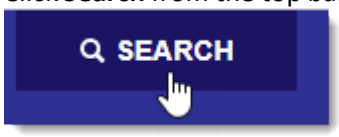
Schedule, Modify, and Reschedule 1x1 meetings

This step-by-step guide will walk you through how to find companies, schedule and accept meetings, as well as reschedule meetings.

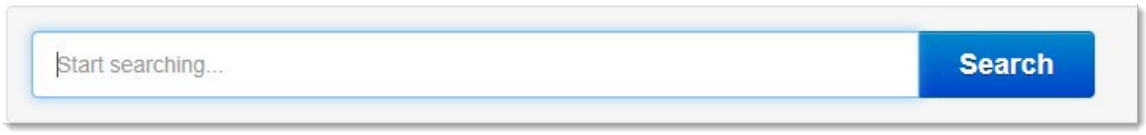
Searching for Companies

Before you start scheduling, you'll want to find the companies with which you'd like to request meetings.

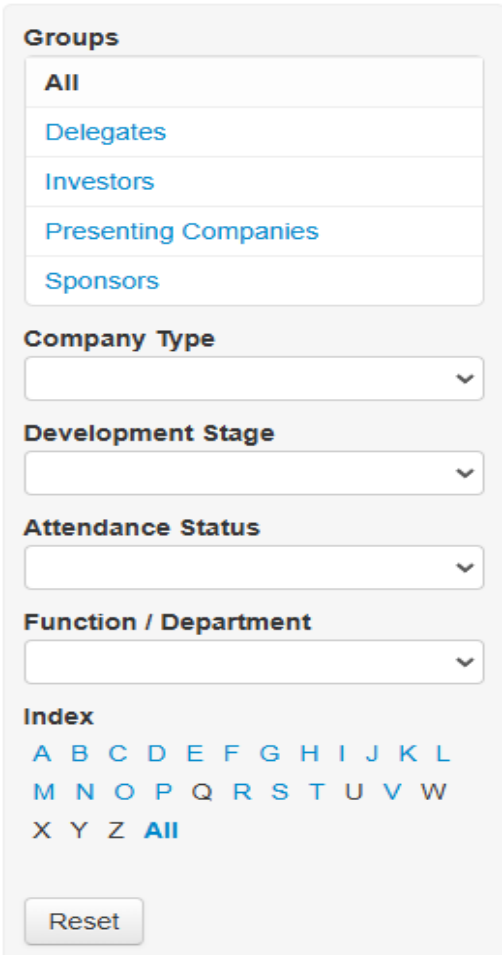
1. Click **Search** from the top bar, or click here to begin your search.



2. Type in a specific company of interest in the search bar.

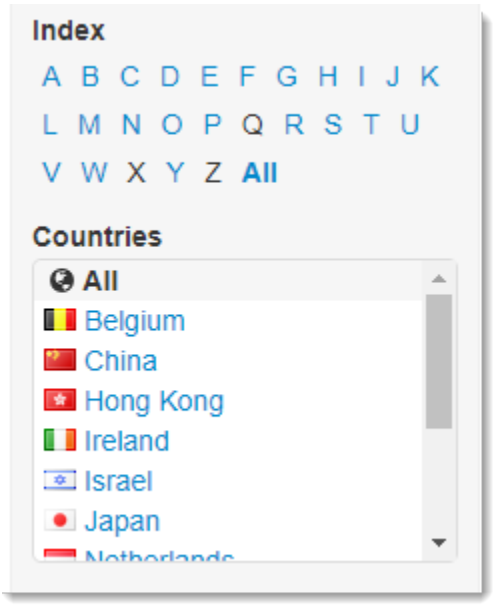


3. To further refine a search, use the filter options at the left.



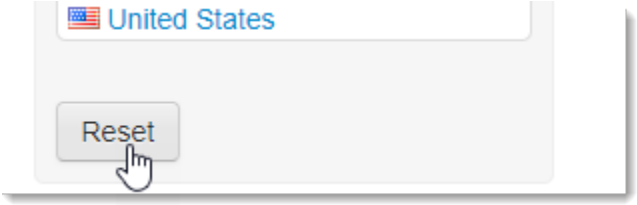
   a. Use the drop-down menu to select the **Company Type, Development Stage etc.**

b. Use the **Index** to search by Company name, or the **Countries** filter to find companies within a specific region.



