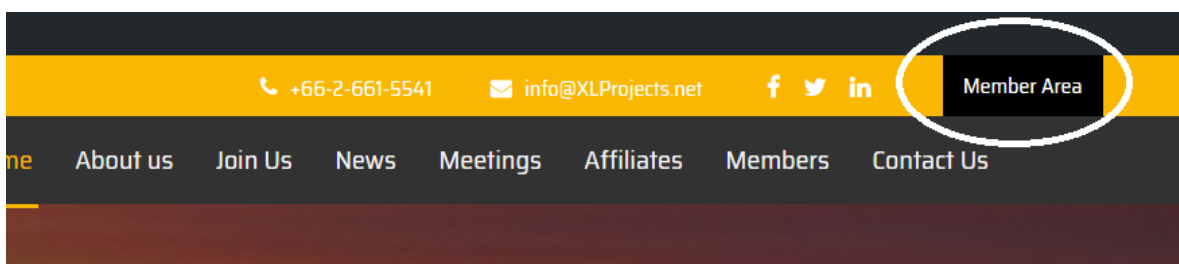


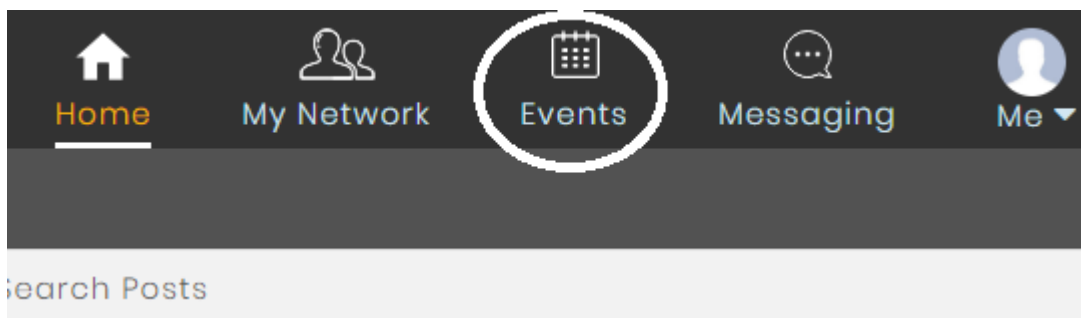
We are pleased to announce that our meeting scheduler has gone live, your username and password to login to the meeting scheduler is the same as your login to the website. The website URL remains the same: <https://xlprojects.net/>

Please read below for a step by step tutorial of the meeting scheduler. You can also watch a video tutorial [HERE](#)

1) To begin using the new meeting scheduler you have to log in first with the username and password above in the “Member Login” button on the top right hand corner



2) Once you are in the members area, you will see the “Events” button on the top banner of the page.



3) That will take you to the events page where you will see that the XLP AGM 2022 event is already listed. Click on “Read more >>”

<p>06 Sep 2022</p>	<p>XLP AGM 2022 – Bangkok, Thailand</p> <p>📍 138 Sukhumvit Rd, Khwaeng Khlong Toei, Khet Khlong Toei, Bangkok 10110 Thailand</p> <p>📅 06. Sep. 2022 to 09. Sep. 2022</p>	 <p>XLProjects AGM 2022 Landmark Hotel Bangkok, Thailand September 6 - 9, 2022</p>
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XLProjects' AGM 2022 will be held in Bangkok, Thailand XLProjects will hold its Annual General Meeting in Bangkok, Thailand from 6-9th September, 2022 *Refunds will be offered as follows: Cancellation 60 days before the event – full refund Cancellation between 30-60 days prior to the event – 50% refund Cancellation with less than 30 days [...]

[Read More >>](#)

4) Click on the 'Go to Scheduler' button



XLP AGM 2022 – Bangkok, Thailand

📍 138 Sukhumvit Rd, Khwaeng Khlong Toei, Khet Khlong Toei, Bangkok 10110 Thailand

