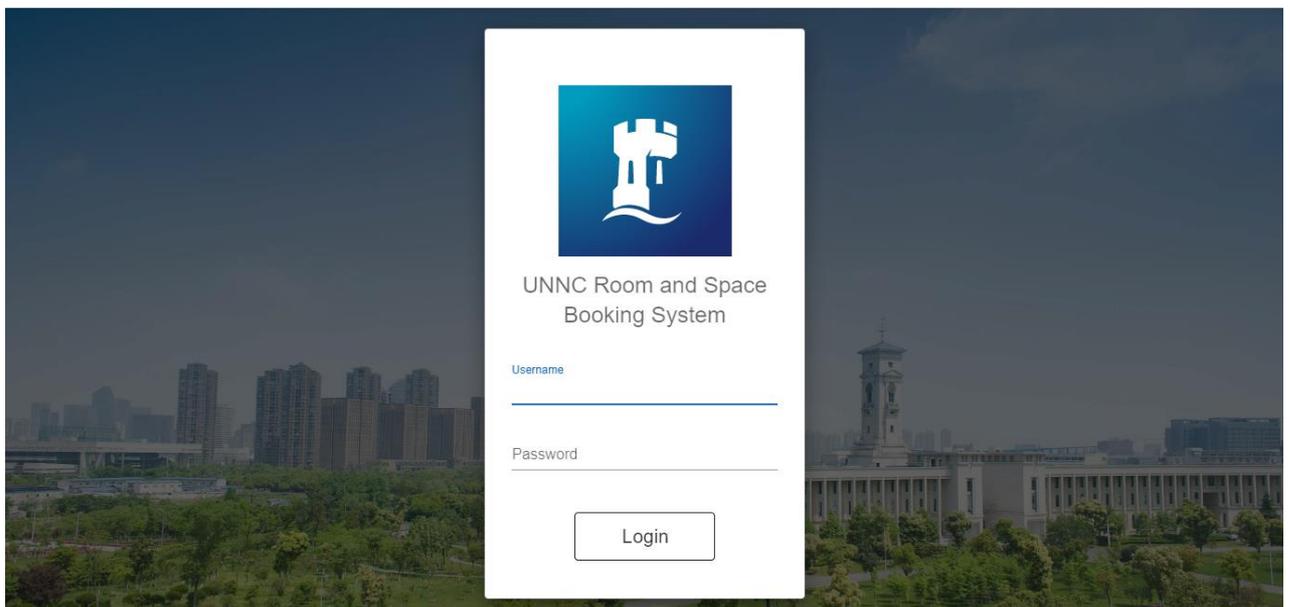# UNNC Library Room and Space Booking Guide
Library, Research and Learning Resources (LRLR) Sep 2020

