

My Meetings under **My Events** on the Virtuoso Events site allows an event attendee to send and receive invitations to personal meetings. All meetings can be set up by either party – a host or member attendee. Hosts are designated by Virtuoso Staff. This document focuses on how you to manage your meetings.

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Basics

Where does My Meetings live?

My Meetings can be found under My Events on the Virtuoso Events website at:
<http://virtuosomeetings.virtuoso.com/MyProfile/MyMeetings.aspx>

Who can access My Meetings?

Anyone with an active Virtuoso login and a completed registration for the event, e.g. 2023 Virtuoso Travel Week

When will My Meetings be available?

Now

What browsers and mobile devices is My Meetings supported on?

Chrome, Firefox, Edge, and Safari

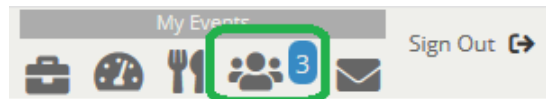
My Meetings is also supported on mobile devices, such as tablets and phones.

Have a comment or concern?

Email help@virtuoso.com.

My Meetings

To view your meetings, click the people icon in the top-right corner. If a number appears, it indicates the number of meeting requests that are awaiting your response.



You can manage My Meetings if you have a completed registration. Events are color-coded:

- **Teal** - You have a completed registration
- **Yellow** – You have an incomplete registration
- **Dark orange** – Your registration is inactive

My Meetings

You are in the right place to manage your personal meetings for an event! You must have a completed registration for an event in order to view meetings.

MY UPCOMING EVENTS

[Meetings from Past Events](#)

[Jump to Other Upcoming Events](#) [Expand all events](#) [Collapse all events](#)

6 weeks to go

You are Registered for

Virtuoso Travel Week 2023 - Las Vegas

August 12 - 18, 2023
Bellagio, Aria, Vdara
Registrant ID: 82201740
You do not have any scheduled meetings at this time.

[Create New Meeting](#)

[My Meeting Details](#)

About This Event

[Event Agenda](#) [Details](#) [Participants List](#)

About Me At This Event

[My Registration](#) [My Schedule](#) [My Meetings](#) [My Special Invites](#)

The event tile includes your current meeting counts, both meetings awaiting your response and meetings that are confirmed.

Click **Create New Meeting** to add a new meeting or **My Meeting Details** to manage existing meetings.

Create New Meeting

If you know an attendee that you want to meet with, the easiest way to create a new meeting is to enter the attendee's name or company or both and click **Search**.

My Meetings

[← Back to My Meetings](#) [My Meeting Details](#) [Block My Time](#)

Create New Meeting for

2023 Virtuoso Test Event

Look for a person to meet with

Search by a person or company to see when an attendee is available to meet.
Not sure who is attending? [View the Participants List.](#)

Name:

Company:

Members Partners Guest Staff

(Who is included in this search?)

Look for a meeting to join

Select a meeting type to view available hosts and schedules.

- #### Anytime Meeting

Schedule a meeting with another attendee.
Days and times vary on the individual person you are meeting with.
- #### Cruise Café

Schedule a meeting with select cruise lines.
Days and times vary on the individual person you are meeting with.
- #### Virtuoso Department

Schedule a meeting with various Virtuoso departments.
Days and times vary on the individual person you are meeting with.
- #### Virtuoso Preferred Partner Lounge

Schedule a meeting with preferred Virtuoso partners.
Days and times vary on the individual person you are meeting with.

Search Results include the attendee's name, advisor type (e.g. Owner, Manager, or Advisor), company, and sales region. If you cannot meet with someone, a friendly message appears. To only include people who can meet with, check *Only show people I can meet with*.

My Meetings

« Back to My Meetings My Meeting Details Block My Time


Create New Meeting for

2023 Virtuoso Test Event

Look for a person to meet with
Search by a person or company to see when an attendee is available to meet.
Not sure who is attending? [View the Participants List.](#)

Name: Members Partners Guest Staff
Company: (Who is included in this search?)

Search Results

Name	Company	Status
 Fernanda Nielsen	Virtuoso, Ltd.	<input type="button" value="Schedule an Anytime Meeting"/> <input type="button" value="Schedule Virtuoso Dept. Meeting"/>

Only show people I can meet with

Once you see the person you want to meet with, select the type of meeting that you'd like to schedule with them.

What are the different types of meetings?

