



Bayes Centre

User guide:

How to Book a meeting room

How to Book a Desk

Contents

Key points before you get started:	3
Booking windows	3
How to log into Booker	3
Configuring user settings	3
How to Book a Desk	3
What are the Bayes Centre Bookable desks?	3
Members and Partners	4
Accelerator Participants and Graduates	4
Booking Parameters	4
How do I make a desk booking in Booker?	4
How do I change my password?	4
How do I cancel or edit a booking?	5
How does invoicing work?	5
How to book a meeting room	5
Reoccurring bookings	6
Cancelling a booking	6
Syncing bookings to Outlook (for internal UoE units only)	6
Appendix 1: FAQ	10

Key points before you get started:

Definitions: In this document, *Partner Level* refers to organisations that have Leased Office Space and fixed, allocated desks, via a Desk License agreement; *Member Level* refers to individuals or organisations that have access to flexible hot-desks only, via a Membership Agreement. *Internal units* refers to internal University of Edinburgh departments/units. *Residents* refers to all user groups in the collective.

- From Friday 8th August 2025 all meeting room reservations should be placed via Booker
- All bookings are 'self service'
- The Bayes Facilities and Operations team can be contacted if you require any support or encounter any difficulties via Bayes.Reception@ed.ac.uk
- All residents are asked to comply with the [Bayes Centre Fair use policy](#)

Booking windows

- Members and Partners are permitted to book up to 6 months in advance
- Internal units are permitted to book up to 12 months in advance

How to log into Booker

Booker can be accessed by [clicking here](#)

To log in to [Booker](#), enter your email address (if you are UoE please use the format UUN@ed.ac.uk) and click **continue**.

If you are experiencing issues logging in, please see our [FAQ in Appendix 1](#)

Configuring user settings

Once you have logged into Booker you can customize your settings by clicking on the 'person' icon at the top right of your home screen and then 'manage account'.

We recommend that you set your default building to 'Bayes Centre' to streamline your booking experience and that you leave notifications turned **on** to ensure you receive all updates on your bookings.

For internal UoE users please note the section in [Appendix 1](#) regarding syncing bookings to Outlook

How to Book a Desk

What are the Bayes Centre Bookable desks?

The Bayes Desk booking system (Booker) allows Members and Partners to book the desks you require, when you need them. For our Partners, this allows you to flex your building footprint beyond your rented office space when you need it by booking and paying for additional desks for your staff or occasional visitors.

Members and Partners

Bookable desks for Partners and Members are available for booking on Level 3 & 4 of the Bayes Centre.

Accelerator Participants and Graduates

Bookable desks for Accelerator Participants and Graduates are available for booking on Level 3.

Please note that you will only be given access to book the relevant desks in the booking system, as appropriate.

Please read the guidelines below on how to use the system, as well as the relevant Terms and Conditions to which you agree to adhere by using the system.

Booking Parameters

Desks are available to book Monday-Saturday 7am-10pm (note that out of hours arrangements apply between 7am-9am and 5pm-10pm). Please note that if you are working outside 9am-5pm you must follow the out of hours procedures listed [here](#).

Desks can be booked at a cost of £15 per day and desks can be booked up to 14 days in advance. Please note that it is possible to book desks in the system by the hour, but the same flat rate charge of £15 applies regardless of the actual booking period. We no longer offer half day pricing.

Desks for the Venture Builder and Accelerator incubator programmes are free of charge for the duration of the programme.

How do I register for the system?

Our Facilities team will issue you with a username and initial password. If you have not received this please contact Bayes.reception@ed.ac.uk

How do I make a desk booking in Booker?

- Log in to Booker at the following link using the username and password that you have been issued with <https://booker.is.ed.ac.uk>
- Navigate to the top left of the screen and click on the desk icon
- In the first search box enter 'Bayes Centre'
- In the date field include the date that you want to book a desk then click search
- You now see options for either L3 or L4 – select which floor you wish to book a desk on
- You will now see a floor plan of available desks
- Click on the desk you wish to book and then click 'book desk'

To view step by step instructions of how to make a booking please watch the video [here](#).

How do I change my password?

Log into Booker and navigate to your profile by clicking on the 'person silhouette' at the top right of your screen. From there on the left hand side there is a menu of options including 'change password'. Please do not change any other settings.

How do I cancel or edit a booking?

Please note that all bookings must be cancelled at least 48h prior to booking date and start time, otherwise you will still be charged.

If you are a Venture builder or Accelerator participant using the desks on Level 3 and do not cancel your booking within 48 hours of your booking start time, your access may be revoked.

To cancel a booking in the system, from the home screen in the top menu bar click 'bookings' then from there you can edit or cancel a booking. Please see the following [video](#) for a full tutorial. Should you encounter any booking issues please email: bayes.reception@ed.ac.uk

How does invoicing work?

