



1-to-1 Meeting Utility

The ABIM 2017 1-to-1 meeting utility can be accessed on Apple or Android devices or using a laptop or desktop computer.

Once you have registered for the ABIM APP, it is necessary to register separately for the 1-to-1 utility.

First time users should enter their email address – as used for the main registration and press 'register'. An email will be sent to the user with an ID or password.

Username: enter the email used for your main registration.

1-to1 ID: This is the password sent to you when you registered to use 1-to-1 utility.

The ABIM 1-to-1 meeting utility allows you to view all delegates who have registered to use the 1-to-1 system. Note that not all delegates will be featured. Only those who have agreed will be visible this can be changed in 'settings' at any time.

Settings

To set up meetings, or to be available to receive meeting requests, it is first necessary to set up your own profile in 'settings'.

There are sections available to provide your name, company, job title, phone (optional), country and email address. Name, company and country can be used to search for people so are necessary. Please enter your details including the country in English.

The 1-to1 ID or password can also be changed in 'settings'.

The tab 'availability' provides a facility to show you are available to receive meetings requests. If this is not showing, others will not be able to request meetings with you. If there are periods when you are not available, these can be specified and reserved.

New Meeting

Selecting the 'New Meeting' tab provides the opportunity to search for delegates by name, company, country or attendee list.

Once a delegate has been found, select a time slot and venue (table number) from the drop-down menus, add a message if desired and press 'Send Request'. If no time slots are available then there are no more options to request a meeting or the delegate is not available. Tables are allocated on a first come basis.

Meeting requests received or requested will remain in the pending list until accepted or declined and can be seen in the Overview.

If you receive a request, press accept to have the meeting added to your calendar.

On the day, go to the 1-to-1 meetings room where you will be guided to your chosen table.