



Exhibitors – Connect with Attendees

I Want To:

[Find Leads and Recommendations](#)

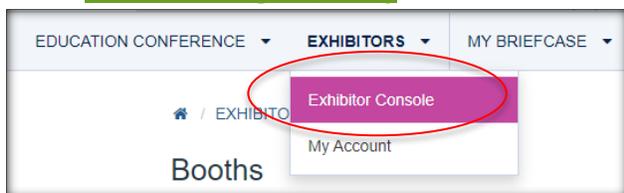
[Set an Appointment with an Attendee](#)

[Send an Email to an Attendee](#)

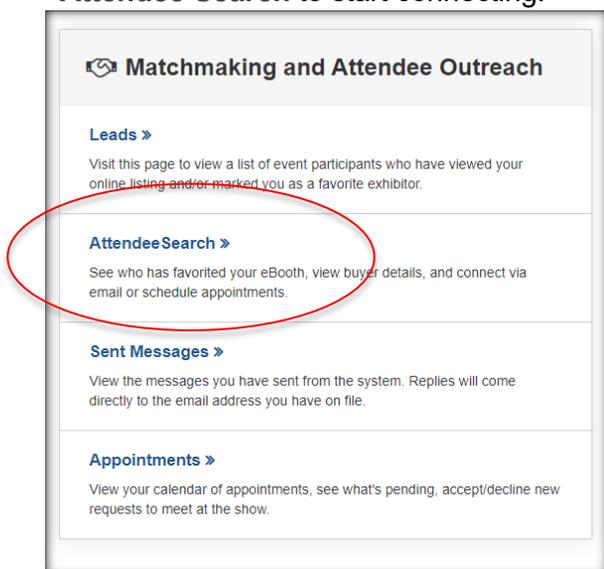
[View My Appointments](#)

Find Leads and Recommendations

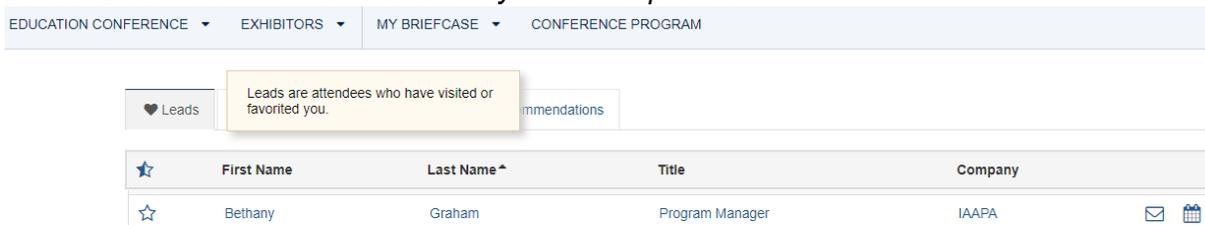
1. Log onto your **Exhibitor Console link:**
https://s15.a2zinc.net/clients/iaapa/ie2021/Public/e_Login.aspx?FromPage=e_ExhibitorConsole
2. Use the password in your confirmation email. If you forget your password or cannot find it, please reach out to ExhibitSales@iaapa.org



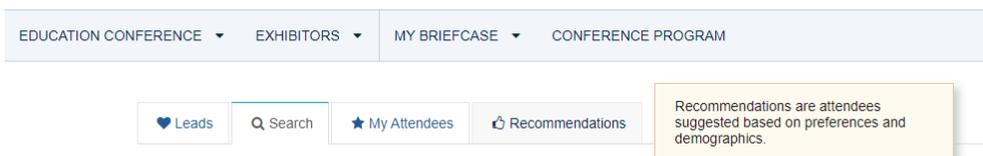
3. Scroll to **Matchmaking and Attendee Outreach** on the bottom right-hand side of your console. Select **Attendee Search** to start connecting.



