

## How to book your reservation for [The Innovation Building](#):

- Click **Okay** to acknowledge the Booking Policy. Reservations are made first-come, first-serve only. Please also take into account any time you may need to set-up before and clean-up after your meeting.
- On the **Reservation Spots** tab, select a meeting block that you would like to schedule. All day meetings will block the room for 12 hours.
- The **Conference Rooms** menu will appear. Select the room you would like to book from the dropdown menu. You can add on additional time such as 15 or 30 minutes to a longer meeting time during this step if needed. Click "Continue."
- Select the **date and time** you would like to reserve from the calendar. The available time slots for the meeting block you have selected will display. If the room you have selected is not available for that time or length, it will not have options available. You can either click back to **Conference Rooms** menu to select the other room to view availability, or select another date to view availability.
- Once you have selected the date and time of your meeting you will need to enter **your information** and agree to the cancellation policy. Click "Continue."
- You will now see a summary of the meeting details. To complete the booking, click "**Book My Appointment.**" The reservation is now booked.
- An email containing your meeting details including a calendar attachment will be sent to the email submitted. You must save this email as it contains your record as well as the links to re-schedule and cancel your reservation. *Please note: if you do not click the "Book My Appointment" button and receive an email confirmation, you have **NOT** made a reservation.*