

Rendez-vous Canada+

APPOINTMENT REQUEST GUIDE



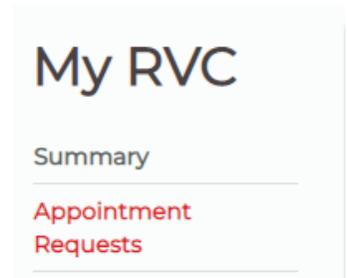
Appointment Request Guide

This guide explains how to make appointment requests for Rendez-vous Canada+ (RVC+) 2021 as a buyer or a seller.

You can access Appointment Requests via your MyRVC page.

While the guide explains how to make requests as a seller, the steps are nearly the same for buyers. We'll note differences 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 at rvc@rendezvouscanada.ca.

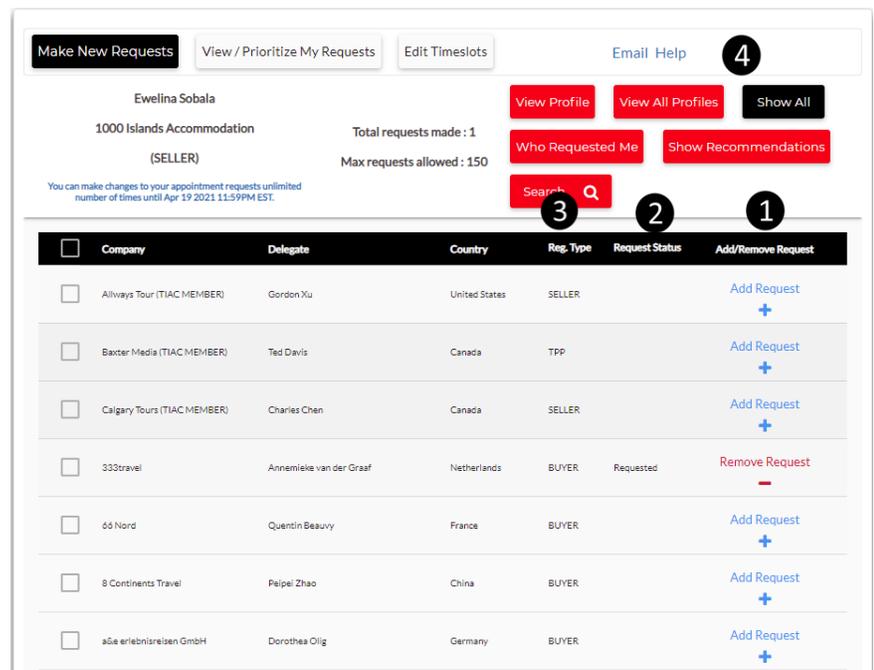


Make New Requests

- 1 Make appointment requests using the **Add/Remove Request** function.
- 2 Requests you have made will appear in the **Request Status** column.
- 3 The **Reg. Type** column shows the category of the delegate's organization.

Note:

- 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).



<input type="checkbox"/>	Company	Delegate	Country	Reg. Type	Request Status	Add/Remove Request
<input type="checkbox"/>	Allways Tour (TIAC MEMBER)	Gordon Xu	United States	SELLER		Add Request +
<input type="checkbox"/>	Baxter Media (TIAC MEMBER)	Ted Davis	Canada	TPP		Add Request +
<input type="checkbox"/>	Calgary Tours (TIAC MEMBER)	Charles Chen	Canada	SELLER		Add Request +
<input type="checkbox"/>	333travel	Annelieke van der Graaf	Netherlands	BUYER	Requested	Remove Request -
<input type="checkbox"/>	66 Nord	Quentin Beauvy	France	BUYER		Add Request +
<input type="checkbox"/>	8 Continents Travel	Peipei Zhao	China	BUYER		Add Request +
<input type="checkbox"/>	a&e erlebnisreisen GmbH	Dorothea Olig	Germany	BUYER		Add Request +

- Please note the number of requests available to you. We recommended that you submit the maximum of requests allowed to maximize your opportunity for appointment matches. Please note that Tourism Industry Association of Canada (TIAC) members can 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.

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 as a membership benefit.



View All Profiles

If you wish to see details on all organizations in your list, click **View All Profiles**. Then you can 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: *

- If a Buyer and a Seller both seek an appointment with each other, a “mutual request” is generated. This schedules an appointment automatically based on each party’s 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.*

Who Requested Me

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).

Show Recommendations

Search

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



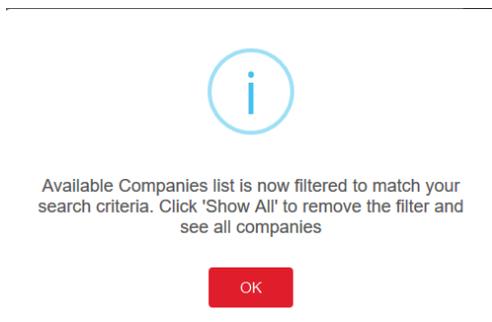
Here you can set a wide variety of search criteria, including a specific name, registration type, and location.

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 the list of delegates again.

Other search options include searching 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 to change the priority of your requests.

The Information column will show you whether the request is “mutual” between you and that delegate.

