

EXPONAVAL 2024 AGENDA USER´S GUIDE

- ✓ Access [here https://naval.expoagenda.cl/](https://naval.expoagenda.cl/)
- ✓ Enter:
Login:
Password:
- ✓ Start Session

In the left hand menu, you can find:

➤ **My Agenda**

Your agenda will drop down and you will be able to check your pre-arranged meetings.

➤ **Delegations**

Authorities name list. Select with which you would like to have a meeting.

➤ **Exhibitors**

You will be able to check the complete Exhibitors list.

➤ **Official Program:**

You will be able to check the complete Program.

HOW TO SCHEDULE A MEETING:

- Select delegations
- You will be able to check the complete list of authorities organized by name, title, country, etc.
- At the right side click on the alternative “Agenda”.
- Select day and time in the available boxes.
- Type in the box “Motive” the topic to be discussed.
- Verify the information and then click on “Schedule Activity”.
- The invitation was sent to the organization successfully.

To check the operation, enter “My Agenda”

Your agenda will drop down and the meetings state requested will appear as “Pending”.

Repeat this procedure for each meeting that you would like to arrange.

Finally click on “Close Session”.

❖ ***To cancel a meeting, send an email to report the reason to agenda@exponaval.cl***

IMPORTANT:

- The agenda is subject to changes. This means that once the requested meeting is confirmed by the exhibitor, the Organization reserves the right to cancel it, sending a notification by e-mail to the exhibiting company, informing the cancellation.