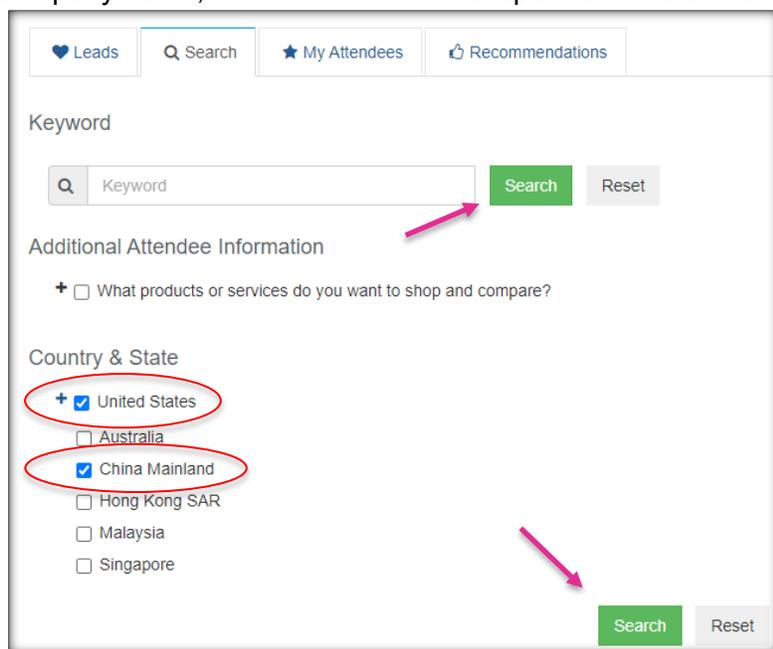
4. Review the attendee list for **Leads and Recommendations**.
 - a. *Leads are attendees who have saved your online profile.*



- b. *Recommendations are matched attendees based on product interests.*



5. **Search for Attendees** by region or product interest. Type a key word, specific job responsibility, or company name, and search. Or select specific filters and search.



6. Save attendees by clicking on the **star icon** beside their name. Select the attendee’s name to view their profile.



7. View your saved attendees list on the **My Attendees** tab.

Send an Email to an Attendee

1. View your saved attendees list on the **My Attendees** tab.
2. Click the **envelope icon** to send an email message.

★	First Name	Last Name ^	Title	Company	
★	Bethany	Graham	Program Manager	IAAPA	 

Set an Appointment with an Attendee

1. View your saved attendees list on the **My Attendees** tab.
2. Click the **calendar icon**- the appointment request tool will pop up.

★	First Name	Last Name ^	Title	Company	
★	Bethany	Graham	Program Manager	IAAPA	 

3. Choose the time that you would like to connect virtually with the attendee.
4. Include the call details in the notes section.
5. Track your meeting status on the **Appointment Calendar**.

View My Appointments

1. In the Exhibitor Console, select Appointments.

Matchmaking and Attendee Outreach

Leads »
Visit this page to view a list of event participants who have viewed your online listing and/or marked you as a favorite exhibitor.

Attendee Search »
See who has favorited your eBooth, view buyer details, and connect via email or schedule appointments.

Sent Messages »
View the messages you have sent from the system. Replies will come directly to the email address you have on file.

Appointments »
View your calendar of appointments, see what's pending, accept/decline new requests to meet at the show.

2. View your calendar and apply filters.

Export Print Add Personal Appointment

Filters

All Appointment Requests Scheduled Appointment
 Personal Appointments New
 Cancelled Declined Modified

All
Fri Aug, 06
Sat Aug, 07
Sun Aug, 08
Mon Aug, 09
Tue Aug, 10
Wed Aug, 11
Thu Aug, 12
Fri Aug, 13

Fri, Aug 06 — Fri, Aug 13

	Fri 8/6	Sat 8/7	Sun 8/8	Mon 8/9	Tue 8/10	Wed 8/11	Thu 8/12	Fri 8/13
6am								
7am								
8am								