

Rendez-vous Canada 2017 Appointment Request Guide

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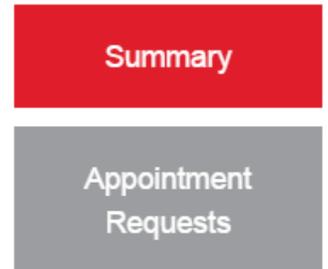
My RVC

This guide will explain how to make appointment requests for Rendez-vous Canada 2017 as either a buyer or a seller.

You can access Appointment Requests via your MyRVC page.

We will show how to make requests as a seller, but the steps will be nearly the same if you are a buyer. Differences will be noted 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.



Make New Requests

This is the default page when you enter.

Here, you can make appointment requests using the **Add/Remove Request** function. 1

Requests you have made will then appear in the **Request Status** column. 2

The **Reg. Type** column shows the category of the delegate. 3

Notes:

- By default, all delegates will be listed.
- You cannot request appointments with delegates who have opted out of your region or industry (even though they will appear in your list).
- Sellers: Please note the number of requests available to you. Each "full schedule" (which equals one full booth) can make 82 requests, with a maximum of 68 being scheduled. Sellers with half booths, meanwhile, can request a maximum of 40 appointments, with 34 being scheduled.

(Each appointment is for 12 minutes within a 15-minute period.)

- Once appointment schedules are posted (around April 3rd), half-booth sellers who have opted for concurrent appointments can make those requests at that time and book appointments directly with buyers.

For a full explanation of appointments and how they are structured, please visit the "Appointments" page on the RVC site at <http://rendezvouscanada.travel/about/about-rvc/appointments/> If you need help with steps or need a function explained, click the Help button. 4

Viewing Options

View Profile

To view the profile of a company, select it and then click [View Profile](#).

Company	Delegate
1st Class Holidays	
Aeroplan Canada Inc.	

[View Profile](#)

Company Profile

1st Class Holidays

Delegate	Title	Email
	Director	

Address

Contact

Phone

Fax

Email

Web Site

Personalized Company/Organization Description

1st Class Holidays are an independently owned tour operator, selling predominately via the independent retail travel agent network throughout the UK. Our target market is individual travellers, couples or families. Our dedication to offering the highest level of service has resulted in us being awarded the "Best Operator to Canada" award at the British Canada Travel Awards 10 times, most recently in 2012. We produce a dedicated 164-page Canada brochure (viewable via our website) that covers all regions and most product types. Our speciality is creating tailor made itineraries. We are looking to increase our awareness of new and existing products that are attractive to the UK market.

Best Description of Main Type of Business*

Tour Operator Only

Category of Products/Services*

Premium

View All Profiles

If you wish to see details on all companies in your list, click [View All Profiles](#). You can then click through all of the companies using the navigation at the bottom of the screen.

[View All Profiles](#)

Prev 1 of 10 Next

Who Requested Me / Show Recommendation

Other options include showing results by who requested you and by recommendation.

[Who Requested Me](#)

[Show Recommendation](#)

Please pay special attention to who requested you. This is because appointment requests are computer-generated according to the following priorities:*

- Buyers and Sellers who both seek appointments with each other creates a "mutual request," which is scheduled automatically.
- Second priority is given to appointments requested by buyers and almost always results in a scheduled appointment.
- 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.*

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 by 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 everyone again.

Other search options include by Profile, Clientele, and many others. When you're ready, click **Execute Search**.

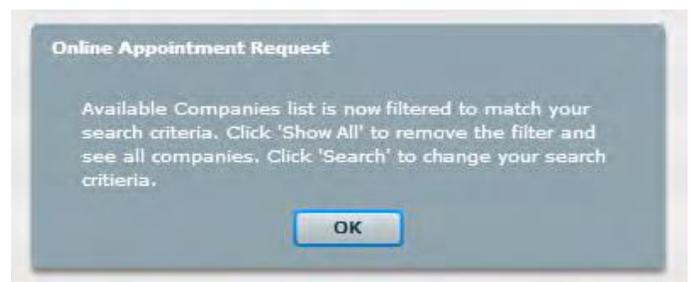
The Available Companies list will be filtered to match your search criteria.

Click **Show All** to remove the filter and see all companies again.

Click **Search** again to change your search criteria.

The screenshot shows a search interface with the following elements:

- Buttons:** Exit, Reset, Execute Search.
- Main criteria section:**
 - Company name:** Text input field.
 - City:** Text input field.
 - Delegate First Name:** Text input field.
 - Delegate Last Name:** Text input field.
 - Registered After:** Date picker.
 - Registration Type:** Dropdown menu with "Buyer" selected.
 - State / Province:** List box containing: CAN - Alberta, CAN - British Columbia, CAN - Manitoba, CAN - New Brunswick, CAN - Newfoundland & Labrador, CAN - Northwest Territories, CAN - Nova Scotia.
 - Country:** List box containing: Canada, Argentina, Australia, Austria, Belgium, Brazil, Chile.
- Company Profile section:** Promoted Regions of Canada, Clientele, Target youth aged 19-30*, Special Services Required, Marketing Support Desired, Geographical Information, Accommodation.



