

# #RICE22: Speed Dating Tips

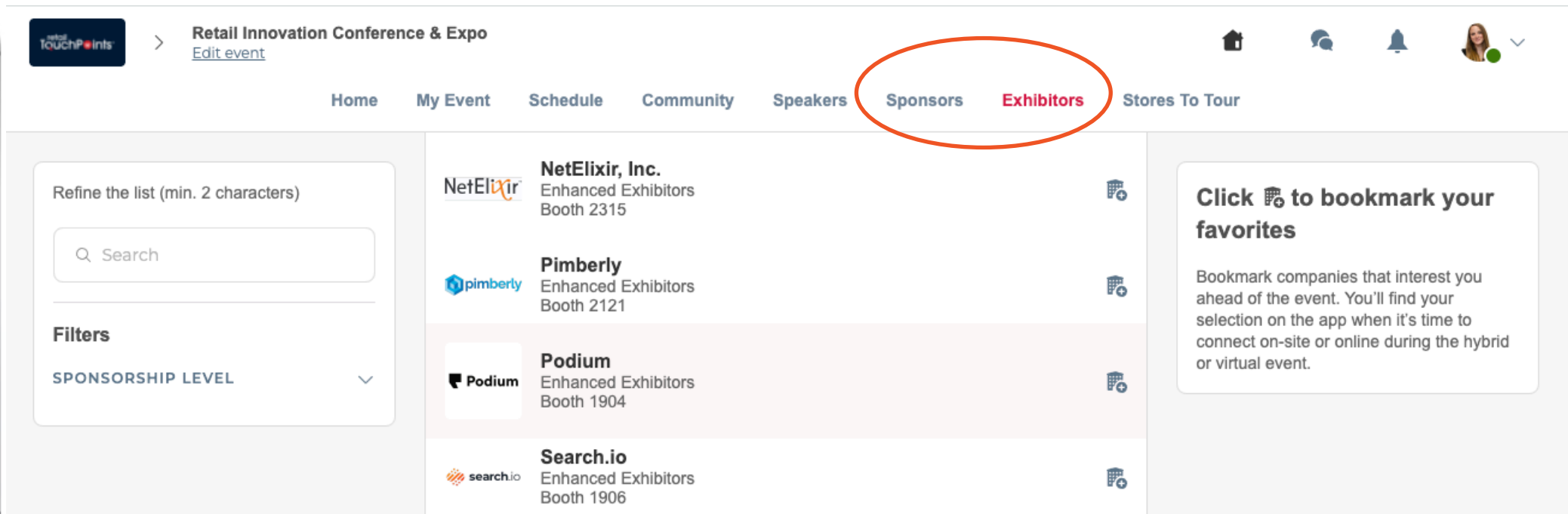
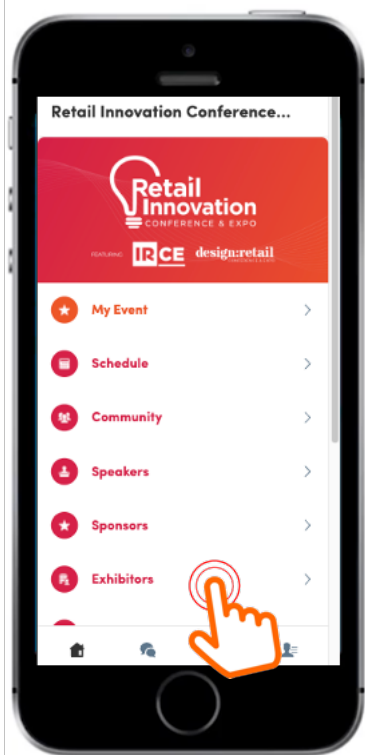
Using the App to Connect with Solution Providers In-Person

#RICE22



# Click On Exhibitors or Sponsors

- Using the web or mobile app, click on Exhibitors or Sponsors and then on each to access their profile



# Choose a Meeting Time

- Click on an available meeting time (click “see more slots” for the full list)