Charges will be issued by monthly invoice, by the 10th of each month, in arrears.

How to book a meeting room

There are two ways to do this:

1. Use the room schedule

- Click '**My Building**' at the very top of the page in the middle. This will show you all of the meeting rooms available to you, and you can view all bookings by date and see when rooms are free. If you are an internal Unit, filter this on Bayes
- If you identify a room or space that you'd like to use, simply click on the schedule at the time you'd like to book, enter the relevant details and click **Make booking**.
- You can adjust email notification settings by navigating to the 'person' icon at the top right corner of the page, and clicking **Manage Account**. This includes the ability to sync your booking to a calendar


2. Use the search function

- Click the **Home** button along the very top of the page
- Ensure you have selected the 'room' icon in the search section at the top left of the screen
- In the search bar on the left, in the first box type '**Bayes Centre**'
- Enter the date(s) and time(s) you'd like to book for, tick the **Recurring booking?** box if required, and click search.
- Please do not select anything in the **Room Options** filter. This is likely to throw up zero results.

Reoccurring bookings

If you wish to make a reoccurring booking please use option 2 as above to book by using the search function. You will see a tick box 'reoccurring booking?' which you should select and then follow the prompts.

Please note that Booker will show you all the rooms that are free during the reoccurring period you have defined in your search query. If some rooms aren't available it will still allow you to book – to see alternative rooms that are free on the days your preferred room isn't available, click on the calendar icon at the top right of the search screen:



Availability	Dates	Time
✓	26/08/2025	10:00 - 11:00
✓	09/09/2025	10:00 - 11:00

Booking Title *

e.g. Monthly project board

Date

26/08/2025 - 03/08/2027

Type

Meeting - General

Start Time

10:00

End Time

11:00

This will then show you a list of availability and allow you to search for alternative options for the dates the room isn't free.

Cancelling a booking

Please note that any room cancellations **must be made in Booker**, simply deleting the room from a meeting invitation on Outlook/Teams will not cancel the room booking. From the home page navigate to the Bookings tab in the top bar, then click 'My Bookings'. From here you can select the relevant booking and cancel it.

Syncing bookings to Outlook (for internal UoE units only)

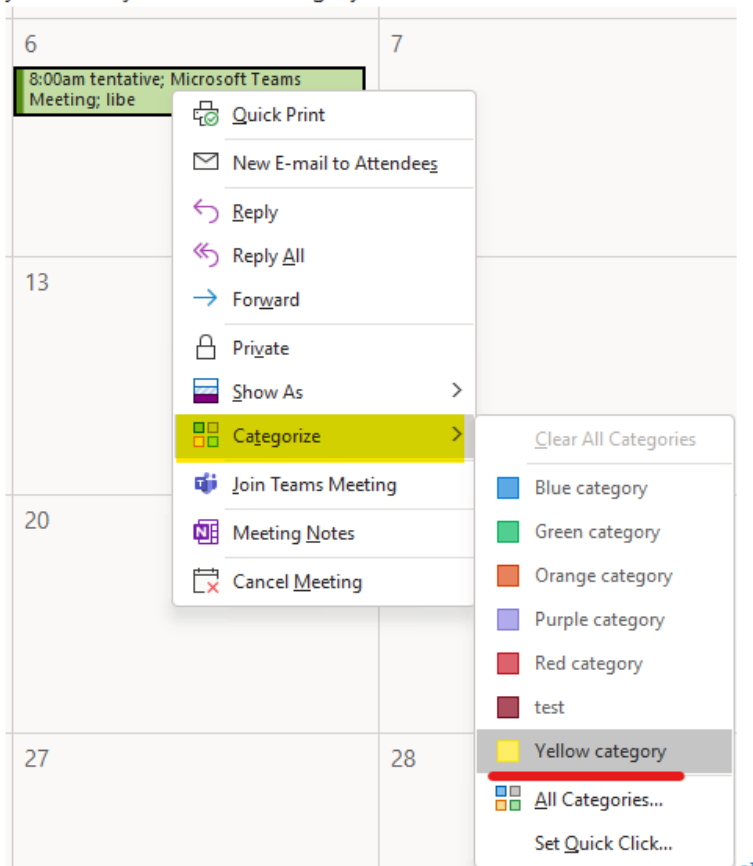
Please note that at present bookings in Booker only sync 'one way' – i.e. if you have turned on Outlook syncing in your user settings you will receive a calendar invitation from Booker which will allow you to add this to your own personal Outlook calendar. However, if you subsequently amend the meeting room booking in Outlook, this will **NOT automatically sync back to Booker**. Please note that the Timetabling unit is working on a solution to this at present and we will advise you when we have an update.

