



HEDNA Conference App Guide: The Meeting Scheduler

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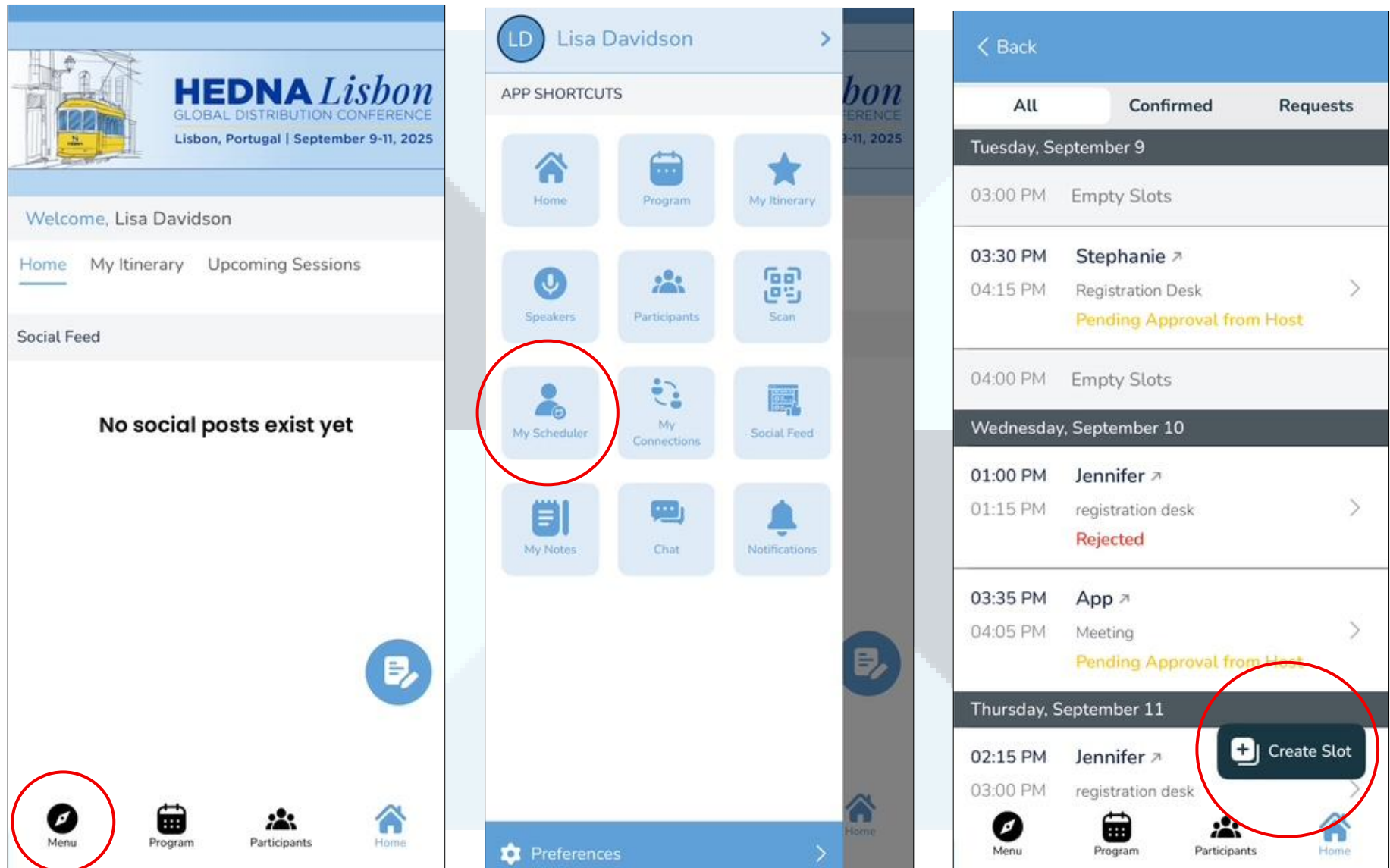