- **Anytime Meetings:** Schedule a personal meeting with another attendee.
- **Cruise Café/Preferred Partner Lounge:** Schedule a meeting with select partners in their respective lounges.
- **Virtuoso Department:** Schedule a meeting with various Virtuoso departments and staff.

We'll use a Cruise Café meeting as our example – the process is similar for all meeting types. Steps 1 and 2 are pre-populated with you and the person you already selected.

My Meetings

Cruise Café

Schedule a meeting with select cruise lines.

Days and times vary on the individual person you are meeting with.

Only meetings eligible for your user type appear as selections below.

Your availability is affected by:

- Days of event attendance
- My Meetings that are confirmed
- Blocked personal time

Your availability is not affected by:

- Agenda sessions from event registration
- My Meetings that are awaiting a participant's response
- My Meetings that are declined or cancelled
- Reservations in My Special Invites

[Go to Create New Meeting](#)

[Go to My Meeting Details](#)

Schedule a Cruise Café Meeting for

2023 Virtuoso Test Event

1. Select a meeting

Amawaterways

2. Select a meeting host

Jay Cruise Lead
Virtuoso Cruise Training

3. Select a meeting time

For how long would you like to meet?

Mutually available time blocks are:

Monday, August 14th

8:00 AM - 8:30 AM	8:15 AM - 8:45 AM	8:30 AM - 9:00 AM	8:45 AM - 9:15 AM
9:00 AM - 9:30 AM	9:15 AM - 9:45 AM	9:30 AM - 10:00 AM	9:45 AM - 10:15 AM
10:00 AM - 10:30 AM	10:15 AM - 10:45 AM	10:30 AM - 11:00 AM	10:45 AM - 11:15 AM
11:00 AM - 11:30 AM	11:15 AM - 11:45 AM	11:30 AM - 12:00 PM	11:45 AM - 12:15 PM
12:00 PM - 12:30 PM	12:15 PM - 12:45 PM	12:30 PM - 1:00 PM	12:45 PM - 1:15 PM
1:00 PM - 1:30 PM	1:15 PM - 1:45 PM	1:30 PM - 2:00 PM	1:45 PM - 2:15 PM
2:00 PM - 2:30 PM	2:15 PM - 2:45 PM	2:30 PM - 3:00 PM	2:45 PM - 3:15 PM

In Step 3, select a meeting duration (if multiple duration lengths are allowed).

3. Select a meeting time

IMPORTANT! Though you can create My Meetings during Assigned and Matched Appointments, your appointment table or track must be covered Monday - Thursday, 8 AM to 4:30 PM. And distances can be deceiving. It might seem like you can dash over for a Cruise Café or Services & Air Lounge meeting, but it will take you longer than you think. Plan accordingly, and your aching feet (not to mention the person you are scheduled to meet with) will thank you.

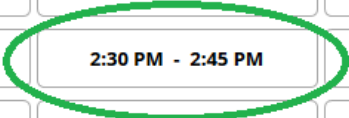
For how long would you like to meet? 



Mutually available time blocks are:

Monday, August 12th

8:00 AM - 8:15 AM	8:15 AM - 8:30 AM	8:30 AM - 8:45 AM	8:45 AM - 9:00 AM
9:00 AM - 9:15 AM	9:15 AM - 9:30 AM	9:30 AM - 9:45 AM	9:45 AM - 10:00 AM
10:00 AM - 10:15 AM	10:15 AM - 10:30 AM	10:30 AM - 10:45 AM	10:45 AM - 11:00 AM
11:00 AM - 11:15 AM	11:15 AM - 11:30 AM	11:30 AM - 11:45 AM	11:45 AM - 12:00 PM
12:00 PM - 12:15 PM	12:15 PM - 12:30 PM	12:30 PM - 12:45 PM	12:45 PM - 1:00 PM
1:00 PM - 1:15 PM	1:15 PM - 1:30 PM	1:30 PM - 1:45 PM	1:45 PM - 2:00 PM
2:00 PM - 2:15 PM	2:15 PM - 2:30 PM	2:30 PM - 2:45 PM	2:45 PM - 3:00 PM
3:00 PM - 3:15 PM	3:15 PM - 3:30 PM	3:30 PM - 3:45 PM	3:45 PM - 4:00 PM
4:15 PM - 4:30 PM	4:30 PM - 4:45 PM	4:45 PM - 5:00 PM	



The possible times are based on mutual availability. You, the selected participant, and the meeting itself must have time in common. If you do not see a time that you think you should, then either the selected participant has a blocked schedule, your schedule is blocked, or the meeting itself does not allow that time. For instance, if Cruise Café ends at 5 PM, times after 5 PM are not presented as options.

