

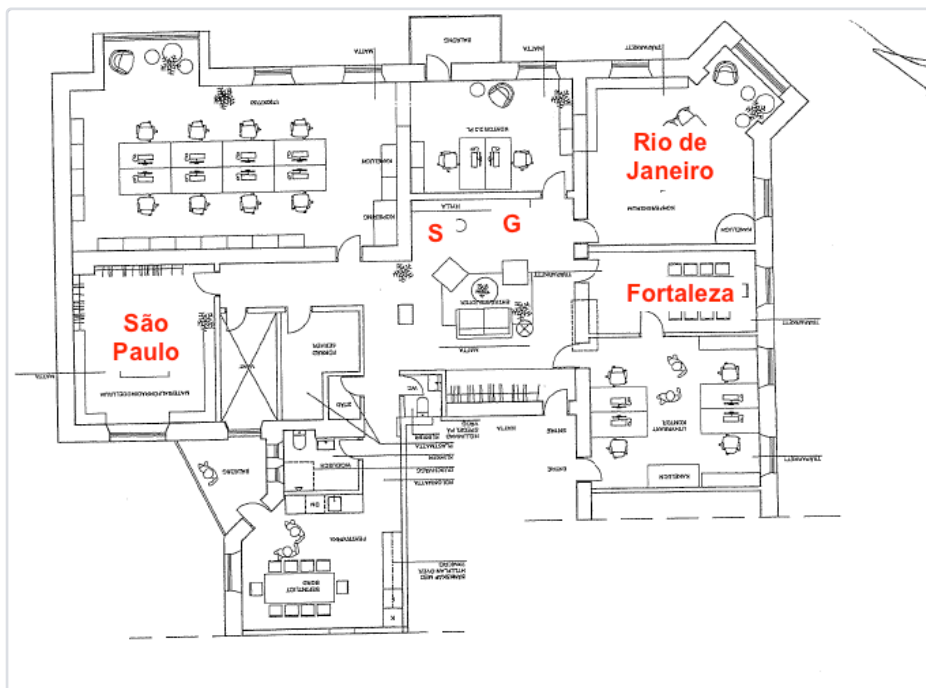
# Booking meeting rooms

## Which room is which?

Our meeting rooms are named after the Brazilian and Swedish cities:

- São Paulo
- Rio de Janeiro
- Fortaleza
- Stockholm (S)
- Göteborg (G)

Please see the picture below to understand which room is which:

