

Matched Appointments are networking/sales meetings between a member or partner table and a partner or member track. For some events, members sit (i.e., have tables) while partners move (i.e., have tracks), but for other events these roles are flipped. Virtuoso staff or select guests may also be assigned to tables or tracks.

Before the tool opens for participants to make their Matched Appointments picks, registration for the event is closed, and tables and tracks are defined with participants assigned. For some events, participants may be asked to specify sales focus attributes to be used in Matched Appointments.

In the Matched Appointments Pick tool, participants assigned to a table or track make their picks for who they would like to meet during Matched Appointments. Participants assigned to a table or track can make picks only on days they are attending.

Matched Appointment Picks are not guaranteed. Picks are used during the matching process to generate schedules, but they are only preferences. If you require a longer, guaranteed, one-on-one meeting with an attendee, then please set up an Anytime Meeting on the Virtuoso Events site.

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Basics

Where do Matched Appointments live?

On the Virtuoso Events website, in the **My Events** section under **My Schedule**:

<http://virtuosomeetings.virtuoso.com/MyProfile/MySchedule/tabid/1363/Default.aspx>

You must be logged in with your virtuoso.com username and password to access **My Events**.

Once the Picks tool is closed and Virtuoso has calculated the actual Matched Appointments, your Matched Appointment schedule will be available for download at this same location.

Who can access Matched Appointments?

Any registrant who is participating in appointments and assigned to either a table or a track

When is Matched Appointments available?

The Picks tool is available:

- After registration is closed
- After participants have been assigned to appointment tables and tracks
- Before Matched Appointments are generated

What browsers and mobile devices are Matched Appointments supported on?

Chrome, Firefox, Microsoft Edge, and Safari


Have a comment or concern?

Email help@virtuoso.com.