(Note: The search function is hierarchical. This means that once you select one filter, the next filter will only be applied to the first filter set. E.g., if you select "Company Type" as *Tier 1 $0-$250M,* then the next filter you choose will only apply to companies in that tier.)

4. To Reset your filters, click **Reset** at the bottom of the filter box.

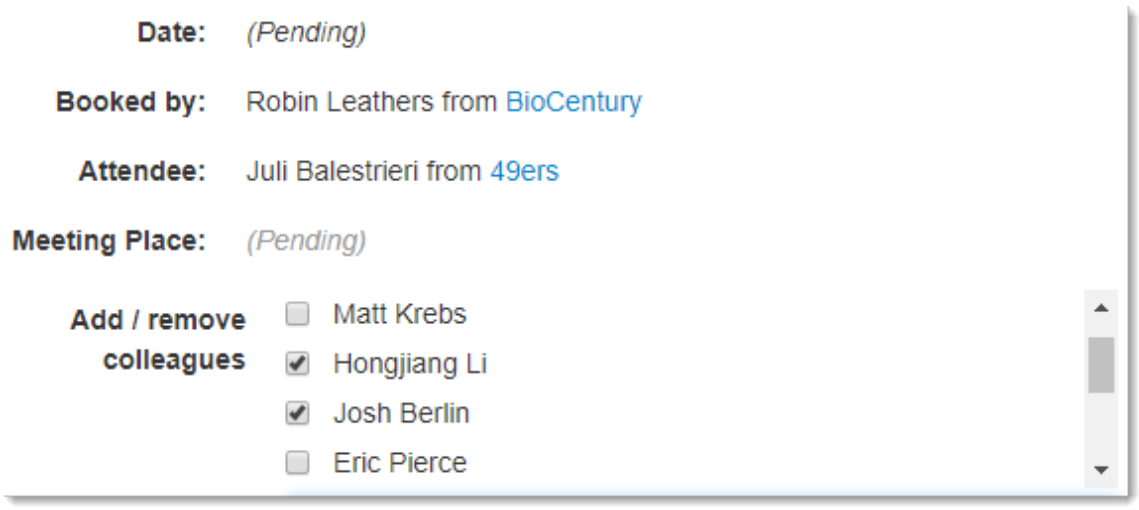


Requesting a Meeting

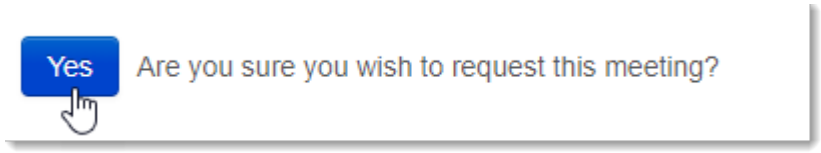
Once you have found a company of interest, you will want to book meetings with them. If there are multiple delegates for one company, they will all show up as options for meeting booking.

1. Click **Book Meeting** to navigate to the "Book a meeting" page.

2. Confirm details of the Delegate, or Attendee, with whom you are booking, and choose any colleagues you would also like to add to the meeting by checking the boxes.



3. Add an Optional Message, then click "Yes." Your meeting invite will then go out to the person with whom you booked a meeting.



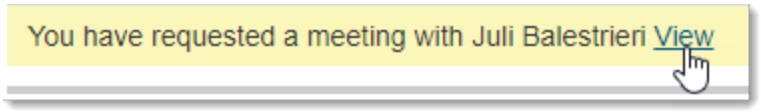
You will receive an email confirmation with details regarding the request. Once the other party accepts a request you will receive a confirmation email. **The scheduler will assign a mutually available time/place for your meeting after both parties have accepted.**

Reminder: The Meeting Mojo system automatically selects 30-minute slots based on your availability. Be sure to take a moment and set your availability for the entire duration of the event. For instructions on updating your availability, see **Getting Started with Meeting Mojo** Guide**.**

Viewing and Modifying Meetings

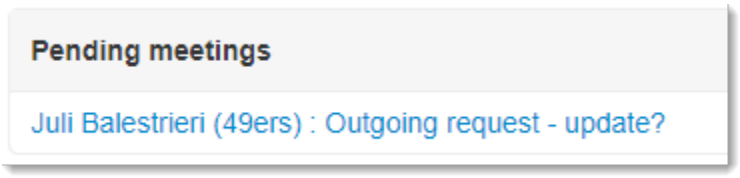
There are 3 ways to get to your meetings:

1. Immediately after you have scheduled your meeting, you can review the meeting by clicking on "View" from the Search page you are brought to after booking the meeting.

