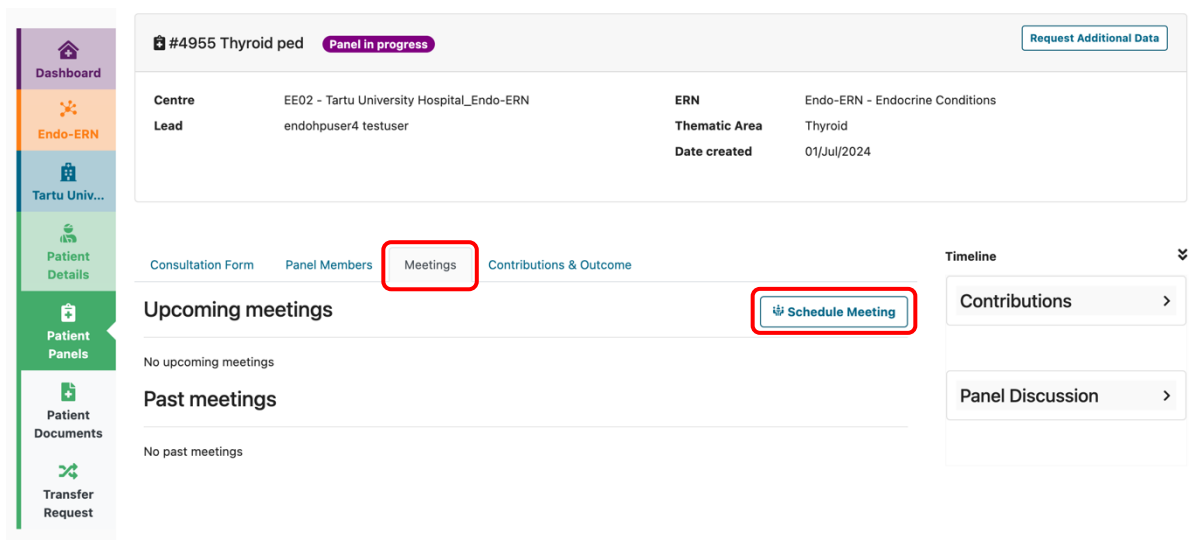


## Schedule a video meeting

- Login via <https://cpms.ern-net.eu/login/> and open your panel
- Click on the tab 'Meetings' and then on button 'Schedule Meeting' (see below)



#4955 Thyroid ped Panel in progress [Request Additional Data](#)

<b>Centre</b>	EE02 - Tartu University Hospital_Endo-ERN	<b>ERN</b>	Endo-ERN - Endocrine Conditions
<b>Lead</b>	endohpuser4 testuser	<b>Thematic Area</b>	Thyroid
		<b>Date created</b>	01/Jul/2024

Consultation Form **Panel Members** **Meetings** Contributions & Outcome

**Upcoming meetings** [Schedule Meeting](#)

No upcoming meetings

**Past meetings**

No past meetings

Timeline

Contributions >

Panel Discussion >

- Choose type of meeting and fill in title of meeting and description (see below)

### Schedule Meeting ✕

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

\* Title of slot:

Description:

- Option 1 'ERN recurring meeting' (see below): choose the right recurring meeting (red box) and a time slot (green box), and click on Schedule Slot (see below)

## Schedule Meeting ×

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

\* Title of slot:

Description:

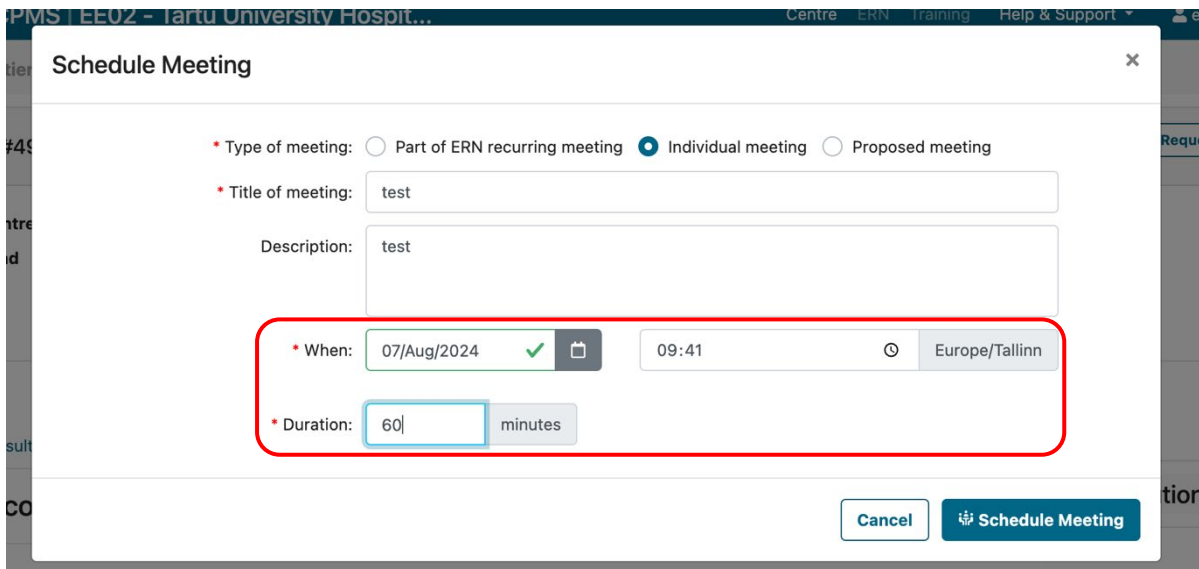
ERN meeting:

(Europe/Tallinn)

Dave Test meeting (Every day)

07/Aug/2024	08/Aug/2024	09/Aug/2024	10/Aug/2024	11/Aug/2024	12/Aug/2024
<input type="radio"/> 13:00	<input type="radio"/> 13:00	<input type="radio"/> 13:00	<input type="radio"/> 13:00	<input type="radio"/> 13:00	<input type="radio"/> 13:00
<input type="radio"/> 13:15	<input type="radio"/> 13:15	<input type="radio"/> 13:15	<input type="radio"/> 13:15	<input type="radio"/> 13:15	<input type="radio"/> 13:15
<input type="radio"/> 13:30	<input type="radio"/> 13:30	<input type="radio"/> 13:30	<input type="radio"/> 13:30	<input type="radio"/> 13:30	<input type="radio"/> 13:30
<input type="radio"/> 13:45	<input type="radio"/> 13:45	<input type="radio"/> 13:45	<input type="radio"/> 13:45	<input type="radio"/> 13:45	<input type="radio"/> 13:45

- Option 2 'Individual meeting': Choose your own date, time and duration (see below)



**Schedule Meeting** ×

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

\* Title of meeting:

Description:

\* When:

\* Duration:  minutes

- Option 3 'Proposed meeting' (see below): click on the + (red box), then select a date and time (see below). Repeat these steps to propose multiple dates and times (at least two). The other experts will get a notification to select their availability.

### Schedule Meeting ✕

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

\* Title of meeting:

Description:

\* Duration:

\* Proposed slots:

Please choose at least two time slots.

All the time slots displayed in the **Europe/Tallinn** time zone.

### Schedule Meeting ✕

#### Propose a timeslot ✕

8/7/2024

August 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	<b>7</b>	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Use cursor keys to navigate calendar dates

at least two time slots.

is displayed in the **Europe/Tallinn** time zone.

## Schedule Meeting



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

\* Title of meeting:

Description:

\* Duration:

\* Proposed slots: 

WED <b>7</b> AUG 03:00	WED <b>14</b> AUG 03:00
---------------------------------	----------------------------------

All the time slots displayed in the **Europe/Tallinn** time zone.

- After clicking on 'Schedule Meeting' you will see the pages below, where you can 1) invite panel participants to your meeting 2) Edit your meeting and 3) write a summary of the meeting:
- 1) Invite experts to your video meeting (see below): in this screen you can invite all experts from your MTG at the same time or one by one, by clicking either on 'Invite all' or on 'Invite' (purple box), and you can invite expert groups by selecting a group from the drop-down menu

Date & Time **Participants** Summary

### Meeting participants

Name	Invited	Status
endohpuser4 testuser	07/Aug/2024 09:59 (Europe/Tallinn)	Host

### Invite Expert Group

Choose an Expert Group

Expert group Pituitary



Name	Hospital	Specialisation	Invite Expert Group
Catherine Champseix	PL11 - Public Pediatric Teaching Hospital_Endo-ERN CZ02 - General University Hospital in Prague_RITA	Pathologist	
endohpuser1 testuser	NL05 - Leiden University Medical Center_Endo-ERN NL05 - Leiden University Medical Center_EURO-NMD	Surgeon	
endohpuser5 testuser	DK01 - Aarhus University Hospital_Endo-ERN	endocrinologist	

