April 2022

User Guide
1-2-1 Meeting Scheduler

What is the 1-2-1 Meeting Scheduler?

- The platform provides the perfect opportunity to connect with other attendees through the 1-2-1 meeting scheduler.

- The 1-2-1 meetings scheduler allows you to make meaningful connections by matching you with the most compatible attendees.

- You can also manually search for specific attendees

- You will be able to set up 1-2-1 calls and send direct messages through the platform.

Technical Notes

- Please use **Google Chrome** as your internet browser when logging into the call. Up to date versions of Firefox or Safari are also compatible but using Chrome from the outset often helps prevent technical difficulties.

- Where possible, please connect to the link from a domestic broadband connection, as some office firewalls can prevent access. If you are working from home, please ensure any VPN or remote connections are disabled prior to connecting.

- We suggest using the Quick Tech Check to check your camera, microphone and internet connection https://smart.newrow.com/room/testPage

Accessing the Platform

(1)

- You will be sent an email inviting you to the 1-2-1 Meeting Scheduler.

- Once you have logged in you will see the following screen **(1)**

- from here you will need to click on a "*Update my profile*" button in the top right hand corner of the screen to complete you profile and fill in the matchmaking questions **(2)**.

- Once you are ready, click 'Save'.

- You will then be taken to the homepage of the 1-2-1 Meeting Scheduler. **(1)**
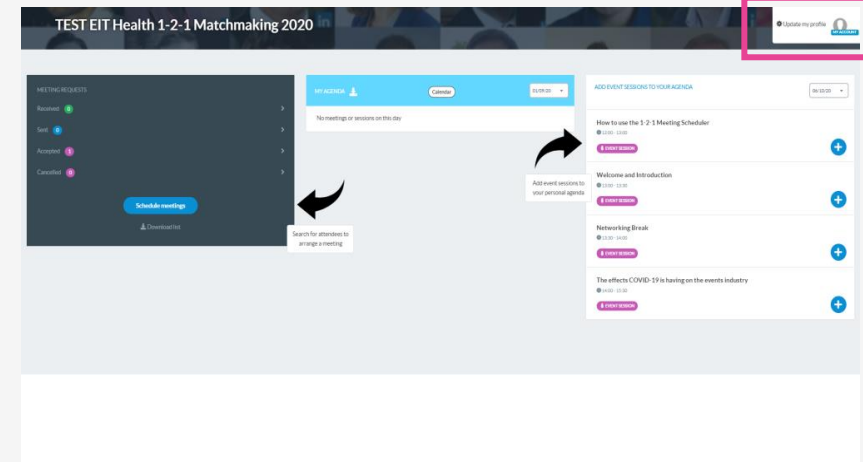
(2)

Navigating the Homepage

- The homepage is split into 3 sections

- **Meeting Requests (1)**
  - Within this section you can see your Received, Sent, Accepted and Cancelled meeting requests.

- **Event Agenda (2)**
  - This sections will give you a snapshot of the agenda sessions running throughout the event. You will be able browse through each day and add the ones you would like to attend to your personal agenda.

