



MEETINGS PROGRAMME GUIDELINES

Estimated time to read: **5 minutes**

What is the Meetings Programme?

The Meetings Programme is your chance to have up to 24 pre-scheduled, one-to-one meetings, spread across 3 days at Fintech Meetup Europe. All meetings scheduled will be with people you requested who also indicated they want to meet you! Please read below for step-by-step instructions.

STEP	STAGE	DATE
1	PROFILE STAGE - Complete your profile!	Monday 24 August - Friday 11 September
2	REQUEST STAGE - Request who you'd like to meet.	Monday 14 September - Friday 25 September
3	OPT-IN & CONFIRM AVAILABILITY STAGE - Opt-in to your meeting requests!	Monday 28 September - Wednesday 30 September
4	VIEW SCHEDULE	Thursday 1 October

Profile Stage: 24 August – 11 September

(this should take no more than 5 minutes to complete)

Your Meetings Programme journey starts here!

- Once you receive your Welcome Email for the Meetings Programme platform, simply request your One Time Passcode (OTP) and you can immediately start reviewing and completing your profile.
- Your profile is what others will see and use to request meetings with you, so make sure it is complete and accurate.
- Some items of your profile will have already been completed when you registered, saving you time!
- To edit your profile, please click "Edit Meetings Programme Profile" where you can update your information. Click "Save" at the bottom of the page once done.



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- The deadline to complete your profile is **Friday 11 September at 6pm BST**, however we do recommend completing it sooner if possible.
- We share everyone's profiles at the same time once they are all complete, on Monday 14 September – that is when you can start requesting who you want to meet!

Hosted Attendees - this bit is for you...

- Your Hosted meetings happen as part of these Meetings Programme timeslots.
- Not following the Meetings Programme process as outlined in these guidelines may impact your reimbursement post-show.

Exhibitors & Sponsors - this bit is for you...

Sponsor Admin (the main point of contact from your organisation) this is the person looking after your Exhibitor & Sponsor Registration portal including the organisation info.

- If you have not yet registered all of your attendees for the event, please do that now!
- You can register yourself and your team via your login details on your dashboard.

To register a member of your team follow these simple steps:

- Select *"Your Team"* from the dashboard
- Select *"Add Staff"*
- Select *"Register Exhibitor Representative"*
- Enter their details. You can either register people yourself, or you can invite them to register their details themselves.
- Once registered, everybody can create their profiles in the Meetings Programme platform from Monday 24 August. The deadline is Friday 11 September.
- If your organisation has purchased Hosted meetings then you must **assign your Meetings Reps by no later than Friday 11 September**, however we strongly recommend setting this up much sooner if possible. Your Meetings Reps are those people that will be taking your Hosted meetings onsite during the Meetings Programme.
- Should you want a member of your team to help you with creating your profile, making requests, opt-ins, and accepting your meetings then please add their details as your Assistant when creating your Profile in the Meetings Programme platform.
- You can assign registered attendees as additional Sponsor Admins should you wish.



Requests Stage: 14 September – 25 September

(please allow 60 minutes for this stage)

It's time for you to make requests to all the attendees you would like to meet with!

- You can log into the Meetings Programme platform from Monday 14 September.
- Please ensure your profile is fully complete, as this will ensure maximum visibility of your profile for other attendees looking to make their requests.
- The deadline to complete your requests is **Friday 25 September at 6pm BST**.
- Make as many requests with people you are interested in – there is no limit!
- We suggest submitting a **minimum of four meeting requests for every timeslot you are available for e.g. if you are available for** all 24 Meeting Programme timeslots then make 96+ requests.
- You can add a personalised message to each request you make.
- Some attendees may be of more interest to you than others, so you can choose either “Relevant” or “Super Relevant” for each request. This priority choice will not be shared with the other person!
- You can apply filter to help you narrow down your search.
- Request meetings with as many people from the same organisation as you like, safe in the knowledge that we will only ever schedule one meeting with any organisation.
- Be sure to request a wide variety of organisations, to give you the best chance of filling as many meeting slots as possible.

Exhibitors & Sponsors who have purchased Hosted meetings – this bit is for you...

