

# **Room Booking Procedure**

# **VISIT ROOMS**

The four visit rooms along the south side of the building are booked by the Visit Coordinator on a single calendar. These rooms are only to be used for family visits in the Mahmawi-atoskiwin program.

### MEETING ROOMS

Miskanawah has several rooms which can be used for meetings or family visits as appropriate. Meeting rooms are booked through the Microsoft Outlook booking function. Each room has its own calendar which can be viewed by any staff to find available times. There are multiple ways to book rooms using Outlook. This document shows one option.

The following rooms are available for booking:

Room Name in Outlook	Capacity	Description
Sun Mickenswah Boom	F	Board room on main floor. Large board table and
Sun Miskanawan Room	5	audiovisual and conference call equipment.
~Sun Elders Room	4	Couch and two chairs. Conference call equipment.
		Priority is for events. May not be accessible for family
~Sun Cathoring Place	20	visits if space is needed for other activities. Large room on
Sun Gathering Place	20	south side or main floor. Tables, chairs and audiovisual
		equipment.
«Sun Sunshine Deem	2	NW corner of the second floor. Medium table, audiovisual
Sull Sullshille Room	2	and conference call equipment.
«Sun Mahmawi ataskiwin	4	Middle of the second floor. Has large table, audiovisual and
Sun Manmawi-aloskiwin	4	conference call equipment.
XSun Kitaban	2	Kitchen beside Gathering Space. See Cathy for food
Sun Kitchen	2	handling policy.
~Sup Lorgo Tini	G	Large Tipi in FRN space. Needs to be booked if you wish to
Sun Large Tipi	o	be the only ones in the FRN space

The room capacity listed above is based on COVID guidelines for social distancing. COVID guidelines make exceptions for professional services provided for families. When rooms are booked for families, they may exceed these capacity limits because the family does not need to distance from each other. Other professionals in the meetings should maintain 2m distancing.

Miskanawah has other rooms that may be booked in special circumstances but require permission for booking.

- For Diamond Willow contact the Team Lead, Tamara Himmelspach
- For Healing Lodge contact office admin staff



# HOW TO BOOK A ROOM

To book a room for a meeting, open a meeting invite in outlook. Click on the "Scheduling Assistant" button.



This will change the view of the meeting invite. At the bottom of the invite there is a button to "Add Rooms". Click here to open the window with the list of rooms.

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Double click on the room you would like to book. If you are unsure of what you would like and want to see the availability of multiple rooms, double click on all the rooms you want to see. Click "OK". You will now see all the rooms you selected appear on the list to the left, below your name.



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You can now see the times that are available and booked on the room calendars you have selected. (You will only see purple blocks on booked spaces). Use the scroll bar below the schedule to advance through the calendar. Enter the date and time you would like on the bottom or click on the schedule to highlight the time you want to book the room. It will show up as the blue vertical bar. If you have selected multiple rooms to view, unselect the rooms you are not booking by clicking the blue checkmark beside the room name. If you do not do this, you will be booking every room on the list with a checkmark beside it.

If you would like to check to see if coworkers are available for a meeting as well, you can add their names to the list. Click on the "Attendees" button. This will open the address book and you can select other Miskanawah staff. You can see I added Kirby. He is unavailable because he is out of office.

Click "Appointment" near the top to return to the default view for meeting invites. You will see that the room you selected appears in the "To" line and "Location" line.

You can enter any other attendees as per usual. In the subject line, enter the purpose of the meeting and the number of people attending the meeting in brackets. Ex: Case Consult with CFSA (5).

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After you book a room you will receive an email indicating that your meeting was either accepted or declined by the room. If the room is available for the selected time it will be accepted. If the room is already booked your meeting request will be declined.



#### Your request was accepted.

Sent by Microsoft Exchange Server 2016

For questions or support contact:

#### **Chantal Robitaille**

Operations Manager crobitaille@miskanawah.ca