

**HANDBOOK
MEETING SCHEDULING
VIRTUAL BUSINESS ROUND**










Guide for scheduling meetings



This guide is made so that you can easily understand the meeting scheduling process through the Koyag platform. In 13 simple steps we will explain how you should enter the platform and then schedule your meetings.




1. You will receive an email with a personalized link that will take you to the meeting scheduling platform.

Pacific Alliance e-Business Roundtable to United Kingdom > Valid application: Go to your profile and participate!  Recibidos x

 **Alianza del pacífico** <e-ruedaukprochile@koyag.com> 17:44 (hace 2 minutos)   

 inglés >  español [Traducir mensaje](#) [Desactivar para: inglés](#) x

 E-rueda De Negocios De La Alianza Del Pacifico A Reino Unido

Hello Eduardo Garrido!

We are glad to inform you that your participation in the first e-business roundtable to the United Kingdom that will take place from Monday 29th June to Thursday 2nd July has been ACCEPTED

This status allows you to log in into the system using your username and password to verify your business schedule, confirm appointments proposed by suppliers and suggest new ones.

To participate you just have to:

1. Accept the invitation by entering the link in this email.
2. Enter with your registration email and create your password.
3. Check your profile! Make sure you are clear and simple. Your profile is your and your company's letter of introduction.
4. Start scheduling meetings from June 16th at 00.00 hrs! This process extends until June 26th.
5. Participate in the business conference from June 29th to July 2nd

[Accept invitation](#)

Your acceptance will be confirmed if by June 22th you comply with the minimum number of appointments in your business schedule required to attend the e-business roundtable, on the contrary your participation will be canceled.

Best regards,
THE PACIFIC ALLIANCE

2. You will access a "login" and you must create a password. You will use this password later to be able to enter the platform.

KOYAG


Regístrate para unirte a las actividades de Koyag - 2019

Necesitamos algo de información para crear una cuenta para **eduardo@koyag.com**

Nombre * Eduardo Apellido * Garrido

Crear Contraseña *

Sabemos que probablemente no eres un robot, pero tenemos que preguntártelo: **¿Eres un robot?**

