

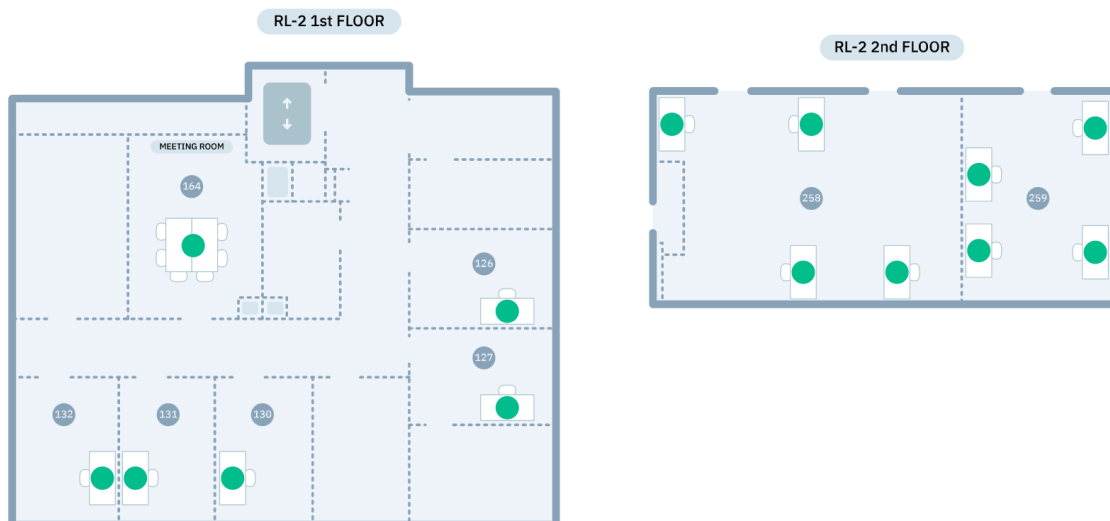
How to reserve a desk in RL-2

- 1) Go to <https://cires.skedda.com/booking>
- 2) On this site, you can choose the day and time to reserve.



Those desks highlighted in green are available at that day and time.

- a) Rooms 126, 127, 130, 131, and 132 are all single offices
- b) 8 desks are available in 258 and 259 in a shared office situation (masks are required at all times when sitting in these offices)
- c) 164 is a meeting/conference room for meetings of up to 6 people (masks required at all times).



- 3) Click on the green desk that you would like to reserve
 - a) Choose ONLY 1 desk
- 4) In the pop-up, confirm the day and time that you are reserving.
 - a) For single Desks/Offices:
 - i) You may reserve a desk up to 48 hours in advance
 - ii) You may reserve the desk from 8:00-12:00 and/or 12:00-5:00
 - b) For Conference Room 164:
 - i) You may reserve this room up to 2 days in advance for any blocks of time between 8:00am and 5:00pm.
 - c) Edit any details and press “Confirm Booking”
- 5) An email will be sent to you with information about your booking
 - a) Please read the details at the bottom of the reservation email that includes information about parking, access, and contact information.

- b) You may connect to the link “My Bookings” to change or cancel your booking
- 6) If you decide not to use your reservation, please cancel your booking so that someone else may use the space.

For more information or if you have any questions, please contact Dan Keane at daniel.keane@colorado.edu or by calling 303-735-5848.