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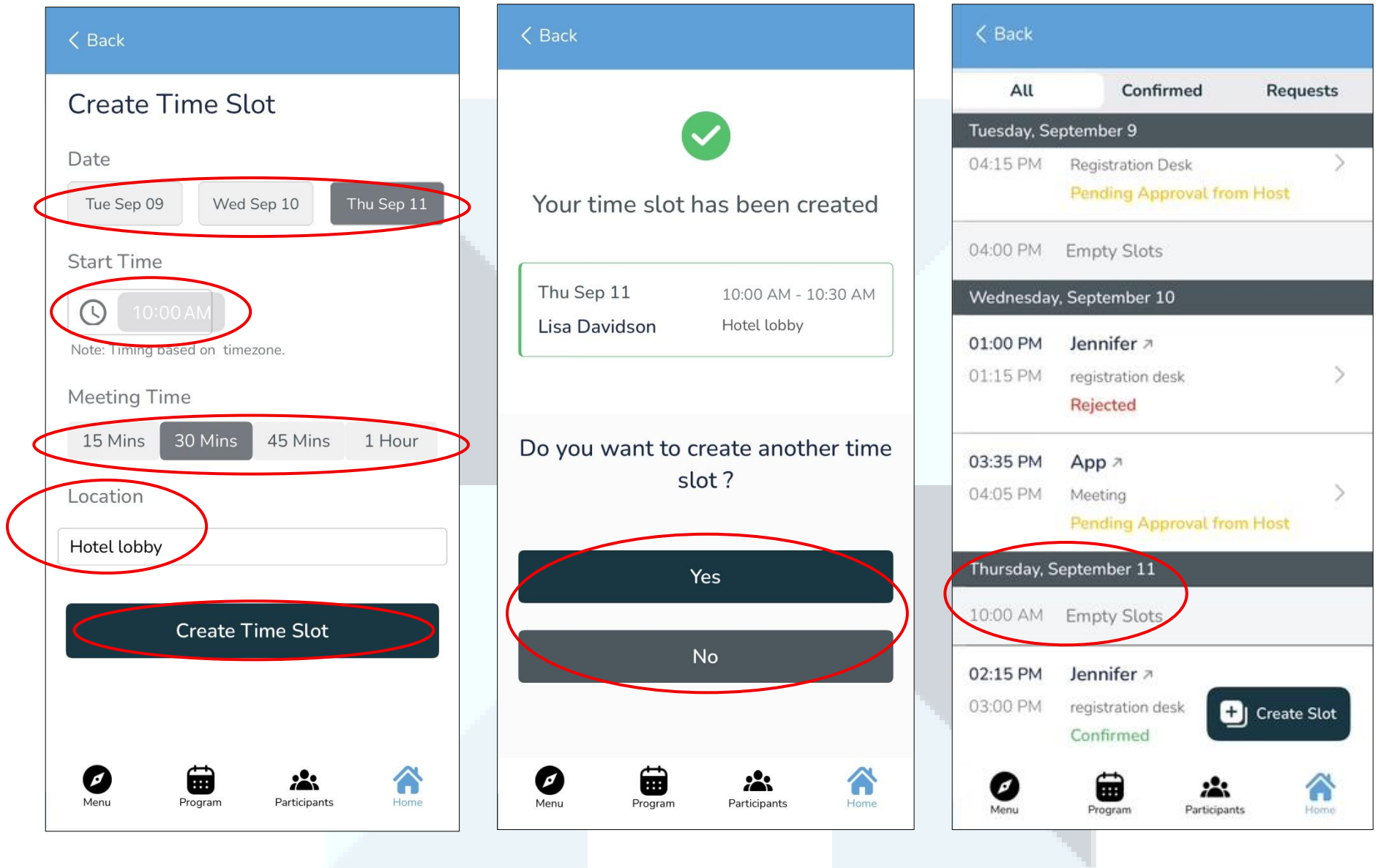