We therefore recommend that you treat the meeting room booking and the meeting invitation as two separate things. You can then choose an option to suit your preference, either:

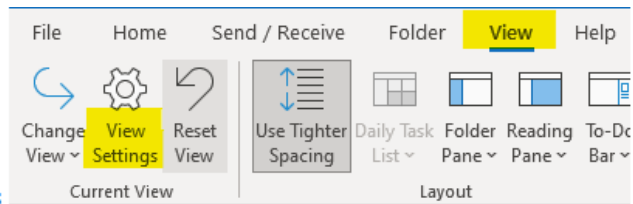
1. Populate your diary with two calendar appointments – one for the meeting room (which will auto-sync from Booker) and one for the calendar invitation to the meeting with attendees on it
2. Do not turn on the sync with Outlook function in Booker, and you must remember to change any meeting room bookings in Booker and separately update the calendar invitation in Outlook to show the right meeting location for attendees.

If you still want your room bookings to import from Booker into Outlook but want to be able to hide them, follow the below instructions:

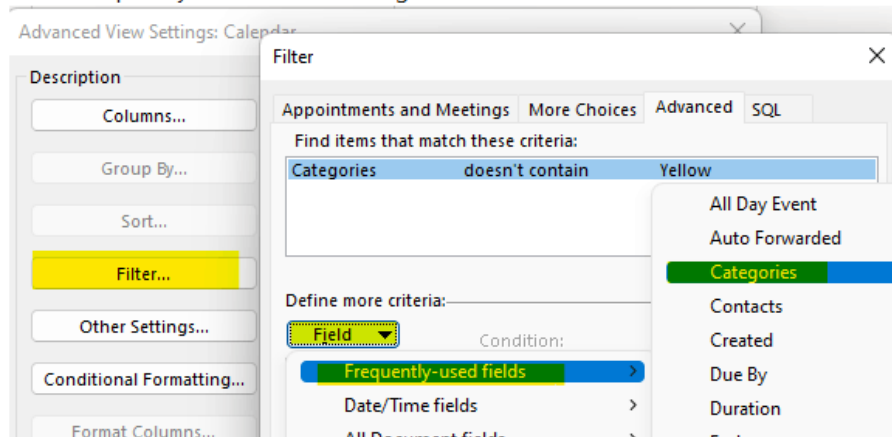
1. Open your Outlook calendar and find the appointment you want to hide.
2. Right-click on the appointment and select "Categorize" from the drop-down menu. (if you want to hide more than one appointment you can select all and select the category) let's, say you select yellow color Category.



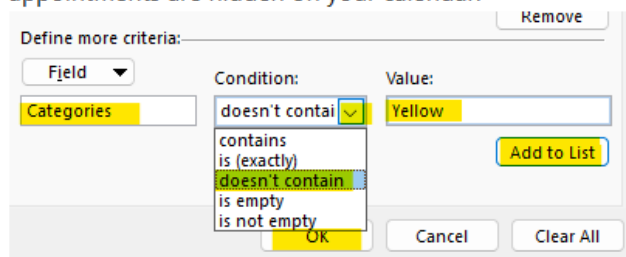
3. Go to View -->View Settings



4. In the Advanced View Settings, select Filter -->Advanced -->Under Define more criteria, select frequently used field -->Categories.



5. Under Condition, Select doesn't contain from the drop down and add your selected category name (in this case, Yellow) -->Click on Add to List -->OK -->OK. Then, check if the selected appointments are hidden on your calendar.



This will hide the appointment from your calendar, but it will still appear on the calendars of any attendees you invited. Also, when creating a new appointment, the only thing you need to do is set the same category.

Appendix 1: FAQ

Q: I'm having issues logging in

Members and Partners:

If you are an **external partner or member**, when you follow the above steps and click 'continue' you will likely be prompted to sign in with Microsoft. There are a few options to try when this happens, which may vary depending on your existing browser settings:

1. Click 'Use another account' and enter your UoE UUN@ed.ac.uk and password. This will then connect you to the Single Sign-On system used by the University and should take you into Booker.
2. Open Booker in a different browser (e.g. if you usually use Chrome, try Edge/Safari/etc. instead). Go through the process again and enter your UoE UUN@ed.ac.uk and password to log in to Microsoft. This should keep you logged in on this browser, and you can continue to use this browser each time you need to use Booker.

Internal UoE users:

Please log a call with IS.helpline@ed.ac.uk

Video instructions

If you would prefer to view a video of Booker user instructions please see the following link:

<https://registryservices.ed.ac.uk/timetabling-examinations/timetabling/continuous-improvement-and-systems/timetablingsystems/timetabling-applications/booker/guidance-videos>