



HD CONNECT

**The how-to guide for setting up onsite
meetings and matchmaking at HD Expo +
Conference 2023**

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EXPLORE PAGE

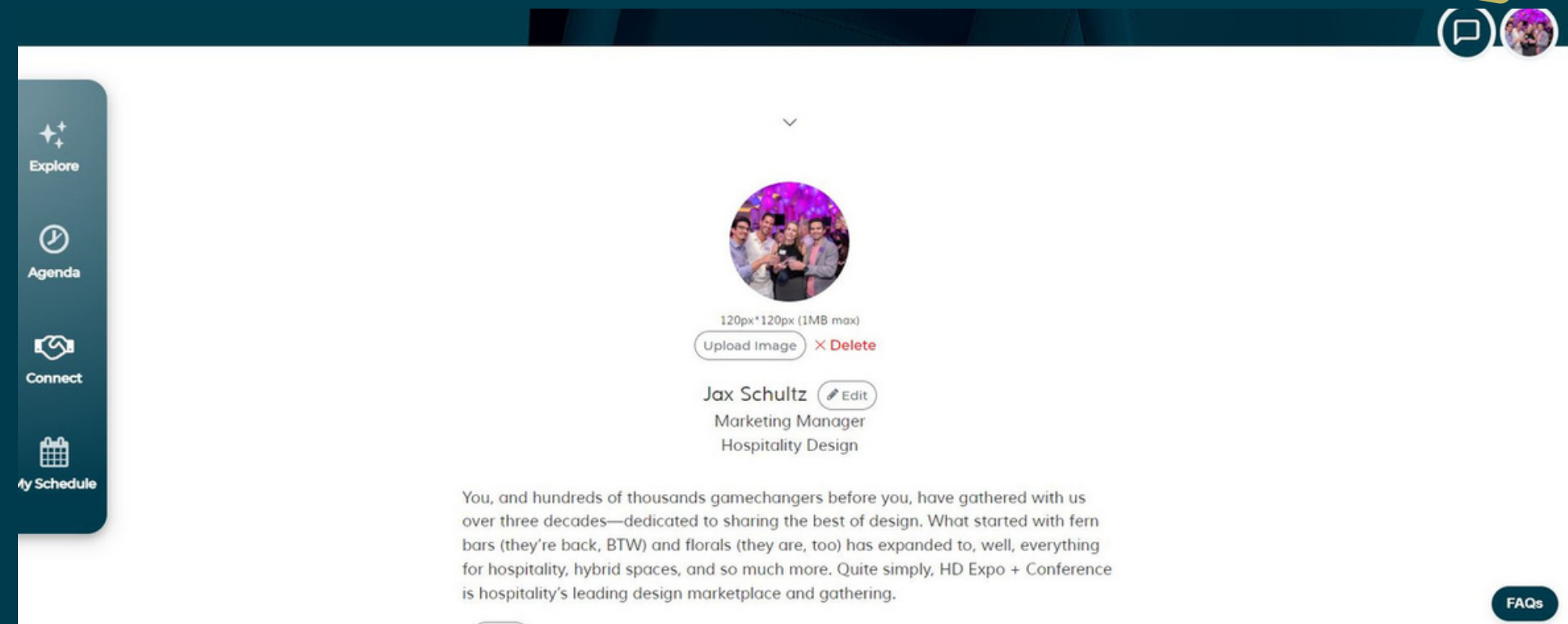
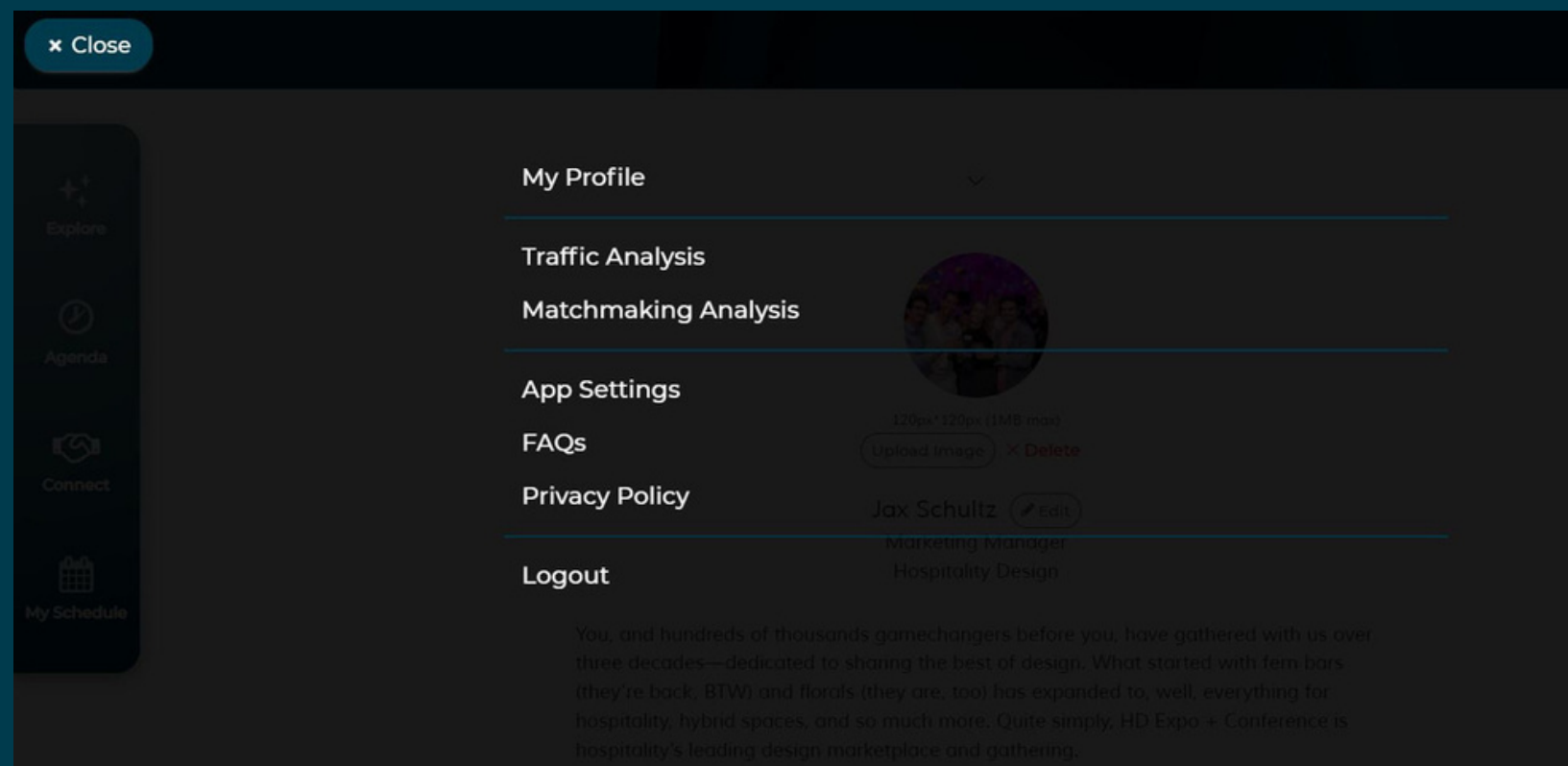
On this page, you will find quick links, prospects recommended to you, and upcoming events.