No soy un robot  reCAPTCHA
Privacidad - Términos

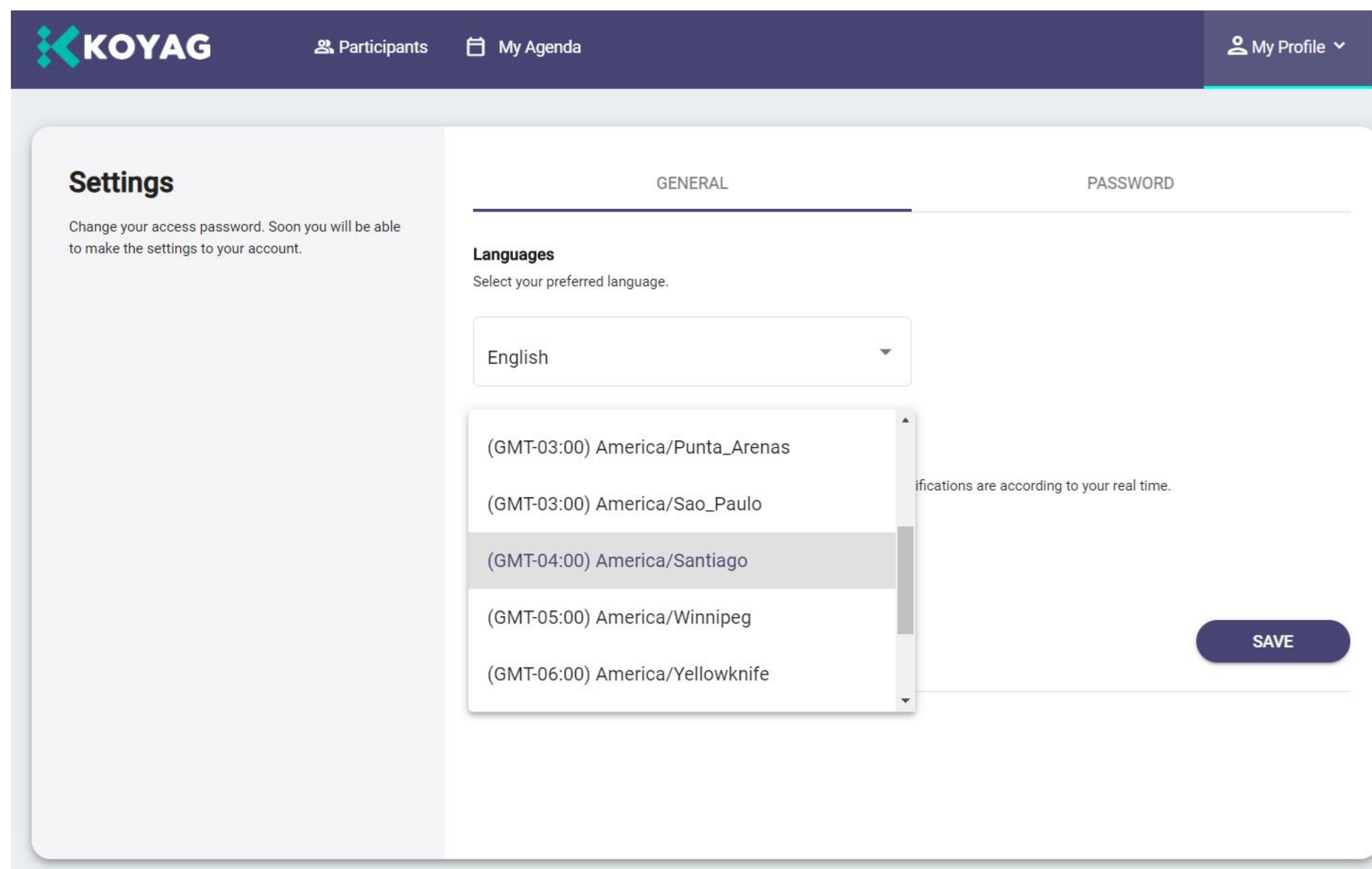
Al registrarte, confirmas que has leído y aceptado nuestro [Aviso para usuarios](#) y nuestras [Políticas de privacidad](#)

