





Meeting Room booking instructions

Biology controlled rooms

Biology has the following rooms that we control directly and that you can book via the outlook calendar. These rooms are:

-  **FSE-14ER-280 meeting room** - This is the big tearoom in the E8A building
-  **FSE-6SR-215 meeting room** - This is the tearoom down the hall from Biology Admin in E8B
-  **FSE-6WW-212 Meeting Room** - This is the tearoom that is above the teaching labs in E8C
-  **FSE-6SR-303 Meeting Room** - This is the room that is shared with P&A on level 3 of E8B

To book them you will need to create a calendar event in the O365 calendar that is attached to your MQ one ID. Invite the room (using the room name as show above) as an attendee to the meeting.

Please ensure that the room is actually available by click on the scheduling assistance button. Once you have set the meeting, the system will send it to us to approve. Please note if the room is not free at the time you are requesting then the booking will be rejected.

If you are not sure how to create a calendar event then check out this link for instructions -

<https://support.microsoft.com/en-us/office/create-modify-or-delete-a-meeting-request-or-appointment-in-outlook-on-the-web-6283f744-4ce1-470e-9d6b-96fa94e52996>

Campus wide rooms and outdoor spaces

If you wish to book another room on campus, you will need to book it via the campus wide system. The link changes each year so please visit this page and click on the 'Staff Casual Room Booking' section for more information.

Click on the 'Functions/Conferences/Outdoor areas' section for information about booking outdoor and venue spaces.

<https://staff.mq.edu.au/support/office-and-property-services/room-bookings>

Please keep in mind that currently there are COVID room capacities and restriction in effect. If you have any other questions or queries, please contact the Biology Admin Team via fse.bio-adm@mq.edu.au

Thank you!

Biological Sciences Administration Team