MEETINGS

Meetings within CPMS,

Any panel member can schedule/attend meeting within the virtual consultation panels, meetings are available from the Panel Selection stage until the Sign Off stage. There are two types of meetings: the recurrent ERN meeting and the individual meetings.

How to Schedule an Individual CPMS Meeting

In order to schedule a new meeting we will have to go into the CPMS system, access the panel, on the top click the “Schedule meeting” button.

1. A new window will come up in order to set the details of the meeting. There you will have to write the title, a short description and the type of meeting. In the individual meeting you will have to set the date, time and duration. Once all the details are completed, click on “Schedule Meeting”.

2. Once the meeting is scheduled you will find the details, please click on Participants to invite other panel members to the meeting.
3. You will find here the list of panel members that are contributing to the panel, next to the name you will find the option “Invite”. There is also the possibility of inviting other professionals that are not part of the panel, you just have to write their name in the lower bar and clicking the blue button “Invite”. This step is very important since only the invited members will have access and will have the option to join. Now you can close the window by clicking “Close”.

4. Once back in the panel you will find a specific section for your meeting in the time line. This meeting section will be visible for all the panel member, but only those invited to the meeting will find a link to join.
5. There is an option to test the video before joining the meeting, this might be useful to ensure you have a relatively good internet connection and the necessary camera and microphone well connected.

6. Once you are ready to join you just have to click on the “Join meeting” button and the window meeting will automatically appear on the corner.