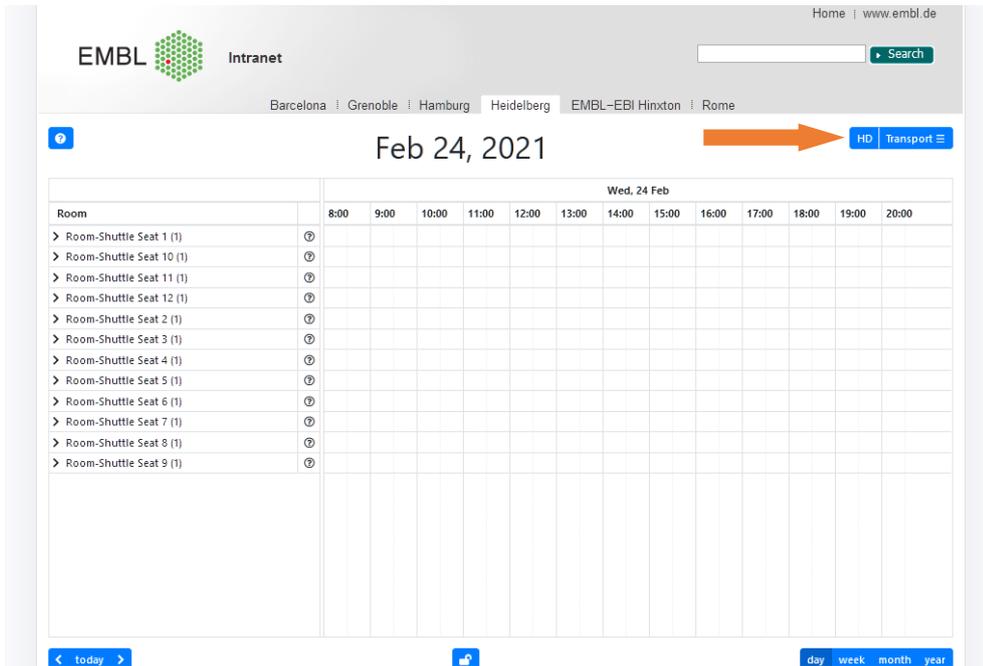


How to book your seat on the EMBL morning Shuttle

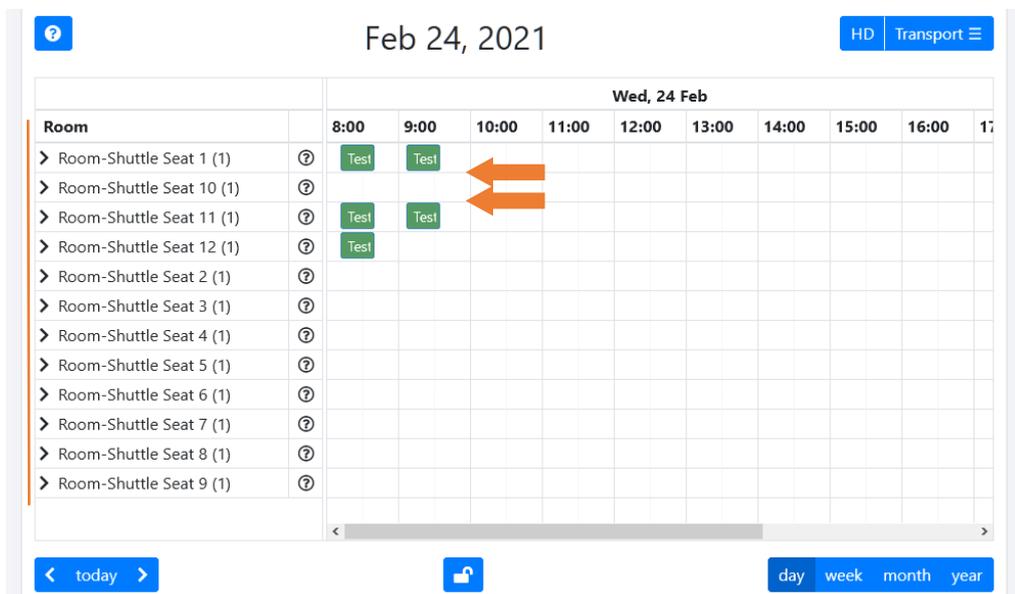
Option 1

- Got to the Room booking system at: https://intranet.embl.de/it_services/room_reservation.html
- Select 'HD-Transport' on the top right hand side:



The screenshot shows the EMBL Intranet interface. At the top right, there is a search bar and a menu with 'HD Transport' highlighted by an orange arrow. Below the navigation bar, the date 'Feb 24, 2021' is displayed. The main area is a calendar grid for 'Wed, 24 Feb' with columns for hours from 8:00 to 20:00. On the left, a list of rooms is shown, including 'Room-Shuttle Seat 1 (1)' through 'Room-Shuttle Seat 9 (1)'. At the bottom, there are navigation buttons for 'today', a calendar icon, and view options: 'day', 'week', 'month', 'year'.

