

Room bookings in Autumn Term 2020 – strategy and operationalisation

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CMIS Go

Centrally bookable rooms

The functionality to book centrally controlled rooms will be switched off in CMISGo for students.

It will remain open to staff (academic and administrative) solely for the purpose of booking time in a recording room. Staff and students who need to book other rooms will be able to use one of the processes listed in this document.

School/Department owned rooms

School and department users may book their own rooms via CMISGo. They will receive an email notification stating that the room is booked and that they must undertake a risk assessment of the activity before using the room.

Recording Rooms

Background

Recording rooms are being provided to enable staff to pre-record lecture material.

Process

1. Staff log in to CMISGo and select a date, time and location from the pool of recording rooms.
2. The requestor will receive an automated response advising them of their provisional booking.
3. Once the booking has been checked by the Timetabling and Room Booking team, a confirmation email will be sent.

RUSU evening bookings

Background

Some RUSU societies are not able to meet virtually. Estates are able to support bookings of rooms in the Palmer building between 6pm and 9pm.

Process

1. Adam Bailey, RUSU Student Activities Manager, will be undertaking a risk assessment for society bookings and sharing this with societies
2. Adam will collate a list of required bookings and forward them to rooms@reading.ac.uk. Adam will provide:
 - Name of society

- Number of participants
 - Date of event
 - Time of event
 - Confirmation that the society has seen and will adhere to the risk assessment
3. rooms@reading.ac.uk will send a confirmation email to Adam Bailey and he will disseminate the booking information to the societies. The list of confirmed bookings will include the maximum number of people permitted in each room at 2m social distancing. A note will be provided to explain that the furniture in the rooms will be set at 1m+ distancing.

Event bookings

Background

The Events Notification Process has been updated to include COVID-19 control measures.

Due to COVID-secure safety and control measures, the University is prioritising which activities take place on campus. If you would like to book one of the bookable indoor spaces for an activity which is not a meeting, not a social event and not core teaching, you will need to email rooms@reading.ac.uk following the process below.

As the organiser, you will need to demonstrate that the event is either a student engagement, student recruitment or commercial activity, with 30 people or fewer.

Process

1. Requestors will email rooms@reading.ac.uk with details of their event:
 - Title of event
 - Number of participants
 - Date of event
 - Time of event
2. rooms@reading.ac.uk will look for a space available at 2m distancing. Where there is no space large enough, the request will be declined on that basis.
3. Where there is an available space, rooms@reading.ac.uk will reply to the requestor with their provisional booking and will
 - a. Send the requestor an explanation of the events notification process, including this hyperlink: <http://www.reading.ac.uk/internal/events-guide/evtg-event-approval.aspx>
 - b. Copy in event.notification@reading.ac.uk to make the Events team aware of the provisional booking
4. The Events Notification Group will process the request and confirm to rooms@reading.ac.uk whether the event may go ahead, at which point the booking can either be confirmed or deleted.

Meeting bookings

Background

The University's policy for meetings in Autumn term 2020 is that they should be digital first. A Guidance for Autumn Term Meetings and an associated Meetings in Person Risk Assessment have been published: <http://www.reading.ac.uk/web/files/staffportal/A-Guidance-for-Autumn-Term-Meetings-2020.pdf>

If you are considering holding a meeting in person or in a mixed attendance model, you should consider

- i. why it is necessary to hold the meeting in this manner and

- ii. how will you risk assess to ensure it is Covid secure

If it is absolutely necessary, you will need to:

Book a suitable space for the meeting that:

- is of sufficient size to maintain social distancing taking account of reduced room occupancies
- has the necessary equipment to enable meetings to be attended by virtual attendees as well as in person.

NB: There are a very limited number of rooms on campus that have equipment in situ that allow meetings to take place virtually such that attendees can be seen and heard by all attending whether in person or remotely. You should specifically check in advance of the meeting what capability the room has. Many rooms do not have cameras or microphones. If in doubt you should contact the DTS Service Desk to clarify in advance.

Process

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 - Number of participants
 - Date of event
 - Time of event
2. rooms@reading.ac.uk will look for a space available at 2m distancing. Where there is no space large enough, the request will be declined on that basis.
3. Where there is an available space, rooms@reading.ac.uk will book a room and reply to the requestor. The reply will include hyperlinks to:
 - [The Guidance for Autumn Term Meetings](#)
 - [Meetings in Person Risk Assessment](#)
 - Contact details for FAQs on the guidance and risk assessment documents