



Conducting Your Appointment Sessions

Appointments > Meeting Schedule

Meeting Schedule

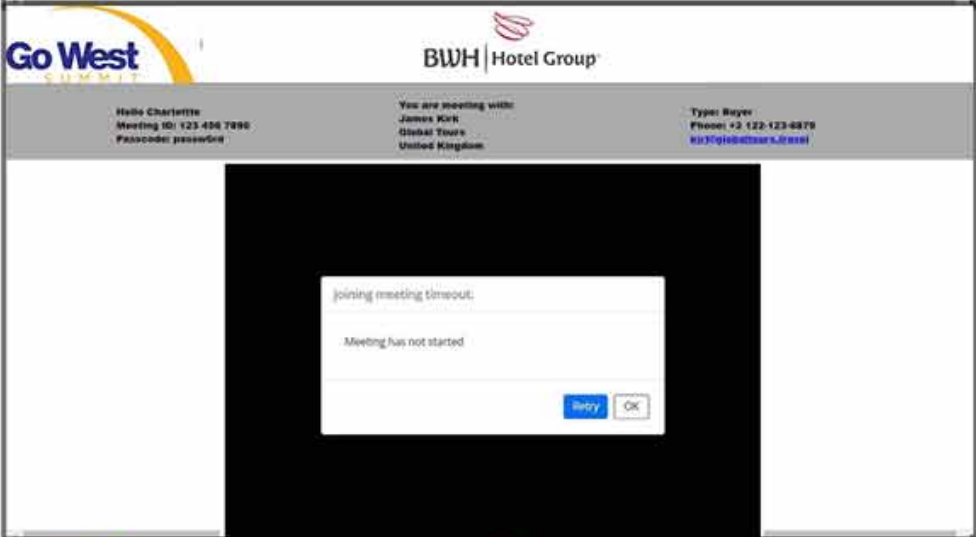
Marketplace 1 Mon, Aug 31

Time	Company / Attendee	Phone / Email
1:30 PM	Antelope Canyon Hotel Colorado David Steeple	(303) 444-1112 david@marketing.com
Start Meeting 3:00 PM	Visit Disneyland California Kevein Kennedy	(+1) 719-690-7654 kkennedry@VisitD.com
3:30 PM	Awesome Adventures Arizona Sharen Edgewater	(+1) 503-222-0000 hello@awesomedv.com
6:00 PM	Holiday Inn	(+1) 999-9999

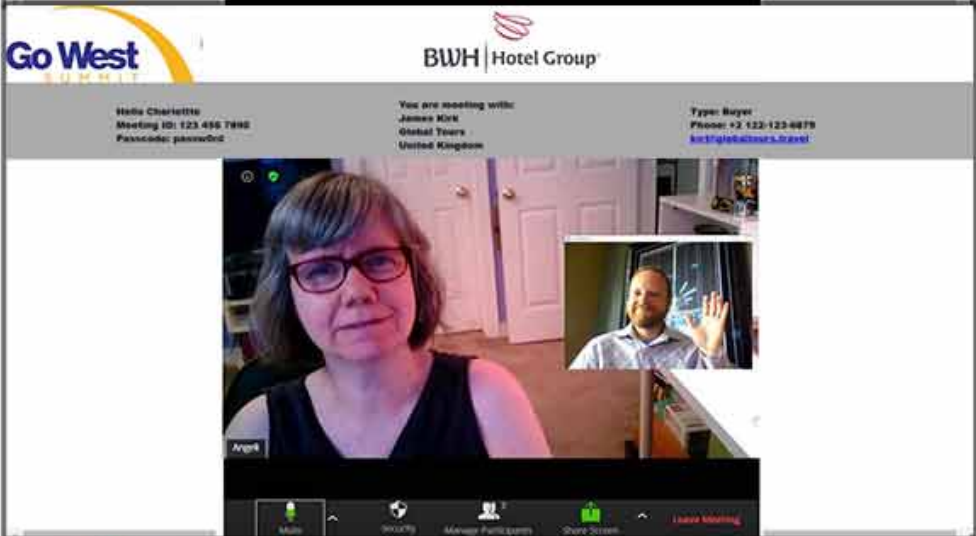
Find your appointment schedule to prepare for your next meeting. A red 'start' button appears on your schedule before each meeting begins.



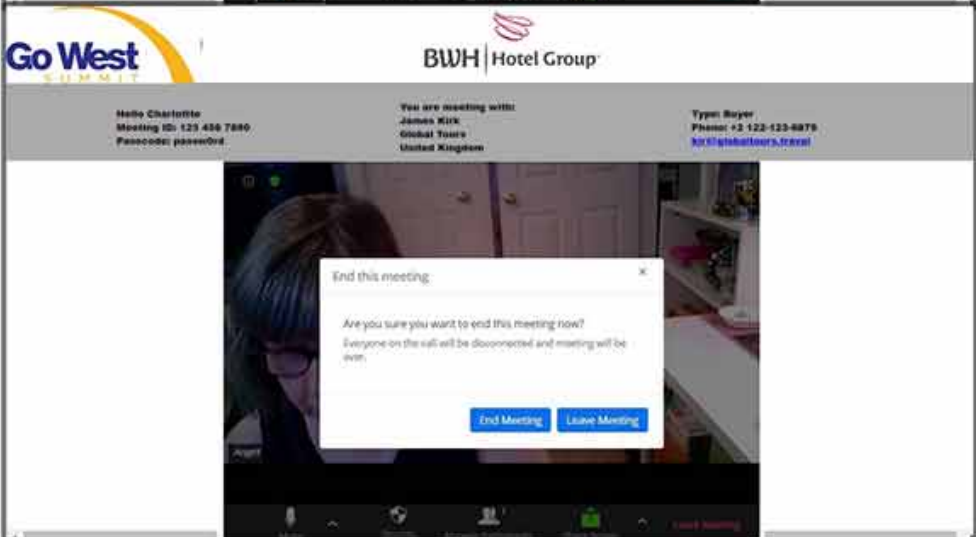
Once the videoconference window appears, click 'start' once more to begin.



Buyers and Media are assigned host duties and must be present before the meeting can begin. Suppliers can simply click "retry" to attempt to join the meeting again once the buyer is ready.



Example of a meeting in progress.



End the meeting by pressing the red 'Leave Meeting' button in the toolbar.