

# OVERVIEW OF MEETUP

## STEP 1

TUESDAY 5 MAY -  
FRIDAY 15 MAY

**Complete your profile** and share details about yourself and why you are participating.

## STEP 2

MONDAY 18 MAY -  
FRIDAY 29 MAY

**Request who you want to meet** by reviewing the profiles of everyone participating and indicating if they are 'Relevant' or 'Super Relevant'.

## STEP 3

MONDAY 1 JUNE -  
WEDNESDAY 3 JUNE

**Opt in to the new requests** you've received from participants who you originally did not request by selecting 'Relevant' or 'Super Relevant'. All meetings are double opt-in to ensure they're valuable. Be sure to **confirm your timeslot availability**, as meetings will only be scheduled during times you've marked as available.

## STEP 4


THURSDAY 4 JUNE

**View your schedule!** Download the Shoptalk Europe 2026 Mobile App and view your full meetings schedule! You are only scheduled for meetings in available timeslots with people you have requested who also requested you.

[VIEW FULL GUIDELINES](#)

# CREATE YOUR PROFILE

TUESDAY 5 MAY - FRIDAY 15 MAY



[PREVIEW PROFILE](#)

Meeting Program


Edit Meetup Profile

## Complete your Meetup Profile

**Deadline: Friday, February 27th, 5pm PT**

Meetup is our must-attend onsite meetings program, your chance to have prescheduled, double opt-in, one-to-one meetings. To kick things off, you will need to complete your profile, this is what others will see and use to request meetings with you.

