



ISTITUTO ITALIANO
DI TECNOLOGIA

HOW TO USE ROOMS.IIT.LOCAL WEB APPLICATION FOR BOOKING A MEETING ROOM

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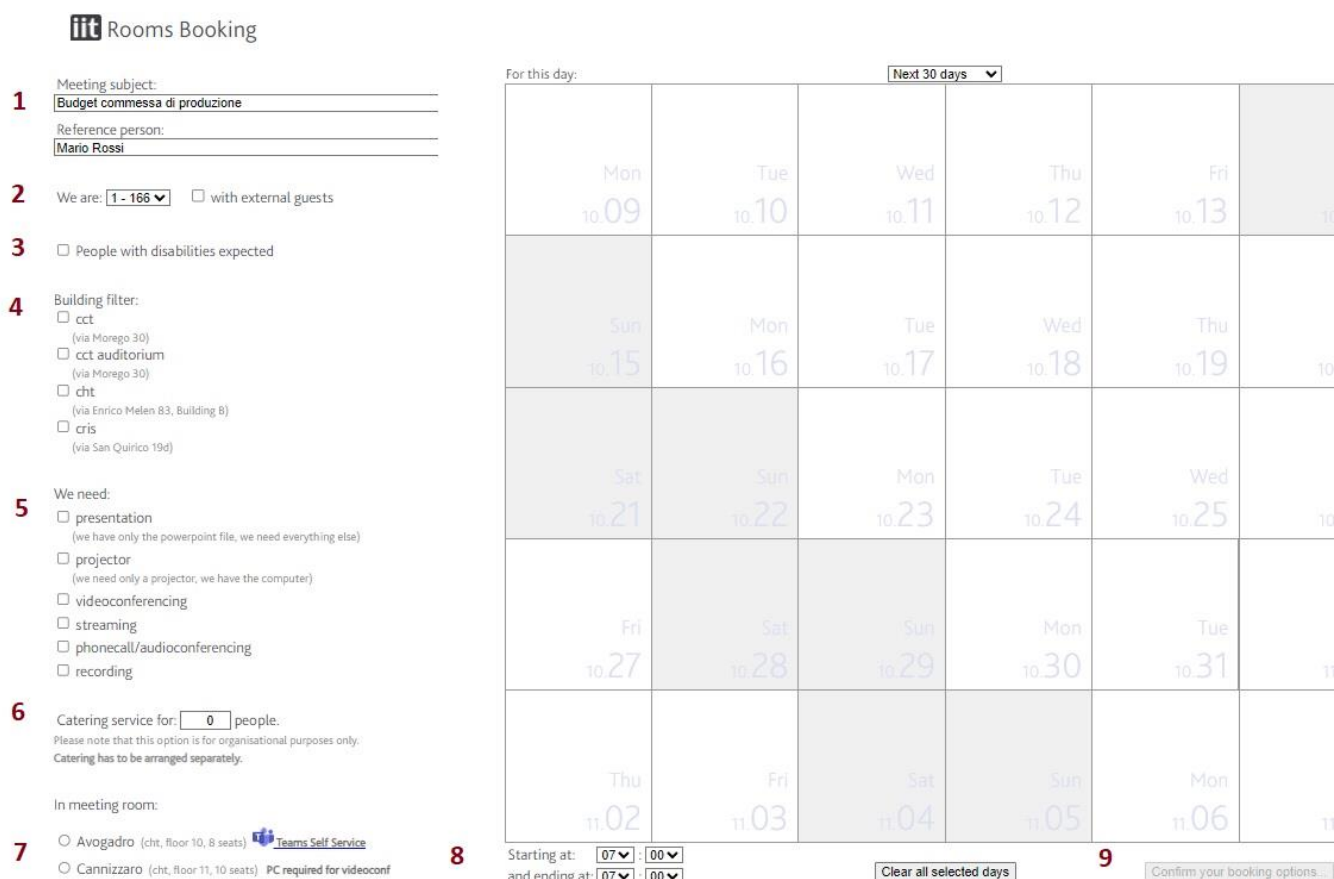
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To book a meeting room you can use the web application rooms.iit.local following these steps:

- 1) Use inside IIT network or VPN (outside IIT),
- 2) Go to <https://rooms.iit.local> and Log on using IIT credentials (i.e. Username: name.surname@iit.it and your email password),
- 3) You will be connected to **meeting rooms booking page** (IIT Rooms Booking see Figure 1 below)



iit Rooms Booking

1 Meeting subject:
Reference person:

2 We are: ☐ with external guests

3 ☐ People with disabilities expected

4 Building filter:
☐ cct (via Morego 30)
☐ cct auditorium (via Morego 30)
☐ cht (via Enrico Meloni 83, Building 8)
☐ cris (via San Quirico 19d)

5 We need:
☐ presentation (we have only the powerpoint file, we need everything else)
☐ projector (we need only a projector, we have the computer)
☐ videoconferencing
☐ streaming
☐ phonecall/audiocnferencing
☐ recording

6 Catering service for: people.
Please note that this option is for organisational purposes only.
Catering has to be arranged separately.

In meeting room:

7 ☐ Avogadro (cht, floor 10, 8 seats) ☒ Teams Self Service
☐ Cannizzaro (cht, floor 11, 10 seats) PC required for videoconf

8 Starting at: :
and ending at: :

9

Figure 1- meeting rooms booking web page

- 4) Please fill in the form on the left side of the page (see Figure 1) with the following mandatory informations:

- Meeting subject (section 1) and reference person (section 1),
- Number of participants (section 2), check box if external guests are expecting (section 2).
- Meeting building location (IIT Centers) (section 4)

and with the following optional details:

- People with disabilities expected (section 3).
- Additional services needed (section 5):
 - Presentation,
 - Video Projector,

- Videoconferencing with IIT centers or with 3rd party,
 - Streaming,
 - Phone call/audioconferencing
 - Recording
- Catering service, and please specify how many people will be expected ([section 6](#)).

Once you choose the number of participants ([section 2](#)) the available meeting rooms are listed in [section 7](#).

- 5) Choose the meeting room you want to book from the available ones ([section 7](#)).
- 6) A calendar with available dates and timetable is now shown on the right.
- 7) Choose the date of the reservation, checking the calendar.
- 8) Specify start and end time ([section 8](#)).
- 9) Once your choices are complete and you are satisfied with your booking details, click the confirm button ([section 9](#)); this will send you a confirmation email (and to Technical Service Facilities Directorate for final approval).

NOTE:

Please be mindful that this guide is used for room reservation only, if you need to prepare a Microsoft Teams Meeting Event see also document: [“CREATE TEAMS MEETING IN OUTLOOK”](#).

For additional assistant, support and clarification please contact ICT service desk at:
ict_servicedesk@iit.it