- If you haven't done so already, please ensure you assign your **Meetings Reps** in the platform. These are the attendees that will be taking your paid-for Hosted meetings during the Meetings Programme.
- Please request ALL Hosted attendees you would like to meet. Once scheduled, these will be your Hosted meetings.
- All Hosted attendees will be marked with an “H” next to them.
- You can also make non-Hosted meeting requests with everyone else taking part in the Meeting Programme.
- Hosted Meetings Reps are advised to **submit at least four meeting requests for each Hosted meeting purchased**. E.g. if you have purchased 10 Hosted meetings then we recommend you individually make 40+ Hosted requests each. Please feel free to make as many more than that as you like!



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- Add an Assistant (if you haven't already) who can then assist with making those all-important requests on your behalf.
- **Should we not be able to fill your Hosted meetings, and you have not made the recommended number of requests, you will not be eligible for a refund.**

Hosted Attendees – this bit is for you...

- You must be available for all Meetings Programme timeslots.

Opt-ins & Confirm Availability: 28 September – 30 September

(this should only take up to 20 minutes)

Here's where you find out who wants to meet you!

- During this stage you will see all of the people that requested to meet you and opt into their requests.
- If someone requested, you and you requested them in the previous stage then you won't need to opt-in to that meeting here – you're already a match!
- We can only schedule meetings if both people agree, so opting into all of the meetings you are interested in is extremely important. If you don't opt in, that meeting will definitely not happen!
- This is your final chance to change your availability – you may be scheduled for meetings for any timeslot that is not blocked.
- The deadline to complete all of your opt-ins is **Wednesday 30 September, 10pm BST.**

Meetings Reps – this bit is for you...

- Opting into a request you receive from a Hosted attendee will become a Hosted meeting if it is scheduled.
- Please note that not all opt-ins will become scheduled meetings.

Hosted Attendees – this bit is for you...

- Hosted Attendees should opt into requests from a **minimum of 24 different organisations.** Please opt into as many more as you like – remember the maximum number of Hosted meetings we will schedule for you is 8.
- You must be available for all Meetup timeslots.
- **Not opting in to the required number of requests may impact your eligibility for full travel reimbursement.**



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View Schedule - 1 October

You can view your schedule on the Meetup platform, as well as in the Fintech Meetup Europe mobile app.

Meetings Programme Times

Tuesday 6 October: 10:45-12:30 BST: 6x 15-minute timeslots (3-minute intervals between each meeting)

Wednesday 7 October: 10:20-12:05 BST: 6x 15-minute timeslots

Wednesday 7 October: 14:50-16:35 BST: 6x 15-minute timeslots

Thursday 8 October: 10:20-12:05 BST: 6x 15-minute timeslots

DATE	MEETING #	TIME	DATE	MEETING #	TIME
Tuesday 6 October	Meeting 1	10:45 -11:00	Wednesday 7 October	Meeting 7	10:20-10:35
	Meeting 2	11:03-11:18		Meeting 8	10:38-10:53
	Meeting 3	11:21-11:36		Meeting 9	10:56-11:11
	Meeting 4	11:39-11:54		Meeting 10	11:14-11:29
	Meeting 5	11:57-12:12		Meeting 11	11:32-11:47
	Meeting 6	12:15-12:30		Meeting 12	11:50-12:05
DATE	MEETING #	TIME	DATE	MEETING #	TIME
Wednesday 7 October	Meeting 13	14:50-15:05	Thursday 8 October	Meeting 19	10:20-10:35
	Meeting 14	15:08-15:23		Meeting 20	10:38-10:53
	Meeting 15	15:26-15:41		Meeting 21	10:56-11:11
	Meeting 16	15:44-15:59		Meeting 22	11:14-11:29
	Meeting 17	16:02-16:17		Meeting 23	11:32-11:47
	Meeting 18	16:20-16:35		Meeting 24	11:50-12:05



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Overview of all Meetings Programme Stages

1. **Assign Sponsor Admin and Meetings Reps** (deadline Friday 11 September)
2. **Complete your Meetings Programme Profile** (Monday 24 August – Friday 11 September)
3. **Request Meetings** (Monday 14 September – Friday 25 September)
4. **Opt-in to Incoming Requests & Confirm Availability** (Monday 28 September – Wednesday 30 September)
5. **Download the Fintech Meetup Europe 2026 App & View your Meetings Programme Schedule** (Thursday 1 October)
6. **Attend Fintech Meetup Europe** (Tuesday 6 – Thursday 8 October)
7. **Provide Feedback** (Friday 9 October onwards)

Updated 31 July 2026 & subject to change.