The screenshot displays the 'Explore' page for the HD Expo + Conference 2023. A dark teal sidebar on the left contains five navigation options: 'Explore' (highlighted with a yellow arrow and a star icon), 'Agenda' (clock icon), 'Meet' (handshake icon), and 'My Schedule' (calendar icon). The main content area features a header for 'hd expo+ conference' with the dates '2-4, 2023', location 'mandalay bay + las vegas', and website 'hdexpo.com'. A 'BRO' logo is visible in the top right. Below the header, the event title 'HD Expo + Conference 2023' is prominently displayed, followed by the dates '02 May 23 - 04 May 23 (UTC-8)' and the location 'Las Vegas, United States'. At the bottom, a collage of five images shows various event activities: people at a booth, a large exhibition hall, a speaker at a podium, a room with purple balloons, and a booth for 'hd designwell'.

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 [MySchedule] 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.

The screenshot shows the 'My Schedule' interface. On the left is a dark sidebar with icons and labels: 'Explore', 'Agenda', 'Meet', and 'My Schedule' (which is highlighted at the bottom). The main content area has a dark header with three sections: 'Time Zone' (All timings are set to the event time zone.), 'Notification' (Your preferred channel: WhatsApp, with an 'Edit' button), and 'Sync Calendar' (My Schedule ↔ Outlook Calendar, with an 'Edit' button). Below the header, there is a confirmation instruction: '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.' A 'CONFIRMED' button is visible. Under a dropdown for 'Tuesday, 02 May 2023 (UTC-8)', there is a grid of time slots. The first row shows four slots: 'Onsite' with a checkmark and '09:30 AM', 'Onsite' with a checkmark and '10:00 AM', 'Onsite' with a checkmark and '10:30 AM', and 'Onsite' with a checkmark and '11:00 AM'. A second row of 'Onsite' slots is partially visible below.

Time Zone

All timings are set to the event time zone.

Notification [Edit](#)

Your preferred channel: WhatsApp

Sync Calendar [Edit](#)

My Schedule ↔ Outlook Calendar

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.

