

Instructions for scheduling meetings with speakers

If you want to meet with the speaker you will need to log in to the scheduling system. Everyone will use the same user name and password.

Go to this website to log in:

<http://confrooms.pa.msu.edu/cgi-bin/cal?0p=UserLogin> (bookmark this page).

Username: meetspeaker (all lowercase)

Password: colloq (all lowercase)

NOTE: if you are coming in from NON-PA/NSCL IP address you will have to enter the above name and password twice (once in a pop-up window to access the site, and then again on main screen to log in).

If you are coming in from PA/NSCL IP address you will only need to enter once, on the main screen.

Then choose the speaker meeting schedule you want to sign up on (P-A Colloquium, Science at the Edge Seminar, CMP Seminar).

The "cgi-pub" version URLs allow certain particular calendars to be shown outside the department without a login, but they are only guaranteed to work for "read-only" operations on those calendars, such as showing their contents. Among them are the following "speaker schedule" calendar URLs.

Colloquium speaker schedule

<http://confrooms.pa.msu.edu/cgi-pub/cal?0p=ShowIt&CalendarName=ColloqSpeakerSchedule>

Science at the Edge Seminar speaker schedule

http://confrooms.pa.msu.edu/cgi-pub/cal?0p=ShowIt&CalendarName=SatE_SpeakerSchedule

CMP Seminar speaker schedule

<http://confrooms.pa.msu.edu/cgi-pub/cal?0p=ShowIt&CalendarName=CMPSemSpeakerSchedule>