SC Meeting Planner & Event Platform

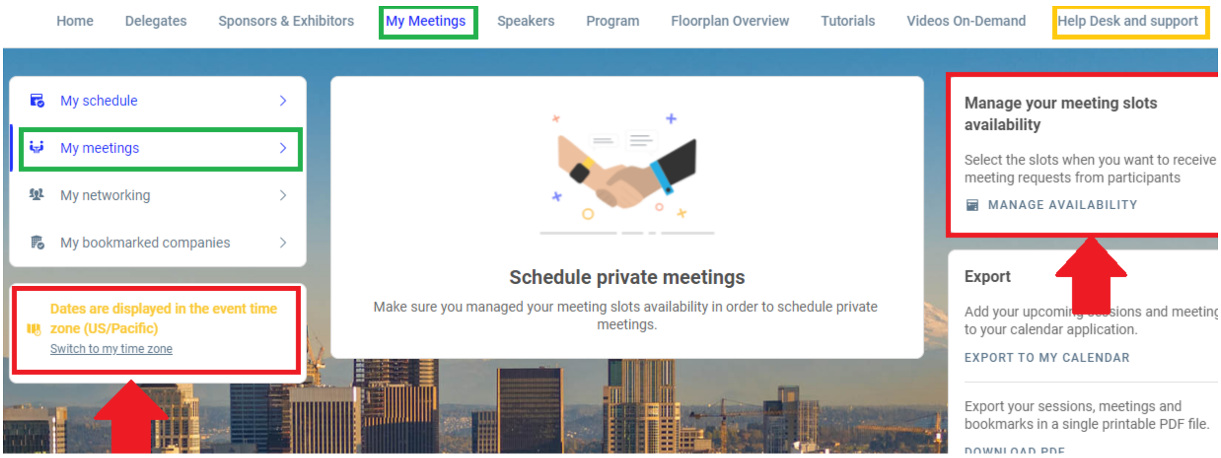
Managing your Meetings

This document will provide you with step by step instructions for requesting, accepting joining a meeting and keeping your meetings and schedule in sync.

In general, the SC Swapcard help pages, including the opening schedule are found here. If you need help using the system please go to the **Help Desk and support** (highlighted in yellow below) within Swapcard and send a message.

Setting your availability

- To set the time zone you will be working in during the conference and the meeting times that you will be available to take appointments, please go to:
- My Meetings > My meetings (highlighted in green below).
- The time zone is set to Seattle, USA, if you will be working remotely change to your time zone (highlighted in red below)
- Select MANAGE AVAILABILITY (highlighted in red below) and tick the time slots you will be available to take meetings.
- Don't forget to remove ticks for your availability for coffee breaks, lunches and any program sessions you add to your schedule (the system **does not** automatically adjust your availability)



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 15-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.
- 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 15-minute time slot and send a meeting request by clicking on the location of the meeting and **Send Request.** 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. Refresh your session (click on the web browser address bar and click enter)**
- 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.

TIPS

- If you make changes to your meetings (requests or declines) and the changes do not appear immediately under My Meetings > My meetings, **Refresh your session (click on the web browser address bar and click enter).**
- 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 30 minutes or **block the next 15-minute slot in your schedule and send a note with your meeting request, asking the other delegate to do the same.**

Comparing two meeting schedules before requesting meetings

- It is possible to compare two or more delegate's schedules and availability by opening the current Slot Conference Event Platform link into two or more separate internet browser windows.
- Copy and paste the http link. (e.g. for SC149 this would be https://app.swapcard.com/event/149th-iata-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.

Keeping your My Schedule (program sessions) and My Meetings (business meetings) in sync

- Don't forget to add program sessions into '**My schedule'** from the **Program tab**, then be sure to block your availability in ''**My meetings**' **>** '**My meetings**' **>** '**Manage Availability**', by removing the tick of the corresponding time slot.
- An easy way to do this, is to have two Swapcard tabs '**My Schedule**' tab (which lists the program sessions you wish to watch) and the '**Manage Availability**' found under the '**My meetings**' **>** '**My meetings**' tab.
- Then compare the two tabs and make the corresponding meeting times unavailable in '**My meetings**' for the program session times you have already added to '**My schedule**'.

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.

Sharing your meeting schedule with a colleague

- All meetings and chats are private, but you can export your calendar and share this information with your colleagues. Under '**My Meetings' > 'My schedule'** (that lists your program sessions and meetings) you can export your sessions and meetings to your calendar application (e.g. outlook) or Export your sessions, meetings and bookmarks in a single printable PDF file and share this information with your colleagues..

Joining a video conference call

- 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 15 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.**