MEETINGS PROGRAM GUIDELINES

Estimated time to read: **3 minutes**

What is the Meetings Program?

The Meetings Program is your chance to have up to 30 pre-scheduled, one-to-one meetings, spread across 3 days at Fintech Meetup. All meetings scheduled will be with people you requested, who also indicated they want to meet you! Please read below for step by step instructions.

Profiles Stage: Feb 23 - March 6

(this should take no more than 5 mins to complete)

Your Meetings Program journey starts here!

- Once you receive your Welcome Email for the Meetings Program platform, simply request your One Time Passcode (OTP) and you can immediately start reviewing and completing your profile.
- Your profile is what others will see and use to request meetings with you, so make sure it is complete and accurate.
- Some items of your profile will have already been completed when you registered, saving you time!
- To edit your profile please click "Edit Meetings Program Profile" where you can update your information. Click "Save" at the bottom of the page once done.
- The deadline to complete your profile is **5pm PT, Friday, March 6**, however we do recommend completing it sooner if possible.
- We share everyone's profile at the same time once they are all complete, on Monday, March 9 - that is when you can start requesting who you want to meet!

TableTalks
- You also need to select the TableTalks topics that you are interested in.
- There are 2 TableTalks sessions and you can select as many topics as you like for each sessions, however you will be scheduled for a maximum of 1 topic per session.
- You can find the TableTalks options by clicking "TableTalks" at the top of your page.

Hosted Attendees - this bit is for you...
- Your Hosted meetings happen as part of these Meetings Program timeslots.
- Not following the Meetings Program process as outlined in these guidelines may impact your reimbursement post-show.

Exhibitors & Sponsors - this bit is for you...
Sponsor Admin (the main point of contact from your organization) - this is the person looking after your Exhibitor & Sponsor Registration portal including the organization info.
- If you have not yet registered all of your attendees for the event, please do that now!
- You can register yourself and your team via your login details on your dashboard.
- To register a member of your team follow these simple steps:
    - Select "Your Team" from the dashboard
    - Select "Add Staff"
    - Select "Register Exhibitor Representative"
    - Enter their details. You can either register people yourself, or you can invite them to register their details themselves.
- Once registered, everybody can create their profiles in the Meetings Program platform from Monday, February 23. The deadline is Friday, March 6.
- If your organization has purchased Hosted meetings then you must **assign your Meetings Reps by no later than Friday, March 6,** however we strongly recommend setting this up much sooner if possible. Your Meetings Reps are those people that will be taking your Hosted meetings on-site during the Meetings Program.
- Should you want a member of your team to help you with creating your profile, making requests, opt-ins, and accepting your meetings then please add their details as your Assistant when creating your Profile in the Meetings Program platform.
- You can assign registered attendees as additional Sponsor Admins should you wish.

Requests Stage: March 9 - 20
(please allow 60 minutes for this stage)

It's time for you to make requests to all the attendees that you would like to meet with!

- You can log into the Meetings Program platform from Monday, March 9.
- Please ensure your profile is fully complete, as this will ensure maximum visibility of your profile for other attendees looking to make their requests.
- The deadline to complete your requests is **5pm PT, Friday, March 20.**

Requests Stage cont'd: March 9 - 20

- Make as many requests with people you are interested in - there is no limit!
- We suggest submitting a **minimum of four meeting requests for every timeslot you are available for** e.g. if you are available for all 30 Meetings Program timeslots then make 120+ requests.
- You can add a personalized message to each request you make.
- Some attendees may be of more interest to you than others, so you can choose either "Relevant" or "Super Relevant" for each request. This priority choice will not be shared with the other person!
- You can apply filters to help you narrow down your search.
- Request meetings with as many people from the same organization as you like, safe in the knowledge that we will only ever schedule you 1 meeting with any organization.
- Be sure to request a wide variety of organizations, to give you the best chance of filling as many meeting slots as possible.

Exhibitors & Sponsors who have purchased Hosted meetings - this bit is for you...
- If you haven't done so already, please ensure you assign your **Meetings Reps** in the platform. These are the attendees that will be taking your paid-for Hosted meetings during the Meetings Program .
- Please request ALL Hosted attendees you would like to meet. Once scheduled, these will be your Hosted meetings.
- All Hosted attendees will be marked with an "H" next to them.
- You can also make non-Hosted meeting requests with everyone else taking part in the Meetings Program.
- Hosted Meetings Reps are advised to **submit at least four meeting requests for each Hosted meeting purchased**. e.g. if you have purchased 10 Hosted meetings then we recommend you individually make 40+ Hosted requests each. Please feel free to make as many more than that as you like!
- Add an Assistant (if you haven't already) who can then assist with making those all-important requests on your behalf.
- **Should we not be able to fill your Hosted meetings, and you have not made the recommended number of requests, you will not be eligible for a refund.**

Hosted Attendees - this bit is for you...
- You must be available for all Meetings Program timeslots.

Opt-ins & Confirm Availability: March 23 - 25

(this should only take up to 20 minutes)

Here's where you find out who wants to meet you!

- During this stage you will see all of the people that requested to meet with you and opt into their requests.
- If someone requested you and you requested them in the previous stage then you won't need to opt-in to that meeting here - you're already a match!
- We can only schedule meetings if both people agree, so opting into all of the meetings you are interested in is extremely important. If you don't opt in, that meeting will definitely not happen!
- This is your final chance to change your availability - you may be scheduled for meetings for any time slot that is not blocked.
- The deadline to complete all of your opt-ins is **5pm PT, Wednesday, March 25.**

Meetings Reps - this bit is for you...
- Opting into a request you receive from a Hosted attendee will become a Hosted meeting if it is scheduled.
- Please note that not all opt-ins will become scheduled meetings.

Hosted Attendees - this bit is for you...
- Hosted Attendees should **opt into requests from a minimum of 24 different organizations**. Please opt into as many more as you like - remember the maximum number of Hosted meetings we will schedule for you is 8.
- You must be available for all Meetup timeslots.
- **Not opting in to the required number of requests may impact your eligibility for full travel reimbursement.**

View Schedule and Accept Tabletalks - March 26 - 27

this should take less than 5 minutes)

- You can view your schedule on the Meetup platform, as well as in the mobile app.
- If you have been scheduled for a Tabletalks session, you must accept it at this time.

Meetings Program Times

Mon, March 30 - 1:30pm - 3:15pm (PT): 6x 15-minute timeslots (3-minute intervals between each meeting)
Tues, March 31 - 11:15am - 1:00pm (PT): 6x 15-minute timeslots
Tues, March 31 - 3:30pm - 5:15pm (PT): 6x 15-minute timeslots
Wed, April 1 - 11:15am - 1:00pm (PT): 6x 15-minute timeslots
Wed, April 1 - 2:00pm - 3:45pm (PT): 6x 15-minute timeslots

Overview of all Meetings Program Stages

1. Assign Sponsor Admin and Meetings Reps (deadline Fri, March 6)
2. Complete your Meetings Program Profile (Mon, Feb 23 - Fri, March 6)
3. Select TableTalks you are interested in (Mon, Feb 23 - Fri, March 20)
4. Request Meetings (Mon, March 9 - Fri, March 20)
5. Opt-in to Incoming Requests & Confirm Availability (Mon, March 23 - Wed, March 25)
6. Accept your Scheduled TableTalks (Mon, March 23 - Wed, March 25)
7. Download the Fintech Meetup 2026 App & View your Meetings Program Schedule (Thurs, March 26 - Fri, March 27)
8. Attend Fintech Meetup! (Mon, March 30 - Wed, April 1)
9. Provide Feedback (Fri, April 2 onwards)