


# Three easy steps to using the new Electronic Extra Meeting System



# 1

## Log in

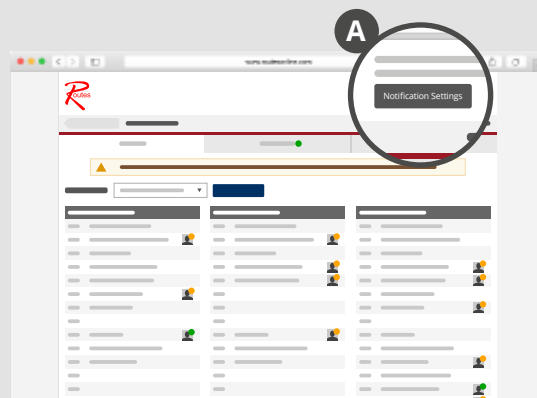
Choose how you want to log in: via the Routes app; at routesonline.com; or at one of the dedicated Extra Meeting Stations around the event indicated by  on the event floorplan.

All you will need is your Personal Registration Code (PRC) and your surname as it appears on your delegate badge.

**Important:** Once you are logged in make sure that you choose how you would like to receive notifications **A** regarding your meetings, whether it be via email or SMS.

### How to get your Personal Registration Code (PRC)

You can find your PRC, either on your confirmation email from Routes or obtain from the registration desks onsite.

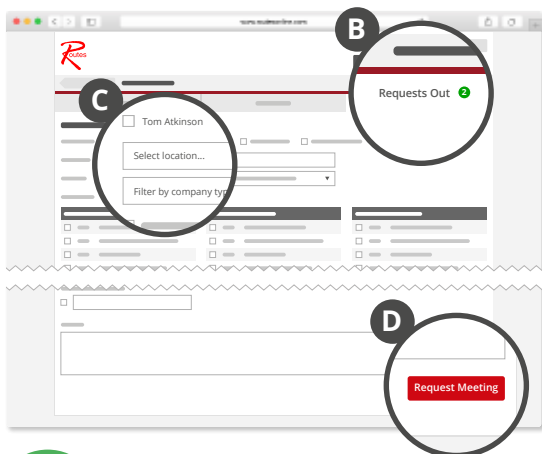


# 2

## Request your meetings

To request your meetings follow the simple steps below;

- Select the 'Requests Out' tab **B** at the top of the page and then the 'Add Requests' button. Use the tick boxes to select the delegates from your own company that you wish to attend the meeting, including your own diary.
- Choose the location where you would like the meeting to take place **C**
- Select the company that you wish to meet and the meeting slots in which you are available (we recommended selecting as many slots as possible)
- Don't forget you can add a message in the notes box to pass on contact details or any additional information.
- Press the 'Request Meeting' button **D**. You will receive a notification as soon as you have a reply.



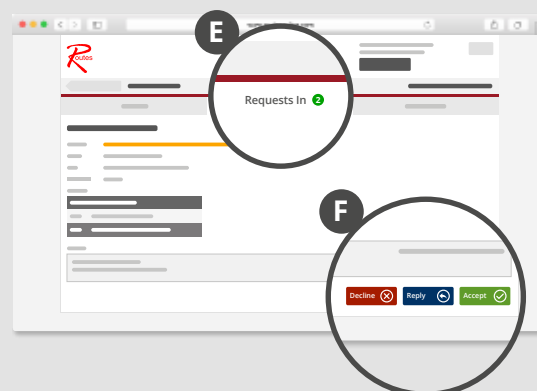
# 3

## Reply to requests

To reply to a meeting request, use the 'Requests In' tab **E** to view your notifications. Click on the relevant request, review and click Accept, Decline, or Reply **F** to suggest alternative times, location etc.

To accept the request, choose the appropriate time from the options provided by the sender and select the delegates from your company you wish to attend. Once you have accepted the meeting, your diary will automatically be updated.

**If you need any help using the new system, ask any of our Extra Meeting Assistants or visit Diary Advice.**



## Download the Routes app

Keep up to date with the latest event information, delegate lists and add/manage your additional meetings. Search for 'Routes Events' in your chosen app store.

Available on iOS, Android and in HTML5 format for BlackBerry, Windows and laptops.