Booking a session

Here is a quick overview on how to book a session on the event platform.

**Step 1: Event platform**

On the main event website, you will see a list of sessions within the ‘playlist’.

Each of these tiles will have a description as to what they are, some will be sessions, breakouts, URLs etc.

Please click on the relevant session you would like to book. You can either click the ‘+’ to quickly book the session OR click into the session.

**Step 2: Book a session**

Once you have clicked on a session, a tab will open for that specific session.

Under the session title, you will see ‘book session’, click this button and this will automatically be added to your agenda. You can also unbook this session by clicking ‘unbook session’.

**Step 3: Overview of your agenda**

At the top bar of the event page, you can click on ‘my agenda’ and see all the sessions (and more) that you are attending.

In this section you can also block out your unavailable times, unbook sessions and add sessions to your external calendar.

Please note organisers can also assign attendees to sessions so you might see that you are booked on to a session that you did not directly select.

Your booked sessions will also show in the playlist ‘Up next’, this will be the first playlist which appears on your main event page.

You can also add each booked session to your calendar by clicking on the “download calendar” button!