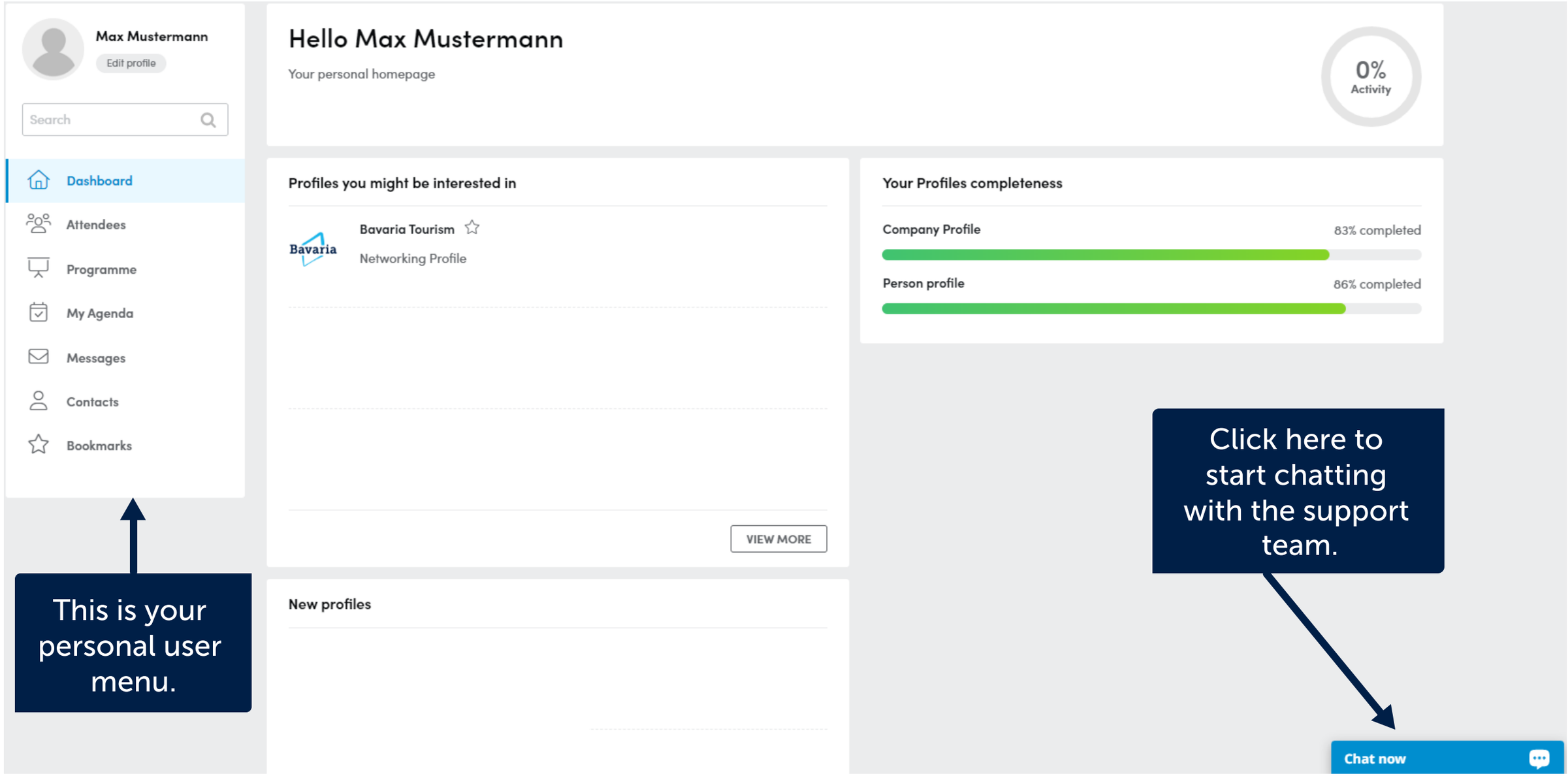
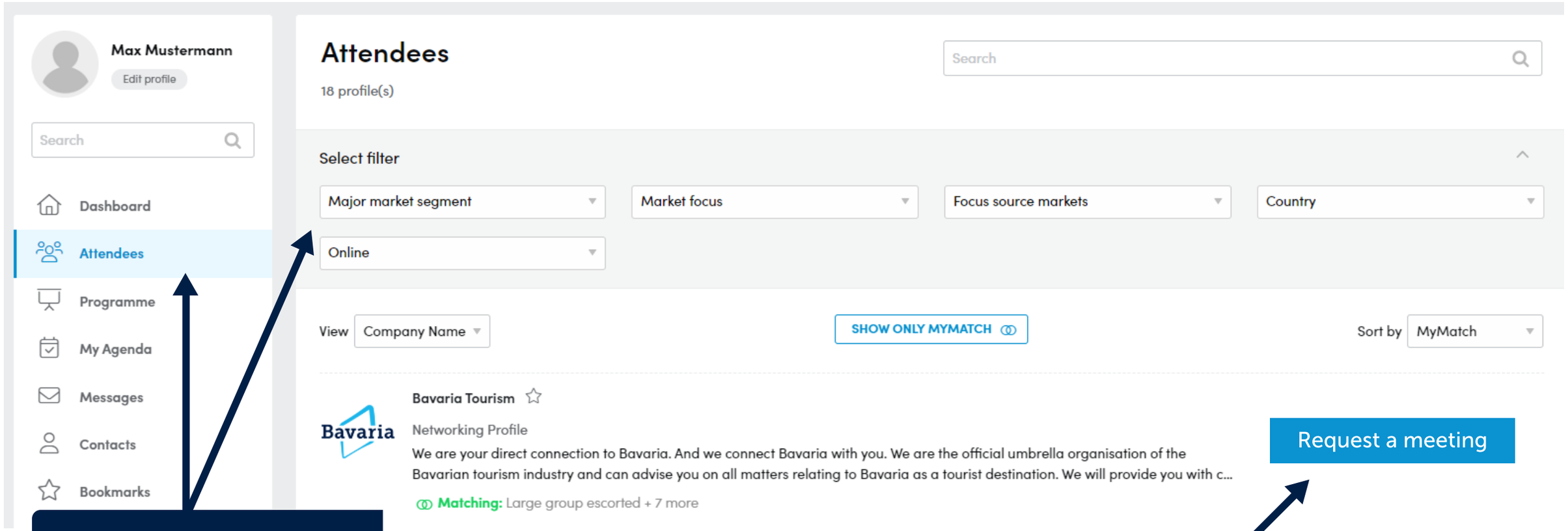
# How-To-Manual

