

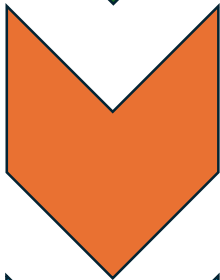
Booking the Screening Room PG-217

As the Screening Room is a shared resource between faculties it must be booked as follows:



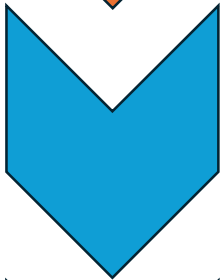
Check Screening Room Availability

- You can access this from the SISO login screen.

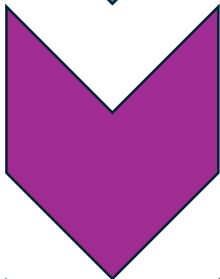


Email sgcounter@bournemouth.ac.uk with the following details:

- Date you would like the booking
- Start time of booking
- End time of booking
- How many people will be in the space

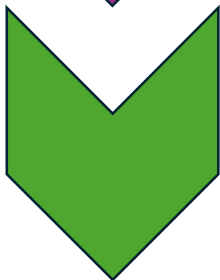


If available, the Screening Room will be booked for you (in SISO and the central room bookings system) and you will receive email confirmation.



Once your booking has been confirmed you will need to book the PG-217 Screening Room Access Card in SISO. Note: access cards can only be collected/returned during Production Support Counter opening hours.

Do not book access card before your Screening Room booking has been confirmed.



Do you need the ILOK? (MASDFT students only)

- Book ILOK on SISO (in Find Rooms) Note: Key to the secure box (within PG-217) containing ILOK can only be collected/returned during Production Support Counter opening hours so please book accordingly.

Remember: all your SISO booking requests (rooms and equipment) need to be sent to your tutor for approval in the usual way. Any booking requests that have not been approved within 5 days will be removed from the system.