

MEETING ROOMS

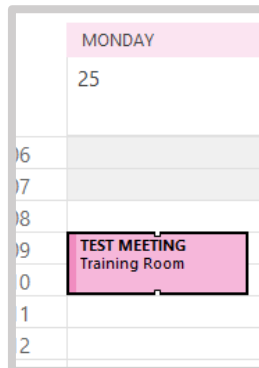
GUIDELINES

1. Recurring meetings should only be booked three months in advance and you must add an end date
2. Room bookings will automatically be accepted if the room is available apart from the CEO Meeting Room and the Board Rooms at both Coop House and The Waterfront which will require approval
3. If a meeting is cancelled the room booking will also automatically be cancelled
4. Only book rooms for the size you need. You can see the capacity in brackets next to the room name
5. Do not move equipment in between rooms. Once you populate your meeting invite with the meeting room, you will be able to see the equipment that the room has. If you require additional equipment, please see if another room is available

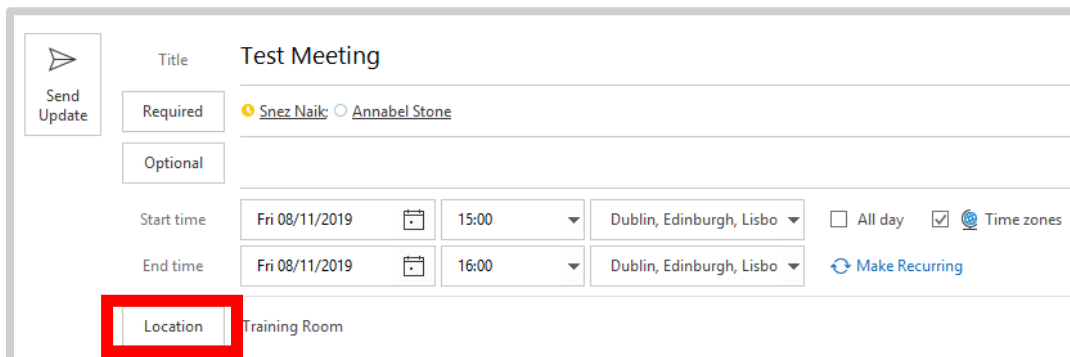
BOOKING A MEETING ROOM

HOW TO ADD A MEETING ROOM TO AN ALREADY SCHEDULED MEETING

1. Double click on the existing meeting within your calendar

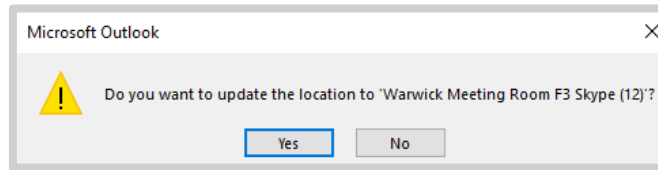


2. Click on 'Location'

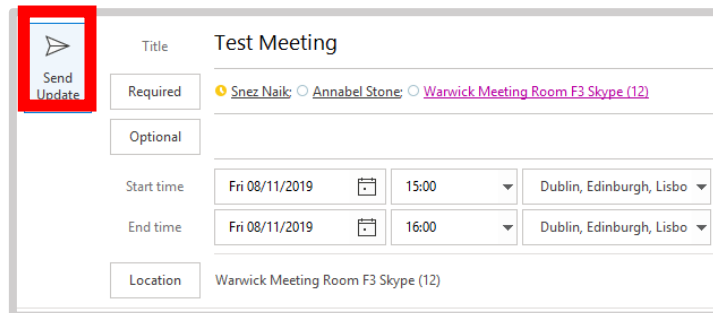


The screenshot shows a meeting booking form for 'Test Meeting'. The form includes fields for 'Title', 'Required' attendees (Snez Naik, Annabel Stone), 'Optional' attendees, 'Start time' (Fri 08/11/2019, 15:00), 'End time' (Fri 08/11/2019, 16:00), and 'Location' (Training Room). The 'Location' field is highlighted with a red box.

3. Double click on the meeting room you need. Please be aware that the room names are now different and will require checking.
4. Click yes when asking if you want to update your location

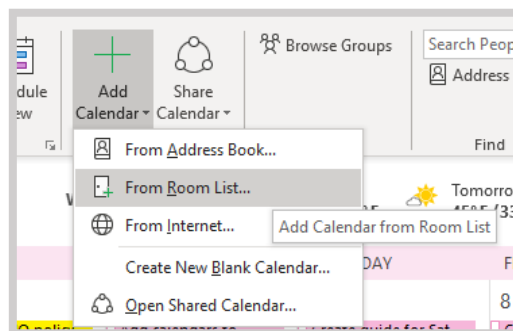


5. You then need to select **'Send Update'**, this will go out to all attendees, with the change of location. You will receive an automatic reply that the room has been booked



HOW TO BOOK A ROOM IN A NEW MEETING

1. Open a new meeting and type in the attendee's names into **'Required'**
2. To book a meeting room, you will need to click on Location and select the meeting room you need
3. To see what meeting rooms are free, go on your calendar view and click **Add Calendar** at the top and select **From Room List**



4. You can then double click on any/all of the Warwick Meeting Rooms (these all begin with Warwick Meeting Room), once you have selected all that you require, click Ok
5. You can now see all the rooms availability in your calendar view under **Rooms**. The next time you want to book a meeting room, select **Rooms** at the bottom of your calendars to see availability



- Once you have a suitable time and meeting room identified, click back to meeting. Invite your attendee's, ensure the time is correct and click **location**

The screenshot shows a meeting invitation form for a meeting titled "TEST MEETING". On the left side, there is a "Send" button with a right-pointing arrow. Below it are two buttons: "Required" and "Optional". The "Required" section lists two attendees: "Snez Najik" (with a green checkmark) and "Annabel Stone" (with a radio button). The "Optional" section is currently empty. The "Start time" is set to "Wed 13/11/2019" at "12:30" in the "Dublin, Edinburgh, Lisbo" location. The "End time" is set to "Wed 13/11/2019" at "13:00" in the same location. At the bottom of the form, the "Location" field is highlighted with a red rectangular box.

- Double click on the meeting room you require
- Once the room has populated, you will be able to see what equipment the room has available

The screenshot shows a notification box with a grey border. It contains two lines of text. The first line starts with a blue icon of a room, followed by the text "Warwick Meeting Room F3 Skype (12) X: "This room has a Screen and Whiteboard available."". The second line starts with a blue information icon, followed by the text "You haven't sent this meeting invitation yet."

- You then need to send the invite. You will receive an automated response that the room has been accepted.