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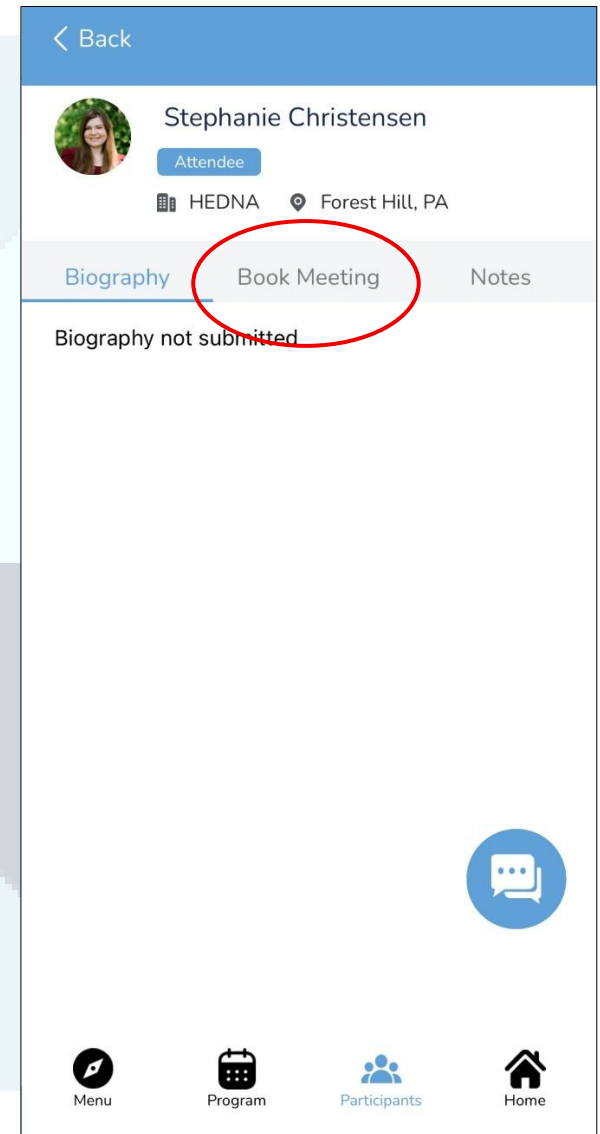
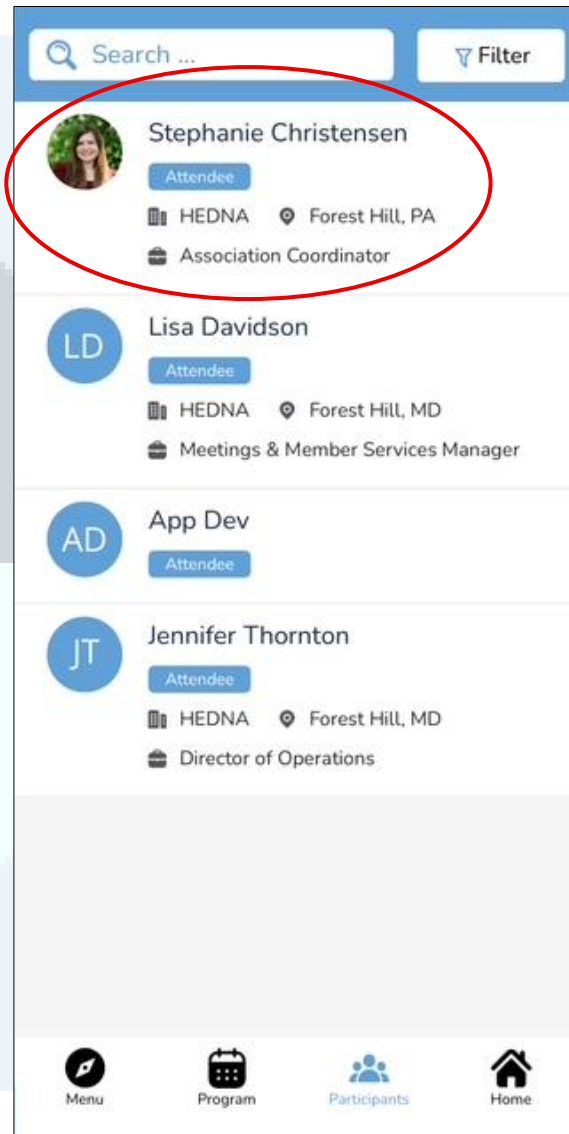
