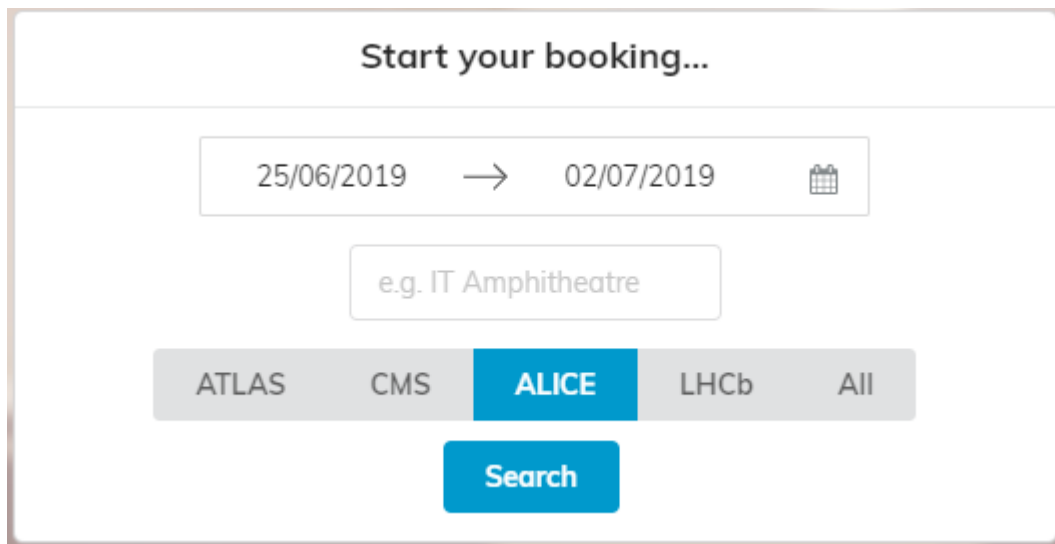


INDICO BUROTEL

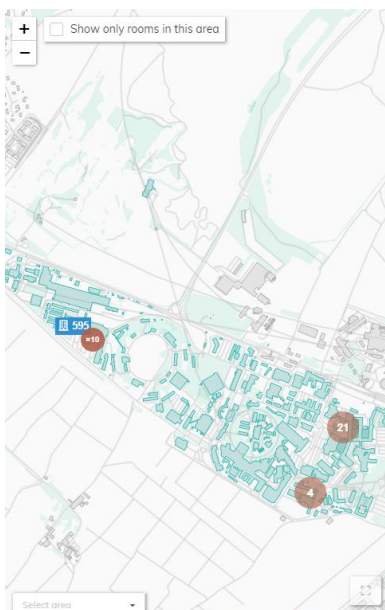
How to book a desk?

- On the main page, select the dates of your stay and your Experiment, then click on “search”:




The screenshot shows a booking form titled "Start your booking...". It features a date range selector with "25/06/2019" and "02/07/2019" separated by a right-pointing arrow, and a calendar icon to the right. Below the dates is a text input field containing "e.g. IT Amphitheatre". Underneath is a horizontal row of five buttons: "ATLAS", "CMS", "ALICE" (highlighted in blue), "LHCb", and "All". At the bottom center is a blue "Search" button.

- The list of desks available during the period requested will appear. You can also see their location on the interactive map:



- Click on "pre-book" a desk

Pre-book a Desk



12/R-003 - Desk 03/04
ALICE
ALICE

Area 12
Alice Secretariat
4 seats
46° 13' 59.70" N, 006° 03' 06.66" E

27/06/2019 to 04/07/2019

Daily, 8 occurrences [See on timeline](#)

You are creating a Pre-Booking
A Pre-Booking has to be approved by the room managers before you can use the space in question.

Usage

I'll be using it myself I'm booking it for someone else

Reason for booking

[Pre-book a Desk](#) [I've changed my mind!](#)

We will then confirm you by email if your pre-booking is confirmed or not.

The key of the burotel will be available at the ALICE secretariat (bldg. 301/R-023) the day of your arrival.

Please do not forget to return us your key before leaving 😊