

SHOPTALK LUXE

FEBRUARY 2-4, 2027
EMIRATES PALACE MANDARIN ORIENTAL, ABU DHABI

MEETUP GUIDELINES

Estimated time to read: **3 minutes**

What is Meetup?

Meetup is our must-attend on-site meetings program. It is your chance to have up to 16 pre-scheduled, one-to-one meetings, spread across 2 days at Shoptalk Luxe. 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!	Mon, December 14 - Fri, January 8
2	REQUEST STAGE - Request who you'd like to meet.	Mon, January 11 - Thurs, January 21
3	OPT-IN & CONFIRM AVAILABILITY STAGE - Opt-in to your meeting requests	Fri, January 22 - Tues, January 26
4	VIEW SCHEDULE	Wed, January 27

Until 11 December

The Sponsor Admin is the main point of contact and is automatically assigned. They can either register tickets on behalf of their team or invite team members to do so themselves. All tickets should be registered by 11th December.

Profiles Stage: 14 December - 8 January

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

Your Meetup journey starts here!

- Once you receive your Welcome Email for the Meetup platform, simply login. If it is your first time logging in click "Set Password". You can immediately start reviewing and completing your profile on Monday 14 December.
- 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 Meetup Profile" where you can update your information. Click "Save" at the bottom of the page once done.
- The deadline to complete your profile is **8pm GST, Friday 8 January**, however we do recommend completing it sooner if possible.

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Profile Stage cont'd: 14 December - 8 January

- We share everyone's profile at the same time once they are all complete, on Monday 11 January - that is when you can start requesting who you want to meet!
- We recommend assigning a colleague as an Assistant in Visit if they need to stay informed or support your event participation and create your profile. Assistants will be copied on key email communications you receive.

Retailers & Consumer Brands - this bit is for you...

Tabletalks

- You also need to select the Tabletalk topic that you are interested in.
- You can find the Tabletalks options by clicking "Select Tabletalks" at the top of your profile page.

Hosted Retailers & Consumer Brands - this bit is for you...

- Your Hosted meetings happen as part of these Meetup timeslots.
- Not following the Meetup 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 organization) - this is the person looking after your Exhibitor & Sponsor Registration portal including the organization information.

- 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 "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 Meetup platform from **Monday 14 December**. The deadline is **Friday 8 January**.
- If your organisation has purchased Hosted meetings then you must **assign your Meeting Reps by no later than Friday 8 January**, however we strongly recommend setting this up much sooner if possible. Your Meeting Reps are those people that will be taking your Hosted meetings on-site during Meetup.
- Should you want a member of your team to help you with creating your profile, making requests, and opting in to your meetings then please add their details as your Assistant when creating your Profile in the Meetup platform.
- You can assign registered attendees as additional Sponsor Admins should you wish.

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Requests Stage: 11 January - 21 January

(please allow 60 minutes for this stage)

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

- You can log into the Meetup platform to do this from **Monday 11 January**.
- 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 **8pm GST, Thursday 21 January**.
- Make as many requests with people you are interested in - there is no limit! To make a request you simply need to click "Relevant" or "Super Relevant" next to each person of interest.
- We suggest submitting a **minimum of four meeting requests for every timeslot you are available for** e.g. if you are available for all 16 Meetup timeslots then make 64+ requests.
- You can add a personalized message to each request you make.
- Some attendees may be of more interest to you than others, so to make a request you choose either "Relevant" or "Super Relevant" for each person. This priority choice will not be shared with the other person!
- You can apply filters to help you narrow down your search.
- Request meetings with as many people from the same organization as you like, safe in the knowledge that we will only ever schedule you 1 meeting with any organization.
- Be sure to request a wide variety of organizations, 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 **Meeting Reps** in the platform. These are the attendees that will be taking your paid-for Hosted meetings during Meetup.
- Please request ALL Hosted Retailers & Consumer Brand attendees you would like to meet. Once scheduled, these will be your Hosted meetings. All Hosted Retailers & Consumer Brands will be marked with an **"H"** next to them during the Requests stage.
- You can also make non-Hosted meeting requests with everyone else taking part in Meetup. The maximum number of meetings any individual sponsor can have is 16.
- Meeting 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!
- You can add an Assistant in Visit if they need to stay informed or support your event participation. Assistants will be copied on key email communications. Please note that assistants do not have their own login access.
- **Sponsor Admin (the main point of contact from your organization)** - The sponsor admin for your organization will be able to send requests on behalf of all attendees from your company.
- **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.**

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Hosted Retailers & Consumer Brands - this bit is for you...

