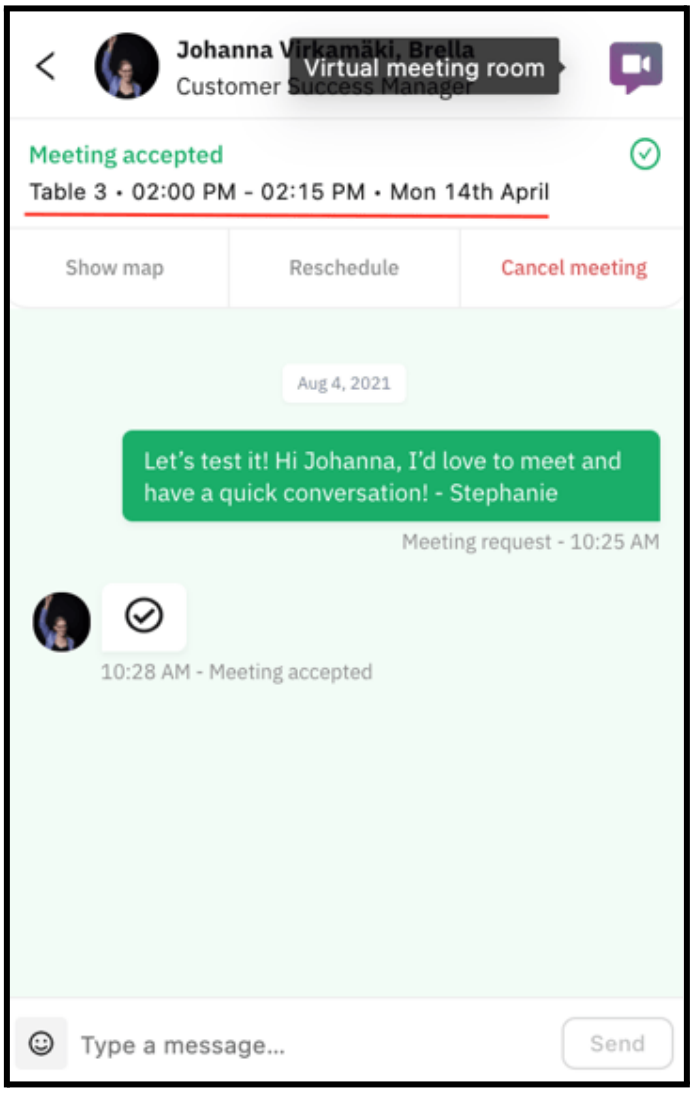
B2B APPOINTMENTS IN BRELLA

B2B meetings are individual and are scheduled before and during the event through the Brella platform. The only requirement for appointments during the event is to establish your availability for networking. You can then attend meetings in-person during the event.

🤝 B2B Meetings



1. You need to request, accept, or decline a B2B appointment; Brella will arrange the meetings on your behalf.
2. In-person B2B appointments will take place at the event venue.
3. Once you accept or your B2B appointment is accepted, Brella will arrange the meeting and assign you a table number in your B2B appointment chat, or you will be given the freedom to choose a random location to meet the other party within the event venue.