The screenshot shows the 'Retail TouchPoints REMIX' event page. The header features the event title in large, stylized letters. Below the header, the organizer's name 'Retail TouchPoints' is displayed. A 'BOOKMARK' button is visible. The main section is titled 'Book a meeting' and includes the instruction 'Select a time slot to set up a meeting with Podium'. The date 'Tuesday, November 16, 2021' is shown. Below the date, four time slots are listed: '10:15 AM', '10:30 AM', '12:45 PM', and '1:00 PM'. A link 'See more slots' is provided. To the right, a 'Date & time' panel shows a calendar for May 2022, with the 11th highlighted. Below the calendar, a list of time slots for Wednesday, May 11 is shown, ranging from 9:00 AM to 12:40 PM. A note at the bottom indicates that dates are displayed in the event time zone (America/Chicago) and provides a link to switch to the user's time zone.

retail TouchPoints®  
**retail REMIX**

retail TouchPoints® Retail TouchPoints Organizer

EDIT

BOOKMARK

**Book a meeting**  
Select a time slot to set up a meeting with Podium  
Tuesday, November 16, 2021

10:15 AM 10:30 AM 12:45 PM 1:00 PM

[See more slots](#)

**Date & time**

Retail TouchPoints

May 2022 Wednesday, May 11

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

9:00 AM 9:20 AM  
9:40 AM 10:00 AM  
10:20 AM 10:40 AM  
11:00 AM 11:20 AM  
11:40 AM 12:00 PM  
12:20 PM 12:40 PM

Dates are displayed in the event time zone (America/Chicago)  
[Switch to my time zone](#)

**Social media**

# Select Time & Location

- Choose the exhibitor's booth as a meeting place or the networking lounge if available.
- Include a message letting the team know what you're most interested in discussing.
- Once your message is complete, click "Send Meeting Request"

The screenshot shows a modal titled "Location" with a back arrow and a close button. It displays the contact "Retail TouchPoints" and the event details "Wednesday, May 11, 2022 10:20 AM to 10:40 AM (America/Chicago)" with an "Edit" link. Below this, there are two selectable options: "Networking Lounge in Expo Hall" and "Booth 2631", which is highlighted in red.

The screenshot shows a modal titled "Add a message" with a back arrow and a close button. It displays the contact "Retail TouchPoints" and the event details "Wednesday, May 11, 2022 10:20 AM to 10:40 AM (America/Chicago)" with an "Edit" link. Below this, the location "Booth 2631" is shown with another "Edit" link. A text input area labeled "Message (optional)" contains the text: "Hi, My team and I are searching for seamless eCommerce solutions." A character count "67/1000 Characters maximum" is visible at the bottom of the input area. A red button labeled "SEND MEETING REQUEST" is at the bottom right.

# Await Confirmation

- Your request will appear in My Event/My Meetings as “Pending”

The screenshot shows the user interface of the Retail Innovation Conference & Expo website. The top navigation bar includes the event logo, a breadcrumb trail, and utility icons. The main navigation menu highlights 'My Event'. On the left sidebar, 'My meetings' is selected. The central content area displays a meeting for Wednesday, May 11, 2022, at 9:00 AM, titled 'Meeting with Retail TouchPoints' at Booth 2631. The status 'PENDING' is prominently displayed in a yellow box. The right sidebar contains an 'Export' section with instructions on how to export the visit information.

**Retail TouchPoints** > Retail Innovation Conference & Expo  
[Edit event](#)

Home **My Event** Schedule Community Speakers Sponsors Exhibitors Stores To Tour

My schedule >  
**My meetings** >  
My networking >  
My bookmarked companies >

See my team's meetings >

Display empty slots ☒

**Wednesday, May 11, 2022** [Make unavailable all day](#)

9:00 AM **Meeting with Retail TouchPoints** **PENDING**  
9:20 AM Booth 2631

**Retail TouchPoints**  
Exhibitors  
Booth 2631

**Export**

Once you have prepared your visit to the event, you will be able to export your selection to your calendar application or in PDF file for printing.

Dates are displayed in the event time zone (America/Chicago)  
[Switch to my time zone](#)

# Check Back & Review Your Notifications

- Once exhibitor accepts you will receive a notification and “Pending” will change to “Confirmed” (you may need to refresh screen)
- Your notifications and My Meetings tab will also show if an exhibitor has requested a meeting with you awaiting your approval

The screenshot displays the Retail TouchPoints app interface. At the top, the header shows the event name "Retail Innovation Conference & Expo" with an "Edit event" link. The navigation bar includes links for Home, My Event, Schedule, Community, Speakers, Sponsors, Exhibitors, and Stores To Tour. A notification bell icon with a red circle and the number "1" is highlighted. A dropdown menu for the notification shows a "New meeting" alert: "Congratulations! Retail TouchPoints accepted your meeting request!". Below this, it lists "1:1 meeting" for "Wed, May 11, 2022 10:00 AM to 10:20 AM" at "Booth 2631". The main content area features a card for "Retail TouchPoints" (Exhibitors, Booth 2631) with a "BOOKMARK" button. Below this card, a "Meeting with Retail TouchPoints" section shows the same meeting details and a green checkmark indicating "Retail TouchPoints has accepted".

