

How to book rooms using TP: Room booking

Log on to room booking using your UiB username and password:

<https://tp.uio.no/uib/rombestilling/?lang=en>



Room booking

New booking		Show my activities	
Time			
Start	End	Date	Recurrence
10:00	11:00	01/30/2018	Weekly Daily
Room			
Area	Building	Room type	Minimum size
All	All	Aud./group/meeting/	
Equipment			
Room equipment	Required equipment		
Add			
Show available rooms			
104 Available rooms			

Time

Start: select your booking start time.

End: select your booking end time.

Date: select your booking date.

Recurrence: you can book weekly/daily recurrences.

Room

Area: select an area if you need a room in a certain area.

Building: select a building if you need a room in a certain building.

Room type: select a room type. Default is **Aud./group/meeting/sem.**, which will show yield available rooms within these four common categories.

(If you e.g. need a PC room, you need to select this category in the dropdown list. Note that there might not be bookable rooms in all categories.)

Minimum size: select the minimum seat requirement for your booking.

Equipment

Room equipment: if necessary, you can choose an equipment type, e.g. *Blackboard*.

Click [Show available rooms](#)

You will see a list of all available rooms within all given criteria, sorted ascendingly by number of seats.

Note! Some rooms may come with a note (in Norwegian) saying which user groups are allowed to book the room. If you are not a member of this user group, you simply choose another room.

Room booking

New booking [Show my activities](#)

Time
Start: 08:00 | End: 09:00 | Date: 01/30/2018 | Recurrence: [Weekly](#) / [Daily](#)

Room
Area: HF/JUS | Building: HF-bygget | Room type: Seminar room | Minimum size: 5

Equipment
Room equipment: Add | Required equipment:

[Show available rooms](#)

Select one or more rooms

Room	Size	Select
HF-bygget Seminarrom 353 Dette rommet disponeres av LLE, og brukes utelukkende av fagområdet Klassiske fag .	12	<input type="checkbox"/>
HF-bygget Seminarrom 326	14	<input type="checkbox"/>
HF-bygget Seminarrom 217	20	<input type="checkbox"/>
HF-bygget Seminarrom 371	20	<input type="checkbox"/>
HF-bygget Seminarrom 301	25	<input type="checkbox"/>
HF-bygget Seminarrom 435 Dette rommet disponeres av LLE, og bestilles utelukkende av administrasjonen på LLE.	26	<input type="checkbox"/>

(Clicking on the room name reveals the room schedule for the current week. You will also see some additional room information.)

Click the Select box next to the room you would like to book and then click the button [Book->](#). The button appears as soon as you select a room.



Room booking

New booking	Show my activities	
Confirm booking		
Start	Duration	Date(s)
08:00	01:00	30.01.18
Room		
Seminarrom 217		
Enter description		
<input type="text" value="A very important meeting"/>		
Enter notes		
0 characters out of 512 used		
<input type="text"/>		
⇐ Go back		Confirm ⇒

Check that your start, duration and date is correct, and enter a description for your booking. You can also add a note to your booking. This will appear in the confirmation email if you choose to send one. It is also visible to administrators in TP: Undervisning.

Then click [Confirm](#)->

The booking is now completed.

You can now choose to make a new booking, make a new booking using the same criteria, or send a confirmation email to yourself.

New booking	New booking with same criteria	Send confirmation via e-mail
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If you click [Show my activities](#) at the top of the page, your bookings are show in a chronological list. Here you can also cancel a booking if needed. Please note that the booking disappears from the list as soon as the booking time has passed; i.e. you cannot cancel a booking after the event has taken place.

Please note that you can also book a room directly from the room calendar: Open the room calendar (<https://tp.uio.no/uib/timeplan/?type=room&lang=en>) and find your desired room. Click a vacant time slot at which you would like to make a booking. You will then be taken to the room booking start page with your date/time/room criteria already set.