Photo



Supported formats: PNG, JPG, JPEG  
Aspect Ratio 1:1

First Name \*

Last Name \*

Email \*

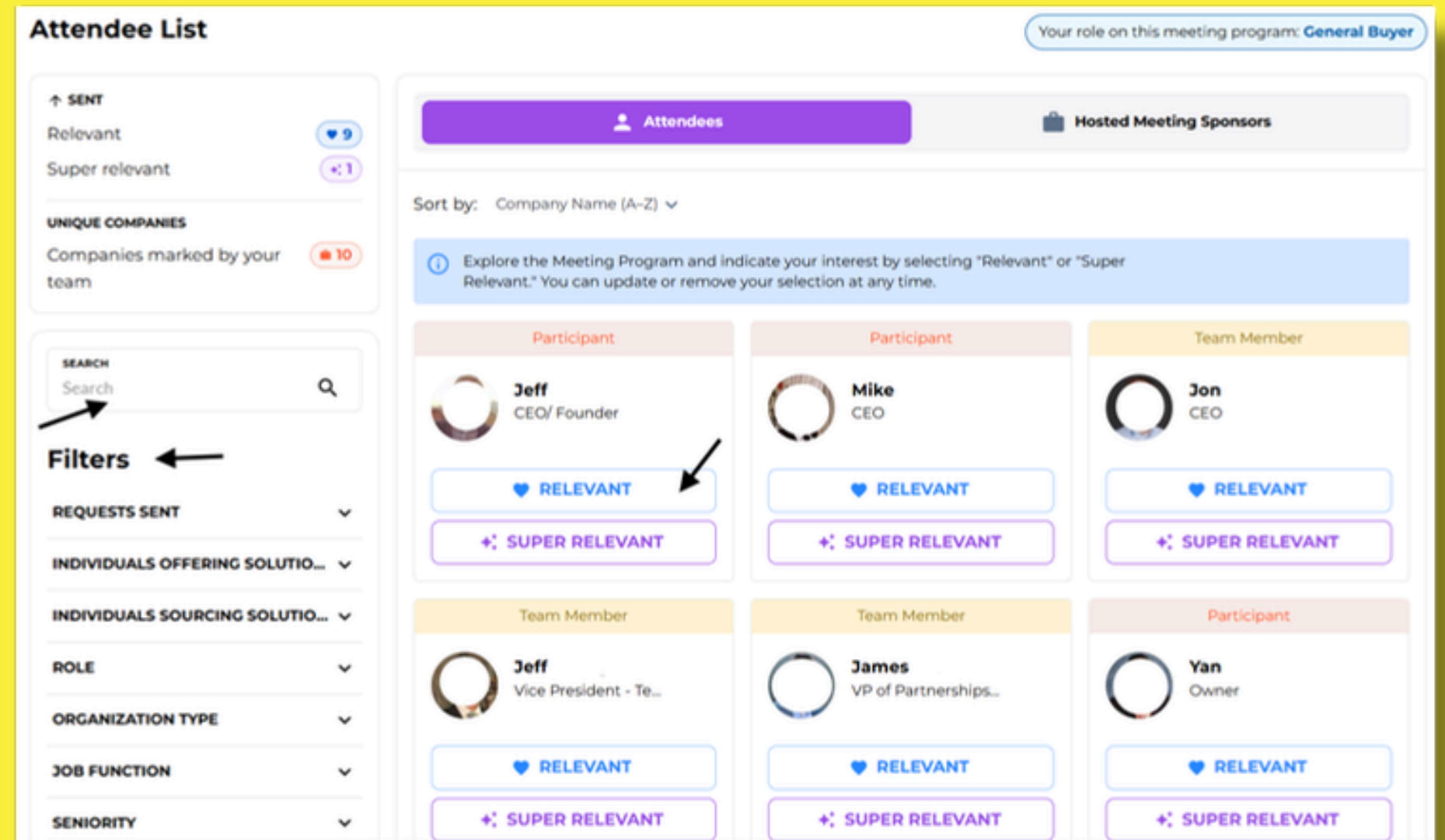
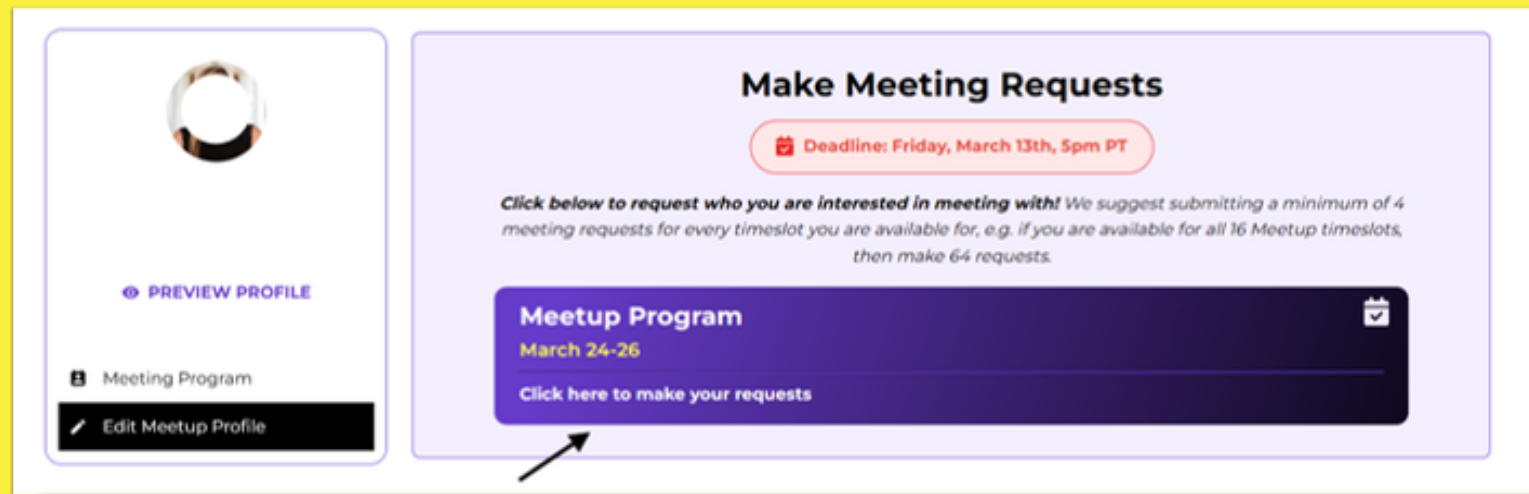
Company

