

MMS^e

EMEA Meetings Portal

04/12/2009

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Motivation

Motivation

- You have been receiving **invitations** for your meetings.....
- ... but, to **respond** to those invitations you need to send a fax, use the telephone or email
- With MMSe, you can **online** :
 - respond to an invitation to accept / decline
 - view your meeting details
 - request hotels and/or travel booking and track the progress
 - delegate the above to your secretary

Features available to you

View your meetings online

EMEA Meeting Portal: Your meetings - Microsoft Internet Explorer

Address: <https://mmse-test.emea.europa.eu/zmmse/meeting.ParticipantMeetings.do>

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Your meetings

Please accept or reject invitations sent to you for meetings organised at EMEA.

20 items found, displaying 1 to 10.

« < > » 1, 2

Meeting	From	Organiser	Acceptance	Hotel	Travel
CHMP related meeting <i>Other</i>	17/01/2012	Yvona Vasutova	<input type="checkbox"/>		n/a
CHMP related meeting <i>Other</i>	17/01/2012	Yvona Vasutova	<input checked="" type="checkbox"/>		n/a
CHMP Plenary	16/01/2012	Yvona Vasutova	<input type="checkbox"/>	n/a	n/a
CHMP related meeting <i>Other</i>	18/01/2011	Yvona Vasutova	<input type="checkbox"/>	n/a	n/a
CHMP Plenary	17/01/2011	Yvona Vasutova	<input type="checkbox"/>	n/a	n/a
CHMP Plenary	15/03/2010	Yvona Vasutova	<input checked="" type="checkbox"/>	<input type="button" value="Request"/>	n/a
Virtual Meeting Dev 1 <i>Virtual Meeting</i>	30/11/2009	Guy Fiems	<input type="checkbox"/>	n/a	n/a
HMPC and MLWP <i>Internal Meeting</i>	10/11/2009	Eeva Rossi	<input checked="" type="checkbox"/>		n/a
HMPC and MLWP <i>Internal Meeting</i>	15/09/2009	Eeva Rossi	<input type="checkbox"/>	n/a	n/a
CHMP Plenary	16/03/2009	Yvona Vasutova	<input type="checkbox"/>	n/a	n/a

[Act on behalf of another user](#)

User Info
You are logged in as **ettorep**

Local intranet

After logging in using your **ECD/Eudralink account**, you will see the list of meetings to which you are invited...

...sorted by meeting date

Open meeting details

The screenshot shows the EMEA Meeting Portal interface. At the top, a navigation bar includes 'Internal Meeting' and 'CHMP Plenary' (circled in red). A red arrow points from 'CHMP Plenary' to the main content area. The main content area is titled 'Your meeting participation details' and contains the following information:

- CHMP Plenary**
- Other meetings in week of 16 to 22/03/2009
 - CHMP related meeting Attendance: **waiting response** Hotel: **no** Travel: **no**
 - CHMP related meeting Attendance: **waiting response** Hotel: **no** Travel: **no**
- Your sessions
 - Monday, 16 March 2009** 8:30 AM - 7:00 PM
 - Tuesday, 17 March 2009** 8:30 AM - 7:00 PM
 - Wednesday, 18 March 2009** 8:30 AM - 7:00 PM
 - Thursday, 19 March 2009** 8:30 AM - 7:00 PM

Additional details on the right side include:

- Organised by [Yvona Vasutova](#)
- Secretariat: -
- Reimbursement: **You are not reimbursed**
- Meeting code: **Not applicable**
- Hotel: **no**
- Travel: **no**
- Will you be attending this meeting?
 -
 -

At the bottom, there is a link: [See other participants for this meeting](#).

Click on the meeting name to open the **meeting details** where you can see...

...your **other** meetings in the same week

...meeting **organisers**, **reimbursement** status, your **booking** status

... your **acceptance** status.

... the **sessions** of the meeting

... the other **participants** in the meeting

Accept or decline an invitation

EMEA Meeting Portal: Your meeting participation details - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://mms-test.emea.europa.eu/zzmms/meeting.ParticipantMeetingDetails.do?participationId=8880001047> Go Links >>

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Your meeting participation details

Please find the details of your participation in this meeting.

