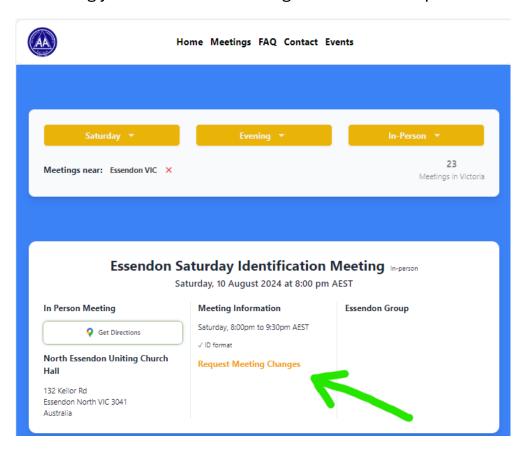1. Find the meeting you wish to make changes and click "Request Meeting Change".

2. Complete the form on the bottom of the page and click "Submit request".