**Depending on if your Meeting is one day or 5 days, you can easily manage your agenda with these simple tools.**

Graphical user interface, text, application

Description automatically generated

**Contributions**:

Adding a Talk:

Graphical user interface, application

Description automatically generated



**Session Blocks:**

If you want to create a **session** with multiple talks.

**Create a Session:**

Graphical user interface, text, application, email

Description automatically generated

You can change the duration by minutes or hours.

The session will inherit the location of the meeting from its settings, but you can always change the location and give each session different color.

**Create a Block of time: *(Should be the same duration as the session)***

Graphical user interface, text, application, email

Description automatically generated

**Go to the Block to add Contributions:**

Graphical user interface, application

Description automatically generated

Graphical user interface, application

Description automatically generated

Background pattern

Description automatically generated

**And you can see the final product:**

Graphical user interface, text, application

Description automatically generated

Graphical user interface, text, application

Description automatically generated