



# **MGA MEETING ROOMS**

## **BOOKING REGULATIONS & INSTRUCTIONS**

# MGA MEETING ROOM BOOKING REGULATIONS

Please read these rules carefully before making meeting room bookings. Contravention of these rules will mean that your booking gets removed. The procedures are here in order to make the booking system as fair as possible to all students, considering the high demand for study space.

1. Meeting rooms are available for Monash Graduate **group study only & all group members' contact details** must be added to the calendar booking entry.
2. Students can book one room per time slot for a **maximum of 2 hours per day, per group** and bookings must not exceed 10 hours per week.
3. Rooms must not be booked more than four weeks in advance.
4. Meeting Rooms can be booked online via your personal calendar. Instructions in the subsequent pages.

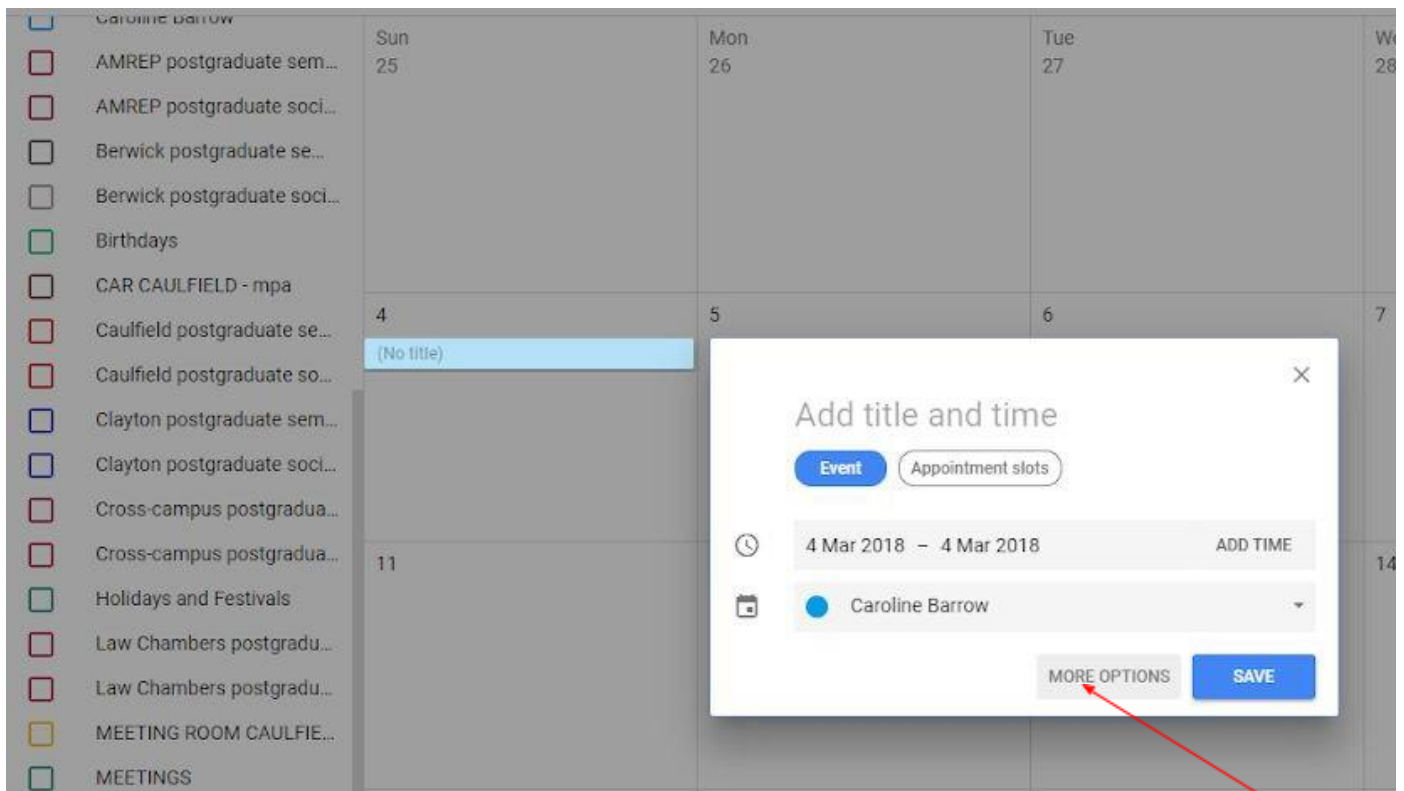
**MGA staff reserve the right to remove any bookings at their discretion and without notice.**

**The MGA does not take any responsibility for personal items left in the meeting rooms or other graduate spaces. We therefore advise that you do not leave anything unattended.**

If you have any issues regarding meeting rooms, please contact our MGA receptionists at [bookingsheriff@monash.edu](mailto:bookingsheriff@monash.edu)

