



## 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  
OR
  - 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.

The screenshot shows two panels. On the left, the 'My Current Actions' panel has a sidebar with 'Meetings' highlighted in a red box. On the right, the 'Upcoming Meetings' panel shows a list of meetings. The meeting 'Harvard University-Area meeting on 10/17/2013 4:10 PM' is highlighted with a red box, and a mouse cursor is pointing at it.

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

The screenshot shows the meeting workspace for 'Harvard University-Area'. The 'Meeting Date & Time' is 9/19/2013 1:10 PM. The 'Location' is 1414 Massachusetts Ave, Room 561. The 'Agenda' is 'Agenda for Harvard University Area meeting on 9/19/2013 4:00 PM(0.02)'. The 'Minutes' are 'Not yet created.' and the 'Report' is 'Expedited Studies Approved in the last 45 days'. At the bottom, there are tabs for 'Agenda Items', 'Attendees', and 'History', with 'Agenda Items' highlighted in a red box.

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.

The screenshot shows the 'My Current Actions' menu. The 'Scheduled' button is highlighted in blue. Below it, the 'My Current Actions' section lists several options: 'Assign Reviewers', 'Notify Reviewers', 'Confirm Attendance', 'Decline Attendance', and 'Prepare Minutes'. Two red arrows point to the 'Confirm Attendance' and 'Decline Attendance' options.