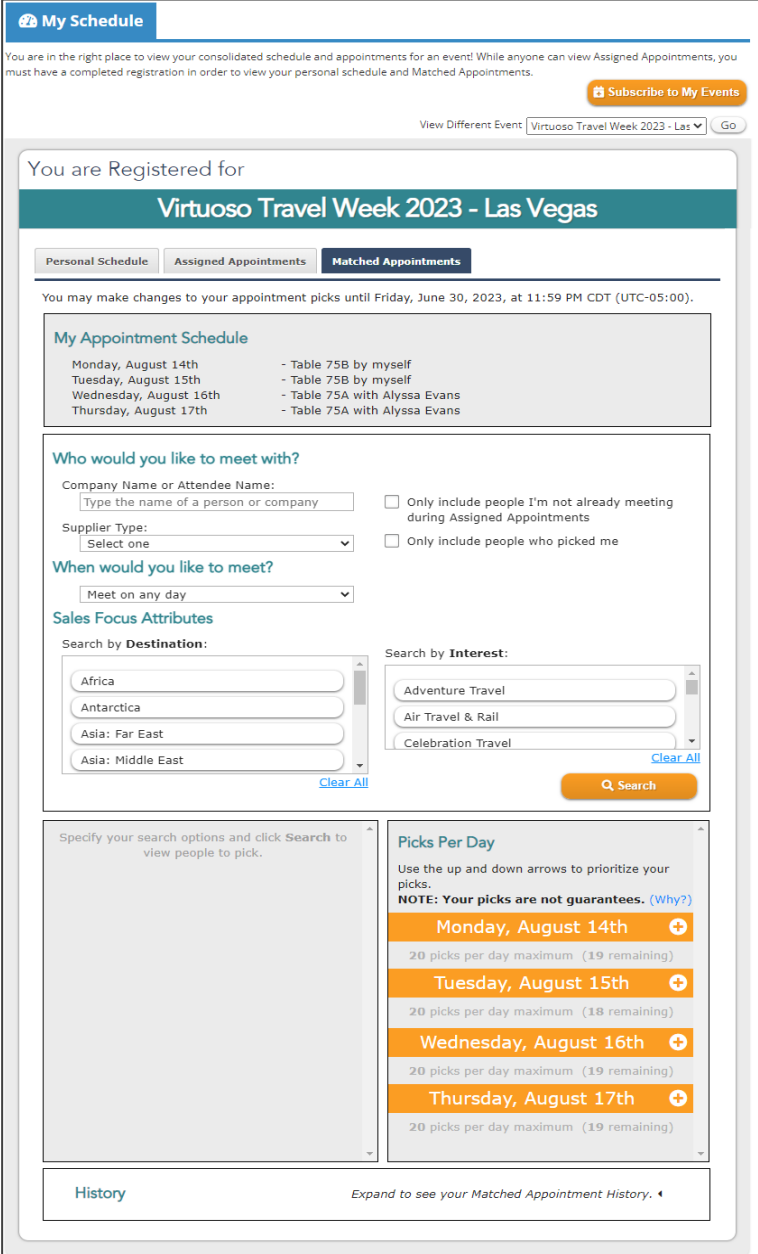
Overview

To manage Matched Appointments Picks, you must:

1. Have a completed registration for the event
2. Attend at least one day of appointments
3. Participate in appointments
4. Be assigned to a table or track

To access Matched Appointments, log in to the [Virtuoso Events site](#) and click the dashboard  in the upper right corner to go to **My Schedule**. If you are already on **My Events**, click *My Schedule* in the left-side navigation.

After ensuring the desired event is selected in the *View Different Event* drop-down, go to the **Matched Appointments** tab.



My Schedule

You are in the right place to view your consolidated schedule and appointments for an event! While anyone can view Assigned Appointments, you must have a completed registration in order to view your personal schedule and Matched Appointments.

[Subscribe to My Events](#)

View Different Event: Virtuoso Travel Week 2023 - Las Vegas [GO](#)

You are Registered for

Virtuoso Travel Week 2023 - Las Vegas

[Personal Schedule](#) [Assigned Appointments](#) **[Matched Appointments](#)**

You may make changes to your appointment picks until Friday, June 30, 2023, at 11:59 PM CDT (UTC-05:00).

My Appointment Schedule

Monday, August 14th	- Table 75B by myself
Tuesday, August 15th	- Table 75B by myself
Wednesday, August 16th	- Table 75A with Alyssa Evans
Thursday, August 17th	- Table 75A with Alyssa Evans

Who would you like to meet with?

Company Name or Attendee Name: Only include people I'm not already meeting during Assigned Appointments

Supplier Type: Only include people who picked me

When would you like to meet?

Meet on any day

Sales Focus Attributes

Search by **Destination:**

-
-
-
-

[Clear All](#)

Search by **Interest:**

-
-
-

[Clear All](#)

Specify your search options and click Search to view people to pick.

Picks Per Day

Use the up and down arrows to prioritize your picks.

NOTE: Your picks are not guarantees. (Why?)

Monday, August 14th <input type="button" value="+"/>
20 picks per day maximum (19 remaining)
Tuesday, August 15th <input type="button" value="+"/>
20 picks per day maximum (18 remaining)
Wednesday, August 16th <input type="button" value="+"/>
20 picks per day maximum (19 remaining)
Thursday, August 17th <input type="button" value="+"/>
20 picks per day maximum (19 remaining)

[History](#) [Expand to see your Matched Appointment History.](#)

The top of the Matched Appointments tab includes your assignment and whether you are sharing that assignment.

Sitter view

My Appointment Schedule	
Monday, August 14th	- Table 75A by myself
Tuesday, August 15th	- Table 75A by myself
Wednesday, August 16th	- Table 75A with Amelia Ross
Thursday, August 17th	- Table 75A with Amelia Ross

Mover view

My Appointment Track	
Track M - Virtuoso Air, Auto & Insurance	
Monday, August 14th	- By myself
Tuesday, August 15th	- By myself
Wednesday, August 16th	- By myself
Thursday, August 17th	- By myself

Matched Appointments are between the table and the track. Participants sharing a table or a track jointly manage their Matched Appointments. A registrant must attend an event day to manage Matched Appointments on that day.

Example 1:

John is assigned to Table 13A for four days of Virtuoso Travel Week, but Jane is assigned to Table 13A on only Wednesday and Thursday. John can manage the Matched Appointment picks for Monday and Tuesday while both John and Jane can manage the picks on Wednesday and Thursday.

Example 2:

John and Jane are partners who are sharing the track for Hotel ABC. John is attending Monday and Tuesday while Jane is attending Wednesday and Thursday. John can manage the Matched Appointments picks for Monday and Tuesday while Jane can manage the picks on Wednesday and Thursday.