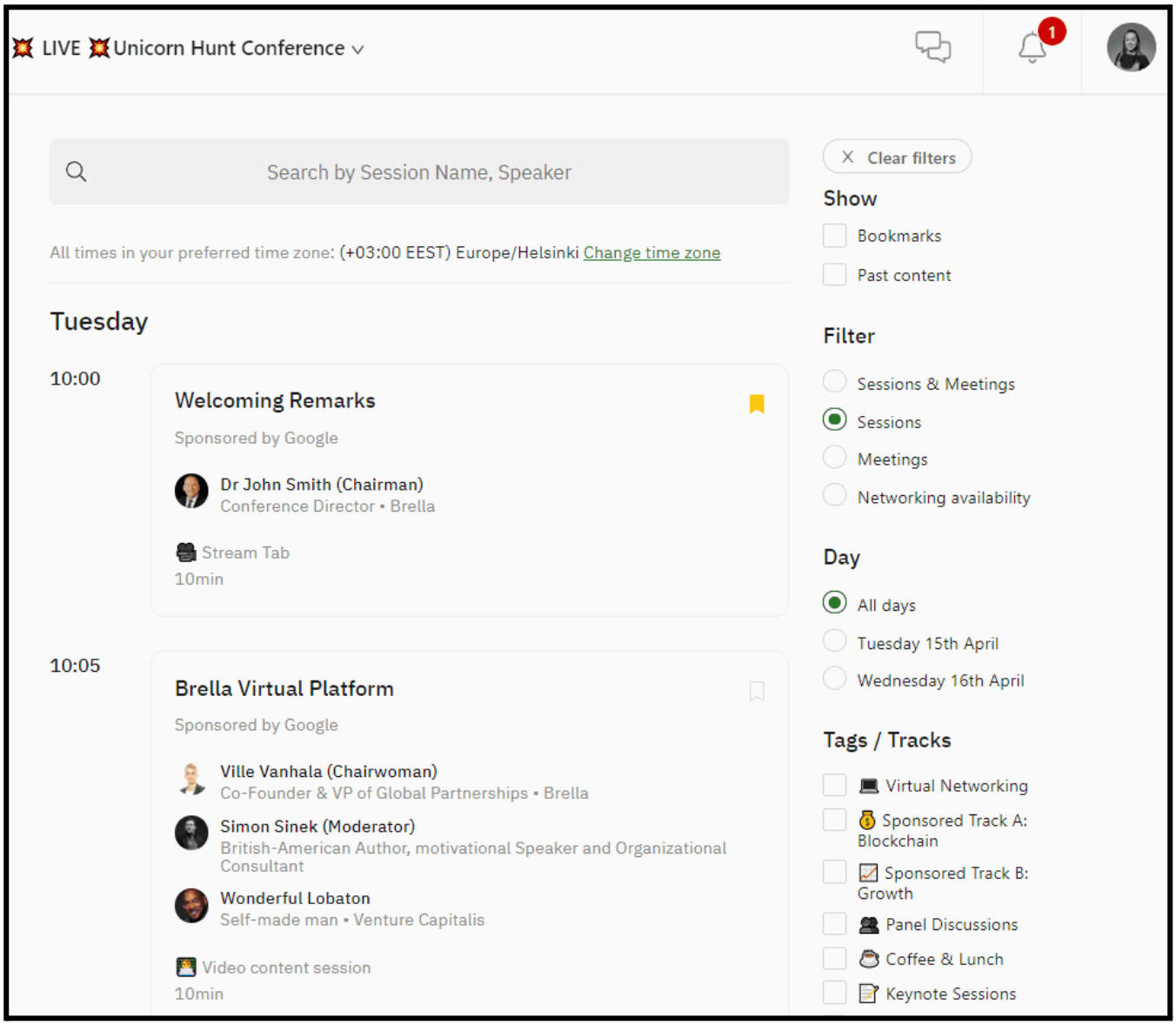
How to request your B2B appointments on Brella

So far, many attendees at our events have made relevant connections on the Brella platform; expand your network to make relevant deals for your company. 💪

Below, you will find details on how to request B2B appointments on the platform.

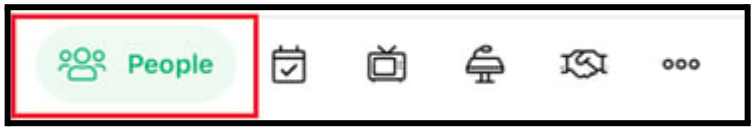
💻 On the web app

- Go to the ***People*** tab in the left navigation menu, where you can see your matches.
- Click ***Request Appointment*** on your match's profile. Their profile will open with their availability. On the right, you can view your match's schedule to ensure the time (local time in Monterrey, NL) is convenient for both of you.
- You'll be shown a text box before sending your appointment request when you select a time. Think of this as writing a letter to a homebuyer. It's your opportunity to personalize your message and increase the chances of your request being accepted.
- After sending your appointment request, your match can accept, decline, or cancel it. You can find the Brella chat and meeting room at the top, under the Message icon. This time slot will be occupied until your match accepts or declines your request.



