



ISA 22

Private Meeting Scheduler

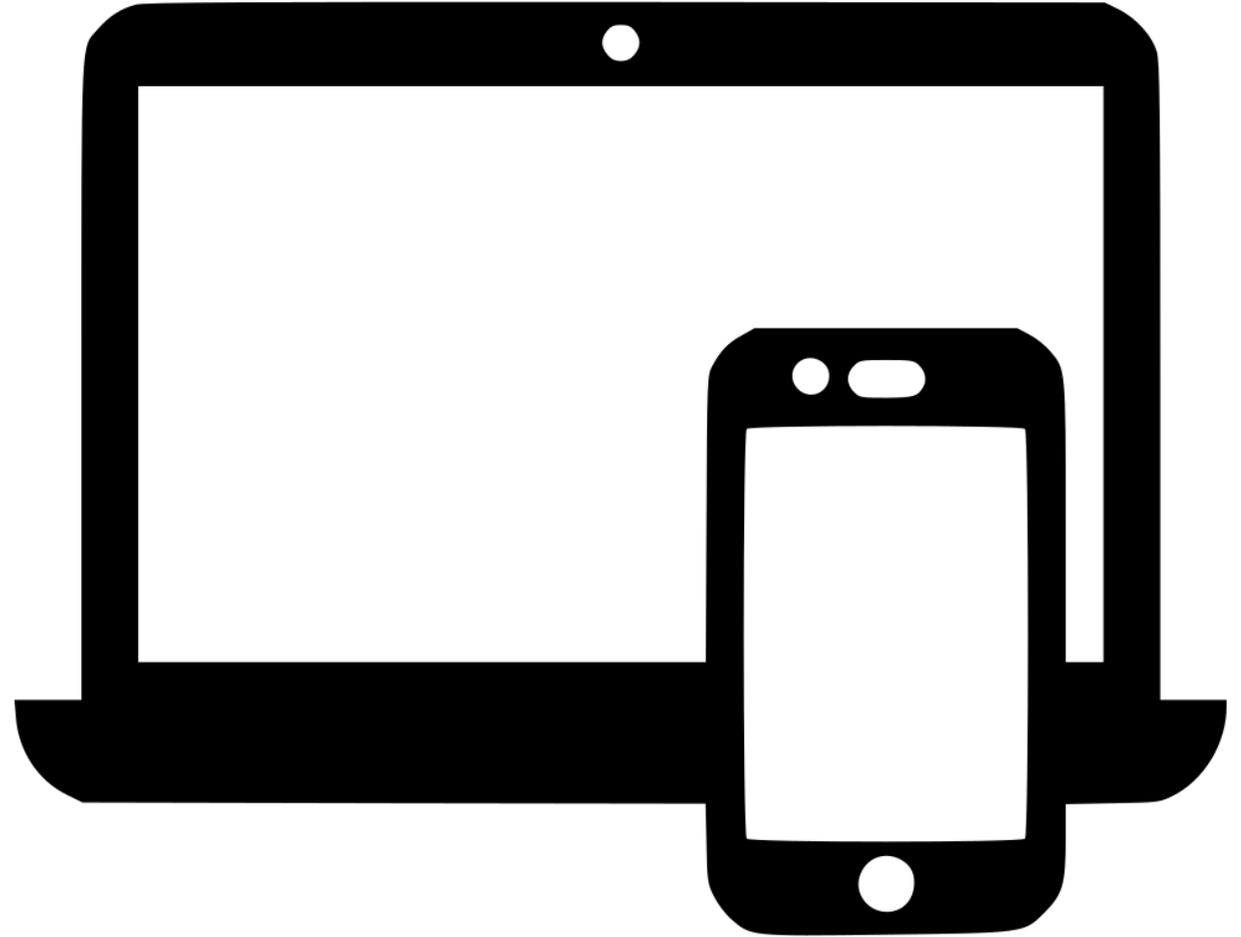
Table of Contents

- [Introduction](#)
- [Scheduling via the ISA22 Virtual Event Platform](#)
- [Accepting / Declining a Meeting](#)
- [Joining a Virtual Private Meeting](#)
- [Scheduling via the ISA22 Mobile App](#)
- [Technical Issues / Tips](#)
- [Questions?](#)

Introduction

We have a new format for ISA22. Meet with who you want, when you want, and where you want using the **ISA22 Private Meeting Scheduler**. No need to conform to a set schedule.

