

## Booking Guide for Conference Rooms

### **System Authorization:**

1. In the "Participant Email" field, enter the e-mail address used during registration.
2. A confirmation code will be sent to this e-mail within a minute.
3. Enter the received code in the "Enter the received code" field (this field becomes active only after entering a valid e-mail linked to an approved registration).
4. Click "Submit" – you will be logged into the system and able to use the conference room booking function.

**Booking Limit:** Each e-mail is allowed up to 1 hour of conference room bookings in total. This time can be distributed across multiple meetings, e.g., booking 2 times for 30 minutes each, with a minimum booking time of 15 minutes.

Once the limit is reached, the "Book" button will become unavailable until some time is freed (e.g., after canceling one of your reservations).

### **How to Book a Conference Room**

Use filters to find an appropriate room:

- ✓ Booking day;
- ✓ Meeting start time;
- ✓ Meeting end time;
- ✓ Number of participants.

After applying filters, only rooms matching your criteria will be displayed.

### **To book a selected room:**

1. Click the "Book" button next to the desired room.
2. In the pop-up window, fill in the following fields:
  - ✓ Date and time of the meeting;
  - ✓ Meeting topic (optional);
  - ✓ Number of participants;
  - ✓ Booking comment (optional).
3. Click "Book."

Please note: submitting a booking request does not mean it is automatically approved. The request will be reviewed by a moderator.

### **Booking Status:**

After submitting your request, it will be reviewed by a moderator. You will receive an e-mail notification about:

- ✓ Approval – the meeting will be added to your list of booked rooms;
- ✓ Decline – you will receive a notification with possible reasons.

### **Canceling a Booking:**

You can cancel your reservation if it has not yet been approved or is still "Pending":

- ✓ Go to the "Booked Rooms" section;
- ✓ Click "Cancel" next to the relevant request.

The reservation will be deleted, and the booked time will return to your limit.

### **Frequently Asked Questions:**

Q: What should I do if I did not receive the confirmation code?

A: Check your "Spam" folder or resend the code by clicking the send button again. If issues persist, contact support at eef2025@icetrade.by.

Q: Can I increase my booking limit?

A: Currently, the limit is 1 hour per e-mail. Requests for an increase are considered individually via support at eef2025@icetrade.by.