📲 On the Brella mobile app

1. Download the Brella mobile app from , depending on your phone model, and log in with the Brella username and password you created.
2. Go back to the Brella mobile app and access the Proveedor Automotriz 2026 event.
3. Make sure you're on the **People tab.**

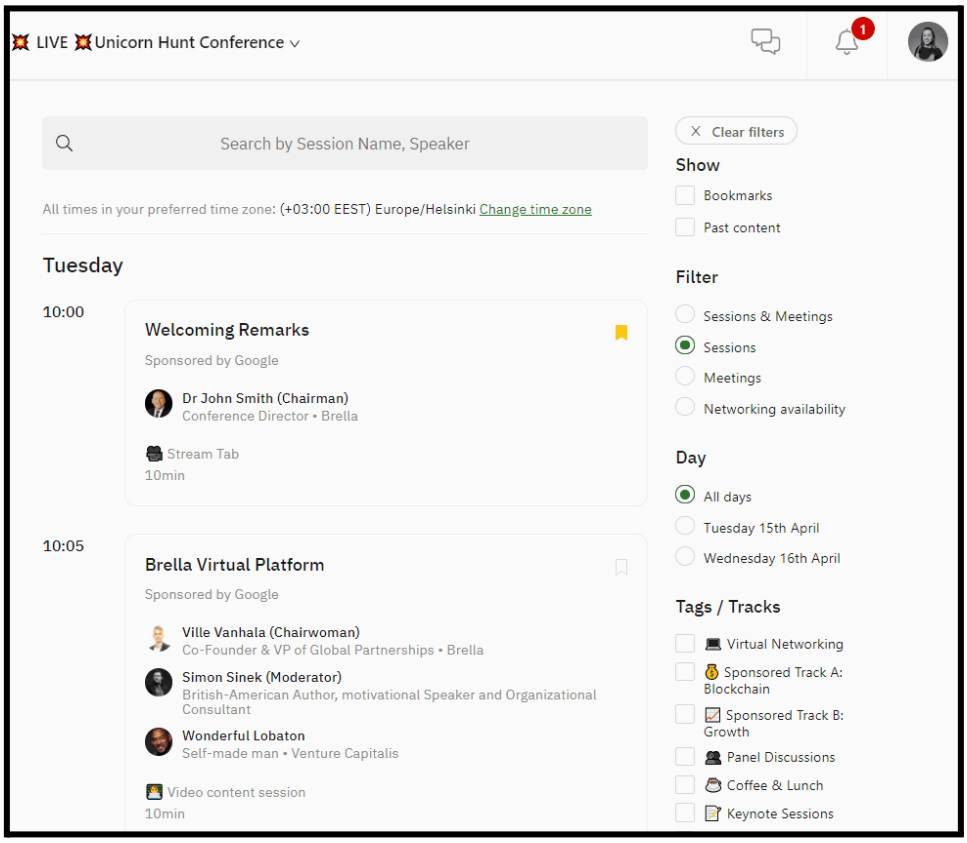


4. Find the person you want to meet with or your matches and click Request Appointment.
5. Select a time that works for both of you, introduce yourself, and request your appointment.
6. After sending the appointment request, you'll have the opportunity to send another message; this is your last chance to convince this person to meet with you! After your second message, the chat will close until the person responds to your request.
7. Finally, wait for the person to accept, reschedule, or cancel the appointment. You can find the chat and meeting room within the app in the top right corner. This time slot will be occupied until the person you requested the appointment with responds (accepts or declines) to your request.

