## 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 attent the meeting in VR with your participants.

| Note  |   |                        |  |  |
|---|---|------------------------|--|--|
| Make sure Ex  | <b>xplore square</b> is seled                                       | cted. You can change s | squares by clicking o  | n the corresponding                                |
|   |   |                        |  |  |
| Note  |   |                        |  |  |
| Make sure you have the <b>Planner</b> role. You can change roles by clicking on them and switch to another one in the list. |   |                        |  |  |
| € Deshboard<br>∰ Meetings<br>♣ Persons  | Dashboard Explore Today's Meetings Today's Meetings Title Organizer | Workplace When         | Status<br>No resultst  |  |
|   |   |                        | PRO PESONA P   | AUTA.  |
|   | Past Meetings   | × Create Meeting       |  | Create   |
|   | <u>Title</u> Organizer  | Ceneral Info           | Organizer *<br>Netic Vieleschouwer<br>Planned End *<br>anaelstaaz ∰ € 1357 © € | Visuals<br>workploe *<br>Store trage<br>Core trage |

- Click on 'Plan Meeting'.
- Give a title to your meeting. This could be the name of an event or exhibition for example.