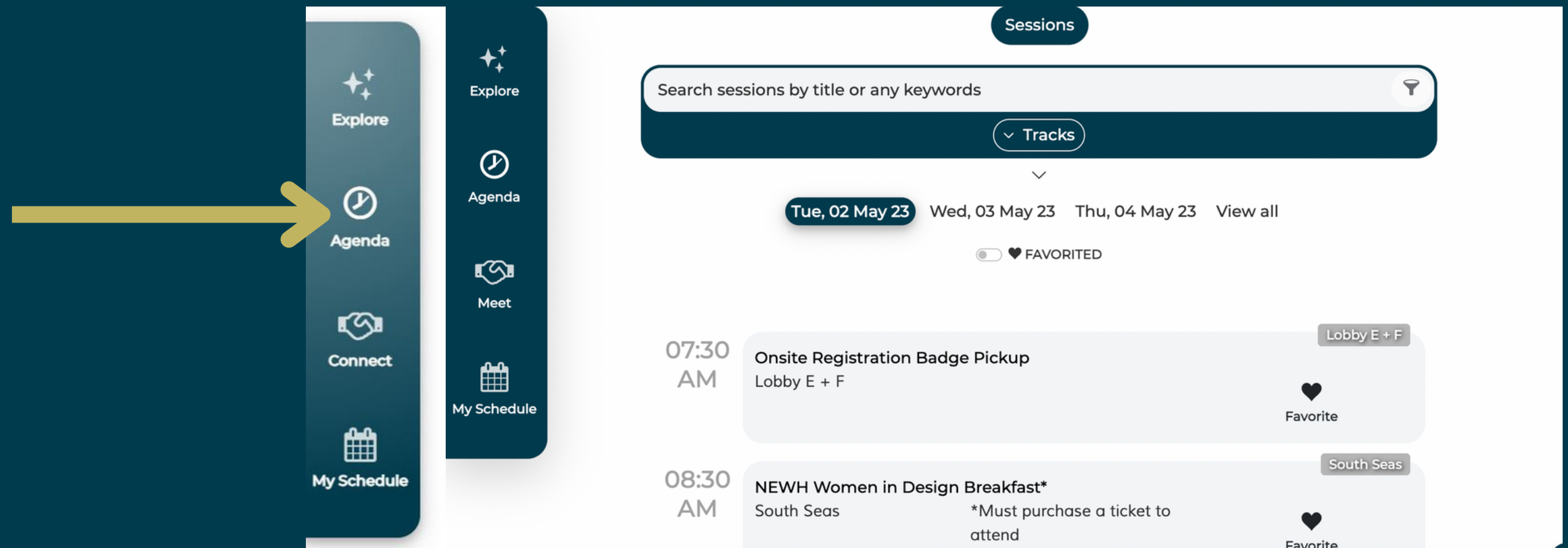
CONFIRMED

▼ Tuesday, 02 May 2023 (UTC-8)

Onsite	Onsite	Onsite	Onsite
✓ 09:30 AM	✓ 10:00 AM	✓ 10:30 AM	✓ 11:00 AM
Onsite	Onsite	Onsite	Onsite

Agenda Page

Navigate to [Agenda] to see the HD Expo + Conference 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 HD Expo 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

hd expo + conference

Notification

Subscribe to real-time notifications with your preferred channel. Take note that all channels require internet connection except SMS (requires mobile network).

Facebook Messenger WeChat 微信 WhatsApp 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.

Time Zone Edit

Your current time zone setting: Los Angeles (PDT)

Notification Edit

To receive free notification 10mins before each meeting, please add your preferred channel.

Sync Calendar Edit

Choose your preferred calendar to sync your schedule to it.

Time Zone

All timings are set to the event time zone.