Select an option by clicking a timeframe.

In Step 4, you can add additional attendees to a meeting, if allowed. This is subject to meeting type and host preference.

4. Include other participants (if applicable)

Additional participants can be added if:

1. They have availability for the entire duration of the meeting.
2. They are eligible for this type of meeting.

Additional participants are added as optional, meaning they will not be able to reschedule this meeting or modify other meeting participants.

Availability for optional attendees is checked at the time you add them. If you change the meeting time, optional attendees may or may not be available at the new time.

Who else do you want to include?

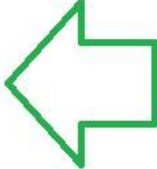
No additional participants selected

This meeting allows a maximum of 4 participants.

5. Write a subject and message for the invitation

Subject

Message



6. Send the meeting request

Request Meeting **Never Mind, Start Over**

In Step 5, enter a *Subject* and *Message* – these are required and it will not move forward without them.

In Step 6, click **Request Meeting**. A prompt appears before the meeting invitation is sent. Once you create the meeting, an email notification is sent to the other meeting participants.

My Meeting Details

My Meetings

Back to My Meetings Create New Meeting Block My Time

My Meeting Details for 2023 Virtuoso Test Event

[Reset Options](#)

Filter Options Expand to filter your meeting details.

[Download my confirmed meetings as PDF](#) [Collapse All Days](#) [Expand All Days](#)

Date	Meeting Title	Time	Status
Saturday, August 12, 2023	No meetings match your currently selected Filter Options.		
Sunday, August 13, 2023	No meetings match your currently selected Filter Options.		
Monday, August 14, 2023	Amawaterways with Jay Cruise Lead	8:00 AM - 8:30 AM	Waiting for Response
Tuesday, August 15, 2023	Virtuoso Department Meeting - Virtuoso Events with Ray Marie Sullivan CMP	8:15 AM - 8:30 AM	Waiting for Response
Wednesday, August 16, 2023	Abercrombie & Kent, LLC. with Jay Onsite Lead	2:00 PM - 2:30 PM	Waiting for Response
Thursday, August 17, 2023	No meetings match your currently selected Filter Options.		

On **My Meeting** Details, you see all your meetings in all statuses. Use Filter Options to find a particular meeting.

Click a day to see all meetings on that day. On a day, click the small black triangle to see a meeting's details.

You can also download a PDF of your confirmed meetings.

Statuses:

- Needs My Response – You need to accept or decline the meeting
- Waiting for Response – You sent the request and are waiting for the other person to respond.
- Confirmed – The meeting request was sent and accepted.
- Declined – The meeting request was sent and declined.
- Cancelled – The meeting request was sent and accepted but then cancelled later.

The details of the meeting include meeting type, name, location, date, and times.

Monday, August 12, 2019

Waiting for Response MON 12 AUG 2:30 PM - 2:45 PM **Cruise Café with American Queen Steamboat Company - hosted by Bob** with Nora Parry

Needs My Response MON 12 AUG 3:00 PM - 3:15 PM **Cruise Café with American Queen Steamboat Company - hosted by Bob**
Vdara: Vinoly and Rafael
hi there
let's meet
Participants:
✉ Bob Salmon — American Queen Steamboat Company
✉ Nora Parry — KK Travels Worldwide
Meeting Id: 39352
[Add Comment](#) [View History](#)

Confirmed MON 12 AUG 4:00 PM - 4:15 PM **Cruise Café with American Queen Steamboat Company - hosted by Bob** with Leonora Arnold

The *Participants* section includes all participants along with an icon indicating their attending status.

Click the blue envelope ✉ to send a participant a message. Click the green plus + to add an additional participant.

You can also add a comment or view the meeting history.

Actions:

- Click **Accept** to confirm the meeting.
- Click **Reschedule** to select a different date or time.
- Click **Decline** to inactivate the meeting.

Once a meeting is confirmed, you can still view the same details for participants, comments, and history.

