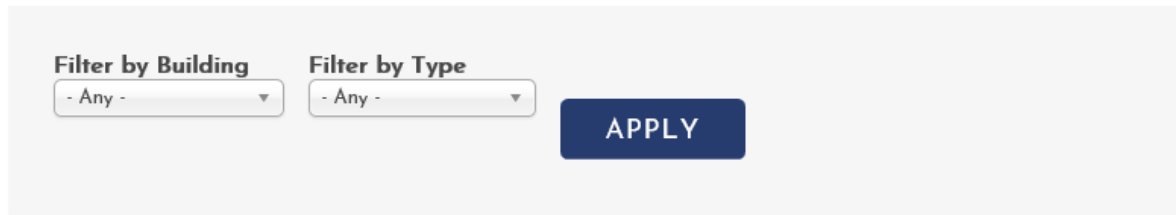


ROOM RESERVATION – USER GUIDE

Steps for reserving a room

1. Go to the [online room reservation tool](#).
2. Select desired room code - This gives you details like size, location, and technology available in each individual room. If you are not logged into MyAUP, you will be asked to do so.



Filter by Building:

Filter by Type:

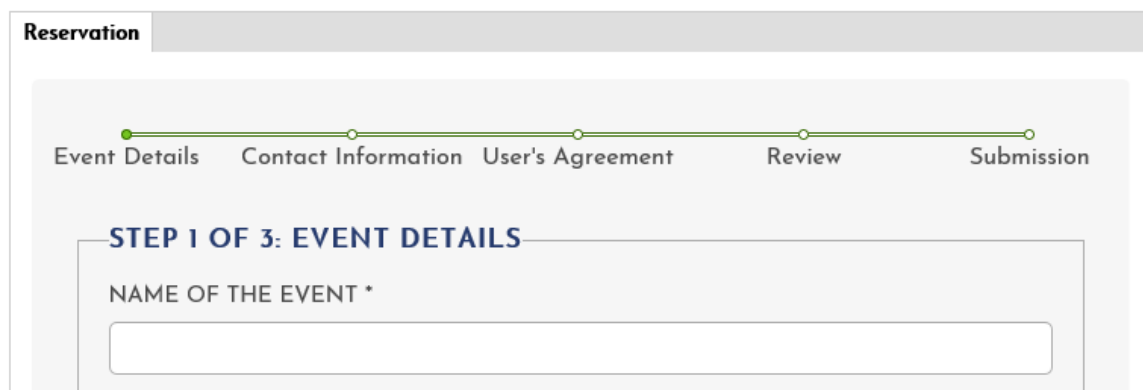
APPLY

ROOM NUMBER▲	TYPE	BUILDING	FLOOR	ALIAS	SEATS	SURFACE	RESERVABLE?
A-1	Classroom	Amélie	Ground Floor		18	32m2	Yes

3. Click on the “**Check Room Availability**” button. This will give you an up-to-date schedule for the room in question. Please check that the classroom is available at your desired time.

Code: A-1
Building: Amélie
Floor: Ground Floor
Number of seats: 18
Surface: 32m2

Multimedia Console including:
A computer (PC)
A video projector
A flat screen TV
A DVD/VHS combo player



Reservation

Event Details Contact Information User's Agreement Review Submission

STEP 1 OF 3: EVENT DETAILS

NAME OF THE EVENT *

4. Fill out the room reservation form according to your needs. All fields must be completed.

5. Read and tick the “**USER’S AGREEMENT**” boxes – you will not be able to submit your request until all rules have been read and ticked!



The screenshot shows a web interface for a reservation system. At the top, there is a navigation bar with the title 'Reservation' and a progress indicator. The progress indicator consists of a horizontal line with five circular markers, each corresponding to a step: 'Event Details', 'Set-up Options', 'Contact Information', 'User's Agreement', 'Review', and 'Submission'. The 'User's Agreement' step is currently selected and highlighted in blue. Below the progress bar, the main content area is titled 'STEP 4 OF 4 : USER'S AGREEMENT'. It contains the text 'AS I SUBMIT THIS ROOM BOOKING REQUEST, I AGREE TO THE FOLLOWING: *' followed by four checkboxes, each with a corresponding text statement.

Reservation

Event Details Set-up Options Contact Information **User's Agreement** Review Submission

STEP 4 OF 4 : USER'S AGREEMENT

AS I SUBMIT THIS ROOM BOOKING REQUEST, I AGREE TO THE FOLLOWING: *

- Unless I receive an instant automated booking receipt entitled "Your Room Reservation Request (PENDING CONFIRMATION)", the submission process has not been finalized.
- I understand that the automated receipt does NOT constitute a booking confirmation.
- The Registrar's Office will consider my request and send me an email confirming or declining the booking request within one to two business days.
- I will not promote my event or communicate the date to external parties before I received a confirmation email from the Registrar's Office.

6. Click on the “**Review**” tab. Please review and verify the information you have indicated on the form.
7. Do not forget to then click on the "**Submit**" button--your submission is not complete until you press the "**Submit**" button!
8. Once you have submitted your request, it will be reviewed by the Registrar’s Office. Please note that until you have received a confirmation email from us, the room reservation has not been processed and the room is not considered reserved. Remember not to promote your event until you received a confirmation email from the Registrar’s Office.



Users should bear in mind that the Registrar’s Office must follow its publically stated room-booking priority order:

- Academics (AUP courses)
- Official university events (conferences, lectures organized by professors)
- Recreational (all extracurricular events organized by clubs or students).