- You must be available for all 16 Meetup timeslots.

Opt-ins & Confirm Availability Stage: 22 January - 26 January

(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 with you and opt in to their requests.
- You opt in to these incoming requests by simply marking them as "Relevant" or "Super Relevant".
- 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 for Meetup - you may be scheduled for meetings for any time slot that is not blocked. **Please note** that blocking a timeslot means you are marking your self as unavailable and WILL NOT get a meeting during that timeslot.
- The deadline to complete all of your opt-ins and confirm your availability is **8pm GST, Tuesday 26 January**.

Meeting Reps - this bit is for you...

- Opting into a request you receive from a Hosted Retailer & Consumer Brand will become a Hosted meeting if it is scheduled.
- Please note that not all opt-ins will become scheduled meetings. Your scheduled meetings depend on the prioritization and availability during the pre-scheduling process.
- **Sponsor Admin (the main point of contact from your organization)** - The sponsor admin for your organization will be able to opt-into requests on behalf of all attendees from your company.

Hosted Retailers & Consumer Brands - this bit is for you...

- Hosted Retailers and Brands should **opt into requests from a minimum of 24 different organizations**. Please opt into as many more than this as you like - remember the maximum number of Hosted meetings we will schedule for you is 8.
- **Not opting in to the required number of requests may impact your eligibility for full travel reimbursement.**
- You must be available for all 16 Meetup timeslots.

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Accept Tabletalks - 27 January - 28 January

(this should take less than 5 minutes)

Retailers & Consumer Brands - this bit is for you...

- If you have been scheduled for a Tabletalks session, you must accept it at this time in the platform.

View Schedule - 27 January

You can view your schedule on the Meetup platform, as well as in the mobile app. You can download the mobile app a couple of weeks before the show [here](#).

Meetup Times

Wed 3 February - 10:00am - 11:10am (GST): 4x 15-minute timeslots (3-minute intervals between each meeting)

Wed 3 February - 5:05pm - 6:15pm (GST): 4x 15-minute timeslots

Thu 4 February - 10:00am - 11:10am (GST): 4x 15-minute timeslots

Thu 4 February - 1:45pm - 2:50pm (GST): 4x 15-minute timeslots

Overview of all Meetup Stages

1. Sponsors must assign Sponsor Admin and register your tickets (deadline Fri 11 Dec)
2. Complete your Profile and Sponsors to assign Meeting Reps (Mon 14 Dec - Fri 8 Jan)
3. Select Tabletalk* you are interested in (Mon 14 Dec - Thur 21 Jan)
4. Request Meetings (Mon 11 Jan - Thur 21 Jan)
5. Opt-in to Incoming Requests (Fri 22 Jan - Tues 26 Jan)
6. Accept your Scheduled Tabletalk* (Wed 27 Jan - Thur 28 Jan)
7. Download the Shoptalk Luxe 2027 App & View your Meetup Schedule (Wed 27 Jan)
8. Attend Shoptalk Luxe! (Tue 2 Feb - Thu 4 Feb)
9. Provide Feedback (Fri 5 Feb onwards)

*Retailers & Consumer Brands only

The Meetup program participant list is provided to you for the sole purpose of enabling your participation in the Meetup program at Shoptalk Luxe and shall not be used for any other purpose. It is the proprietary property of Shoptalk Luxe and must not be shared or distributed to any third parties without the express written consent of Shoptalk Luxe. You may not solicit Meetup participants — whether or not you are scheduled to meet them — outside the express rules and guidelines of the Meetup program. Violating these Meetup terms or other terms of attendance or participation may result in removal from the event and exclusion from future initiatives. Please note that a Meetup participant agreeing to meet with you during the Meetup does not imply consent to engage with you outside of the event.