UAAR Hoteling and Shared Space Guide

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SPACES
Note: For use by UAAR staff only

UAAR Hoteling Workspaces are offices/cubicles at 111 Theory and 5141 California) that are available to staff who do not have a dedicated onsite workspace - see floorplans at the end of this document.

UAAR Conference Rooms – Anteater Conference Room (#220) at 111 Theory, The Peninsula Conference Room (#264) at 5141 California – are available to reserve through Outlook. Search for “UA - 111 Theory Anteater Conf Room (220)” or “5141 UA Peninsula Conference Room.”

Other Shared Spaces at 111 Theory – One-person Zoom Studio (#221) and Lactation Room (#222) are available for use (shared with Campus HR). Reserve Zoom Studio through Outlook ("Campus HR Studio"), the Lactation Room is available on a drop-in basis.

RESERVATIONS and USAGE

Use of the UAAR Hoteling Workspaces is managed by reservation using UCI’s Room Reservation system, you must be on campus or logged into a campus VPN to access the system.

• You must use the reservation system prior to occupying a space. You cannot drop in and use what appears to be an unoccupied space.
  o Exceptions for emergency and/or evacuation situations apply.

• Out of respect for your colleagues, if you no longer need a reservation, you MUST cancel it, especially recurring/anchor day reservations.
# UAAR Hoteling and Shared Spaces Roster

## 111 Theory

<table>
<thead>
<tr>
<th>Location</th>
<th>Room Number</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caesars Palace</td>
<td>212-A</td>
<td>Workspace in shared window office</td>
<td>Often Pre-Reserved Tuesdays and Wednesdays for team anchor days</td>
</tr>
<tr>
<td>Bellagio</td>
<td>212-B</td>
<td>Workspace in shared window office</td>
<td>Often Pre-Reserved Tuesdays and Wednesdays for team anchor days</td>
</tr>
<tr>
<td>Flamingo</td>
<td>212-C</td>
<td>Workspace in shared window office</td>
<td>Often Pre-Reserved Tuesdays and Wednesdays for team anchor days</td>
</tr>
<tr>
<td>Grand Budapest Hotel</td>
<td>213</td>
<td>Window office</td>
<td></td>
</tr>
<tr>
<td>Beverly Hills Hotel</td>
<td>214-A</td>
<td>Cubicle</td>
<td></td>
</tr>
<tr>
<td>Hollywood Roosevelt</td>
<td>214-B</td>
<td>Cubicle</td>
<td></td>
</tr>
<tr>
<td>Chateau Marmont</td>
<td>214-D</td>
<td>Cubicle</td>
<td></td>
</tr>
<tr>
<td>214-F</td>
<td>214-F</td>
<td>Cubicle</td>
<td>Temporary hoteling space</td>
</tr>
<tr>
<td>Claridge’s</td>
<td>217</td>
<td>Interior office</td>
<td></td>
</tr>
<tr>
<td>The Plaza Hotel</td>
<td>226</td>
<td>Window office</td>
<td></td>
</tr>
<tr>
<td>Anteater Conference Room</td>
<td>220</td>
<td>Conference room, capacity 8-10 people</td>
<td>Reserve through Outlook as “UA - 111 Theory Anteater Conf Room (220)”</td>
</tr>
<tr>
<td>Zoom Studio</td>
<td>221</td>
<td>One-person Zoom room</td>
<td>Shared with Campus RH, reserve through Outlook at “Campus HR Studio”</td>
</tr>
<tr>
<td>Lactation Room</td>
<td>222</td>
<td>Lactation Room</td>
<td>Shared with Campus HR, drop-in</td>
</tr>
</tbody>
</table>