REGISTRARME

Demo Koyag 2019

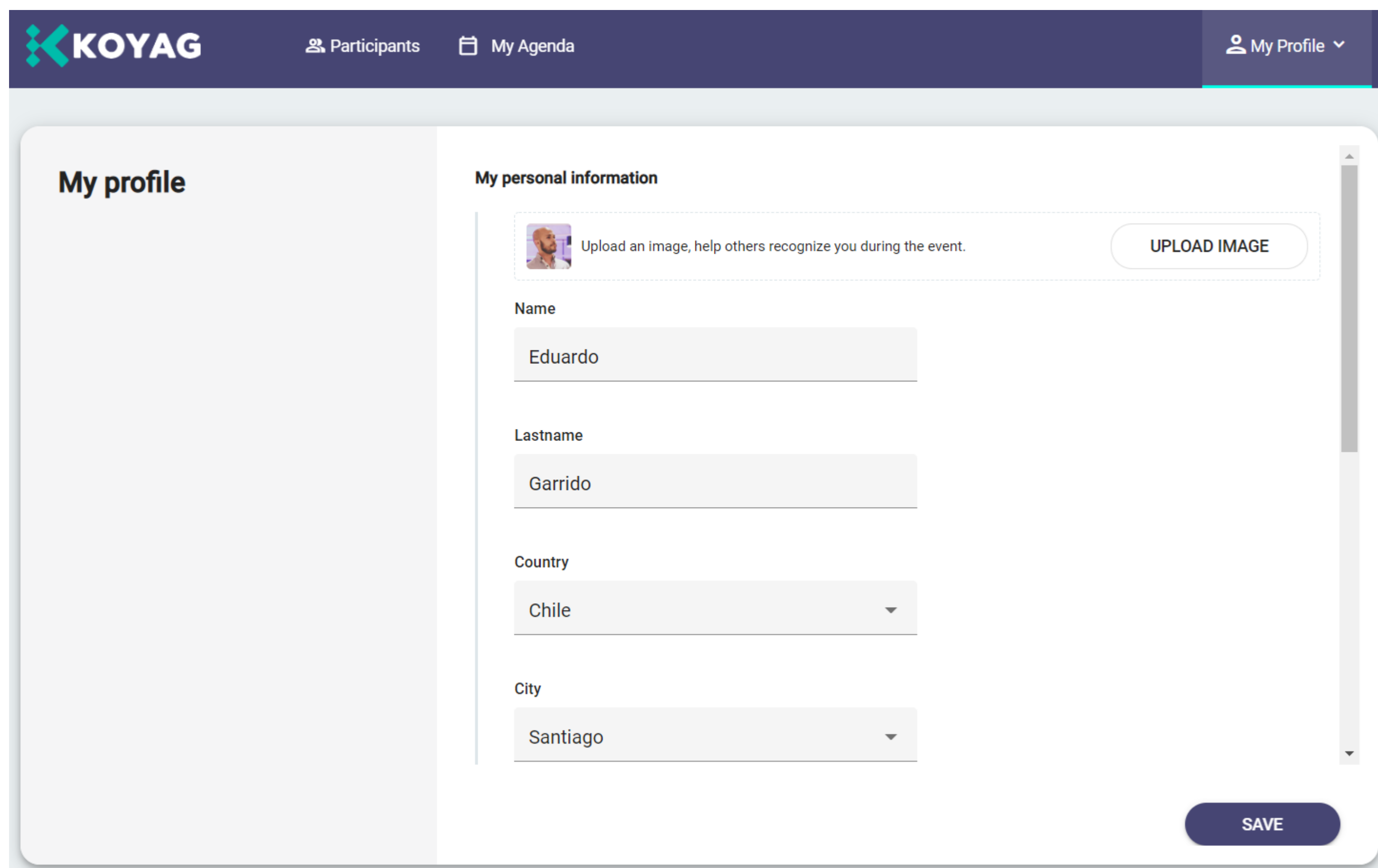
Hola! Esto es una demo para que puedas interactuar con nuestra herramienta de ruedas de negocios. En ella podrás ingresar desde un

3. The first thing you should do is configure your time zone according to the country where you are located. This is very important so that your appointments in your calendar are perfectly synchronized and do not get confused with the schedules on the day of the event.



The screenshot shows the KOYAG user interface. At the top, there is a dark blue navigation bar with the KOYAG logo on the left, and links for 'Participants', 'My Agenda', and 'My Profile' on the right. Below the navigation bar, the main content area is divided into two sections: 'Settings' on the left and 'GENERAL' on the right. The 'Settings' section contains a message: 'Change your access password. Soon you will be able to make the settings to your account.' The 'GENERAL' section has two tabs: 'GENERAL' (active) and 'PASSWORD'. Under the 'GENERAL' tab, there is a 'Languages' section with the instruction 'Select your preferred language.' and a dropdown menu currently showing 'English'. Below the language dropdown is a time zone selection dropdown menu that is open, showing a list of time zones: '(GMT-03:00) America/Punta_Arenas', '(GMT-03:00) America/Sao_Paulo', '(GMT-04:00) America/Santiago' (which is highlighted), '(GMT-05:00) America/Winnipeg', and '(GMT-06:00) America/Yellowknife'. To the right of the time zone dropdown, there is a note: 'Notifications are according to your real time.' At the bottom right of the settings area, there is a dark blue 'SAVE' button.

4. Then you will be directed to your profile that will be preloaded with information from your application form. You can edit information and you can also add a profile photo and a logo of your company. This is very important, since when you request a meeting, your partner will see this information to decide whether to schedule a meeting with you or not.




The screenshot displays the 'My profile' page on the KOYAG platform. The top navigation bar includes the KOYAG logo, 'Participants', 'My Agenda', and 'My Profile'. The main content area is titled 'My profile' and contains a section for 'My personal information'. This section includes an 'UPLOAD IMAGE' button, a text input field for 'Name' (filled with 'Eduardo'), a text input field for 'Lastname' (filled with 'Garrido'), a dropdown menu for 'Country' (set to 'Chile'), and another dropdown menu for 'City' (set to 'Santiago'). A 'SAVE' button is located at the bottom right of the form.