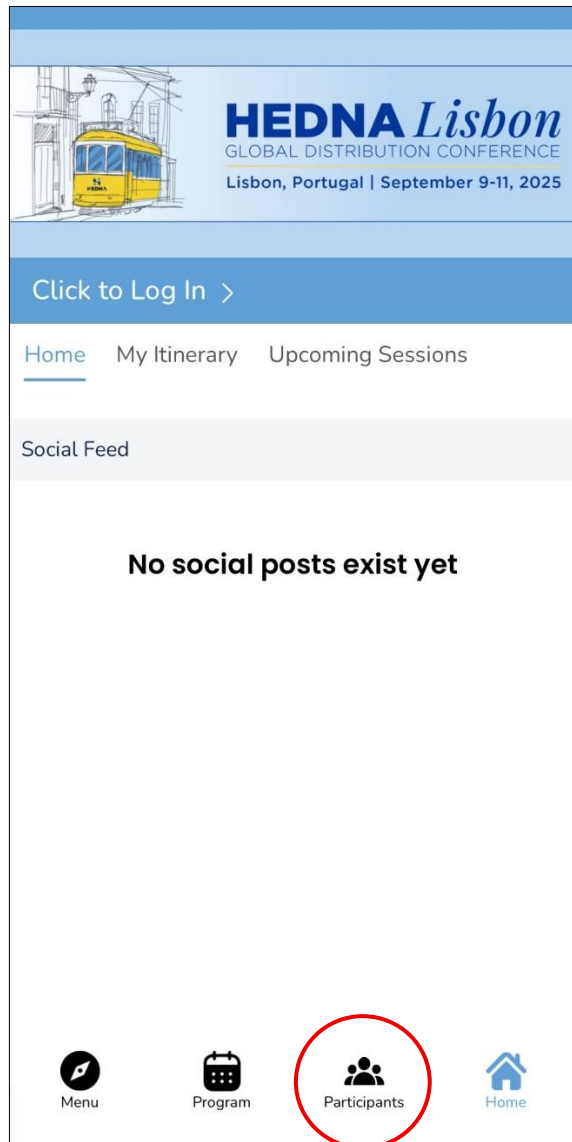
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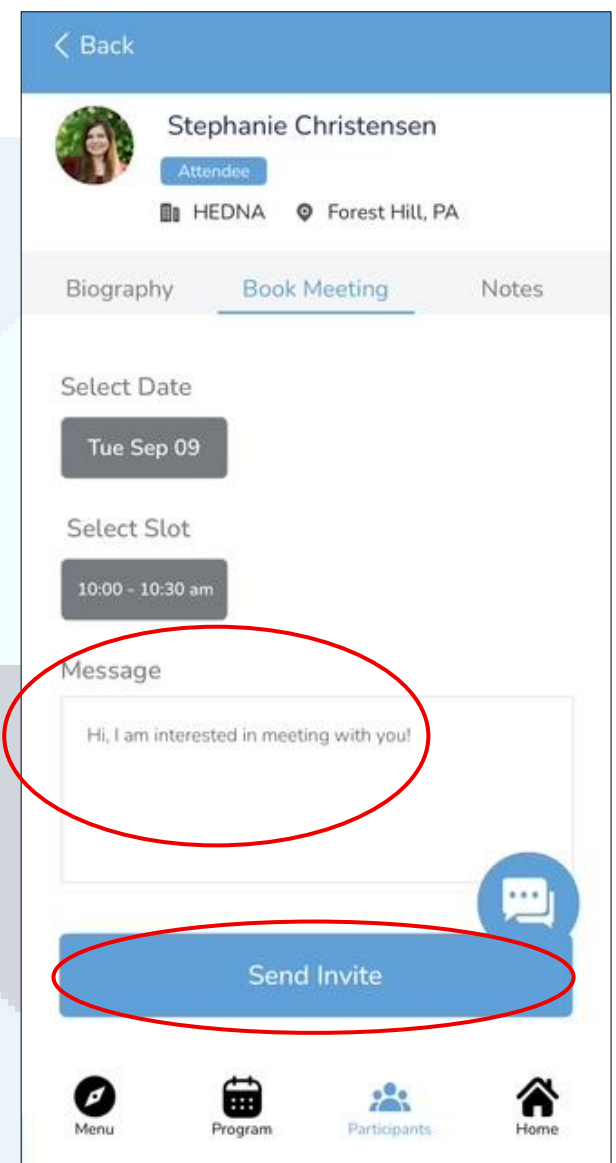
