

1

Schedule an Appointment with another attendee from one of several places in the event site:

The image displays three overlapping screenshots of the ACP Internal Medicine Meeting 2021 Virtual Experience website, illustrating different methods to schedule an appointment.

- Left Screenshot (Event Lobby):** Shows the "Event Lobby" page with a "Welcome Steve" message and a "Want to Connect?" section. A purple callout box points to the "Schedule Appointment" button in this section, with the text: "From the home page (Event Lobby)".
- Middle Screenshot (Create Appointment):** Shows a modal window titled "Create Appointment" with a date selector set to "Thursday 29".
- Right Screenshot (Attendees):** Shows the "Attendees" page with a search bar and a list of attendees. A purple callout box points to the "Schedule Appointment" button next to an attendee, with the text: "Find an attendee in Attendees and click 'Schedule Appointment'".

Appointments can be created between attendees or with participating exhibitors

2

To schedule the appointment, be sure to provide all the necessary information:

3

Click “**Send Appointment Invitation**” to send an email to the other attendee(s)

Meeting 2021: Virtual

Attendees Challenges

Sort by: Last Name

Schedule Appointment

Schedule Appointment

Appointment Type
Attendee Appointment

Attendees - Add

JL Jr' A

Time - Edit
Thursday, April 29 9:30 AM - 9:40 AM ET 2 of 2 Attendees A

Virtual Access
☒ Attendees can join this appointment virtually

Subject
Subject of the appointment

Description
Description of the appointment...

Private Note - Add

Send Appointment Invitation

Add as many people as you'd like

Choose a time/date available for all

Time and Location

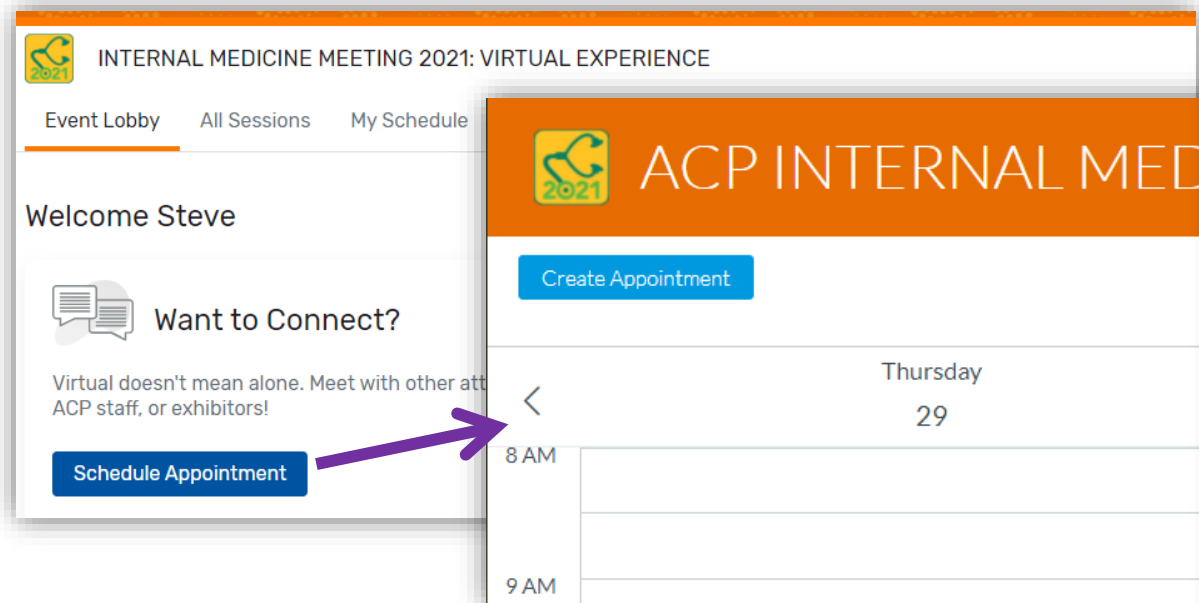
Thursday, April 29, 2021
Schedule is in Eastern Time