- **My Personal Agenda (3)**
  - Once you have accepted any meetings or selected which sessions you would like to attend, they will appear in this section.
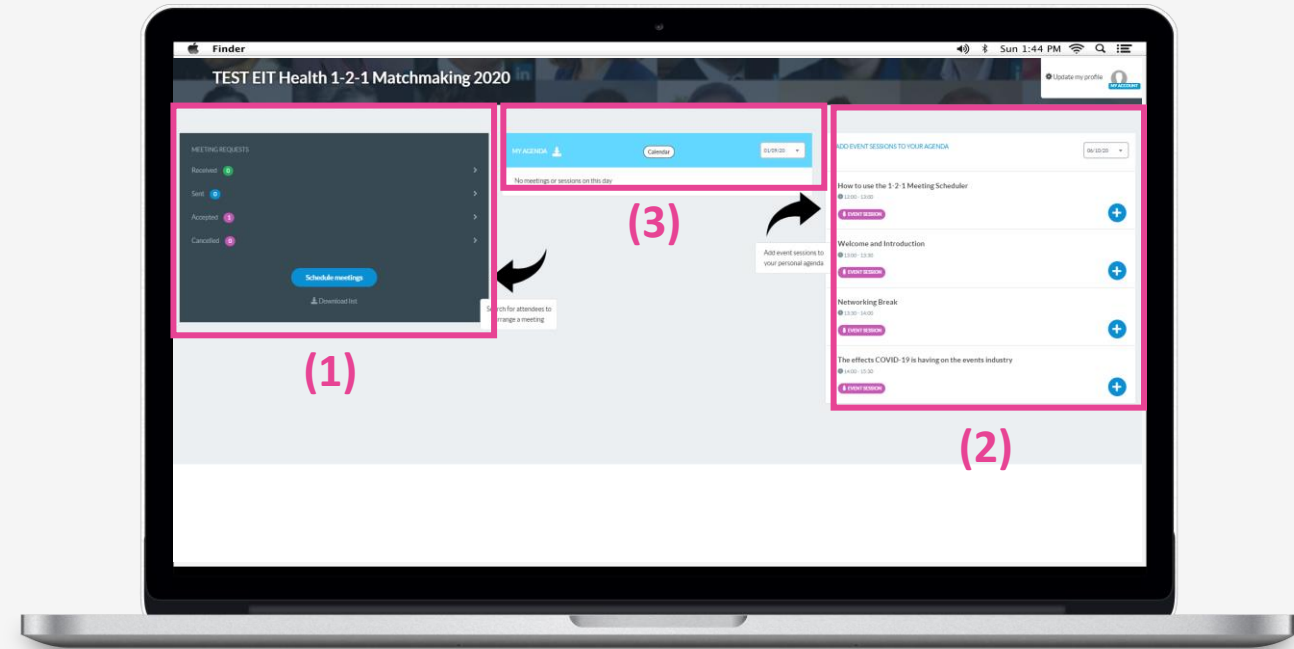
How to Search for Attendees

- From the homepage you will need to click "*Schedule Meetings*", this will take you to the list of attendees.

- You can then use the search function displayed at the top of the screen, this allows you to filter based on the matchmaking questions. The filtered attendees will appear below the recommend users section. **(1)**

- The system will also give you suggestions of attendees you may want to connect with based on your answers to the matchmaking questions. These will appear in the recommended user section. **(2)**
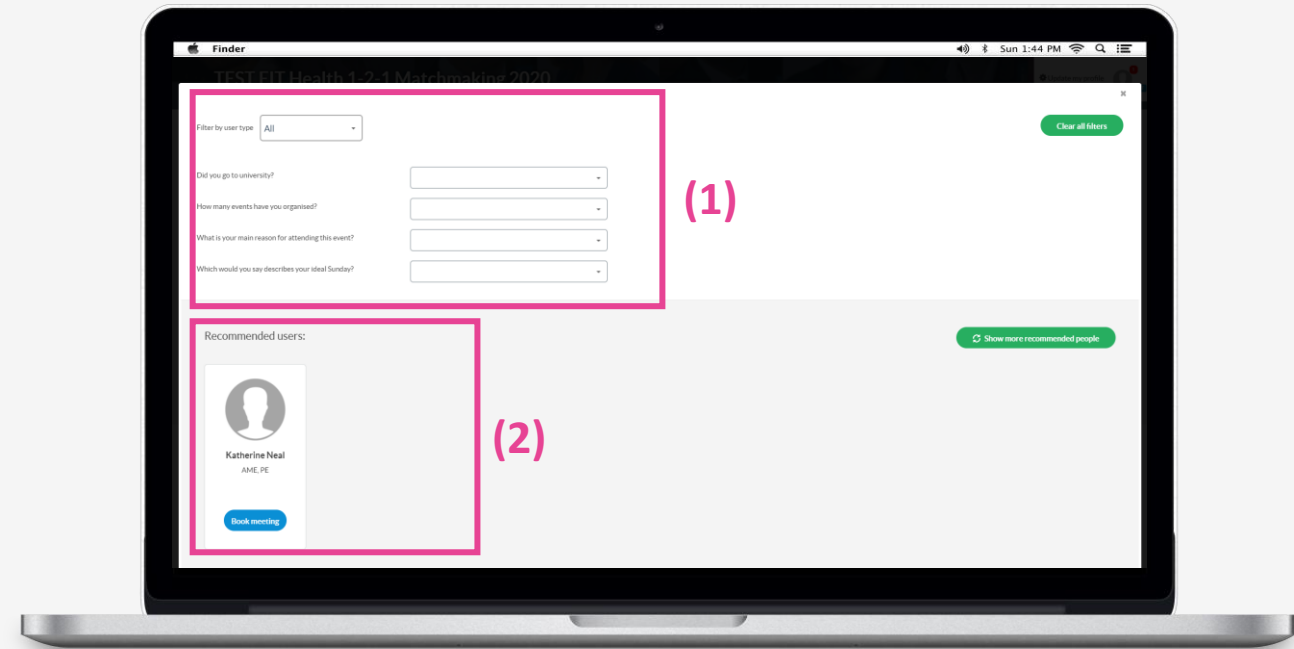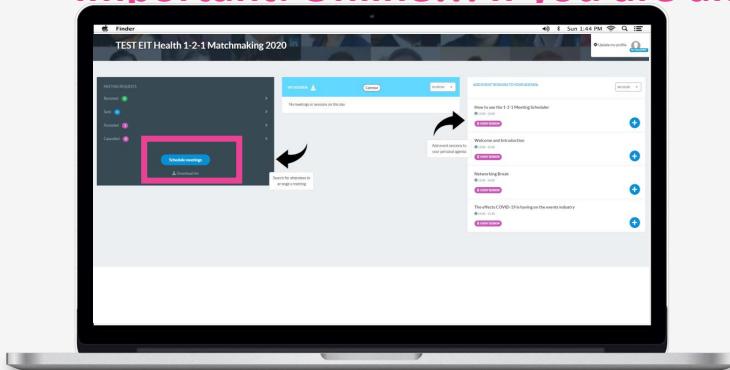
How to Connect with Attendees