The ISA22 Private Meeting Scheduler can be accessed through both the **ISA22 Virtual Event Platform** and the **ISA22 Mobile App**.



Scheduling via the ISA22 Virtual Event Platform

You will receive an email granting you access to the ISA22 virtual platform. **Log in** with your name and email. A **verification code** will be sent to both your email address and mobile phone. Enter this code to finish logging into the platform.

To begin scheduling **private meetings**, follow the steps on the next page.

ISA22

Log in

First name

Last name

Email address

Next

Almost done!

Check your phone and email for the verification code.

Verification code



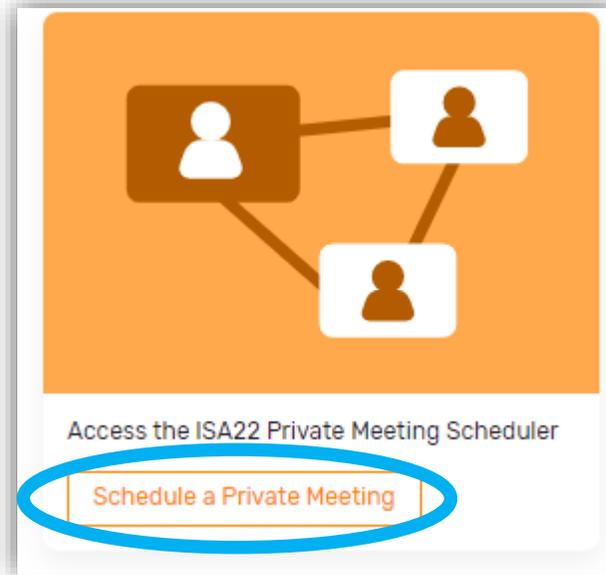
Steps for Scheduling

From the **Home** tab, click the **Schedule a Private Meeting** button

Next, you will see the ISA22 Schedule. In the upper right hand corner, click **Schedule a Private Meeting**.

Select the type of meeting that you wish to schedule:

- In-Person Private Meeting: Booth
- In-Person Private Meeting: Other Location
- Virtual Private Meeting



What do you want to schedule?

In-Person Private Meeting: Booth

Choose this option if you wish to have a private meeting at an exhibitor booth. TIP: Make sure to include the booth number in the subject field for easy access.

In-Person Private Meeting: Other Location

Choose this option if you wish to have a private meeting that is not at an exhibitor booth. (Examples: ISA22 networking lounge, hotel bar, or a nearby restaurant. Make sure to include the desired location in the subject and/or description field.)

Virtual Private Meeting

Choose this option if you wish to hold a private meeting via video conferencing. You may add up to 16 additional attendees. Keep in mind that this option is best suited for April 19, April 26 and May 3rd when ISA22 attendees are available virtually.

Steps for Scheduling cont.

Click **Add Attendees** to select meeting participants.

Select a time for your meeting by clicking **Time and Location**.

IMPORTANT: Make sure the Virtual Access button is check marked if you are requesting a virtual meeting. This button creates the virtual meeting space.