☒ Show times available for all

9:00 AM - 9:10 AM	You: Available	1 of 1 Attendees Available
9:00 AM - 9:15 AM Virtual Room Capacity: Unlimited	You: Available	1 of 1 Attendees Available
9:30 AM - 9:40 AM	You: Available	1 of 1 Attendees Available
9:30 AM - 9:45 AM Virtual Room Capacity: Unlimited	You: Available	1 of 1 Attendees Available
9:45 AM - 10:00 AM	You: Available	1 of 1 Attendees Available

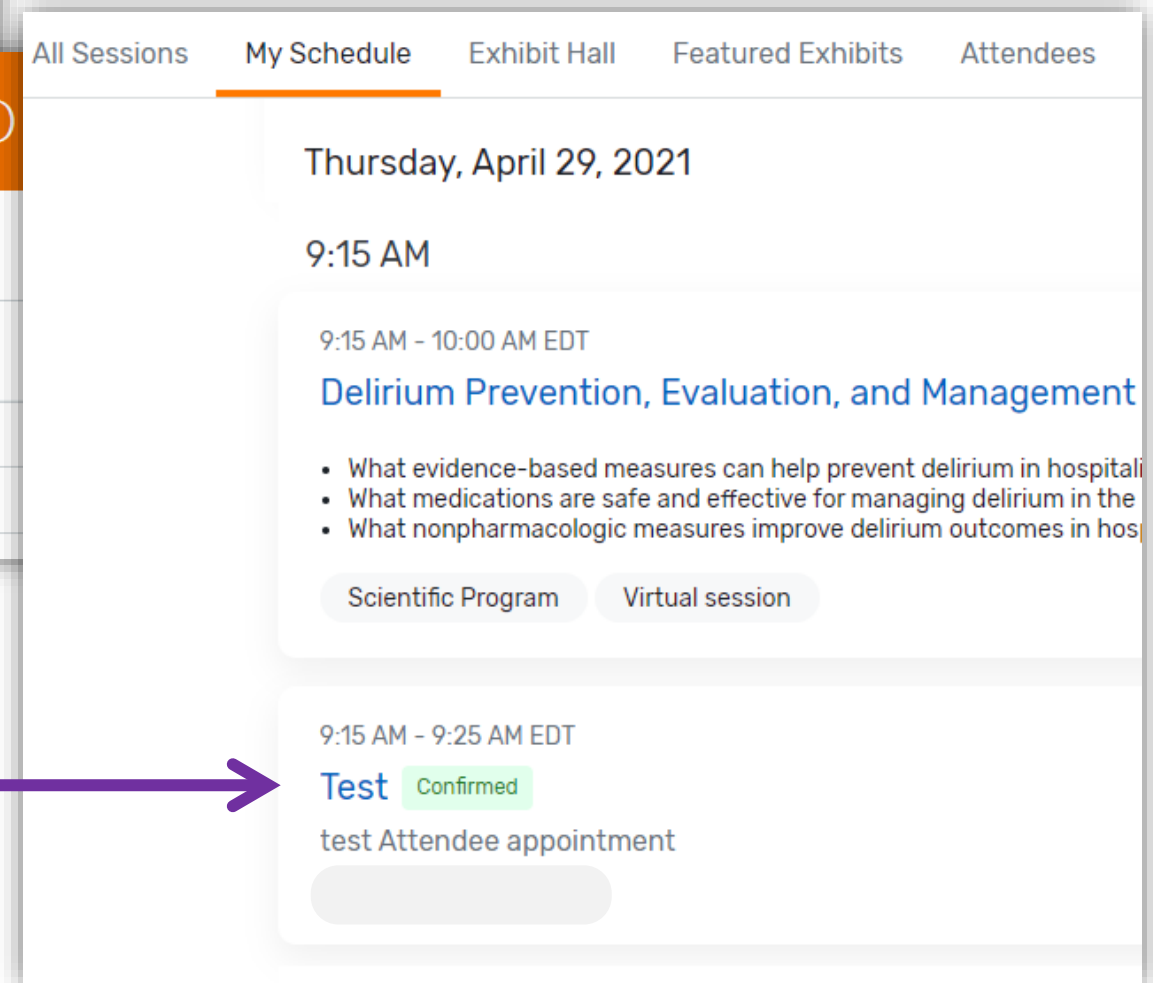
4

View your appointment calendar from the home page link (will include pending appointments):



