



Virtual Slot Conference System


Managing your meetings

Please read the important key differences before requesting a meeting and view our [video tutorial](#) for a full overview on managing your meetings.

Managing your Meetings

This document will provide you with step by step instructions for requesting, accepting and joining a meeting.



Requesting a meeting

- Click on the delegate's name you wish to request a meeting with to view their profile and availability (see [Delegates tab](#) for more information).
- View the 20-minute time slots available under their profile. It is important to note time slots that have pending or confirmed meetings in your or their schedule will not appear. However, if you have blocked (made that time slot unavailable) in your own calendar you can still request a meeting at that time with someone else.
- If you want to see time slots another delegate has available later in the conference, click on **See more slots** and you can see all slots they have available for the duration of the conference.
- Select a 20-minute time slot and send a meeting request by clicking on **One to One Video Call**. You may wish to include a message with the purpose of your meeting.
- This meeting will now show as yellow and pending under the delegate's profile and under the time slot in your **My meetings**.
- Once the delegate confirms this meeting request it will show as green and confirmed under their profile and confirmed in your **My meetings** and **My schedule**.
- If you need to modify your meeting request you will need to **Cancel meeting request** located under the delegate's profile or under the three dots () next to your meeting request under your **My meetings** or **My schedule** and request another meeting.

Comparing two meeting schedules before requesting meetings

- It is possible to compare two or more delegate's schedules and availability by opening the virtual slot conference website in two or more separate internet browser windows.
- Copy and paste <https://app.swapcard.com/event/147th-slot-conference> into a new window in your internet browser and select the delegate you wish to request your meeting with.
- In a separate window do the same then compare both windows and schedules before requesting your meetings.

Actions to a meeting request

- You will receive a notification of a pending meeting request on the notification icon () on the top right-hand corner of the screen. If you click on this icon and view the drop-down menu with meeting requests, you can accept or decline these.
- Within **My meetings** you will also see the meeting request in your calendar where you will also be able to **Confirm** or **Decline** these meetings.
- To cancel a meeting, you can click on the delegate's profile in various locations (under notifications, **My schedule** or **My meetings** and either click on **Decline** or if this is not immediately available, click on the three dots () within the meeting and click on **Cancel meeting**. If you wish you can send a message separately with a note. The attending delegate will be notified of the cancellation.
- If you wish to suggest a different time for the meeting, you will need to first decline the meeting and then request a new meeting time.

Top Tips!

- It is not possible to schedule more than one meeting at a time. **If you think your meeting will overrun**, either include a note in you meeting request asking the other delegate to request a meeting with you at the next available time slot giving you 40 minutes. Or **block the next 20-minute slot in your schedule and send a note with your meeting request, asking the other delegate to do the same.**
- Under **My meetings** toggle the **Display empty Slots** (located at the top right-hand area of this section) to the left and the section will remove the empty time slots and display only pending and confirmed meetings.

Joining a video conference call/meeting

- Under **My meetings**, before the meeting starts a button with the text **MEETING Call** will appear. Click on this button to take your video call (see [using the chat function](#) (pdf) for more information on video calls).
- If you request a meeting or receive a meeting request within 20 minutes of the scheduled time the **MEETING CALL** button may not appear under **My meetings** in time for your meeting. If you have a confirmed meeting and the **MEETING CALL** button does not appear at the time of your meeting (in the **My meetings** screen) click on the three dots to the right of your meeting and click on **Start a video call**.