- To connect with an attendee you need to click on their name or image which will open a pop up on their detailed profile **(1)**.

- You can view all the other matchmaking questions to learn more about the attendee before connecting.

- You can also send a direct message, simply click *"Send Message"*.

- You also have the option to book in a video call meeting. We *do not* recommend using this, we suggest using the meeting scheduler to book any meetings with an attendee, as you will be able to see when the attendee is free. (The following slide shows you how to do this.) **(2)**
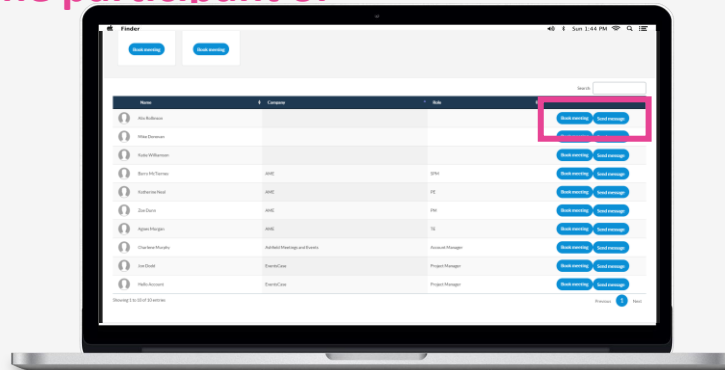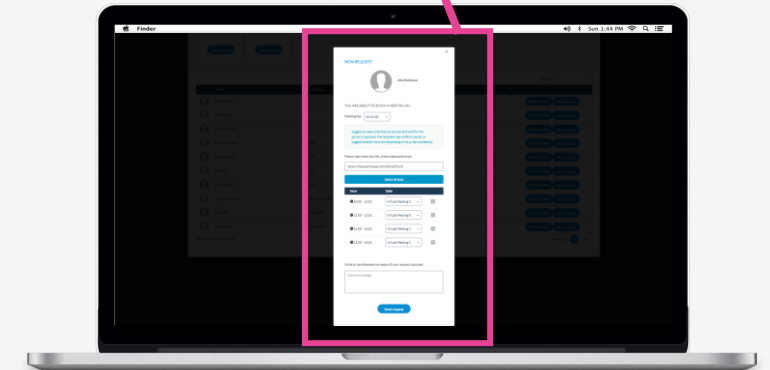
(1)