Find your meetings in the Events Calendar

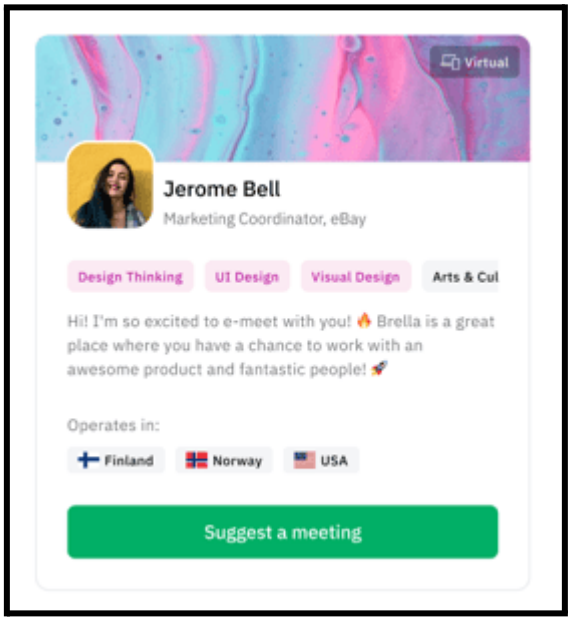
💻 In the web app

1. In the web app, go to the **event calendar (Schedule)**.
2. Select the **Meetings** filter on the right side of the filters section and find all the appointment requests you've made and their status.



📲 In the Brella mobile app

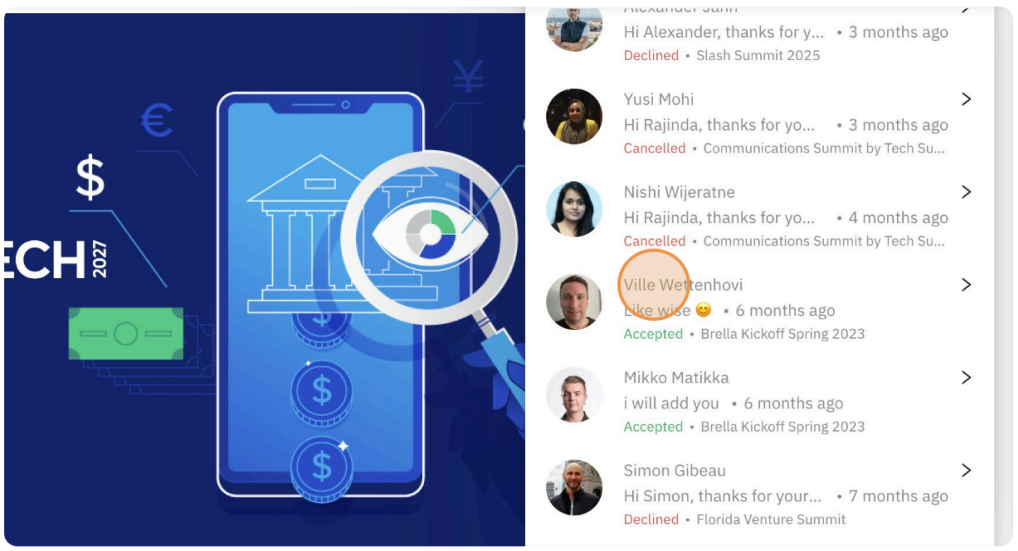
1. Go to the **Schedule tab** in the Brella app.
2. Now click on **My schedule**.
3. Find the appointment you want to view and click on it.