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 and hold on a delegate and drag it to where you want it.

The “Information” column will show you whether the request is “mutual” between you and that delegate. It will also show “Dup” to indicate that you are making a duplicate request.

You can also request back-to-back appointments with the same delegate by clicking **Double**. (Note that you can request a maximum of 6 double length appointments. Also, because each appointment is for 12 minutes, a double appointment will be for 24 minutes.)

You can also remove a delegate using the boxes in the Remove column.

When you are done, click **Submit Changes**.

Help Email Save & Exit

You can make changes to your appointment requests unlimited number of times until Mar 24 2017 11:59PM EST.

Make New Requests View / Prioritize My Requests Block Slots

Total requests made : 0
Max requests allowed : 40

View Profile Remove All
View All Profiles Submit Changes

Priority	Company	Delegate	Country	Information	Remove

Block Slots

The Block Slots page is for sellers who want to schedule additional breaks during a session if there are times they won't be available. (Both buyers and sellers will have one slot blocked per session already; buyers do not have the opportunity to block additional slots.)

Check the boxes when you won't be available and then click [Submit Changes](#)

[Help](#) [Email](#) [Save & Exit](#)

You can make changes to your appointment requests unlimited number of times until Mar 24 2017 11:59PM EST.

[Make New Requests](#) [View / Prioritize My Requests](#) **Block Slots**

You will automatically receive 1 scheduled break in each AM and PM session (total of 6 scheduled breaks). You have an option to block additional slots in each session. Please note that you will not receive a scheduled appointment in any slot(s) you block or scheduled breaks.

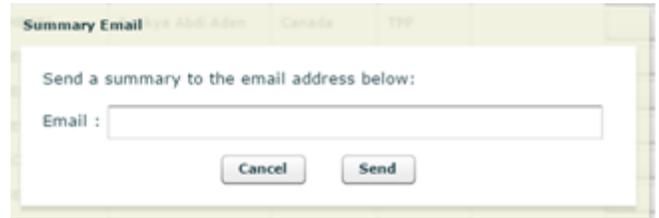
Wednesday AM	Wednesday PM	Thursday AM	Thursday PM	Friday AM	Friday PM
<input type="checkbox"/> 9:00AM	<input type="checkbox"/> 2:15PM	<input type="checkbox"/> 9:00AM	<input type="checkbox"/> 1:45PM	<input type="checkbox"/> 9:00AM	<input type="checkbox"/> 1:45PM
<input type="checkbox"/> 9:15AM	<input type="checkbox"/> 2:30PM	<input type="checkbox"/> 9:15AM	<input type="checkbox"/> 2:00PM	<input type="checkbox"/> 9:15AM	<input type="checkbox"/> 2:00PM
<input type="checkbox"/> 9:30AM	<input type="checkbox"/> 2:45PM	<input type="checkbox"/> 9:30AM	<input type="checkbox"/> 2:15PM	<input type="checkbox"/> 9:30AM	<input type="checkbox"/> 2:15PM
<input type="checkbox"/> 9:45AM	<input type="checkbox"/> 3:00PM	<input type="checkbox"/> 9:45AM	<input type="checkbox"/> 2:30PM	<input type="checkbox"/> 9:45AM	<input type="checkbox"/> 2:30PM
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<input type="checkbox"/> 10:45AM	<input type="checkbox"/> 4:00PM	<input type="checkbox"/> 10:45AM	<input type="checkbox"/> 3:30PM	<input type="checkbox"/> 10:45AM	<input type="checkbox"/> 3:30PM
<input type="checkbox"/> 11:00AM	<input type="checkbox"/> 4:15PM	<input type="checkbox"/> 11:00AM	<input type="checkbox"/> 3:45PM	<input type="checkbox"/> 11:00AM	<input type="checkbox"/> 3:45PM
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<input type="checkbox"/> 11:45AM	<input type="checkbox"/> 5:00PM	<input type="checkbox"/> 11:45AM	<input type="checkbox"/> 4:30PM	<input type="checkbox"/> 11:45AM	<input checked="" type="checkbox"/> 4:30PM
	<input type="checkbox"/> 5:15PM		<input type="checkbox"/> 4:45PM		<input checked="" type="checkbox"/> 4:45PM

[Submit Changes](#)

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 appears, make sure the email address is correct before clicking Send.

When you are finished with everything, click the **Save & Exit** button.



Note that you can make unlimited changes to your appointment requests until the deadline of March 24 at 11:59 PM Eastern Standard Time.

You should 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.

See you at Rendez-vous Canada 2017!