




# Invite people to a Workplace

## Plan a meeting with coordinator tools

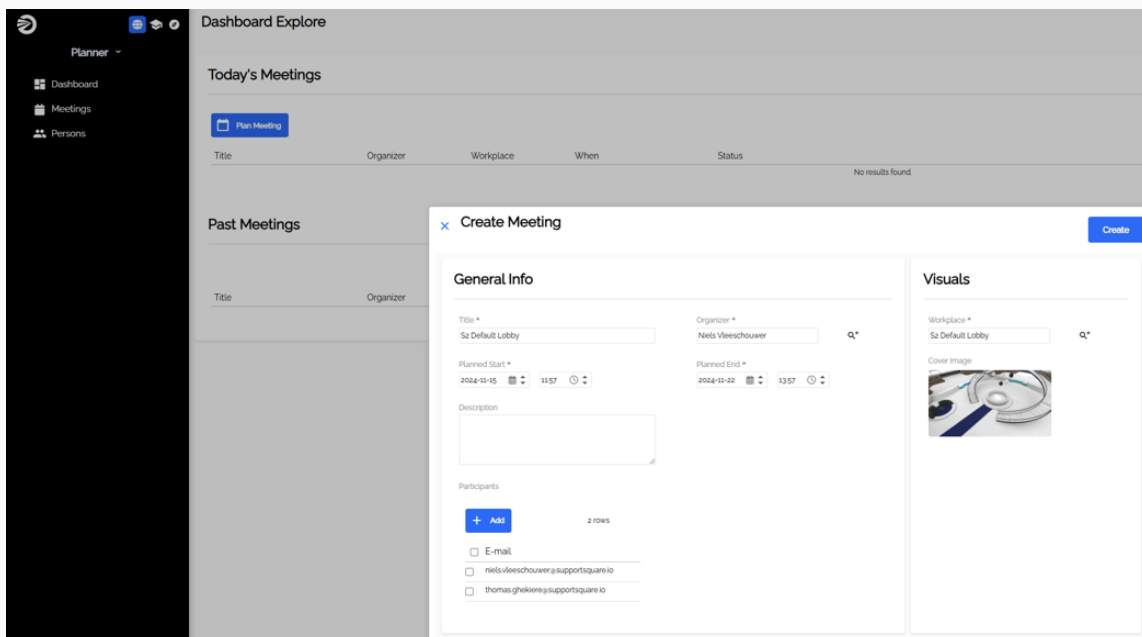
This option is ideal if you want to organize a formal guided tour or experience. You will attend the meeting in VR with your participants.

### Note

Make sure **Explore square** is selected. You can change squares by clicking on the corresponding icon. 

### Note

Make sure you have the **Planner** role. You can change roles by clicking on them and switch to another one in the list.



The screenshot shows the 'Dashboard Explore' interface. On the left is a dark sidebar with a 'Planner' menu. The main area is titled 'Dashboard Explore' and contains two tables: 'Today's Meetings' and 'Past Meetings'. Both tables are currently empty. A 'Plan Meeting' button is visible above the 'Today's Meetings' table. A 'Create Meeting' dialog box is open in the foreground, showing a form with the following fields:

- General Info:**
  - Title: 'S2 Default Lobby'
  - Organizer: 'Niels Veeschouwer'
  - Planned Start: '2024-11-15 11:57'
  - Planned End: '2024-11-22 13:57'
  - Description: (empty text area)
  - Participants: A list with an '+ Add' button and '2 rows'. The list contains:
    - E-mail
    - niels.veeschouwer@supportsquare.io
    - thomas.ghelkere@supportsquare.io
- Visuals:**
  - Workplace: 'S2 Default Lobby'
  - Cover image: A small image of a VR headset.

- Click on 'Plan Meeting'.
- Give a title to your meeting. This could be the name of an event or exhibition for example.
- Add people from your organization. You and your invitees will receive a pin code by email to join your explore environment.