Notification Edit

Your preferred channel: WhatsApp

Sync Calendar Edit

My Schedule ⇌ Outlook Calendar

Explore

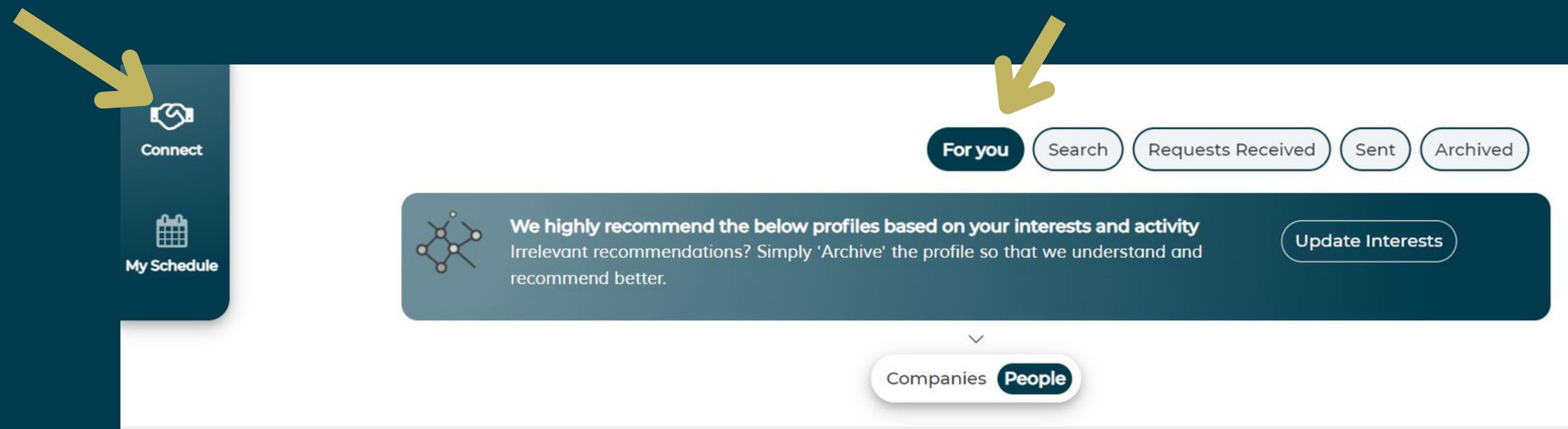
Agenda

Meet

My Schedule

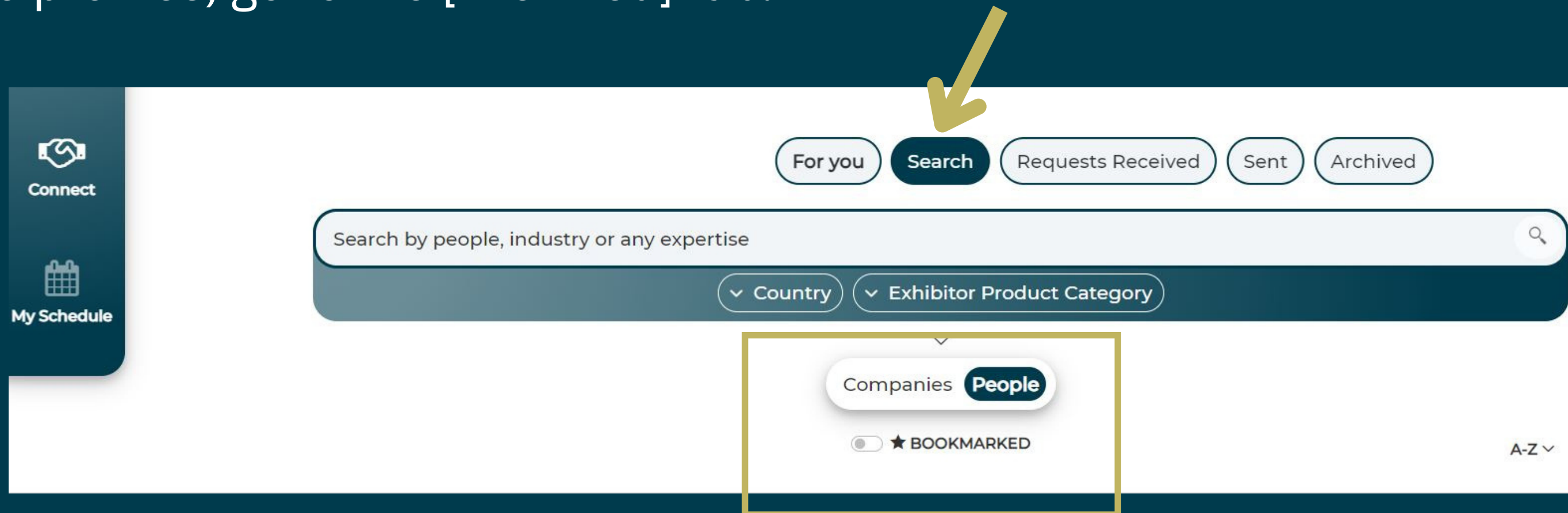
Update Interests + Search Bar

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.



