SOP: Procedures for Scheduling and Confirming Meetings

This SOP details the **procedures for scheduling and confirming meetings**, including steps for selecting appropriate meeting times, sending invitations, coordinating with participants, managing calendar entries, and confirming attendance. The guideline aims to streamline the meeting planning process, ensure effective communication, and enhance organizational efficiency by minimizing scheduling conflicts and promoting timely confirmations.

1. Scope

This procedure applies to all employees responsible for organizing and attending meetings within the organization.

2. Responsibilities

Role	Responsibility
Meeting Organizer	Initiates meeting scheduling, sends invitations, manages calendar entries, tracks responses, and ensures confirmations.
Participants	Respond to invitations promptly and communicate availability or conflicts.
Administrative Support (if any)	Assists with scheduling, reserving meeting rooms/resources, and sending reminders.

3. Procedure

1. **Determine the Need for a Meeting:**
   - Clarify objective and desired outcomes.
   - Identify necessary participants.
2. **Select Appropriate Meeting Times:**
   - Use shared calendars/tools to check participant availability.
   - Suggest multiple time options if possible.
3. **Send Meeting Invitations:**
   - Use company-approved calendar tools (e.g., Outlook, Google Calendar).
   - Include date, time, location, agenda, and dial-in/login details if virtual.
4. **Coordinate with Participants:**
   - Follow up with key attendees if no response within 2 business days.
   - Modify meeting time if major conflicts are identified.
5. **Manage Calendar Entries:**
   - Ensure all participants have the meeting entry in their calendars.
   - Update invitations promptly if details change.
6. **Confirm Attendance:**
   - Review RSVP status 1 day before the meeting.
   - Send reminder to participants and reconfirm attendance if necessary.
7. **Document and Communicate Changes/Cancellations:**
   - Promptly inform all participants of any changes or cancellations.
   - Update calendar invitations accordingly.

4. Related Documents

- Company Calendar and Scheduling Policy
- Meeting Agenda Template
- Remote Meeting Guidelines (if applicable)

5. Revision History

Version	Date	Description	Author
1.0	2024-06-30	Initial SOP template created	Admin