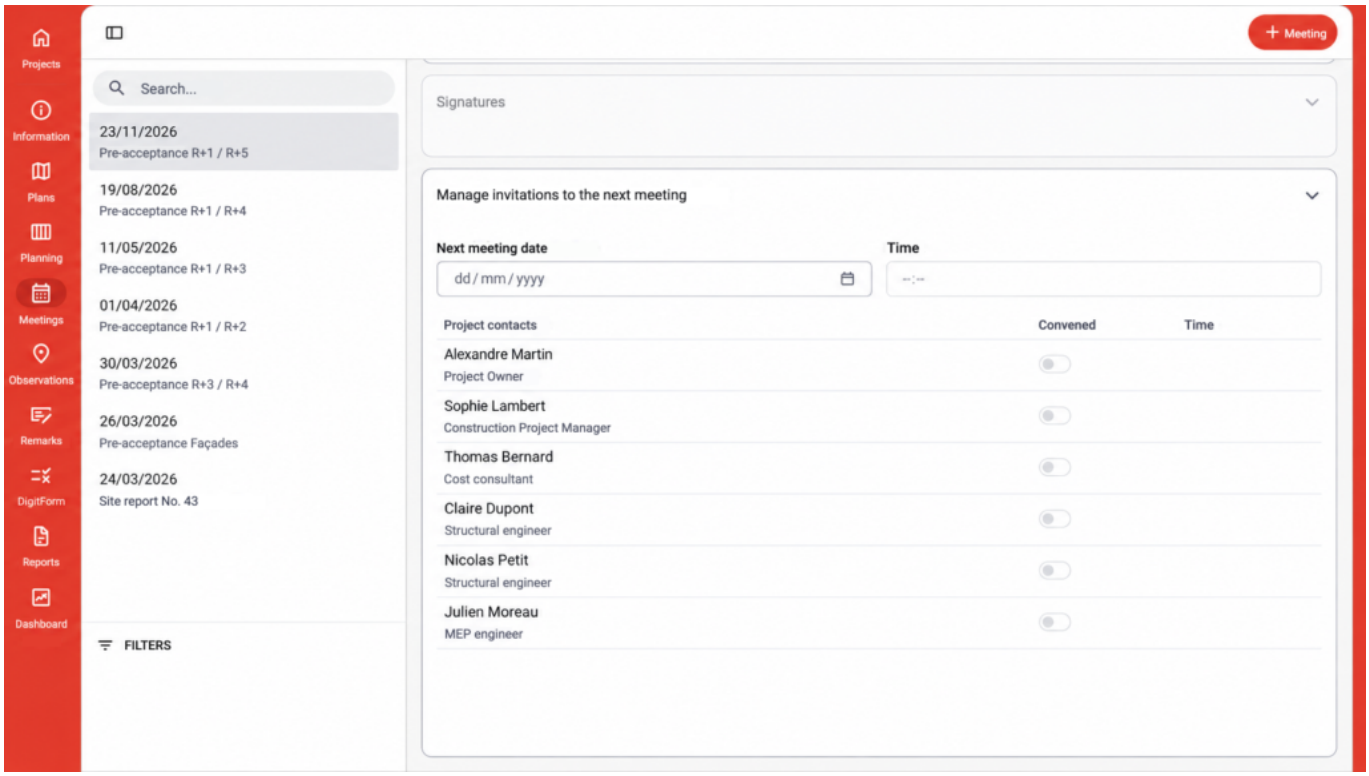
Summon participants to the next meeting

Posted on November 25, 2026 by Smaheine

Prepare your next site meeting by defining its date, time and the people to summon.

Prepare the summons



1. Open your Meeting, then access **Manage summons to the next meeting**.
2. Enter the **date and Time** of the next meeting.
3. Select the people and Work packages to summon.
4. If necessary, define a **specific summons time** for certain Participants.

The meeting Start time is used by default as the summons time.

Add a Visitor

Touch **Add a Visitor** to Select an existing Contact or create a new one.

Visitors added may also appear among the recipients of the Meeting Report.