Bavaria Workshop 2024

# 1 Getting started on your dashboard



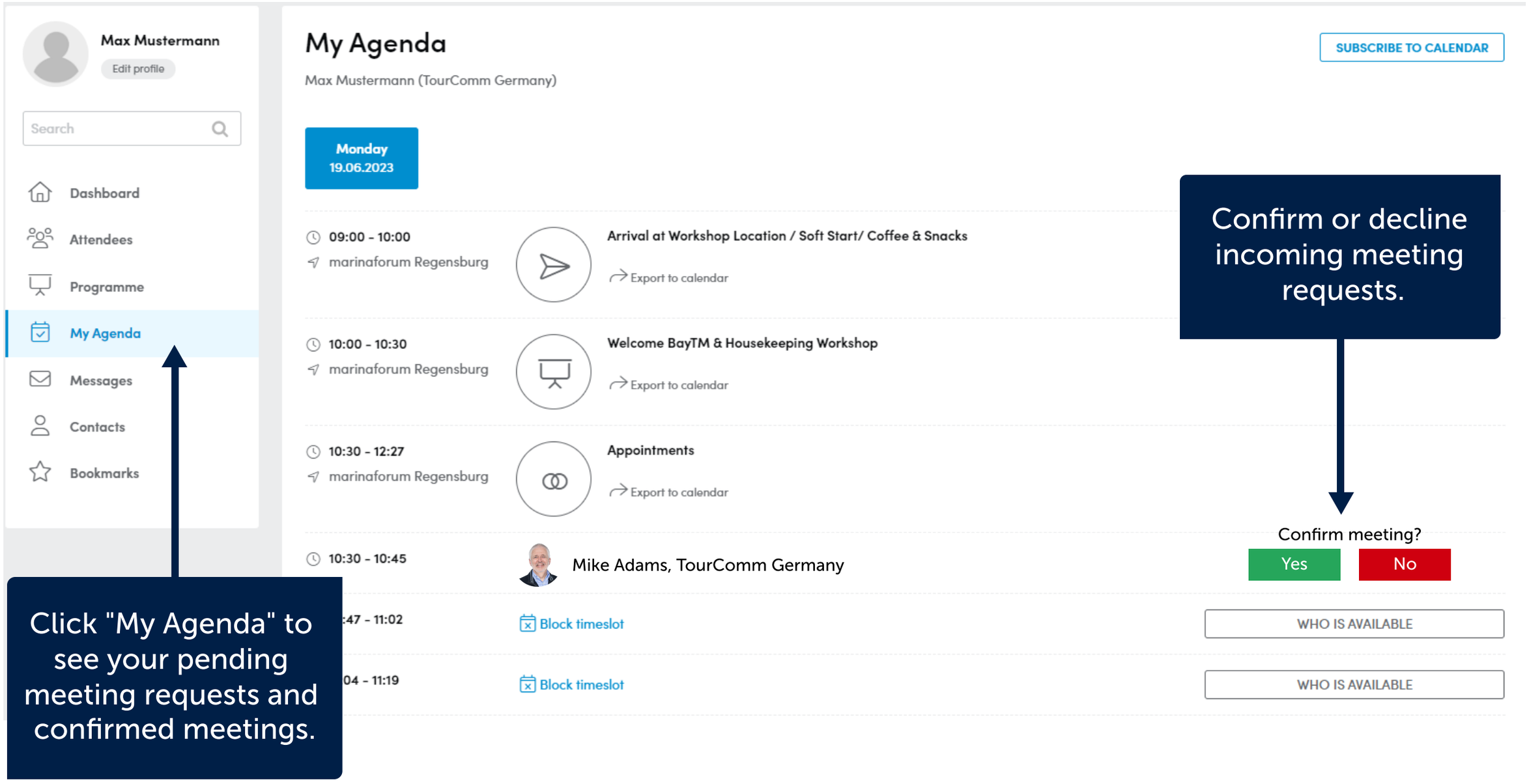
# 2 Set up your meeting schedule




Click "Attendees" and select appropriate filters to find the people you would like to meet.

Click "Request a meeting" to fill your meeting schedule.

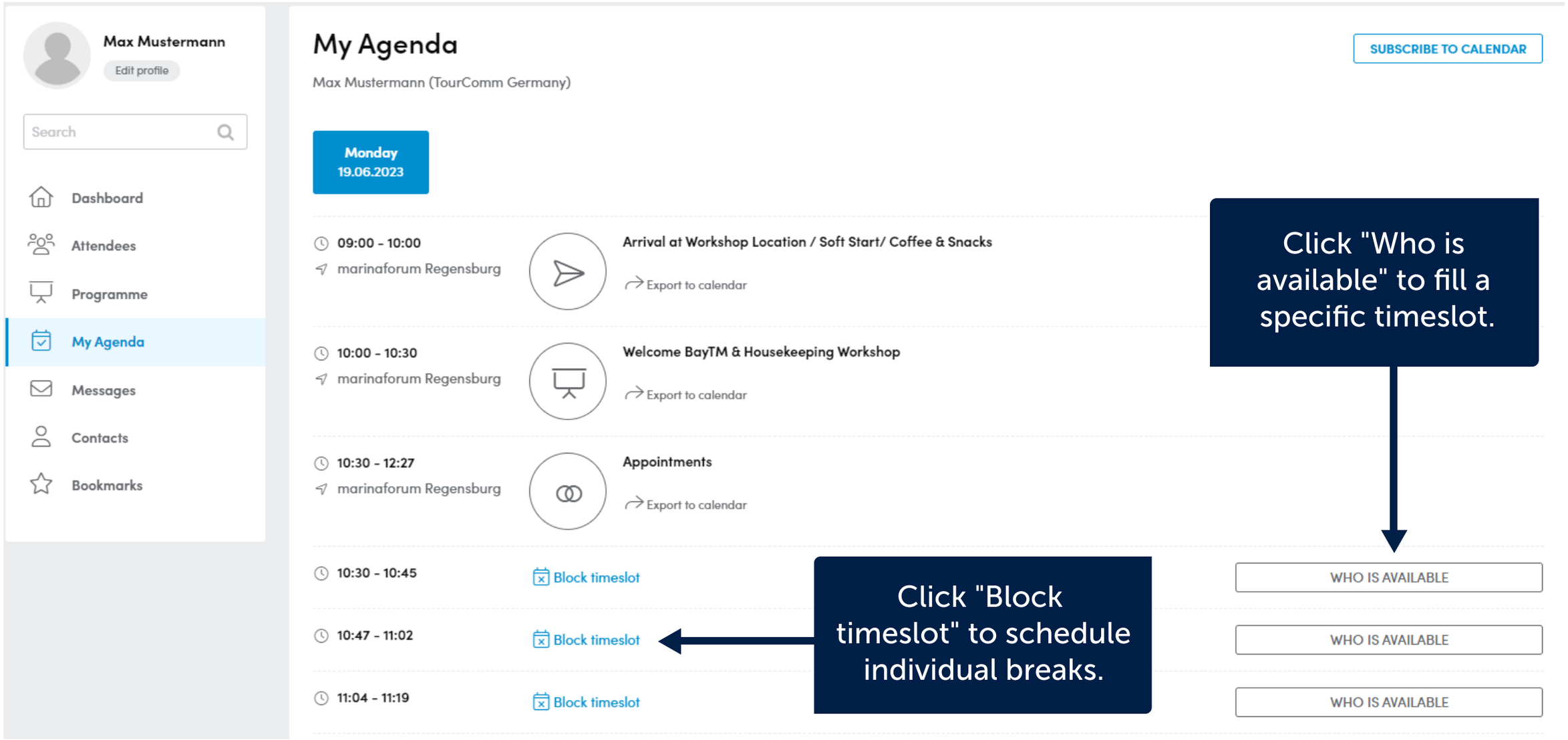
# 2 Set up your meeting schedule




Click "My Agenda" to see your pending meeting requests and confirmed meetings.

Confirm or decline incoming meeting requests.

# 2 Set up your meeting schedule



# Need more support?

Please don't hesitate to use the **LiveChat** on the website or to contact the technical support team at:
bavaria@tourcomm-germany.com or +49 (0)6201 60208 13.