

Royce Hub Room Booking Process

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Meeting Rooms in Royce

There are a number of rooms that can be booked by the Royce Hub building users. These are listed below. Please note the capacity provided is for guidance only and is dependent on furniture layout/ how the space is used. However, you must not exceed the maximum capacity in order to comply with Health and Safety Regulations.

1st Floor Meeting Rooms:

- 1.013 Boardroom (capacity 12)
- 1.014 Small Seminar room (capacity 22 theatre style, 16 cabaret-style, and 12 horseshoe-style to fit everyone onto the camera)
- 1.015 Large Seminar room (capacity 50 theatre style, 40 cabaret-style, or capacity of 26 if set up horseshoe-style)

*1.014 and 1.015 can be opened out to seat 80 people comfortably theatre style; this can be increased to 85 theatre style at full capacity (at an absolute maximum). These capacities must not be exceeded under any circumstances in order to comply with health and safety regulations

2nd Floor Meeting Rooms:

- 2.012 Meeting room (capacity 16)
- 2.013 Meeting room (capacity 14)

6th Floor Meeting Rooms:

- 6.012 Meeting room (capacity 16)
- 6.013 Meeting room (capacity 14)

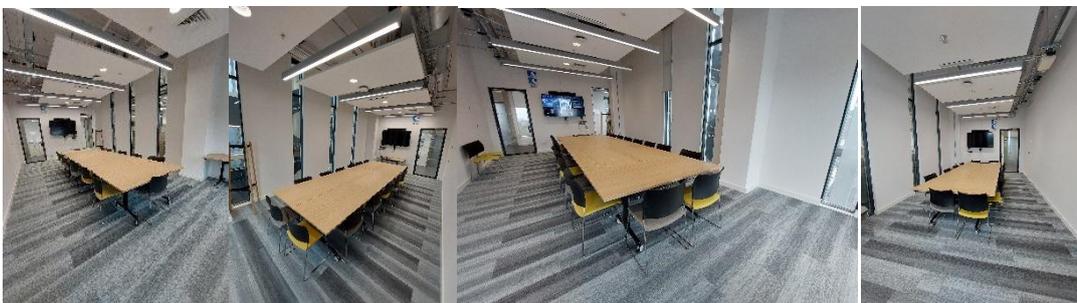


1.013

1.014

1.015

1.014 & 1.015 opened out



2.012

2.013

6.012

6.013

How to check availability

Open the meeting room shared calendars on Outlook and select the date of when you would like the room to check availability.

Meeting room shared calendars

Henry Royce Institute building Room 1.013 roycehub.room1013@royce.ac.uk

Henry Royce Institute building Room 1.014 roycehub.room1014@royce.ac.uk

Henry Royce Institute building Room 1.015 roycehub.room1015@royce.ac.uk

Henry Royce Institute building Room 2.012 roycehub.room2012@royce.ac.uk

Henry Royce Institute building Room 2.013 roycehub.room2013@royce.ac.uk

Henry Royce Institute building Room 6.012 roycehub.room6012@royce.ac.uk

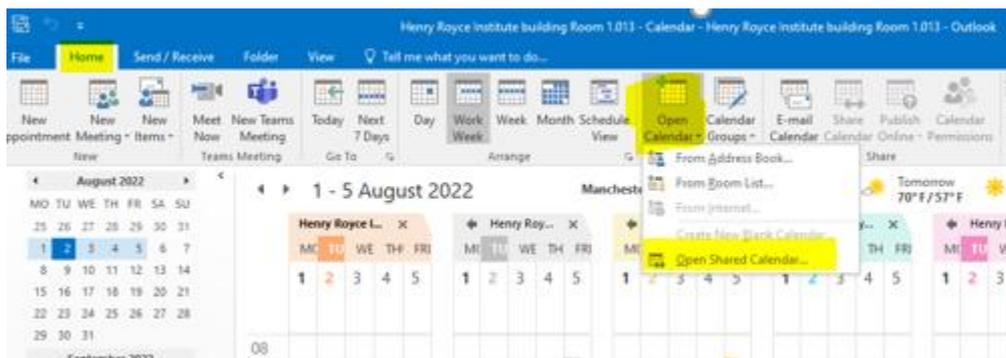
Henry Royce Institute building Room 6.013 roycehub.room6013@royce.ac.uk