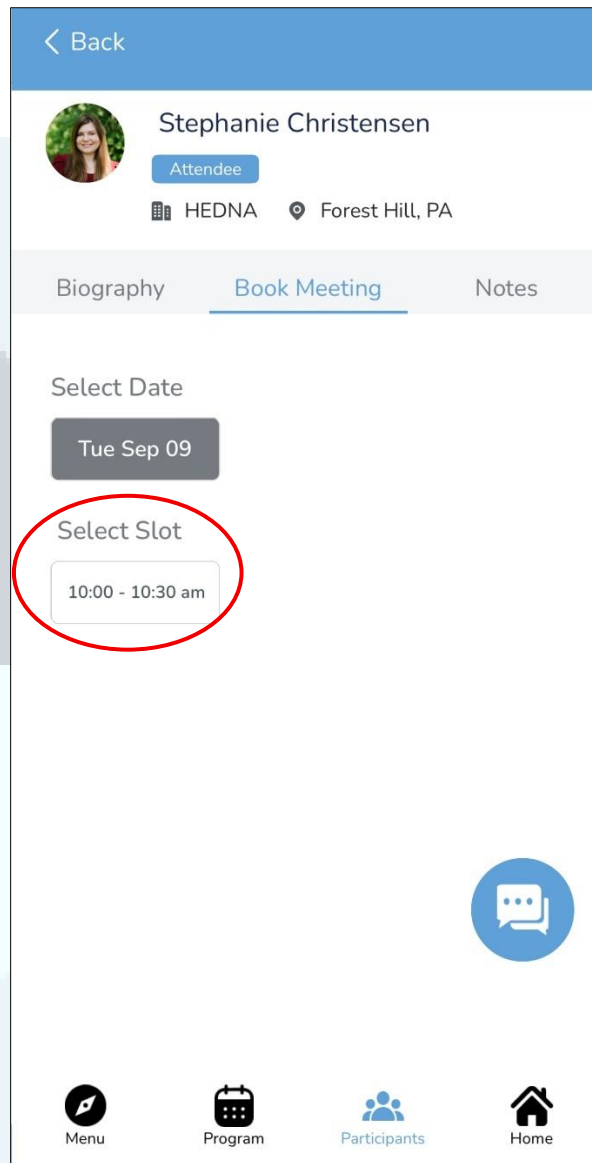
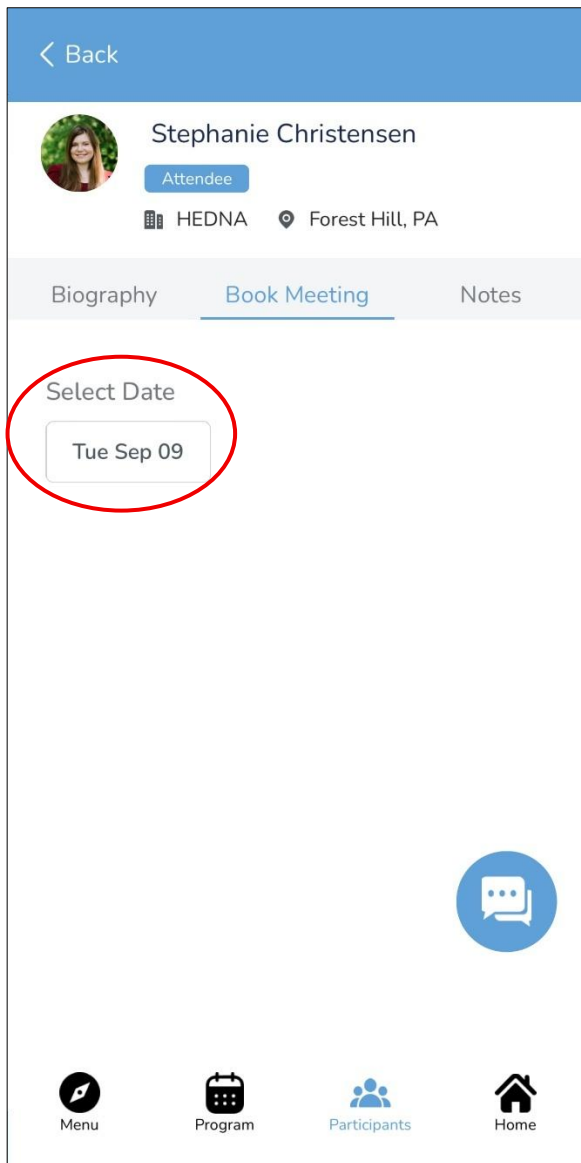
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