Monday, August 12, 2019

Status	Date	Time	Host
Waiting for Response	MON 12 AUG	2:30 PM - 2:45 PM	Bob
Confirmed	MON 12 AUG	3:00 PM - 3:15 PM	Bob
Confirmed	MON 12 AUG	4:00 PM - 4:15 PM	Bob

Reschedule
Cancel

Participants:

- Leonora Arnold — Montrose Travel
- Bob Salmon — American Queen Steamboat Company

Meeting Id: 39347

[Add Comment](#) [View History](#)

Actions:

- Click **Reschedule** to select a different date or time.
- Click **Cancel** to inactivate the meeting.

If you do have to decline or cancel a meeting, you are given an opportunity to explain why.

Cancel This Meeting?

Are you sure you want to cancel this meeting for **Monday, August 12 at 4:00 PM**?

If you would like to let other attendees know why you are cancelling this invitation, you can enter a note in the space below.

So sorry I must cancel!

Yes, Send Message & Cancel Meeting

Never mind! Do nothing

If a meeting is declined or cancelled, you can still view the same details for participants, comments, and history.

Monday, August 12, 2019

Status	Date	Time	Meeting Title	Host
Waiting for Response	MON 12 AUG	2:30 PM - 2:45 PM	Cruise Café with American Queen Steamboat Company	Bob
Confirmed	MON 12 AUG	3:00 PM - 3:15 PM	Cruise Café with American Queen Steamboat Company	Bob
Cancelled	MON 12 AUG	4:00 PM - 4:15 PM	Cruise Café with American Queen Steamboat Company	Bob

Cancelled Meeting Details:

Location: Vdara: Vinoly and Rafael
Learning More About Your Products
Looking forward to it!

Participants:

- Leonora Arnold — Montrose Travel
- Bob Salmon — American Queen Steamboat Company

Comments:

So sorry I must cancel! — BS

Meeting Id: 39347 [View History](#)

Click **Reschedule** to select a date and time for the meeting and send a new invitation.

Blocking My Time

As a registered event attendee, you can block off your schedule for personal time. You will not be shown as available during these times while others are scheduling meetings with you. On the Create New Meeting page, you can select Block My Time in the upper right corner.

Create New Meeting for

2023 Virtuoso Test Event

Look for a person to meet with

Search by a person or company to see when an attendee is available to meet.
Not sure who is attending? [View the Participants List.](#)

Name:

Company:

Members Partners Guest Staff

(Who is included in this search?)

Look for a meeting to join

Select a meeting type to view available hosts and schedules.

Anytime Meeting

Schedule a meeting with another attendee.
Days and times vary on the individual person you are meeting with.

Cruise Café

Schedule a meeting with select cruise lines.
Days and times vary on the individual person you are meeting with.

Virtuoso Department

Schedule a meeting with various Virtuoso departments.
Days and times vary on the individual person you are meeting with.

Virtuoso Preferred Partner Lounge

Schedule a meeting with preferred Virtuoso partners.
Days and times vary on the individual person you are meeting with.

Block My Time

You are in the right place to block personal time on your schedule! You will not be able to send or receive meeting invitations during a time that is blocked.



Your availability is affected by:

- Days of event attendance
- My Meetings that are confirmed
- Blocked personal time



Your availability is not affected by:

- Agenda sessions from event registration
- My Meetings that are awaiting a participant's response
- My Meetings that are declined or cancelled
- Reservations in My Special Invites

[Go to My Schedule for this event](#)

[Go to My Meeting Details for this event](#)

2023 Virtuoso Test Event

Shortcuts

Quickly block time for all days you are attending.

Block all my days at specific times Block all my days at all times

Block all my days before Block all my days after Block all my days from

08:00AM
06:00PM
12:00PM to 01:00PM

Time Color Key

My Confirmed Meetings
My Pending Meetings
Personal Time

You can block time only on days that you are registered to attend.

Show my availability on

To block time on a different day, select that day in the above Show my availability on drop-down.

Saturday August 12

7AM	
8AM	
9AM	
10AM	
11AM	
12PM	
1PM	

There are two ways to block your schedule – you can do it all at once using the Shortcuts feature or manually each day using the grid below.

The color coding on your calendar is as follows:

- **Teal** – Confirmed meetings
- **Yellow** – Pending meetings
- **Dark orange** – Personal time (blocked off to others for scheduling meetings)

This schedule does NOT account for any agenda sessions or special invites.