LaBase
RENDEZVOUS

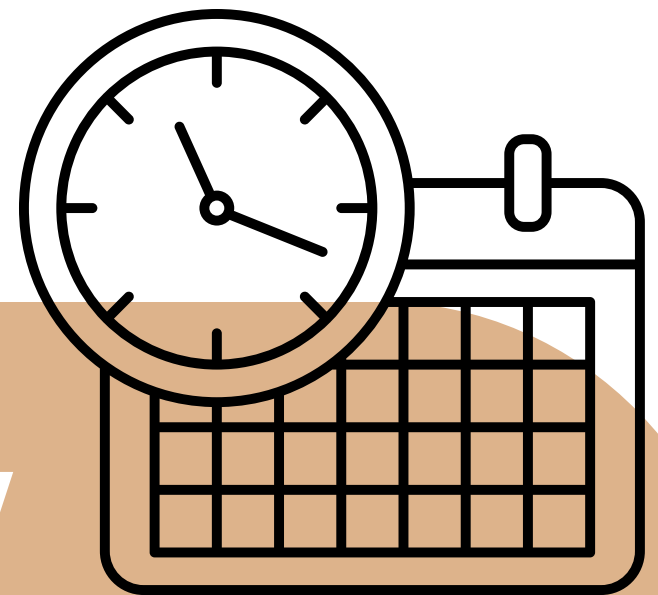# How does LaBase RendezVous work ?

FIND OUT HOW
THE ONLY APP
TAILORED FOR BOOK INDUSTRY WORKS
MAKE SCHEDULING QUICK, EASY AND FUN !

bq

la base
RENDEZVOUS

Who is it for?

Rights Sellers or Buyers

To do what?

To save time and wave goodbye to scheduling mistakes

How?

Read this fun document to know it!

How much does it cost?

__FREE__ for an 1 fair !

How it works ?
3 Simple steps

Import Your Customers

With an Excel spreadsheet, or manually, create the list of publishers you wish to meet.

Push a button

And the website will send email appointment requests to your customers list (and a copy to you).

Watch Your Schedule Fill Up

Publishers access your live-updated schedule and choose a suitable slot in one click.
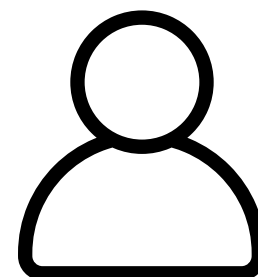
Table of Contents

Dashboard

Once you have created your account, you can start scheduling appointments
for a designated Book Fair

FAIRS

CONTACTS

Fairs

FAIRS

Fairs

Scheduler* can add new events from the existing list of events, or select an already added fair.

Frankfurt Book Fair 2024

FRANKFURTER BUCHMESSE
Oct 16, 2024
Oct 20, 2024

View Schedule | Customer Selection

Edit Event

Seoul Book Fair (SIBF) 2024

SIBF
Jun 26, 2024
Jun 30, 2024

Add Event

Budapest Book Festival 2024

Sep 26, 2024
Sep 29, 2024

Add Event

LICAF Rights Market 2024

COMIC ART
Sep 27, 2024
Sep 28, 2024

Shanghai Book Fair 2024

CCBF
Nov 13, 2024
Nov 15, 2024

Add Event

*You are a Rights Seller or a Buyer who plans her/his own schedule. Let's call you a "Scheduler" and your contacts "Attendees".
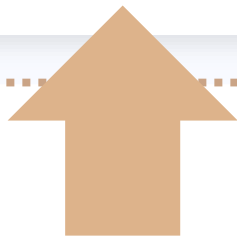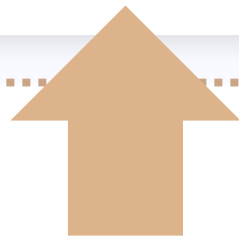
Fairs

Once the fair has been added, your main 2 views are:

Frankfurt Book Fair 2024

FRANKFURTER BUCHMESSE

Oct 16, 2024
Oct 20, 2024

View Schedule | Customer Selection

Edit Event

View Schedule

This is your fair schedule
with free slots, blocked slots
and confirmed appointments

I know it's small, but you understood the idea, right ?

