eUROGEN CPMS Panel and meeting attendance

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1. AIM

The guidance below walks you through accepting invites within CPMS and how to access panels and meetings.

Panels and meetings are separate entities within CPMS, although you can receive invites to either or both. You can review panel information independently of a meeting. Meetings may bring all or just some of the panel members together for a joint discussion. Multiple meetings can occur within a single panel.

When attending a meeting, please use either Chrome, Firefox, Safari or Edge as your internet browser
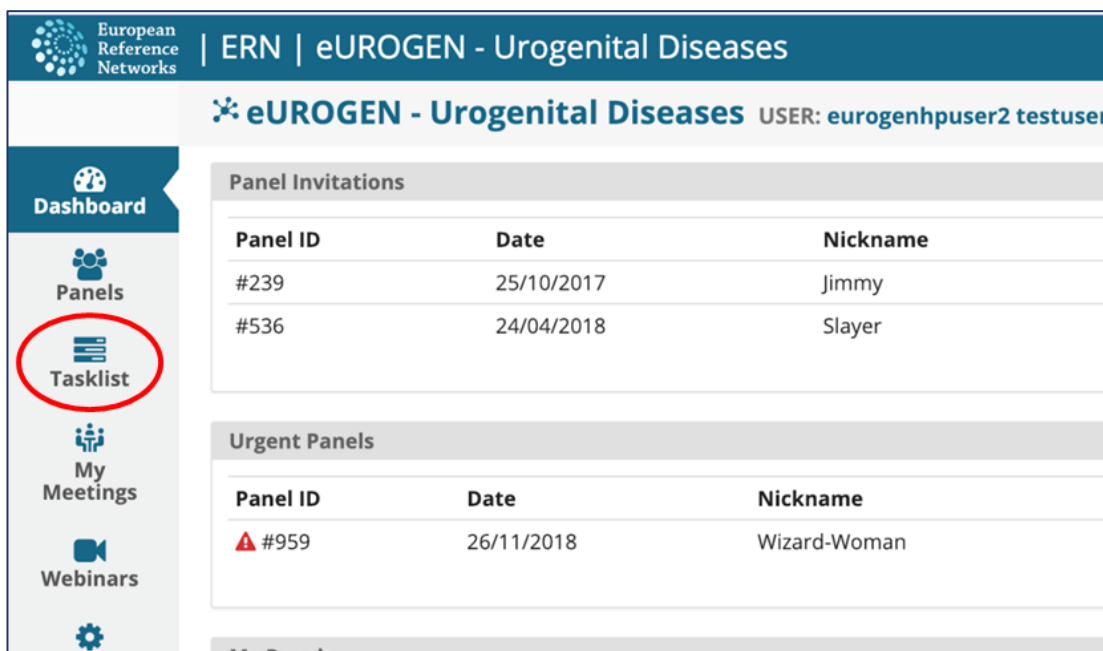
If you have not registered to CPMS yet, please check https://eurogen-ern.eu/for-our-clinicians/cpms/ for the guide on how to create your EU login and request for access to CPMS.

2. ACCEPTING A PANEL INVITATION

- When you have been invited for a panel you will receive an automated email
- Either use the link in the automated email or go to https://cpms.ern-net.eu/login/ so you can login using your EU login
- After logging in go to **ERN**
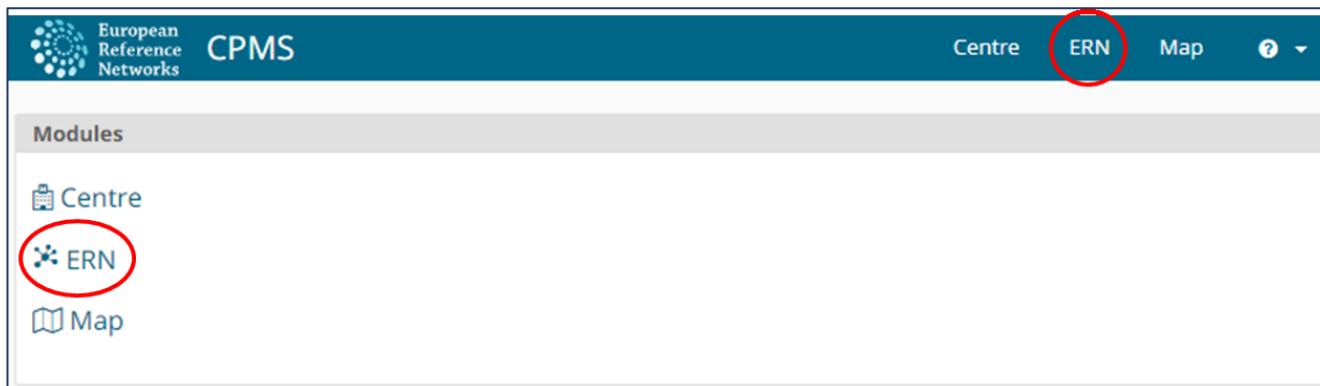
- Then click on **Tasklist** in the bar on the left side

- Then click on the relevant panel for which you are invited

- Click on **Accept/Refuse** invitation
- Then choose to either **Accept** or **Refuse** the invitation

3. ACCEPTING A MEETING INVITE

When a meeting is planned by the panel lead all the invitees will receive an automated email to respond to the meeting invite. The first steps are similar to accepting a panel invitation.

