

Meeting Rooms at Academy Park

From 1st March we will be introducing a new naming convention for all available rooms within Academy Office Park which you must book if you wish to secure their use. Please see this diagram for names and designations of each room.

To book these rooms within Academy Office Park:

- Create a new appointment within your Outlook calendar
- In the 'Location' field specify which room you would like to book as per the diagram.
- Within the booking window, refer to 'scheduling assistant' to confirm the availability of the chosen room. It is apparent if the room is booked or not.
- Once you 'send' the invitation, you will receive a reply from the room. This will confirm the booking or indicate a clashing booking. You will need to take appropriate action if bookings clash.

Conference Equipment within Glasgow Meeting Room 1

If you require the conference equipment for hybrid meetings, you must add HOConferenceRoom@includem.co.uk as an attendee at your meeting (this will invite the equipment into the meeting for your use). Again, you will receive a reply from that address (i.e. the equipment).

The equipment is set up and you can log in to the laptop in the Glasgow Meeting Room 1 and join the online meeting directly from the Teams calendar.

Note: All existing booked meetings for each room will be transferred to the corresponding newly named room.

Action: Can all Glasgow based colleagues please:

- 1. Remove all surplus equipment from the meeting rooms as a matter of urgency.**
- 2. Please leave meeting rooms tidy and ready for the next meeting. Do not leave anything behind.**

This is to make everyone's lives easier and will be reviewed going forward.

