MANUAL FOR MANAGING BOOKINGS OF MEETING ROOMS

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1. ROOM BOOKING PROCEDURE

1.1. Introduction to the platform

To make booking management easier, Ikerbasque uses ***Whatspot***, a platform designed for booking and organising meeting rooms and workspaces within the building.

Its purpose is to optimise the use of the available spaces, avoid overlapping bookings and improve meeting planning.

NOTICE: rooms may not be used without a prior booking.

In addition, bookings made less than 48 hours in advance must also be notified by email to:

donostia@ikerbasque.net

1.2. User registration in *Whatspot*

The person in charge of each entity or company must send a list of the people authorised to access the *Whatspot* platform and book rooms.

Access will not be enabled for all staff, but only for managers, heads or project leaders designated by each entity, who will manage bookings for the rest of their team. Likewise, only these people will have access to the common rooms enabled on their card.

The request must be sent to: **donostia@ikerbasque.net**

Information required for registration:

1. Applicant's full name
2. Organisation/company they work for
3. Email address of the applicant

Once the information has been received, registration on the platform will be processed.

When a person leaves the organisation or the building, their removal must be notified to the same email address.

2. REQUESTS AND APPROVAL

To request a room, go to the *Whatspot* main screen and select the time slot for the desired room and date.



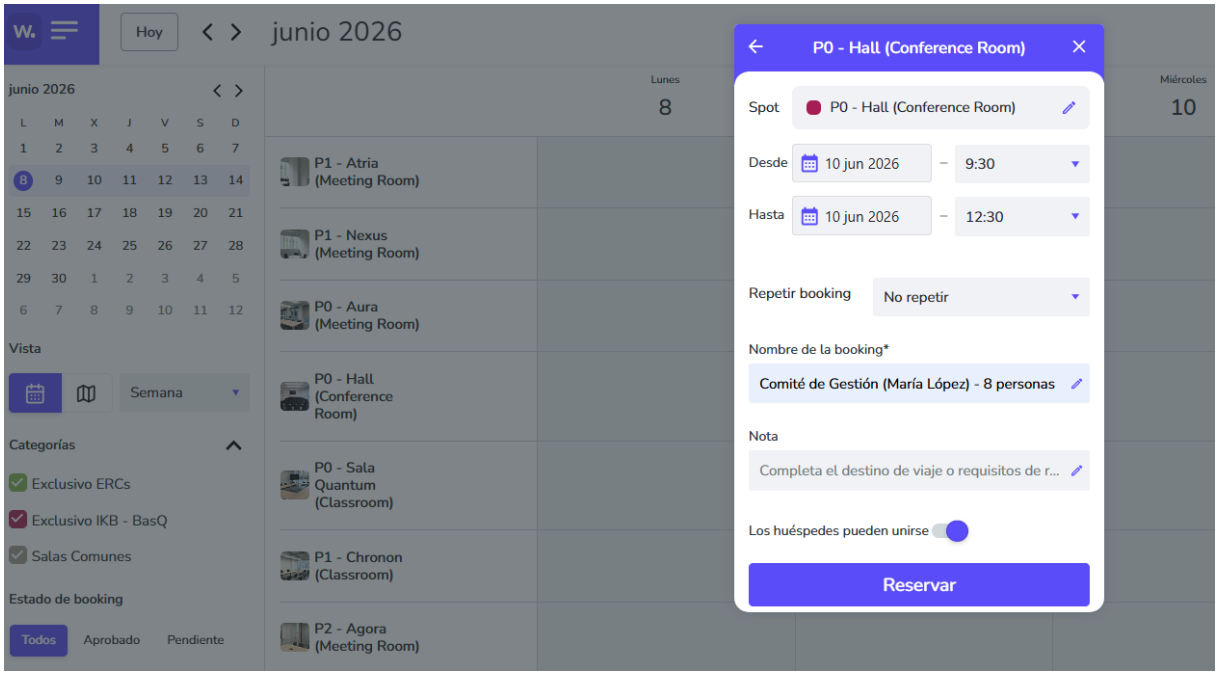
When you access the platform, the available rooms will be displayed in calendar format. Each entity will only see the rooms assigned to it for use and booking, in accordance with the established allocation.

Once you have selected the desired slot, a window will open in which you can enter:

- Start and end time
- Recurring booking (if applicable)
- Meeting name + no. of participants
- Additional booking details

Mandatory format for the booking name: meeting name (Person requesting) + number of attendees.