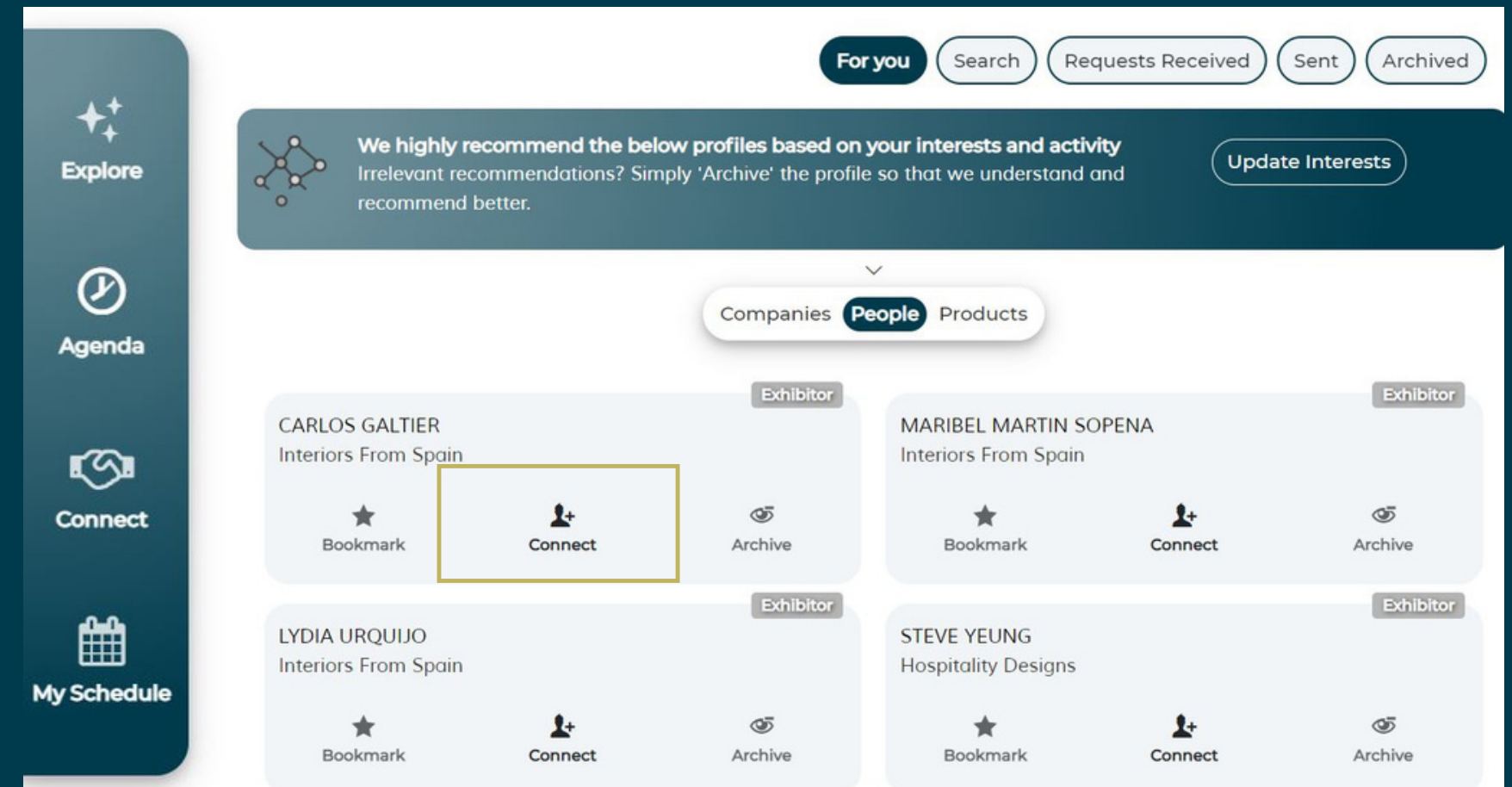
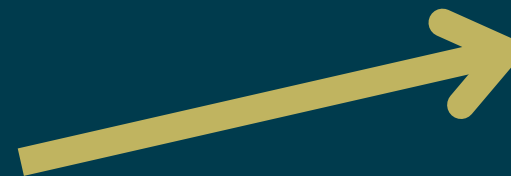
Bookmarks + Archive

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.