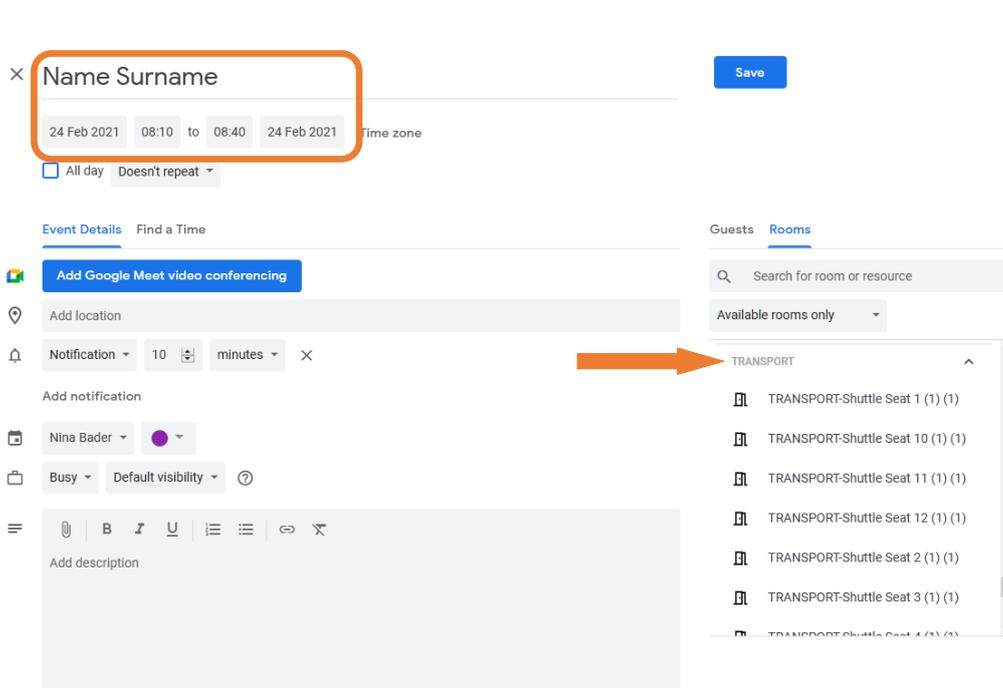
- Select the date on which you would like and book one of the 12 available seats for the time of departure (either 08:10/08:15 or 09:05/09:10 respectively), indicating your name and surname. Please book a slot of 30 minutes respectively. Each calendar stands for one seat on the bus:



The screenshot shows the same EMBL Intranet interface as the previous one, but now with 'Test' entries in the calendar grid. The 'HD Transport' menu is still highlighted. The calendar grid for 'Wed, 24 Feb' shows 'Test' entries in the 8:00-9:00 and 9:00-10:00 slots for the first four rooms listed. Orange arrows point to these 'Test' entries. The navigation buttons at the bottom are the same as in the previous screenshot.

Option 2

- Alternatively, you can book a seat through your own Google calendar. Log on to your [EMBL Google calendar](#).
- Select the date on which you wish to take the morning shuttle and create a new entry with your name and surname, select the desired time of departure (either 08:10/08:15 or 09:05/09:10 respectively). Please book a slot of 30 minutes respectively. Select the 'Transport' section (under 'T'), 'available rooms only' and select one of the available seats, add it to your booking.



The screenshot shows the Google Calendar booking interface. At the top, there is a 'Name Surname' field, which is highlighted with an orange box. Below it, the date and time are set to '24 Feb 2021 08:10 to 08:40 24 Feb 2021'. There is a 'Save' button on the right. Below the date and time, there are options for 'All day' and 'Doesn't repeat'. The interface is divided into 'Event Details' and 'Rooms' sections. In the 'Event Details' section, there are options for 'Add Google Meet video conferencing', 'Add location', 'Notification' (set to 10 minutes), 'Add notification', 'Nina Bader' (calendar), and 'Busy' (visibility). In the 'Rooms' section, there is a search bar and a dropdown menu set to 'Available rooms only'. Below this, a list of 'TRANSPORT-Shuttle Seat' options is shown, with an orange arrow pointing to the 'TRANSPORT' section header.

- **IMPORTANT:** Should you not be able to take a ride that you booked, please remember to remove your booking (go to your own Google calendar – delete). This will ensure other colleagues can book the available slots.