HOW-TO GUIDE – MY SCHEDULE

By clicking on the icon under the VIRTUAL LOBBY, you will access the ‘MY AGENDA’ section of the platform.

In the ‘MY AGENDA’ section, you can create your personal schedule for the meeting.

By clicking on the arrow on the right side, a drop-down menu will open with ‘EVENT SCHEDULE’ and ‘MY SCHEDULE’.

When clicking on the ‘EVENT SCHEDULE’ you will see all sessions sorted by date in chronological order. You can change the days, by clicking on the dates above the sessions.

When clicking on ‘MY SCHEDULE’, you will see all the sessions that you have currently pinned to your schedule. As meeting participant, you are enrolled by default in all of the sessions that will take place during the 2022 reconvened sessions, and therefore you will need to ‘UNPIN FROM MY SCHEDULE’ the events that you will not wish to have on your personal schedule.
When clicking ‘UNPIN FROM MY SCHEDULE’ a window will pop up, asking you if you are sure to remove it from your agenda. Please click ‘REMOVE’.

When then going back to ‘MY SCHEDULE’ the session you have removed will no longer be visible. Please note, you can always go back to the ‘EVENT SCHEDULE’ and pin the session again, and you can also still see and join the session in the VIRTUAL LOBBY.

By **UNPINNING** the sessions, you do not plan to attend, you can create your personal schedule.

In ‘MY SCHEDULE’ you can also see an overview of the 1x1 meetings you have scheduled or been invited to join by clicking on the MEETINGS tab.

For more information on how to schedule 1x1 meetings, please consult the ‘VIRTUAL LOBBY’ guide.