

# MARKETPLACE 2017 APPOINTMENT REQUEST TIPS

## APPOINTMENT REQUESTS BY THE NUMBERS

Different member categories are scheduled for appointments during the same sessions, but appointment requests are made separately to ensure an even distribution of appointments among DMOs, Hoteliers, Attractions, Receptive Operators/Tour Planners and Associates registered as appointment-taking Seller delegates.

### Appointment-taking Buyer Delegates

- 75 Requests for DMO and Receptive Operators registered for the DMO session.
- 75 Requests for Hoteliers.
- 75 Requests for Attractions, Receptive Operator and appointment-taking Associates registered for the Lodging/Attraction sessions.

### Appointment-taking DMO Delegates

75 Requests for Buyers

### Appointment-taking Lodging Delegates

75 Requests for Buyers

### Appointment-taking Attraction Delegates

75 Requests for Buyers

### Appointment-taking Receptive Operator/Tour Planner Sellers

75 Requests for Buyers

Appointment-taking Associates

75 Requests for Buyers

## UNDERSTAND THE ABA SCHEDULING PROCESS

Appointment codes are assigned to you on the day you register, and appointments are prioritized and scheduled in order of your appointment code. Appointments are not prioritized based on the date your appointment requests are returned.

Keep a copy of your requests for your records.

ABA's appointment scheduling program schedules nearly 100% of mutually requested appointments (meaning both the Buyer and Seller requested to meet with each other), and 90% of the Buyer requested appointments.

Requesting the maximum appointments allowed increases your chances of getting those mutual requests.

## TIPS ON REQUESTING ON-LINE APPOINTMENTS FOR MARKETPLACE

Start with the tip sheets that ABA provides.

Your Marketplace Passport contains the Motorcoach and Tour Operator Database and Travel Database. Both can be used as a search engine to find up-to-date information on registered companies. You may then select these companies for an appointment and submit your requests on-line using the appointment request software.

ABA will show you which companies have requested your organization and will allow you to review and change your requests so you can have more mutually requested appointments.

ABA's goal in scheduling appointments in this manner is to provide you with the very best quality appointments possible.

## REQUESTING YOUR APPOINTMENTS BASIC FUNCTIONS

Email - Use this button to send a summary of the requests you have made to an email address.

Logout - Use this button to logout of your current appointment request session.

{Schedule Type} - If you are allowed to make appointment requests in multiple scheduling session, use this drop-down list to focus on the scheduling session you want to work on.

## MAKE NEW REQUESTS

On this view, you may search for potential targets to make appointment requests with, as well as viewing their marketing profile.

Action - Click on these buttons to toggle between requesting / unrequesting a target. This action is processed immediately and does not require further action on your part for this change to be effective in the system. The Request Status

column reflects the current standing of each particular eligible Company.

Add Request

Remove Request

View Profile - Use this button to view selected companies' marketing profile.

Show All - Use this button to show all potential targets that you can request for on the screen.

View All Profiles - Use this button to view the marketing profile of all the potential targets currently listed on the screen.

Who Requested Me - Use this button to show all targets that have requested to meet with you.

Search - Use this button to bring up a search screen for you to search for specific targets base on various criteria, such as names, locations, as well as matching marketing profiles

## VIEW/PRIORITIZE MY REQUESTS

On this view, you may change the priority of your requests, remove selected requests, or view profile of the company you have requested to meet with. Any changes you make on this view will not be in effect until you submit the changes to the system.

Priority # - Set the priority of each of your requests by entering a value here. You can also use drag & drop technique to order your requests.

Remove - Use this check

box to select the requests that you want to remove from your list.

View Profile - Use this button to view the marketing profile of the company you have requested to meet with.

View All Profiles - Use this button to view the marketing profile of all the companies you have requested to meet with.

Remove All - Use this button to mark all requests you have made to be removed.

Save and Exit - Use this button to submit the changes you have made to your appointment requests to the system

## SCHEDULE BREAKS (BUYERS ONLY)

Use this area to schedule some breaks throughout the appointment taking session(s). Check the box next to the time when you do not want an appointment scheduled. You are limited to a maximum number of two time slots you can select per session here.

Save and Exit - Use this button to submit the information you have entered to the system.

## VIEW PREVIOUS SCHEDULE

Delegates who have attended previous Marketplaces can now see their previous Marketplace appointment schedules in their Passport for reference purposes.