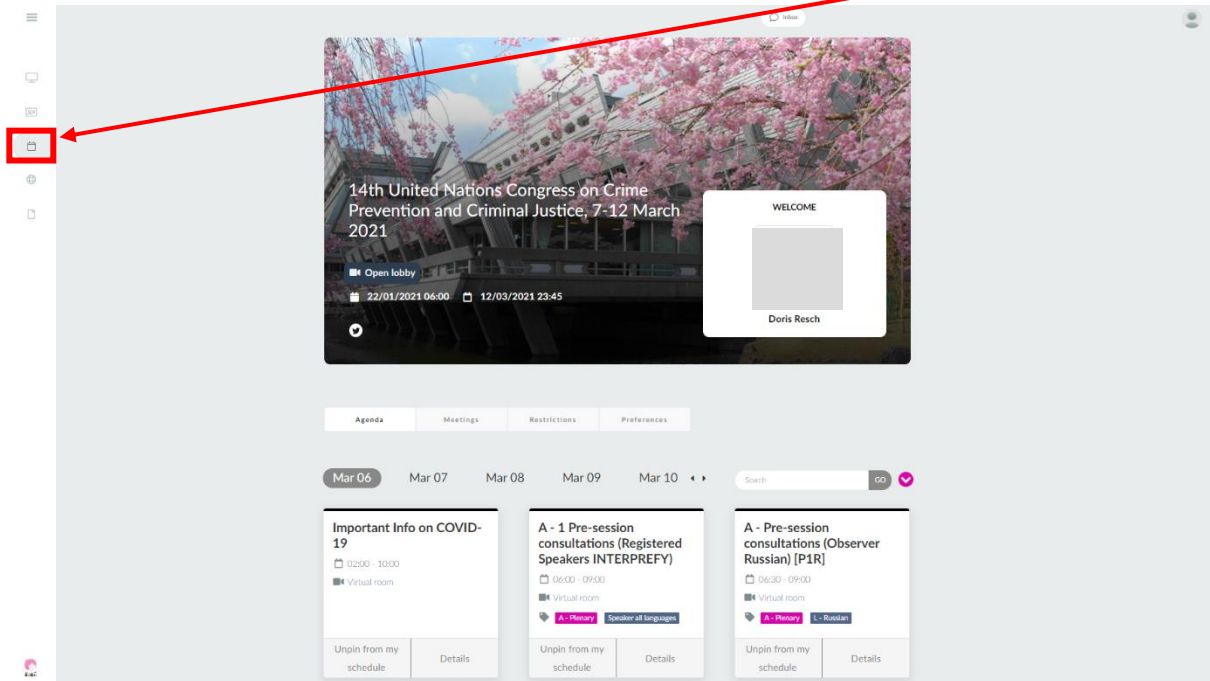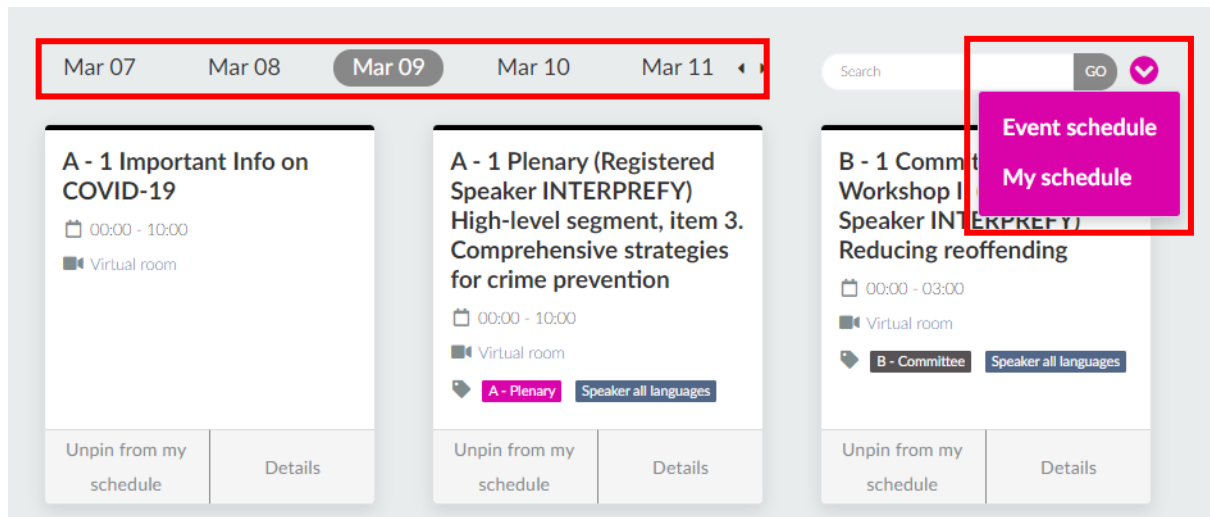# HOW-TO GUIDE – MY SCHEDULE

By clicking on the icon under the MY PROFILE, you will access the **'MY SCHEDULE'** section of the platform.