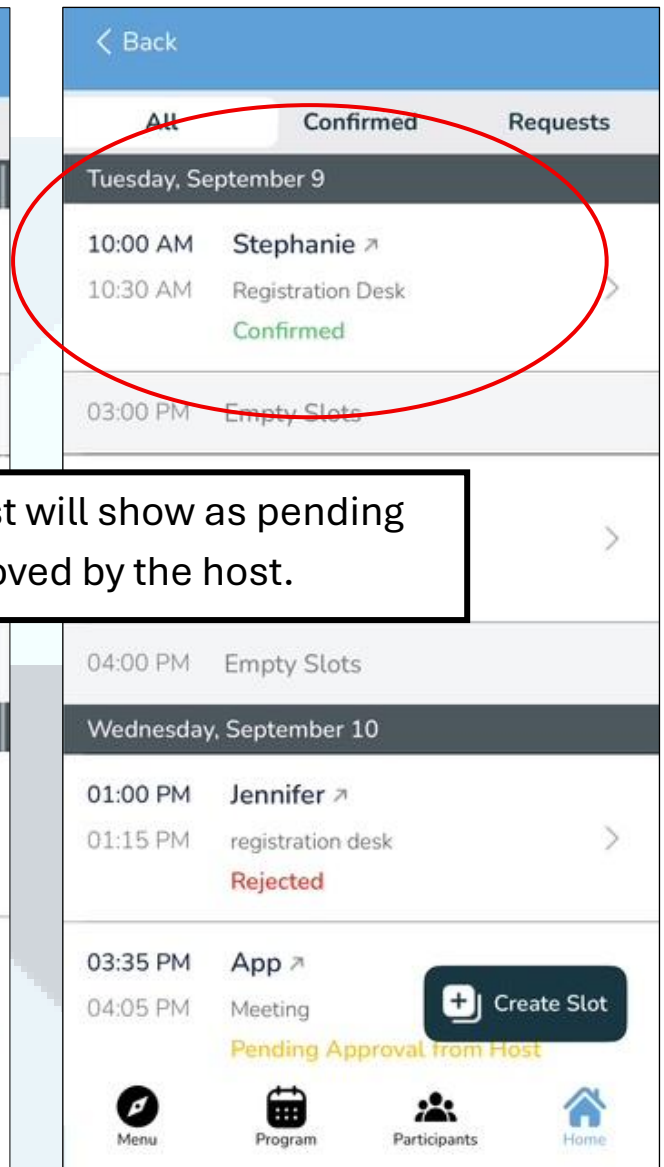
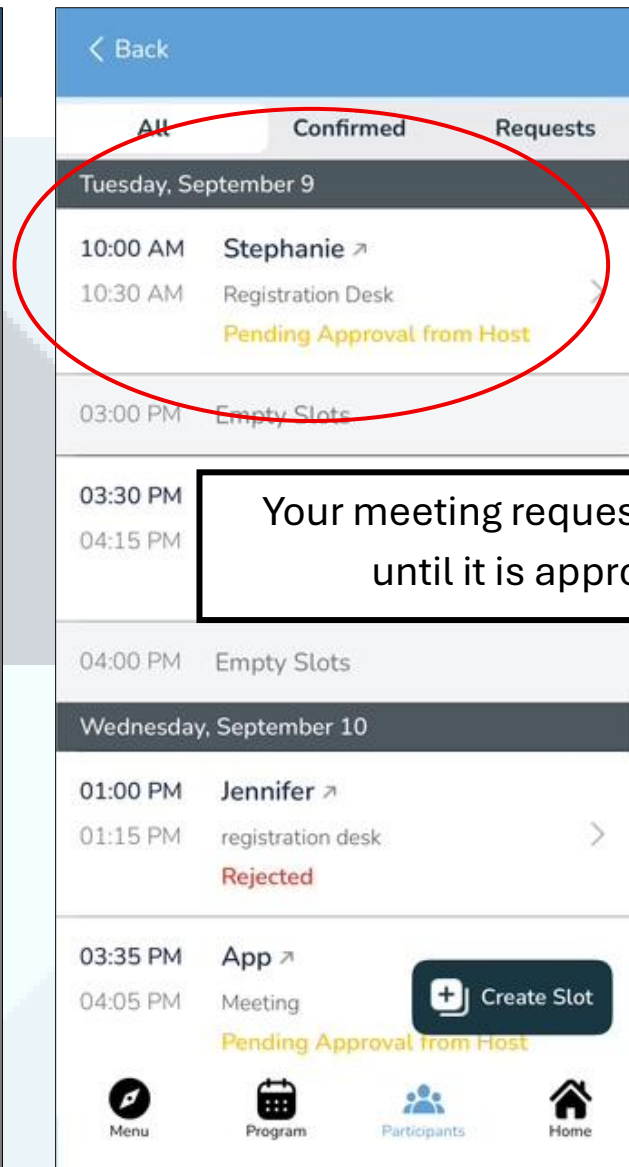
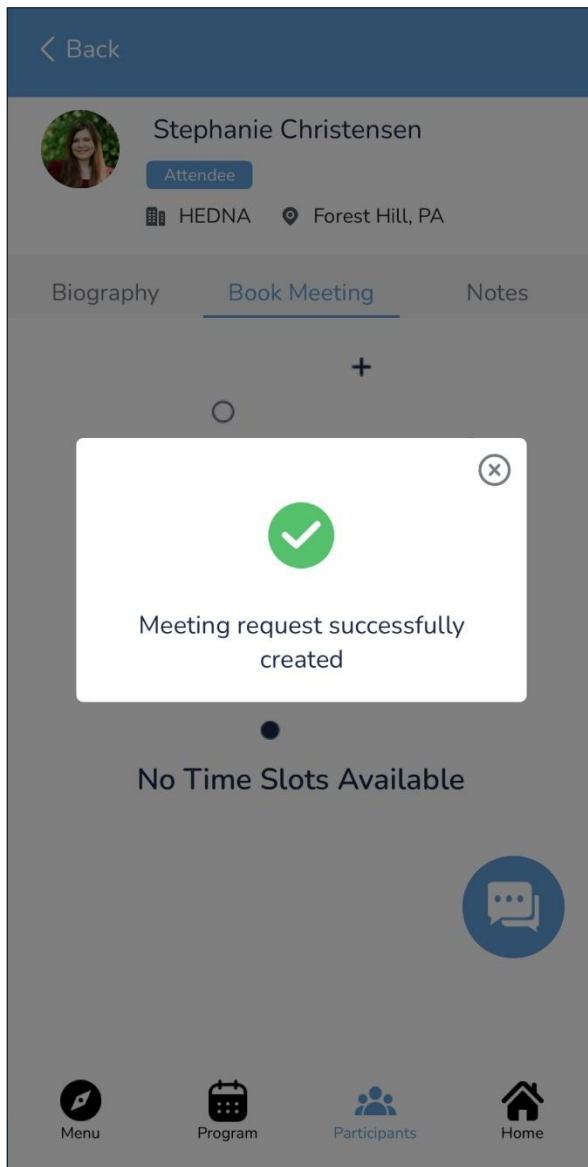