(2)
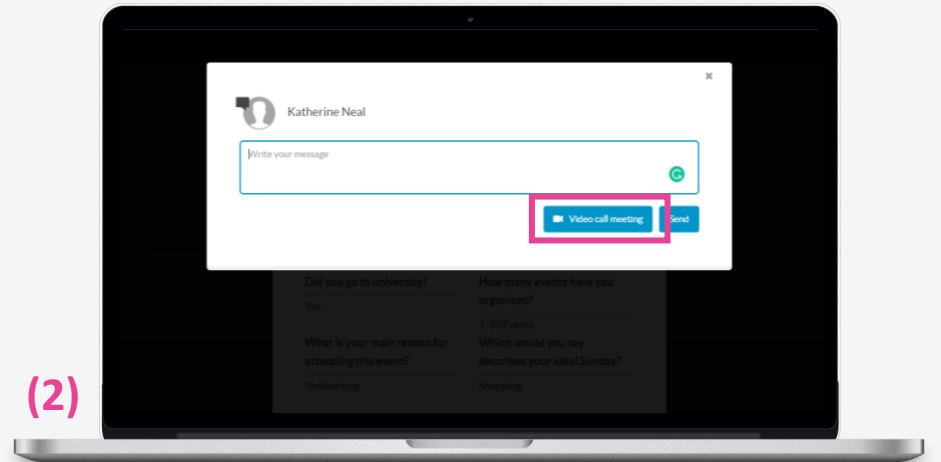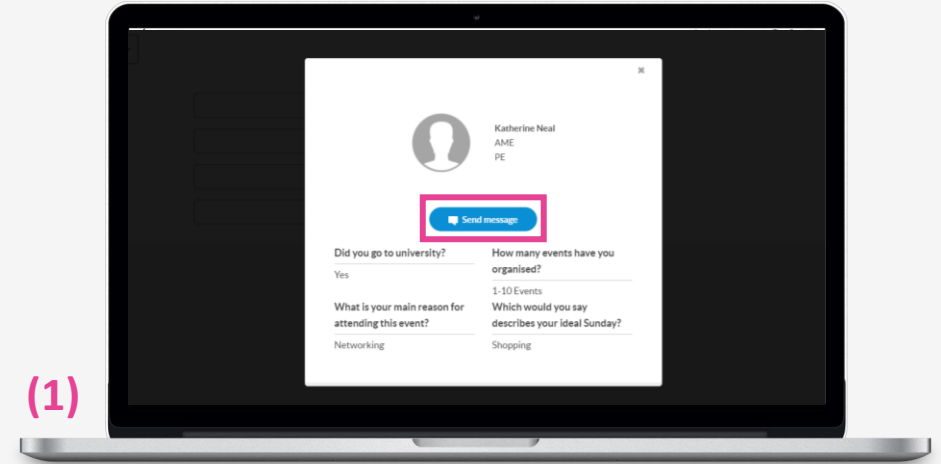
Booking a Meeting with Attendees

- To book a meeting with an attendee first select *"Schedule meetings"*. **(1)**

- This will then bring up the list of attendees (see slide 5), when you have found the attendee, you would like to connect with. Select book meeting. **(2)**

- The meeting scheduler will then appear, you will then select the date and time available, write a message and send the request. **(3)**

- **Important: Online!!! If you are an online participant or**


Note: the meeting URL will be auto populated. If you wish to use your own meeting platform, please enter the meeting URL before sending the request.

(1)

(2)

(3)

How to accept, decline or propose a new time

- Your meeting requests will be available to see on the homepage on the left hand side. **(1)**

- Select the request you would like to view, from here you can then accept, decline or propose a new time. **(2)**

- The meeting will then go into your accepted section.

(1)

(2)
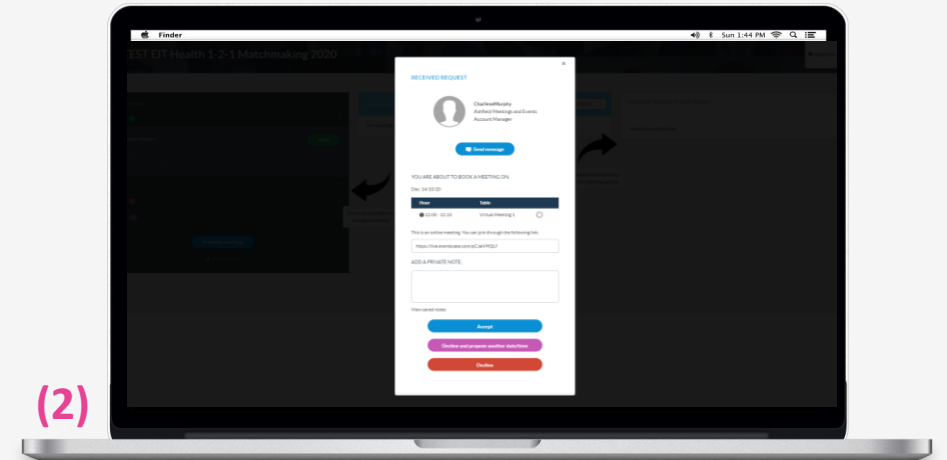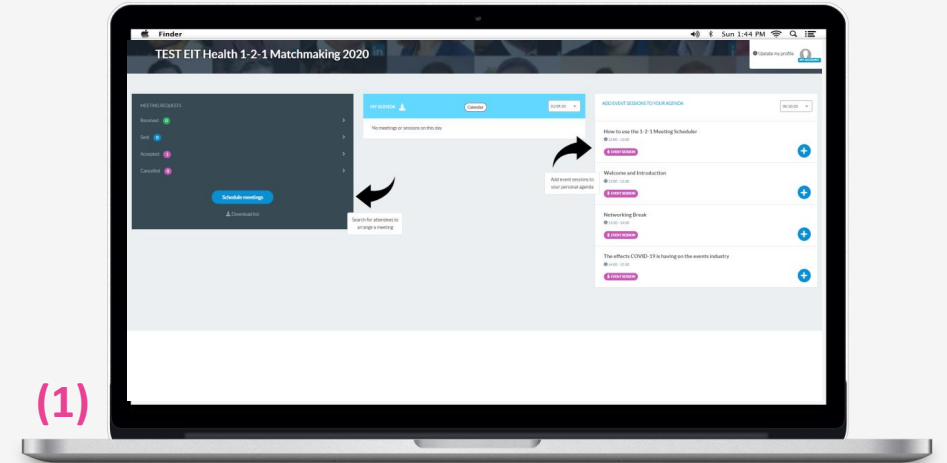
How to join a meeting