In the **'MY SCHEDULE'** section, you can create your personal schedule for the Congress.

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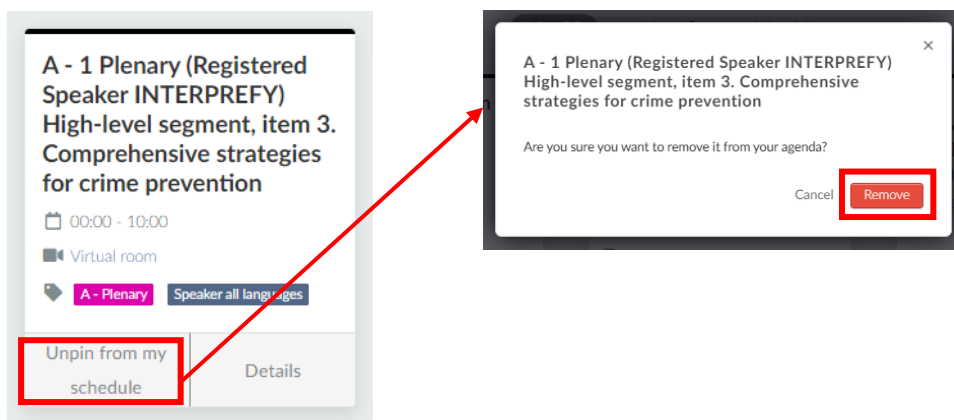

When clicking on the **'EVENT SCHEDULE'** you will see all Congress sessions sorted by date in chronological order. You can change the days, by clicking on the dates above the sessions.

When clicking on **'MY SCHEDULE'**, you will see all the sessions that you have currently pinned to your schedule. **As Congress participant, you are enrolled by default in all of the sessions that will take place during the Congress**, and therefore you will need to **'UNPIN FROM MY SCHEDULE'** the events that you will not wish to have on your personal schedule. *(For example, if you plan to follow the Plenary and Committee sessions as Observer in French, you can UNPIN the other language observer sessions and the speaker session).*
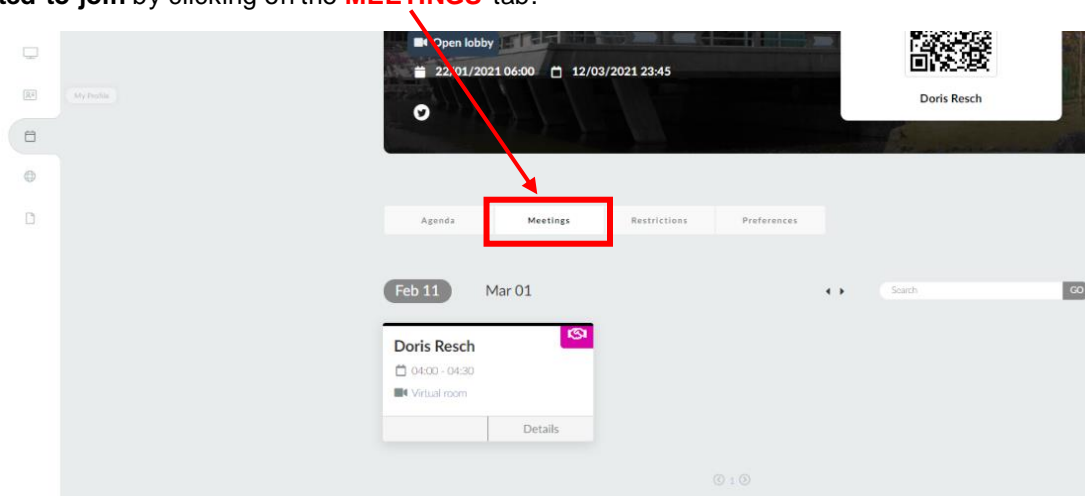
When clicking **'UNPIN FROM MY SCHEDULE'** a window will pop up, asking you if you are sure to remove it from your agenda. Please click **'REMOVE'**.

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 for the Congress.

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.