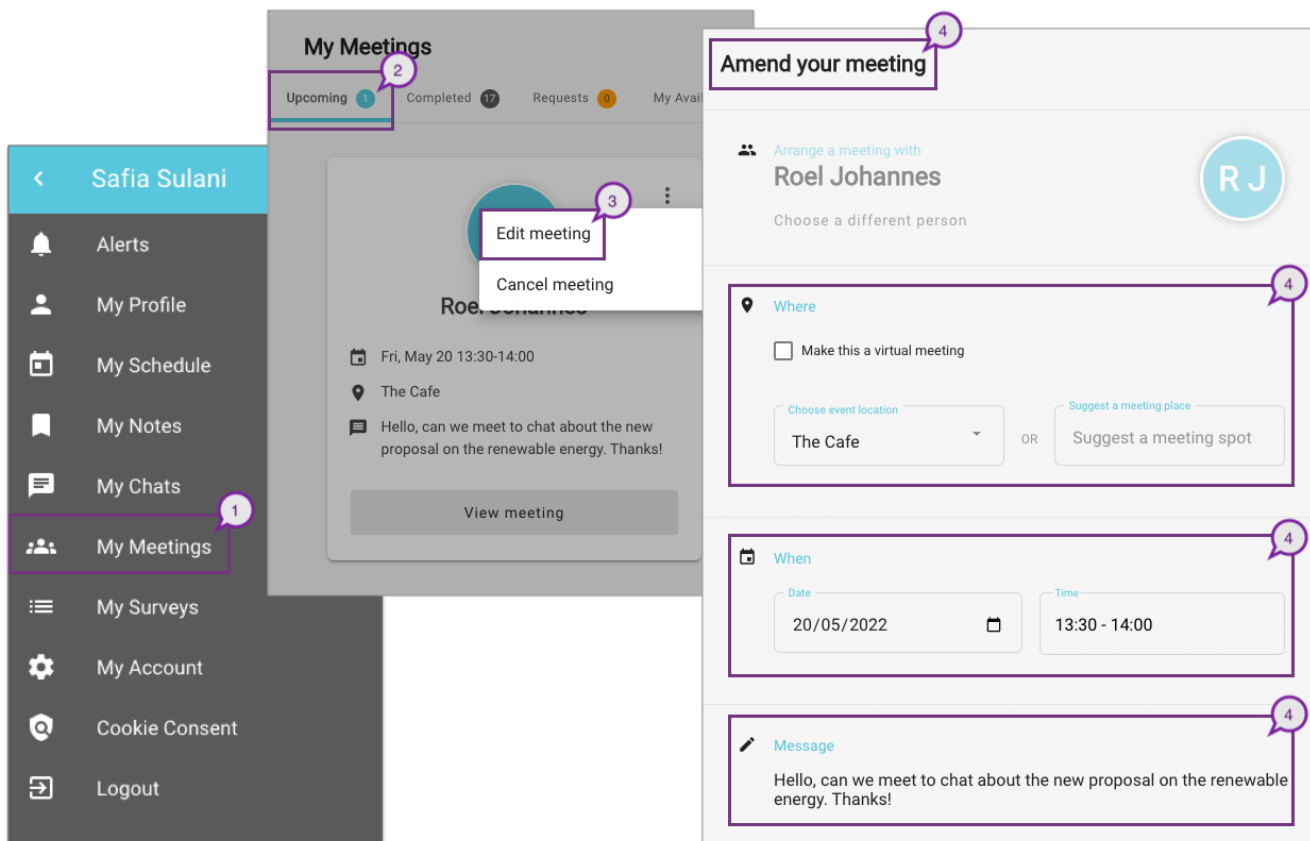


# 12. Amending a meeting

*[This enables you to amend existing meetings that you have arranged with another delegate, a representative of an exhibitor or a sponsor]*

1. Click on the right-hand menu, where you can see your initials, and click 'My Meetings'.
2. On the right-hand side of the screen, you will see 'My Meetings' along with several tabs at the bottom, click on the 'Upcoming' tab.
3. In each card you you'll be able to see a context menu icon on the top right-hand corner of the card, click on 'Edit meeting'.
4. You will then be taken to the 'Amend your meeting' page. You can amend the location, the date and time, and message of the meeting invite.
5. You cannot amend the person you're meeting.
6. Please note that this action is only available if you were the sender of the meeting invitation.
7. If you change your mind about amending the meeting, you can click 'Cancel'.
8. When you're ready to send your amended meeting invite, click 'Send Invitation'.



Revision #6

Created 16 June 2022 14:23:22

Updated 21 May 2024 10:46:16 by Jane Rinn