



# VIRTUAL ISOQOL 2020

2020 THE FUTURE IS NOW:

A Vision for the Future of Outcomes Measurement and Quality of Life Research


## Help Guide - Scheduling a 1:1 meeting

Video conference with other attendees using the 1:1 Meeting scheduler\*. This is not limited to two participants. You can meet with multiple people at once.

**Utilize Google Chrome** for the best experience.

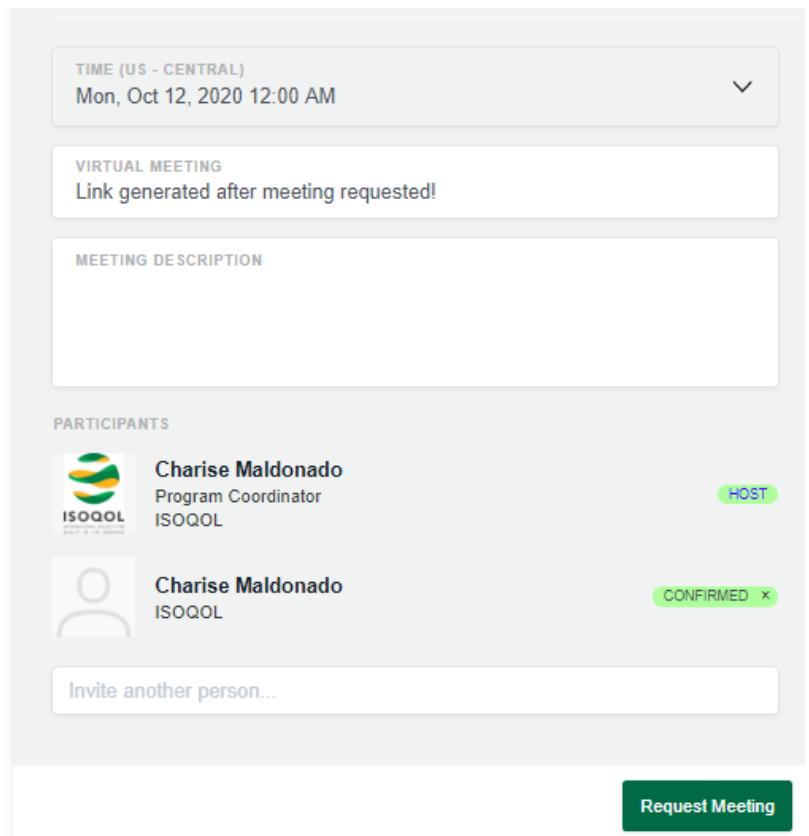
**Log in to the virtual conference** platform using the invitation link provided by the ISOQOL office.

**Under the “Attendees” tab**, search the name of the person with whom you’d like to schedule a meeting. You will see all of the attendees have small icons at the bottom of their “card”.

To request a 1:1 meeting, click the  icon on the attendee’s card you would like to e-meet.

**Complete the meeting invitation** by updating the date and time, inviting additional participants if needed, and clicking the “Request Meeting” button.

**Once the invitation is sent**, a link will be produced and **this meeting will be added to your personal schedule within the virtual conference platform and emailed to both you and the other participants.**





TIME (US - CENTRAL)  
Mon, Oct 12, 2020 12:00 AM

VIRTUAL MEETING  
Link generated after meeting requested!

MEETING DESCRIPTION

PARTICIPANTS

 Charise Maldonado  
Program Coordinator  
ISOQOL HOST

 Charise Maldonado  
ISOQOL CONFIRMED x

Invite another person...

Request Meeting

## Opening your meeting invitation

To access this meeting on the scheduled date and time, **click on the “My Schedule” link** at the top right corner of the virtual conference platform.

Messages My Schedule Hi,

A list of your scheduled meetings will display. At the designated meeting time, **click on the “Join Meeting Room” link**. **\*Note: Meeting room is only available 5 minutes before scheduled meeting start time.**