

Breakout Room Booking Guideline

BOOKINGS

- To book breakout rooms (Level 8 & 10) please use our online system:
uow.libcal.com/reserve/sydneycbdcampus
The link is also on the Sydney Business School, UOW website in the current students section under 'Quick Links'.
- Your log-in details are the same as your SOLS username and password.
- Bookings can be made between Monday – Saturday (during session) at the times available on the booking system.
- Bookings can be made from a minimum of 30 minutes to a maximum 2 hours per day, per student.
- A confirmation email will be sent to you once booking is made. This confirmation will contain a link allowing you to cancel any booking you no longer need.
- Booking must be made by a student of the group who intends to use the breakout room. Students must not book the breakout room for other students.
- Booking will be forfeited if you do not arrive within 15 minutes of the booking start time.
- Meeting rooms **CANNOT** be booked through this system. Please go to the Business Central desk on L8.
- Any questions or issues, please go to Business Central, L8.

CANCELLATIONS

- If you no longer require the room, please cancel the booking in advance by referring to a link in your booking confirmation email to give other students an opportunity to book the space.

COMMON COURTESY

- Chairs or other furniture should not be brought in from another room.
- To minimise disruption to students using other rooms, please restrain noise level in the room you are in.
- Students should ensure that the room is left tidy; whiteboard (if available in room and is used) is wiped and rubbish disposed before you leave the room.