[Back to meeting list](#) [Print details](#)

CHMP Plenary

Other meetings in week of 16 to 22/03/2009

- [CHMP related meeting](#) Attendance: **waiting response**
Hotel: **no** Travel: **no**
- [CHMP related meeting](#) Attendance: **waiting response**
Hotel: **no** Travel: **no**

⚠ When arranging a hotel or travel, please choose suitable dates to cover these meetings too.

Your sessions

Monday, 16 March 2009
8:30 AM - 7:00 PM

Tuesday, 17 March 2009
8:30 AM - 7:00 PM

Wednesday, 18 March 2009
8:30 AM - 7:00 PM

Thursday, 19 March 2009
8:30 AM - 7:00 PM

[See other participants for this meeting](#)

Organised by [Yvona Vasutova](#)

Secretariat
-

Reimbursement
You are not reimbursed

Meeting code
Not applicable

Hotel **no**
Travel **no**

Will you be attending this meeting?


User Info
You are logged in as **ettorep**

Done Local intranet

Use the buttons to tell us if you are coming to the meeting or not

After accepting, you may request a booking

Your meeting participation details

 Your attendance status has been updated successfully. You can now arrange a booking using the "Request ..." button

Please find the details of your participation in this meeting.

[← Back to meeting list](#) | [Print details](#) | [Request hotel →](#) | [Request travel →](#)

HMPC and MLWP

Other meetings in week of null to null
You are not invited for other meetings in that week

Your sessions

Tuesday, 13 January 2009
9:00 AM - 6:00 PM

Wednesday, 14 January 2009
9:00 AM - 6:00 PM

Thursday, 15 January 2009

Organised by [Eva Rossi](#)
Secretariat
-
Reimbursement
You are
Meeting d
Not avail
Hotel no
Travel no

After accepting the invitation and when you are entitled to it, buttons will appear allowing you to request a booking

Requesting a hotel

EMEA Meeting Portal: Request hotel - Enter details - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://mmse-test.emea.europa.eu/zzmmse/booking.RequestHotel.do?participationId=8880001047> Go Links

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Request hotel - Enter details

Please use the form below to specify your hotel booking preferences. Click on the **Continue** button after entering your details.

[Back to meeting details](#) [Continue](#)

CHMP Plenary

Other meetings in week of 16 to 22/03/2009	Your sessions
<ul style="list-style-type: none">CHMP related meeting Attendance: waiting response Hotel: no Travel: noCHMP related meeting Attendance: waiting response Hotel: no Travel: no	<ul style="list-style-type: none">Mon, 16 Mar 2009 8:30 AM - 7:00 PMTue, 17 Mar 2009 8:30 AM - 7:00 PMWed, 18 Mar 2009 8:30 AM - 7:00 PMThu, 19 Mar 2009 8:30 AM - 7:00 PM

Hotel details

Your preferred hotel* Check in date* Check out date*

Your second hotel preference* Guarantee late arrival Smoking Disability

Your third hotel preference* Accommodation comments

User Info
You are logged in as **ettorep**

Enter the details

Requesting a hotel (2)

EMEA Meeting Portal: Request hotel - Review your details - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://mmse-test.emea.europa.eu/zzmmse/booking.RequestHotel.do> Go Links

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Request hotel - Review your details

Please review the data you entered :

- You can change the information shown below by pressing [Amend booking](#)
- or you can confirm and create the data by clicking on [Submit request](#)

[Amend booking](#) [Submit request](#)

CHMP Plenary

Other meetings in week of 16 to 22/03/2009	Your sessions								
<ul style="list-style-type: none">CHMP related meeting Attendance: waiting response Hotel: no Travel: noCHMP related meeting Attendance: waiting response Hotel: no Travel: no	<table><tbody><tr><td>Mon, 16 Mar 2009</td><td>8:30 AM - 7:00 PM</td></tr><tr><td>Tue, 17 Mar 2009</td><td>8:30 AM - 7:00 PM</td></tr><tr><td>Wed, 18 Mar 2009</td><td>8:30 AM - 7:00 PM</td></tr><tr><td>Thu, 19 Mar 2009</td><td>8:30 AM - 7:00 PM</td></tr></tbody></table>	Mon, 16 Mar 2009	8:30 AM - 7:00 PM	Tue, 17 Mar 2009	8:30 AM - 7:00 PM	Wed, 18 Mar 2009	8:30 AM - 7:00 PM	Thu, 19 Mar 2009	8:30 AM - 7:00 PM
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Wed, 18 Mar 2009	8:30 AM - 7:00 PM								
Thu, 19 Mar 2009	8:30 AM - 7:00 PM								

