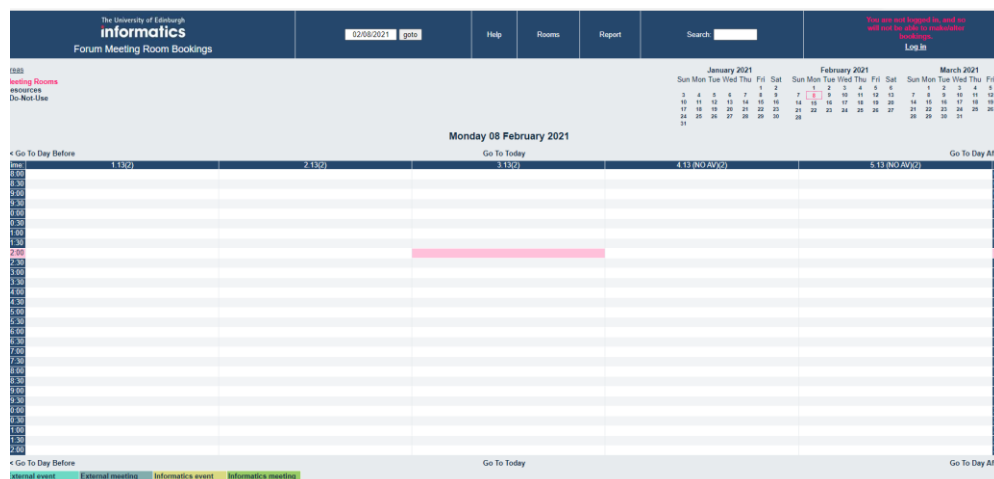


# How to Guides: Booking a room in the Forum for staff and student members

## Forum Meeting Rooms

Meeting rooms in the Forum can be booked by all members of Professional Services Staff. Availability can be checked here: [Forum Meeting Room Bookings system](#), with the exception of the Turing Office (5.42), which is booked through the [School Office](#). The Turing Room can be booked for interviews or School Committee Meetings (but not institute meetings).



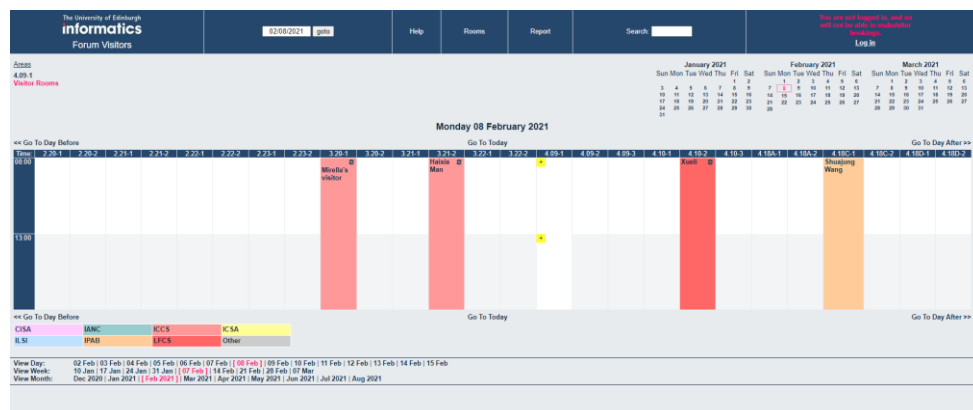
There is no charge for internal room bookings however, for events held outside of the 'normal working hours' of Monday – Friday 8.30am - 5.30pm, where catering or external people are invited; servitor cover should be arranged, and a [risk assessment](#) completed. Please contact the [Institutes Administrative team](#) for assistance with this.

Room booking enquiries from people **external to the School** (including other schools and departments within the university) should go through the School Office. Institute events of over 100 people need to be approved by the Director of Professional Services.

## Visitor Offices

The Forum has limited office space for visitors. Visitor offices are multi occupancy and availability can be checked here: [Visitor room bookings](#).

When requesting to book a visitor room for an academic visitor, contact the [Institutes Admin Team](#).



## Institute Rooms

The School has a number of rooms and labs that are paid for and maintained by specific institutes. First time users need to be approved to use these rooms in advance.

IPAB Labs in the Forum and Bayes – Access is monitored by Steph Smith and Jodie Cameron in the [Institutes Admin Team](#). Students will need approval from the IPAB Director (DoI) Subramanian Ramamoorthy.

Forum Speech Labs - [The Instrumented Meeting Room \(IMR\)](#) on level 3, and the [Perception Labs](#) and [Sound Studios](#) in the basement can be booked by contacting Linda Hope and Seona Wharrie in the [Institutes Admin Team](#). First time users should contact Simon King or Robin Hill for approval.