

# BANFF Xchange

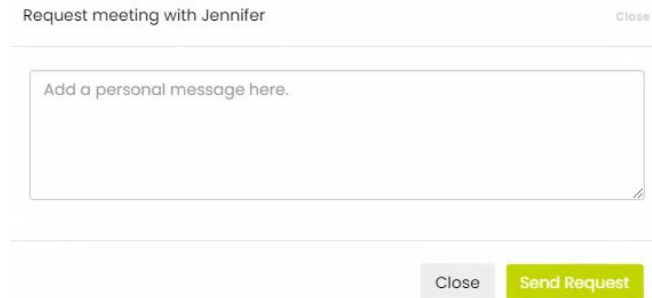
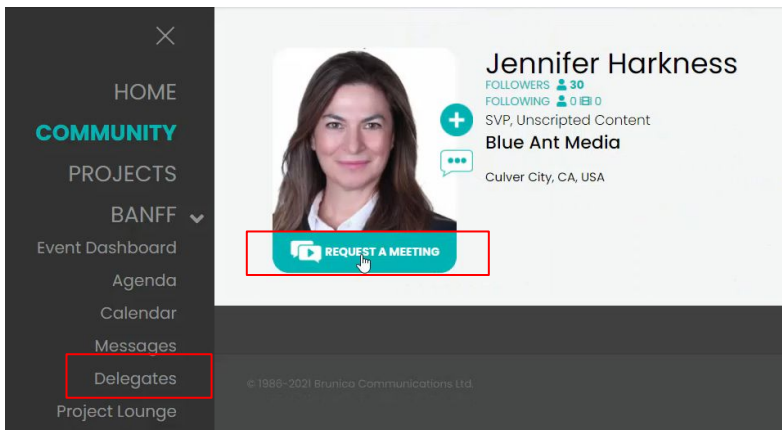
## How to send a meeting request



## SEND A MEETING REQUEST

### Option 1

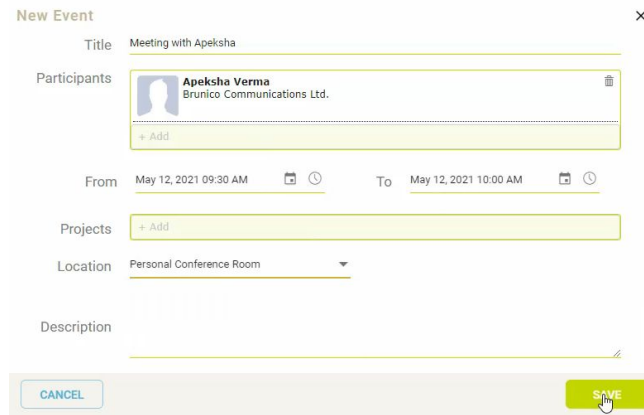
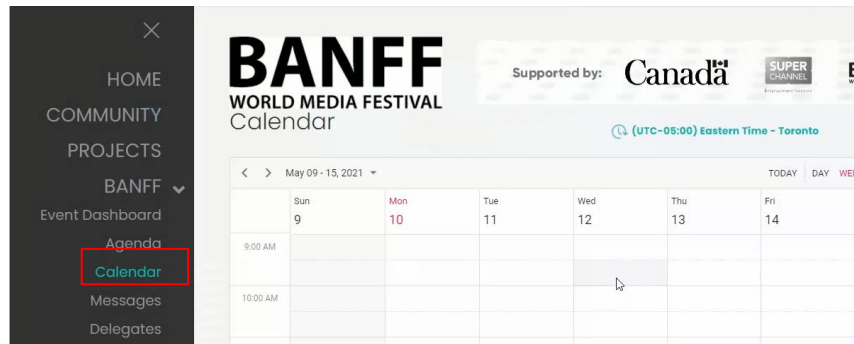
- Search for the person you want to meet with using the **Delegates** tab, and then click **Request a meeting** on their profile page
- Send a message requesting a meeting



## SEND A MEETING REQUEST

### Option 2

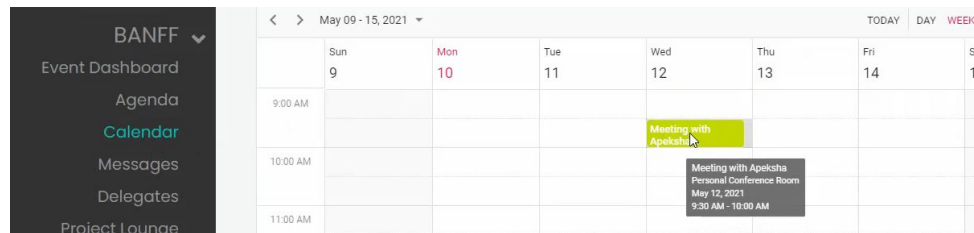
- Click on **Calendar** and select the desired date and time
- Add the meeting details in the **New Event** window
- Click **Save** to add the meeting to your calendar and send an invitation to the other delegate(s)



## SEND A MEETING REQUEST

### Join your meeting

- To join your meeting, click on **Calendar** and then double-click on the meeting event
- Click **Join Meeting**
- If the location selected is **Personal Conference Room**, your private video conference room will get launched
- If the location selected is **Delegate Lounge**, our Delegate Lounge platform will open in another tab



Edit 

### Meeting with Apeksha

Participants



**Apeksha Verma** ?  
Brunico Communications Ltd.



**Christine McNalley** (Event Organizer)  
Brunico Communications Ltd.

From May 12, 2021 09:30 AM

To May 12, 2021 10:00 AM

Projects

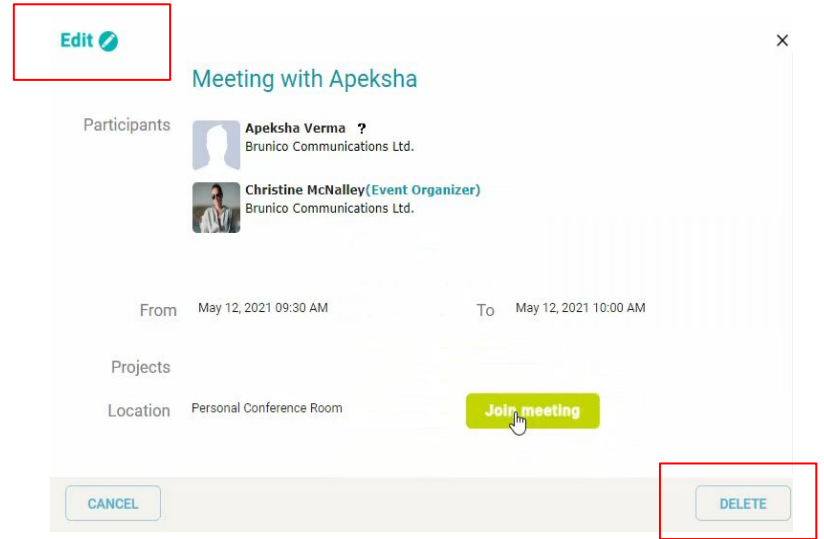
Location Personal Conference Room

**Join meeting**

## SEND A MEETING REQUEST

### Edit your meeting

- Double-click on the meeting in your calendar
- Click **Delete** or **Edit** to make changes



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For more information, please visit our [FAQ page](#).