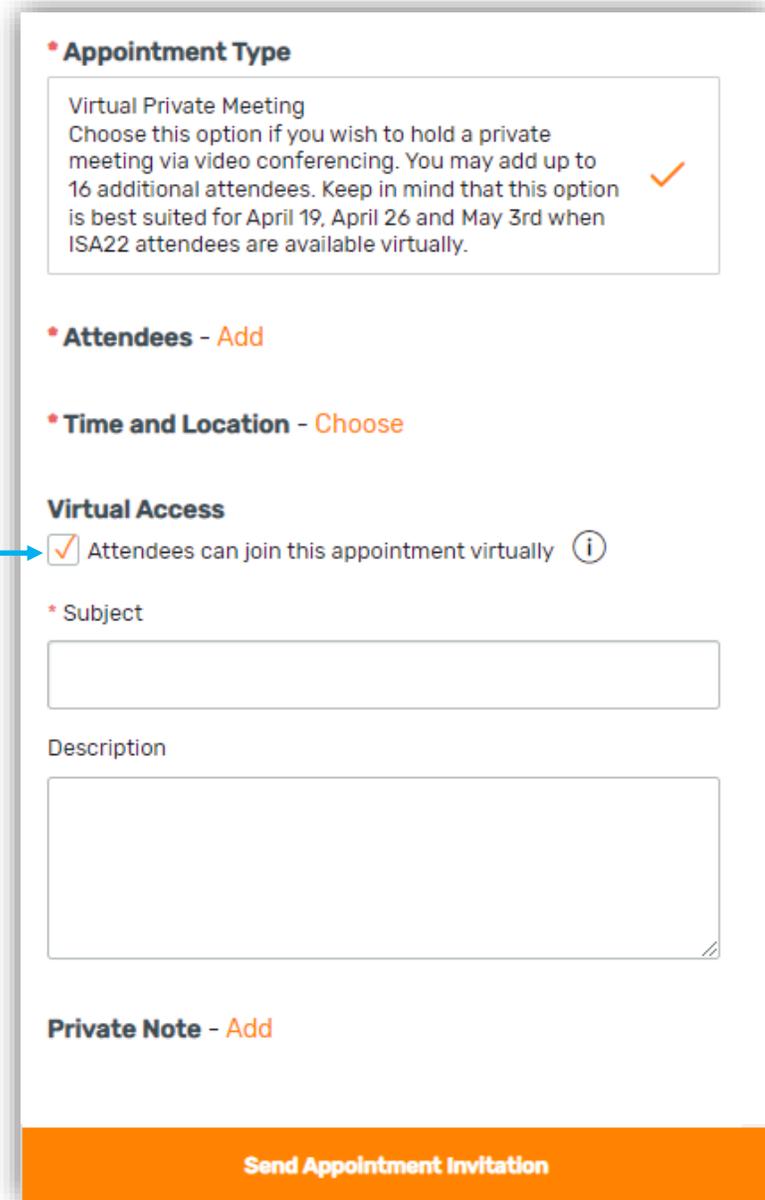
Type in a subject and description for the meeting.

Tips:

If selecting **other** as the meeting type, make sure to add the desired location into the subject field.

If you are requesting a **booth meeting**, the subject field is a great spot to add in the **booth #** for easy access when on site in Houston.

Click **Send Appointment Invitation**.



*** Appointment Type**

Virtual Private Meeting
Choose this option if you wish to hold a private meeting via video conferencing. You may add up to 16 additional attendees. Keep in mind that this option is best suited for April 19, April 26 and May 3rd when ISA22 attendees are available virtually. ✓