Hotel details

Your preferred hotel: Check in date: Check out date:

Your second hotel preference:

Your third hotel preference:


Guarantee late arrival Smoking Disability

Accommodation comments:

Review and submit details
in order to save and send
them to us

Requesting a hotel (3): your hotel is saved

Your meeting participation details

 Your booking request was saved successfully


Please find the details of your participation in this meeting.

[Back to meeting list](#) | [Print details](#)

CHMP Plenary

Other meetings in week of 16 to 22/03/2009

- [CHMP related meeting](#) Attendance: **waiting response**
Hotel: **no** Travel: **no**
- [CHMP related meeting](#) Attendance: **waiting response**
Hotel: **no** Travel: **no**

 When arranging a hotel or travel, please choose suitable dates to cover these meetings too.

Your sessions

Monday, 16 March 2009
8:30 AM - 7:00 PM

Tuesday, 17 March 2009
8:30 AM - 7:00 PM

Wednesday, 18 March 2009
8:30 AM - 7:00 PM

Thursday, 19 March 2009
8:30 AM - 7:00 PM

YOU REQUESTED THE FOLLOWING HOTEL BOOKING

You can then see the [saved details](#) from the meeting's details page

YOU REQUESTED THE FOLLOWING HOTEL BOOKING

Your preferred hotel:
Millenium Baileys

Your second hotel preference:
Millenium Gloucester

Your third hotel preference:
Hilton London Docklands - Nelson Dock

Check in date: **Check out date:**
Sunday, 15 March 2009 Thursday, 19 March 2009

Reimbursed nights:

Guarantee late arrival Smoking Disability

Following progress of your booking

Your request was **approved** by **EMEA** and we are working on it

THE HOTEL BOOKING BELOW HAS BEEN APPROVED

Your preferred hotel:

Millenium Baileys

Your second hotel preference:

Millenium Gloucester

Your third hotel preference:

Hilton London Docklands - Nelson Dock

Check in date:

Sunday, 15 March 2009

Check out date:

Thursday, 19 March 2009

Reimbursed nights: 0

Guarantee late arrival Smoking Disability

Your booking was successfully **completed**

THE FOLLOWING HOTEL HAS BEEN SUCCESSFULLY BOOKED

Booking number:

282828

Booked hotel:

Millenium Baileys

Check in date:

Sunday, 15 March 2009

Check out date:

Thursday, 19 March 2009

Reimbursed nights: 0

Guarantee late arrival Smoking Disability

Same applies for requesting travel

Request travel - Enter details

Please use the form below to specify your travel booking preferences. Click on the **Continue** button after entering your details.

[Back to meeting details](#)

[Continue](#)

HMPC and MLWP

Other meetings in week of null to null

You are not invited for other meetings in that week

Your sessions

Tue, 13 Jan 2009	9:00 AM - 6:00 PM
Wed, 14 Jan 2009	9:00 AM - 6:00 PM
Thu, 15 Jan 2009	9:00 AM - 6:00 PM

Journey type

Round-trip One-way

Outward journey (leaving)

From*	To*	Flight/Train Nr
<input type="text" value="Paris"/>	<input type="text" value="London"/>	<input type="text"/>
Depart on*	Time*	
<input type="text" value="13/1/2009"/>	<input type="text" value="Morning"/>	

[Add intermediate journey](#)

Travel comments

Inbound journey (return)

From*	To*	Flight/Train Nr
<input type="text" value="London"/>	<input type="text"/>	<input type="text"/>
Depart on*	Time*	
<input type="text" value="15/1/2009"/>	<input type="text"/>	

[Add intermediate](#)

Travel comments

- Any time
- Morning
- Afternoon
- Evening
- HH:MM

The [travel booking](#) form

MMS^e roll out plan

- Full production since the beginning of July 2009
- Exclusive use is urged to all delegates from January 2010 (rather than faxes)