



Canceling an Appointment

1. Open Booking confirmation email.
2. Click on "Change your appointment" at the bottom of the email.



Confirmed booking for
Lauren Hammer

IRB Staff Office Hours with
Bean, Kathryn [W 9-12]



Wednesday, October 13, 2021
9:00 AM - 9:30 AM
(UTC-05:00) Eastern Time (US & Canada)

Additional Information

Thank you for scheduling your IRB Staff Office hour appointment. You will receive a reminder one day before your meeting and another -- which will include the Zoom meeting link -- one hour before your meeting time.

Please have your IRB submission with you as reference.

Have a conflict?
[Change your appointment](#)

3. On the following page that opens select "Cancel booking".

The screenshot shows the CUHS (Harvard University Area) booking interface. At the top, there is a header with the Harvard University Area logo and the text "CUHS". Below this, the page is titled "Upcoming booking for Lauren Hammer". The main content area is titled "IRB Staff Office Hours" and displays a booking for "Wednesday, October 13, 2021" at "9:00 am (30 minutes)" with the staff member "Bean, Kathryn [W 9-12]". To the right of the booking details are three buttons: "Reschedule", "Cancel booking", and "New booking". A note at the bottom of the booking area states "All times are in (UTC-05:00) Eastern Time (US & Canada)". The footer contains contact information: "44 R. Brattle Street, Suite 200 • 617-495-2847 • https://cuhs.harvard.edu/" and mentions "Powered by Microsoft Bookings" with a copyright notice for 2021 Microsoft and links to "Privacy & Cookies".

4. Once an appointment is cancelled, researcher and reviewer will receive email notification of the cancellation.