

PPAI wants your time during PPAI Expo Direct-2-You to be productive. We've added a new feature which allows distributors to pre-schedule meetings with your company during the show. To activate this feature, you will need to complete the following.

1. Using an appointment scheduling system, set up an event for PPAI Expo Direct-2-You, Jan. 11-14, 2021.
2. Load the appointment calendar link (URLs only) in the [ERC](#) to activate this feature.

You may use any appointment scheduling system you wish. If you don't have a service or system, we recommend using [Calendly.com](#), which is a free and simple system. Below are set-up instructions.

The exhibitor list and the ability to pre-book appointments will be promoted to distributors starting December 14. Exhibitors who have added an appointment calendar link in the ERC will have a hyperlinked calendar icon next to their listing and stand out from the crowd.

If you have any questions about this feature or need assistance logging into the ERC, please contact expositions@ppai.org.

[Calendly.com](#) Group Meeting Instructions:

- [Click here for Getting Started with Calendly.com directions](#)
- [Click here for Video Tutorials](#)
- [Click here for How To Set Up Multi-Person Scheduling Feature](#)

Adding The Calendar URL To ERC Instructions:

1. Log into [ERC](#).
 - If you need help with your password, please contact expositions@ppai.org.
2. Click the blue Online Company Directory Listing button.
3. Scroll down to the bottom of the page.
4. Add your URL to 'Meeting Scheduler Website' field.
5. Click the Save & Continue button.
6. Click Continue button on the following page.
7. Close or log out after the confirmation page.
8. View your listing online.
9. Test your link to make sure it is working properly.
 - If you are having issues, contact expositions@ppai.org for assistance.

Thank you,
Your PPAI Expo Direct-2-You Team



PPAI - Promotional Products Association International
3125 Skyway Circle North
Irving, Texas 75038
972.258.3902 Direct
888.426.7724 ext 3902 Toll-free
www.ppai.org