

## Check list – Book one of SUS’s meeting rooms

### Before using the meeting room

- Fill in the application form on SUS’s website at least 7 days before the event/meeting.
- Wait for the confirmation email that confirms that your booking has been registered.
- If the event/meeting might entail a security risk, SU’s check list for risk assessment must be filled in and sent to [sakerhet@su.se](mailto:sakerhet@su.se) at least 5 days before the event takes place.

### After the booking confirmation:

- Pick up a key card in SUS’s service desk on the same day as or the day before you are going to use the meeting room (depending on the service desk’s opening hours).
- Pick up visitor stickers in the service desk on the same day as or the day before you are going to use the meeting room (depending on the service desk’s opening hours). Everyone who visits one of SUS’s meeting rooms must wear a sticker.
- Read the pamphlet with safety information that you will receive with your key card.
- You can now use the booked meeting room!

### After using the meeting room

- Return the key card to the service desk if it is staffed. If the service desk is not staffed, please leave your key card in the mailbox by SUS’s office entrance.

The key card **must** be returned right after the meeting/event, so that others can book the meeting room as well!