- When the time comes to have you meeting, click back into the accepted meeting and click "*Join the meeting*". **(1)**

- The following screen will then appear ready for your meeting. You can turn your camera and microphone on and off, along with being able to share your screen. **(2)**

- Ensure to allow Eventscase access to your camera and microphone.

(1)

(2)
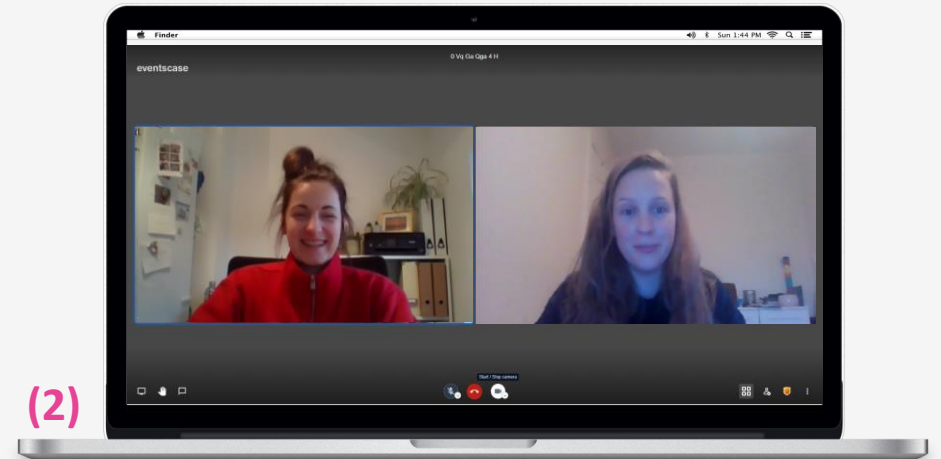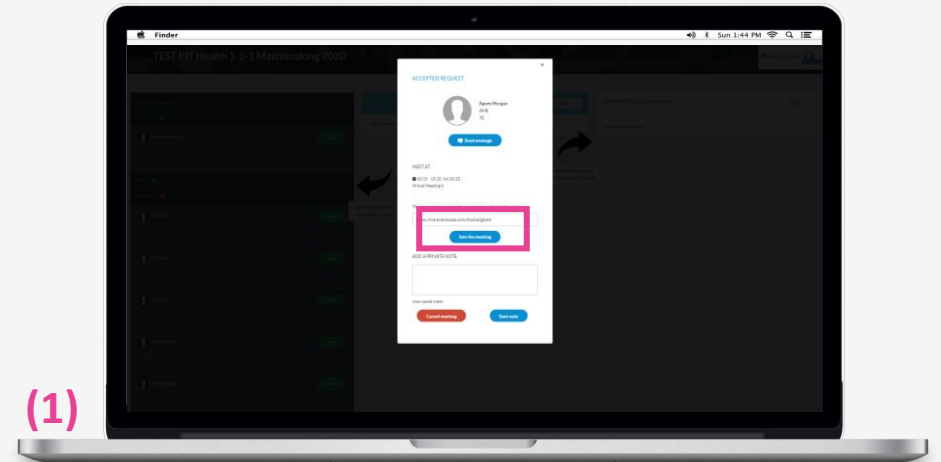
THANK YOU

Should you require any additional support, please

contact chloe.renaud.perret@eithealth.eu