KOYAG Participants My Agenda My Profile

My profile

My personal information

 Upload an image, help others recognize you during the event. **UPLOAD IMAGE**

Name
Eduardo

Lastname
Garrido

Country
Chile

City
Santiago

SAVE

5. Once you have finished your profile, go to the “participants” section to start scheduling meetings.

You must have your full profile to be able to schedule meetings.



KOYAG Participants My Agenda My Profile

Participants

From here you can view the list of participants and schedule business meetings.

Meetings scheduled: 1

To request business meetings, you must complete your profile

COMPLETE MY PROFILE

Participants (4)

Search... [Filter]

- Julian Koyag** (Brunei Darussalam)
test en Copec
SCHEDULED MEETING
- Bob Esponja** (Chile)
Cocinero en Krusty Krab
REQUEST SENT
- Participante Demo 2** (Chile)
Jefa en Shell
AVAILABLE
- Participante Demo 1** (Chile)
CEO en Nombre empresa
AVAILABLE

SET UP VIDEO AND AUDIO

6. You have a filter where you can select types of participants with different categories or also your meeting status with other participants.

The screenshot displays a mobile application interface for managing a meeting agenda. At the top, there is a dark blue header with 'My Agenda' on the left and 'My Profile' on the right. Below the header, the main content area is titled 'Participants (4)' and includes a search bar. Two participant entries are visible: 'Julian Koyag (Brunei Darussalam)' with a 'SCHEDULED MEETING' status, and 'Bob Esponja (Chile)' with a 'REQUEST SENT' status. A red box highlights a filter icon in the top right of the participant list, which is linked by a red arrow to a 'Filters' modal. The modal, titled 'Filters', shows a dropdown menu for 'Estado de reunión' with five options, all of which are checked: 'Select all', 'Available', 'Re-arrange received', 'Re-arrange requested', and 'Request not accepted'. At the bottom of the modal is a dark blue button labeled 'APPLY FILTERS'.

My Agenda My Profile

Participants (4)

Search...

Julian Koyag (Brunei Darussalam)
test en Copec
SCHEDULED MEETING

Bob Esponja (Chile)
Cocinero en Krusty Krab
REQUEST SENT

Filters

Estado de reunión

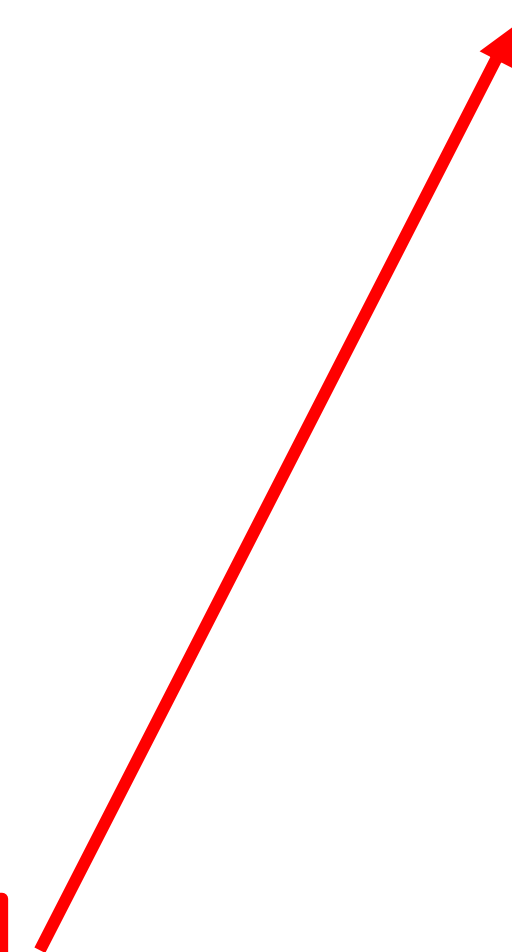
- Select all
- Available
- Re-arrange received
- Re-arrange requested
- Request not accepted

APPLY FILTERS

7. By clicking on some of the users, you will be able to see the participant's profile and decide if you want to request a meeting.

