

## Accepting and Declining Assignments

- ACCEPT calendar invites and in the green accept meeting dropdown always select “ACCEPT AND SEND THE RESPONSE NOW” (*invites will come from: [engagements@interaworks.com](mailto:engagements@interaworks.com)*).
- DO NOT DECLINE CALENDAR INVITE (even if you know you are not available). Send a separate email to NG/DF with the reason that you cannot take the class and allow them to reassign.
- DO NOT EMAIL [engagements@interaworks.com](mailto:engagements@interaworks.com) with questions. This inbox is not maintained daily. Do not add engagements@interaworks.com to emails or non-all-day events.

## Engagement Invite Example

### FI - Dell Inc. – EFP – Remote – US – February 30

Client Name:	Dell Inc.
Relationship Lead:	LO
Course:	EDGE for Professionals
Format:	Remote
Platform:	Zoom
Timing:	9AM – 3:30PM
Time Zone:	Central, US
Coordinator Contact Name & Email:	First Name Last Name <a href="mailto:Dell@Dell.com">Dell@Dell.com</a>
Course Code:	No IW pre/post or eval. Dell will send the eval internally.
Notes/Additional Information:	Color Room <a href="https://us02web.zoom.us/j/XXXXXXXXXX">https://us02web.zoom.us/j/XXXXXXXXXX</a> email: <a href="mailto:example@example.com">example@example.com</a> PW: XXXXXXXX

**CONFIDENTIALITY NOTICE:** The information transmitted in this invite and in any replies and forwards are for the sole use of the above individual(s) or entities and may contain proprietary, privileged and/or highly confidential information. **Do not forward this information to individuals outside of Effective Edge Worldwide, LLC.** Any unauthorized dissemination, review, distribution or copying of these communications is strictly prohibited. If this information has been transmitted to you in error, please notify and return the original message to the sender immediately at the above listed address. Thank you for your cooperation.

**Use the following verbiage when marking your days as Unavailable or Limited Availability:**  
(This will create consistency and make the scheduling process better for the operations team)

**Unavailable – Unavailable for a FULL day**

- Use this if you are unavailable for an entire day. Please add your facilitator initials to the beginning of the title.
  - This includes any days off, work for other clients, vacation time, requests for no classes, etc. - no specific details are needed.
- Send 'engagements@interaworks.com' an **ALL-DAY** calendar invite. Example: **SR – Unavailable**

**Unavailable – Unavailable for a ½ day**

- Use this if you are unavailable for part of the day and would like to be considered for facilitation for a portion of the day. Please add your facilitator initials to the beginning of the title.
  - This includes any days off, work for other clients, vacation time, requests for no classes, etc. - no specific details are needed.
- Send 'engagements@interaworks.com' an **ALL-DAY** calendar invite. Example Title: **SR – Unavailable – PM**
- Note which part of the day you are unavailable in the subject line only.

**No Travel – Not available for onsite travel, but available for local facilitation**

- Use this if you do not want to be considered for sessions that require travel on a certain day(s) for onsite sessions. Please add your facilitator initials to the beginning of the title.
- Send 'engagements@interaworks.com' an **ALL-DAY** calendar invite. Example Title: **SR – No Travel**

**Available - Location – Available from a different location than normal**

- Use this if you will be in a different location for more than a few days and are willing to deliver in that region during that time. Please add your facilitator initials to the beginning of the title.
- Send 'engagements@interaworks.com' an **ALL-DAY** calendar invite. Example Title: **SR – Available - Colorado**

**Examples of marking your days as Unavailable or Limited Availability**

- **Unavailable Full Day:**  
Example: ML – Unavailable
- **Unavailable Half Day:**  
Example: CHAP – Unavailable - PM
- **Request for No Travel:**  
Example: SF – No Travel
- **Available in Different Location:**  
Example: RY – Available – China

The screenshot shows a calendar invite form with the following fields and values:

- From:** Stephenie.Rockwell@Interaworks.com
- Title:** SR - Unavailable (indicated by a red arrow)
- Required:** Engagements (radio button selected)
- Optional:** (empty)
- Start time:** Fri 7/17/2020, 12:00 AM
- End time:** Fri 7/17/2020, 12:00 AM
- Location:** (empty)
- Checkboxes:** ☒ All day, ☐ Time zones
- Buttons:** Send (top left), Make Recurring (bottom right, indicated by a red arrow)