

# MyConfer - Add Presenters to Your Meeting

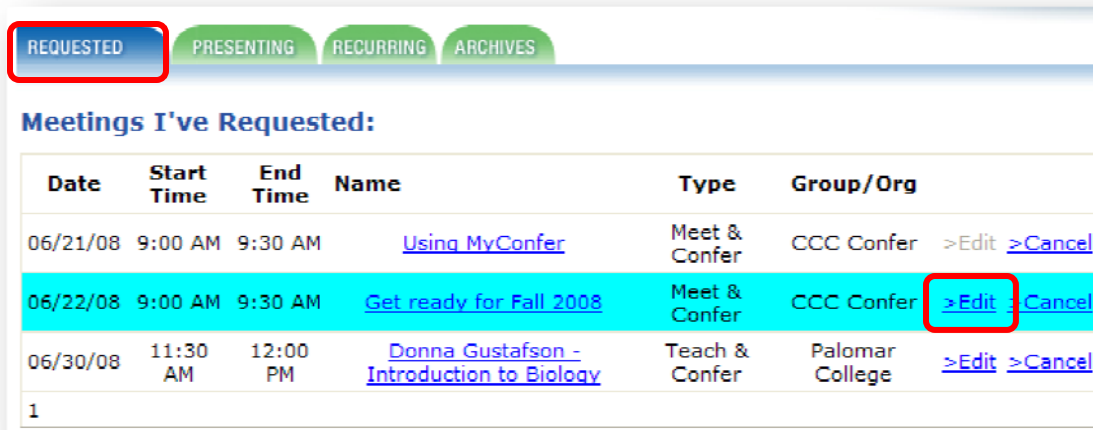
Add Presenters to any meeting you request after the request is confirmed (you received email details).

The new presenter must be a member of **MyConfer** and the includes the same Group/Organization or College.

Note: MyConfer members can update their profile to include other Groups/Organizations or Colleges.

1. Log into **MyConfer** > **MyMeetings** tab
2. Select the **Requested** tab and click **Edit** next the meeting.
3. From the list, find the person to add as a Presenter. (If a name is not listed, that person has not included the organization in their profile.)
4. Click to highlight the name then click the right arrow.
5. Click **Add Participants & Presenters**; the added name will appear in the Presenters box.

All added presenters automatically receive a copy of the meeting confirmation details.



Meetings I've Requested:

Date	Start Time	End Time	Name	Type	Group/Org	
06/21/08	9:00 AM	9:30 AM	<a href="#">Using MyConfer</a>	Meet & Confer	CCC Confer	<a href="#">&gt;Edit</a> <a href="#">&gt;Cancel</a>
06/22/08	9:00 AM	9:30 AM	<a href="#">Get ready for Fall 2008</a>	Meet & Confer	CCC Confer	<a href="#">&gt;Edit</a> <a href="#">&gt;Cancel</a>
06/30/08	11:30 AM	12:00 PM	<a href="#">Donna Gustafson - Introduction to Biology</a>	Teach & Confer	Palomar College	<a href="#">&gt;Edit</a> <a href="#">&gt;Cancel</a>

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### Adding Presenter/Participant

Participants:

Presenters:

Remove Participant

Remove Presenter

- oropilla, evic - mi (evic2)
- Petrello, Rena (Rena)
- Polston, Joshua (jpolston)
- PUCCIONI, MADELINE (MPUCCIONI)
- Ramsey, Starr (Starr)
- Richard, Loretta (Loretta)
- Schitai, Amit (Amit)
- smith, yvette (smyvette65)
- Spaventa, Lou (Lou)
- Taramasco, Anthony (Anthony)
- Taramasco, Michelle (michelle)
- teeter, trixie (trixie)
- Torrise, Elane (ET)**
- van Thillo, Grace (GraceV)
- Wallace, Peggy (PeggyWallace)
- Weirick, Clint (Clint)
- Wong, Jackie (jawong)
- York, Chris (ChrisY)

Participants to add

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Presenters to add

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Add Participants & Presenters

Back To MyMeetings

### Adding Presenter/Participant

Participants:

Presenters: