

# How To: Appointment Settings for Employees

pcim  
EUROPE

In order to ensure that employees are optimally visible and available for customers right from the start, please make the following settings in advance.

## How can I specify whether I am available online, onsite or hybrid?

You will be asked for your status of presence during onboarding. You can change this at any time in your profile. Under "Further options" you will find several checkbox to specify whether you are a contact for your physical stand or available just online. An employee that checks both options will be considered a hybrid staff member.

The screenshot shows the user interface of the pcim EUROPE digital platform. The navigation bar includes Home, LIVE, Conference, Stage media library, Exhibitors, Networking, and a menu icon. The main content area is divided into sections: 'the event platform', 'Recommended Events', and 'My profile'. The 'My profile' section is highlighted in green and contains the text 'Fill out your profile for event and contact recommendations.' Below this, there are navigation icons for home, search, notifications, and a calendar. The 'Further options' tab is selected, showing two checked checkboxes: 'Employee onsite' and 'Employee online'. The company name 'Mesago Messe Frankfurt GmbH' is displayed below the tabs.

Employee onsite

Employee online

- As an "on-site employee" you can only arrange face-to-face meetings on-site at your stand.
- As an "online employee" you can only arrange video calls.
- As a hybrid staff member both types of appointments can be arranged.

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## Where can I specify my field of expertise?

You will be asked for your field of expertise during onboarding. You can change this at any time in your profile. Under "Further options" you can add your desired fields of expertise to the free text field.

## Further options

### My field of expertise

In addition, you can enter your personal field of expertise here. This information will appear together with your contact in the exhibitor profile under "Meet us 1:1".

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## Mesago Messe Frankfurt GmbH

Employee onsite

Employee online

My field of expertise

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## How can I specify that I am available for instant video calls?

You can activate this function in your schedule by clicking on the checkbox "Instant video calls activated". Here you will also find incoming instant video call requests and can accept them.

## My Schedule

### Instant video call

If you do not want to be available for Instant video calls, please deactivate this checkbox.  
The checkbox 'Employee online' must be activated in order to be able to offer the option Instant video call.

Instant video calls activated

Contact	Languages	Activities
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No instant video call available yet.

## Where can I specify absences?

By clicking on "Appointment settings" in your calendar, the "Absences" section will open. Via the "Manage absence" button, you can define times when you are not available for appointments. To manage your absence, fill in the fields and click on "save".

### Absences

Define time periods in which you are not available for appointment requests.

MANAGE ABSENCE

## Do you have any questions?

We will be happy to help you by e-mail: [digital@mesago.com](mailto:digital@mesago.com)