

Appointment Schedules are Ready - Please Read Information Below Carefully

[Log in to the Online Directory](#) now to view your confirmed appointments. This link will take you directly to the login page of the Online Directory - we recommend that you bookmark the link so you may have easier access to the Directory and Schedules.

A. To view your Appointment Schedule, click on 'View Appointment Schedule'.

Appointment requests were matched using the parameters below and takes into consideration the buyer's priority on the request (for appointments between supplier and media sponsors, it takes the supplier's priority) - the priority of the request is listed on the schedule under Priority No.:

1. Mutual – a perfect match between a Buyer/Travel Agent delegate and Supplier delegate
2. Buyer – Buyer/Travel Agent delegate request for supplier delegate
3. Mutual – a perfect match between a Supplier delegate and Media Sponsor delegate
4. Supplier - supplier delegate request for Media Sponsor delegate
5. Manual - these are requests added by CHTA - following the criteria above - from hosted buyers that registered after the deadline

The schedule will detail all your confirmed appointments and may also include the following information:

- a. Requests made by you not scheduled
- b. Other delegates' requests for you not scheduled – this is considered a prospect list as the delegates listed here were interested in meeting with you. These requests would not have been scheduled for any of the following reasons:
 - Supplier only requests for buyer delegates - the Buyer delegate did not request you.
 - Media Sponsor only requests for supplier delegate - the Supplier delegate did not request you.
 - There was no common open time slots between delegates.
 - Requests exceeded amount of appointment periods available.
 - Duplicate requests - to maximize schedules, the system does not allow for duplicate appointments between delegates from the same company.

B. Additions and changes to the schedule

On the Online Directory, appointment taking/sharing delegates are able to send messages to one another, request new appointments, cancel appointments, block appointment times, view company profiles of registered companies and print their appointment schedule. [Instructions on how to do this via the system are available on this link.](#)

We have had additional companies registered after the appointment request deadline and to maximize your event participation, we **strongly recommend that you review the directory to view the profiles of these companies and if interested, request an appointment based on your schedule availability.**

The schedule will also reflect all the other events taking place during the event May 11 – 13. If you registered for the travel agent component, please note that as previously communicated, travel agents will join on May 12 – 13.

Further information about access to the virtual platform, support tech sessions prior to the event start and the mobile app will be shared with all attendees separately. If you have purchased a booth/kiosk, remember the deadline to make your booth selection and load resources is **Sunday, May 9th**.

If you have any queries about your appointment schedule, this should be emailed to events@caribbeanhotelandtourism.com.