

## 2. Setting up Meeting Booking on the Dashboard (CMS)

<https://player.vimeo.com/video/688897609?h=449ddb064c>

1. Log into your [CrowdComms dashboard \(CMS\)](#) and input your details.
2. Select the Event App on which you would like Meeting Booking to be set up.
3. Click 'Features' on the left-hand menu, then click on 'Meetings,' which will appear as an option in the secondary menu to the right and you will see the Meeting Settings page.
4. On this page you can:
  - a. **Choose your meeting options** – You have the option to enable physical-only or virtual-only meetings or both.
  - b. **Smart Sessions toggle** – You can choose to enable a Smart Sessions room to be an option for a virtual meeting location.
  - c. **Choose your meeting type** – You have the option to allow delegate-to-delegate meetings only, delegate-to-exhibitor meetings only or both.
  - d. **Set the meeting start and end dates** – You can set the meeting dates to be outside of your Event App dates. By default, meetings can be booked between the start and end of the event, but you can extend the period to allow meetings to be booked before and after the event by populating these fields.
  - e. **Set the meeting start and end times** – This timing will be relative to the time zone of your app.

f. **Set the minimum and the maximum meeting length** – As a minimum, you can choose between, 5, 10, 15, 20, 30 and 60 minutes of meeting time. This time will also appear within each time-slots for users to select on the Event App. As for the maximum, you have the options of, unlimited, 5, 10, 15, 20, 30 and 60 minutes of meeting time.

g. **Add meeting locations and location descriptions** – Type the name of the location, add any additional info in the description box and click 'Submit'. These locations will be available as options on your Event App for your delegates to select.

h. **Edit and delete location(s)** – You can amend or delete meeting locations and their description. Note: You cannot amend or delete the location if your delegates have already selected them on your Event App.

i. **Set up group privacy** – You have the option to decide which People's Group can access the Meeting feature.

5. Click 'Save'

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