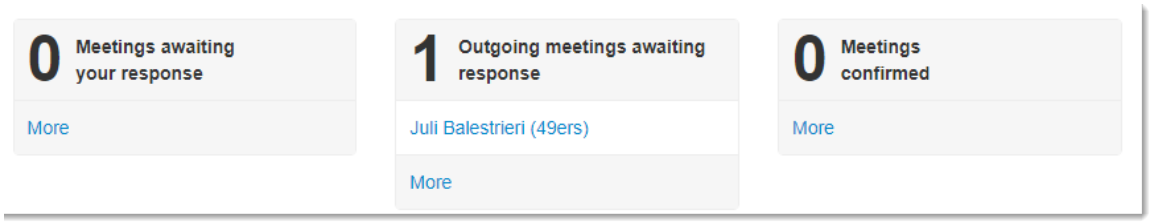


2. Click Schedule at the top of the page.

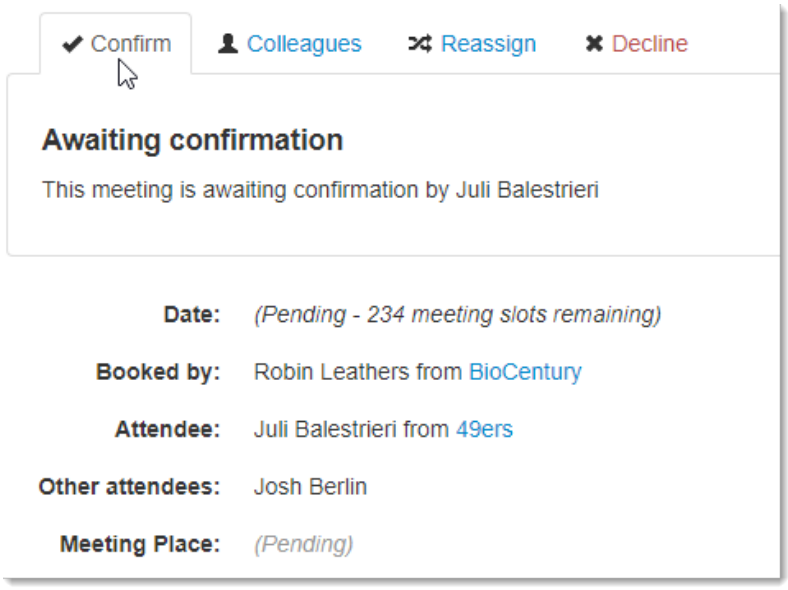
3. Then scroll through the meeting slots across each day. Meeting entries with a yellow background are not confirmed and await a response either from you or the other person. Click the 'Respond' link to confirm (and, if required, reschedule) the meeting, or decline it.



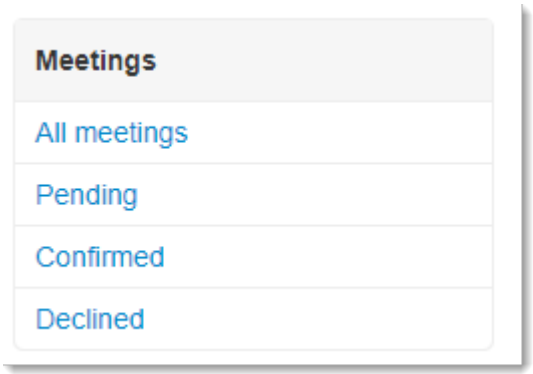
4. View your meetings from the boxes on your Meeting Mojo homepage.



5. When you open a meeting, you can see details. In this example, Juli has yet to accept my invite.



6. On the left-hand side of the screen, you'll be able to see All Meetings, or filter specifically by Pending, Confirmed, or Declined.



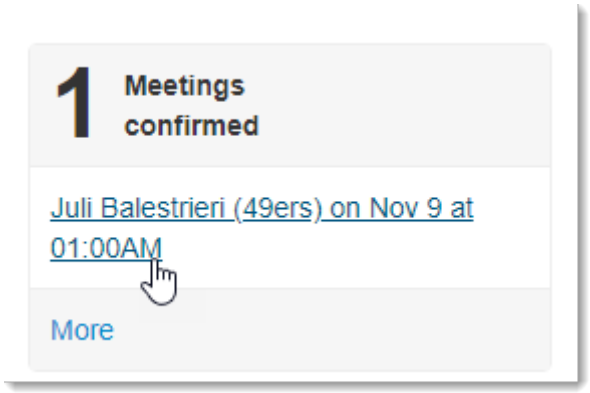
Rescheduling a Meeting

You will receive an email anytime someone requests a meeting with you.

