



Virtual Suites Meeting Frequently Asked Questions & Answers

Appointments

- **As a supplier can I request meetings with distributors?**
 - *The appointment setting tool only allows for distributors to request a meeting. A list of participating distributors will be included in the Virtual Suite Directory. Suppliers can contact a distributor through this directory to invite the distributor to view their company's profile page and pick a date and time to schedule a meeting.*
- **As a distributor, how do I request meetings with the suppliers?**
 - *Once appointment setting opens on August 3rd, participants will receive a link to the Virtual Suite Directory with product and supplier information. As you read through that when you see a supplier of interest, you will be able to view their availability and request a meeting right there in the directory. Once the supplier accepts your request to meet, a calendar invite will be sent to both of you via email with instructions on connecting the day of the meeting.*
- **Can a host decline an appointment but suggest a different length of time or different time all together?**
 - *Yes, a supplier host can decline a booking request and suggest a different time or duration.*
- **Will there be any indication DURING the meetings to let people know that their time is running out? Something to keep us all on schedule.**
 - *Calendar appointments will include a reminder notification at 5 minutes prior to the start time so that participants will know it is almost time for their next meeting. The host will also be notified when their next appointment connects to the platform (they will be listed in the "waiting room") so the host will know to say goodbye to the current attendees.*
- **As a Supplier, will I be required to disconnect and reconnect to each meeting throughout the day?**
 - *No, the Zoom link does not change for each appointment. If you have back to back meetings, your next appointment will be in the virtual waiting room as the first one leaves the meeting, see the [zoom tutorial on waiting rooms](#).*