Offering Multiple Meeting Locations Per Time Block [New]

Meeting locations define where your guests can meet with you when scheduling an appointment. These options integrate with your availability settings, ensuring that the offered meeting locations are relevant for the selected time blocks. You can now configure and offer multiple meeting locations **per time block**, giving your guests the flexibility to choose their preferred location for a specific appointment time.

Meeting Location Types

You can offer three types of meeting locations:

Video Conferencing:

- Use connected tools like Zoom or Google Meet to conduct virtual meetings.
- Choose the type of video link you would like to use based on your preferences:

  - **Unique Links for Each Booking**: Generate a unique video link for every individual booking, ensuring each meeting has its own dedicated space.
  - **Static Link for All Bookings**: Use a single, pre-defined video link provided by your video conferencing tool for all meetings.

- Video links will automatically be added to both the calendar event, as well as the notification emails sent to you and your guest.

Phone:

- Initiate a phone call with your guest using their provided phone number.
- Guests will automatically be prompted to enter their phone number during booking.

Physical Location:

- Specify physical addresses for in-person meetings. You can offer **multiple physical meeting locations** as selectable options for the **same time block**.

Defining Availability for Locations

Meeting locations are set up along with your weekly recurring, or date specific availability, by selecting the location icon next to each availability time slot.

For detailed steps, see the **Configuring Availability for Booking Calendars article**.

Learn more about Physical Locations and Resource Scheduling

Physical meeting locations can be set up to accommodate various scenarios, ranging from a straightforward configuration using a single office calendar room to more complex setups involving shared workspaces.

To learn more about these options and how to manage resource scheduling, read the **Booking Calendar Room and Resource Scheduling article**.

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