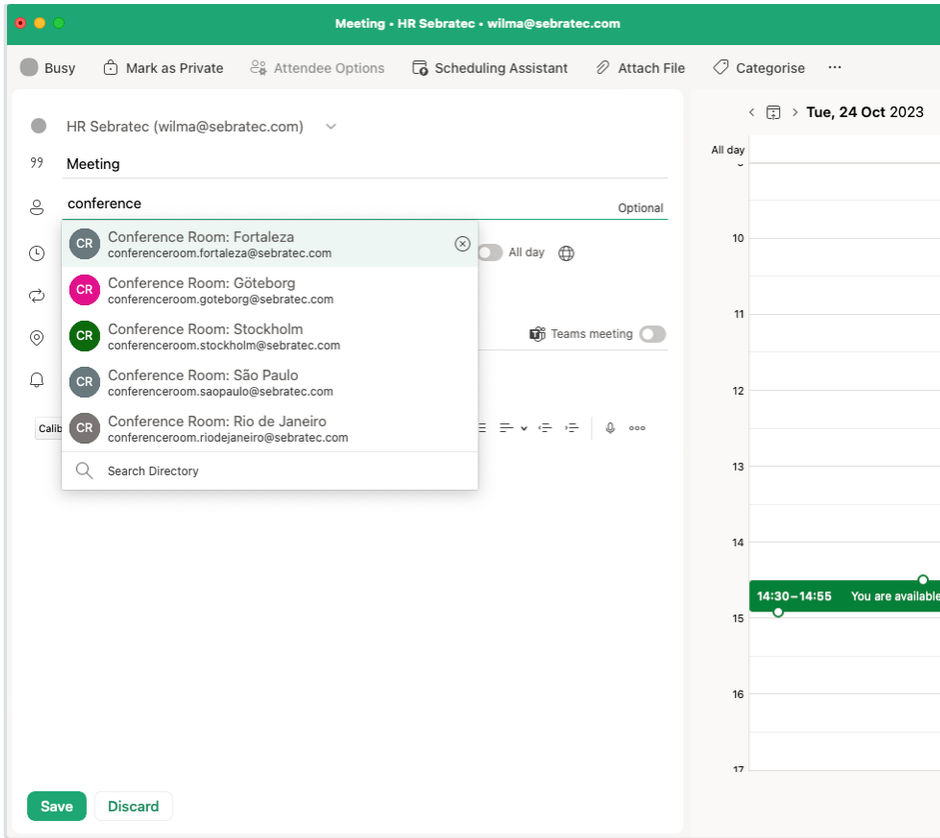


## How To - Book a conference room

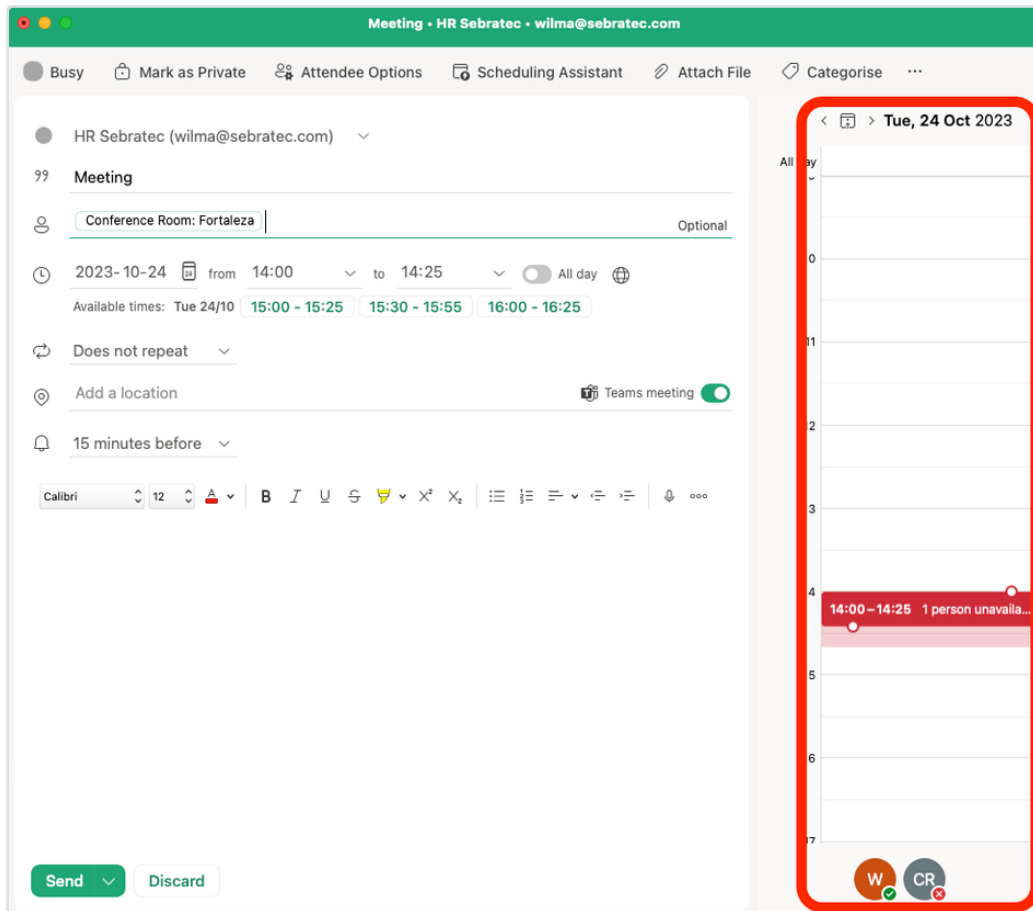
In your meeting invitation/event, include the respective room as a recipient:

