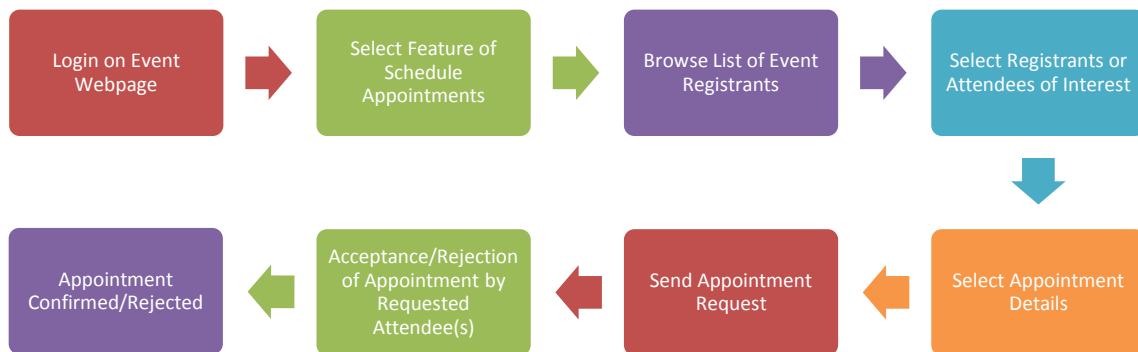


## A Guide to the Peer-to-Peer Networking Platform

This document details the steps involved in using the 'Peer-to-Peer Networking Platform', an innovative networking feature which allows an event participant to pre-schedule his/her one-on-one business meetings with other participants and help to connect with a few chosen ones to setup introductory meeting sessions.

For representational purpose, the document contains references to the Global Compliance & Risk Management Conference and Exhibition held at Washington DC, USA in November 2014 organized by Global Outsourcing Association of Lawyers and managed by Events 4 Sure, a Division of Excellect KPO Consultants Private Limited.

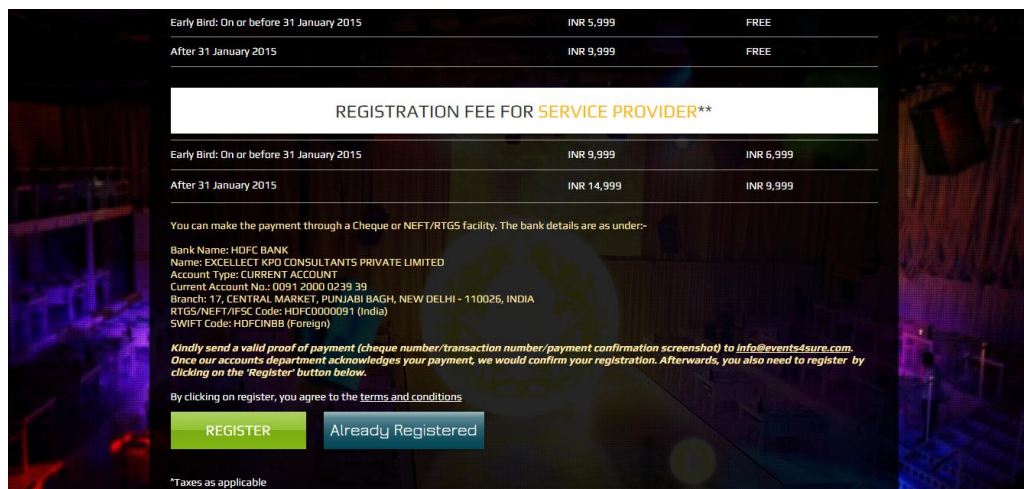
Below is a flow of steps involved in scheduling a meeting using the Peer-to-Peer Networking Platform:-



For more information, please visit <http://www.legalconfexdelhi2015.com/#!distinguishing-features/ce1n> or write to [info@events4sure.com](mailto:info@events4sure.com)

The steps involved in scheduling a meeting using the Peer-to-Peer Networking Platform are mentioned below:-


1. Go to the 'Registration' menu page on the event website at <http://www.legalconfexdelhi2015.com/#!registration/c7rk> and click 'Already Registered'.