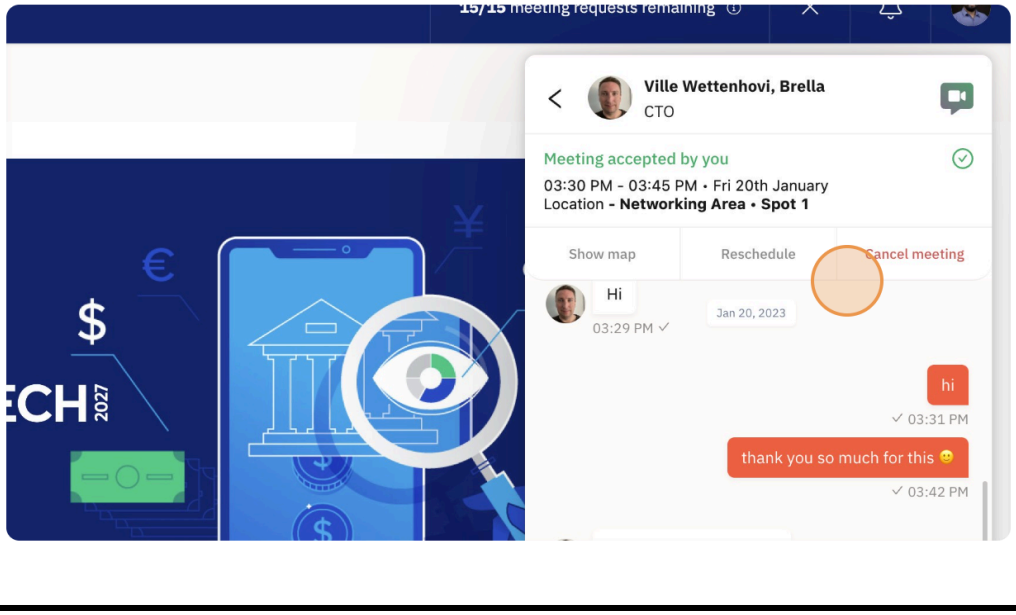


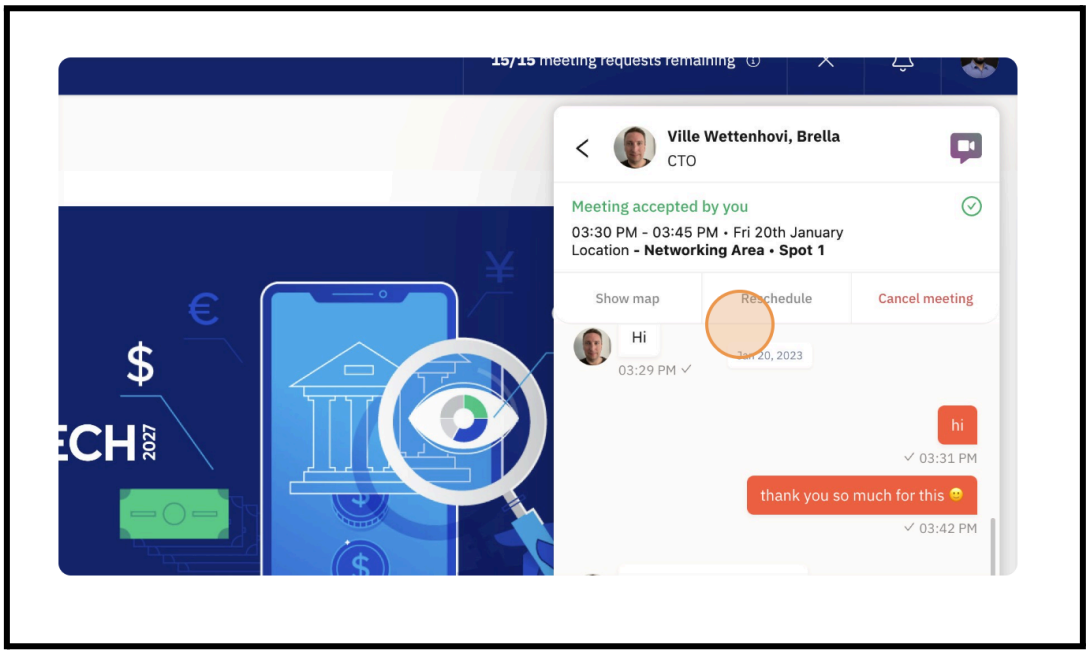
Cancel or reschedule your B2B appointments

You can use the option to cancel or reschedule an appointment request according to your preferences.

