

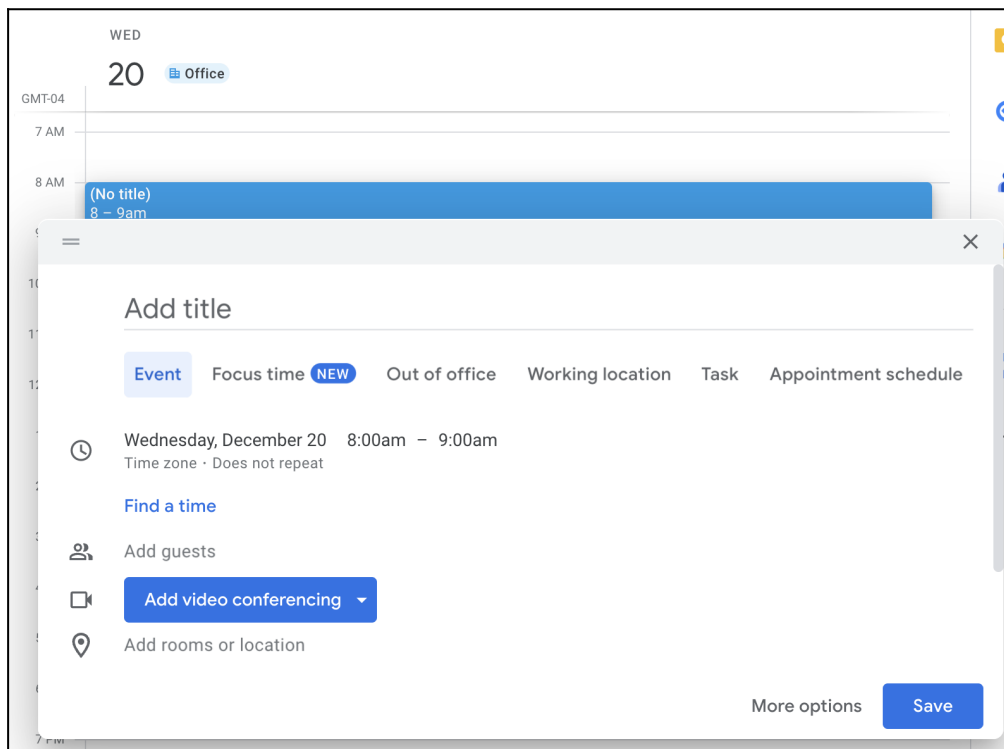
Booking a Hotel Space

Kyle Oliveira - 2023-09-06 - Comments (0) - Google Calendar

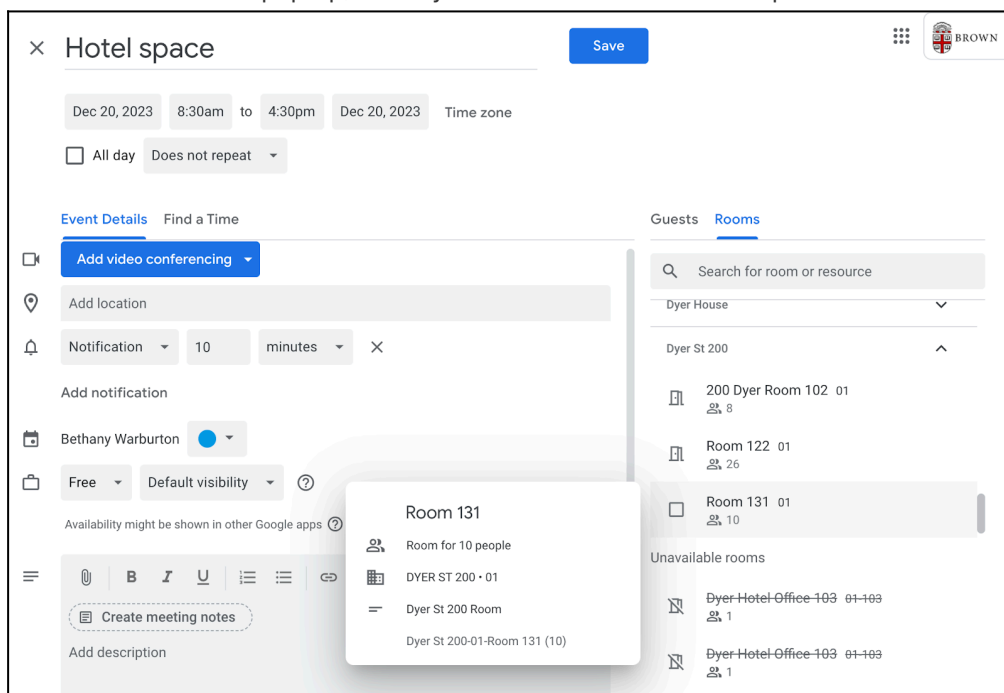
1. Open your [Google Calendar](#).
2. Select the date for which you want to book a hotel space.



3. Click on the calendar to open a reservation pop-up.



- From the reservation pop-up, name your calendar event “Hotel Space”.



- Select the date and time for your desired hotel space reservation. (Note: Please only reserve the space for the time you will actually need the space, i.e.: if you have an all-afternoon workshop in another building, do not book the space for the entire day.)

