

RVC2020

Quebec City, Quebec



Appointment Request Guide

Appointment Request Guide

This guide explains how you can make appointment requests for Rendezvous Canada 2020 as either a buyer or a seller.

You can access Appointment Requests via your MyRVC page.

We will show how to make requests as a seller, but the steps are nearly the same if you are a buyer. Differences will be noted where applicable.

NOTE: You must be registered as an “appointment-taking” delegate to make requests. If you are unclear of your status, please contact the RVC project team.

My RVC

Summary

Appointment Requests

Make New Requests

1 Make appointment requests using the **Add/Remove Request** function.

2 Requests you have made will then appear in the **Request Status** column.

3 The **Reg. Type** column shows the category of the delegate’s organization.

Notes:

- By default, all delegates are listed.

- You cannot request appointments with organizations who have opted out of your country or industry (even though they will appear in your list).

- Please note the number of requests available to you. It is recommended that you submit the maximum of requests allowed to maximize your opportunity for appointment matches. Note: TIAC members are able to make additional requests, as an added membership benefit.

For a full explanation of appointments and how they are structured, please visit the “Appointments” page on the RVC site at <http://rendezvouscanada.ca/about/about-rvc/appointments/> If you need help with steps or need a function explained, click the Help button.

Company	Delegate	Country	Reg. Type	Request Status	Add/Remove Request
1833 Travels Ltd. (TIAC MEMBER)		Canada	SELLER	Requested	Remove Request -
AdanaChina Holidays Inc. (TIAC MEMBER)		Canada	SELLER	Requested	Remove Request -
Test Seller 7 (TIAC MEMBER)		Canada	TPP		Add Request +
Travel Spike (TIAC MEMBER)		United States	TPP		Add Request +
Travel Spike (TIAC MEMBER)		United States	TPP		Add Request +

Viewing Options

View Profile

To view an organization's profile, select it and then click **View Profile**. Note that TIAC members receive highlighted placement in the RVC directory.



View All Profiles

If you wish to see details on all organizations in your list, click **View All Profiles**. You can then click through all of the organizations using the navigation in the upper right corner of the screen.



Who Requested Me

Please pay special attention to who requested to meet you. Appointment requests are computer-generated according to the following priorities: *

- Buyers and Sellers who both seek appointments with each other creates a “mutual request,” which is scheduled automatically based on mutual availability.
- Second priority is given to appointments requested by buyers.
- Third priority is given to appointments requested by sellers.

**Please note: It is possible that such requests, in exceptional circumstances, will not be pre-scheduled, as delegates may not have mutually available timeslots.*



Show Recommendations

Show recommendations is a quick filter to display a list of organizations you may want to meet with. The list is generated based on compatible responses to the profile questions (clientele served, regions of Canada, doing business, regions of organizations).



Search

If you wish to refine your results based on specific criteria, click **Search**.



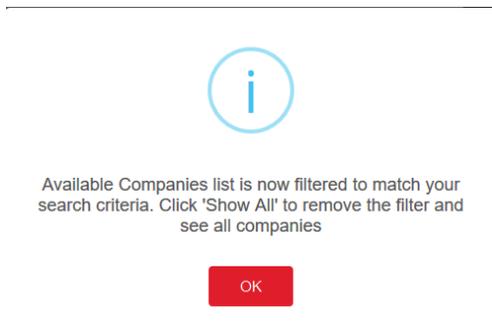
Here you can set a wide variety of search criteria, including by specific name, registration type, and location.

Note the **Registered After** option, which allows you to limit your search to a specific period. For example, you can set it from when you last logged in to see who has registered since then without having to scroll through everyone again.

Other search options include by Profile, Clientele, and many others. Click on the section headers to open the different search options.

The Available Organizations list will be filtered to match your search criteria as you select it.

The following message will confirm the process is complete.



Click **Exit** at the top of the search window to view the list.

Click **Show All** to remove the filter and see all organizations again.

Click **Search** again to change your search criteria.

View/Prioritize My Requests

Once you have made your appointment requests, click [View/Prioritize My Requests](#).

Here, you can set the priority order of your requests. To do so, click the up and down arrows in order to change the priority of your requests.

The “Information” column will show you whether the request is “mutual” between you and that delegate. It will also show “Dup” to indicate that you are making a similar request as another appointment taking delegate within your company.

You can also request back-to-back appointments with the same delegate by clicking [Double](#). (Note that you can request a maximum of 6 double length appointments. Also, because each appointment is for 11 minutes plus 4 minutes break, a double appointment will be for 26 minutes.)

You can also remove an organization using the boxes in the Remove column.

When you are done, click [Submit Changes](#).

<input type="checkbox"/>	Priority	Company	Delegate	Country	Information	Double	Remove
<input type="checkbox"/>	1	1833 Travels Ltd.		Canada	Mutual	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2	333travel		Netherlands		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3	333travel		Netherlands		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	4	5 Stars Travel Toronto Ltd.		Canada		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	5	66° Nord		France		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	6	Abercrombie & Kent		United States		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	7	Abiega Operadora		Mexico		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	8	AdanaChina Holidays Inc.		Canada		<input type="checkbox"/>	<input type="checkbox"/>

Schedule Breaks

The Schedule Break page is for sellers who want to schedule additional breaks during a session, if there are times they won't be available. (Both buyers and sellers will have one slot blocked per session for breaks; buyers do not have the opportunity to block additional slots.)