Example: Management Committee (María López) – 8 attendees



Once the room has been booked, the platform moderator **must approve the request.**

The **Atria** and **Nexus** rooms, which are exclusive to **ERCs**, do not require approval by the platform moderator, as they are self-managed by the ERCs. **Approval is given automatically when the booking is made.**

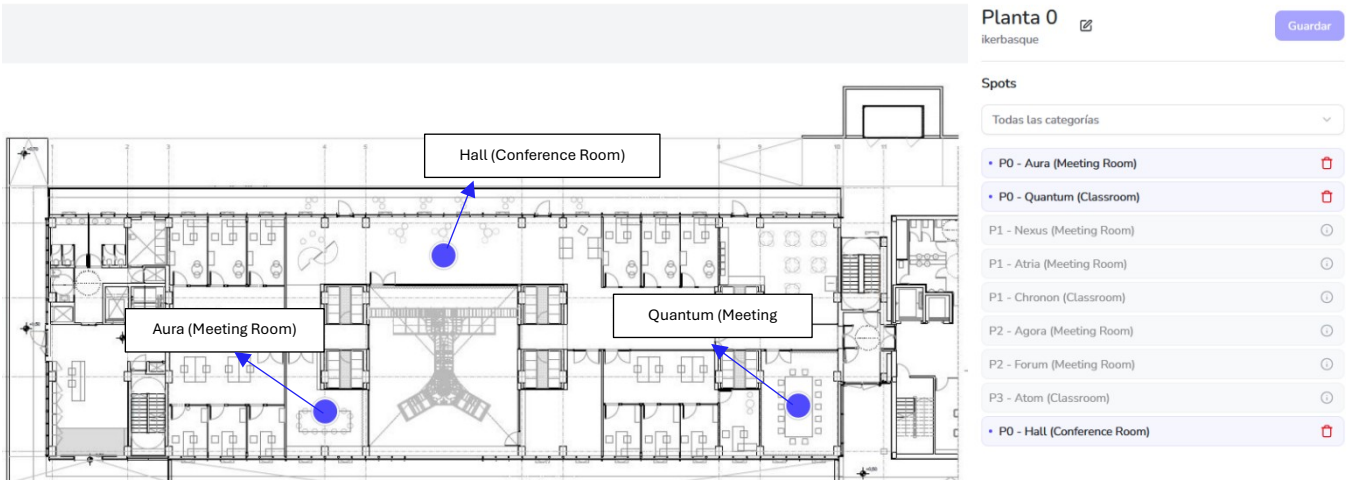
Once approved, the booking will be synchronised with the email calendar of the person making the request and of the other attendees, if they have been included.

3. GENERAL INFORMATION ABOUT THE ROOMS

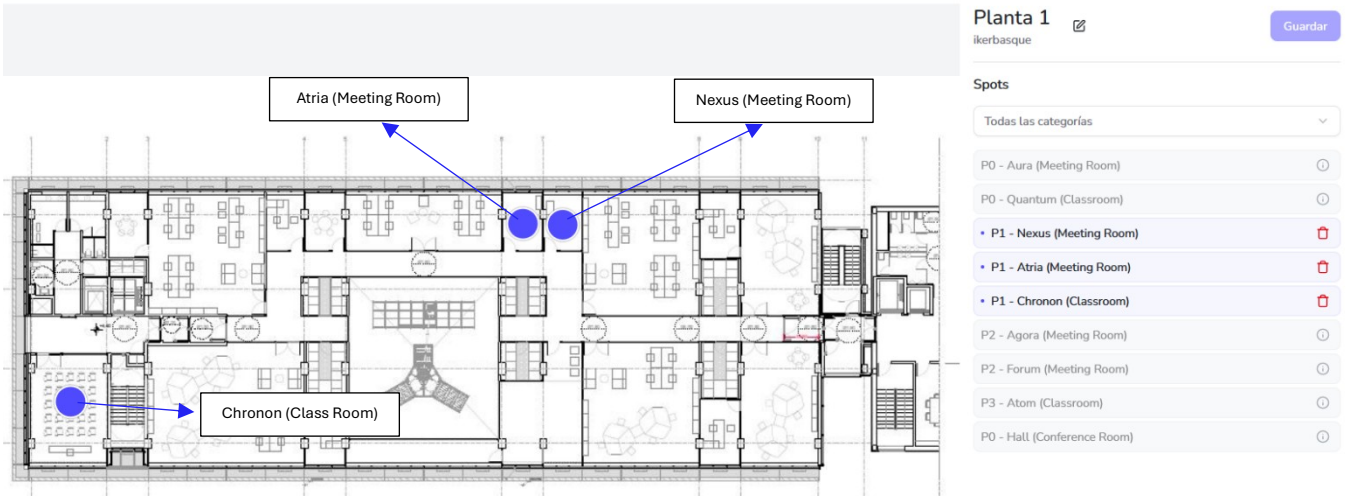
To make it easier to consult and correctly use the available spaces, the location, conditions of use and main features of each meeting room in the building are set out below.

