ROMBA 2020

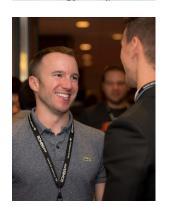## PRIVATE MEETINGS AT ROMBA 2020
SEPTEMBER 28 & 29, OCTOBER 2 - 10

PRIVATE MEETINGS WILL BE AVAILABLE ON THE PATHABLE PLATFORM IN TWO PHASES: SEPT. 28-29 AND OCT. 2-10.

- Private Meetings will be available to the entire ROMBA community on September 28-29 between 9AM-6PM ET.

- From October 2-10, private meetings are available only to Corporate Partners who qualified and selected this feature.

SCHEDULING A MEETING: Scheduling a meeting: On our Virtual Community, find the person you would like to meet (under **PEOPLE** in the main menu) and click the (3) dots by their name. Choose **SCHEDULE MEETING** and select an available timeslot to send the invite.

NOTE: the person will need to accept the request and is under no obligation to do so. Given the time constraints of Speakers and other Senior Leaders, some profiles will have the "Request a Meeting" feature disabled.

Once confirmed, you will receive a notification in your inbox and the meeting will appear in the **MY AGENDA** section of your account. Meetings default to 25 minutes with a 5-minute break. You can specify alternate timing.

- Anyone on the ROMBA platform can request a meeting to take place on Sept 28 and 29 when this feature is open to the entire community.

- From Oct. 2-10, **ONLY** corporate partners who have secured this feature will have the ability to schedule 1:1 meetings directly on the platform.
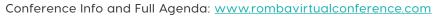
ATTENDING A PRIVATE MEETING: At the scheduled time, click **MY AGENDA** and click the confirmed Private Meeting. Click **JOIN MEETING** and the meeting will begin within the Pathable platform. If you are having technical difficulties, you can choose to use native Zoom client instead.

ADDITIONAL INFO FOR CORP PARTNERS WHO CONFIRMED THIS FEATURE FROM OCT. 2-10: Partners who confirmed Private Interviews will have the ability to schedule meetings with students. All team members associated with the Partner's organizational page will have access to this feature. If you need to add additional team members for interviews, please make sure they register. All team members who require interviewing privileges need to be added to their organizational page by September 25.

Timeslots for private meetings set from Oct 2-10 run from 8AM-7PM ET daily.

You can start inviting attendees to those timeslots beginning September 30.

Conference Info and Full Agenda: www.rombavirtualconference.com

Virtual Event takes place at: romba2020.pathable.co

REACHING OUT