The screenshot displays a user interface with a dark blue header labeled 'My Agenda'. Below the header, there is a section titled 'Participants (4)' with a search bar. A list of four participants is shown, each with a profile picture, name, role, and location, and a status tag. The selected participant, 'Participante Demo 2 (Chile)', has a detailed profile view open on the right. This profile includes a person icon, the name 'Participante Demo 2 (Chile)', and a section for 'Entity information' with a building icon, the name 'Shell', and the company type 'Organización sin ánimo de lucro'. At the bottom of the profile view, a dark blue button with the text 'REQUEST MEETING' is highlighted with a red rectangular border.

Here you can request a meeting.



8. When you receive a meeting request, you can accept and schedule a time that suits you.

The image shows a mobile application interface with two main sections. On the left, a 'My Agenda' screen displays a list of participants under the heading 'Participants (4)'. A search bar is visible. A white modal window titled 'Schedule meeting' is overlaid on the screen, prompting the user to 'Select date and time of the meeting'. The modal contains two dropdown menus: 'Date' with the value '30-06-2020' and 'Time'. At the bottom of the modal are two buttons: 'BACK' and 'SCHEDULE MEETING'. On the right, a 'Participant details' screen for Julian Koyag (Brunei Darussalam) is shown. It features a 'REQUEST RECEIVED' notification, a text message 'You received a meeting request from Julian Koyag', and two buttons: 'ACCEPT' and 'NOT ACCEPT'. Below this is the 'Entity information' section for Copec, identified as a 'Company type' and 'Organismo gubernamental'.

My Agenda

Participants (4)

Search...

Schedule meeting
Select date and time of the meeting

Date
30-06-2020

Time

BACK SCHEDULE MEETING

Participant details

Julian Koyag (Brunei Darussalam)

REQUEST RECEIVED

You received a meeting request from Julian Koyag

ACCEPT

NOT ACCEPT

Entity information


Copec

Company type
Organismo gubernamental


Do **Participante Demo 1** (Chile)
CEO en Nombre empresa
AVAILABLE

9. When you receive a meeting request, you will also receive a notification email that will take you directly to the user's profile within the platform.

Evento version 2019 > Request to schedule meeting Recibidos x 🖨️ 🔗

 **Demo Koyag**
para mí ▾ 17:48 (hace 3 minutos) ☆ ↶ ⋮

🌐 inglés ▾ > 🌐 español ▾ [Traducir mensaje](#) Desactivar para: inglés x

 **KOYAG** Evento Version 2019

Hi Eduardo:

You have a meeting request for the **Evento version 2019** event

Hello, my name is Julian Koyag (test) Copec, and I would like to have a meeting with you during the Evento version 2019 event.

[Send a reply to Julian Koyag](#)

10. If you need to reschedule a meeting, you can go to the profile of the respective user and send him or her a time proposal for the new schedule of the meeting in accordance to the available hours of your agenda.