3.1. Location

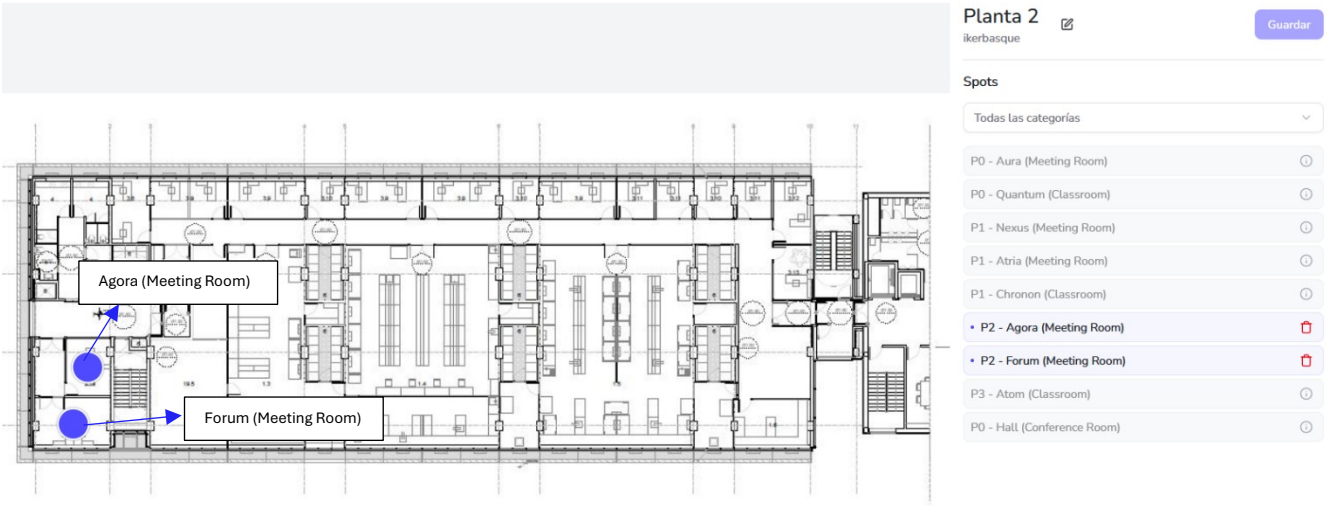
FLOOR 0:



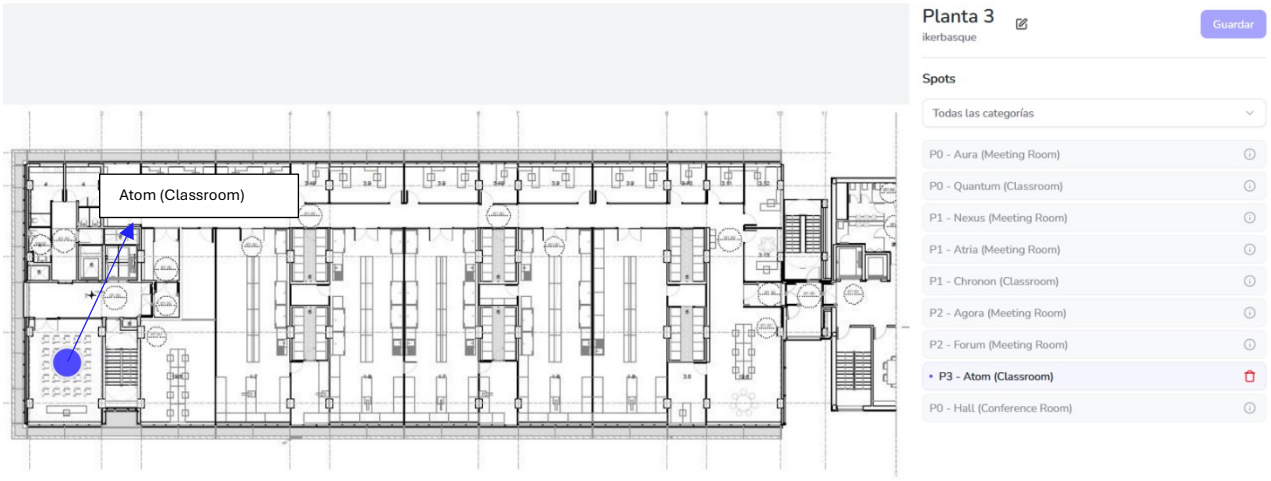
FLOOR 1:



FLOOR 2:



FLOOR 3:



3.2. Access and authorised use

Room	Authorised use
Hall	Exclusive use Ikerbasque – BasQ *
Quantum	All entities
Aura	Exclusive use Ikerbasque – BasQ *
Nexus	Exclusive use ERCs
Atria	Exclusive use ERCs
Chronon	All entities
Agora	All entities
Forum	All entities
Atom	All entities

* (Other entities may request it at the following email address: donostia@ikerbasque.net)

3.3. Features and equipment

***REMINDER**: to ensure harmonious coexistence and the proper upkeep of the facilities, please use the rooms responsibly, respecting booking times, keeping the furniture in order and making sure the space is left clean and the equipment switched off when you finish.*

FLOOR 0:

***Hall** (Conference Room):*

A room for medium-sized conferences. It is located in the main corridor on floor 0, opposite the Quantum System Two computer.



Available on request and subject to approval.

- Capacity: 50 people/guests
- Area: *112.83 m²*
- Chairs: 60 units
- Monitor 98”
- Microphone system

***Quantum** (Classroom)*:

A large room with tables on wheels, designed so that users can change the layout as they wish.



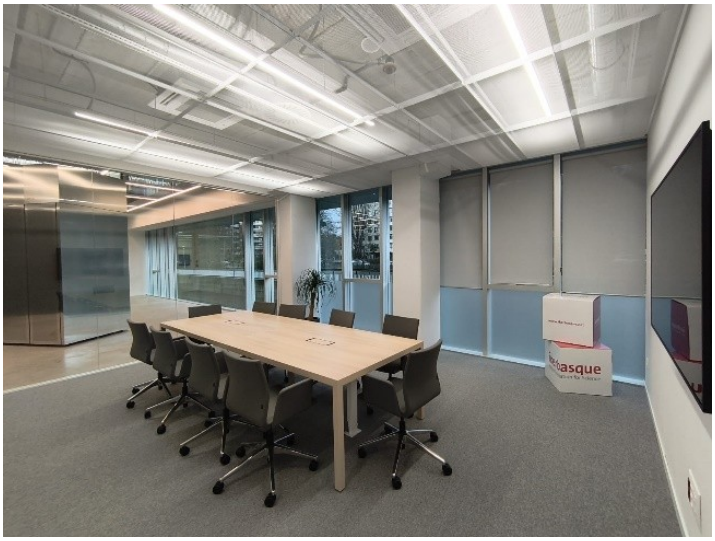
- Capacity: 16 people, expandable to 20
- Area: 43.34 m²
- Tables on wheels: 8
- Chairs: 16
- 75” monitor (short HDMI) on a mobile stand
- Whiteboard, eraser and 4 markers
- Flip charts: 1
- Extension lead: 1 (6 sockets with switch)
- Power strip: 1 (8 sockets/3 USB/1 USB-C)
- Cupboard
- Coat rack
- Network cable
- Videoconferencing camera
- Waste bin

Aura *(Meeting Room)*:

A small, private room with side views of the Quantum System Two computer. For meetings of Ikerbasque, the Basque Government and BasQ only.

Available on request and subject to approval.

