

How to book a conference or meeting room at Informatics

Employers at the Department of Informatics can book venues online. You find links and information on the following page: <https://staff.lusem.lu.se/departments/informatics/venues>.

The following venues are available for booking:

- EC2-207 Conference room "Bilbao"
- EC2-241 Meeting room "Verona"
- EC2-242 Supervision room "Cork"

To book other venues or help with these instructions, please contact [Anna Holmes](#).

Booking

Use the link from the page above or go directly to <https://cloud.timeedit.net/lu/web/ehl2/>. (If needed, log in). The booking pages are only available in Swedish.

After choosing "Lokalbokning-EHL" (Room booking-LUSEM) you will be directed to the following page.

The screenshot shows a web interface for room booking. On the left, under 'Tid', there is a calendar for February 2020 with the 12th selected, and a time slot of 14:00-15:00. Below the calendar is an 'OK' button. In the middle, under 'Sökresultat', there is a search icon and text: 'Lokalbokning för NEK; Alfa1:4013, EC1:270 Lokalbokning för INF; EC2:241, EC2:242, EC2:207'. On the right, under 'Mina val', there is a list of options: 'Hyrestagare', 'Lokaler', 'Lokalbokningsaktivitet', 'Personal', 'Utrustning', and 'Konteringssträng', each with a 'Klicka för att välja' instruction. At the bottom right of the 'Mina val' section is a 'Fortsätt' button. At the bottom left of the 'Tid' section is a search box with 'Sök Hyrestagare' and a search icon, and a dropdown menu for 'Fakultet/institut' with 'onx1' selected. Below the search box is an 'Återställ' button.

You start by choosing date and time in the calendar to the left. Confirm by pressing "OK".

You continue on the right side, where you will find "Mina val" (My options). To fill out the required information, you click on the following links:

- "Hyrestagare" (Tenant). Choose "Informatik" (Informatics).
- "Lokaler" (Venues). Choose among the available rooms.
- "Lokalbokningsaktivitet" (Activity). Choose among the available options. You can also search in the list for an activity, for example for "Möte" (Meeting) or "Handledning" (Supervision). You do this on the left in the search box "Sök" (Search).
- "Personal" (Staff). Please, add you own name. You can also add other participants. You choose among the available Staff. You can search in the list for a person by name or Lucat identity. You do this on the left in the search box "Sök" (Search).

When you are finished with your booking you confirm by clicking "Fortsätt" (Continue).

After confirming you go to the next step where you fill in "Titel" (Title). After that you confirm again by clicking "Boka" (Book). "Tack för din bokning" (Thank you for your booking) will appear.

The first screenshot shows a booking form for Monday, February 10, 2020, from 13:00 to 14:00. The event is titled "Informatik" and "Information" in the "Lokalbokningsaktivitet" field. The location is "EC2:241" and the organizer is "Anna Holmes". There are input fields for "Titel", "URL", and "Publik kommentar". There are also checkboxes for "Manuell debitering" and "Intern kommentar". A "Boka" button is at the bottom.

The second screenshot shows a confirmation screen for Wednesday, February 12, 2020, from 11:15 to 12:00. The event is titled "Informatik" and "Disputation" in the "Lokalbokningsaktivitet" field. The location is "EC2:207" and the organizer is "Anna Holmes". There is a "Visa mer" link and a "Tack för din bokning!" message. A "Stäng" button is at the bottom.

My bookings

You will find your bookings listed in "Mina bokningar" (My bookings).

The screenshot shows a list of bookings under the heading "Mina bokningar". The first booking is for 2020-02-10 from 15:00 to 16:00, titled "Informatik, Information, EC2:242, Anna Holmes".

Change or cancel booking

Click on the booking and you will get the following view:

The screenshot shows the booking details for Monday, February 10, 2020, from 15:00 to 16:00. The event is titled "Informatik" and "Information" in the "Lokalbokningsaktivitet" field. The location is "EC2:242" and the organizer is "Anna Holmes". There is a "Visa mer" link and a "Skicka bekräftelse" button. A "Ändra / Avboka" button is at the bottom.

To change date or time or to cancel the booking click on "Ändra/Avboka" (Change/Cancel).

Send confirmation/invitation

You can click "Skicka bekräftelse" (Send confirmation) to send an email with your booking – to yourself and other participants.