## PT Conference Booking Instructions







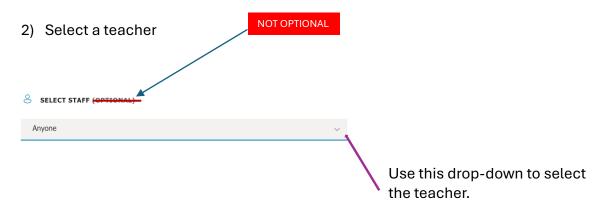




Conference slots are 10 minutes Parents should only book with a teacher for 1 time slot. If more time is needed, please connect with the teacher to schedule. Parents will receive an email confirmation after booking appointment. Reminder emails will be sent 1 day prior to the appointment. Bookings will be unavailable 24 hours prior to the start of the PT Conference

## 1) Click on the link below

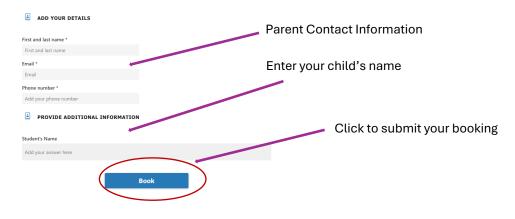
https://outlook.office365.com/owa/calendar/CambieParentTeacher@sd38.bc.ca/booking s/s/j6nZc9jUHE6v9wJkOAGQmQ2







4) Enter your contact information



- 5) After booking your appointment, you will receive a confirmation email with the details shown here. If you need to reschedule or cancel an appointment, please use the 'reschedule' button at the bottom of the email.
  - You will not be permitted to reschedule an appointment within 24 hours of the start of appointments.

Bookings details	
Service Name	2024 Fall Parent Teacher Conferences
With	Mr. Ngo (Room: Office)
When	Wednesday, November 27, 2024 2:10 p.m 2:20 p.m. (UTC-08:00) Pacific Time (US & Canada)