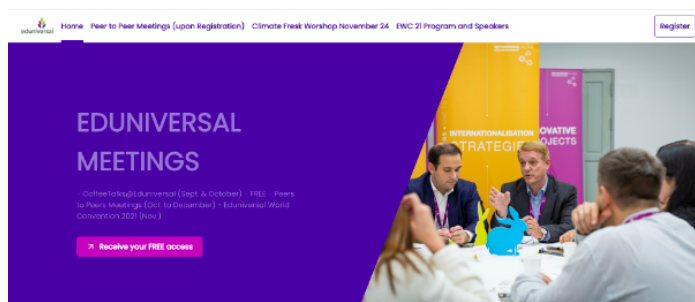


Continue your Networking through Eduniversal Meetings platform

1. Go to the Eduniversal Meetings website
<https://meet.eduniversal.com/en/page/home/>



November 24 EWC 21 Program and Speakers



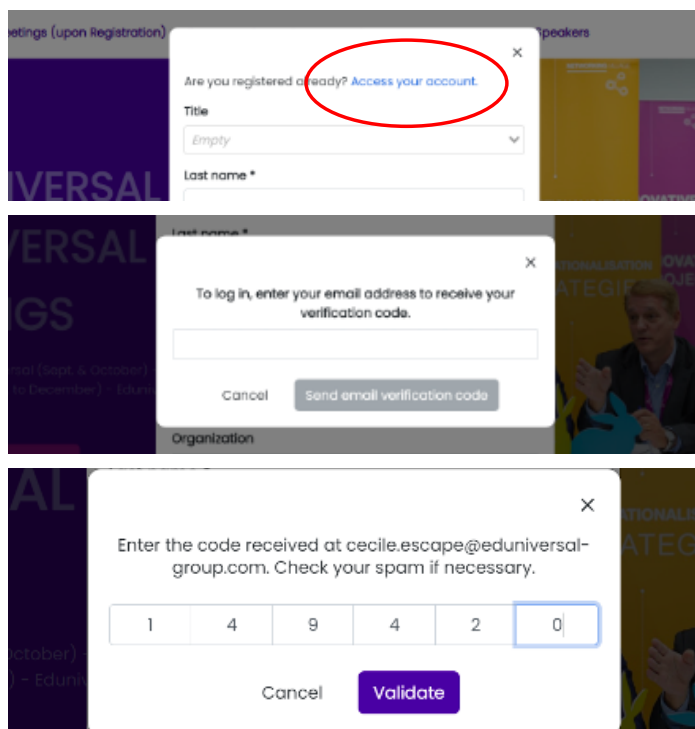
2. Log in to your account :
 - Click on « **REGISTER** » at the top right of the screen

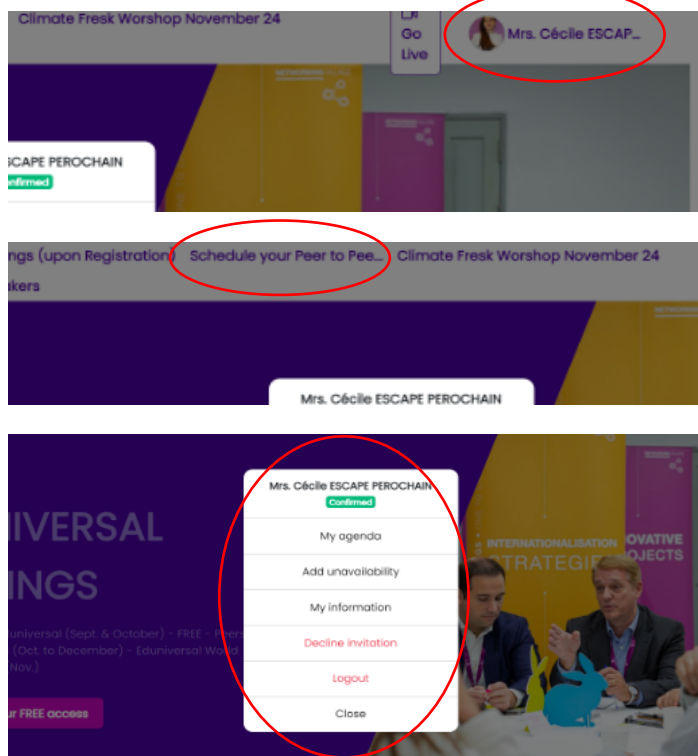
3. As a Convention participant, you already have an account.

Just click on « **ACCESS YOUR ACCOUNT** »

To log in, enter your email address to receive your verification code.

Pay attention to the SPAM box or the «Special Offer» box (if you use gmail).
 The verification code is sent in an email from «**EDUNIVERSAL MEETINGS**».





4. Once you are logged in, this is what you see!

Top right : your name and photo appear.

In the toolbar, a new tab «Schedule your Meetings» is now available

In the window you have (access) to the various functions on your desktop:

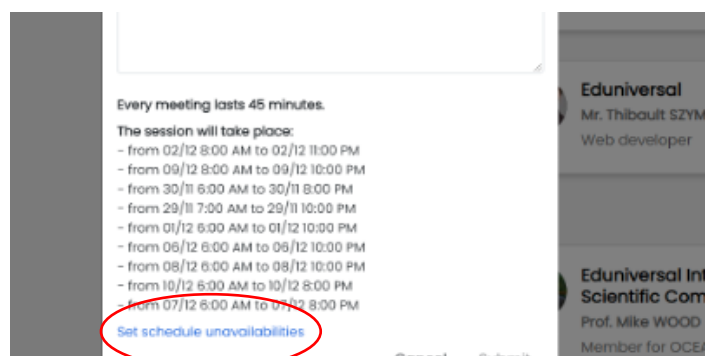
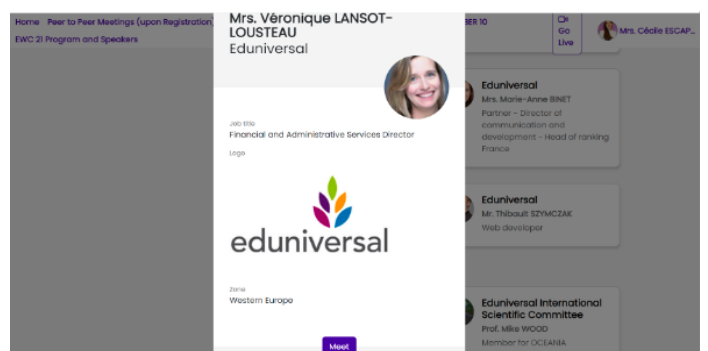
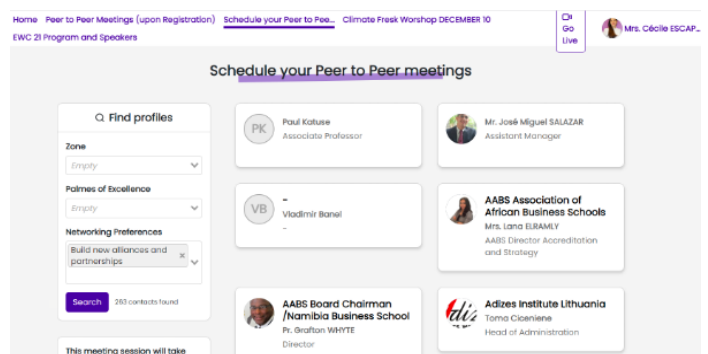
- My Agenda
- Add Unavailability: so that you can indicate days and times that are not convenient for you
- My information: so you can access information about yourself
- Decline invitation
- Logout
- Close

5. Search for contacts you would like to meet, and request an appointment:

a. You already know who to meet

- you go to the «Schedule my Meetings» tab. You search in the list and make a request by clicking on the person's card.
- You send a request for an appointment by explaining your request and clicking on «Meet».
- It is up to the person who receives your request to validate the appointment and also to choose the date and time among those proposed by the tool.

IMPORTANT: Then make a note to provide information on your unavailabilities.



b. You don't know who to meet, and you want the tool to suggest people who match your expectations.

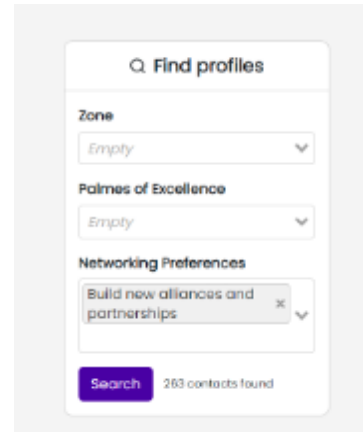
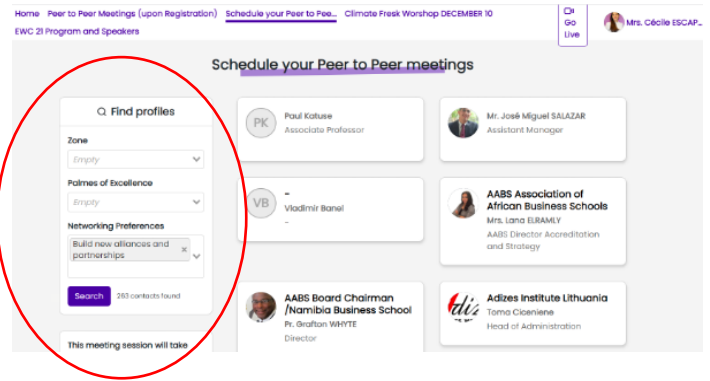
- You go to the «Schedule my Meetings» tab.
- You use the box on the top left «Find Profiles» to do your targeting with the Matching tool.

• You can do it according to 1 of these 3 criteria, or by combining them:

- 1. The Area/Zone
- 2. The number of palmes of Excellence
- 3. Networking Preferences

- Once you have identified the profiles with whom you wish to exchange, you propose an appointment by explaining your request and clicking on «Meet».

- Then you follow the instructions as noted in point a).



IMPORTANT: when you send your request for an appointment, you must give reasons for your request and explain what you are looking for so that the person you are speaking to understands your approach and accepts the appointment.

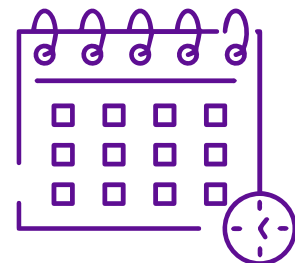
Your contact person is informed of your request by email.

He then goes to his «Eduniversal Meetings» account, then he declines or accepts the invitation by choosing a time slot and day that suits him among those proposed.



- 6.** You receive an email notification that the person you are speaking to has responded:
- a. Declining the offer.
- Or by
- b. Accepting the online appointment offer.

- 7.** When the request has gone through the steps and has been accepted, the 2 involved contacts concerned will receive an email containing the link for their appointment.



IMPORTANT about the course of the appointments:

- The duration of these meetings is 1 hour.
- They are initially organised between 2 people, but they can add guests to this session.
- It is not necessary to download an application. The link gives you direct access to a dedicated tool.

You have received a request for an appointment? HOW to process it?

- Follow the instructions in the email received OR
- Log on to <https://meet.eduniversal.com/en/page/home/>
- When you have received appointment proposals and they are still waiting for a response, there will be a grey bar here (in the green circled area) which says that there are pending appointments.