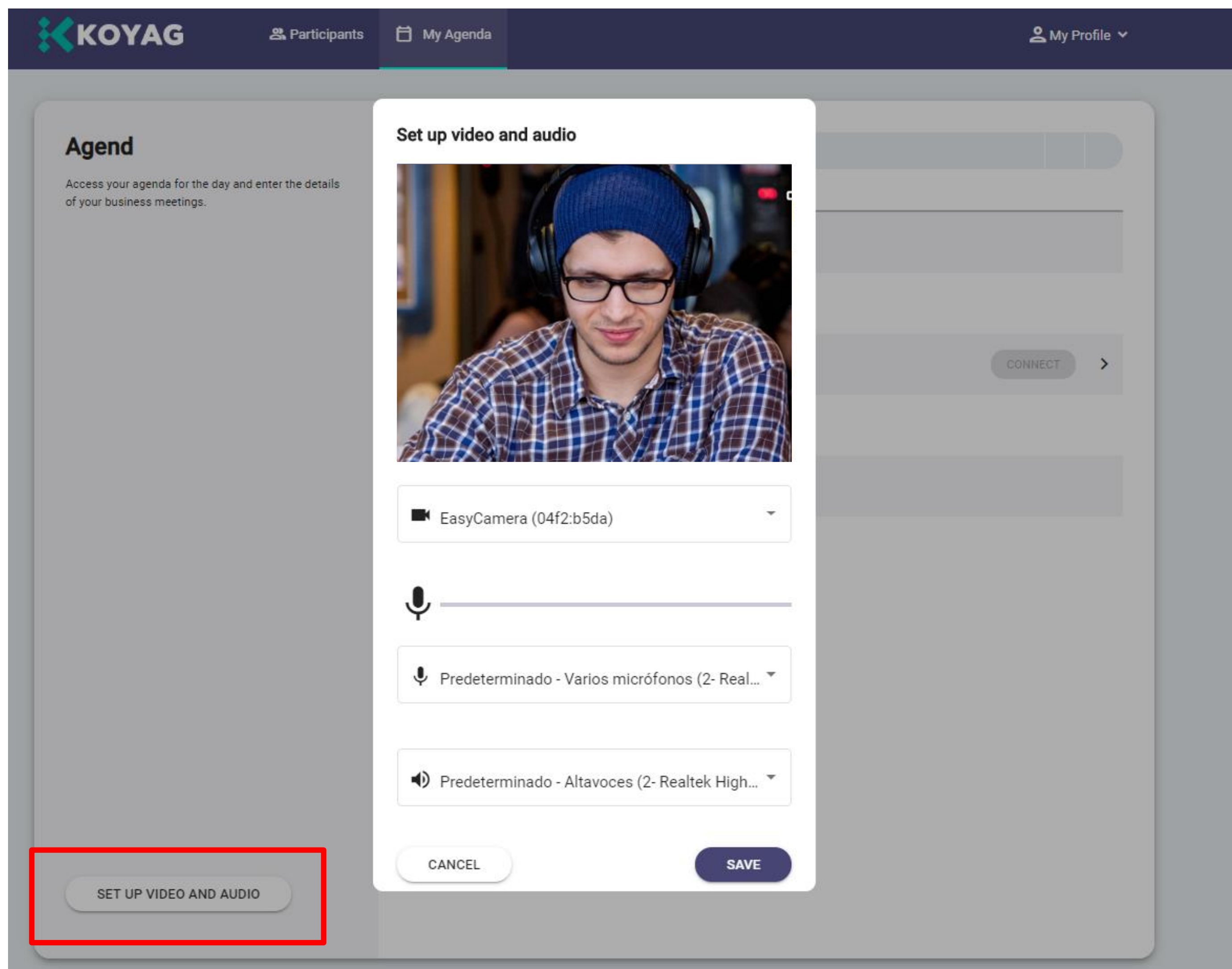
The image shows a screenshot of a meeting management interface. On the left, a dark navigation bar contains 'Participants' and 'My Agenda'. A white dialog box titled 'Reschedule meeting' is overlaid on the screen. It contains the text: 'Please, select one or more hours to request the rescheduling of the meeting.' Below this, under the heading 'Available hours', there are four options, each with a checkbox and a time slot: '30-06-2020 a las 10:30', '30-06-2020 a las 10:36', '30-06-2020 a las 10:48', and '30-06-2020 a las 10:54'. At the bottom of the dialog are 'CANCEL' and 'REQUEST CHANGE' buttons. On the right, the 'Participant details' page for Julian Koyag (Brunei Darussalam) is visible. It shows a 'SCHEDULED MEETING' for 'Tuesday, 30 de June de 2020 a las 10:42, Sala 1'. Below the meeting details are 'CANCEL MEETING' and 'RESCHEDULE MEETING' buttons. The 'RESCHEDULE MEETING' button is highlighted with a red rectangle. Below this, the 'Entity information' section shows the Copec logo and the text 'Company type Organismo gubernamental'.

11. In the “My Agenda” section you will have all your meetings scheduled and you can also check the profiles of the users with whom you have meetings.