5

Once attendee(s) accept your appointment, it will appear in your “**My Schedule**” along with your selected sessions



6

To attend the appointment when it's time, head to the **"My Schedule"** tab and click the appointment, then **Join**

The screenshot displays the 'My Schedule' tab in the ACP Internal Medicine Meeting 2021 interface. The main content area shows a list of appointments for Thursday, April 29, 2021. The first appointment is at 9:15 AM, titled 'Delirium Prevention, Evaluation, and Management', with a duration of 9:15 AM - 10:00 AM EDT. It is categorized as a 'Scientific Program' and a 'Virtual session'. The second appointment is at 9:15 AM - 9:25 AM EDT, titled 'Test', with a status of 'Confirmed'. A purple circle highlights the 'Test' title, and a purple arrow points from it to the 'Join' button in the appointment details panel on the right. The details panel shows the appointment status as 'Accepted', the date and time as Thursday, April 29, 9:30 AM - 9:40 AM ET, and buttons for 'Join', 'Edit', and 'Cancel appointment'. Below these are options to 'Add to Personal Calendar (Outlook, etc.)', a 'Description' field, a 'Private Note - Add' button, and a 'Host' section listing Steve Spadt, Sr. Vice President, Technology, American College of Physicians. The 'Attendees' section lists Dan Hoffmann, Director, IT, American College of Physicians.

All Sessions **My Schedule** Exhibit Hall Featured Exhibits Attendees

Thursday, April 29, 2021

9:15 AM

9:15 AM - 10:00 AM EDT

Delirium Prevention, Evaluation, and Management

- What evidence-based measures can help prevent delirium in hospital
- What medications are safe and effective for managing delirium in the
- What nonpharmacologic measures improve delirium outcomes in hos

Scientific Program Virtual session

9:15 AM - 9:25 AM EDT

Test Confirmed

test Attendee appointment

9:30 AM - 9:40 AM EDT

Testing the Attendee Appointments Confirmed

Description of the appointment...

✓ Your Status: Accepted

Join **Edit** **Cancel appointment**

🕒 Thursday, April 29
9:30 AM - 9:40 AM ET

📅 [Add to Personal Calendar \(Outlook, etc.\)](#)

Description
Description of the appointment...

Private Note - [Add](#)

Host

SS ✓ **Steve Spadt** - Available
Sr. Vice President, Technology
American College of Physicians

Attendees

DH ✓ **Dan Hoffmann** - Available
Director, IT
American College of Physicians

Click Join to begin

ACP Internal Medicine Meeting 2021: Virtual



INTERNAL MEDICINE MEETING 2021: VIRTUAL EXPERIENCE

[Event Lobby](#) [All Sessions](#) [My Schedule](#) [Exhibit Hall](#) [Featured Exhibits](#) [Attendees](#) [Challenges](#)

ACP Internal Medicine



INTERNAL MEDICINE MEETING 2021: VIRTUAL EXPERIENCE

[Event Lobby](#) [All Sessions](#) [My Schedule](#) [Exhibit Hall](#)



*ACP MKSAP 19

ACP Resource Center

Virtual room



Appointments with Exhibitors work the same way, but can be scheduled from the "Schedule" icon in participating exhibit booths



Meet Now



More Info



Schedule

*Appointment Type

Attendee Appointment



*Attendees - [Add](#)

*Time and Location - [Choose](#)

Virtual Access

☒ Attendees can join this appointment virtually [i](#)

* Subject

Description

Private Note - [Add](#)

[Send Appointment Invitation](#)

Exhibitor appointments allow you to select from the list of booth staff.