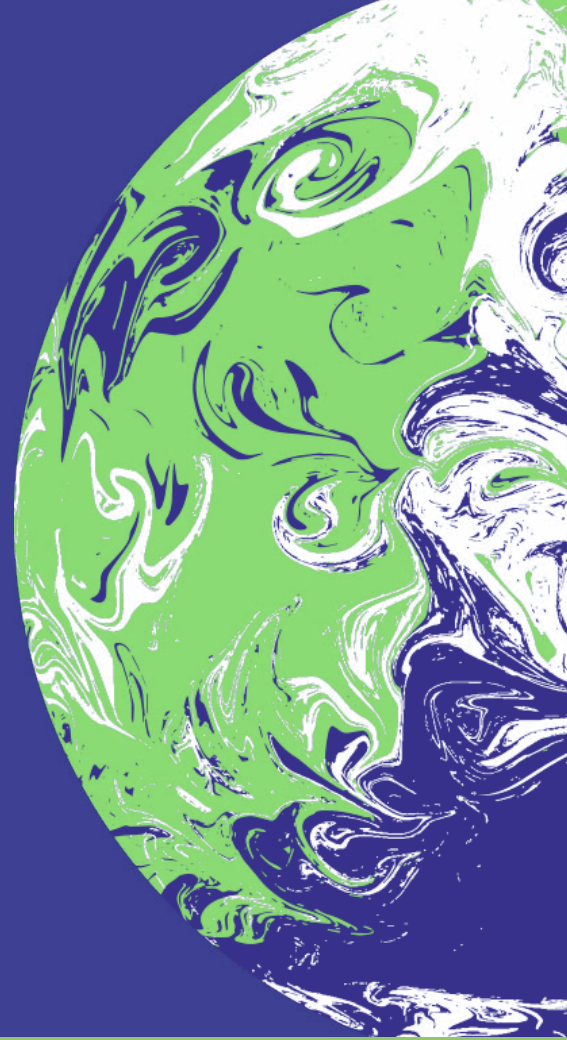




UN CLIMATE CHANGE CONFERENCE UK 2021

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# PERSONALISE YOUR SCHEDULE

THE MY SCHEDULE FUNCTION ALLOWS YOU TO PERSONALISE YOUR SCHEDULE THROUGHOUT THE COP26 CONFERENCE SO THAT YOU ONLY SEE THE EVENTS YOU ARE INTERESTED IN.

## How to add an event to My Schedule

Find all event sessions in the COP26 Schedule page, which can be located in the main menu **A**.

From here, you can refine your search by entering specific topics in the tab on the left **B** or browse through the sessions by clicking the session track tabs that run across the top of the page **C**. Scroll through the sessions until you find one you want to add to your schedule.

Once you see a session you like, click the Add to My Schedule icon on the right **D**. This session will then appear in My Schedule.



**A** - Main menu navigation

**B** - Filter by Topic of Interest

**C** - Session track tabs

**D** - Add to My Schedule icon

**SESSIONS LIST**

ALL	PLENARY	INFORMAL	GROUPS	MANDATED	PRESS	SIDE EVENTS
Article 6.2	Article 6.3	Article 6.4	Article 6.6	Article 6.8	Article 6.12	

**Introduction**

In the calendar below, you will only see meetings accessible with your badge type and those you have been invited to. Click on each category and sub-category to see the meetings.

Visit [this page](#) to see the complete schedule of meetings. Join links for meetings will be available 1 hour before meeting start.

**Filter by Topic of Interest:**

- Adaptation, Resilience, Disaster Risk Reduction and Loss and Damage
- Ambition and Collective Progress (Including Differentiation and Equity, NDCs, NAPs, LTS)
- Biodiversity and Ecosystems (Including Agriculture, Food Security, Forests)
- Capacity Building
- Cities, Regions and Built Environment
- Circular Economy
- Climate Finance

**2:00 - 4:00 pm (GMT)**

07 Nov 2021  
Room/Location: Meeting Room 14

**Adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet**

Adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet.

**2:00 - 4:00 pm (GMT)**

07 Nov 2021  
Room/Location: Meeting Room 15

**Adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet**

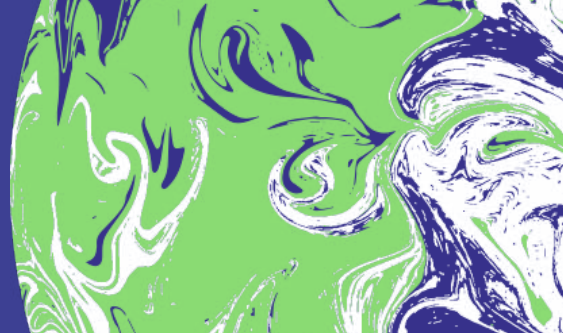
Adipiscing elit, sed diam nonummy nibh euismod tincidunt ut.