Retail TouchPoints

Retail Innovation Conference & Expo

Edit event

Home My Event Schedule Community Speakers Sponsors Exhibitors Stores To Tour

**New meeting**

Congratulations! Retail TouchPoints accepted your meeting request!

1:1 meeting

Wed, May 11, 2022 10:00 AM to 10:20 AM

Booth 2631

Retail TouchPoints

**Retail TouchPoints**

Exhibitors

Booth 2631

BOOKMARK

**Meeting with Retail TouchPoints**

Wed, May 11, 2022 10:00 AM to 10:20 AM (America/Chicago)

Booth 2631

Retail TouchPoints has accepted


# Check Notifications & My Meetings





- Peer or exhibitor requests to meet will appear in notifications and under My Event / My Meetings.
- Click checkmark in the notification to instantly confirm or “Reply” in My Meetings to accept or decline.
- Login and **check your notifications and my meeting tabs about 15 mins before each of the times you’ve listed yourself as available** in your profile and **then again at the start of each of those times** to ensure no meeting requests are missed.

The screenshot displays the user interface for the Retail Innovation Conference 2021. The top navigation bar includes links for Home, My Event, Agenda, Community, Speakers, and Digital Marketplace. A notification bell icon with a red '2' is highlighted. The main content area shows a profile for Sheri Butts, Director of Demand Gen & Growth Marketing at G3 Communications. A notification panel on the right lists a meeting request from Sheri Butts for Monday, February 22, 2021, from 1:30 PM to 1:45 PM. The notification includes a green checkmark icon and a red 'X' icon, both of which are circled in red. Below the notification, there is a section for 'Activities (5 new)' showing a 'Meeting canceled' status for the same time slot.


# Export & Add Meetings to Your Calendar


- “Export to Calendar” (upper right corner of My Event/My Meetings) to add all meetings to your personal calendar


**#B2BMX: Next-Level ABM** Expo  
[Edit event](#)





Home **My Event** Schedule Community Speakers Sponsors Exhibitors Stores To Tour

 My schedule >


 My meetings >

 My networking >

 My bookmarked companies >

 Dates are displayed in the event time zone (America/Chicago)  
[Switch to my time zone](#)

See my team's meetings >

Display empty slots 

**Wednesday, May 11, 2022** [Make unavailable all day](#)

9:00 AM

9:20 AM

**Available for a meeting**  
[Make unavailable](#)

9:20 AM

9:40 AM

**Available for a meeting**  
[Make unavailable](#)

**Export**

Add your upcoming sessions and meetings to your calendar application.

**EXPORT TO MY CALENDAR**

Export your sessions, meetings and bookmarks in a single printable PDF file.

**DOWNLOAD PDF**



# Chat & Messages

How to text and video chat with exhibitors & sponsors

#RICE22



# Chat with Exhibitors

- To chat with Exhibitors, click on **Exhibitors** and then **select a brand profile**. Once inside you will see a **"Talk to..." window along the right-hand side** where you can send text messages and request a video call (note only the exhibitor can initiate video calls within their online profile).

#RICE22

The screenshot displays the 'retail TouchPoints' profile page for 'retail RIEMIX'. The profile header includes the logo, the name 'Retail TouchPoints', and the role 'Organizer'. Below the header are tabs for 'Virtual Swag', 'Solution Zone', 'Documents & Links', and 'Team'. The 'Information' section describes the community's focus on retail strategy and customer experiences. The 'Social media' section is partially visible at the bottom. On the right side, a chat window titled 'Talk to Retail TouchPoints' is open. It shows a message input area with a plus icon, a microphone icon, and a send button. The message 'Hello Retail TouchPoints team!' is entered and highlighted with a red circle. Above the input area, there is a disclaimer: 'Send a message to Retail TouchPoints. A member of their team will respond. By contacting them, you agree to share your contact details.'