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If you are unable to make your slot you can nominate a proxy

When it is your time slot press refresh groups and rooms if needs be and you name will now be green – clicking here will allow you to choose a room



## The following screen opens:





## Once you have pressed request you will then see:

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You will then get the following screen confirming that your choice has been accepted Clicking return will take you back (see next image))



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## Having clicked return you will see:

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