- São Paulo: [conferenceroom.saopaulo@sebratec.com](mailto:conferenceroom.saopaulo@sebratec.com)
- Rio de Janeiro: [conferenceroom.riodejaneiro@sebratec.com](mailto:conferenceroom.riodejaneiro@sebratec.com)
- Fortaleza: [conferenceroom.fortaleza@sebratec.com](mailto:conferenceroom.fortaleza@sebratec.com)
- Stockholm: [conferenceroom.stockholm@sebratec.com](mailto:conferenceroom.stockholm@sebratec.com)
- Göteborg: [conferenceroom.goteborg@sebratec.com](mailto:conferenceroom.goteborg@sebratec.com)

By searching for "conference..." you will see the list of rooms appear as in the picture below.



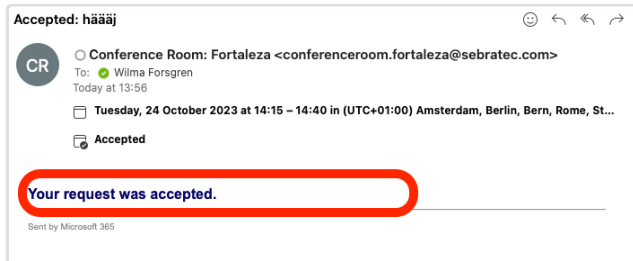
When you choose a room, you will be able to see other bookings for this room. If the time you choose for your meeting is in conflict with another booking of the room, a red "X" will be shown for the recipient, just as in the picture below.



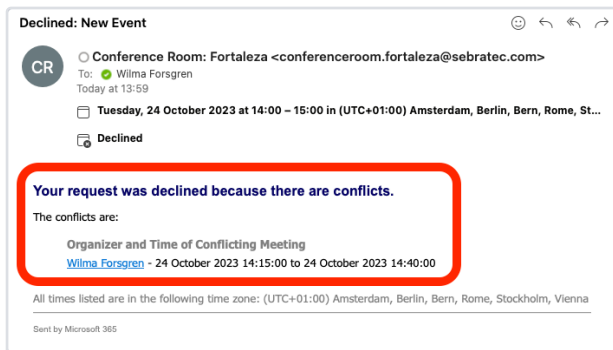
## Booking confirmation/declining

When you've sent out the meeting invitation, and included the conference room as a recipient, you will receive an email response that either confirms or declines your booking of the room.

*If your booking of the room was successful (there were no conflicts with other bookings), you will receive an email with this information (see picture below).*



*If your booking is declined (the room is already booked), you will receive an email with this information as well as information about the conflicting meeting (see picture below).*



## See the conference room calendars

If you wish to see the conference room calendars before booking your meeting, you can add them to your own calendar function in outlook by:

1. Pressing "Add Calendar" then "Add shared calendar" and then searching for the respective room (see email-address for the rooms above).
2. When you've added the calendar according to step 1, you will be able to choose them under "People's Calendars".

New Event

23 Oct - 29 Oct 2023 (Week 43)

London, England - Southeast  
Today: 15°C 16°C/10°C

October 2023

M	T	W	T	F	S	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

+ Add Calendar **1**

wilma@sebratec.com

- > My Calendars
- > Other Calendars
- > People's Calendars **2**
- > Groups

GMT-3

23	Mon	24	Tue	25	Wed	26	Thu	27	Fri	28	Sat	29	Sun
4	9												
5	10												
6	11												
7	12												
8	13												
9	14												
10	15												
11	16												

09:01 14:01

Busy