Booking Calendar Meeting Types [New]

Booking Calendars offer flexible meeting types to accommodate a range of scheduling needs, including **single-host**, **multi-host**, and **multi-guest** setups. Whether you're scheduling one-on-one meetings, team collaborations, or group sessions, these options ensure you can customize the booking experience for your requirements.

Meeting Types Overview

- **Single-Host Meeting (Pre-Assigned):** A specific host is designated upfront.
- **Single-Host Meeting (Dynamic):** The host is selected dynamically from a predefined Team.
- **Multi-Host Meeting (Pre-Assigned):** Specific hosts and co-hosts are assigned upfront.
- **Multi-Host Meeting (Dynamic):** Hosts and co-hosts are selected dynamically from a predefined Team.
- **Multi-Guest Meeting:** Allows additional guests to be included during booking.

Meeting availability and locations can be customized individually for each **Booking Calendar** or pulled directly from the host's profile settings, ensuring flexibility across all meeting scenarios.

Single-Host Meeting Types

Single-Host Meetings are ideal for sessions requiring only one host. These meeting types fall into two categories:

Pre-Assigned Single-Host Meetings:

A single designated host manages all meetings, ideal for solo professionals or service providers managing their own schedules.

Examples:

- **Consultations with a Specialist:** A fitness trainer offering one-on-one sessions.
- **Client Appointments:** A lawyer scheduling legal consultations.
- **Interview Scheduling:** A recruiter conducting candidate interviews.

Dynamic Selection Single-Host Meetings:

Dynamic selection single-host meetings use **Teams** to assign meetings to available team members based on predefined distribution methods, such as round-robin or load balancing.

Examples:

- **Customer Support Sessions:** Assign the next available support agent to a client query.
- **Sales Demos:** Rotate available sales representatives for product demonstrations.
- **Onboarding Calls:** Distribute new clients among onboarding specialists.

Multi-Host Meeting Types

Multi-Host Meetings are ideal for sessions requiring multiple hosts or co-hosts. These meeting types also fall into two categories:

Pre-Assigned Multi-Host Meetings:

Specific hosts and co-hosts are permanently assigned to a **Booking Calendar**, ensuring the same team members attend every meeting.

Examples:

- **Group Interviews:** A hiring committee interviewing a candidate together.
- **Customer Success Calls:** A customer success manager and sales development representative hosting a success call.

Dynamic Selection Multi-Host Meetings:

Hosts and co-hosts are dynamically selected from predefined teams using distribution methods based on availability or workload. Each **Booking Calendar** can assign multiple teams and distribution methods simultaneously.

Examples:

- **Technical Support Calls:** Assign both support agents and developers for advanced client queries.
- **Sales and Onboarding:** Schedule meetings with both a salesperson and an onboarding specialist.
- **Recruitment and Onboarding:** Schedule sessions with both a recruiter and an HR coordinator.

Multi-Guest Meeting Types

Multi-Guest Meetings allow clients to invite additional participants, such as colleagues, partners, or family members, during the booking process. This feature can be enabled using the **Additional Guests** option in the **Booking Form** settings.

Examples:

- **Couples Therapy Sessions:** A therapist hosting sessions for couples.
- **Family Consultations:** A school counselor meeting with parents and students.
- **Wedding Planning Meetings:** A planner meeting with a couple and their family.

By leveraging these **Booking Calendar Meeting Types**, you can create a tailored scheduling experience for any scenario—whether managing solo meetings, team collaborations, or group sessions. Customize your **Booking Calendar** settings to maximize flexibility, efficiency, and client satisfaction.