The UNNC Room and Space Booking System address is
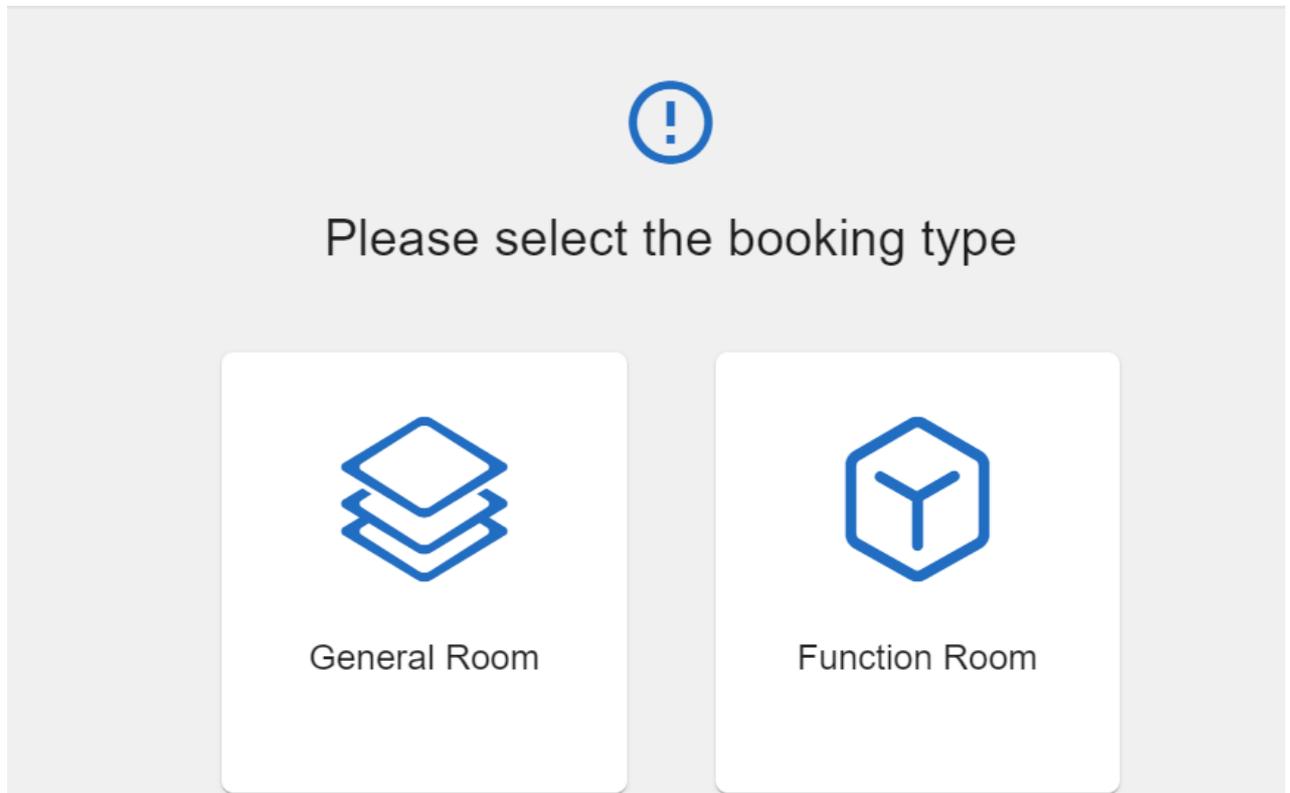https://meetingroombooking.nottingham.edu.cn/#/login?node=Library.

Step 1. Sign in

- ■ Log on to the booking system via
  https://meetingroombooking.nottingham.edu.cn/#/login?node=Library.
- ■ The user name and password is same as your UNNC account
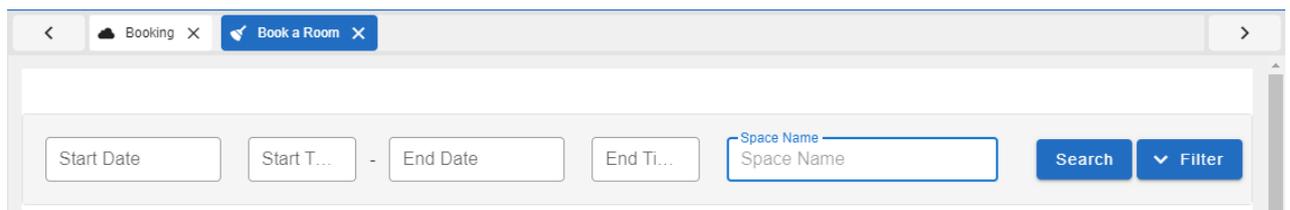- ■ Click 'Login' to sign in

