

# SCHEDULING MEETINGS: AUTOMATED VS. MANUAL

Scheduling meetings during events can be a messy task without the right tools. Back and forth emails, no-shows, missed invites... But it doesn't have to be so difficult. Here are just some of the solutions provided by automating your meeting schedules:



## AUTOMATED

Manage all of your guests, meetings, times and locations in one place



Capture data on specifics about the meeting and meeting attendees



Reduce the manual processes involved in setting up and scheduling meetings in advance of your event



View and update the meeting calendar directly from your computer or mobile phone



## MANUAL

Search through emails and messages to confirm meeting times, locations, updates, etc.

Rely on memory, hand-written notes, or post-meeting research for specifics on attendee interests, goals and concerns

Engage in multiple back-and-forth emails or messages to identify times/dates/locations that work for all parties

Risk missing a meeting or losing an attendee due to a missed meeting request

Trying to engage with various parties in advance of an event can become an incredibly manual process. You need a better, more automated method of getting meetings scheduled with your most important prospect and customers.

Certain Meet accelerates sales while automating meeting scheduling at events and trade shows. You'll be able to reduce the manual activities involved in tracking meetings and grow the number of meetings you schedule during events.