Customer Selection

This is where you import customers and send appointment requests

Customer Selection

Customers In List — 0
Appointments Confirmed — 0
Pending Requests — 0 (incl. 0 VIP)
Available Slots (not VIP) — 100
Available Slots (VIP) — 0

Warning: you have not set a Default Location for this Event. Click here here to add it.

Add Customer(s) ▾   View Schedule   Download List as .xlsx ▾

Filters: Name, Email, Company   ☐ Pending   ☐ Not Sent   ☐ Conf.   ☐ VIP   Filter   Displaying 0 Customers   Clear All

Select   Company   Customer   Country   Duration (minutes)   Comments

Add Customer(s) ▾

View Schedule

Download List as .xlsx ▾

Oops

As you can see,
LaBase RDV doesn't provide any contact:
this is your job!

Edit your Event Settings

On your dashboard page,
click on 'Edit Event'

Frankfurt Book Fair 2024

FRANKFURTER BUCHMESSE

Oct 16, 2024
Oct 20, 2024

View Schedule | Customer Selection

Edit Event

Edit your Event Settings

On this 'Edit Event' page,
you can :

- **Enter your default appointment location.** This typically is your own stand/booth. This will show up on the email invitations and when the attendee connects to your schedule, so this is very important!

- **Define a Delegate Scheduler** (by entering her email address): if there is one, all email confirmations will go to the Delegate Scheduler rather than the scheduler.

- **Force all communication to Attendees to only show Company Name.** This is particularly useful if you share Schedules with several members of the same team.

Edit your Schedule

Modify A Slot
from the View Schedule Screen

Time Slot	Wednesday 16 October 2024 ▾
09:00 - 09:30	Blocked ▾
09:30 - 10:00	Available ▾
10:00 - 10:30	le ▾
10:30 - 11:00	le ▾
11:00 - 11:30	Available ▾

Edit Slot
Block Slot
Block Slot Except VIP
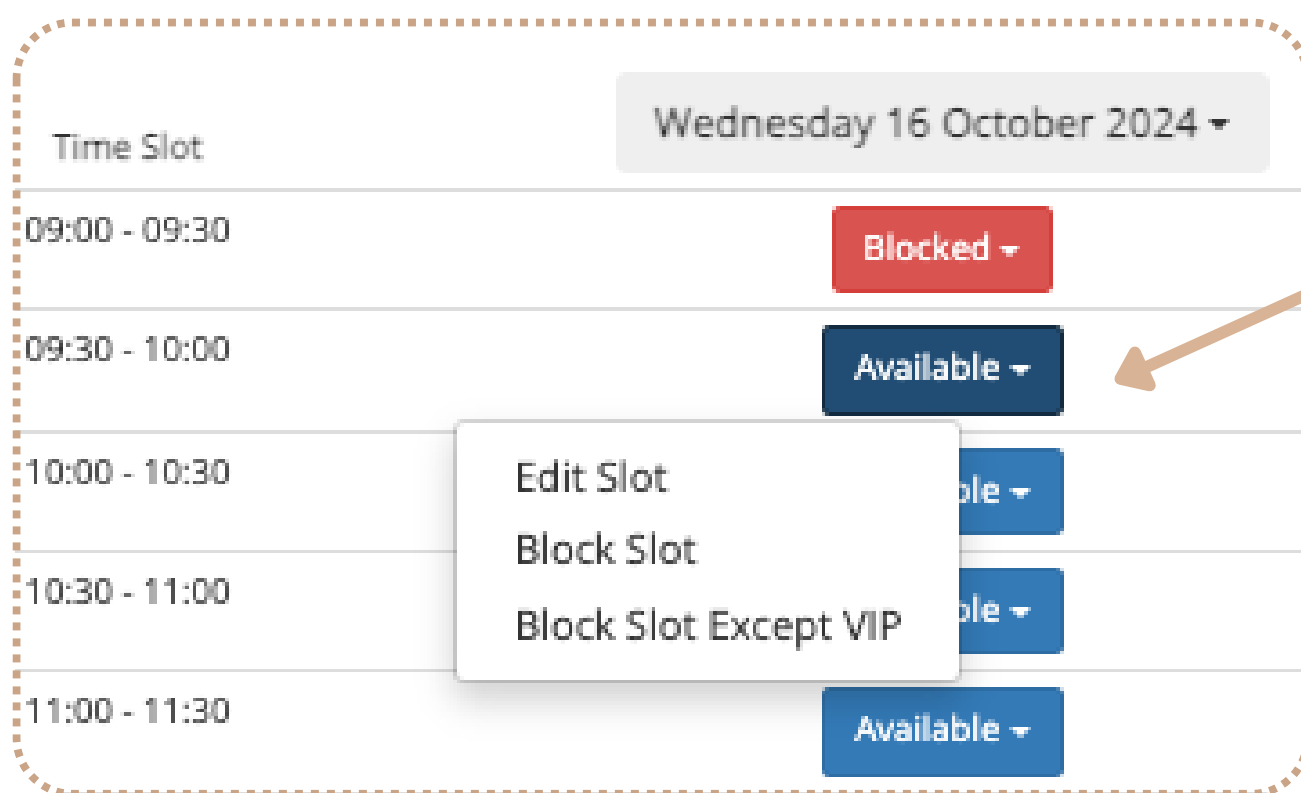
If you click on the arrow on a slot, you can:

- **Block the slot:** customers will see this slot as 'Booked'.
- **Free the slot:** if it is blocked or booked.
- **Block the slot except VIP:** the slot will appear 'Booked' for all customers, except the ones you have selected as 'VIP'
- **Edit Slot:** this will take you to a more detailed screen, see next.

Edit your Schedule

Edit A Slot

Modify Slot
Wednesday 16 October 2024 at 09:30

Slot status

✓ Available
Blocked
Booked
Blocked except VIP

Comments

[ ]

Update

When you you select 'Booked', a field will appear, and you can select the person with whom you have an appointment for this slot. The list comes from your Customer Selection.

If the person is not in your Customer Selection, click on the 'Add New Customer' green button, and follow the instructions.

Modify Slot
Wednesday 16 October 2024 at 09:30

Slot status

[Booked ⌄]

Slot appointment location

[ ]

Comments

[ ]

Attendee

[⌄]

If the customer is not in your list yet, click on the link below

Add New Customer

Duration (1 for 30 minutes, 2 for 60 minutes, etc.)

[1]

Appointment location

[ ]

Update

Edit your Schedule

Modify DAY Slots
from the View Schedule Screen

Wednesday 16 October 2024 ▾

Block All Day Slots
Free All Day Slots
Edit Section of Slots
Delete day
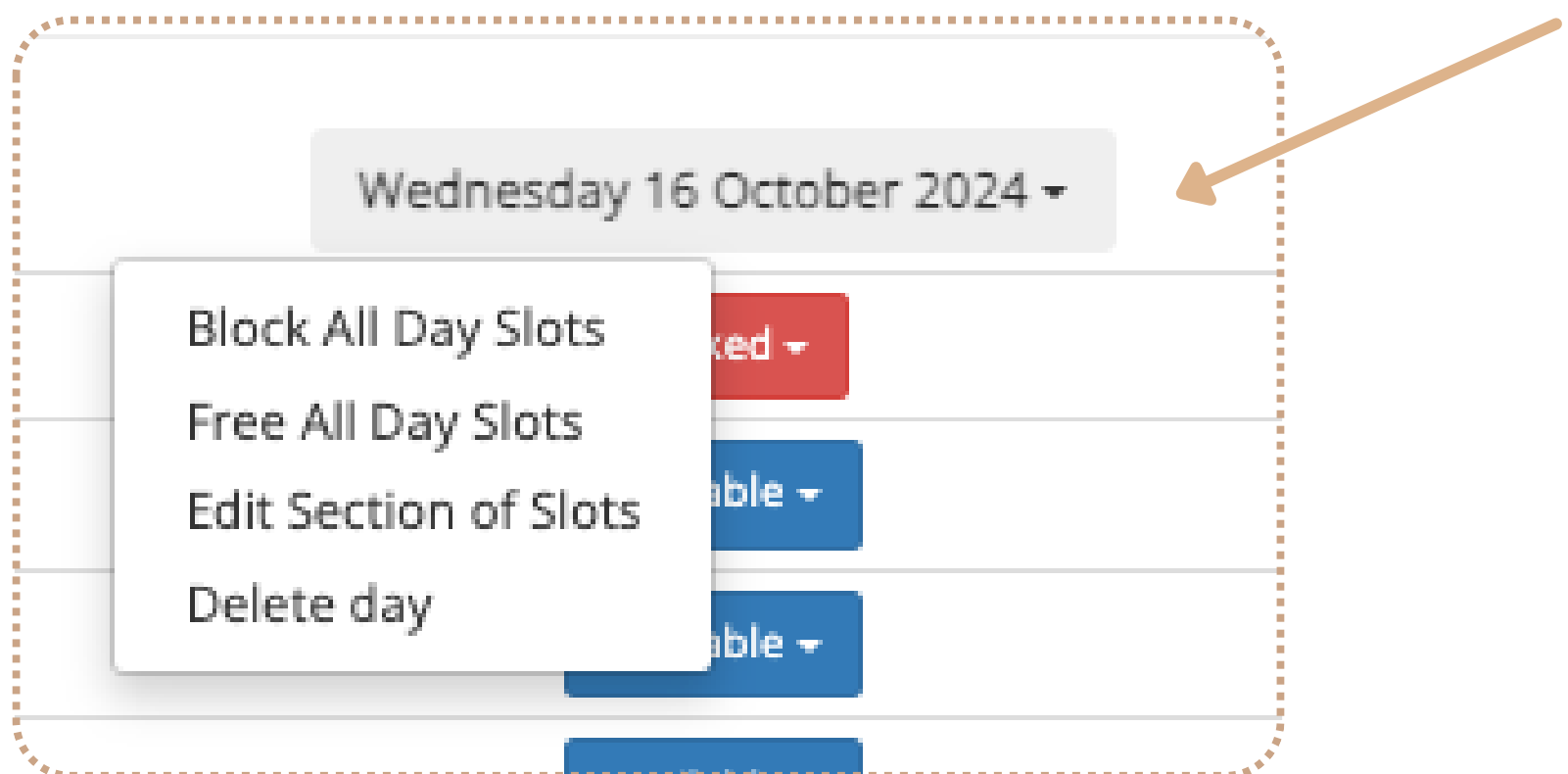
If you click on the arrow on a slot, you can:

- **Block All Day Slots**
- **Free All Day Slots**
- **Edit Section of Slots**
- **Delete Day**

Customers Selection

Customers must be added to your Customer Selection
before having appointment requests sent to them.

Frankfurt Book Fair 2024

FRANKFURTER BUCHMESSE

Oct 16, 2024
Oct 20, 2024

View Schedule | Customer Selection

Edit Event

Customers Selection

Import Customers From Excel:
prepare your list

Customer Selection

Customers In List — 3
Appointments — 0
Confirmed
Pending Requests — 0 (incl. 0 VIP)
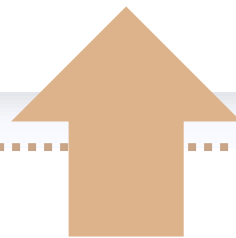Available Slots (not — 80
VIP)
Available Slots (VIP) — 0

Add Customer(s) ▾   View Schedule

Add customer manually
Import Customers from Excel file
Import Customers from previous event

VIP   Filter   Displaying

Import Customers From File

Download Template

Files should be Excel (.xls or .xlsx):
- Please Refer to Manual for Columns Description

Import Customer File

Choisissez un fichier   Aucun fichier choisi

Import File

If you click on the arrow on a slot, you can:

- **Click on 'Add Customer(s)' button on the top left,** then 'Import Customers from Excel file'

- **On the second screen,** click on 'Download Template'. Beware: do not move columns, and pay attention to comments.

Customers selection
Manual/Individual Customer Import

If you click on the arrow on a slot, you can:

- **Click on 'Add Customer(s) then 'Add Customer Manually'** to import customer one at a time
- **On the next screen, please enter the email address** of the customer to be imported.
- **If the customer already exists in our database,** no other information needs to be entered.
- **If the customer does not exist in our database,** please enter first name, last name and company name.

Customers selection

Import Customers from Previous Event

This function imports all customers from a previous event customer selection.

Select the previous event and your whole customer selection will be imported to the new current event.

Appointment Requests

Send Appointment Requests

To send the appointment request email to Attendees, click on the green 'Send Request' button.