*** Attendees - Add**

*** Time and Location - Choose**

Virtual Access

Attendees can join this appointment virtually ⓘ

*** Subject**

Description

Private Note - Add

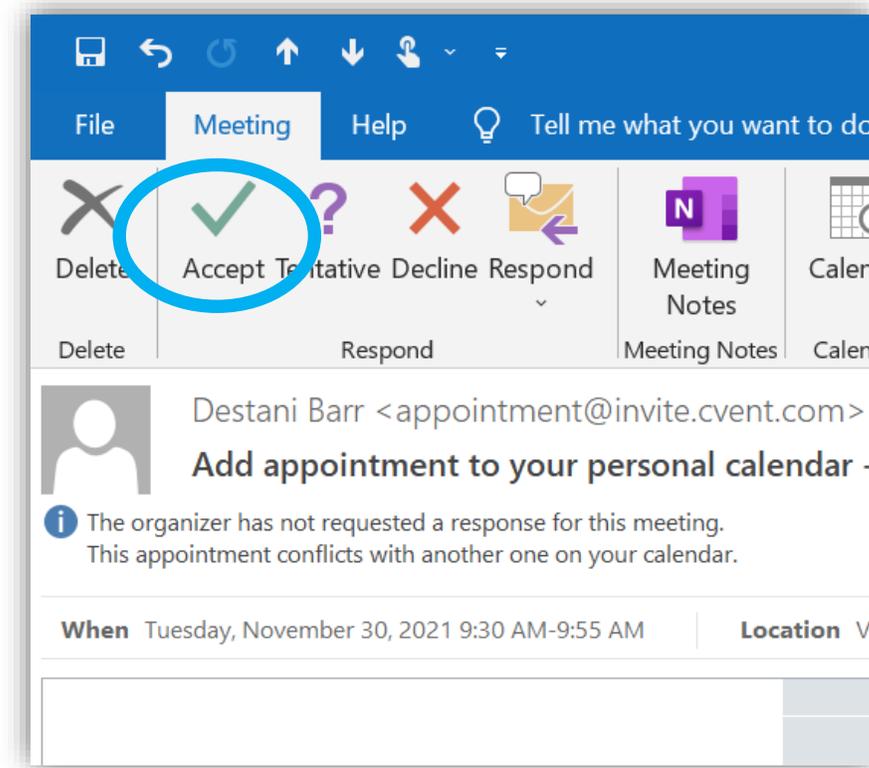
Send Appointment Invitation

Accepting / Declining a Meeting

After the **Send Appointment Invitation** button is clicked, an email notification is automatically sent to the meeting host and the requested attendees.

As the host, you will receive a meeting invite, **Accept** to save this to your Outlook calendar for easy access.

Requested attendees will also receive an invitation to accept / decline. If declined, the host will receive a notification.



Joining a Virtual Private Meeting

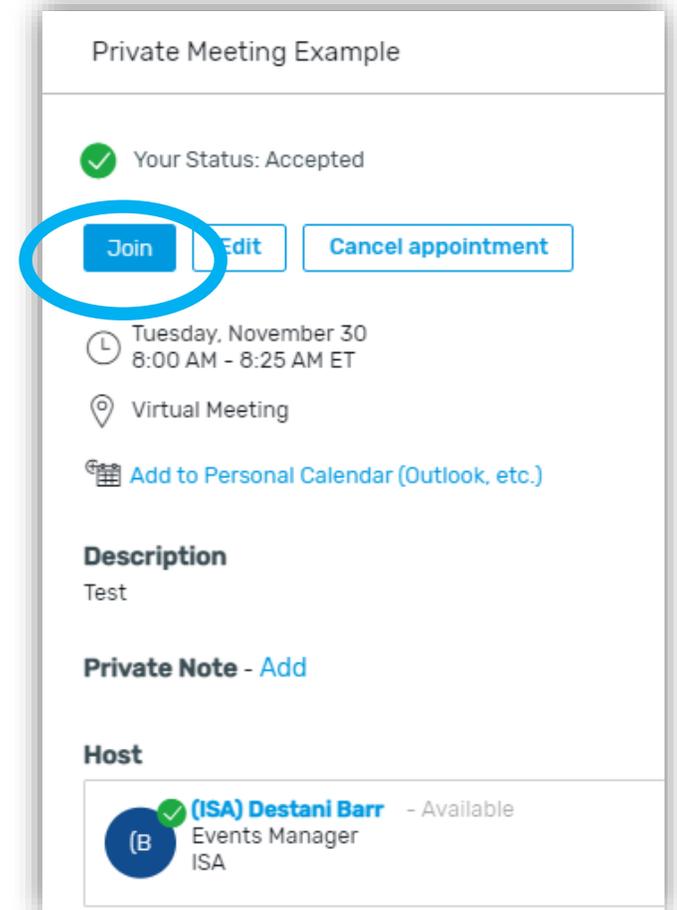
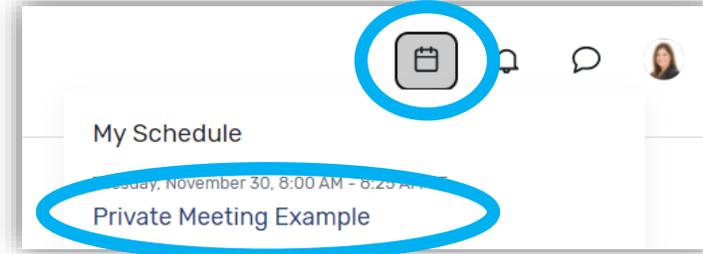
There are 2 ways to join a **Virtual** Private Meeting:

Click the meeting link in your Outlook calendar.

or...