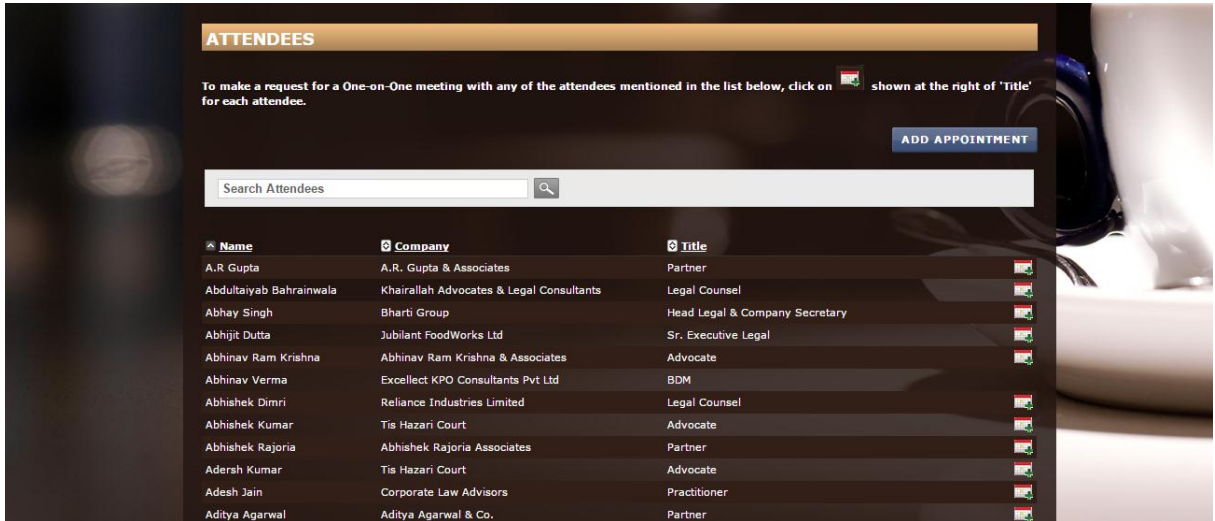


2. Enter 'Email Address' and 'Confirmation Number' as mentioned in the confirmation mail already sent. Then, click 'OK'.


3. Click 'Schedule Appointments'.

4. Click 'List of the Event Attendees'.

- A list of registrants is displayed. Click on the  button shown on right of 'Title' for any of attendees with whom you want to fix a One-on-One meeting.



**ATTENDEES**

To make a request for a One-on-One meeting with any of the attendees mentioned in the list below, click on  shown at the right of 'Title' for each attendee.

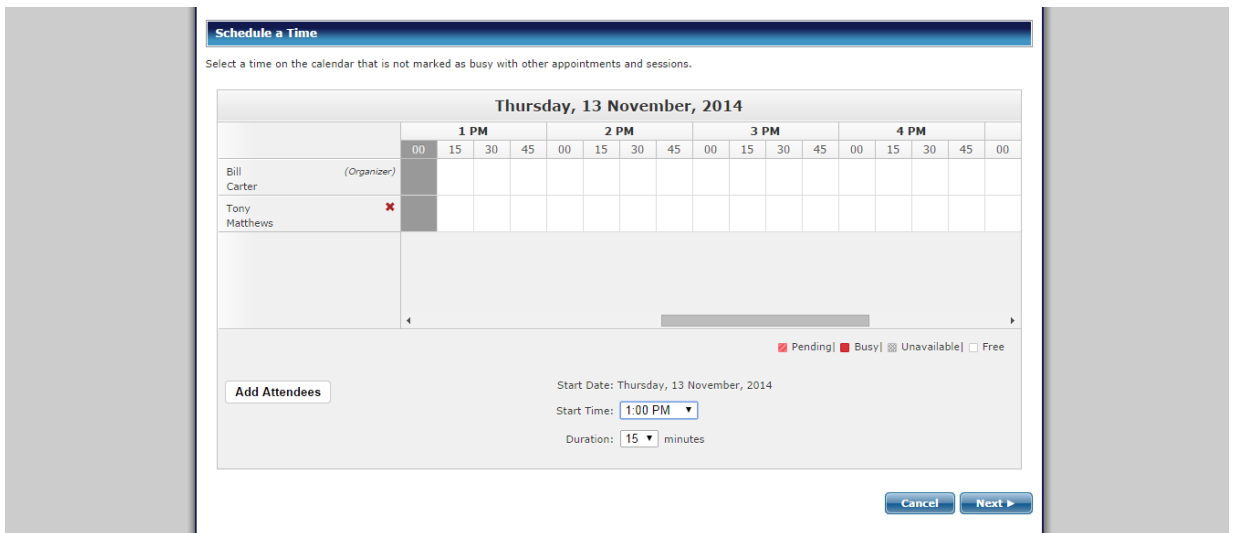
**ADD APPOINTMENT**

Search Attendees

Name	Company	Title
A.R Gupta	A.R. Gupta & Associates	Partner
Abdultayyab Bahrainwala	Khairallah Advocates & Legal Consultants	Legal Counsel
Abhay Singh	Bharti Group	Head Legal & Company Secretary
Abhijit Dutta	Jubilant FoodWorks Ltd	Sr. Executive Legal
Abhinav Ram Krishna	Abhinav Ram Krishna & Associates	Advocate
Abhinav Verma	Excollect KPO Consultants Pvt Ltd	BDM
Abhishek Dimri	Reliance Industries Limited	Legal Counsel
Abhishek Kumar	Tis Hazari Court	Advocate
Abhishek Rajoria	Abhishek Rajoria Associates	Partner
Adersh Kumar	Tis Hazari Court	Advocate
Adesh Jain	Corporate Law Advisors	Practitioner
Aditya Agarwal	Aditya Agarwal & Co.	Partner

- Select 'Start Time' and 'Duration'. The screen also shows the schedules of the appointment organizer and the attendee and their availability at different time slots.

Afterwards, click 'Next'.