Example 3:

John and Jane are partners who are assigned to different tracks though they belong to sister companies. Only John can manage his Matched Appointment picks for Hotel ABC, and only Jane can manage her Matched Appointment picks for Hotel XYZ.

Searching for People to Meet With

The screenshot shows a search interface with the following sections:

- Who would you like to meet with?**
 - Company Name or Attendee Name: Input field containing "amelia".
 - Member Region: [What is this?](#) dropdown menu showing "Select one".
 - Checkboxes:
 - Only include people I'm not already meeting during Assigned Appointments
 - Only include people who picked me
- When would you like to meet?**
 - Dropdown menu showing "Meet on any day".
- Sales Focus Attributes**
 - Search by Destination:** A list of destination tags: Africa, Antarctica (checked), and Asia: Far East. A "Clear All" link is below.
 - Search by Interest:** A list of interest tags: Adventure Travel, Air Travel & Rail (checked), and Celebration Travel. A "Clear All" link is below.
- Search Button:** An orange button with a magnifying glass icon and the text "Search".

To find an attendee or company, enter a name in the *Company Name or Attendee Name* box. (The company means the table or track name, which may be different from the profile on [virtuoso.com](#).)

Members can select a supplier type to search by while partners can select a member sales region to search by. (The member sales region is based on the home office.) Neither *Member Region* nor *Supplier Type* is required.

To see only people who have already selected you as one of their picks, check the *Only include people who picked me* checkbox.

For Virtuoso Travel Week:

- You can include only people that you are not already meeting during Assigned Appointments. NOTE: Checking *Only include people I'm not already meeting during Assigned Appointments* does not mean you will not be matched with such people. This search criteria affects only the search results for your picks and not your actual matches.
- If you are setting your picks by day, use the *When would you like to meet?* dropdown to narrow the results to a single day.
- The *Sales Focus Attributes* default to the attributes you selected on My Registration.
 - Check an attribute to include that in your search
 - Uncheck an attribute to no longer include it in your search

Once your search criteria are selected, click **Search**.

Search criteria are cumulative, with the exception of sales focus attributes which match any selected attribute.

Example 1:

You are a member, enter the name “bellagio”, and select a *Supplier Type* of On-Site. The results return IC Bellagio but not Bellagio Resort.

Example 2:

You are a partner, enter the name “world”, and choose a *Member Region* of Western. The results return member tables with the word “world” whose home office is in the Western sales region.

Example 3:

You are a member, choose a *Supplier Type* of Tour Operator, and select sales focus attributes of Belize and Costa Rica. The results include tour operators whose representatives selected either Belize or Costa Rica as a sales focus.

Example 4:

You are a partner, enter the name “amelia”, and choose sales focus attributes of Denmark, Estonia, and City Hotels. The results include all member tables either with “amelia” in the table name or an attendee’s name and that selected either Denmark or Estonia or City Hotels as a sales focus.

After clicking **Search**, the *Search Results* panel populates with up to eight matches. The results are randomly ordered so each option has equal exposure.


Search Results

Results matching your search have been chosen randomly. [\(Why?\)](#)

+

Family Twist
Tour Operator

MON
14
AUG




Magali Dechelette

+

Pleasant Holidays / Journese: The Luxury Brand of Pleasant Holidays
Tour Operator

MON
14
AUG




Tamara Richard

Already meeting during Assigned Appointments

+

Backroads
Tour Operator

TUE
15
AUG




Hannah Lawnik

Picked you to meet with

+

Classic Vacations
Tour Operator

WED
16
AUG



Melissa Krueger

Show Me More Choices

Picks Per Day

Use the up and down arrows to prioritize your picks.
NOTE: Your picks are not guarantees. [\(Why?\)](#)

Monday, August 14th **+**

20 picks per day maximum (19 remaining)

Tuesday, August 15th **+**

20 picks per day maximum (18 remaining)

Wednesday, August 16th **+**

20 picks per day maximum (19 remaining)

Thursday, August 17th **+**

20 picks per day maximum (19 remaining)

Search Results

Results matching your search have been chosen randomly. [\(Why?\)](#)



Family Twist
Tour Operator

MON
14
AUG



Magali Dechelette



Pleasant Holidays / Journese: The
Luxury Brand of Pleasant Holidays
Tour Operator

MON
14
AUG



Tamara Richard

*Already meeting during Assigned
Appointments*



Backroads
Tour Operator

TUE
15
AUG



Hannah Lawnik

Picked you to meet with



Classic Vacations
Tour Operator

WED
16
AUG



Melissa Krueger

Show Me More Choices

Search result details include:

- Company name (i.e., table or track name)
- Member region (based on home office) or supplier type
- Profile picture(s) and name(s) of the participants assigned to that table or track
- The day* you and that table or track have in common.