The screenshot displays the KOYAG application interface. At the top, there is a dark blue navigation bar with the KOYAG logo on the left, and three menu items: 'Participants', 'My Agenda' (which is highlighted with a red underline), and 'My Profile' with a dropdown arrow. Below the navigation bar, the main content area is divided into two sections. On the left, there is a sidebar titled 'Agend' with the subtitle 'Access your agenda for the day and enter the details of your business meetings.' At the bottom of this sidebar is a button labeled 'SET UP VIDEO AND AUDIO'. The right section is titled 'Meetings scheduled (1)' and contains a table with the following data:

#	Time	Meeting	
1	10:30		
2	10:36		
3	10:42	Julian Koyag - test, Copec Sala 1	CONNECT >
4	10:48		
5	10:54		

12. We recommend you to enter into the platform a few minutes before your scheduled appointments to verify that your camera and microphone are working correctly.



13. On the days of the event, you can have all your meetings scheduled from the same “My Agenda” section.

The screenshot shows the KOYAG 'My Agenda' interface. At the top, there are navigation tabs for 'Participants', 'My Agenda', and 'My Profile'. The 'My Agenda' tab is active. On the left, there is a sidebar with the heading 'Agend' and a sub-heading 'Access your agenda for the day and enter the details of your business meetings.' Below this is a button labeled 'SET UP VIDEO AND AUDIO'. The main content area displays a notification: 'Your meeting #3 at 18:22 with Julian Koyag has started. minus 53 segundos for the end of the meeting. [Enter here](#)'. Below the notification is a section titled 'Meetings scheduled (1)' which contains a table of meetings. The table has three columns: '#', 'Time', and 'Meeting'. The third row is highlighted and contains the following information: '# 3', 'Time 18:22', and 'Meeting Julian Koyag - test, Copec Sala 1'. To the right of this row is a dark blue button with the text 'CONNECT' and a right-pointing chevron. A red box highlights this button. A red arrow points from the text on the right towards this button.

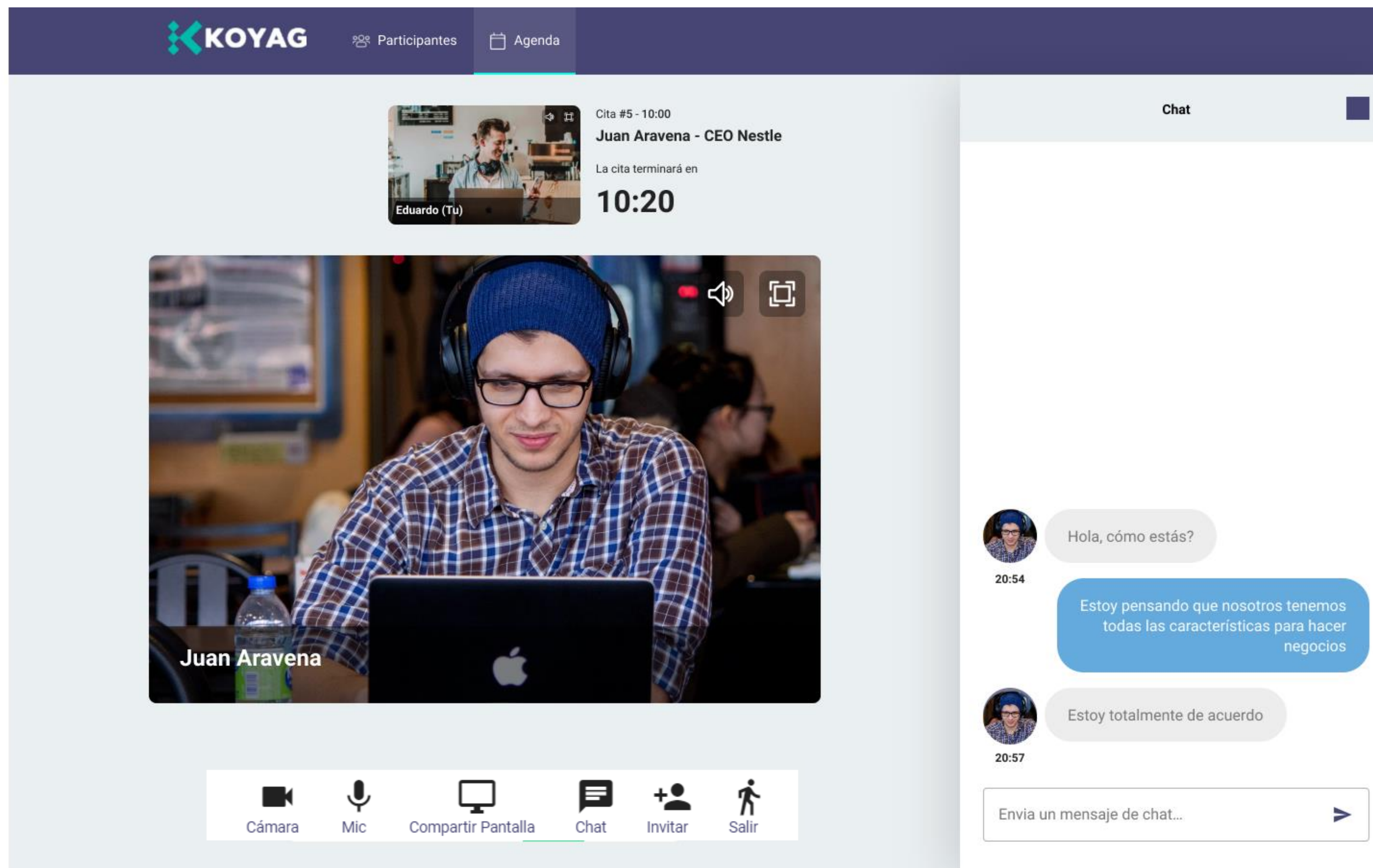
#	Time	Meeting
1	18:10	
2	18:16	
3	18:22	Julian Koyag - test, Copec Sala 1
4	18:28	
5	18:34	

