

# Guidance for Scheduling Meetings

Dear Team,

As we have recently adjusted our time zones, please follow the guidelines below when scheduling meetings:

1. Always indicate the time zone in your meeting invitation.
2. Use a time zone converter tool to confirm availability across locations.
3. Consider setting a recurring meeting series for regular check-ins to ease scheduling conflicts.
4. Be flexible with times to accommodate all participants.
5. Send a reminder 24 hours before the meeting to confirm attendance.

Thank you for your cooperation.

Best Regards,

Your Name

Your Position