- Capacity: 10 people
- Area: 36.55 m^2
- 1 table
- 10 chairs on wheels
- 75" TV and long HDMI
- Power strip with 8 sockets/3 USB/1 USB-C
- Cupboard
- Network cable
- Videoconferencing camera
- Coat rack
- Waste bin

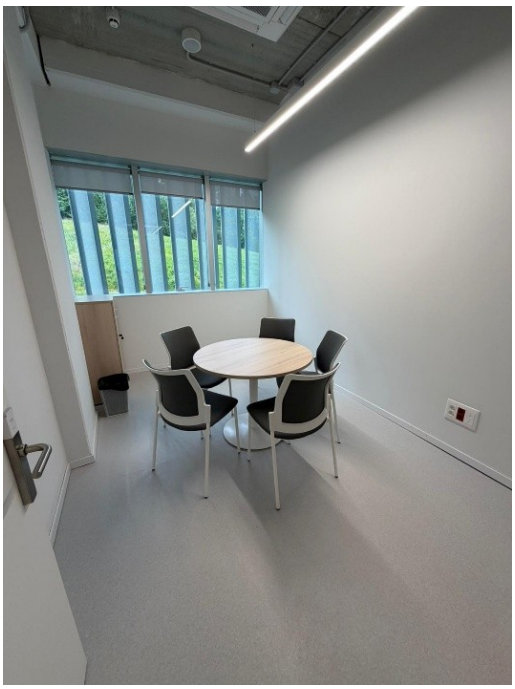


FLOOR 1:

Nexus *(Meeting Room):*

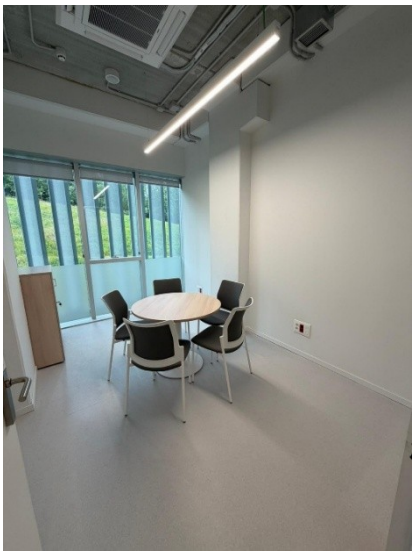
Small meeting room for the exclusive use of ERCs. It has a round table with 5 chairs for small team meetings.

- Capacity: 5 people
- Area: 13.09 m^2
- Round table
- 5 chairs
- Cupboard
- Power strip with 8 sockets/3 USB/1 USB-C
- Network cable
- Waste bin



Atria *(Meeting Room):*

- Capacity: 5 people
- Area: 13.8 m2
- Round table
- 5 chairs
- Cupboard
- Power strip with 8 sockets/3 USB/1 USB-C
- Network cable
- Waste bin



Chronon *(Classroom):*

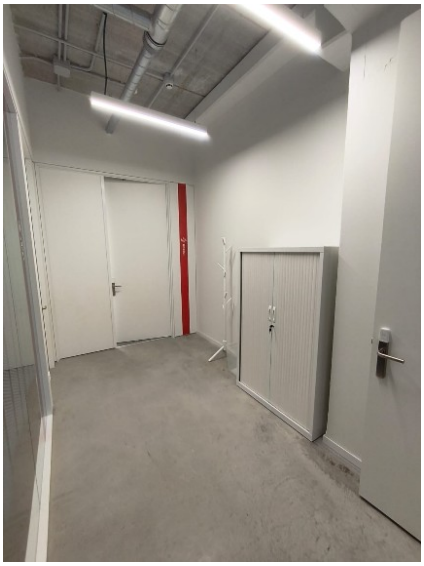
- Capacity: 27 people (2 speakers + 25 attendees)
- Expandable to 30
- Area: 44.7 m^2
- Tables: 2
- 25 chairs with writing tablet
- 2 chairs for speakers
- 75” screen on a mobile stand
- Short HDMI cable
- Whiteboard, eraser and 4 markers
- Flip chart
- 2 extension leads with 6 sockets with switch
- Power strip with 8 sockets/3 USB/1 USB-C
- Cupboard
- Coat rack and waste bin
- Network cable
- Camera for videoconferencing



FLOOR 2:

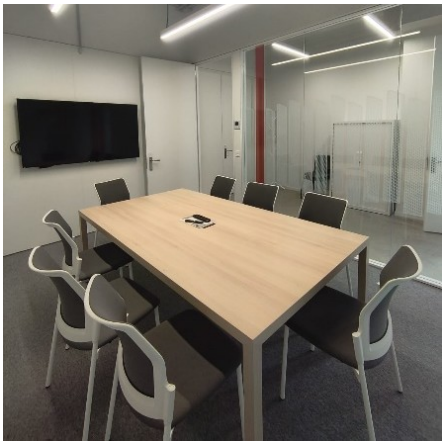
Meeting room corridor:

Intermediate corridor giving access to the Agora and Forum rooms. It contains a cupboard with material for both meeting rooms and a coat rack, also for use by both rooms.



