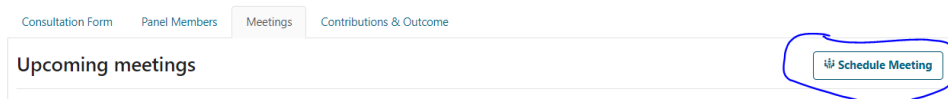


## How To Present A Panel During An MTG Regular Meeting

To present a patient panel during the MTG monthly meeting your patient needs to be enrolled in the system with their informed consent – see here.

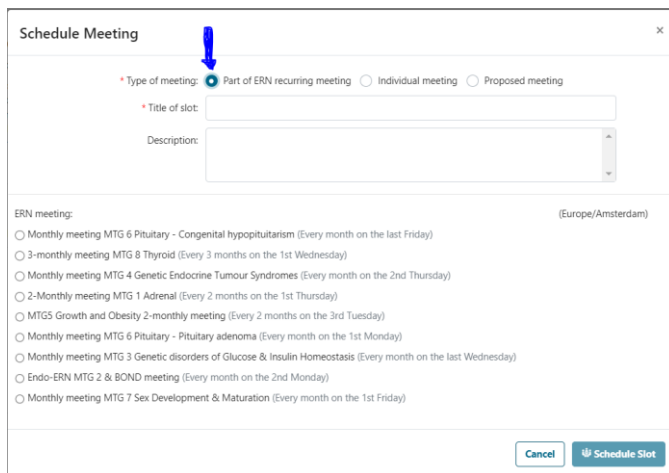
Once the patient panel is created :

1. Go to the Meetings tab as shown in the image below and select **‘Schedule Meeting’**



Upcoming meetings Schedule Meeting

2. Select the **‘Part of ERN recurring meeting’** option and complete your meeting’s details. The title and description should include your questions to the group.



Schedule Meeting

Type of meeting:  Part of ERN recurring meeting  Individual meeting  Proposed meeting

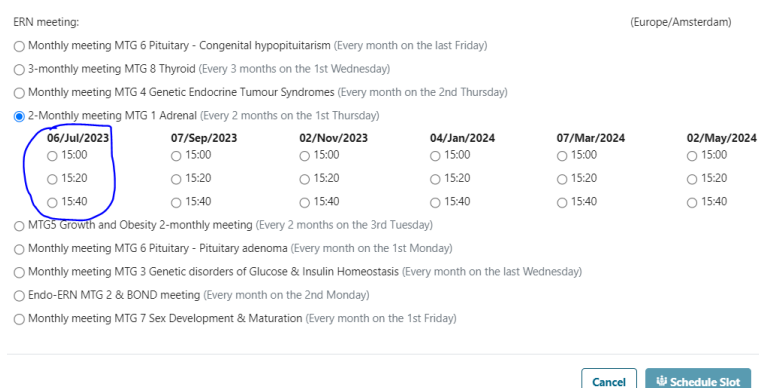
Title of slot:

Description:

ERN meeting: (Europe/Amsterdam)

- Monthly meeting MTG 6 Pituitary - Congenital hypopituitarism (Every month on the last Friday)
- 3-monthly meeting MTG 8 Thyroid (Every 3 months on the 1st Wednesday)
- Monthly meeting MTG 4 Genetic Endocrine Tumour Syndromes (Every month on the 2nd Thursday)
- 2-Monthly meeting MTG 1 Adrenal (Every 2 months on the 1st Thursday)
- MTGS Growth and Obesity 2-monthly meeting (Every 2 months on the 3rd Tuesday)
- Monthly meeting MTG 6 Pituitary - Pituitary adenoma (Every month on the 1st Monday)
- Monthly meeting MTG 3 Genetic disorders of Glucose & Insulin Homeostasis (Every month on the last Wednesday)
- Endo-ERN MTG 2 & BOND meeting (Every month on the 2nd Monday)
- Monthly meeting MTG 7 Sex Development & Maturation (Every month on the 1st Friday)

3. Select your meeting and your 20 minute time slot from the listed options.



ERN meeting: (Europe/Amsterdam)

- Monthly meeting MTG 6 Pituitary - Congenital hypopituitarism (Every month on the last Friday)
- 3-monthly meeting MTG 8 Thyroid (Every 3 months on the 1st Wednesday)
- Monthly meeting MTG 4 Genetic Endocrine Tumour Syndromes (Every month on the 2nd Thursday)
- 2-Monthly meeting MTG 1 Adrenal (Every 2 months on the 1st Thursday)
 

