



AppCal Support

Virtual attendees and meetings

Identifying a virtual participant

Virtual attendees are clearly listed on the Participants page, under the following drop-down menus:

- **Category** e.g. Coordinator-Virtual, or Airline-**Virtual**
- **Company** e.g. International Air Transport Association-**Virtual**
- **Company Code** e.g. IATA-**Virtual**
- **Table/Room** e.g. **VIRTUAL. See meeting request notes**

Time zone

As indicated in online registration, when registering as virtual or in person. **The conference time zone used for meetings, is set to the local conference time only from 08:00 – 18:00 (e.g. SC151 Melbourne was set to that time zone).** You may wish to use a meeting time converter to calculate your meeting times. There are many to choose from [here](#)

Virtual meetings

If you are requesting a meeting as a virtual attendee or with a virtual attendee, the system will automatically default to their location 'VIRTUAL. See meeting request notes'

When requesting a meeting please ensure you add to the meeting notes the method in which you intend to take this meeting. For Example

- Will email Teams/zoom meeting request separately
- Will use Swapcard (event app) chat to arrange a call
- Will use Swapcard to video call
- Please follow this link for Teams meeting
- Please send phone number to call

For the attendee receiving this meeting request, please check the meeting notes and method of contact and if this method is possible for you before accepting.

The usual actions to a meeting are available when receiving a meeting request. See [appointment management](#) (pdf) for more information. You can suggest different times, request two 15 minute blocks if you think your meeting will overrun, accept, decline and add different notes etc.