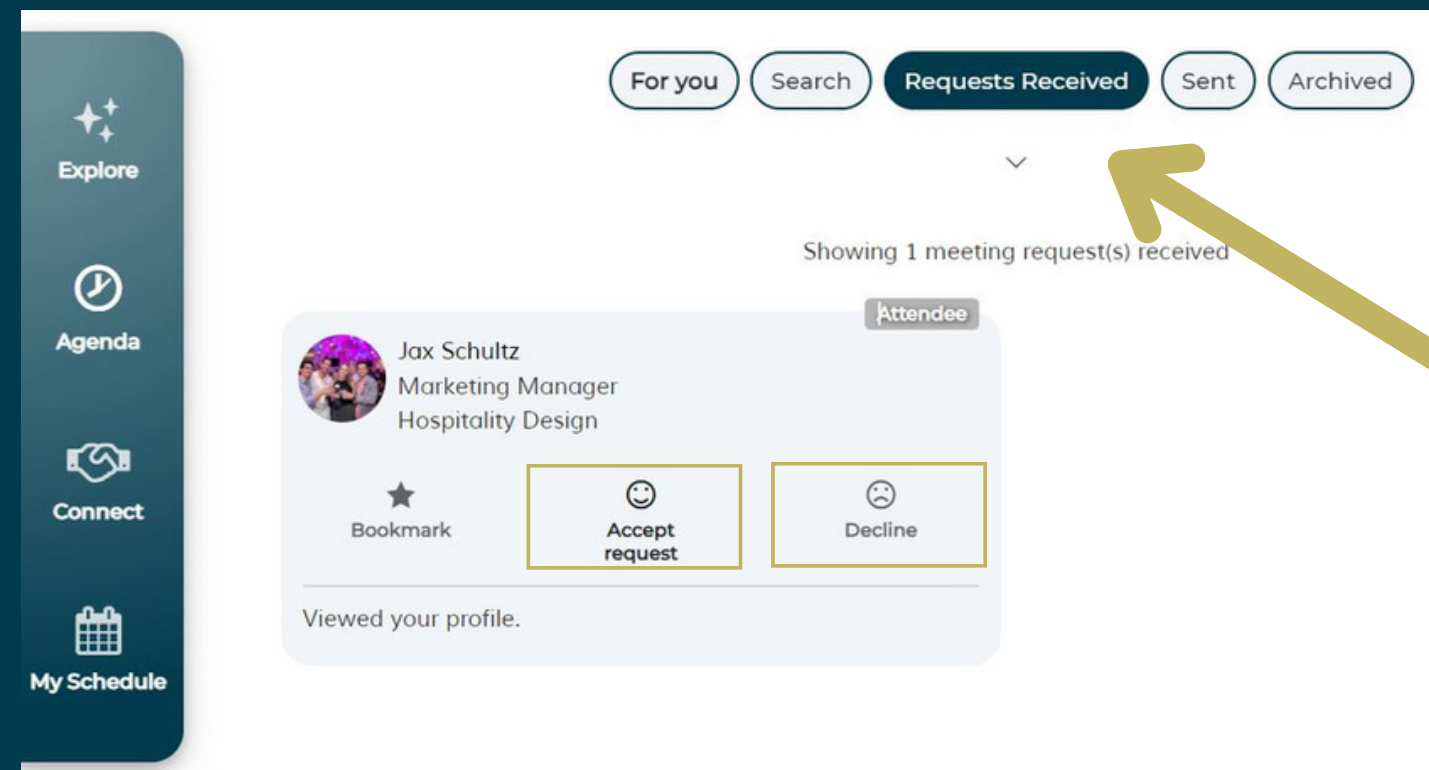
Schedule Meetings

To schedule meetings, go to [Connect]. You can click on profiles to see more information about a person. To meet with someone, click on the [Connect] icon on that person's profile and send an optional message along with the meeting request.