How to Request a Meeting

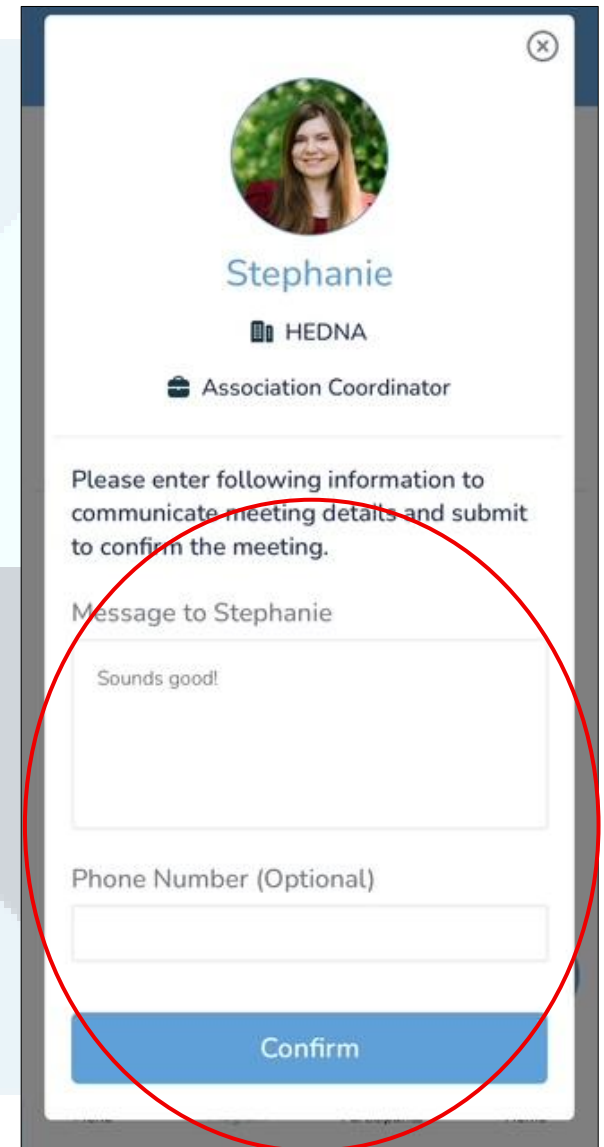
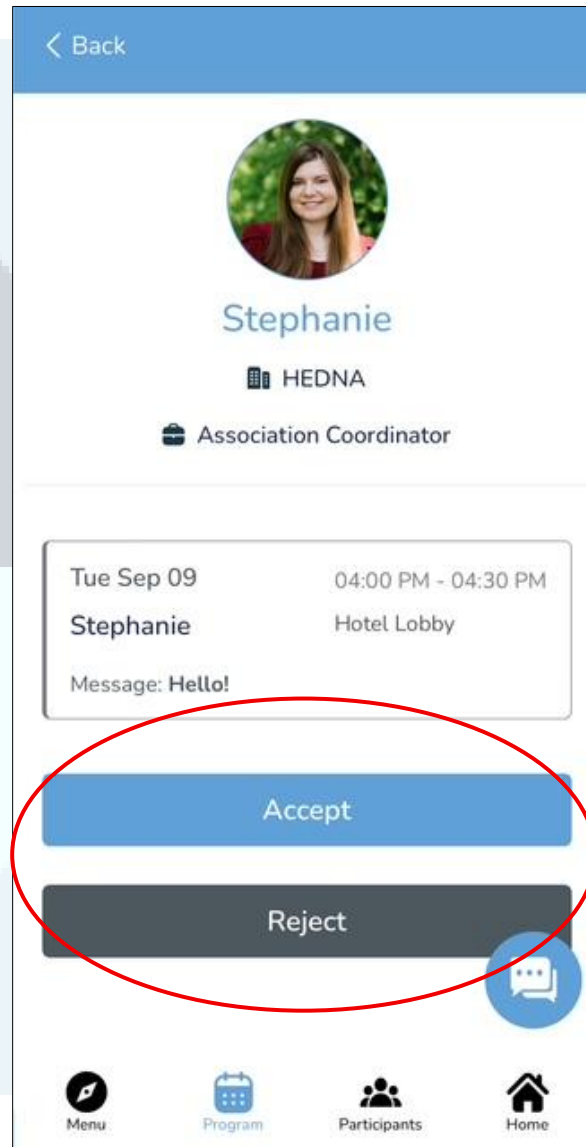
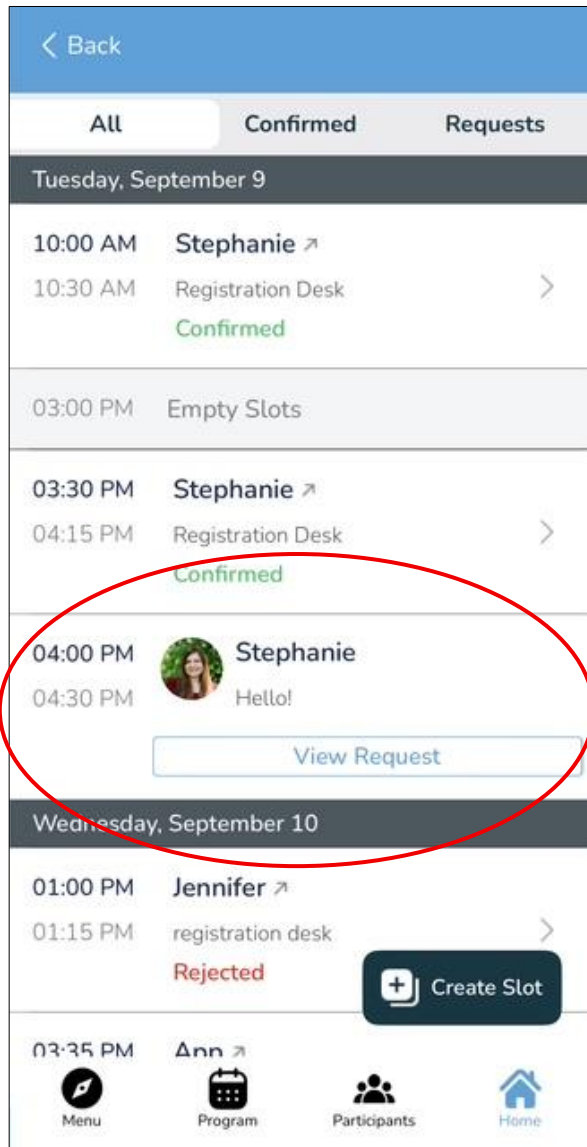