📅 06. Sep. 2022 to 09. Sep. 2022

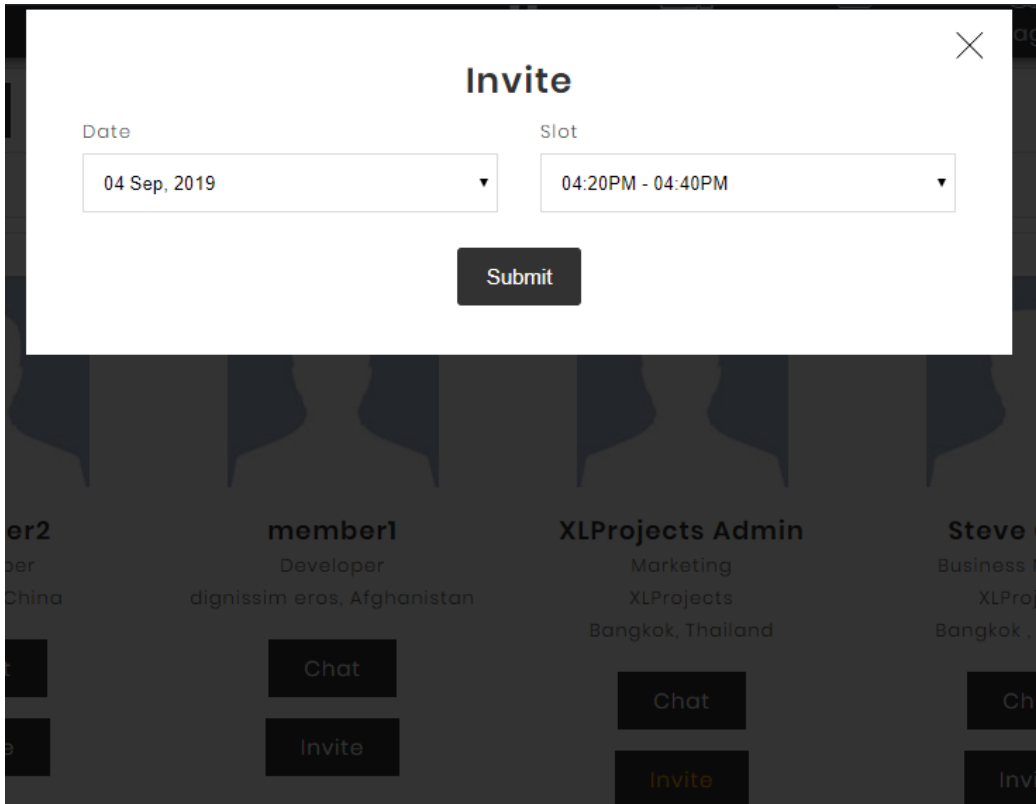
[Go to Scheduler](#)

5) You will be asked a question if you have attended any previous XLP AGM before, once you have answered you will be able to access the full scheduler.

6) Click on the "Participants" tab to see the attendees of the AGM. You can filter the attendees based on: Continent, Country, City, Company


A screenshot of a web interface for an event. At the top, there are navigation tabs: 'Schedule', 'Participants' (which is highlighted with a yellow underline and circled in black), 'Chat', and 'Settings'. On the far right, there is a small 'S' icon. Below the tabs is a 'CSV Export' button. Underneath are four filter dropdown menus: 'Continent', 'Company', 'Country', and 'City'. At the bottom of the screenshot, there are three blue silhouette icons representing people, indicating a list of participants.

7) Whoever you would like to meet with, click on the 'Invite' button below their name and choose the date and time you would like to meet them. Please note that it will only show the time slots that both of you have free.




8) Once you have invited that person, their name will appear on the “**Invitation Sent for Meeting**” section of the “Schedule” tab (please scroll towards the bottom of the page). If the person takes too long to accept your invitation, you can cancel that meeting and choose someone else to meet with instead. “**Invitations Received for Meeting**” are invitations that other attendees have requested to meet you. You can either Accept or Reject the invitation.

Invitation Sent for Meeting

	Admin Admin XLProjects Bangkok, Thailand	02.09.2019	10:20 am - 10:40 am	<input type="button" value="X Pending"/> <input type="button" value="X Cancel"/>
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Invitation Received for Meeting

Name	Date	Time Slot	Action	
	XLProjects Admin Membership Corrdinator XLProjects Bangkok, Thailand	04.09.2019	04:40 pm - 05:00 pm	<input checked="" type="button" value="✓ Accept"/> <input type="button" value="X Reject"/>

9) If you would like to block off your meeting schedule (having joint meetings with colleagues, have other commitments during those time slots, etc). Please do so by clicking on the time slots you would like to block off. For example, I would like to block off Sept 2, 2019 (10:00am – 10:20am), I will have to click on that time slot and a pop up will appear, click on the 'Block Slot' box and 'Submit'. You have now successfully blocked off that time slot. Repeat the steps for other time slots that you would like to block off.

Details

Event Date: 02 September, 2019

Slot timing: 10:00AM 10:20AM

Block Slot



Submit

If you haven't already, we suggest that upload your profile photo, please click on, "Me" and "View Profile" you will be able to upload your profile photo.

