

INI Interview and Project Rooms

Rooms Available:

INI Interview Room 201	INI Interview Room 202	INI Project Room 205
Capacity: 4	Capacity: 4	Capacity: 12
No phone or Video TeleConference (VTC)	No phone or Video TeleConference (VTC)	Video TeleConference (VTC) available

Room Reservation Process

Step 1: [Review Room Reservation Guidelines](#)

Step 2: Visit www.ini.cmu.edu/rooms

Step 3: Login with your Andrew ID and password.

First time users: Hover over the My Account tab at the top of the page and click on Notification Preferences. Make sure “send me an email” is selected for “when my pending reservation is approved.” *Note: a reservation is **not** booked until you receive a confirmation via email.*

Step 4: Hover over the Schedule tab at the top of the page and **click on Bookings** for a side-by-side calendar view of the availability of all rooms.

Step 5: Find the room, date, and time that you would like to reserve – click in the block with the desired start time and drag your cursor to the desired end time.

Step 6: The “create a new reservation” window should pop up. Verify that the correct room, date, and times have been selected.

Step 7: Title the reservation with your first and last name, add a description for the purpose of the reservation, and add any other users who will be joining your meeting.

Step 8: Click create. By submitting the request, you agree to the INI Room Reservation Guidelines. You will receive a confirmation email once your room reservation request has been approved. Please note that requests will be approved during business hours (Monday-Friday, 8:30 A.M. – 5 P.M.), up to 30 days in advance of the requested date.

Room Reservation Guidelines: INI Interview Rooms 201 and 202; INI Project Room 205

Purpose of Rooms

- Rooms 201 and 202 on the second floor of the INI building are designated as INI Interview Rooms and are available for students to use for phone interviews and other career services-related activities.

*Students who need to make career or class-related long distance calls may reserve a designated phone line for this purpose. This process must be scheduled through the INI Front Desk, with approval from INI Career Services.

- The INI Project Room, Room 205, is designed for project team meetings and other group activities. It has a capacity of 12 people and full VTC capability.

Priority and Quotas

- Reservations are scheduled on a first-come, first-served basis, and are subject to approval. Your reservation is not confirmed until you receive an approval email.
- Priority will be given to INI faculty, staff, and students.
- Demand for using this space is high. In order to accommodate as many requests as possible, students are limited to a **maximum of 2 hours per day** and a **maximum of 6 hours per week**. Reservations can be made for a one-time use or recurring use during the semester.

*Additional time may be requested. When creating a reservation that is longer than 2 hours, please make separate reservations in 2-hour blocks and explain the reason for the time extension in the description field. Requests will be reviewed on a case-by-case basis.

- Please vacate the room at the end of your scheduled time, so the next person or group may begin using the space promptly at their reserved time.
- Walk-ins are permissible, but please note you will need to vacate the room for students with existing reservations.
- The INI reserves the right to move or change reservations.

Reservation Cancellation Policy

- If you do not plan on using the space during your reservation time, you must cancel the room request. To cancel a room reservation, visit www.ini.cmu.edu/rooms, hover over the Schedule tab, click on Bookings, click on your reservation on the calendar, and click the Delete button.

Damage

- Leave the room clean and remove all items that you bring into the space. You will be responsible for any damage. Please let the INI staff know of any damage prior to using the room.

For Questions or Assistance

- Please contact Emory at esen@andrew.cmu.edu or visit the INI Front Desk.