**Schedule a Time**

Select a time on the calendar that is not marked as busy with other appointments and sessions.

**Thursday, 13 November, 2014**

	1 PM				2 PM				3 PM				4 PM			
	00	15	30	45	00	15	30	45	00	15	30	45	00	15	30	45
Bill Carter (Organizer)																
Tony Matthews																

Pending |  Busy |  Unavailable |  Free

**Add Attendees**

Start Date: Thursday, 13 November, 2014

Start Time:

Duration:  minutes

**Cancel** **Next**

7. Enter details like 'Appointment Title', 'Description' etc. and click 'Save'.

### Provide Details

Enter the details below.

**\*Appointment Title:**

**Appointment Time:**  
Thursday, 13 November, 2014 1:00 PM - 1:15 PM

**\*Description:**

**Location:**

### Your Notes

Add your own private notes about this appointment. Only you will be able to view these notes.

### Attendees

The following attendees have been invited to this appointment.

[+] Show Attendee Details

<b>Bill Carter</b> (Organizer)
<b>Tony Matthews</b>


8. This screen shows the details of the appointment. The organiser can click on 'Add to my calendar' to make a calendar entry.

Your appointment has been successfully created.

**Appointment Details**

Review the information below.

**Business Meeting**  
One-on-One Meeting

**Appointment Time**  [Add to my calendar](#)  
Thursday, 13 November, 2014 1:00 PM - 1:15 PM

[Edit Appointment](#) [Cancel Appointment](#)

**Your Notes**

Add your own private notes about this appointment. Only you will be able to view these notes.

[Save Note](#)

**Attendees**

The following attendees have been invited to this appointment.

[+] Show Attendee Details

**Bill Carter** (Organizer)

**Tony Matthews** (Pending)  
[Send Email](#)

[Back to My Agenda](#)

9. The below screen shows the confirmation mail for scheduled appointment.

Hi Tony,

You are invited to 'Business Meeting' appointment scheduled for Thursday, 13 November, 2014 1:00 PM during the Global Compliance & Risk Management Conference and Exhibition, Washington DC, USA, 13 November 2014.

Please review the appointment details below.

Appointment Details	
Appointment Organizer:	Bill Carter
Appointment Title :	Business Meeting
Appointment Time :	Thursday, 13 November, 2014 1:00 PM
Appointment Description :	One-on-One Meeting
Appointment Location :	

[Click here](#) to accept or decline this appointment.

If necessary, [Click here](#) to request your confirmation number so that you can log in and view this appointment or your current agenda.

To contact Bill Carter, reply to this email.

10. A customized mail can also be sent as shown in the screen below by clicking on 'Send Email'. The mail can be written and then, 'Send' is clicked.

The screenshot shows a 'Send Email' form with the following fields and content:

- Your Name:** Bill Carter
- Your Email Address:** bill.carter2145@gmail.com
- To:**  Tony Matthews (Pending)
- \*Subject:** Business Meeting
- \*Message:** Hi Tony  
Kindly accept this business networking opportunity with me.  
Thanks  
Bill Carter
- \*Text Verification:** A CAPTCHA image showing the number '220' and a reCAPTCHA logo.
- Buttons:** Send, Cancel, and a link for Privacy & Terms.

11. The meeting can be accepted by clicking on 'Accept' or rejected by clicking on 'Decline'.

The screenshot shows the 'Appointment Details' page with the following sections:

- Appointment Details:** Review the information below.
- Business Meeting:** One-on-One Meeting
- Appointment Time:** [Add to my calendar](#)  
Thursday, 13 November, 2014 1:00 PM - 1:15 PM
- Your Notes:** Add your own private notes about this appointment. Only you will be able to view these notes. Includes a text area and a 'Save Note' button.
- Attendees:** The following attendees have been invited to this appointment.
  - [+] Show Attendee Details
  - Tony Matthews (Pending):**
  - Bill Carter (Organizer):**
- Back to My Agenda:** A button at the bottom right.

12. A customized acceptance can also be written and emailed to the Organizer.



**Send Email**

Your Name: Tony Matthews  
Your Email Address: tonymatthews.g19@gmail.com



To:  Bill Carter (**Organizer**)




**\*Subject:** Business Meeting

**\*Message:** Hi Bill,  
I have accepted your invitation.  
Thanks  
Tony

**\*Text Verification:**    [Privacy & Terms](#)

13. Below is the confirmation mail after acceptance of the meeting from all the meeting attendees.

Appointment Accepted: Business Meeting by Tony Matthews Inbox x  

 **Tony Matthews** via [cvent.com](#) 5:59 PM (14 minutes ago) ☆  

to me ▾

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Hi Bill,

Tony Matthews has accepted 'Business Meeting' appointment scheduled for Thursday, 13 November, 2014 1:00 PM during the Global Compliance & Risk Management Conference and Exhibition, Washington DC, USA, 13 November 2014.

The statuses of the attendees are below.

Attendee Name	Attendee Status
Tony Matthews	Accepted
Bill Carter	Organizer

[Click here](#) to view more details about this appointment.

Comment from Tony Matthews: I accept your invitation.

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