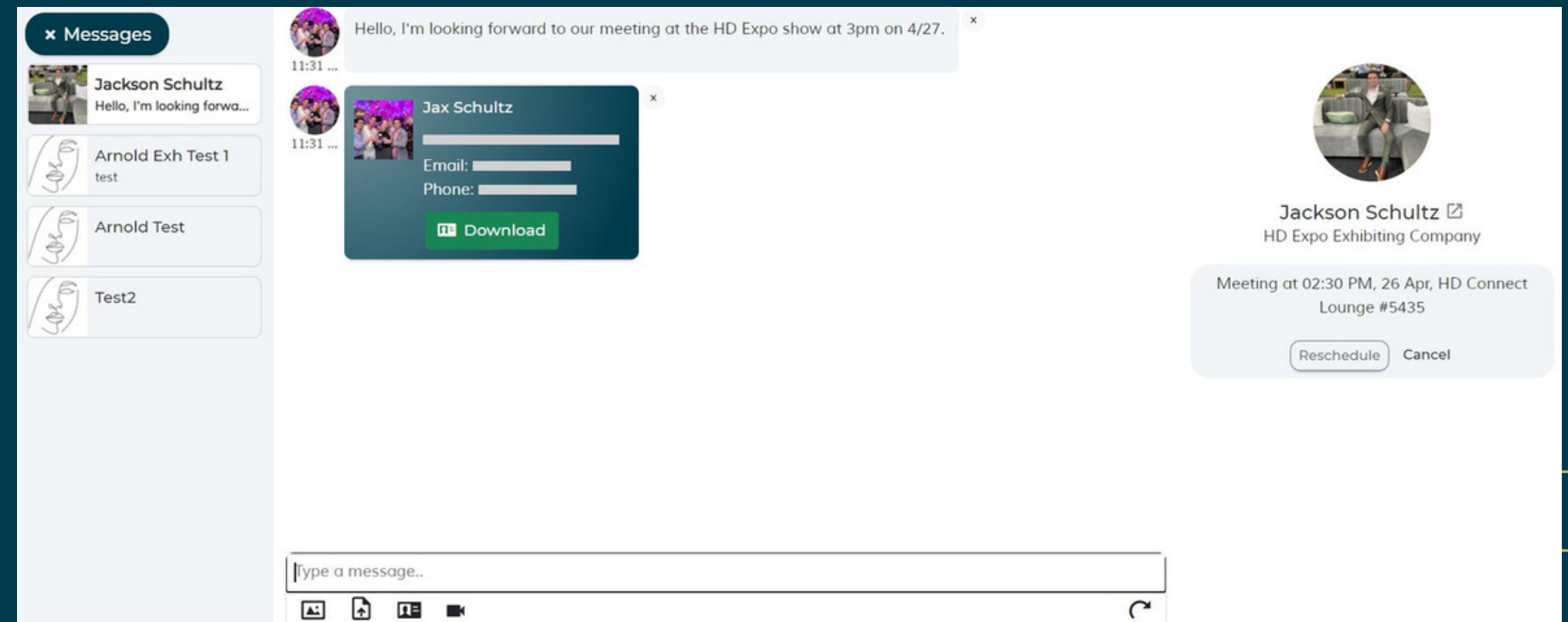
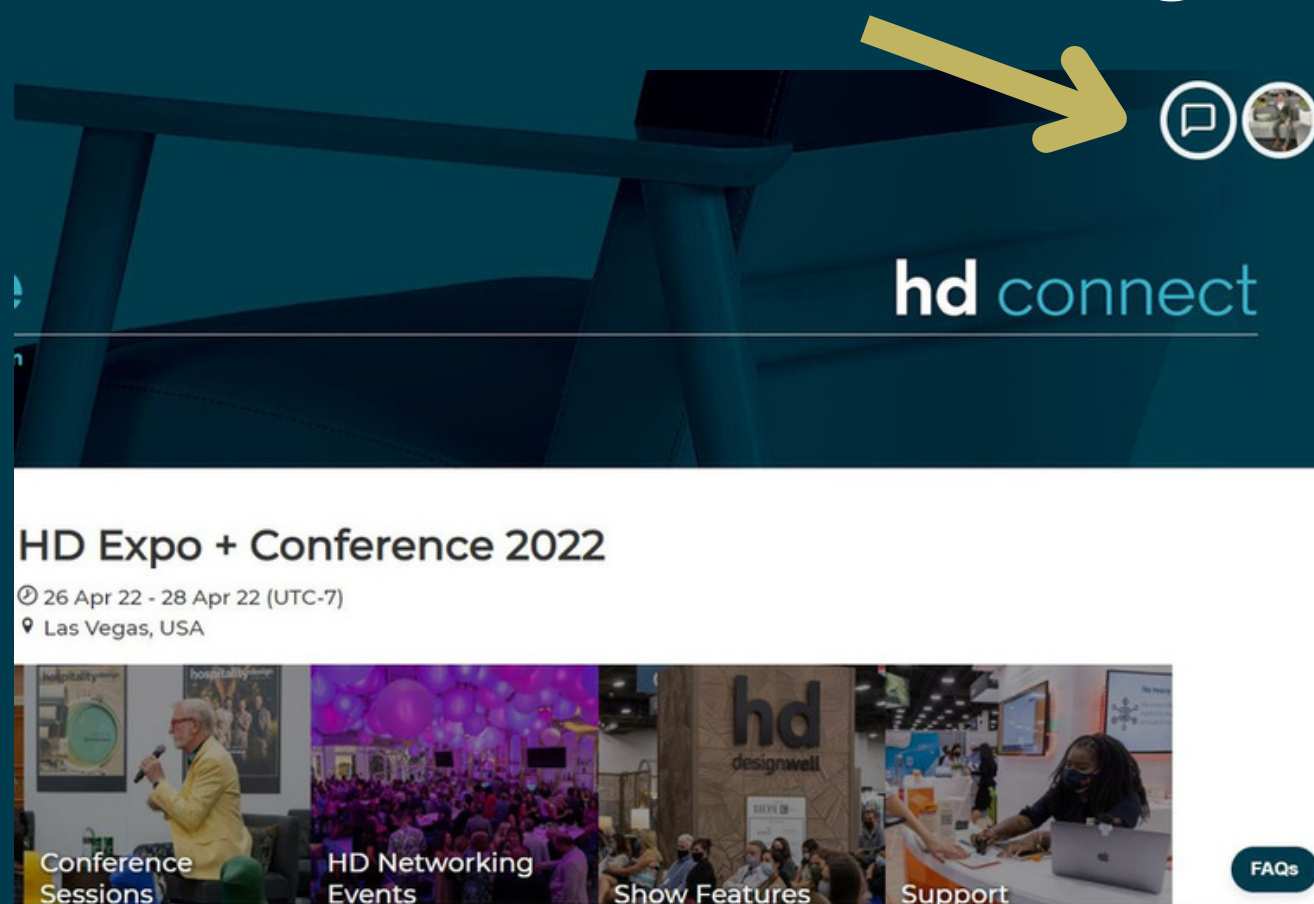
Requests Received

- 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].