Additional text appears if an option is someone you are already meeting during Assigned Appointments or an option has already picked to meet with you.

Click **Show Me More Choices** to see up to eight more choices that match the current search criteria.

To add a search result to your *Picks Per Day* list, click the green plus sign or anywhere on that search results tile. The pick will be added to the day you have in common and to the currently lowest ranked position on that day.

* For Virtuoso Travel Week, the day in common is the one and only day that you and the person you want to meet will be in the same physical section of the conference area.

Think of the conference space as a pie divided into quarters. One half of the attendees (e.g., advisors) sit in the same quarter for all days while the other half of attendees (e.g., partners) move through a single quarter on a particular day. The next day, that group of partners move to the next quarter and spend the second day in that quarter. Since partners need time to walk from one Matched Appointment to another, a pick can only be made on the day that an advisor and a partner are in the same quarter.

If you are attending only some appointment days, then your search results will only include people who will be in the same quarter as you on those days. To meet with someone you cannot pick, please set up an Anytime Meeting.

Yours Picks Per Day

The *Picks Per Day* panel includes all picks that you or someone sharing your appointment table/track has made. (If you share a table or track, then you share picks at that table or track.)

Picks Per Day

Use the up and down arrows to prioritize your picks.

NOTE: Your picks are not guarantees. (Why?)

Monday, August 14th -

1st
Pick

Matania - Air Tahiti Nui
↓ ↑ ×

2nd
Pick

Samantha - One&Only
Mandarina
↓ ↑ ×

20 picks per day maximum (18 remaining)

Tuesday, August 15th +

20 picks per day maximum (0 remaining)

Wednesday, August 16th +

20 picks per day maximum (3 remaining)

Thursday, August 17th -

No picks saved for this date.

Picks are not guarantees*. They are used when creating Matched Appointments schedules, but picks are only preferences.

Per day, the number of picks is limited, but you can specify more picks than the number of appointments. This increases your odds of being matched with your pick.

The days are color-coded:

- **Teal** – All picks are selected.
- **Yellow** – Some picks are selected but not all.
- **Grey** – No picks are selected.

Expand or collapse a day by clicking the header.

* Matched Appointments are calculated based on picks, but picks are not guaranteed to become actual matches. The order of matching is:

1. Which picks were mutually requested, and what are their ranks?
2. Which picks were one-sided, from advisor to partner or from partner to advisor, and what are their ranks?
3. If applicable, which matches have the most overlapping sales focus attributes?
4. Who has an appointment slot left that needs to be filled?


NOTE: Some people may have a break during a Matched Appointment time slot, depending on the number of assigned tables compared to the number of assigned tracks. Every attempt is made to evenly distribute breaks.

The *Picks Per Days* panel shows a collapsed list for easy scrolling. Hover over a pick to see its details.

Picks Per Day


Use the up and down arrows to prioritize your picks.


NOTE: Your picks are not guarantees. (Why?)

Monday, August 14th 

1st Pick

Air Tahiti Nui
Airline



Matania Crocker


Nancy O'Connell
↓ ↑ ×

2nd Pick



Samantha - One&Only
Mandarina
↓ ↑ ×

20 picks per day maximum (18 remaining)

Tuesday, August 15th 

The pick details include:

- Company name (i.e., table or track name)
- Member region (based on home office) or supplier type
- Picture(s) and name(s) of the people assigned to that table or track

Since a pick's rank is used during the generation of Matched Appointment schedules, your most important picks should be ranked higher for that day. To reorder picks, click the up and down arrows  .

- Moving a pick up moves the pick previously above it to now below it.
- Similarly, moving a pick down moves the pick previously below it to now above it.
- Picks cannot be dragged to different ranks. You must move them individually.

To remove a pick, click the red **X**.

History

A history is maintained of all changes to picks. Below *Search Results* and *Picks Per Day*, click *Expand to see your Matched Appointment History* to see the history details.

History details include the change made, by whom, and when.

If your picks changed but you did not change them, please view the history to see who made the change.