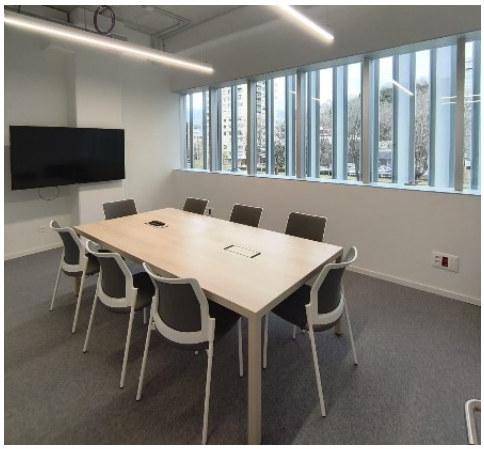
- Cupboard
- Coat rack
- Waste bin
- Extension leads: 2 (6 sockets with switch)
- 2 network cables
- Power strips: 2 (8 sockets/3 USB/1 USB-C)

***Agora** (Meeting Room):*



- Capacity: 8 people
- Area: 14.03 m^2
- Tables: 1
- Chairs: 8
- 75” TV with long HDMI

***Forum** (Meeting Room):*

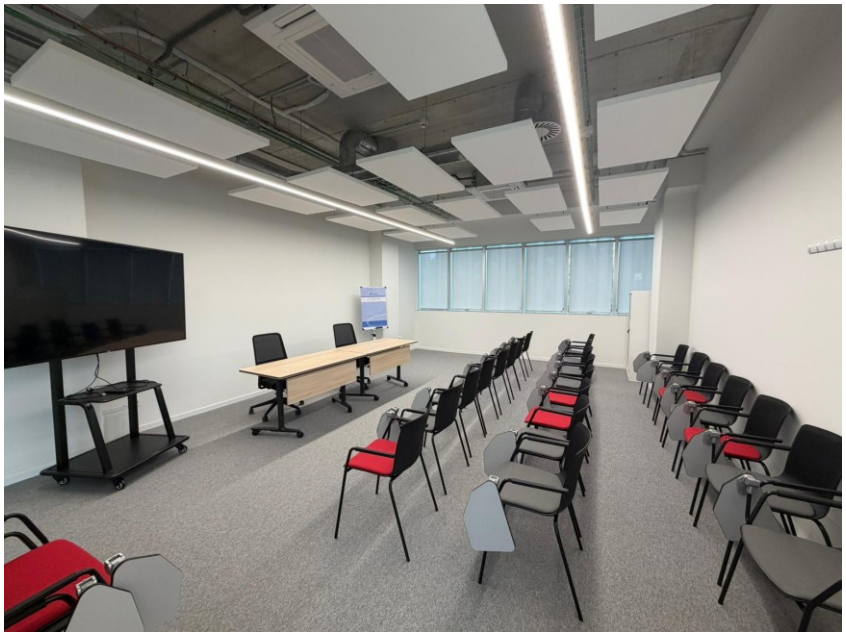


- Capacity: 8 people
- Area: 20.11 m^2
- 1 table
- 8 chairs
- Videoconferencing camera
- 75” TV with long HDMI

FLOOR 3:

Atom *(Classroom):*

- Capacity: 27 people (2 speakers + 25 attendees)
- Expandable to 30 people
- Area: 44.13 m^2
- 2 tables
- Chairs with writing tablet: 25
- Speaker chairs: 2
- 75” screen on a mobile stand
- Short HDMI cable
- Whiteboard, eraser and 4 markers
- Flip chart
- Extension leads: 2 (6 sockets with switch)
- Power strip with 8 sockets/3 USB/1 USB-C
- Cupboard
- Coat rack
- Network cable
- Waste bin



3.4. Screen user guide

To connect a computer or mobile phone **wirelessly** (all rooms except the Hall):

1. Select HDMI 1 by pressing the *"Sources"* button on the large remote control.
2. You will see a screen that is controlled with the small remote control.
3. Go to the *Apps (Aplicaciones)* tab.
4. Select the *Miracast app*.

- To connect a **computer**:
  1. On your laptop, press Windows + K
  2. You will be given the option to connect to the TV. Select the TV and the screen will be shared automatically.