Schedule UIB
Språk / language

Room schedule

Area: PSYK/SV Building: Studententeret Room: Auditorium Egget (270pl.) Week: 5 Year: 2018

Studententeret Auditorium Egget (243301.08H3) Map
Teaching size: 270 Floor: 3
Equipment: Mounted microphone, Blackboard, FC (UIB), Laptop connection, Projector, Videonotes

	Monday 29/1	Tuesday 30/1	Wednesday 31/1	Thursday 1/2	Friday 2/2	Saturday 3/2	Sunday 4/2
8		Book room 8-15		MET102: Forelesning 08:30 - 10:00 11 Egget			
9							
10							
11	PSYK102: Forelesning 10:30 - 12:00 A. Krossen 11 Egget		ECORG02: Forelesning 10:30 - 12:00 A. Krossen 11 Egget	SAMPOL107: Forelesning 10:30 - 12:00 A. Krossen 11 Egget	EXPL01:PS3EM: Forelesning 10:30 - 12:00 A. Krossen 11 Egget		
12							
13		SAMPOL106: Forelesning 12:30 - 14:00 K. Eggset 11, Mursteinveien 11 Egget	MET102: Forelesning 12:30 - 14:00 11 Egget	SOS101: Forelesning 12:30 - 14:00 W.T. Hovden 11 Egget	Multimedial: FF-dag 2018 12:30 - 14:00 11 Egget		
14							
15	SAMPOL102: Forelesning 13:30 - 15:00 I. Røed 11 Egget		Andersheim: Sammen Råd & Hovden: Studierestring (ingen anmelding) 14:00 - 17:00 11 Egget			FED111: Forelesning 14:30 - 16:00 S. Røed 11 Egget	
16							
17		WT211: Informasjonsteori 17:30 - 19:00 11 Egget		WT211: Forelesning 17:30 - 19:00 11 Sam.navn 0 11 Sam.navn 0 11 Sam.navn 0 11 Sam.navn 0 11 Egget			
18	Andersheim: Kulturprosjekt v/ Kristian Rugevold Kongsvoll 17:30 - 19:00 11 Egget						
19		Webinars: Studententeret v/ Stian Steinhilb Magelsen 18:00 - 19:00 11 Egget				Andersheim: Bergen Student-TV v/ Daniel Kjelley	
20							

Print version Semester schedule

Room booking

New booking Show my activities

Time
Start: 08:15 End: 09:15 Date: 01/30/2018 Recurrence: Weekly/Daily

Room
Area: PSYK/SV Building: Studententeret Room type: Auditorium Minimum size: 5

Equipment
Room equipment: Add Required equipment:

Show available rooms

Select one or more rooms

Room	Size	Select	Book
Studententeret Auditorium Egget	270	<input checked="" type="checkbox"/>	Book

Overview of areas/buildings

Area	Building	Area	Building
HF/JUS	HF-bygget	PSYK/SV	Bjørn Christiansens hus (Christiesgt. 12)
	Sydneshaugen skole		Christies gate 13 (Vektergården)
	Sydnesplassen 12-13		Christies gate 17
	Øisteins gate 3		Herman Foss gate 6
Dragefjellet skole	Lauritz Meltzers hus (SV-bygget)		
Jusbygg II	Rosenbergsgaten 39 (Ørjar Øyens hus)		
Jusbygget	Stein Rokkans hus		
	Ulrike Pihls hus		
	C.G. Sundts hus (Muséplass 1)		
	Griegakademiet		
	John Lunds plass 3		
	Studentsenteret		
		Area	Building
Area	Building	MED	HUS - Augebygget
MN	Allégaten 66		HUS - Kvinneklinikken KK
	Allégaten 70 (Geofysen)		Haraldsplass Diakonale Sykehus
	Bjørn Trumpys hus (Fysikkbygget)		SMU-bygget
	Jahnebakken 3		HUS - Armauer Hansens hus
	Realfagbygget		HUS - BB-bygget
	Biologen Blokk A		HUS - Barne- og ungdomssjukehuset
	Biologen Blokk B		HUS - Gamle hovudbygg
	Høytteknologisenteret		HUS- Hudbygget
	Thormøhlensgate 51 (ViVite)		HUS - Sentralblokka
	Media City Bergen		Odontologibyget
			Overlege Danielsens hus
			Kalfarveien 31
			KMD-bygget