The screenshot displays the 'View / Prioritize My Requests' interface for user Ewelina Sobala. At the top, there are navigation buttons: 'Make New Requests', 'View / Prioritize My Requests' (highlighted in orange), 'Edit Timeslots', and 'Email Help'. Below this, the user's name 'Ewelina Sobala' is shown, along with their role '1000 Islands Accommodation (SELLER)'. Statistics indicate 'Total requests made : 4' and 'Max requests allowed : 150'. Action buttons include 'View Profile', 'View All Profiles', 'Remove All', and 'Submit Changes'. A note states: 'You can make changes to your appointment requests unlimited number of times until Apr 19 2021 11:59PM EST.' The main content is a table with the following columns: Priority, Company, Delegate, Country, Information, and Remove. The table contains four rows of requests, each with a checkbox in the 'Remove' column and up/down arrows for priority adjustment.

<input type="checkbox"/>	Priority	Company	Delegate	Country	Information	Remove
<input type="checkbox"/>	1	333travel	Annemieke van der Graaf	Netherlands		<input type="checkbox"/>
<input type="checkbox"/>	2	8 Continents Travel	Peipei Zhao	China		<input type="checkbox"/>
<input type="checkbox"/>	3	Aaryan Holidays & Leisure Pvt. Ltd.	Sanjeev Mehra	India		<input type="checkbox"/>
<input type="checkbox"/>	4	Abiega Operadora	Silvia Ortiz	Mexico		<input type="checkbox"/>

If you would like to remove an organization from your request list, click the appropriate boxes in the Remove column.

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

Edit Timeslots

The Edit Timeslots page allows you to customize your schedule by indicating the times that you will be offline or unavailable to take appointments.

IMPORTANT: RVC+ appointments will run 24 hours a day beginning at 12:00 UTC/8:00 Eastern on Tuesday, May 18 and continue through 23:59 UTC/19:59 Eastern on Thursday, May 20. Appointments and all official events will appear on your schedule in your local time zone based on your computer settings.

Sellers will have all appointment timeslots open and can block times that they are unavailable and do not wish to take appointments.

Buyers have pre-selected time blocks based on their local time zones. Please refer to buyer appointment schedules [here](#) for details regarding buyer appointment times. Buyers can further customize their schedules by blocking additional timeslots or opening pre-blocked timeslots.

Check the boxes when you won't be available and then click **Submit Changes**.

Make New Requests View / Prioritize My Requests **Edit Timeslots** Email Help

Customize your schedule by indicating the times that you will be offline or unavailable to take appointments. Your status will be Unavailable and appointments will not be booked during timeslots marked with a check.

All times are displayed in your local time zone according to your computer settings. [Click here to view buyer availability by timeslot.](#)

[Click here to view buyer availability by timeslot.](#)

Submit Changes

Day 1	Day 2	Day 3
Slot Number. Time	Slot Number. Time	Slot Number. Time
<input type="checkbox"/> 1. 8:00AM	<input type="checkbox"/> 49. 12:00AM	<input type="checkbox"/> 121. 12:00AM
<input type="checkbox"/> 2. 8:20AM	<input type="checkbox"/> 50. 12:20AM	<input type="checkbox"/> 122. 12:20AM
<input type="checkbox"/> 3. 8:40AM	<input type="checkbox"/> 51. 12:40AM	<input type="checkbox"/> 123. 12:40AM
<input type="checkbox"/> 4. 9:00AM	<input type="checkbox"/> 52. 1:00AM	<input type="checkbox"/> 124. 1:00AM
<input type="checkbox"/> 5. 9:20AM	<input checked="" type="checkbox"/> 53. 1:20AM	<input type="checkbox"/> 125. 1:20AM
<input type="checkbox"/> 6. 9:40AM	<input checked="" type="checkbox"/> 54. 1:40AM	<input checked="" type="checkbox"/> 126. 1:40AM
<input type="checkbox"/> 7. 10:00AM	<input checked="" type="checkbox"/> 55. 2:00AM	<input checked="" type="checkbox"/> 127. 2:00AM

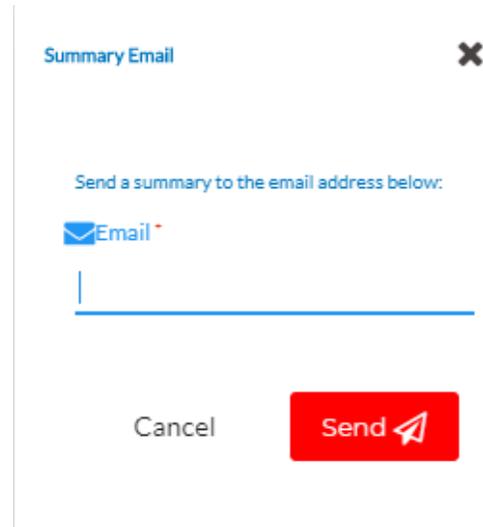
Finishing Up

If you wish, you can have a summary of your selections emailed to you by clicking the **Email** button. When the pop-up window 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 April 19 at 11:59 PM Eastern Standard Time.

Be sure to 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 – April 19, 2021.



Next Steps

Appointment schedules will be posted on **April 26, 2021**. After that date, any additions, changes or cancellations may be done manually.

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

See you at Rendez-vous Canada+ 2021