Book **private meetings at TK2020**

1. **Find your people**
   - **Desktop:** From the home screen, click **People.** Then select **Participants.** Click on the profile of the participant(s) you want to meet. Then, click the handshake icon to start planning a meeting.
   - **Mobile:** Tap **Schedule a Meeting** directly from the home screen.

2. **Choose a time**
   - The app will show dates and times you are both/all available. Choose your preferred time slot and click on **Continue.**

3. **Pick a space**
   - You will see all available locations for the specified time slot, including your private meeting suite in the TK Playground. Pick what works for you!

**Meeting status explained**

- If the Participant you invited agrees to meet, you’ll see **“Accepted”** under the meeting status. If they don’t respond, it will remain on your calendar as **“Pending Acceptance.”** If they decline, the meeting status will display as **“Declined.”**

**Questions? Please email bclivio@td.org.**