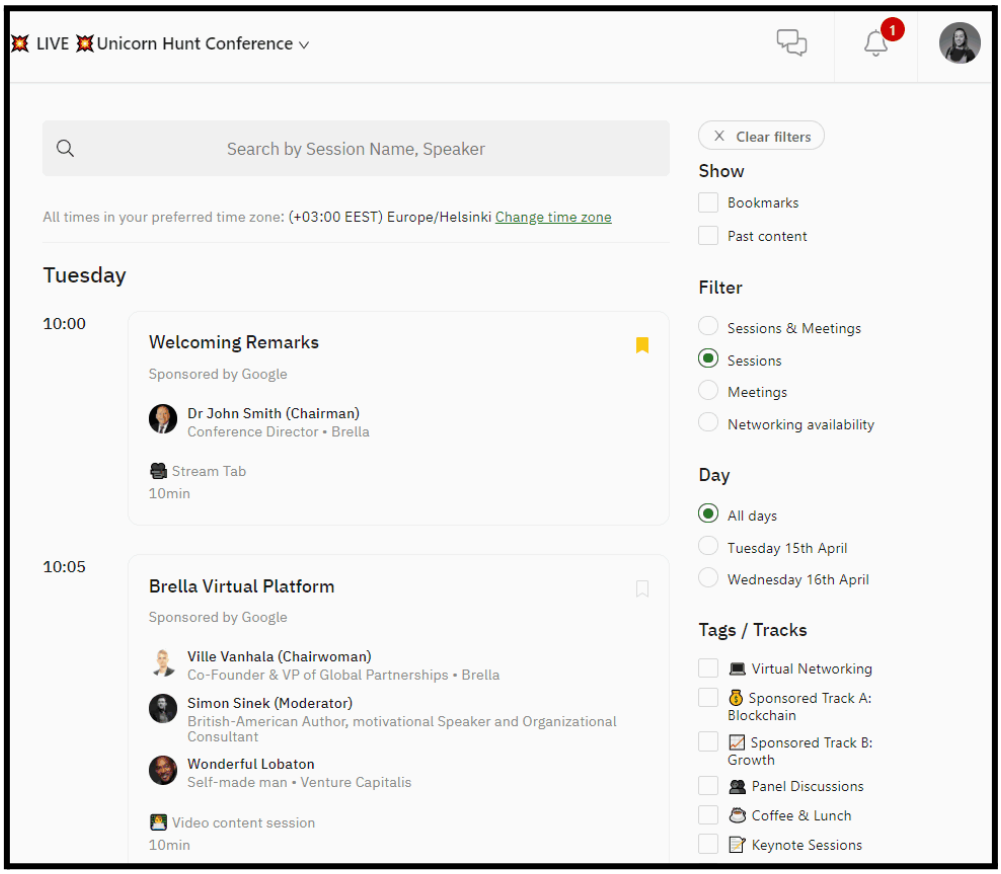
1. Click the ***Messages*** **icon**.
2. Find the conversation for the appointment you want to cancel or reschedule from your calendar or event calendar.
3. Click the icon at the top where you made the appointment request.
4. Click ***Reschedule*** **or** ***Cancel*** the appointment.
5. You can also find all your appointments on the event website homepage in Brella or in the Brella app.


