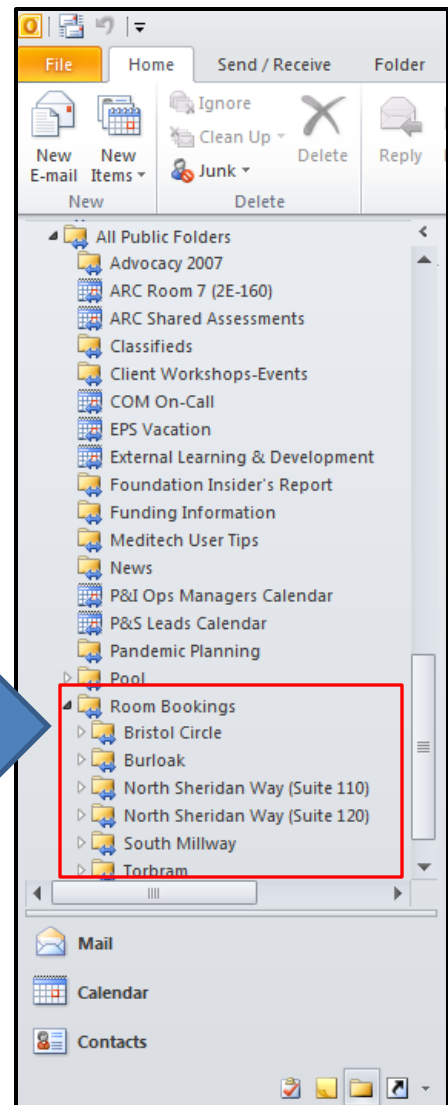


Requesting Meeting Rooms via Outlook

Employees who want to book a meeting room can request to reserve a bookable room in Outlook by contacting a designated Room Booker (e.g., Receptionist or Administrative Assistant) via email, phone or in person.

Whenever possible, requests to book a room should be sent to the Room Booker **at least 24 hours in advance of the meeting.**

The list of bookable rooms is located in the All Public Folders area in Outlook.



Process

- Employees need to provide the name of the staff needing the room, the reason for booking, the date and the duration of the booking. For example – Hazlon Schepmyer, Room 007 at NS2, Operational Readiness meeting on January 4th, 2016, from 10:00 a.m. until 12:00 p.m.
- Employees will send out meeting invite to attendees from personal calendar once room booking has been confirmed by Room Booker.