Reserve Meeting Rooms GOB

Introduction

The meeting rooms in the GOrlaeus Building (GOB) can be reserved through the STRW secretariat if you need to setup a series of meetings, like a group meeting each week. You can, however, reserve rooms (one slot at a time) yourself at max 1 month ahead of time.

Setup account for reservation

You need to setup an active account for the system in order to place reservations. To do so you need to login to the system once, then request that your account is connected to the Sterrewacht role. After this has been done your account is qualified to reserve STRW meeting rooms and the general meeting rooms on the ground floor.

Procedure

- Login into SharedDesk utility using your ULCN credenatials.
- You will now see a message stating: "Your account has been created, but you still need to be added to the correct organisation" and "please contact UFB - Shared Desk shareddesk@ufb.leidenuniv.nl".
- You mail to shareddesk@ufb.leidenuniv.nl that you are a Sterrewacht person and need access to the system
- You will receive a confirmation email from shareddesk@ufb.leidenuniv.nl that your account has been assigned to the correct organisation unit.
- Re-login to the SharedDesk utility and you can now see the meeting rooms and are allowed to book them.

Booking a room

You can personally reserve a meeting room in the Sterrewacht, or one of the three rooms in the CE wing ground floor. To do so:

- Log into SharedDesk utility
- Select the floor where the meeting room you want to reserve
- Set the reservation date/time in the top selection box. Once you have done so you see which rooms are available for reservation for your slot.
- If the meeting room is coloured green, you can reserve it. Click on the room to confirm your reservation.

Once you reserve a meeting, you will get an email from SharedDesk (no-reply@ufb.leidenuniv.nl) confirming your reservation.

To see a list of your reservations, click the 'my reservations' optin in the top navigation bar

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