Hi Alexander, thanks for y... • 3 months ago
Declined • Slash Summit 2025
Yusi Mohi
Hi Rajinda, thanks for yo... • 3 months ago
Cancelled • Communications Summit by Tech Su...
Nishi Wijeratne
Hi Rajinda, thanks for yo... • 4 months ago
Cancelled • Communications Summit by Tech Su...
Ville Wettenhovi
Like wise • 6 months ago
Accepted • Brella Kickoff Spring 2023
Mikko Matikka
i will add you • 6 months ago
Accepted • Brella Kickoff Spring 2023
Simon Gibeau
Hi Simon, thanks for your... • 7 months ago
Declined • Florida Venture Summit


15/15 meeting requests remaining
Ville Wettenhovi, Brella
CTO
Meeting accepted by you
03:30 PM - 03:45 PM • Fri 20th January
Location - Networking Area • Spot 1
Show map
Reschedule
Cancel meeting
Hi
03:29 PM
Jan 20, 2023
hi
03:31 PM
thank you so much for this
03:42 PM



And in the ***Agenda*** tab when you select the ***Appointment*** filter.

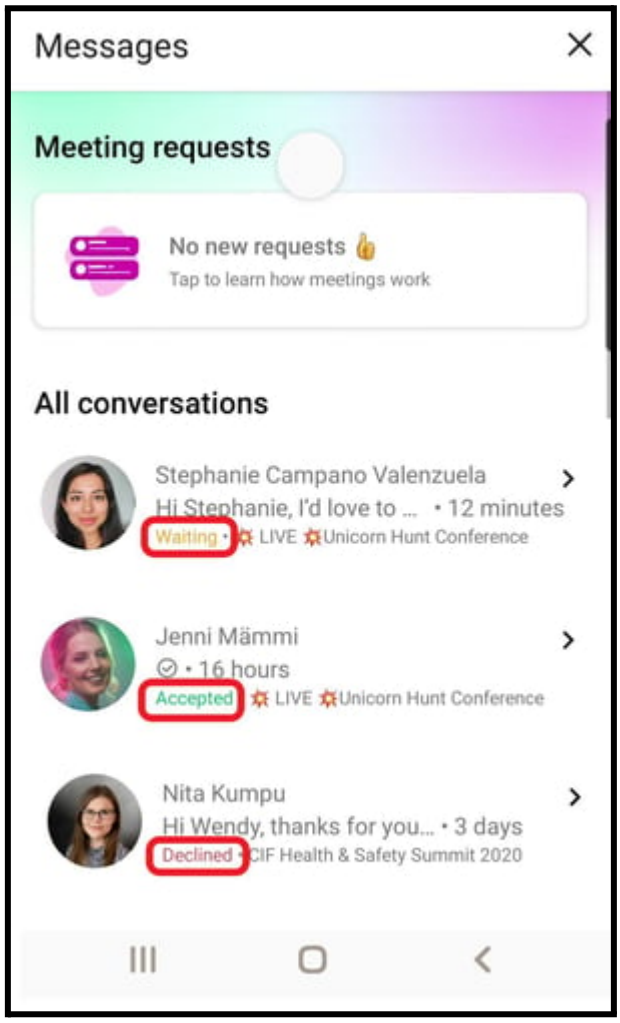


Tip: When canceling an appointment, you can leave a message to let your match know why you're canceling it. This will free up space for both of you, so you can block it or request another appointment.

B2B Appointment Notifications - 'Awaiting a Response'

When you send a B2B appointment request to your match in Brella, there are three different meeting statuses:

- Accept your appointment request.
- Reschedule your appointment request to another time.
- Decline your appointment request.



After sending the first appointment request, you'll have the opportunity to write one more message before the chat closes and reopens until the recipient has made a decision on your request. You'll be notified of any decisions by email and via push notifications in the Brella app on your mobile device.

If the event is approaching and you haven't received a response yet, you can cancel the appointment request to free up that space. The chat will remain closed. Also, keep in mind that if your match declines your request, it may not mean they're not interested in your product or service. You have the option to leave the chat open so you can continue talking and schedule a meeting in the future.

Tip! Make sure to activate notifications one month before and during the event. This way, you won't miss any updates about your appointments. Remember to review all appointment requests you receive and make a decision immediately. Many pending appointment requests can negatively impact your Brella matching score.