- Either use the link in the automated email or go to https://cpms.ern-net.eu/login/ so you can login using your EU login
- After logging in go to **ERN**
- Then click on **Tasklist** in the bar on the left side

- Click on the relevant panel for which you have a meeting invite
- Click on **Accept/Refuse invitation**

- Then select Accept of Refuse in the window that appears
- Don't forget to add the meeting to your agenda

4. JOINING A MEETING

When a meeting is planned, we recommend to login on time to prevent any technical issues.

- Either use the link in the automated email or go to https://cpms.ern-net.eu/login/ so you can login using your EU login
- After logging in go to **ERN**
- Then on the left side click on **My Meetings**

- You can then either click on the panel
  - Number (circled in red)
  - Name (circled in green)

4.1. Joining from the panel number

- When you click on the panel number you will open the panel overview
- On the right side of the panel you can click on Join meeting

Joining from the panel name

- When you click on the panel name you will open the meeting directly
- Click on **Join Meeting** to start

- When you want to view the panel information, either
  - Click in the panel name (circled in blue)
  - Close the window to go back to the previous screen and select the panel number

5. NEGOTIOTING A VIDEO MEETING

The available tool during the video meeting are shown below
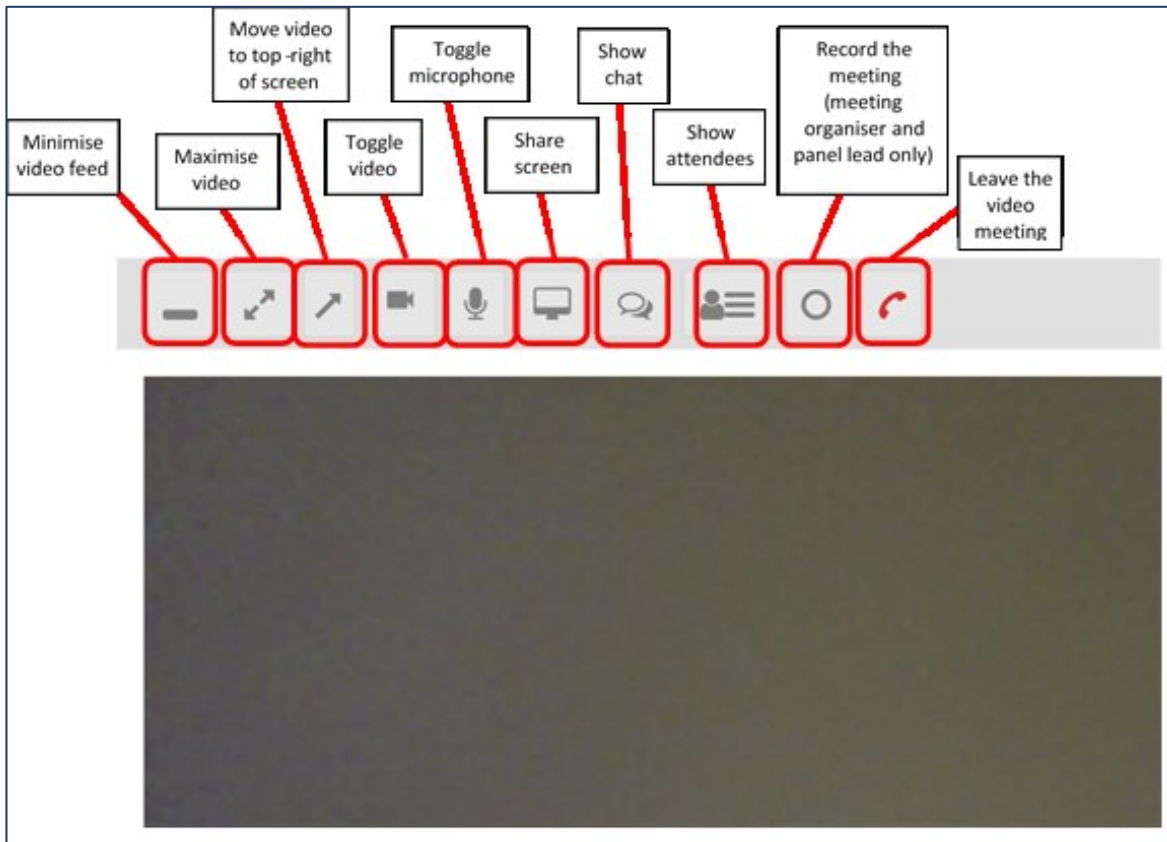
- When there is a connection error
    - Check your audio and video options
    - Use the Test video beforehand
- If you close the video meeting and re-join it can occur that you appear multiple times as a participant without solving your initial problem. To correct this close your web browser completely and start up again.