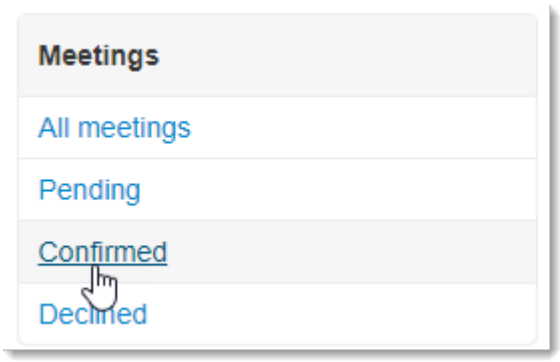
When someone accepts your meetings, the Meeting Mojo platform will automatically find the soonest available 30-minute slot to schedule the meeting. *All meetings are scheduled with the default Meeting Mojo video conferencing system.*

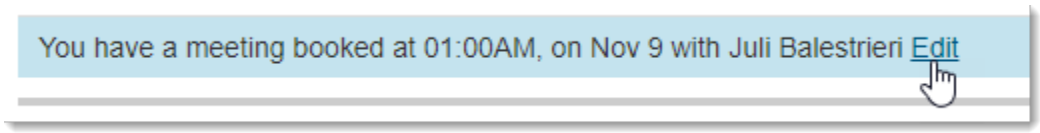
1. To modify the day, time, or other call-in details of your meeting(s), first go to your confirmed meetings. You can do this by clicking the link in your email, from the homepage tile, or by going into "Confirmed" on the Schedule page and clicking on "Edit" next to the meeting you'd like to modify.

   Home page:



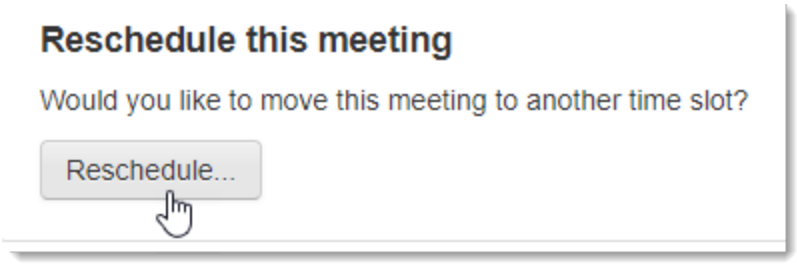
Schedule page – open "Confirmed," then click Edit next to the meeting:



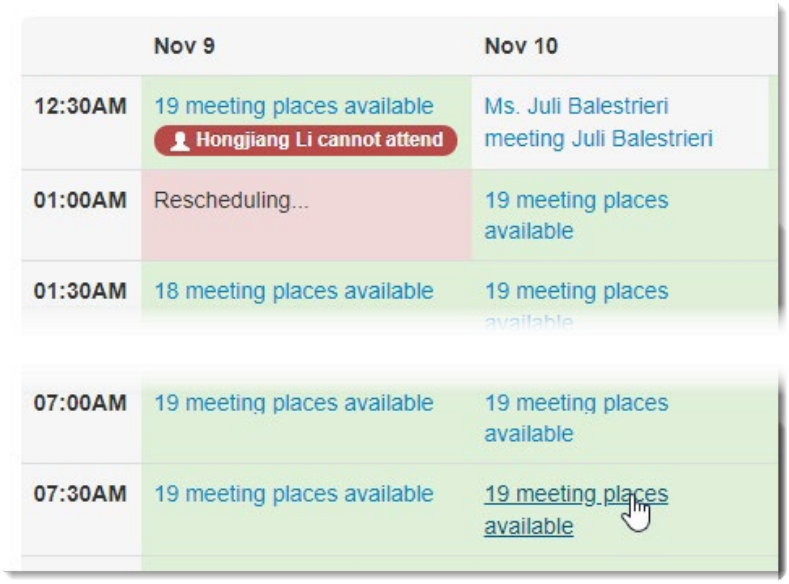


2. On the Meeting page you can **add/remove invited colleagues** and **Reassign the "booker"** of the meeting (e.g. if you're unable to attend but a colleague can take your place). You can also cancel, or **"decline"** the invite.