**5:00 - 6:00 pm (GMT)**



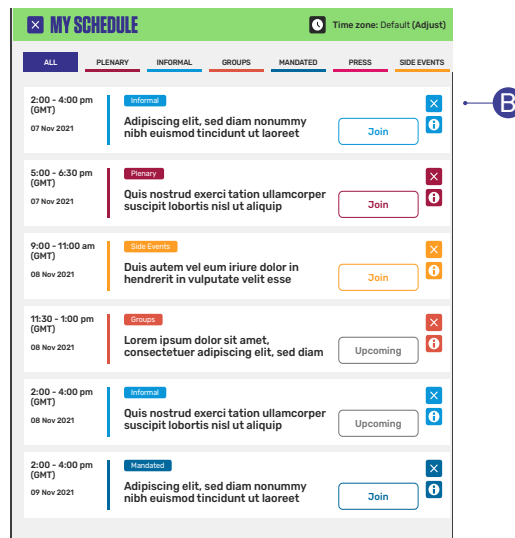
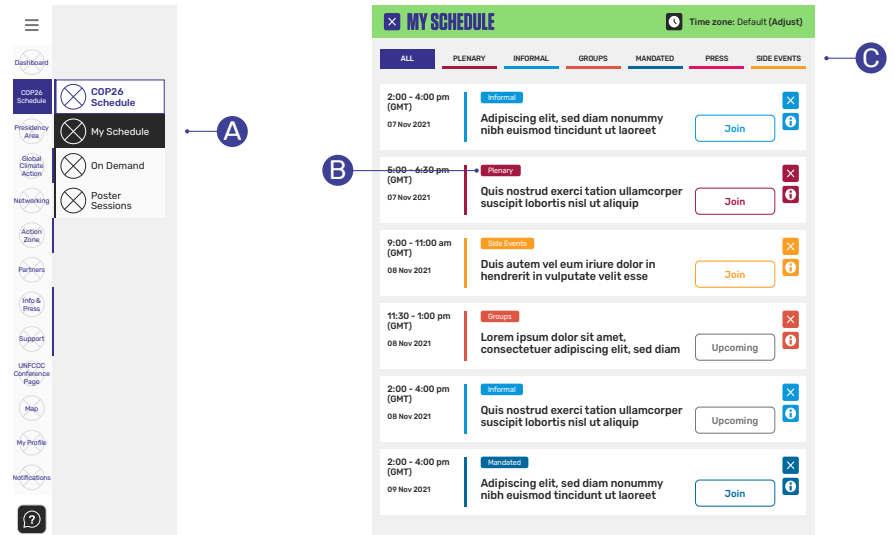
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## How to view My Schedule

To find a calendar of all of your selected events, hover over the COP26 Schedule in the main menu and then select My Schedule to see a list of your chosen events **A**. From here, you can refine your search by entering specific topics in the tab on the left **B** or browse through the sessions by clicking the session track tabs that run across the top of the page **C**.



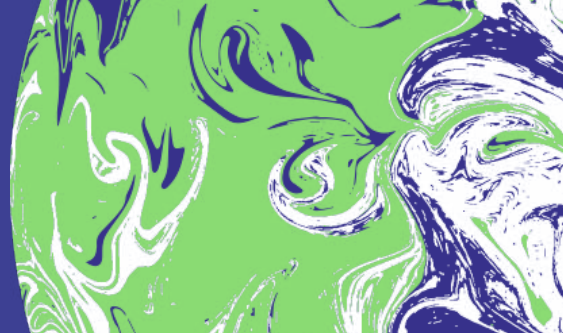
## How to delete an event from My Schedule

Hover over the COP26 Schedule in the main menu and then select My Schedule **A**. From here you'll see a list of all the sessions and meetings you have added. On the right-hand side of each of these sessions, you will find an 'X' symbol **B**. Click the 'X' to remove an event from your personal schedule.



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## How to adjust to my timezone

To adjust your timezone, navigate to the COP26 Schedule or My Schedule on the main menu **A**. Once on the page, locate the 'Time Zone' button on the top right-hand side and adjust accordingly **B**.

## I'm still having problems with My Schedule. What should I do?

Have you added an event to your schedule and it's not showing up? Are you seeing content you shouldn't be seeing in My Schedule? Click the 'Live Chat' button in the bottom of your screen and someone will assist you – or click through to our 'Connection tips' section.



The screenshot shows the COP26 Schedule website. On the left, a navigation menu is visible with 'COP26 Schedule' highlighted, marked with a blue circle 'A'. At the top right of the main content area, there is a 'Time zone: Default (Adjust)' button, marked with a blue circle 'B'. Below the header, there is a 'SESSIONS LIST' section with tabs for ALL, PLENARY, INFORMAL, GROUPS, MANDATED, PRESS, and SIDE EVENTS. The 'INFORMAL' tab is selected. Below the tabs, there are filters for Article 6.2, Article 6.3, Article 6.4, Article 6.6, Article 6.8, and Article 6.12. The main content area shows an 'Introduction' section with text about the calendar and meeting links. Below this is a 'Filter by Topic of Interest' section with a list of topics and checkboxes. To the right of the filters, there is a list of sessions with details like time, date, room, and location, along with 'Join' and 'Add to My Schedule' buttons.