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| Edinburgh Napier University | Sighthill 1:1 Room Booking Guide |

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# Introduction

There are a variety of meeting rooms available at Sighthill. This document deals with only the small 1:1 glass meeting rooms listed in the table below.

|  |  |  |
| --- | --- | --- |
| Level | Room |  Department/Group Access |
| Level 7 | 7.B.02 | * Principal’s Offices
* VPs and admin
* Secretary and admin
* HR
* Corporate Affairs
 |
| Level 6 | 6.B.02 | * Property and Facilities
* Finance
 |
| Level 5 | 5.B.02 | * Academic Development
* Development Office
* Strategy and Planning
 |
| Level 4 | 4.B.034.B.04 | * School of Nursing, Midwifery & Social Care
 |
| Level 3 | 3.B.043.B.06 | * School of Nursing, Midwifery & Social Care
* School of Life, Sport & Social Sciences
 |
| Level 2 | 2.B.042.B.06 | * School of Life, Sport & Social Sciences
* Faculty Office
* Dean’s Office
 |

A full list of rooms available and their booking method is available at the end of this document.

Meeting rooms are available on floors 2 – 7 of Block B at Sighthill. These have a 2/3 person capacity and can be booked for meetings lasting no more than half an hour. Departments/Schools can only book the rooms on the floor they occupy.

All rooms are listed in Outlook and can be booked through the standard meeting request function.

# Booking a meeting Room

1. On the **File** menu, Click **New**
2. Click **Meeting Request**.

|  |  |
| --- | --- |
| C:\Documents and Settings\li186\Local Settings\Temporary Internet Files\Content.IE5\01MUTGTA\MC900012999[1].wmf | To create a new meeting request, you can also use the keyboard shortcut CTRL+SHIFT+Q |



1. In the **Subject** box, type a description of the meeting.
2. In the **Location** field, click the **Rooms** button to open the list of meeting rooms.



1. Double click the room on your floor you wish to book (highlights the room in blue).
2. Click **OK**



1. This adds the meeting room to the **To** list.
2. To add your other attendee (s) to the meeting, click the **To** button to search the address book.
3. Type any further information about the meeting or add any attachments (click Insert tab).
4. Click **Scheduling Assistant** to search for a suitable time/date for the meeting.



Enter more information about the meeting in here if required

1. The scheduling Assistant will show you the calendar of your attendee (s), plus the meeting room. Select a suitable date/time for the meeting when all are free by clicking on a time in the Suggested Times pane or manually selecting a time on the grid.

##

1. Once you are happy with the time, Click the **Send** button to send out the request.

|  |  |
| --- | --- |
| C:\Documents and Settings\li186\Local Settings\Temporary Internet Files\Content.IE5\01MUTGTA\MC900012999[1].wmf | To add an attachment, or further information, or just review the meeting request prior to sending, click the Appointment button (highlighted above) |

1. As the meeting organiser, you will then receive a meeting acceptance email from the meeting room.



1. If you do not have permission to book the room, you will get a meeting declined message.



|  |  |
| --- | --- |
| C:\Documents and Settings\li186\Local Settings\Temporary Internet Files\Content.IE5\01MUTGTA\MC900012999[1].wmf | Please note, even if the request is denied by the room, the meeting will still appear in your calendar. You will need to edit the meeting request and select a valid room. |

# Cancelling a Meeting

1. Open your calendar
2. Double click on the meeting you wish to cancel



1. Click **the Cancel Meeting** button



1. Add a description as to why the meeting has been cancelled.
2. Click the **Send Cancellation** button.



1. This sends a cancellation email to all attendees and removes the meeting from your calendar.

Further information on updating and managing meeting requests can be found via the Outlook help menu.



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| C:\Documents and Settings\li186\Local Settings\Temporary Internet Files\Content.IE5\01MUTGTA\MC900012999[1].wmf | For more information on how to manage meetings, please use the help function in Microsoft Outlook or attend one of the training courses offered by C&IT |

# Other Sighthill Meeting Rooms

## Ad Hoc Meeting Rooms

These rooms require no pre-booking and can be used whenever they are available. These rooms can be utilised by anyone, regardless of which floor they are situated on.

|  |  |
| --- | --- |
| Level | Room |
| Level 7 | 7.B.38 |
| Level 6 | 6.B.33  |
| Level 5 | 5.B.30 |
| Level 4 | 4.B.49 4.B.02 |
| Level 3 | 3.B.02 3.B.03 |
| Level 2 | 2.B.02 2.B.03 |

## Director’s Meeting Rooms

The Director in the adjacent room will have sole use of these rooms. If anyone else wishes to use these rooms, please contact the relevant PA listed below.

|  |  |  |  |
| --- | --- | --- | --- |
| Level | Room | Director | Contact |
| Level 7 | 7.B.03 | Margaret Cook | Linda Ford (6104) |
| Level 6 | 6.B.03 | Jackie MacKenzie | Lynne Smith (6523) |
| Level 5 | 5.B.03 | Rowena Pelik | Ann Akcan (6418) |

## Centrally Bookable Meeting Rooms

These are meeting rooms centrally bookable via Room Bookings using the online form:

<https://staffworkplace.napier.ac.uk/OnLineServices/Pages/BookaRoom.aspx>

|  |  |  |
| --- | --- | --- |
| Level | Room | Capacity |
| Level 7 | 7.B.14 | 24 |
| Level 6 | 6.B.146.B.16 | 2424 |
| Level 5 | 5.B.145.B.16 | 2424 |
| Level 4 | 4.B.304.B.48 | 624 |
| Level 3 | 3.B.303.B.48 | 624 |
| Level 2 | 2.B.51 | 24 |