

Rendez-vous Canada (RVC 2024) Appointment Request Guide

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Appointment Request Guide



This guide explains how to make appointment requests for Rendez-vous Canada (RVC) 2024 as a Buyer or a Seller.

You can access Appointment Requests via your [MyRVC Portal](#).

Note: Click [here](#) to retrieve your login ID and/or password

While the guide explains how to make requests based on the formula for a Seller, the steps are nearly the same for Buyers. We'll note differences where applicable.



Note: You must be registered as an “appointment-taking” delegate to make requests. If you are unclear of your status, please contact the RVC Project Office at rvc@rendezvouscanada.ca.

Make New Requests

Make New Requests
View / Prioritize My Requests
Edit Timeslots
Email Help

Sally Chan

Accent Inns & The Hotel ZED

(SELLER)

You can make changes to your appointment requests unlimited number of times until Apr 5 2024 11:59PM EST.

Total requests made : 4

Max requests allowed : 100

View Profile
View All Profiles
Show All

Who Requested Me
Show Recommendations

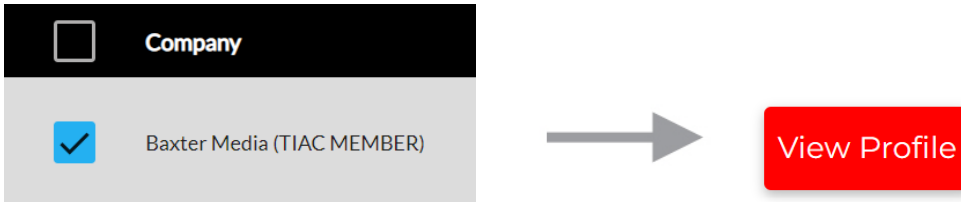
<input type="checkbox"/>	Company	Delegate	Country	Reg. Type	Request Status	Schedule Type	Add/Remove Request
<input type="checkbox"/>	Baxter Media (TIAC MEMBER)	David McClung	Canada	TPP	Requested	Tourism Partner Pavilion	Remove Request -
<input type="checkbox"/>	Canadian Travel Press and Baxter Travel Media (TIAC MEMBER)	Bob Mowat	Canada	MEDIA	Requested	Media	Remove Request -
<input type="checkbox"/>	CTHRC - emerit Training Solutions (TIAC MEMBER)	Jennifer MacDonald	Canada	TPP	Requested	Tourism Partner Pavilion	Remove Request -
<input type="checkbox"/>	RDÉE Canada (TIAC MEMBER)	Jean-Pierre Alexandre	Canada	TPP	Requested	Tourism Partner Pavilion	Remove Request -
<input type="checkbox"/>	RDÉE Canada (TIAC MEMBER)	Roukya Abdi Aden	Canada	TPP		Tourism Partner Pavilion	Add Request +
<input type="checkbox"/>	66 NORD	Olivier Nau	France	BUYER		Buyer	Add Request +

- 1 Make appointment requests using the **Add/Remove Request** function.
- 2 Requests you have made will appear in the **Request Status** column. The **Reg. Type** column shows the category of the delegate's organization.
- 3 **Note:**
 - By default, all delegates are listed.
 - You cannot request appointments with organizations who have opted out of your country or industry (even though they will appear in your list).
 - We recommended that you submit the maximum of requests allowed to maximize your opportunity for appointment matches. Please note that Tourism Industry Association of Canada (TIAC) members can make additional requests, as an added membership benefit.
- 4 *For a full explanation of appointments and how they are structured, please visit the Appointments page on the RVC site at <https://www.rendezvouscanada.ca/appointments/>. If you need help with steps or need a function explained, click the Help button.*

Viewing Options

View Profile

To view an organization’s profile, select it and then click **View Profile**. Note that TIAC members receive highlighted placement in the RVC directory as a membership benefit.



View All Profiles

If you wish to see details on all organizations in your list, click **View All Profiles**. Then you can click through all of the organizations using the navigation in the upper right corner of the screen.



Who Requested Me



Please pay special attention to who requested to meet you. Appointment requests are computer-generated according to the following priorities: *

- If a Buyer and a Seller both seek an appointment with each other, a “mutual request” is generated. This schedules an appointment automatically based on each party’s availability.
- Second priority is given to appointments requested by Buyers.
- Third priority is given to appointments requested by Sellers.

**Please note: It is possible that such requests, in exceptional circumstances, will not be pre-scheduled, as delegates may not have mutually available timeslots.*

Show Recommendations

Show Recommendations

Show Recommendations is a quick filter to display a list of organizations you may want to meet with. The list is generated based on compatible responses to the profile questions (clientele served, regions of Canada, doing business, regions of organizations).