## 5141 California

<table>
<thead>
<tr>
<th>Location</th>
<th>Room Number</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Peninsula</td>
<td>264</td>
<td>Conference Room, capacity 10 people</td>
<td>Reserve through Outlook as “5141 UA Peninsula Conference Room”</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Named for the hotel in <em>The Man with The Golden Gun</em>, 1974 (Hong Kong)</td>
</tr>
<tr>
<td>Hotel Atlantic</td>
<td>274</td>
<td>Workspace in interior office</td>
<td>Named for the hotel in <em>Tomorrow Never Dies</em>, 1997 (Germany)</td>
</tr>
<tr>
<td>Goldeneye Resort</td>
<td>276-A</td>
<td>Workspace in shared interior office</td>
<td>Named for the hotel in <em>Goldeneye</em>, 1995 (Jamaica)</td>
</tr>
<tr>
<td>Ocean Club</td>
<td>276-B</td>
<td>Workspace in shared interior office</td>
<td>Named for the hotel in <em>Casino Royale</em>, 2006 (Bahamas)</td>
</tr>
<tr>
<td>Dukes</td>
<td>284</td>
<td>Window office</td>
<td>Named for Dukes Bar where author Ian Fleming coined Bond’s favored drink as a vodka martini, &quot;shaken, not stirred&quot; (London)</td>
</tr>
</tbody>
</table>
HOW to RESERVE a HOTELING SPACE for ONE DAY

Navigate to the online Room Reservation (https://service.fac.uci.edu/roomReservation) system. Note: You must be on campus or logged into a campus VPN.

1. Start by clicking “New Reservation”

2. Be sure you are searching the correct building.
To change location, use the magnifying glass and search for either “111 Theory” or “5141 California”

3. If you are scheduling a date/time farther in the future, click on “Advanced”

Leave “Layout” and Amenities blank
If you chose “Advanced” you will have the option to choose a date in the future.

(4) Click on the calendar icon to choose your date

(5) Choose your date

(6) Click “Done”

The date you chose will appear.

Do NOT choose an End Date. If you wish to reserve a space for consecutive days, see “How to Reserve a Hoteling Space for Multiple Days” section below.

Leave “Layout” and “Amenities” blank

(7) Click “Search”
The system will return a list of available hoteling spaces that match your criteria.

(8) Click “Book” to select your space.

(9) You must enter a Subject for your reservation. Use “First Name Last Name On-Site” as a naming convention.

(10) Click “Create Reservation” to lock in your reservation.

Your draft reservation will expire after 10 minutes.
Your reservation will now show on the main reservation page.

You will also receive an Outlook calendar invitation to remind you of your reservation.

If you no longer need your reservation, please cancel it by returning to the Room Reservation system and clicking on Cancel (a meeting cancellation will be sent to your email).
HOW to RESERVE a HOTELING SPACE for MULTIPLE DAYS

Follow the above steps 1 through 4, then follow the below steps.

(5) Choose the first day of your multi-day reservation

To reserve a space for a whole workday, you do not need to enter the time

(6) Click “Done”

The date you chose will appear here

Do NOT choose an End Date

(6) Click the arrow next to “This reservation does not repeat”
Choose your parameters in the following order:

1. Recurrence Type = “Daily”
2. Daily Recurrence = “Every 1 day(s)”
3. Recurrence End = “End after”
4. End after _____ occurrences = Enter the number of days for your reservation
5. Click Save

Resume instructions with #8 above.

Leave “Layout” and Amenities” blank

(7) Click “Search”
### 5141 California Floorplan

#### Room Details

<table>
<thead>
<tr>
<th>Room Name</th>
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<td>Window office</td>
</tr>
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**Legend:**
- **EVENT SPACE**: Open area for events.
- **Storage**: Spaces for storage.
- **VICE CHANCELLOR**: Office for the Vice Chancellor.
- **EA for VC**: Office for Executive Assistant for the VC.
- **ELEV**: Elevator access.
- **RECEPTION**: Reception area.
- **BREAK ROOM**: Staff break area.
- **KITCHEN**: Staff kitchen area.
- **UCI Foundation Board Room**: Conference room for UCI Foundation.

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**Entrance/Exit:**
- Entrance/Exit via Lobby
- Access to the lobby and main entrance of the building.