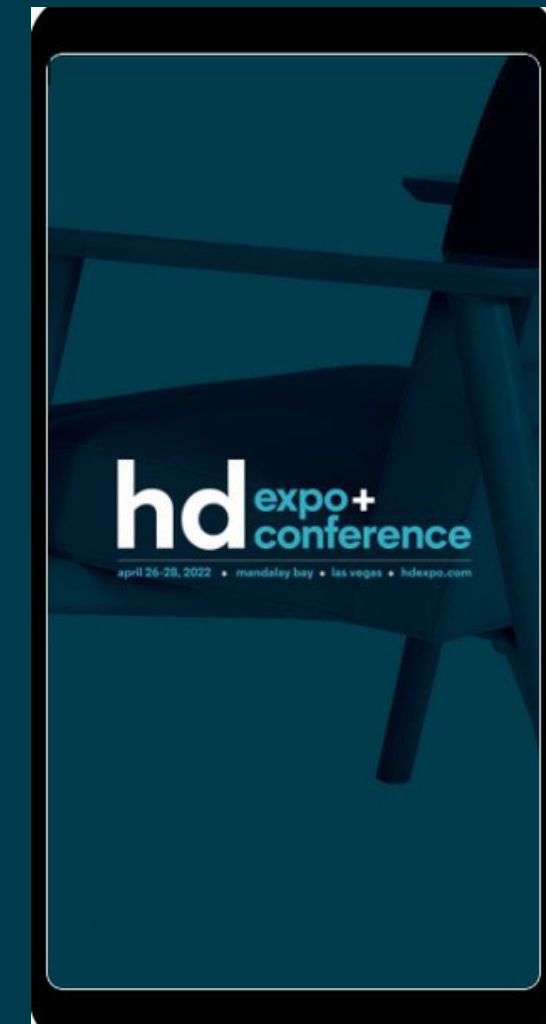
Messages

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 HD Expo mobile app.

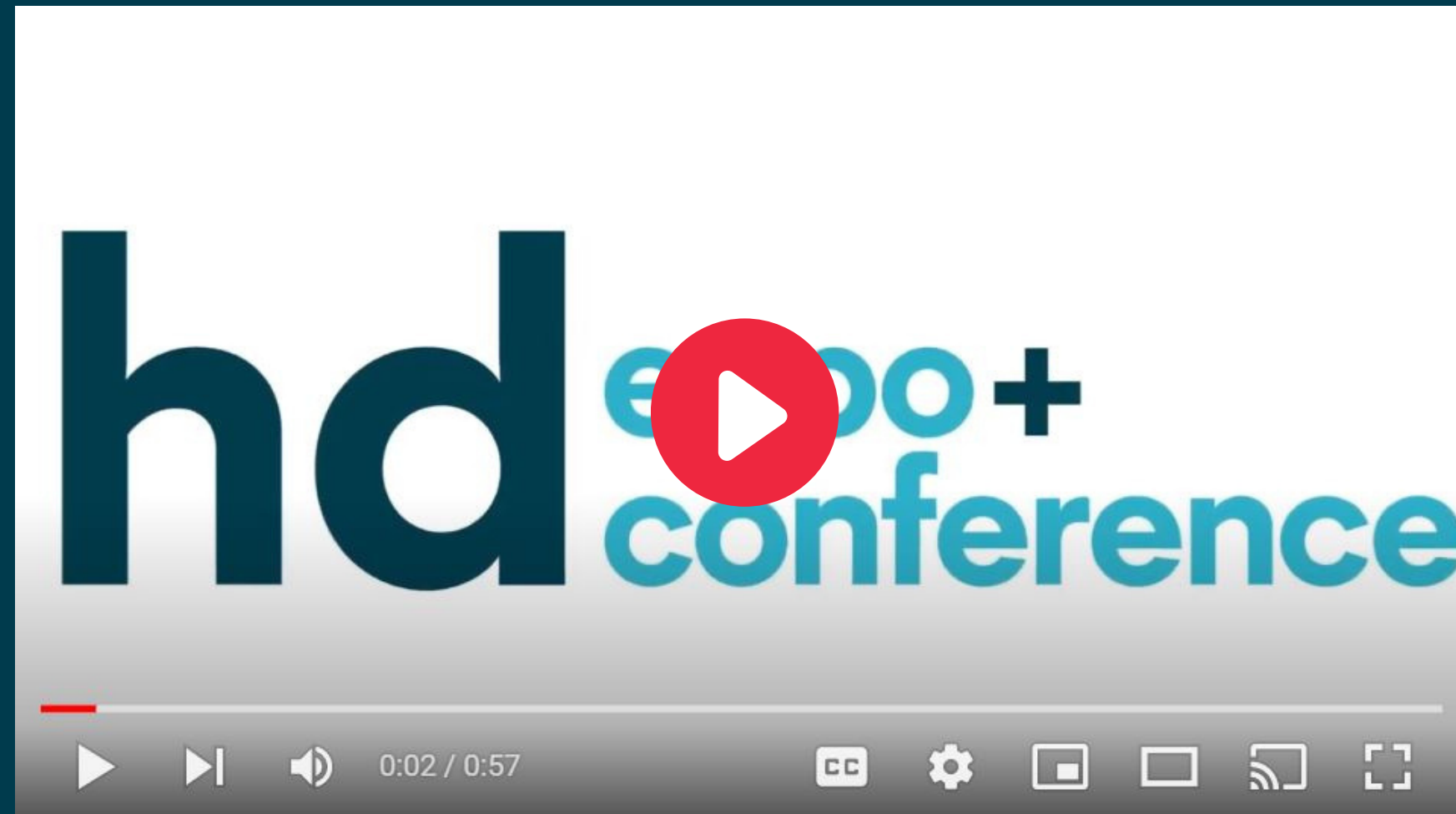


Mobile App

After setting up your web app platform, be sure to download our mobile app, HD Expo, available on iOS and Android.



Additional Resources



Email support at
hdconnect@hdexpoconference.com