

Booking Calendar Meeting Durations [New]

You can configure a Booking Calendar to offer a single duration or multiple duration options for your visitors to choose from.

Access Your Booking Calendar

1. Click **Booking Calendars** in the left-hand navigation menu.
2. Select the Booking Calendar you wish to edit.

How to Set a Single Meeting Duration

Follow these steps to set the meeting duration for your Booking Calendar:

1. Expand the **Duration** section.
2. Use the **dropdown** to select a duration or define a custom duration.
3. Click **Save** to apply the changes.

How to Offer Multiple Duration Options

You can provide up to four **Meeting Durations** for your visitors to choose from when scheduling.

To Add Additional Duration Options

1. Expand the **Duration** section.
2. Click **+ Add duration** option and use the dropdown to select a duration or define a custom duration.
3. Click **Save** to apply the changes.

To Set the Default Duration

You can choose one of the duration options as the default for your Booking Calendar.

1. Hover over the duration options and click **Make default**.
2. Click **Save** to confirm.

Frequently Asked Questions (FAQs)

How do multiple meeting duration options affect my analytics?

The default duration option is used for the estimated availability displayed in [Capacity Planning](#).

How do multiple meeting duration options interact with Concurrent Sessions?

When using multiple meeting duration options with [Concurrent Sessions](#), only the duration selected for the first booking can be used for any subsequent bookings in that specific time slot with a host(s).

For example: If a host is booked for a 60-minute session at 9:00 AM, another visitor cannot book a 30-minute session starting at 9:00 AM or 9:30 AM with the same host(s).

Can you offer multiple duration options to visitors through Phone Booking?

Yes, the Phone Booking Agent will provide the set default as their initial option while letting them know that additional duration options are available if the default does not work for them.

Are multiple meeting duration options supported via the API?

No, offering multiple meeting duration options is currently not supported via the OnceHub API.
