

## Getting Started with 1x1 Meeting System

### Logging In, Overview, Profile Setup and Setting Availability with Meeting Mojo

Meeting Mojo is the platform where you will be scheduling virtual 1x1 meetings during Grand Rounds.

To get the most out of this system, it is important to take a few minutes at the beginning to set up. The platform will automatically pick meeting times based on your availability, so it is extremely important to let the system know when you are available. It's also worth taking a moment to set up your Company's profile so that other attendees will be able to find you more easily in Meeting Mojo.

Follow the instructions below to get started with the Meeting Mojo platform.

### Logging in

When you first sign up for the 1x1 Conferencing System (Meeting Mojo) you will receive 2 emails: A **Welcome** email with a special login token, and confirmation email from Lenos.

#### The Welcome Email has:

- Sender: BioCentury [<donotreply@meeting-mojo.com>](mailto:donotreply@meeting-mojo.com)
- Subject: Welcome to the BioCentury Grand Rounds Digital Platform

If you do not see them in your inbox, please check your spam or junk folder; if the email is there, please be sure to whitelist it to ensure that you receive any follow-up meeting notifications.

1. Click the **token** (link) in your Welcome email to go to the Meeting Mojo platform directly. Seeing your name at the top right indicates you are logged in.

(**Note:** Using the token link, you will not be asked for an email and password. If you have misplaced the link, just click on “forgot password”, enter in your email address, and you’ll be sent a new token link that can be used for logging in).

Mrs. Robin Leathers

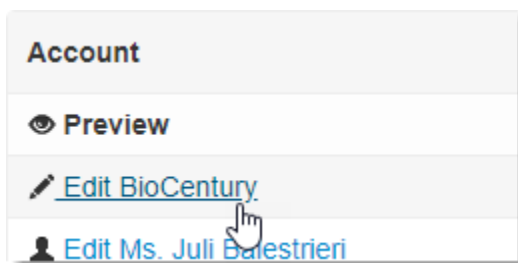
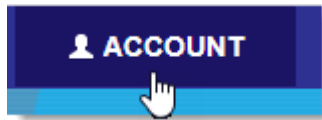
✕ Log out

## Setting Up Profile and Availability

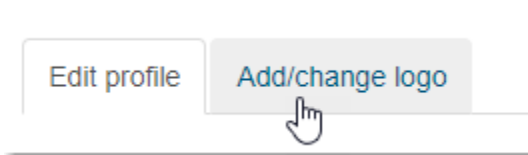
### Update Your Company Profile Page

Note: The info you provide here will help other attendees/delegates identify your company within Meeting Mojo.

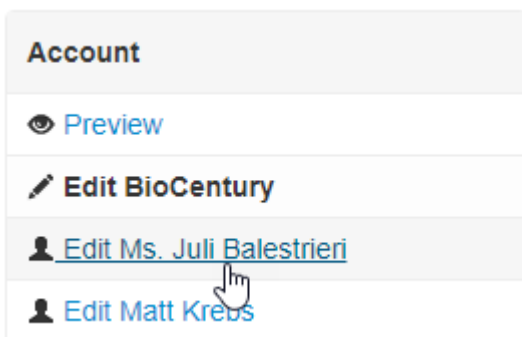
1. Click on Account at the top of the page (or simply [click here](#))



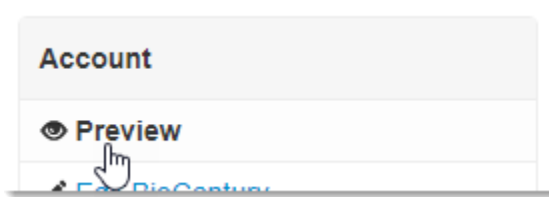
2. Edit your Company info by clicking on "Edit [Your Company]"
3. Here you can add your Company's name, website, profile, as well as additional information that may be helpful to other companies reaching out for meetings.
4. Click on **Add/Change logo** to include your company's logo on your profile.



5. Click on any name in the list to edit the profile for that person.  
(Note: You can also edit and update the profiles of other registered individuals within your company. This valuable information will help other delegates identify the right meeting partner. Be sure and add important information such as Title).



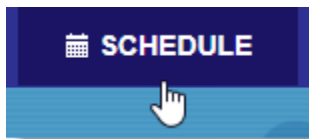
6. Preview what your Profile page will look like to other companies by clicking **Preview**.



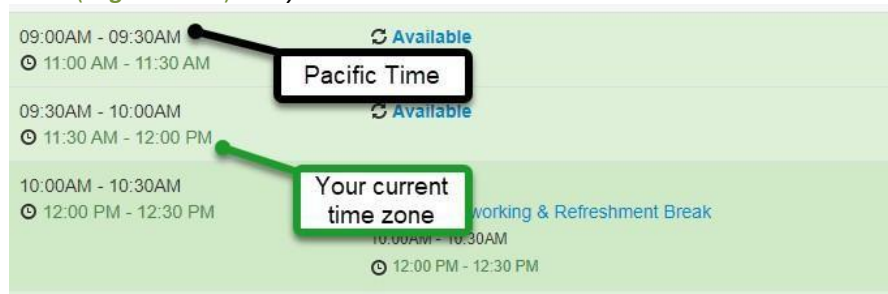
## Update your Schedule

**IMPORTANT NOTES:** Grand Rounds will have two days of in-person 1x1 meetings and live sessions at the Churchill College on Sept 18 and Sept 19. To ensure that delegates know when you're available, you must update your availability on your Schedule. If this step is not completed, you may end up receiving meeting requests at very inconvenient times and will have to reschedule them. All sessions will be available on-demand for 30 days after the event.


1. Click **Schedule** at the top of the page.



2. **NOTE THE TIMES.** The time indicated on top (in **black text**) is in *Pacific* time zone. The time on bottom (in **green text**) is in *your current* time zone.



3. Review your schedule (it will default to all slots set to “Available”) and toggle the half-hour slots between **Available** and **Unavailable** by clicking on the word, as seen below. (Note: if you see a time zone disappear, as in the image below, refresh the page and it should show again for you.)

10:30AM - 11:00AM 🕒 12:30 PM - 1:00 PM	↻ Available
11:00AM - 11:30AM 🕒 1:00 PM - 1:30 PM	↻ Available 
11:30AM - 12:00PM 🕒 1:30 PM - 2:00 PM	↻ Available
12:00PM - 12:30PM 🕒 2:00 PM - 2:30 PM	↻ Available Networking Lunch 12:15PM - 01:15PM 🕒 2:15 PM - 3:15 PM

4. Repeat this for any days you will be having 1x1 meetings

Be sure to revisit often as your schedule changes. Slots will automatically become Unavailable if you have a meeting scheduled during that time.

For a How-To on setting up meetings, check out [Quick Guide for Setting up, Accepting, and Rescheduling Meetings]