

Welcome to **ACG Access** Meeting Scheduler

Logging In

1. You will receive an email to log in when ACG Access launches for your event. Click the **Login** button displayed at the bottom of the email.
2. Personalized login information will auto-populate within the username and password fields.
3. Click **Login**.
4. If you do not know the email you registered with, please reach out to acgdenver@acg.org.

Profile & Demographics

Once you log in, you will arrive at the **Home Dashboard**.

- Click the **My Account** button on the dashboard to update your personal information and notification options. Click **Submit** to save all changes.
- Once you have confirmed your account details, click the **Your Profile** button. If you have any changes you would like to make to your demographic responses, please update. After updating, scroll down and select **Submit**. You may also preview how your profile appears, by clicking the **View Profile** button located at the top-right of this section.
- All information in Profile is visible to attendees who login to ACG Access meeting scheduler.

Home Dashboard

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Event Schedule
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Profile

Welcome to the Rocky Mountain Corporate Growth Conference meeting scheduler - ACG Access! Please take a moment to review/edit your attendee profile below to ensure you are accurately represented! *Please note - any edits made here in the scheduler will not transfer to the final attendee list or your name badge. After saving your profile here, email acgdenver@acg.org so that we can make the edits in the database and your name badge. Thank you!

VIEW PROFILE

Main Details

Headshot

Upload

* Company Name

* Job Title

Mobile Phone

Company Website

Linkedin URL

State/Region

Include https://

Include https://

Firm Demographics

Firm Type

Firm Category

* Industry Verticals (General)

Not Applicable

* Target Company Size

Not Applicable

Based on enterprise value

SUBMIT

Landing Page

ACG
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ksm
CHARTER

Login

Username

Register email address

Confirmation Number

Confirm your email address and log in

LOGIN

Don't have an account? Register here

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Desktop Home Page

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Home

Welcome to the new and improved ACG Access!

This new meeting scheduler interface makes it easier than ever to search, select, and edit your profile and add meetings to maximize your time at 2026 ACG Denver. Rocky Mountain Corporate Growth Conference!

Please contact support@acgdenver.com if you require any assistance using the platform.

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COLLAPSE

EXPAND

Investment Banking Meets Transaction Advisory
KSM and Charter Capital Partners join forces

Mobile Home Page

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ksm
CHARTER

PROFILE

INBOX

MEETINGS

EVENT SCHEDULE

MY CALENDAR

MAP

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ACCOUNT

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My Calendar

This section is where you can see all of your confirmed meetings, and manage your overall schedule.

- You can **view and edit** your meetings by clicking on any event/meeting and clicking the **Edit** button.
- If you would like to delete the event/meeting, click the meeting and select **Cancel**. You will be given the option to select a reason for canceling and/or add a note. Click **Submit**.
- To **change a confirmed meeting time or location**: click on the meeting and select the **Edit** button. You will then be allowed to update the meeting duration, time, and/or location. Click **Submit**.
- To **download your meetings**: click **Export Calendar** in the top-right corner of the page. Follow the instructions provided on the **Export Calendar** page, for the type of calendar used.

Request Meeting

Meetings

- **Select “Attendees” on the Home Dashboard or hover “Attendees” at the top of the page and click “Request Meeting” to search & filter the attendee list:** to find participants with whom you would like to meet, use the filters and the search box to narrow down your audience. Check the boxes in the search filter to find users who match your criteria. To learn more about a user, click their name and a pop-up will display containing all information provided.
- **To request a meeting: find the individual** you would like to request a meeting with in the Attendee List, and select **Request**.
 - Select the preferred duration.
 - Please note that you are able to select a time to meet upfront. **If the participant confirms your meeting request, they can keep the requested time selected or will view days & times you are both mutually available.**
 - The individual who confirms the meeting will be able to **select the table location** for the meeting.
 - Once you have sent the invite, the status of that user will be Pending.
- To **Accept** a request, click **Received Requests**, select **Accept** to the right of the incoming request. A pop-up box will appear that will allow you to change the requested meeting time and select the meeting location. Please note only mutually available times will display.
- **Select a time you are both free** and click **Submit**. The meeting will automatically be added to your calendars.
- **Decline a meeting request:** if you do not want to schedule a meeting with someone who has requested one with you, click the dropdown arrow to the right of Accept and select **Decline**. That request will be moved to the Declined Requests tab. You can undo any declined requests at any point.

Sent Requests

- These are the requests you have submitted to another attendee. Until that attendee schedules a time to meet, the status of the meeting will remain pending. If you are no longer interested in meeting, click the dropdown arrow and select Cancel — the request will be removed.

All Confirmed Meetings

- Once you have a confirmed meeting, the meeting will be moved to the **All Confirmed Meetings** tab.
- If you would like to reschedule or change the location of a meeting, click the **Received or Sent requests** button. Click the dropdown arrow and select **Edit**.

- Only mutually available times will be displayed. Once you select a new time, the meeting will be automatically updated on both calendars.
- If you are using the subscribe feature to sync your event schedule to your personal calendar, all information will be automatically updated. If you are using the **Import iCalendar file** option, you will need to **re-download the .ics file if any changes are made.**

Inbox

- All received, confirmed sent requests, and/or updates to confirmed meetings will generate a notification in your attendee inbox.
- You may access the inbox to view a preview of the request notification sent to your email inbox.
- Click **Manage Request** in the top-right corner to accept or decline the request. You may also click **Reply** to send a message to the sender of the request.

Account Meeting Notifications

Account

- Ensure you select **No** in order to receive email notifications for meeting requests and messages sent through the app.

Attendee List Download

How to Download an Attendee List

- From Desktop **only** (function not available via mobile app)
- Go to **Meetings** drop down
- Select **Attendee List**
- Under header for Attendee List is an **Excel Button**. Click for auto download via .xlsx. Ensure pop-up blockers are disabled.

For assistance: Please email enduser-support@meetmax.com for any functionality issues. For resend of login and confirmation number, email acgdenver@acg.org