

## 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	
<b>Time</b>			
Start	End	Date	Recurrence
10:00	11:00	01/30/2018	Weekly Daily
<b>Room</b>			
Area	Building	Room type	Minimum size
All	All	Aud./group/meeting/	
<b>Equipment</b>			
Room equipment	Required equipment		
Add			
<a href="#">Show available rooms</a>			
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](#)

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**Time**

Start:  End:  Date:  Recurrence: [Weekly](#) [Daily](#)

**Room**

Area:  Building:  Room type:  Minimum size:

**Equipment**

Room equipment:  Required equipment:

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[Show available rooms](#)

Select one or more rooms

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

Enter notes  
0 characters out of 512 used

[⇐ 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](#)

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

Studentsenteret 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. Rindar 11 Egget		Andersheim: Sammen Råd & Hovden: Studierestring (ingen anmelding) 14:00 - 17:00 11 Egget				
16							
17		WT215: Informasjonsteori 17:30 - 19:00 11 Egget		WT215: 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 Steinhavn Magtassen 18:00 - 19:00 11 Egget					
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	
<b>HF/JUS</b>	HF-bygget Sydneshaugen skole Sydnesplassen 12-13 Øisteins gate 3	<b>PSYK/SV</b>	Bjørn Christiansens hus (Christiesgt. 12) Christies gate 13 (Vektergården)	
	Dragefjellet skole Jusbygg II Jusbygget		Christies gate 17 Herman Foss gate 6 Lauritz Meltzers hus (SV-bygget) Rosenbergsgaten 39 (Ørjar Øyens hus) Stein Rokkans hus Ulrike Pihls hus	
<b>Area</b>	<b>Building</b>		C.G. Sundts hus (Muséplass 1)	
<b>MN</b>	Allégaten 66 Allégaten 70 (Geofysen) Bjørn Trumpys hus (Fysikkbygget) Jahnebakken 3 Realfagbygget		Griegakademiet	
	Biologen Blokk A Biologen Blokk B Høytteknologisenteret Thormøhlensgate 51 (ViLVite)		John Lunds plass 3	
	Media City Bergen		Studentsenteret	
			<b>Area</b>	<b>Building</b>
			<b>MED</b>	HUS - Augebygget HUS - Kvinneklinikken KK
				Haraldsplass Diakonale Sykehus SMU-bygget
	HUS - Armauer Hansens hus HUS - BB-bygget HUS - Barne- og ungdomssjukehuset HUS - Gamle hovudbygg HUS- Hudbygget HUS - Sentralblokka			
	Odontologibyget Overlege Danielsens hus			
	Kalfarveien 31			
	KMD-bygget			