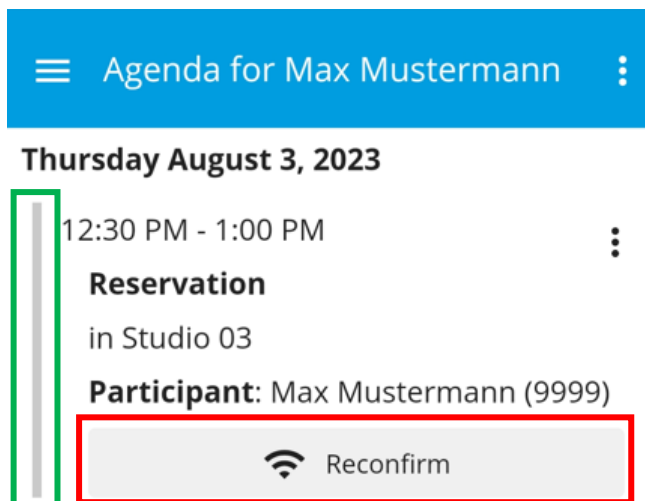


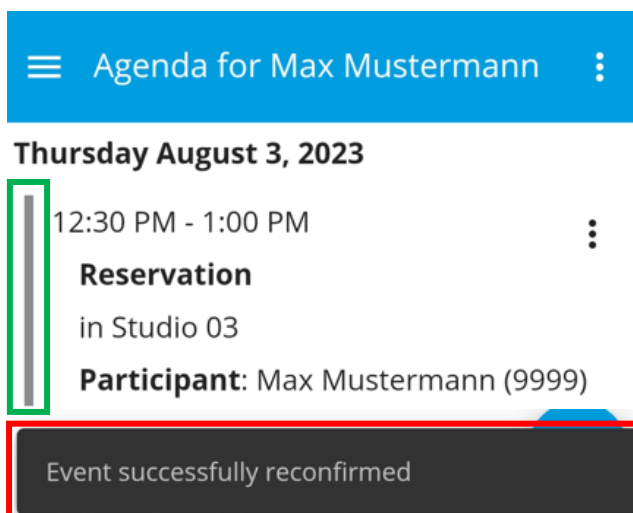
Personal Bookings

How can I confirm a room booking?

- Each personal booking must be reconfirmed by the students themselves so that the booking remains in place.
- Open your agenda and click on “Reconfirm”.
- Reconfirmation is only possible via the **university's internal internet access**. The reconfirmation can take place **60 minutes before and up to 10 minutes after the start of the event**.



- The color of the category changes. A provisional personal booking has become a confirmed personal booking.



- If reconfirmation has not taken place, the **booking will be cancelled automatically**.