

## Room Information

For details of equipment in the room and photographs of the rooms please login to the CMISGo portal <http://timetable.reading.ac.uk> and select 'Check availability and book' from the 'Bookings' dropdown.

Check the availability of a room and book it

1 Where 2 When 3 Select times 4 Add contacts 5 Book

Select where

Room

Type into the room box to locate a room.

Next

Start typing the room name required in the 'room' box eg 'Palm' to bring up all the Palmer building rooms. Select one of the rooms to bring up the details below. To view details of another room – remove room by clicking on 'dustbin' and repeat. **Please note: you cannot book rooms at the moment but the function will be enabled later this year.**

Check the availability of a room and book it - PALMER, PM-103

1 Where 2 When 3 Select times 4 Add contacts 5 Book

Select where


Room

**P** Bookings are provisional only

Capacity 65

Type Teaching Spaces

Equipment Blinds x1  
Data Projector x1  
Phone Ext x6890  
Projection Screen x1  
Smartboard x1  
Video & DVD combi x1



PALMER, PM-103

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Next