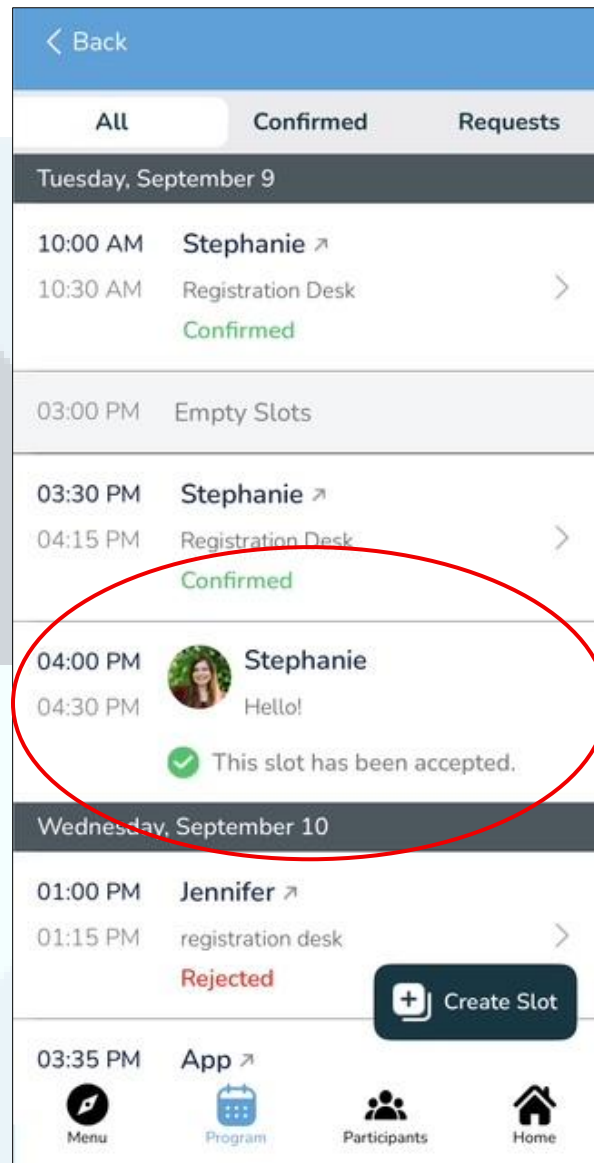




Your meeting request will show as pending until it is approved by the host.

How to Accept a Meeting Request





How to Edit a Meeting Slot You Have Created

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All Confirmed Requests

Tuesday, September 9

03:00 PM Empty Slots

03:30 PM Stephanie ➤

04:15 PM Registration Desk ➤
Pending Approval from Host

04:00 PM Empty Slots

Wednesday, September 10

01:00 PM Jennifer ➤

01:15 PM registration desk ➤
Rejected

03:35 PM App ➤

04:05 PM Meeting ➤
Pending Approval from Host

Thursday, September 11

02:15 PM Jennifer ➤

03:00 PM registration desk ➤

+ Create Slot

Menu Program Participants Home

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Edit

Date

Tue Sep 09 Wed Sep 10 Thu Sep 11

Start Time

4:15 PM

Note: Timing based on timezone.

Meeting Time

15 Mins 30 Mins 45 Mins 1 Hour

Location

Hotel Lobby

Save

Menu Program Participants Home

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Edit

Date

Tue Sep 09 Wed Sep 10 Thu Sep 11

Start Time

4:15 PM

2 13
3 14 AM
4 15 PM
5 16
6 17

1 Hour

Save

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Edit

Date

Tue Sep 09 Wed Sep 10 Thu Sep 11

Start Time

4:30 PM

Note: Timing based on timezone.

Meeting Time

15 Mins 30 Mins 45 Mins 1 Hour

Location

Hotel Lobby

Save

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✓

Your time slot has been updated

Tue Sep 09 04:30 PM - 05:00 PM

Lisa Davidson Hotel Lobby

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All Confirmed Requests

Tuesday, September 9

10:00 AM Stephanie →

10:30 AM Registration Desk
Confirmed

03:00 PM Stephanie
03:30 PM Hi!

View Request

03:30 PM Stephanie →

04:15 PM Registration Desk
Confirmed

04:30 PM Stephanie
05:00 PM Hello!

✓ This slot has been accepted.

Wednesday, September 10

01:00 PM Jennifer →

01:15 PM registration desk

Create Slot

Menu Program Participants Home

Note: You cannot edit the date of the meeting or the length of the meeting. To do this, you must create a new slot.