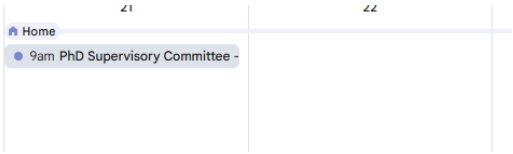
Aerospace Engineering Graduate Program
Yeates School of Graduate and Postdoctoral Studies
Faculty of Engineering and Architectural Science

Adding Guests to Your PhD Supervisory Committee Booking

After booking your meeting in ENG162 or ENG167, follow these steps to invite the student and supervisory committee members.

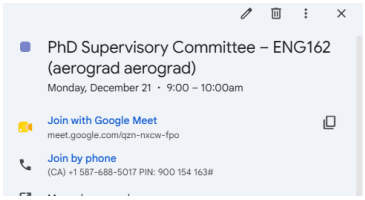
1. Find your booking

Open Google Calendar and locate your scheduled PhD Supervisory Committee meeting.



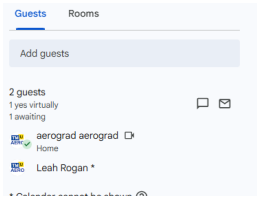
2. Open and edit

Click the booking to open its details, then select the pencil icon (Edit).



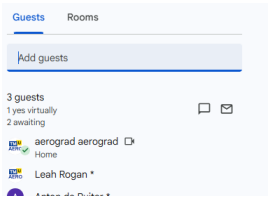
3. Add your guests

In the Guests panel, click Add guests and begin typing each person's name or email address.



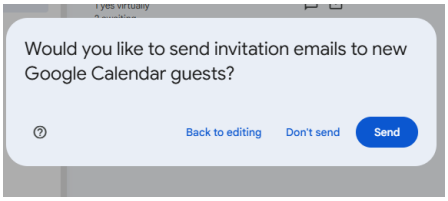
4. Save the changes

Once you have added the student and all committee members, click Save at the top of the event.



5. Send invitations

When Google asks whether to email the newly added guests, select Send. They will receive an email invitation and the meeting will appear on their Google Calendar.



Tip: The booking already includes a Google Meet link for anyone joining remotely.