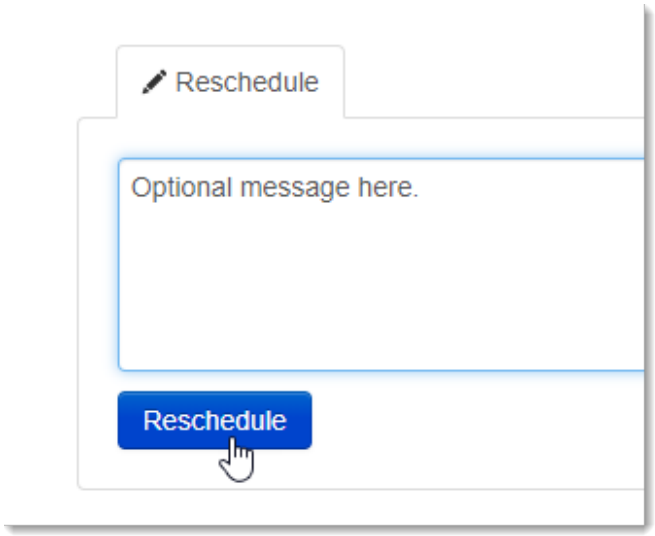
3. To Reschedule a meeting, go to the **Reschedule** tab and click the Reschedule button.



4. This will bring you to a page where you can see overlapping availabilities. Choose the timeslot to when you'd like to reschedule.



5. Add an optional message and click **Reschedule.**

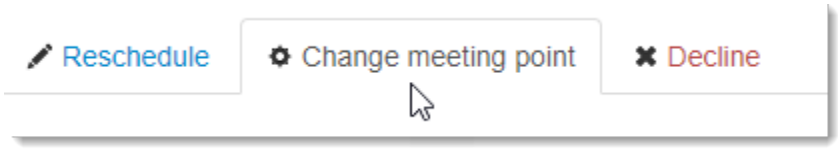


You and the other Delegate will each receive email notifications.

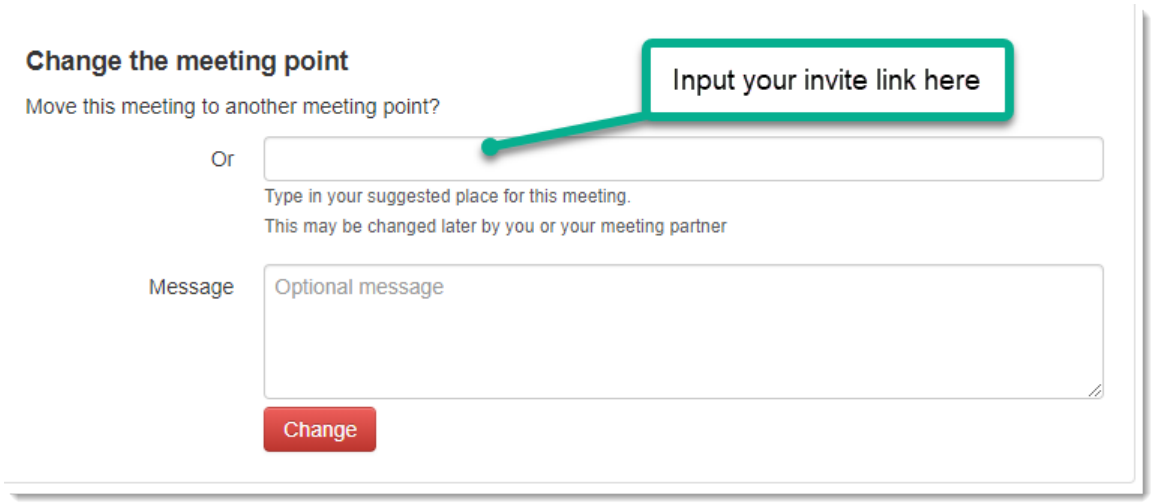
Adding your own Video Conferencing Tool

While editing a meeting (see above), you can change the video conference link from the default Meeting Mojo video system to your preferred system.

1. Click to open **Change Meeting Point** tab.



2. Copy your preferred video conference link into the first box and add an optional message. Then, click **Change**. (*Note*: If your personal meeting link requires a password, it's recommended to add this, along with any other helpful information, to the message box.)



You can manage all your meetings through the Meeting Mojo platform. Be sure to check back often to accept or decline meetings as soon as possible.