

**Main page:** [Cisco Unified MeetingPlace, Release 7.0](#)

**Up one level:** [Reference Information](#)

To find this page, click **System Configuration > Meeting Categories**. Then click **Add New**.

**Table: Field Reference: Add Meeting Categories Page and Edit Meeting Categories Page**

<b>Field</b>	<b>Description</b>
Name	Identifies the meeting category on the scheduling page and in meeting details.
Owner	<u>User ID</u> of the meeting category owner.
Description	Enter a description that will help system administrators maintain the meeting categories, for example, how to distinguish one meeting category from another.

**Related Topics**

- [Configuring Meeting Categories](#)
- [Meeting Categories Page](#)