

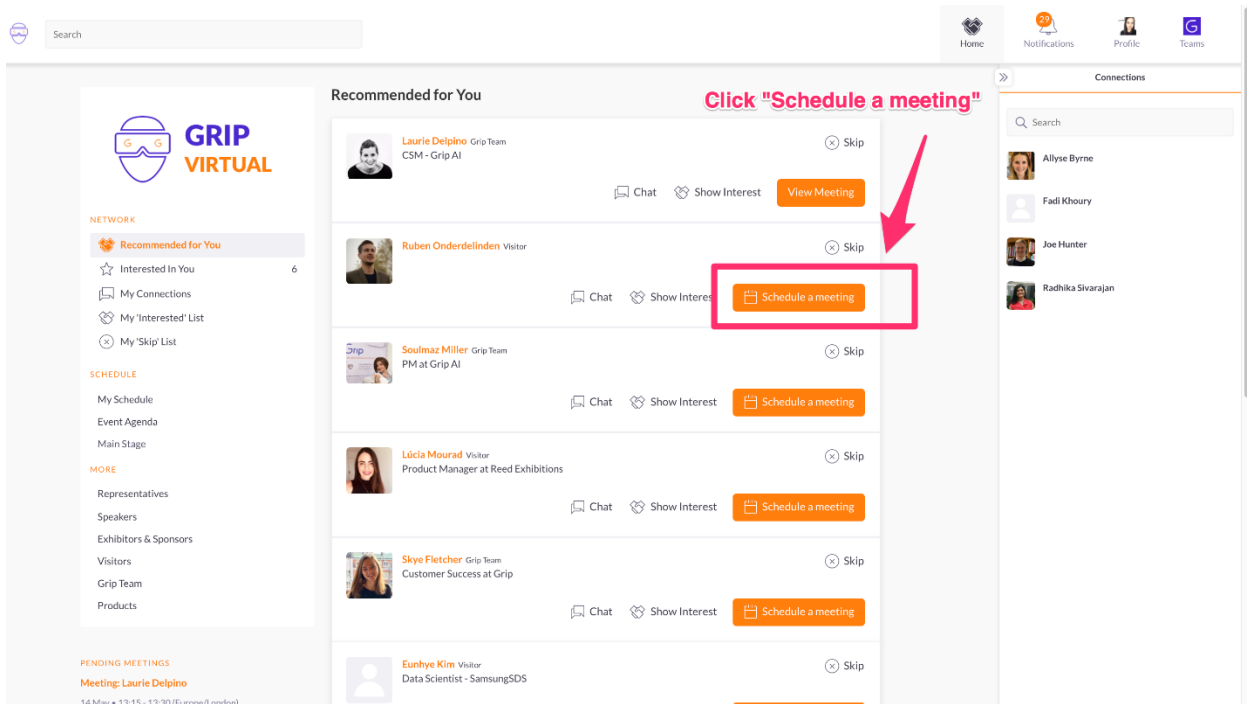
How do I request a meeting?

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 "Schedule a meeting" on any profiles you would like to schedule a meeting with.



The screenshot displays the IBEX ONLINE interface. On the left, there is a navigation menu with sections for NETWORK, SCHEDULE, and MORE. The main content area is titled "Recommended for You" and lists several profiles. A red box highlights the "Schedule a meeting" button for Ruben Onderdelinden, and a red arrow points to it with the text "Click 'Schedule a meeting'". The top right corner shows navigation icons for Home, Notifications, Profile, and Teams. The bottom left corner shows "PENDING MEETINGS" with a meeting scheduled for 14 May at 13:15 - 13:30 (Europe/London).

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

The screenshot shows a user interface for requesting a meeting. On the left, a profile card for Ruben Onderdelinden (Visitor) includes buttons for 'Chat', 'Interested', and 'Skip'. Below this is a 'Details' section with sub-sections: 'Potential Handshake' (Ruben Onderdelinden is interested in meeting you.), 'Products Interested' (Speed Networking, Virtual Roundtables and Session Slides), 'Company Type' (Grip Sales Partner and Event technology provider), 'Objective' (Get inspiration for Virtual Event experiences, Learn more about Grip Virtual and Share ideas with other organisers), and 'Summary'. On the right, a 'GET IN TOUCH' form is visible, containing dropdown menus for 'Team Member' (Jodie Taylor), 'Date' (Thursday 13/05/2021), 'Time' (10:45am - 11:00am (Europe/London)), and 'Location' (Virtual Meeting 2021). A text area for 'Personal Message' contains the text: 'Why would you like to meet? Adding a personal message increases acceptance rates by 30%'. Below the form, a notification states '20 meeting requests left until you reach the pending meeting limit'. A red arrow points to the 'Request Meeting' button, which is highlighted with a red box. Another red arrow points to the '1. Select meeting details' text above the form.

1. Select meeting details

2. Click "Request Meeting"

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

The screenshot shows the GRIP VIRTUAL interface. On the left sidebar, under the 'SCHEDULE' section, 'My Schedule' is highlighted. Below it, there is a 'PENDING MEETINGS' section with a red box around it. The main content area shows a calendar view for 'Friday 1 January' and 'Thursday 13 May'. Meetings are listed with their times, titles, and status. Red annotations include: 'Click on "My Schedule"' pointing to the sidebar link, 'Pending Meetings' pointing to the sidebar section, and 'Meeting details are visible' pointing to a meeting entry in the calendar view.

The different meeting statuses are:

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.

If you have any additional questions email us at support@ibexshow.com.