### Invite the members of your ERN

Thematic area:

Pituitary

Search by Name or Hospital

Name	Hospital	Specialisation	Invite All
Doctor1	BE04 - Hôpital Universitaire de Bruxelles(HUDERF-Erasme)_ERN-SKIN	Radiologist	Invite

- 2) Edit the status of your meeting (see below)

## Meeting: test ×

Date & Time

Participants

Summary

\* Title of meeting: test

Description: test

Meeting Status: Upcoming

Type of meeting: Proposed meeting

\* Duration: 60 minutes

\* Proposed slots:

WED  
7  
AUG  
03:00

WED  
14  
AUG  
03:00

All the time slots displayed in the **Europe/Tallinn** time zone.

Meeting Panel: [Thyroid ped](#)

 Edit

Cancel Meeting

Close

- 3) Write a summary (see below)

## Meeting: test ×

Date & Time

Participants

Summary

 Edit

Summary has not been recorded yet

Cancel Meeting

Close

- After scheduling the meeting, you can find this meeting in the 'Meetings' tab (see below), with a link to test your video connection (red box), and a button to join the meeting when it's time (green box)

Consultation Form Panel Members Meetings Contributions & Outcome

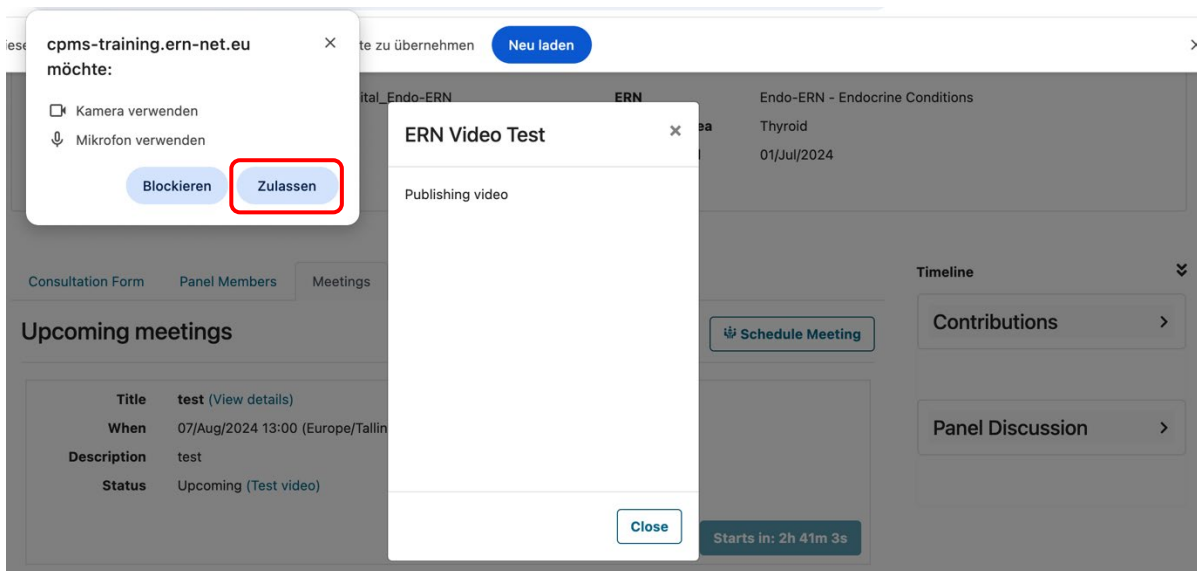
## Upcoming meetings

[Schedule Meeting](#)

<b>Title</b>	test ( <a href="#">View details</a> )
<b>When</b>	07/Aug/2024 13:00 (Europe/Tallinn)
<b>Description</b>	test
<b>Status</b>	Upcoming ( <a href="#">Test video</a> )

[Edit Meeting](#) [Starts in: 2h 45m 18s](#)

- After clicking on 'Test video', it will look like this (see below). You will need to allow camera and microphone access for the website



The screenshot shows a browser window with a meeting details page. A permission dialog box is open in the foreground, asking for access to the camera and microphone. The dialog box has two buttons: "Blockieren" and "Zulassen", with "Zulassen" highlighted with a red box. The background page shows the meeting details, including the title "test", the date and time "07/Aug/2024 13:00 (Europe/Tallinn)", the description "test", and the status "Upcoming (Test video)". There is also a "Schedule Meeting" button and a "Starts in: 2h 41m 3s" indicator.