



## 2011 High Level Meeting on AIDS online planner tool

<http://www.sessionplan.com/HLM2011/>

Visit the web site to browse the events at the forthcoming High Level Meeting on AIDS. To build your personalized itinerary, follow the instructions below. Your selections can be saved into a personalized itinerary which you can print or download into your Outlook calendar.

### Navigate to explore the schedule

1. Select which day you want to view from the drop down menu in the upper left corner.
2. Click on the session title to see a session description.

### Use search to find an event

1. Click on the search button that is located on the left side.
2. Enter the text or name that you are looking for in the search term.
3. Check the box that is appropriate for your search.
4. Click on search and the session will appear.

### Add a session to your personalized itinerary planner:

1. 1st time users: To register click on the "Itinerary" button on the left side and register your email address. The system will send you an automatic password.
2. When registered, click on the "**Itinerary**" button on the left side and login with your email address and password. Close the itinerary window.
3. Open the session that you would like to add to your itinerary by clicking on it.
4. Click on the "Add to Itinerary" icon, which is located beside the session details, and the session will be automatically inserted in your itinerary.
5. To view your itinerary; click on "Itinerary", a list of all selected sessions will appear. Overlaps will be highlighted in red.

### Insert the event time into your Outlook calendar:

1. Click on the icon that is located on the top right of each session.
2. File download window will appear, click on open.
3. Microsoft Office Outlook window will appear, click on allow and the session will be automatically to your calendar.