  Note: Mac computers are not compatible with Miracast.

- To connect a **mobile phone**:
  1. Turn on Share on your phone
  2. Go to Settings
  3. Select "More connectivity options"
  4. Select "Cast"
  5. Your phone will find the TV. Select the TV and the screen will be shared automatically.

To connect a computer or mobile phone **wirelessly to the Hall TV**:

1. Settings.
2. Select: Connection guide.

- To connect a **computer**:
  1. On your laptop, press Windows + K
  2. You will be given the option to connect to the TV. Select the TV.
  3. Accept the computer on the TV and the screen will be shared automatically.

  To connect a **mobile phone**:
  1. Turn on Share on your phone
  2. Go to Settings
  3. Select "More connectivity options"
  4. Select "Cast"
  5. Your phone will find the TV. Select the TV.
  6. Accept the phone on the TV and the screen will be shared automatically.

To connect a computer **via HDMI**:

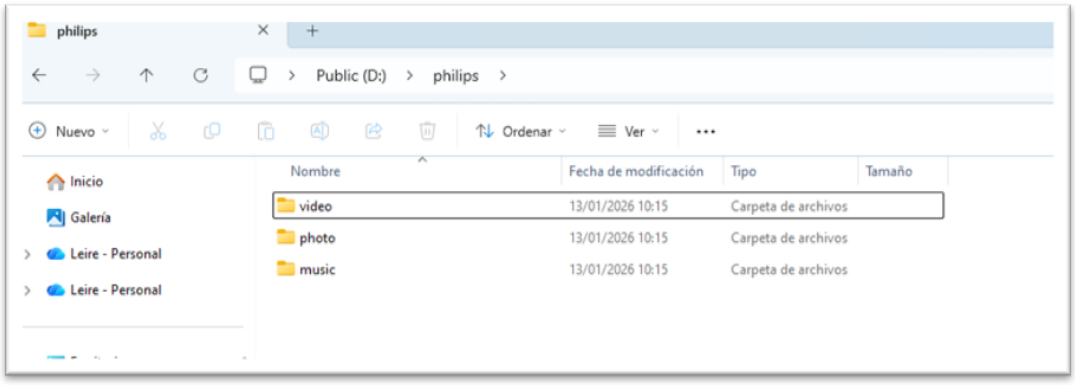
1. Connect the HDMI cable to the device.
2. Using the large remote control, press the "Sources" button and choose the HDMI 2 option shown on the screen.

To connect **a USB drive:**

IMPORTANT: for the TV to detect the USB drive, it must be in **FAT32** format.

How do I check the format of my USB drive?: connect the USB drive to a computer and right-click on your USB drive in File Explorer → Properties → a tab will appear showing the format of the USB drive.

*Once the format is correct, the USB drive must contain a folder called "**philips**", and inside that folder 3 subfolders called "photo", "video" and "music", all in lower case:*



Save the file you want to display on the screen in one of these subfolders, depending on whether it is a video, photo or music file.

1. Switch on the monitor with the USB drive inserted.
2. Press the *Sources* button on the remote control.
3. Choose the option shown on the screen called: *Rep. Multim. (Media player)*.
4. On the screen, choose the option *Redactar (Edit)*.

   (Note: if the files have a pencil symbol, it means there is already a file saved there; if not, they are empty)
5. Choose a file, *File 1* for example.
6. Now choose the USB storage option and the name of the USB drive will appear on the screen. Select it.
7. Go to the folder where you saved the document and press the *Play* button.

To **play TV channels**, series, music or other apps:

1. Select HDMI 1 by pressing the “Sources” button on the large remote control.
2. You will see a screen that is controlled with the small remote control.
3. Go to the Apps (Aplicaciones) tab.
4. There you will find the following apps, in addition to *Miracast*, explained above:
    - Patch Wall: Series
    - Netflix: Series
    - Prime Video: Series
    - Xiaomi TV: Television
    - YouTube: Videos and music
    - Google Play: App downloads.
    - Wallpaper: To change the TV wallpaper
    - Tivify: Series and television

4. CONTACT FOR INCIDENTS OR SUGGESTIONS

To report any incident related to the *Whatspot* platform, the use of the meeting rooms or the available equipment, or to send questions or suggestions for improvement, please contact the following email address:

donostia@ikerbasque.net

We welcome any suggestions to improve the management and use of the common spaces.