Step 2. Search

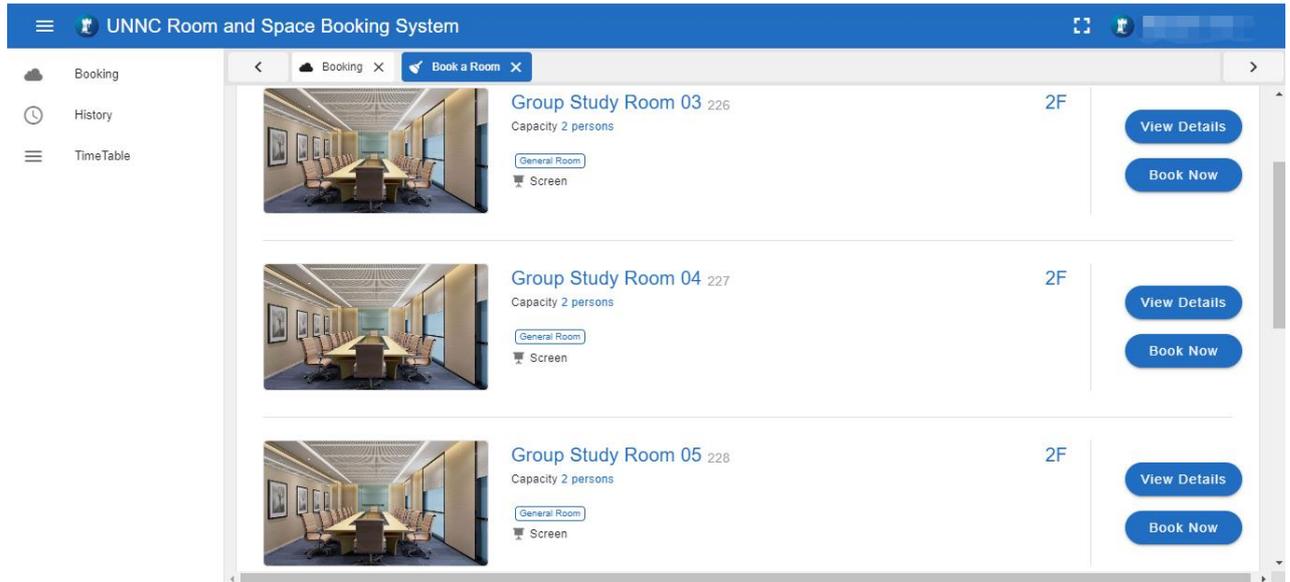**There are two booking types, General Room and Function Room.**
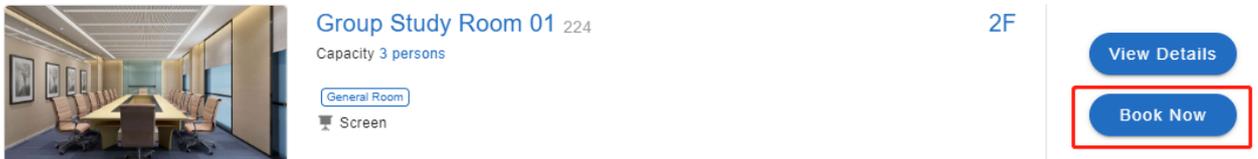
❖ **General Rooms**

General Rooms include 33 Group Study rooms and 15 Project rooms.

To book general rooms, you can select the start date/time, end date/time and space name to check the available rooms as you need. Or you can browse the list to select the room.

Step 1. Click "Book Now"

Step 2. Add booking information

Fill information as request, please notice that the attendees id/name no less than 50% of the room capacity.

Step 3. Confirm booking information

After submitting the booking request successfully, there will be a confirmation email sent to you.

Add Booking Information

Space	Group Study Room 01	Organizer	
* Subject	guide	Private ☐	
* Start Time	2020-09-08 16:30	* End Time	2020-09-08 17:00
Attendee			

guide

Your booking request has been submitted

Confirm

Details

Book Now

⟲ Reply   ⟲ Reply All   ⟲ Forward

Tue 9/8/2020 4:09 PM

meetingroombookingservice@nottingham.edu.cn

Booking Notification

To

Hi there,

Your booking request has been submitted. Please see below for more information.
Subject: guide
Location: Group Study Room 01
Start Time: 2020-09-08 16:30:00
End Time: 2020-09-08 17:00:00
Booking Status: Booked
Attendees:

[UNNC Library Room Booking System Guide]

Check your booking history and timetable

    You can check your booking schedule and history from the left bar.

❖ Function Rooms

There are three booking types in function rooms.
The Booking steps are same as general rooms.

Share a room: Book for single person /group
- LEGO Lab
- Makerspace

Book a room: Book a whole room for a group
- Data Scholarship Lab
- Editing Studio
- LEGO Lab
- Makerspace
- XR Studio

Book a seat: Book a seat at Research Computer Lab