Check the boxes when you won't be available and then click [Submit Changes](#).

[Make New Requests](#) [View / Prioritize My Requests](#) **Schedule Break** [Email](#) [Help](#) [English](#)

The RVC Project Office will automatically block 6 timeslots for breaks (one each morning and afternoon). If you would like to schedule additional breaks, please select from the timeslots below. **IMPORTANT:** Appointments will not be scheduled during breaks.

[Submit Changes](#)

Wednesday AM	Wednesday PM	Thursday AM	Thursday PM	Friday AM	Friday PM
<input checked="" type="checkbox"/> 8:45AM	<input type="checkbox"/> 1:30PM	<input type="checkbox"/> 8:45AM	<input type="checkbox"/> 1:30PM	<input type="checkbox"/> 8:45AM	<input type="checkbox"/> 1:30PM
<input checked="" type="checkbox"/> 9:00AM	<input checked="" type="checkbox"/> 1:45PM	<input type="checkbox"/> 9:00AM	<input type="checkbox"/> 1:45PM	<input type="checkbox"/> 9:00AM	<input type="checkbox"/> 1:45PM
<input type="checkbox"/> 9:15AM	<input type="checkbox"/> 2:00PM	<input type="checkbox"/> 9:15AM	<input type="checkbox"/> 2:00PM	<input type="checkbox"/> 9:15AM	<input type="checkbox"/> 2:00PM
<input type="checkbox"/> 9:30AM	<input type="checkbox"/> 2:15PM	<input type="checkbox"/> 9:30AM	<input checked="" type="checkbox"/> 2:15PM	<input type="checkbox"/> 9:30AM	<input type="checkbox"/> 2:15PM
<input type="checkbox"/> 9:45AM	<input type="checkbox"/> 2:30PM	<input type="checkbox"/> 9:45AM	<input type="checkbox"/> 2:30PM	<input checked="" type="checkbox"/> 9:45AM	<input type="checkbox"/> 2:30PM
<input type="checkbox"/> 10:00AM	<input type="checkbox"/> 2:45PM	<input type="checkbox"/> 10:00AM	<input type="checkbox"/> 2:45PM	<input type="checkbox"/> 10:00AM	<input checked="" type="checkbox"/> 2:45PM
<input type="checkbox"/> 10:15AM	<input type="checkbox"/> 3:00PM	<input type="checkbox"/> 10:15AM	<input type="checkbox"/> 3:00PM	<input type="checkbox"/> 10:15AM	<input type="checkbox"/> 3:00PM
<input type="checkbox"/> 10:30AM	<input type="checkbox"/> 3:15PM	<input type="checkbox"/> 10:30AM	<input type="checkbox"/> 3:15PM	<input type="checkbox"/> 10:30AM	<input type="checkbox"/> 3:15PM
<input type="checkbox"/> 10:45AM	<input type="checkbox"/> 3:30PM	<input checked="" type="checkbox"/> 10:45AM	<input type="checkbox"/> 3:30PM	<input type="checkbox"/> 10:45AM	<input type="checkbox"/> 3:30PM
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<input type="checkbox"/> 11:30AM	<input type="checkbox"/> 4:15PM	<input type="checkbox"/> 11:30AM	<input type="checkbox"/> 4:15PM	<input type="checkbox"/> 11:30AM	<input type="checkbox"/> 4:15PM
<input type="checkbox"/> 11:45AM		<input type="checkbox"/> 11:45AM		<input type="checkbox"/> 11:45AM	

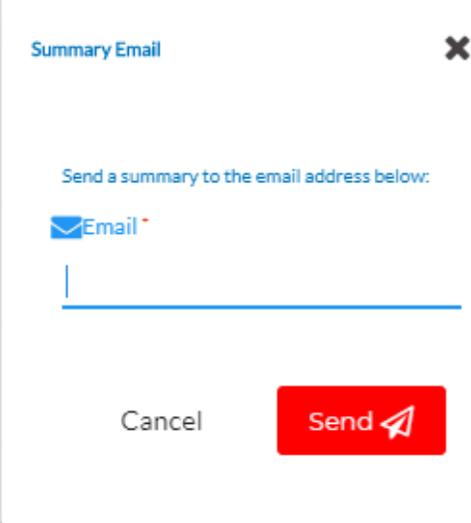
Finishing Up

If you wish, you can have a summary of your selections emailed to you by clicking the **Email** button. When the pop-up appears, make sure the email address is correct before clicking **Send**.

Note that you can make unlimited changes to your appointment requests until the deadline of March 20 at 11:59 PM Eastern Standard Time.

You should check in and review requests periodically because new sellers and buyers may have registered since you last made requests.

You should also ensure you make one last review of requests prior to the deadline.



Next Steps

Appointment schedules will be posted on **May 30, 2020**. You will then have access to add, change or cancel your appointments manually.

For more information on managing your appointments, please see the “Guide to Managing your Appointments”.

See you at Rendez-vous Canada 2020!