

partneringONE® Digital Time Zone Information

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partneringONE®

EBDGROUP

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 **informa connect**



Time Zone

- partneringONE **automatically** detects and displays your time zone from your device.
- **The time displayed in brackets is YOUR** local time zone.
- 14:00 (05:00, +1) “+1” indicates your meeting takes place a day after the event time.
- The first time zone is the event's local time zone.



The screenshot shows a mobile agenda interface. At the top, it says 'Agenda Meeting schedule'. Below that, it identifies the delegate as 'Martina Ranne'. The main section is titled 'Personal agenda' and shows a meeting entry for '14:00-14:30 (05:00-05:30, +1)'. A red callout box points to the time '14:00 (05:00, +1)' in the meeting entry, with the text: '14:00 is the Event Time (05:00, +1) is YOUR Time from your device'.

24 Hour Partnering

- Partnering will run across **24 hours** at virtual events.
- Your availability **defaults to unavailable**.
- You **must** open slots you wish to be available for meetings.
- Take a few minutes to **set your availability accordingly** for all event days.
- Only take meetings at times that suit you based on your local time zone, **do not set all slots to 'Available'**.


03:30-04:00 (06:30-07:00) Not available		03:30 (06:30)
04:00-04:30 (07:00-07:30) Available		04:00 (07:00)

Time Zone Setting

☰ **partneringONE**  Jancee Curl 

Current password*
.....

TIME ZONE SETTINGS

Time zone
Automatic (local time zone) 

Settings
Logout
Help

Time zone setting defaults to “Automatic” and detects your device's time

To change the “Automatic” time zone setting go to **Settings – Edit** and choose the correct time zone from the drop-down.

Time Zone Converter

- **Time zone conversions** appear anywhere where times are listed in partneringONE.
- The time zone in brackets is **your local time**.
- When exporting to your private calendar all meeting times will be synced correctly.
- If your computer is in the same time zone as the event, no conversion will be displayed, and you only see one time zone.

Time & Place
02:30-03:00 (05:30-06:00)

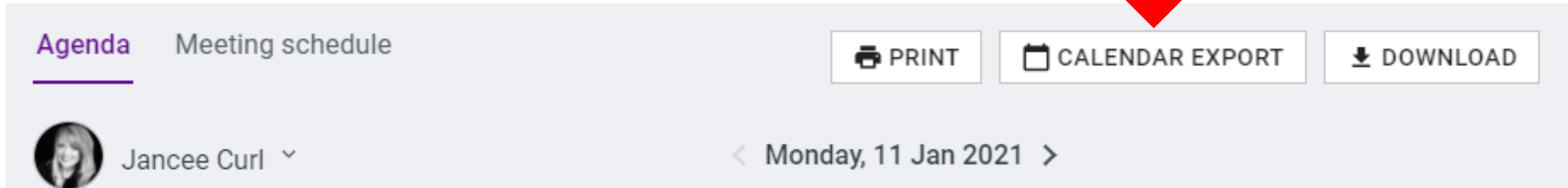
partneringONE is Integrated with Zoom

- Zoom video links will be **automatically assigned** a few days before the event.
- **[Download the Zoom App](#)** for an optimized experience or simply click on the link to enter your meeting.
- A test link is available to trial on the partneringONE Dashboard.



Important: Only enter your assigned Zoom room during the scheduled date and time.

Calendar Export



The screenshot shows a meeting agenda interface. At the top left, there are two tabs: 'Agenda' (which is underlined) and 'Meeting schedule'. To the right of these tabs are three buttons: 'PRINT' with a printer icon, 'CALENDAR EXPORT' with a calendar icon, and 'DOWNLOAD' with a download icon. A large red arrow points down to the 'CALENDAR EXPORT' button. Below the tabs, there is a profile picture of a woman and the name 'Jancee Curl' with a dropdown arrow. To the right of the profile is a date selector showing '< Monday, 11 Jan 2021 >'.

Did you know you can export your partnering meetings to your personal calendar?
- Use the “**Calendar Export**” button to do so.

Important: Export your calendar **after** the Zoom links are published to download the Zoom links into your personal calendar.

New meeting request

From * **Martina Rannertshauer** ▼

To * ▼

Participants * **Martina Rannertshauer** × ⊕

Contact Information Select the contact details you'd like to disclose from your profile with all participants:

Mobile number ✎ EDIT

Email mrannertshauer@ebdgroup.com

Subject *

Type your message here



Contact Sharing

- Share your contact information in lieu of a business card for easy follow up.
- Sharing contact details is completely optional.



Questions?

Email the partnering team at:

partneringteam@informapl.onmicrosoft.com