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Description automatically generatedINTRANET – BOOKING A ROOM FOR EVENTS/CONFERENCES

The following instructions outline how to book a room for an upcoming event through the Intranet platform.

* Go to **OneLogin** page[**https://gge-cyp.onelogin.com**](https://gge-cyp.onelogin.com)
* Click on the **Intranet** Icon**.**
* Click on the **“Windows Authentication”** option.
* In the pop-up window, fill in your **EUC email** and **password** and click on the **“Sign in”** button.
* Click on the **“Submit”** button.
* Click on **Events Calendar** under the **Main Menu** on the top left corner of the page.
* Press **Conferences and Presentations**.
* On the calendar that appears click on the **Date** (on the number) you'd like to book for a room.
* In the displayed form click on the drop-down list under **“Sub-Category”** field and choose the room needed.
* Write a **Title** for your reservation.
* In the **Short Description** box provide a brief description of any relevant details or requirements that may be needed.
* Specify the **“Start Time”** giving the **Date**, **Start** and **End Time**.
* Under the **“Recurrence Pattern”** choose the one that suits your needs and press **“Publish”**.
* An approved or rejection email will be sent to your email.