Hotel Space

Event Focus time **NEW** Out of office Working location Task Appointment schedule

Wednesday, December 20 8:30am - 4:30pm

☐ All day Time zone

Does not repeat

[Find a time](#)

Add guests

Add video conferencing

Add rooms or location

Add description or attachments

More options **Save**

- Consider changing the visibility to free so that it doesn't appear on your calendar that you are booked for the time of your reservation.

Hotel Space **Save** More actions

Dec 20, 2023 8:30am to 4:30pm Dec 20, 2023 (GMT-04:00) Eastern Time - New York Time zone

☐ All day Does not repeat

RSVP: Yes Add note / guests

Event Details Find a Time

Add video conferencing

Add location

Notification 10 minutes

Add notification

Bethany Warburton

Free Default visibility

Availability might be shown in other Google apps

Add location

Add guests

Guests Rooms

1 guest
1 yes in a meeting room

Bethany Warburton
Organizer
Office

Dyer St 200-01-Room 131 (10)

Suggested times

Guest permissions

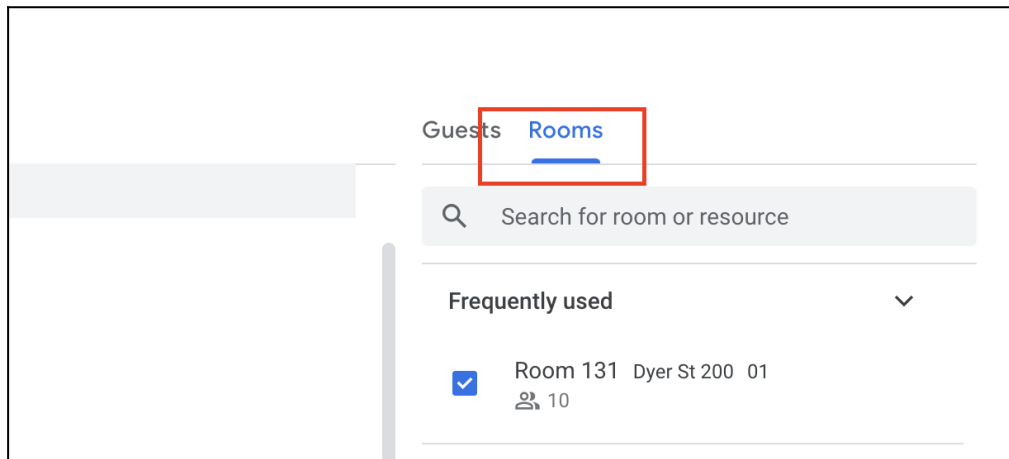
☐ Modify event

☒ Invite others

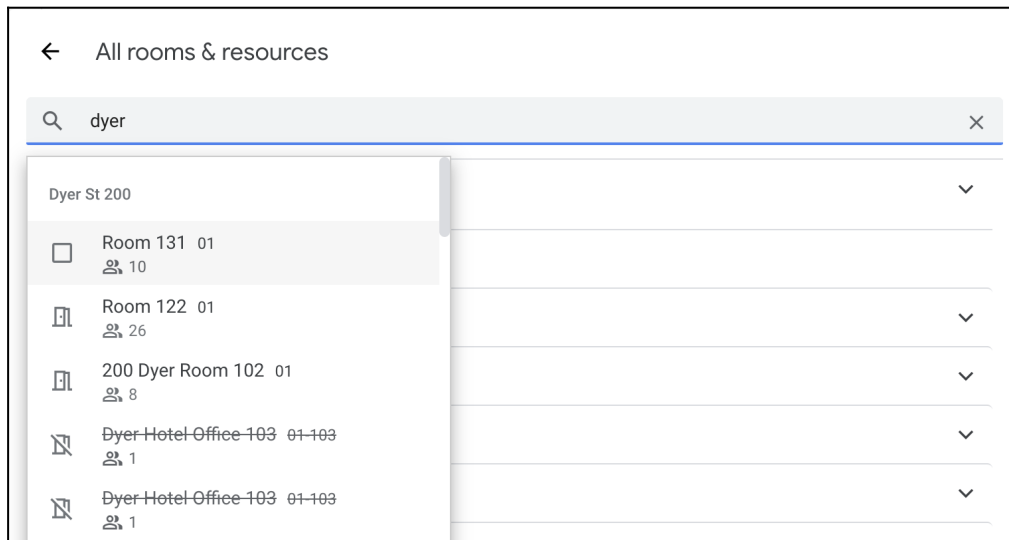
☒ See guest list

Create meeting notes

- Find the "rooms" tab and search for an open room in the building.



8. The list of hotel spaces that are available during the time of your reservation will appear in the list. Rooms that are not available will show but will be crossed out indicating that they are not available.



9. Once you have selected an available hotel space, it will appear in the Google Calendar event.

×

Hotel Space

Save

More actions

Dec 20, 2023

8:30am

to

4:30pm

Dec 20, 2023

(GMT-04:00) Eastern Time - New York

Time zone

☐ All day

Does not repeat

RSVP: Yes

Add note / guests

Event Details

Find a Time

Add location

Notification

10

minutes

×

Add notification

Bethany Warburton

Free

Default visibility

?

Availability might be shown in other Google apps

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Create meeting notes

Add description

Guests

Rooms

Add guests

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1 yes in a meeting room

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Suggested times

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☐ Modify event

☒ Invite others

☒ See guest list

10. You are now ready to save your event and reserve your hotel space.

×

Hotel Space

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More actions

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8:30am

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