

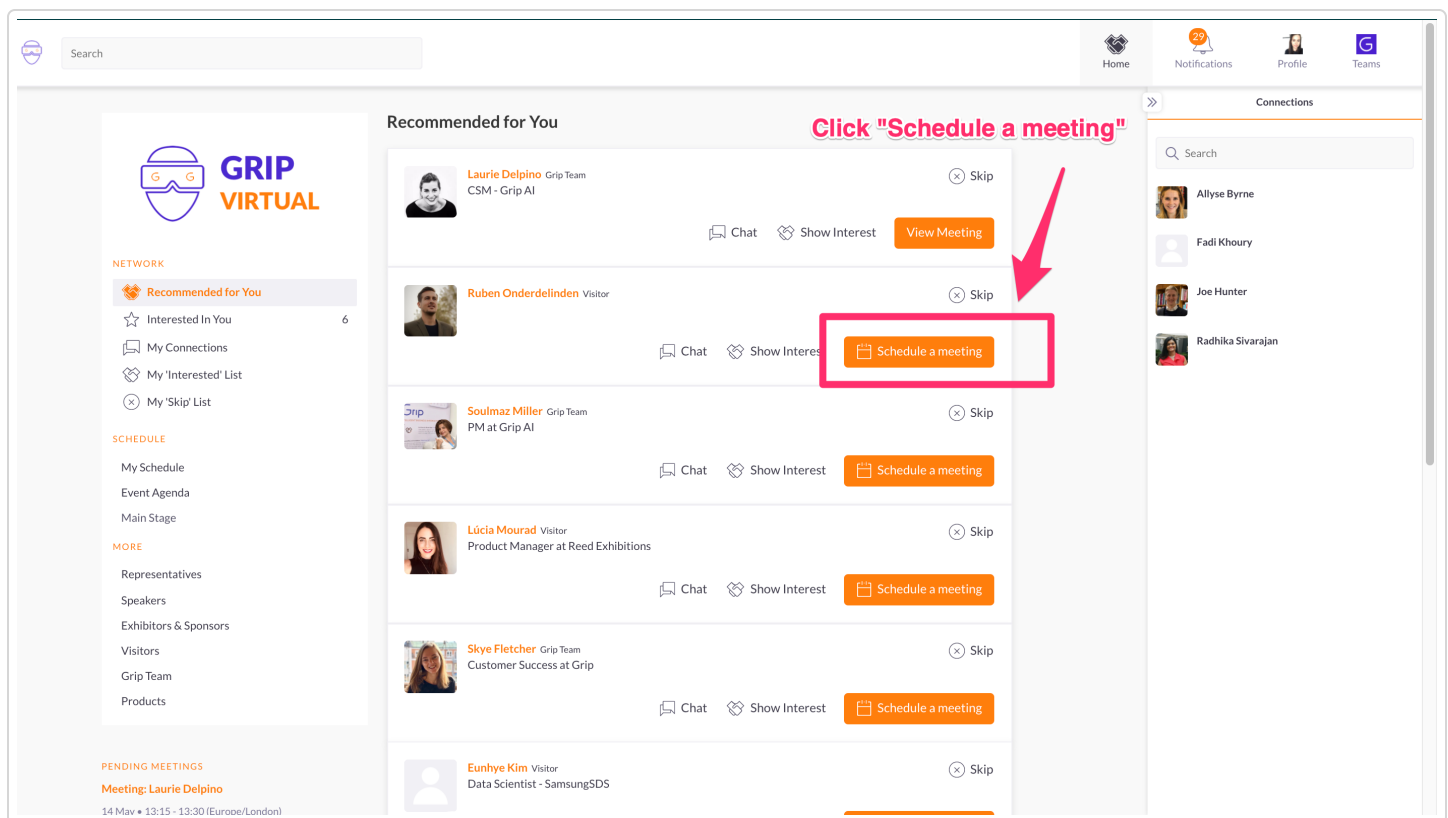
How do I request a meeting?

In this article, we will explain how to request a meeting with someone.

Requesting a meeting has never been easier, here is [how to request a meeting in three easy steps](#).

Note that the meeting option will be available on different sections of the networking platform on people profiles.

1. Click on "MEET" on any profiles you would like to schedule a meeting with.



The screenshot displays the Grip Virtual networking platform interface. The main content area is titled "Recommended for You" and lists several profiles. Each profile includes a name, role, and company, along with options for "Chat", "Show Interest", and "Schedule a meeting". A red arrow points to the "Schedule a meeting" button for Ruben Onderdelinden, which is also highlighted with a red box. A red text overlay at the top right of the main content area reads "Click 'Schedule a meeting'". The left sidebar contains navigation options under "NETWORK", "SCHEDULE", and "MORE". The right sidebar shows a "Connections" list with search and profile icons. The bottom left corner indicates "PENDING MEETINGS" with a meeting scheduled for Laurie Delpino on 14 May from 13:15 to 13:30 (Europe/London).

2. Select the meeting details you would like your meeting to be held at and then click "Request Meeting".

1. Select meeting details

GET IN TOUCH

Team Member
Jodie Taylor

Date
Thursday 13/05/2021

Time
10:45am - 11:00am (Europe/London)

Location
Virtual Meeting 2021

Personal Message
Why would you like to meet? Adding a personal message increases acceptance rates by 30%

20 meeting requests left until you reach the pending meeting limit

Request Meeting

2. Click "Request Meeting"

3. Keep track of all your meetings and their status change in the section "My Schedule".

The screenshot displays the GRIP VIRTUAL user interface. On the left, a navigation menu includes sections for NETWORK (Recommended for You, Interested In You, My Connections, My 'Skip' List), SCHEDULE (My Schedule, Event Agenda, Main Stage), and MORE (Representatives, Speakers, Visitors, Grip Team, Products). A red box highlights the 'PENDING MEETINGS' section, which lists a meeting with Laurie Delpino on May 14th. A red arrow points to the 'My Schedule' link in the SCHEDULE section, with the text 'Click on "My Schedule"'. Another red arrow points to the 'Meeting details are visible' text, which is placed over a meeting card for 'Wave Demo Session' on Friday, January 1st. A third red arrow points to a meeting card for 'Meeting: Ruben Onderdelinden' on Thursday, May 13th, which is highlighted with a red box. Below this, another meeting card for 'Meeting: Laurie Delpino' on Friday, May 14th is shown with a 'Pending' status. The interface also shows a search bar at the top and a 'Home' button in the top right corner.

The different meeting statuses:

SCHEDULED: has been confirmed by both parties.

PENDING: someone has requested a meeting with you and you need to approve it, decline it or reschedule it.



AWAITING RESPONSE: you have requested a meeting with someone and they need to approve it, decline it or reschedule it.


DECLINED: the meeting has been declined by you and/or the other person.

You **do not** need to have a Connection with someone to request a meeting with them. If the request is accepted then a Connection is formed.

To learn how to reschedule a meeting click **here** (<https://grip.helpscoutdocs.com/article/55-how-to-reschedule-a-meeting?auth=true>)

If you have any additional questions about regarding your profile preferences and how to optimise it please do not hesitate to email us at support@grip.events.

Did this answer your question?  

 [Still need help? Contact Us \(/contact\)](/contact)

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