Job Title

Bio \*

# MAKE YOUR REQUESTS

MONDAY 18 MAY - FRIDAY 29 MAY

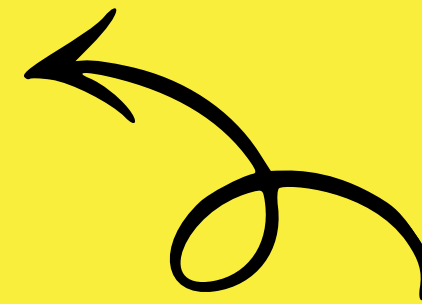


You can request meetings by selecting "Relevant" or "Super Relevant". Requests marked as "Super Relevant" will be prioritised when we run our scheduling algorithm.

# OPT INTO YOUR REQUESTS

MONDAY 1 JUNE - WEDNESDAY 3 JUNE

The screenshot shows a web interface titled "Incoming Relevance". At the top right, it says "Your role on this meeting program: General Buyer". On the left, there is a sidebar with a "RECEIVED" section showing "Received relevant" with a heart icon and the number "187". Below this is a search bar and a "Filters" section with various dropdown menus for ROLE, OPT INS MADE, INDIVIDUALS LOOKING TO SOURC..., INDIVIDUALS LOOKING TO OFFER ..., ORGANIZATION TYPE, VERTICAL, JOB FUNCTION, JOB TITLE LEVEL, GEOGRAPHIC MARKETS OF OPER..., and COUNTRIES. The main content area has a "Sort by: Company Name (A-Z)" dropdown. A blue information box contains the following text: "For all requests that you are interested in, please opt-in by marking 'Relevant' or 'Super Relevant'. Any matches created as a result from the previous Requests stage, and the opt-ins made this week, may result in a scheduled meeting. Only opt-in to requests from individuals that you would be interested in meeting with! This is your final chance to adjust your availability before meetings are scheduled this week. The deadline to complete all of your opt-ins and confirm your availability is 5pm PT, Wednesday, March 18." Below this, there is a grid of request cards. Each card has a header indicating the role (Buyer, Participant, Meeting Sponsor) and a profile picture with the name and title. Below each profile are two buttons: a blue "RELEVANT" button with a heart icon and a purple "SUPER RELEVANT" button with a plus-minus icon. An arrow points to the "RELEVANT" button for Laurie, a Buyer in Marketing.



You can opt in to meetings by selecting "Relevant" or "Super Relevant".

# VIEW YOUR SCHEDULE

THURSDAY 4 JUNE

**My Schedule** [DOWNLOAD SCHEDULE](#)

**Tiffany**  
co-founder & Creative Director  
[PREVIEW PROFILE](#)

- My Schedule
- Meeting Program
- Meeting Ratings
- Edit Meetup Profile

**MEETING PROGRAM**

Wednesday, Mar 25, 2026  
12:00 PM - 12:15 PM

**Meetup**  
MEETING WITH:  
**Mickey**  
CEO & Co-founder [Table 1252](#)

Your final schedule will also be available on the Shoptalk Europe mobile app!

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SHOPTALKEUROPE.COM

# NETWORKING OPPORTUNITIES:

## MEETUP: SPONSORS WITH PURCHASED HOSTED MEETINGS

As a participant with hosted meetings, you'll be scheduled meetings on an individual basis. Each attendee has up to 16 meeting slots across the 3-day event, subject to mutual interest and availability. Once your hosted meetings are allocated, you may also be scheduled for general meetings based on your requests and opt-ins, maximising your opportunities to connect!

To get the most out of your Meetup experience, here is a guide designed with you in mind.

**[CLICK ON YOUR INSIDER'S GUIDE TO GET STARTED](#)**