You will be informed at all times when and with whom you must connect according to the appointment times that you scheduled prior to the event.

The buttons to connect to your meetings will be unlocked the moment you have your meeting.

On the day of the event you must connect from the Google Chrome browser to ensure an excellent experience.

14. By connecting from "My Agenda" to your meeting, you can have your meeting on the same platform.



14. If you wish to invite someone of your organization to the meeting, you only have to click the “invite” button and share the generated link with the respective person.

The screenshot displays the KOYAG virtual meeting interface. At the top, there is a dark blue header with the KOYAG logo and navigation tabs for 'Participantes' and 'Agenda'. The main area shows a video feed of Juan Aravena (CEO Nestle) with a 'Cita #5 - 10:00' overlay indicating the meeting time and a countdown to 10:20. A white dialog box is overlaid on the video, containing the text: 'Comparte esta link con la persona que quieres que asista a la reunión. Sólo puedes invitar a una persona en esta reunión. https://ruedavirtualpromperu.koyag.com/hgv-frio-tby Copiar datos de acceso'. A red arrow points from the 'Invitar' button in the bottom control bar to the dialog box. The bottom control bar includes icons for 'Cámara', 'Mic', 'Compartir Pantalla', 'Chat', 'Invitar', and 'Salir'. On the right side, a chat window is visible with messages: 'Hola, cómo estás?' (20:54), 'Estoy pensando que nosotros tenemos todas las características para hacer negocios' (20:54), and 'Estoy totalmente de acuerdo' (20:57). A text input field at the bottom of the chat says 'Envía un mensaje de chat...'.

15. Once your meeting is over, you should answer a brief evaluation about the result of the meeting you had.

The screenshot displays the KOYAG meeting interface. At the top, there is a dark blue header with the KOYAG logo on the left, and navigation options for 'Participants', 'My Agenda', and 'My Profile' on the right. A central white modal window is overlaid on the meeting content, which is dimmed. The modal contains the following text and form elements:

The meeting with Julian Koyag has ended
Please answer this evaluation that will be available in your agenda, by clicking on the description of this appointment.

Evaluation

Question 01

Question 02

Question 03

At the bottom of the modal is a dark blue button labeled 'SEND ANSWERS'. Below the modal, the name 'Julian Koyag' is visible. At the very bottom of the screen, there is a dark blue bar with icons for 'Chat' and 'Salir' (Exit).



If you have any question, feel free
to reach us at hola@koyag.com