Within the ISA22 Virtual Event Platform, click the **Calendar Icon** in the upper right hand corner of the navigation bar, find the specific meeting and click the **Join** button.

Note: You will be able to enter the meeting up to 15 minutes prior to the scheduled start time.



Virtual Private Meeting Room

In the meeting room you are able to control your video and audio as well as share your screen.

Up to 16 attendees can be in the virtual meeting room.



Scheduling via the Mobile App

You will receive an email advising that the ISA22 Mobile App is LIVE.

Download the **CVENT Events** app via the Apple App Store or Google Play Store.

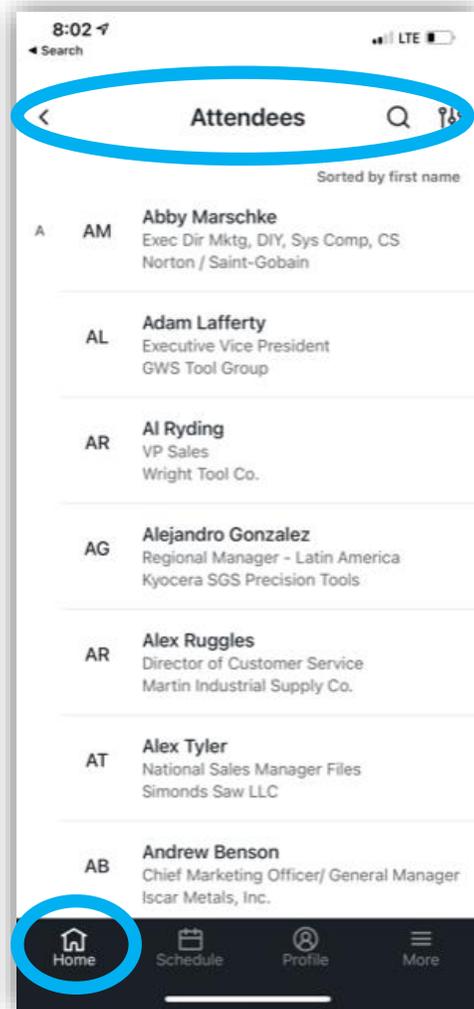
Open the app and search for **ISA22**

You will be prompted to **Log in** with your name and email. A **verification code** will be sent to both your email address and mobile phone. Enter this code to finish logging into the mobile app.

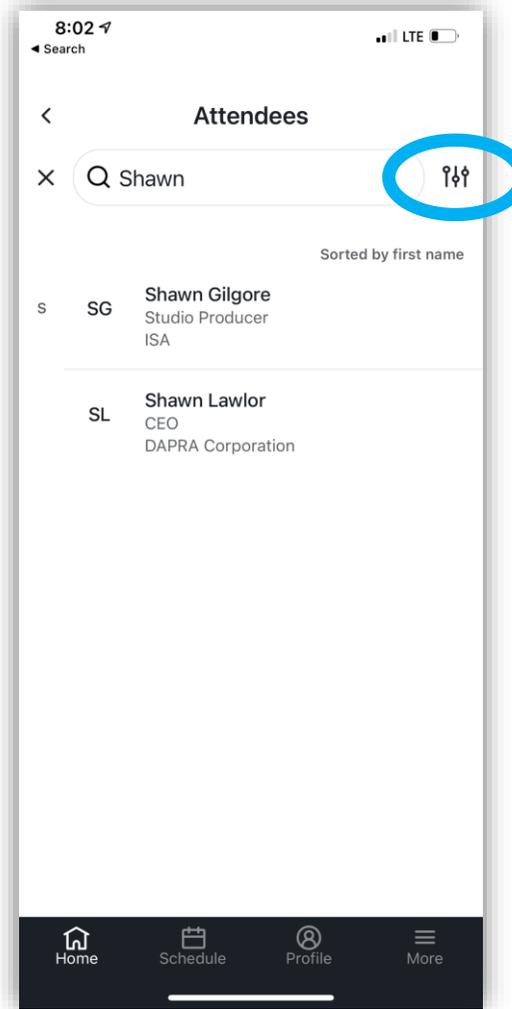
To begin scheduling private meetings, follow the steps on the next page.