How to open shared calendars:

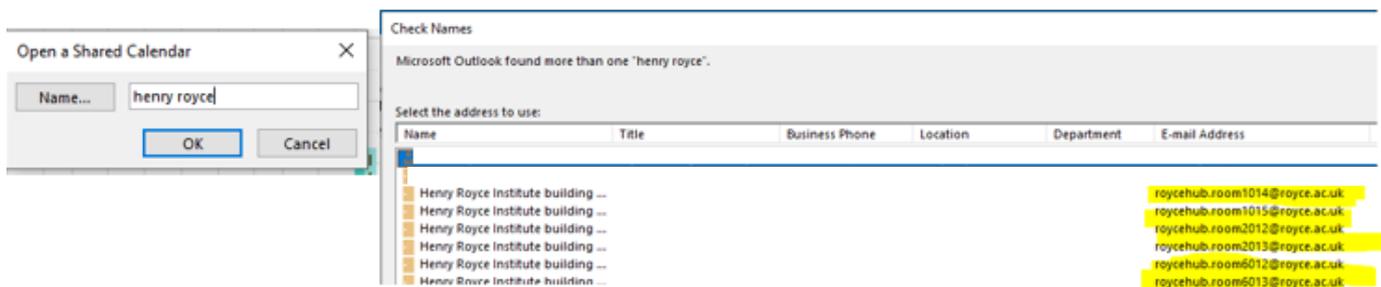
On Outlook, open your calendar by clicking on the Calendar icon in the lower left hand side.



In the "Home" tab, click "Manage Calendars" group, click "Open Calendar" or "Add Calendar" and then "[Open Shared Calendar](#)".



Then Enter "Henry Royce" and the following meeting room calendars should appear.



Select the meeting room calendar you would like to open and it would appear next to any calendar that is already in the view and it is added to the Navigation Pane on the left.

You can repeat the process to open all room calendars to view them at the same time.

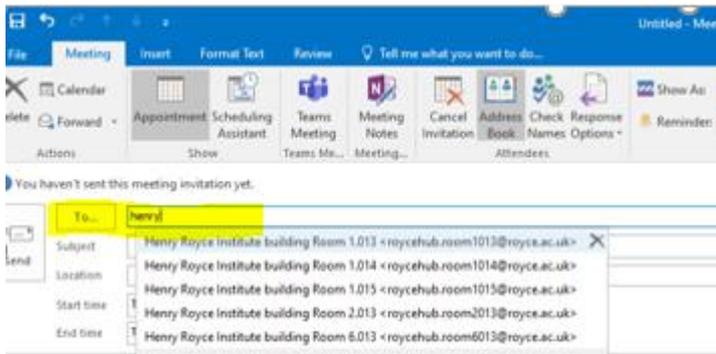
After you access a shared calendar for the first time, the calendar is added to the Navigation Pane on the left. The next time you want to view the room calendar, you can just click it in the Navigation Pane.

How to request to book a meeting room:

Once you have checked that the room you would like to book is free, you can send an Outlook invite from your own calendar to the relevant meeting room calendar to request to book the room. Please include the following in the Outlook invite.

- **Subject:** please ensure that you add a relevant meeting subject so your attendees and others can see what meeting the room is booked for. Please also add the expected number of attendees in brackets in case others need to contact you to swap meeting rooms when necessary.

We appreciate some of your meetings may be confidential. Please try and name it to something professional and appropriate, don't just call it "meeting".



Service Level Agreement

The Operations team will aim to respond to your invite within the next working day.

