

# SOP: Meeting Scheduling and Calendar Coordination Guidelines

This SOP defines **meeting scheduling and calendar coordination guidelines** to ensure efficient and effective management of appointments and events. It covers best practices for requesting, confirming, and rescheduling meetings, tools and platforms to be used, time zone considerations, participant availability checks, calendar sharing protocols, and communication standards to minimize conflicts and optimize collaborative planning.

## 1. Purpose

To establish a standardized process for scheduling, confirming, rescheduling, and coordinating meetings and events across teams to minimize conflicts and optimize productivity.

## 2. Scope

This SOP applies to all employees and coordinators responsible for managing or scheduling meetings, both internal and external, using company calendars and scheduling tools.

## 3. Tools and Platforms

- **Primary Calendar Platform:** Google Calendar (or specify organization tool)
- **Scheduling Assistant:** Microsoft Outlook, Calendly, Doodle, etc.
- **Communication Tool:** Slack, Teams, Email, etc.

## 4. Guidelines & Procedures

### 4.1 Requesting a Meeting

1. Check the availability of all required participants using the shared calendar or scheduling assistant.
2. Consider participant time zones (**see 4.4**).
3. Send a meeting invitation via the official calendar platform with:
  - Clear agenda and objectives
  - Proposed duration and time
  - Link to virtual meeting (if applicable)
4. Request RSVP/acceptance from all participants.

### 4.2 Confirming Meetings

- Ensure all critical participants have accepted.
- Send a reminder 24 hours prior to the scheduled meeting.
- Update invite details immediately if there are changes.

### 4.3 Rescheduling Meetings

1. Notify all participants as soon as possible if rescheduling is needed.
2. Propose 2-3 alternative times & confirm consensus before updating the calendar invite.
3. Revise the meeting invite with the new time/date and resend to all attendees.

### 4.4 Time Zone Considerations

- Always use calendar tool's time zone feature for clarity.
- Select times that are reasonable for all participants, whenever possible.
- Explicitly state the meeting time in all relevant time zones within the invite.

### 4.5 Calendar Sharing Protocol

- All employees must maintain up-to-date shared calendars indicating their working hours/availability.
- Respect privacy settings; only share event details essential for planning.
- Use "Free/Busy" status appropriately for visibility.

### 4.6 Communication Standards

- Use a consistent subject line format: [MEETING] <Topic> " <Date>

- Respond to invitations within 24 hours.
- Communicate expected delays or absences promptly to the organizer.

## 5. Responsibilities

Role	Responsibility
Meeting Organizer	Initiates scheduling, sets agenda, sends invitations, coordinates with participants, updates events as needed.
Participants	Maintain accurate calendars, reply promptly, notify organizer of conflicts or changes.
Administrative Support	Assist with scheduling, resolve platform issues, support calendar management as needed.

## 6. Best Practices

- Schedule meetings during core hours unless otherwise agreed.
- Provide agenda and objectives in advance.
- Limit unnecessary recurring meetings; review recurrences quarterly.
- Utilize scheduling tools and refrain from double-booking.
- Keep calendar entries up to date (including “Out of Office” and PTO).

## 7. Revision & Maintenance

- This SOP should be reviewed annually and updated as required based on feedback and new technologies.
- Feedback on this SOP can be submitted via [Organization Feedback Channel/Email].