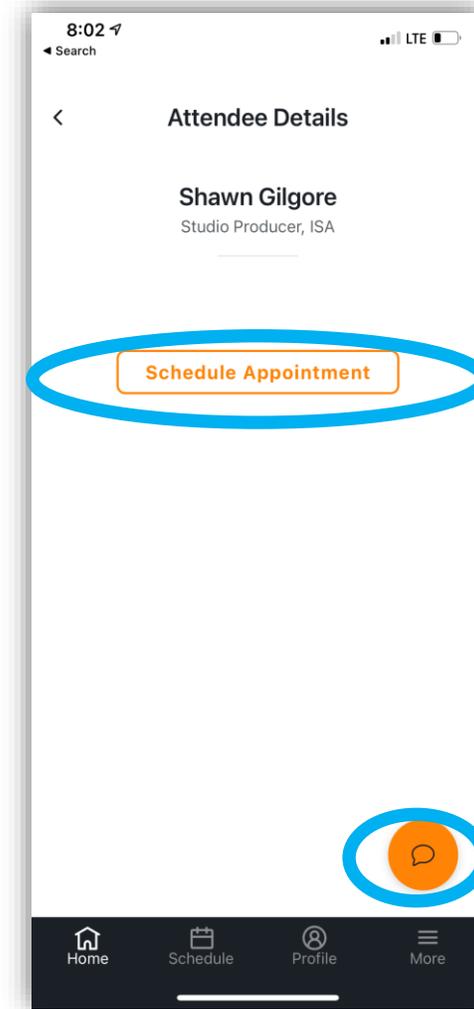
From the home page on the app, click the **Attendees** button, you will see a list of all ISA22 registrants.



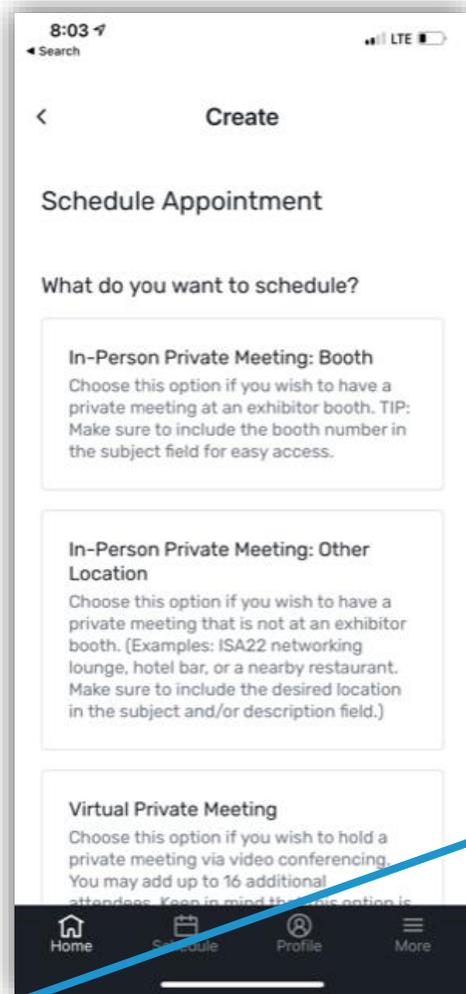
Scroll the listing, or use the **Filter Feature** to search by name, company or title.



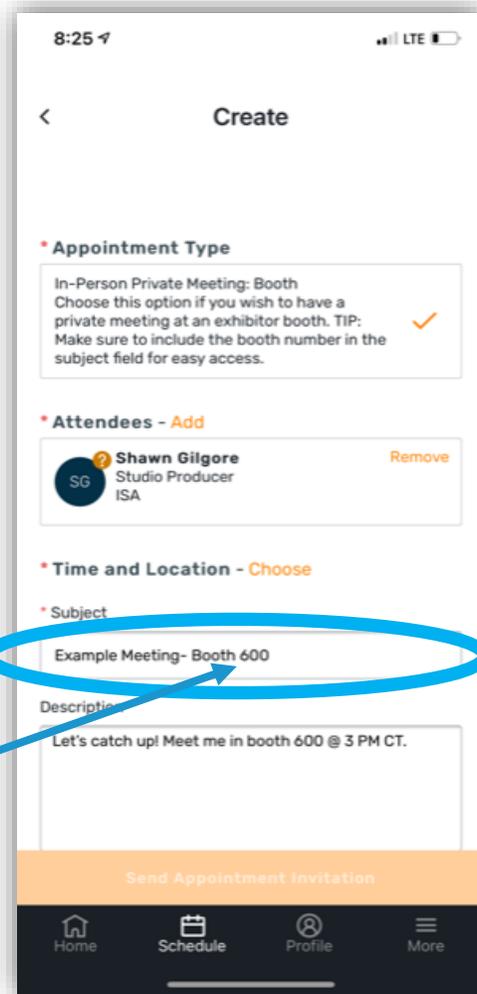
After clicking the attendee's name you will be given the option to **Schedule an Appointment** or **Private Message** the attendee.



