MEETING MANAGEMENT

How to Request Meetings

- Within the platform, go to **"Networking / Participants"** in the left-hand menu.
- Use the filters to identify relevant profiles and click on the **"Profile"** button to view more information about a participant.
- Once you have found the person or company that meets your requirements, click on the **"Contact"** button.
- A window will open where you can select the meeting format, date, and time. Please note that these are subject to the availability of the event and both participants.
- Click **"Send"** to submit your meeting request.

How to Accept or Cancel Meetings

- Whenever someone requests a meeting with you, its status will be set to **"Pending."** To manage the request, log in to the platform and go to **"Agenda / My Meetings"** in the left-hand menu. There, you can view all your meetings and take the necessary actions.
- Whenever you accept, request, or cancel a meeting, an automatic email will notify the other participant of your decision.

How to Download Your Meeting Schedule

- Once you have scheduled meetings, you can manage them from the **"My Meetings"** section. There, you can filter and review your schedule, download it in PDF format, or **add your meetings to your personal calendar by clicking the "Add" button.**

In addition, under "My Meetings / Agenda," you will find different options to view the status of your meetings:

- **All Meetings:** Click on "All" to view a complete list of all your meetings, regardless of their status.
- **Confirmed Meetings:** To view only meetings that have been confirmed, select "Confirmed."
- **Pending Meetings:** To review meetings that have not yet been accepted or that have been cancelled, whether you sent or received the request, go to the corresponding section.
- **Cancelled Meetings:** You can also view meetings that you have cancelled or that have been cancelled by the other participant.

- **Past Meetings:** To review meetings whose scheduled date and time have already passed, go to the “Past Meetings” section.

Virtual meetings

How to join the room for the virtual meeting

How to perform the technical test before the virtual meeting

How to invite a colleague to the virtual meeting