## HOW TO BOOK MEETING ROOMS

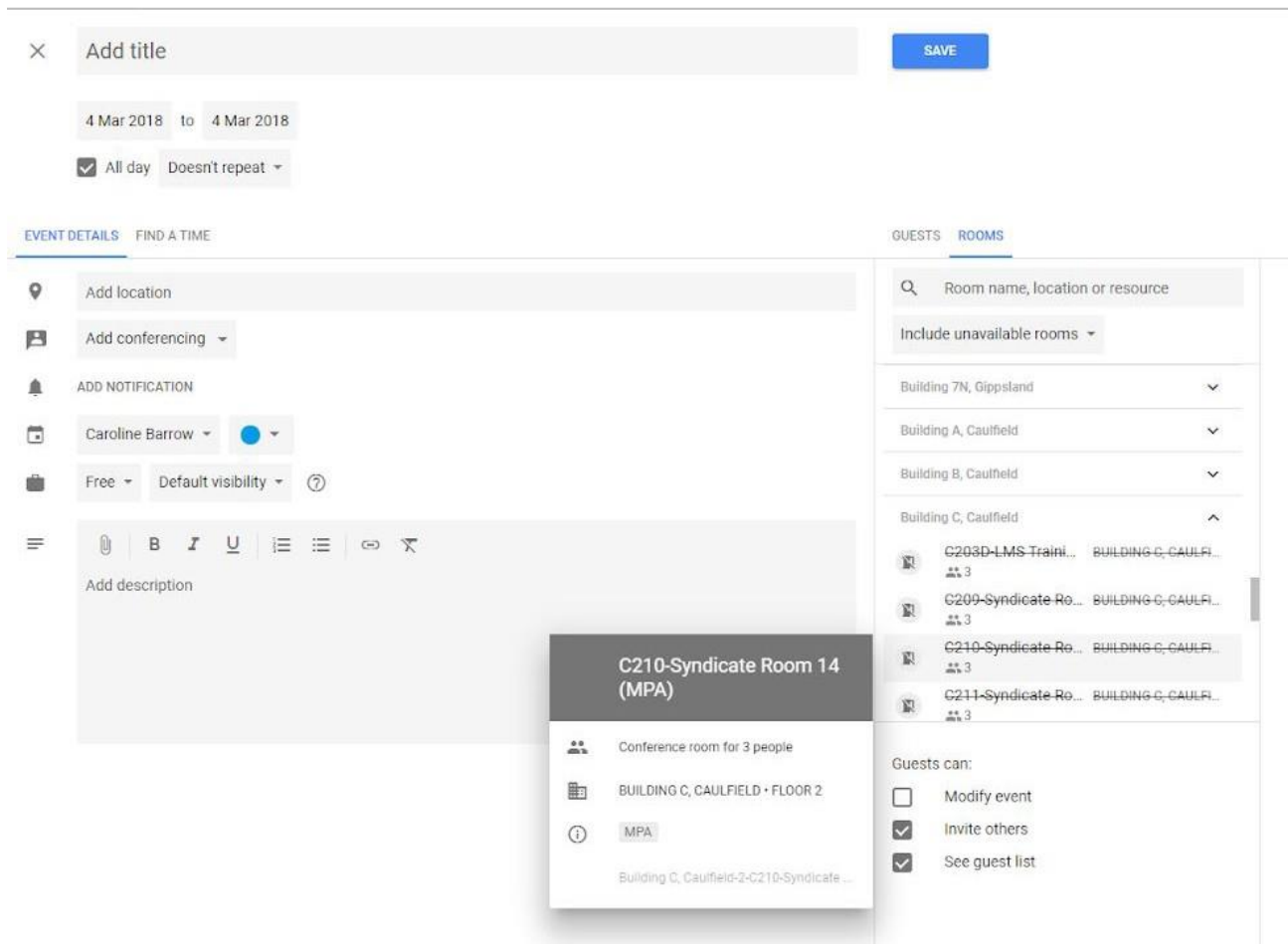
1. **Go to your calendar** (you can access it via the tiles in 'my monash' or via your Monash Gmail through the 'apps' icon (little squares in the top right-hand corner).
2. **Select the date and time** you'd like to book by clicking on your calendar – and click 'more options' in the pop-up window, which will allow you to edit the 'event'.



3. **Select 'rooms'** in the event edit screen (image overleaf)

- A list will appear below with building names
- To book a meeting room in building 'H', expand the building H list in the drop down menu.
- To book a room in building C, expand the building C list in the drop down menu.

- Select your room and fill in the necessary details. (title, invite guests, save)
- If the buildings or rooms are not listed, then it means they are not available. You can view unavailable rooms by selecting 'include unavailable rooms' although you won't be able to book them - because



The screenshot displays a meeting booking interface. At the top, there is a form to add a title, dates (4 Mar 2018 to 4 Mar 2018), and an 'All day' checkbox. Below this are tabs for 'EVENT DETAILS' and 'FIND A TIME'. The 'EVENT DETAILS' section includes fields for location, conferencing, notification (Caroline Barrow), and visibility (Free). A rich text editor is present for adding a description. On the right, the 'ROOMS' section shows a search bar and a dropdown for 'Include unavailable rooms'. A list of rooms is shown, including Building 7N, Gippstand, Building A, Caulfield, Building B, Caulfield, and Building C, Caulfield. Under Building C, Caulfield, several rooms are listed, including C203D-LMS Traini..., C209-Syndicate Ro..., C210-Syndicate Ro..., and C211-Syndicate Ro... A tooltip for 'C210-Syndicate Room 14 (MPA)' is visible, showing it is a conference room for 3 people in Building C, Caulfield, Floor 2. Below the room list, there are options for 'Guests can:' with checkboxes for 'Modify event', 'Invite others', and 'See guest list'.

In this example, you can see that all the building C rooms have a line through them and are therefore unavailable.

## WHAT ELSE CAN YOU DO WITH THE CALENDARS?

1. **Check for available rooms** under the '[your campus>caulfield](#)' tab on the MGA website.

Click on the links to each meeting room number and the calendar for that room will appear showing whether it's busy or not. You cannot book rooms via these links they're just for viewing

2. **Import specific room calendars** into your own google calendar
  - Go to your own calendar
  - On left the hand navigation pane, click the '+' icon, next to the search field
  - Click 'browse resources' in the pop-up list
  - Select the building you want in the central list
  - Click the check-box next to the meeting room you want to import to your calendar.

Congratulations you now have subscribed to the calendar and can see it from your own calendar. If you subscribe to all the rooms, your calendar will look it's had paintballs thrown at it. To avoid this, you can display and hide any calendars using the left-hand navigation panel.