Search



If you wish to refine your results based on specific criteria, click **Search**.

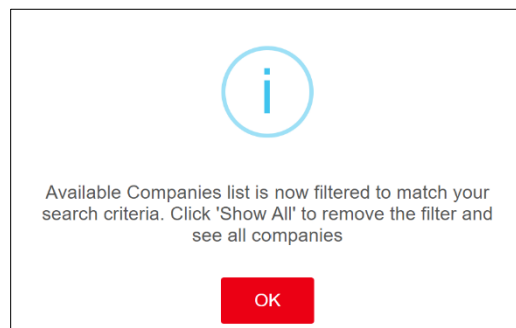
Here you can set a wide variety of search criteria, including a specific name, registration type, and location.

Note the **Registered After** option, which allows you to limit your search to a specific period. For example, you can set it from when you last logged in to see who has registered since then without having to scroll through the list of delegates again.

Other search options include searching by profile, clientele, and many others. Click on the section headers to open the different search options.

The Available Organizations list will be filtered to match your search criteria as you select it.

The following message will confirm the process is complete.



Click **Exit** at the top of the search window to view the list.

Click **Show All** to remove the filter and see all organizations again.

Click **Search** again to change your search criteria.

View/Prioritize My Requests

Once you have made your appointment requests, click [View/Prioritize My Requests](#).

Here, you can set the priority order of your requests. To do so, click the up and down arrows to change the priority of your requests.

The Information column will show you whether the request is “mutual” between you and that delegate.

Make New Requests
View / Prioritize My Requests
Edit Timeslots
Email Help

Sally Chan

Accent Inns & The Hotel ZED

(SELLER)

You can make changes to your appointment requests unlimited number of times until Apr 5 2024 11:59PM EST.

Total requests made : 4

Max requests allowed : 100

Double-length requests made : 0

Max double-length requests allowed : 6

[View Profile](#)

[View All Profiles](#)

[Remove All](#)

[Submit Changes](#)

	Priority	Company	Delegate	Country	Information	Double	Remove
<input type="checkbox"/>	1	Canadian Travel Press and Baxter Travel Media	Bob Mowat	Canada	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2	RDÉE Canada	Jean-Pierre Alexandre	Canada	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3	Baxter Media	David McClung	Canada	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	4	CTHRC - emerit Training Solutions	Jennifer MacDonald	Canada	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you would like to remove an organization from your request list, click the appropriate boxes in the Remove column.

When you are done, click [Submit Changes](#).

Edit Timeslots

If there are times when you don't want an appointment scheduled, you can edit your timesheet to ensure no meetings are scheduled during that time. The Edit Timeslots page allows you to customize your schedule by indicating the times that you will be unavailable to take appointments.

RVC appointments will run from 9:00am - 12:00pm and 1:30pm - 5:00pm Mountain Time during the 3 days (May 15, 16 and 17) which equals to 78 timeslots (26 per day).

As a **Seller**, your appointment schedule is open for all 78 timeslots (26 per day) and closed for all other times. This means that outside of official RVC marketplace hours, appointment timeslots will be marked as closed. You can open them if you plan to take appointments during those times.

- To **open** a timeslot: **Uncheck** the box.
- To **block** a timeslot: **Check** the box.

IMPORTANT: Each appointment-taking Seller will be assigned a maximum of 26 appointments per day during the matchmaking process

Make New Requests
View / Prioritize My Requests
Edit Timeslots
Email Help

Customize your appointment schedule by indicating the times that you will be unavailable to take appointments. Please note that you may only block a total of six slots per day (three (3) in the AM and three (3) in the PM). By doing so, you can ensure that your schedule is optimized and that appointments can be scheduled at your convenience.

To **block** a timeslot: **Check** the box next to each slot and click the "Submit Changes" before exiting this view. (IMPORTANT: Only select the times you are NOT available to take appointments.)

Submit Changes

Wednesday AM	Wednesday PM	Thursday AM	Thursday PM	Friday AM	Friday PM
Slot Number: Time	Slot Number: Time	Slot Number: Time	Slot Number: Time	Slot Number: Time	Slot Number: Time
<input type="checkbox"/> 1. 9:00AM	<input type="checkbox"/> 13. 1:30PM	<input type="checkbox"/> 27. 9:00AM	<input type="checkbox"/> 39. 1:30PM	<input type="checkbox"/> 53. 9:00AM	<input type="checkbox"/> 65. 1:30PM
<input type="checkbox"/> 2. 9:15AM	<input type="checkbox"/> 14. 1:45PM	<input type="checkbox"/> 28. 9:15AM	<input type="checkbox"/> 40. 1:45PM	<input type="checkbox"/> 54. 9:15AM	<input type="checkbox"/> 66. 1:45PM
<input type="checkbox"/> 3. 9:30AM	<input type="checkbox"/> 15. 2:00PM	<input type="checkbox"/> 29. 9:30AM	<input type="checkbox"/> 41. 2:00PM	<input type="checkbox"/> 55. 9:30AM	<input type="checkbox"/> 67. 2:00PM
<input checked="" type="checkbox"/> 4. 9:45AM	<input type="checkbox"/> 16. 2:15PM	<input type="checkbox"/> 30. 9:45AM	<input type="checkbox"/> 42. 2:15PM	<input type="checkbox"/> 56. 9:45AM	<input type="checkbox"/> 68. 2:15PM
<input checked="" type="checkbox"/> 5. 10:00AM	<input type="checkbox"/> 17. 2:30PM	<input type="checkbox"/> 31. 10:00AM	<input type="checkbox"/> 43. 2:30PM	<input type="checkbox"/> 57. 10:00AM	<input type="checkbox"/> 69. 2:30PM
<input checked="" type="checkbox"/> 6. 10:15AM	<input type="checkbox"/> 18. 2:45PM	<input type="checkbox"/> 32. 10:15AM	<input type="checkbox"/> 44. 2:45PM	<input type="checkbox"/> 58. 10:15AM	<input type="checkbox"/> 70. 2:45PM
<input type="checkbox"/> 7. 10:30AM	<input type="checkbox"/> 19. 3:00PM	<input type="checkbox"/> 33. 10:30AM	<input type="checkbox"/> 45. 3:00PM	<input type="checkbox"/> 59. 10:30AM	<input type="checkbox"/> 71. 3:00PM
<input type="checkbox"/> 8. 10:45AM	<input type="checkbox"/> 20. 3:15PM	<input type="checkbox"/> 34. 10:45AM	<input type="checkbox"/> 46. 3:15PM	<input type="checkbox"/> 60. 10:45AM	<input type="checkbox"/> 72. 3:15PM
<input type="checkbox"/> 9. 11:00AM	<input type="checkbox"/> 21. 3:30PM	<input type="checkbox"/> 35. 11:00AM	<input type="checkbox"/> 47. 3:30PM	<input type="checkbox"/> 61. 11:00AM	<input type="checkbox"/> 73. 3:30PM
<input type="checkbox"/> 10. 11:15AM	<input type="checkbox"/> 22. 3:45PM	<input type="checkbox"/> 36. 11:15AM	<input type="checkbox"/> 48. 3:45PM	<input type="checkbox"/> 62. 11:15AM	<input type="checkbox"/> 74. 3:45PM
<input type="checkbox"/> 11. 11:30AM	<input type="checkbox"/> 23. 4:00PM	<input type="checkbox"/> 37. 11:30AM	<input type="checkbox"/> 49. 4:00PM	<input type="checkbox"/> 63. 11:30AM	<input type="checkbox"/> 75. 4:00PM
<input type="checkbox"/> 12. 11:45AM	<input type="checkbox"/> 24. 4:15PM	<input type="checkbox"/> 38. 11:45AM	<input type="checkbox"/> 50. 4:15PM	<input type="checkbox"/> 64. 11:45AM	<input type="checkbox"/> 76. 4:15PM
	<input type="checkbox"/> 25. 4:30PM		<input type="checkbox"/> 51. 4:30PM		<input type="checkbox"/> 77. 4:30PM
	<input type="checkbox"/> 26. 4:45PM		<input type="checkbox"/> 52. 4:45PM		<input type="checkbox"/> 78. 4:45PM

As a **Buyer**, your appointment schedule is open for all 78 timeslots (26 per day) and closed for all other times. You will not be able to submit any changes.


Finishing Up


If you wish, you can have a summary of your selections emailed to you by clicking the **Email** button. When the pop-up window appears, make sure the email address is correct before clicking **Send**.

Make New Requests **View / Prioritize My Requests** Edit Timeslots **Email** Help

Summary Email ✕

Send a summary to the email address below:

 Email *

Cancel **Send** 

Note that you can make unlimited changes to your appointment requests until the deadline of **April 5, 2024 at 11:59 PM Eastern Standard Time**.

Be sure to check in and review requests periodically because new Sellers and Buyers may have registered since you last made requests.

You should also ensure you make one last review of requests prior to the deadline – April 5, 2024.

Next Steps

Appointment schedules will be posted on **April 15, 2024**. After that date, any additions, changes or cancellations may be done manually.

We look forward to welcoming you at Rendez-vous Canada 2024!