

# How do Virtual Meetings work?

Once you have a meeting scheduled:

- You will receive an email reminder 10 minutes before the meeting is set to begin with a link to join the virtual meeting room.
- You can also join directly from the platform. Under **"My Schedule"**, click the meeting details. The **"Open Virtual Meeting Room"** button will become active 5 minutes before the meeting starts.
- The virtual meeting room will open a new tab on your computer and your browser will request access to your microphone and camera.

The screenshot displays a user profile for Cameron Litcher, Audience Engagement Coordinator at Clarion Events, with a chat button. Below is a 'Details' section with information on common connections, attraction types, and interests. To the right, a 'Meetings with Cameron Litcher' section shows a confirmed meeting for Tuesday, January 19, 2021, from 1:30pm to 1:50pm in a Virtual Meeting Room. The meeting is organized by Kenzie Jones and attended by Cameron Litcher. A modal window is open with an 'Open Virtual Meeting Room' button highlighted by a green arrow, along with 'Cancel' and 'Reschedule' options. A note at the bottom of the modal states: 'Virtual meeting room will be available 5 minutes before meeting starts.'

*Google Chrome is the preferred browser for Grip Virtual Meetings.*