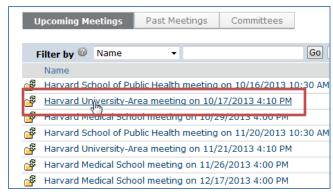


Steps to Confirm Meeting Attendance

1. Receive a notice about the meeting with a link and navigate to the meeting workspace

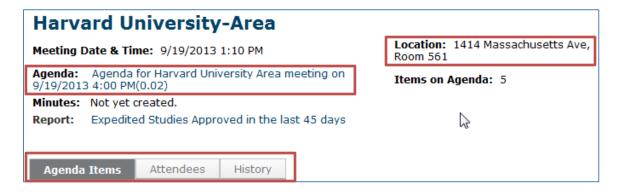
- Select the meeting workspace link within the email notice you received
- Log into irb.harvard.edu, select the 'meetings' link at the lower-left of the screen, under "Shortcuts". Then select the name of the meeting to navigate to the meeting workspace.





2. View the Meeting

Review information that has been posted in the meeting space, including the time, location and agenda (if available).



3. Confirm Attendance

Select the appropriate activity on the left side of the screen, under "My Current Actions" to confirm or decline attendance for the meeting.