Select	Customer	Company	Duration (minutes)	VIP	Status	Comments	
	Adams, Douglas	42 Publishers	30'		Selected		Send Request
	Echenoz, Jean	42 Publishers	30'		Selected		Send Request
	Pastore, Javier	42 Publishers	30'		Selected		Send Request

A pop-up will appear and when the email is sent, a message will show at the top of the page confirming the email was sent. In the Comments column, the date and time of the last request is shown, as well as the number of requests sent.

Select	Customer	Company	Duration (minutes)	VIP	Status	Comments	
	Adams, Douglas	42 Publishers	30'		Selected	Appointment request sent on 2017-01-02 (2 requests sent)	Send Request

Appointment Requests

Appointment request email model

The request email model is standard for everyone so far. Feature in development : customizing the email request. The Standard Appointment Request looks like this:

LaBase RendezVous   aujourd'hui 15:40
À : Phi-Anh Nguyen
Appointment request from Phi-Anh Nguyen (Sarbacane / La Petite Agence) / Bologna Book Fair 2017

Hello Phi-Anh 2,

Phi-Anh Nguyen (Sarbacane / La Petite Agence) would like to arrange an appointment with you at the forthcoming **Bologna Book Fair 2017** (location: Hall 30, Stand A16), through *LaBase-RendezVous,* the exclusive online scheduling platform that enables live confirmation of appointments with a few clicks.

Please connect to *LaBase-RendezVous* with the following link.

LaBase-RendezVous is tailored for Book Fairs and is fully accessible for attendees at no charge.

Have a great day.

LaBase-RendezVous

Company

Fair

Location

Link to choose the slot

Export features

Schedule Export + Customer Selection Export

In the 'View Schedule' screen,
click on 'Download Schedule as .xlsx'.

Customers In List	3
Appointments	0
Confirmed	
Pending Requests	1 (incl. 0 VIP)
Available Slots (not VIP)	80
Available Slots (VIP)	0

Go To Customer Selection

Download Schedule as .xlsx

In the 'Customer Selection' screen,
click on 'Download Schedule as .xlsx'.

Customer Selection

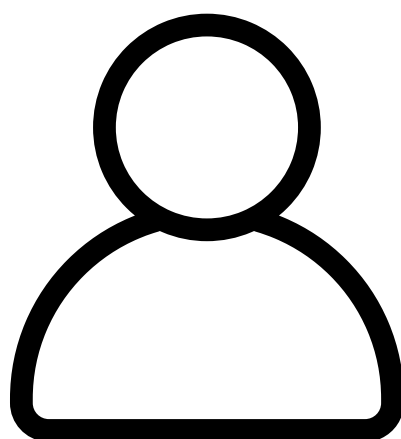|	
Customers In List	3
Appointments	0
Confirmed	
Pending Requests	1 (incl. 0 VIP)
Available Slots (not VIP)	80
Available Slots (VIP)	0

Add Customer(s) ▾   **View Schedule**   **Download List as .xlsx ▾**

Contacts

Contacts

Your Full List of Contacts
(when you have done
your Customer Selection)

To Search a Customer
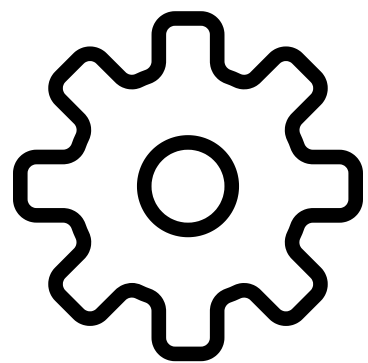(already in your Customer Selection), use the search bar.

Customer Search

| First Name, Last Name, Email Address or Company Name | Find users |

21160 Users Recorded

New User   Companies   Filter By Schedulers   Filter By Registered Users   Export to Excel

See? It's as quick and easy as that.

Many other features make LaBase RendezVous even more incredible, you have no idea !

Your data ? Our app is fully secure, continuously backed up, and GDPR compliant. Your data is confidential and won't ever be sold.
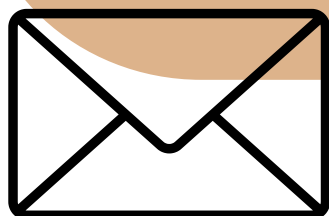
We are rights sellers
just like you
and we swear you won't be
able to do without it.

0€

SIGN UP FOR FREE !

and you will see :)

Contact us

la base
RENDEZVOUS

LABS
la base