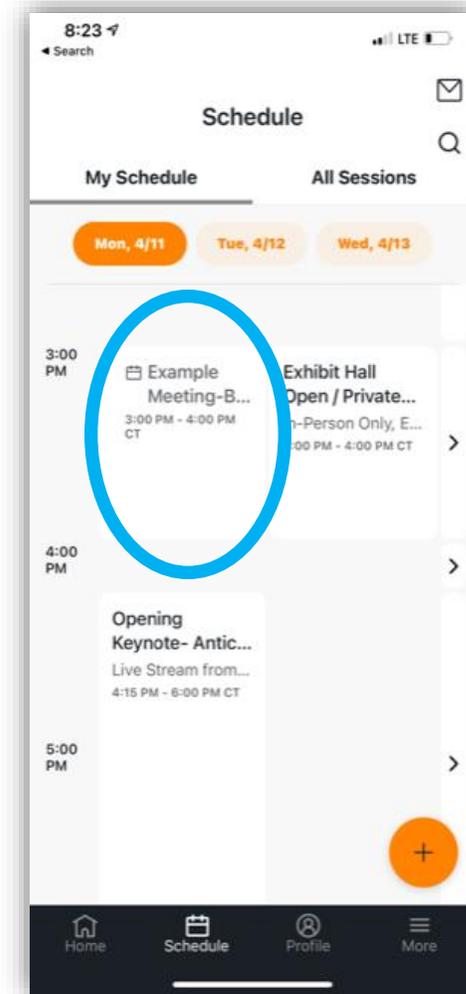
Select the **type of private meeting**.



Add **Attendees, Time, Location, Subject & Description**.
When finished, click **Send Appointment Invitation**.



The private meeting will now appear on your **Schedule**.



Tip: If requesting a booth meeting, add the **booth #** in the subject line for easy access when on site in Houston.
Need to find a booth number? Click the **In-Person Exhibitor** button on the Home page of the app.



Technical Issues / Tips

Virtual Private Meetings:

- **IMPORTANT:** Make sure the Virtual Access button is check marked if you are requesting a virtual meeting. This button creates the virtual meeting space.
- Double check that you are logged out of all applications that may be using your video including Zoom and / or Microsoft Teams
- Using an outdated browser can leave you more vulnerable to security risks, slow down performance, and cause some websites to behave incorrectly. Download the latest version for [Firefox](#), [Chrome](#), [Microsoft Edge](#), or [Safari](#).
- **Tip:** Internet Explorer **DOES NOT** work with the event platform.
- Clear your browser's cache and cookies.
- Test your internet speed [HERE](#).
- Reboot and refresh.

In-Person Booth Private Meetings

- If you are selecting a **booth meeting** as an Appointment type, the subject field is a great spot to add in the **booth #** for easy access when onsite in Houston.
- Use the ISA22 mobile app to easily access **booth #'s** and the **exhibiting floorplan**.

In-Person Other Private Meetings:

- If choosing **Other** as an Appointment type, make sure to include the location in the subject of the request. Examples of "other" locations: hotel bar, ISA22 networking lounge, dinner at an offsite restaurant.

Questions?

Before the event: Contact us at info@isapartners.org.

Virtual Attendees: Access the ISA Help Desk at the bottom of the **Home** page during the event.

Onsite in Houston: Visit us at the **Information Desk** located on level 4 of the Marriott Marquis.