



# ISOQOL

INTERNATIONAL SOCIETY FOR 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.

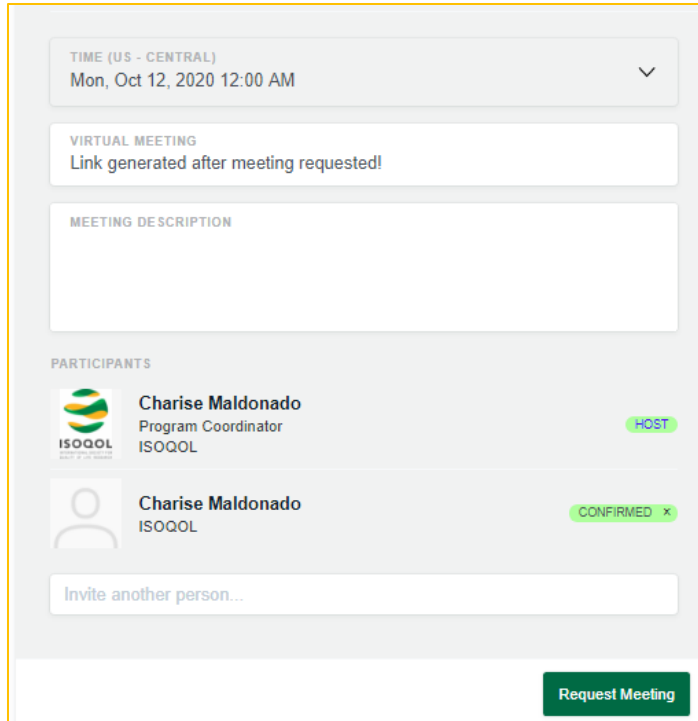
**Under the “Attendees” tab**, search the name of the person with whom you’d like to schedule a meeting. *All of the attendees will have small icons at the bottom of their “card”.*

**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 (remember to check junk/spam).

**Once the invitation is received by the recipient**, they will have the choice to accept or decline the meeting request. If denied, the meeting will automatically be removed from your personal schedule.



### 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.



A list of your scheduled meetings will display. At the designated meeting time, **click on the “Join Meeting Room” link**.

**\*Note: The meeting room is only available 5 minutes before scheduled meeting start time.**