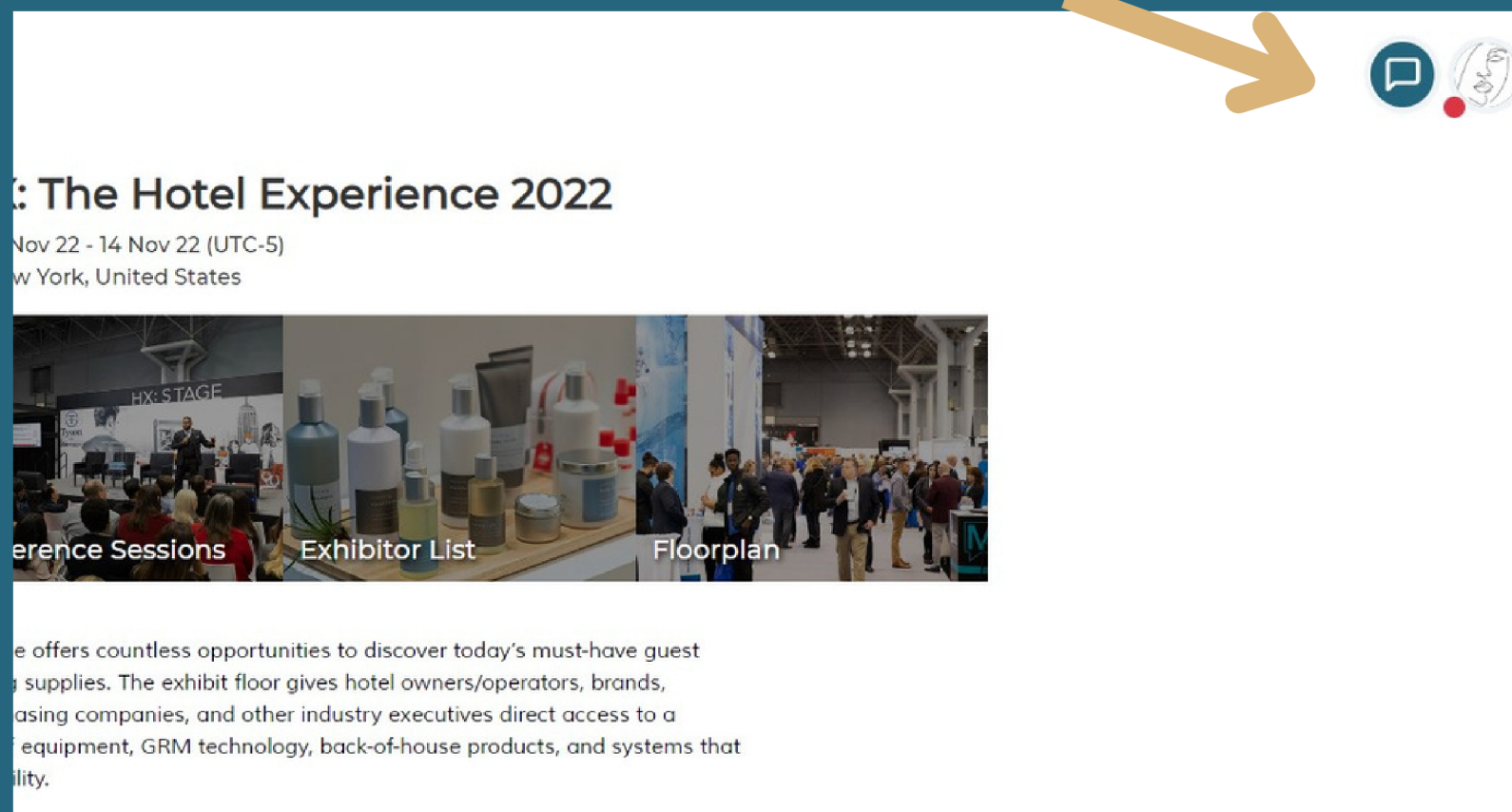
1.) Accept request: If you are interested in meeting with the other party, click on [Accept request]. Once a meeting is accepted it will appear at the bottom of your [Explore] page and you will receive an email notification.

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 HX mobile app.



Mobile App

After setting up your web app platform, be sure to download our mobile app, HX: The Hotel Experience available on iOS and Android.



Additional Resources

Email support at

match@thehotelexperience.com