Additional Notes

- Please note that you can only request a room maximum 365 days in advance. Please see FAQs below.
- Please note that occasionally we may have to give out your contact details to another building user should they want to ask about the possibility to swap meeting rooms etc.
- You are welcome to book the Boardroom 1.013 if it's available. However, please note that you may be requested to move to another meeting room if 1.013 is required by the Senior Leadership Team for high profile meetings. This may also apply to other meeting rooms in the building. However, we will endeavour to provide as much notice as possible and will provide support with finding another meeting room.
- If you would like to use 1.014 and 1.015 as one room, please make sure you send your request to **both** meeting room calendars. The partitioning door key can be collected from the Royce Hub team in Office 1.001.
- There is a guidance booklet in each meeting room which includes useful information such as Health & Safety briefing for visitors and AV equipment guidance. Please take time to read through the guidance.

Meeting Room Etiquettes

- Please consider set up/ clean up time when requesting meeting rooms. It is the responsibility of the organiser to ensure the room is left in an acceptable state for the next user.
- If you have ordered catering, please liaise with the Hospitality Team to ensure crockery is collected when your meeting has finished.
- To allow large conferences to take place when necessary, we kindly ask you to refrain from booking the large seminar room 1.015 if you have less than 30 attendees. Exceptions may be made on rare occasions. Please contact roombooking@royce.ac.uk to ask.
- Be understanding and help out your colleagues when you can. If you book a large conference room for a small number of people and someone asks you to switch rooms, please be accommodating.
- If your meeting gets cancelled, please cancel your room booking as soon as possible to allow others to book.

FAQs

The room I would like to book is not available.

- If the room you would like to book is not available, please check to see if you can request another Royce meeting room. Alternatively, please consider booking elsewhere within the University via the [Resource Booker](#).
- Inside the research offices across Floors 2-6 there are additional meeting rooms which seat up to 6 people. AV equipment for these rooms is being installed. Bookings for these rooms are managed by the resident research groups based on that floor. You could check with them.
- You could also contact PSI-ops@manchester.ac.uk to check meeting room availability in the Photon Science Institute, Alan Turing Building.
3.306 – Seminar Room – holds about 30 people
3.307 – meeting room – holds about 12 people
These two rooms can be opened out to create a larger space.
- If you are trying to find a venue for an event, you could [contact the Conference and Events Team](#) via email conference@manchester.ac.uk or telephone 0161 306 4100.

I would like to swap meeting rooms with another group.

Please contact the organiser of the other meeting to ask if it is possible.

I no longer need the room.

Please cancel the Outlook invite you originally created from your own calendar to remove the meeting room.

I would like to make a recurring booking.

Please note that you can only request to book meeting rooms

365 days in advance. Please set an end date when creating recurring Outlook invites. If the end date of your request exceeds this limit, it will be declined automatically.

Please check to see that the room you would like to book is available on each occurrence. If the room is available most dates but not on a certain date. Please send your Outlook calendar invites separately for the requests to go through without conflicts.

Example: you would like 2.012 on a Wednesday 1-2pm every week from 04/01/2023 to 22/02/2023. You have checked the shared meeting room calendar for 2.012 and see that it's available every week except 25/01/2023. Please send Outlook calendar invite to "Henry Royce Institute building room 2.012" as follows:

- 1) Recurrence Start 04/01/2023 Occurs every Wednesday 1-2pm until 24/01/2023.
- 2) Send an invite to another available room for Wednesday 25/01/2023 separately.
- 3) Recurrence Start 26/01/2023 Occurs every Wednesday 1-2pm until 22/02/2023.

I would like to hold a room while the meeting details are being finalised.

If you know your meeting is likely to take place on a specific date. Please add "HOLD" in front of the meeting subject line (e.g. HOLD: Royce Board Meeting) and send your request to the meeting room calendar via Outlook as explained above. Please update the calendar invite when the meeting details have been confirmed and remove the word HOLD from the subject line.

If you are holding any rooms, please confirm as soon as possible and release any rooms that you don't need to allow other people to book.

How can I book the Mezzanine and the Ground Floor Foyer?

As there isn't a calendar set up on Outlook for the Mezzanine and the Ground Floor, please send your booking request to roombooking@royce.ac.uk

Contact us

If you have any queries not answered here, please contact roombooking@royce.ac.uk.