06/Jul/2023	07/Sep/2023	02/Nov/2023	04/Jan/2024	07/Mar/2024	02/May/2024
<input type="radio"/> 15:00	<input type="radio"/> 15:00	<input type="radio"/> 15:00	<input type="radio"/> 15:00	<input type="radio"/> 15:00	<input type="radio"/> 15:00
<input type="radio"/> 15:20	<input type="radio"/> 15:20	<input type="radio"/> 15:20	<input type="radio"/> 15:20	<input type="radio"/> 15:20	<input type="radio"/> 15:20
<input type="radio"/> 15:40	<input type="radio"/> 15:40	<input type="radio"/> 15:40	<input type="radio"/> 15:40	<input type="radio"/> 15:40	<input type="radio"/> 15:40
- MTGS Growth and Obesity 2-monthly meeting (Every 2 months on the 3rd Tuesday)
- Monthly meeting MTG 6 Pituitary - Pituitary adenoma (Every month on the 1st Monday)
- Monthly meeting MTG 3 Genetic disorders of Glucose & Insulin Homeostasis (Every month on the last Wednesday)
- Endo-ERN MTG 2 & BOND meeting (Every month on the 2nd Monday)
- Monthly meeting MTG 7 Sex Development & Maturation (Every month on the 1st Friday)

4. Once your chosen slot is selected, hit the blue schedule button.
5. Check the details of the meeting navigating through these tabs.
  - a. You can also check what other patient panels are involved in your chosen months meeting.

- b. You can check which participants you want to invite outside of your MTG and which have indicated they can attend in the participants tab.

Meeting: Calcifications ×

Meeting cancelled

Date & Time   ERN recurring meeting   Participants   Summary   Recordings

ERN recurring meeting - Endo-ERN MTG 2 & BOND meeting - Mon 12/Jun/2023 timetable

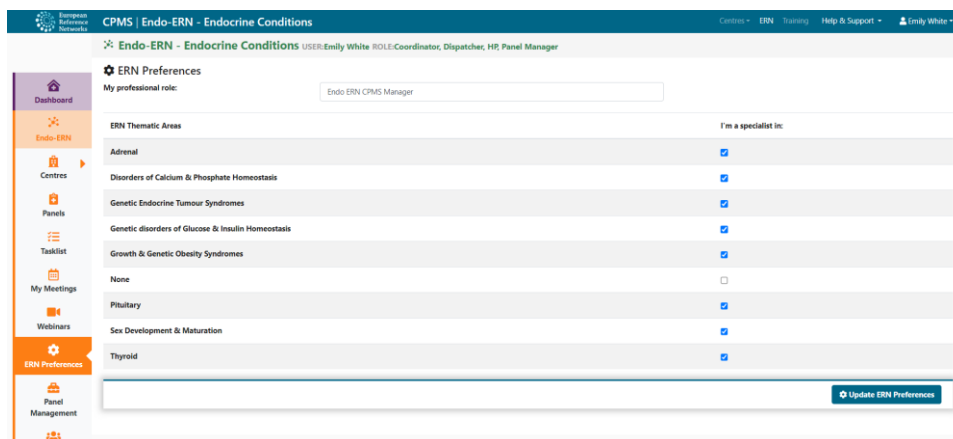
Time	Slot	Panel
13:00 (Europe/Amsterdam)	Hypophosphatemia eci	Hypophosphatemia with negative WES
13:20 (Europe/Amsterdam)	Calcifications	Calcifications
13:40 (Europe/Amsterdam)	Persistent hyperparathyroidism in XLH patient with kidney transplant	XLH Adult patient with kidney transplantation and persistent hyperparathyroidism

Close

6. You will be contacted by the helpdesk prior to the meeting to ensure you have adequate connection and details prepared.

## To join the Endo-ERN monthly meetings

1. Ensure your preferences are set to the correct MTGs.



CPMS | Endo-ERN - Endocrine Conditions   Controls   ERN   Training   Help & Support   Emily White

Endo-ERN - Endocrine Conditions   USER:Emily White   ROLE:Coordinator, Dispatcher, HR Panel Manager

ERN Preferences

My professional role:

ERN Thematic Areas   I'm a specialist in:

Adrenal	<input checked="" type="checkbox"/>
Disorders of Calcium & Phosphate Homeostasis	<input checked="" type="checkbox"/>
Genetic Endocrine Tumour Syndromes	<input checked="" type="checkbox"/>
Genetic disorders of Glucose & Insulin Homeostasis	<input checked="" type="checkbox"/>
Growth & Genetic Obesity Syndromes	<input checked="" type="checkbox"/>
None	<input type="checkbox"/>
Pituitary	<input checked="" type="checkbox"/>
Sex Development & Maturation	<input checked="" type="checkbox"/>
Thyroid	<input checked="" type="checkbox"/>

[Update ERN Preferences](#)

2. Accept the meeting invites you receive for the panel.



Dashboard

Endo-ERN

Centres

Upcoming Meetings in the next 14 days ⇄

No upcoming meetings available.

Meeting Invites ⇄

No meeting invitations available.