Schedule, Modify, and Reschedule Meetings

Step-by-step instructions for scheduling, managing, and rescheduling your partnering meetings.

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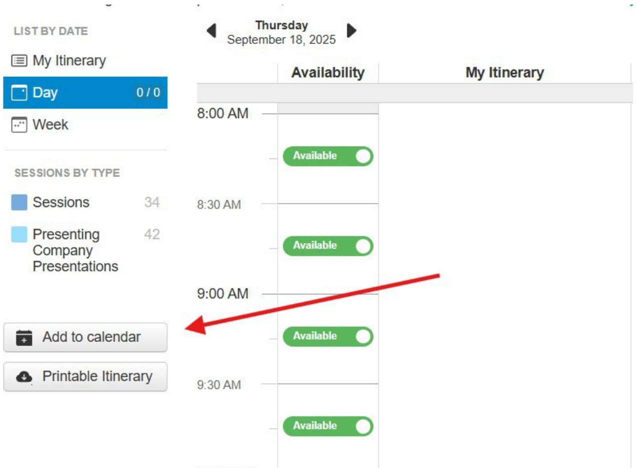
1. Connect Your Calendar

> 💡 **Recommended:** Connect your calendar before you start scheduling meetings so you never miss an upcoming session.

1. Click **Schedule** in the top navigation bar.
2. Select **"Add to Calendar"** on the left side and copy the URL provided.



3. Open your calendar app and paste the URL:

Microsoft Outlook

1. Go to the Home tab in your calendar
2. Click Add Calendar
3. Select From Internet
4. Paste the URL and confirm

Google Calendar

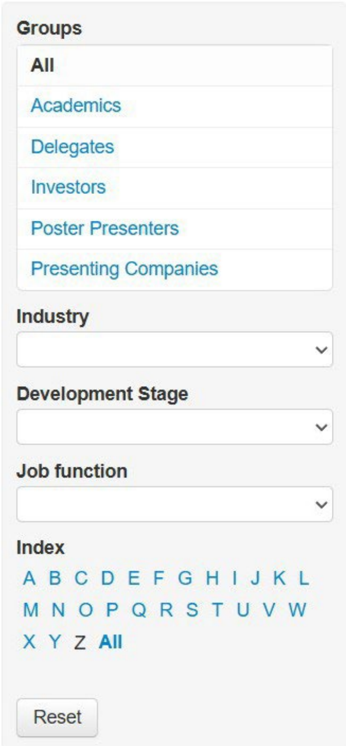
1. Click the Settings icon
2. Select Add Calendar
3. Choose From URL
4. Paste the URL and add calendar

> ⚠️ **Important:** You cannot modify meeting times from your calendar. All changes must be made directly in the partnering platform.

2. Search for Companies

1. Click **Search** in the top navigation bar to begin your search.

2. Type a company name in the search bar to find a specific organization.
3. Use the **filter options** on the left to narrow results:
    a. Select **Company Type, Development Stage,** and other categories from the drop-down menus.
    b. Use the **Index** to browse companies alphabetically.

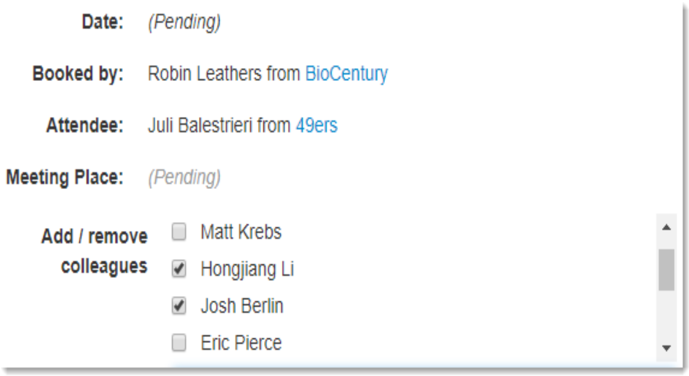


> **i** **Note:** Filters are hierarchical — each new filter applies only to results from the previous selection. Click Reset at the bottom of the filter panel to start over.

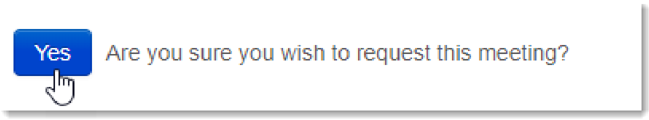
3. Request a Meeting

1. From a company's profile, click **Book Meeting** to go to the booking page. If a company has multiple delegates, each will appear as a separate option.

2. Confirm the delegate you're booking with and check any colleagues you'd like to add to the meeting.



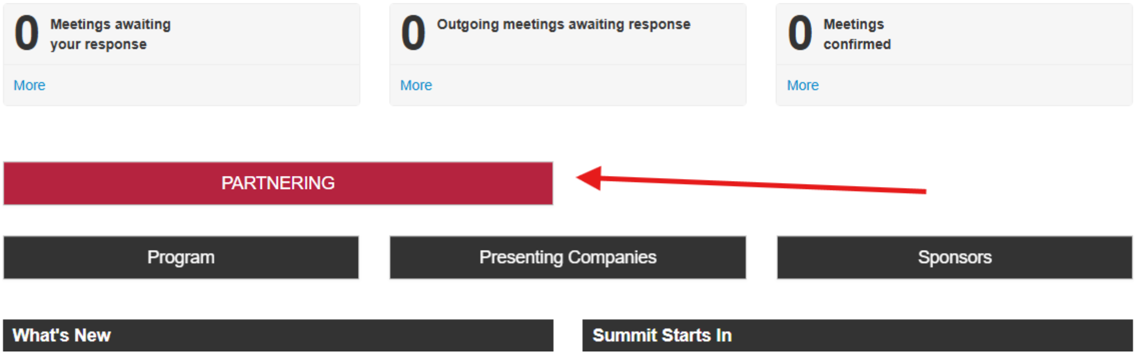
3. Add an optional message, then click **Yes** to send the meeting invite.



> **i** **How scheduling works:** You'll receive an email confirmation once the request is sent, and another once the other party accepts. The platform will automatically assign a mutually available 30-minute time slot after both parties accept. Be sure to set your availability for the full duration of the event.

4. View & Manage Meetings

There are several ways to access your meetings on the platform:



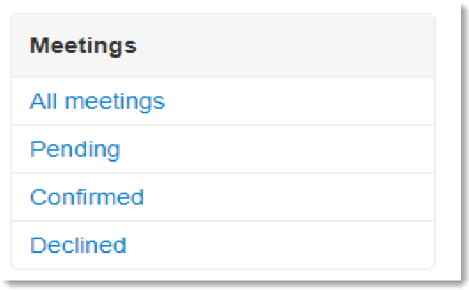
1. Via the **Partnering** button on your homepage:

> **Partnering → View Meetings**

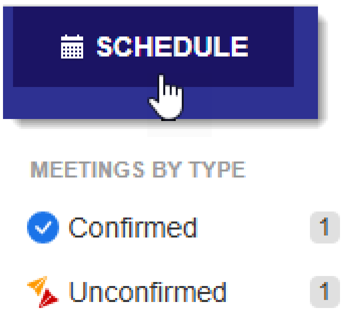
2. To view pending requests:

> **Partnering → View Requests**

Filter by Pending, Confirmed, or Declined on the left side.



3. Via the **Schedule** button in the top navigation bar — view all upcoming and pending meetings from there.



4. From your **homepage** — meeting cards are displayed directly on the main dashboard.
5. Via **email** — incoming meeting requests include a direct respond link.

5. Reschedule a Meeting

1. Navigate to your confirmed meetings:

Partnering → View Meetings → Select the meeting

2. On the Meeting page you can also **add/remove colleagues**, **reassign the booker** (e.g. if a colleague is attending in your place), or **decline** the invite.
3. Click the **Reschedule** tab, then click the **Reschedule** button.
4. A calendar view will display overlapping availabilities — select your preferred new time slot.
5. Add an optional message and click **Reschedule** to confirm. All delegates will receive an email notification.

> 💡 **Tip:** Check the platform regularly to accept or decline meeting requests as soon as possible — confirmed meetings are auto-scheduled into the earliest available 30-minute slot.