SPACES

Note: For use by UAAR staff only

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

A one-person “Studio” (#221) is available for hoteling for short periods of time. It has a small desk and currently does not have a docking station or monitors. To reserve through Outlook, search for “Campus HR Studio.”

A Lactation Room (#222) is available for use (shared with Campus HR) on a drop-in basis.

**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.”

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

#### 5141 California

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Peninsula</td>
<td>264 Conference Room, capacity 10 people</td>
<td>Reserve through Outlook as “5141 UA Peninsula Conference Room”</td>
</tr>
<tr>
<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>Goldeneye Resort</td>
<td>276-A Workspace in shared</td>
<td>Named for the hotel in <em>Goldeneye</em>, 1995 (Jamaica)</td>
</tr>
<tr>
<td></td>
<td>interior office</td>
<td></td>
</tr>
<tr>
<td>Ocean Club</td>
<td>276-B Workspace in shared</td>
<td>Named for the hotel in <em>Casino Royale</em>, 2006 (Bahamas)</td>
</tr>
<tr>
<td></td>
<td>interior office</td>
<td></td>
</tr>
<tr>
<td>Dukes</td>
<td>284 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

NOTE: If you wish to reserve a space for consecutive days, see “How to Reserve a Hoteling Space for Multiple Days” section below.

(5) Choose your date

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.

Leave “Layout” and “Amenities” blank

(7) Click “Search”

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.
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.

Your draft reservation will expire after 10 minutes.

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

- **Caesars Palace 212-A**: Workspace in shared window office
- **Bellagio 212-B**: Workspace in shared window office
- **Flamingo 212-C**: Workspace in shared window office
- **Grand Budapest Hotel 213**: Window office
- **Beverly Hills Hotel 214-A**: Cubicle
- **Hollywood Roosevelt 214-B**: Cubicle
- **Chateau Marmont 214-D**: Cubicle
- **214-F**: Cubicle
- **Claridge’s 217**: Interior office
- **The Plaza Hotel 226**: Window office
- **Anteater Conference Room 220**: Conference room, capacity 8-10 people
- **Studio 221**: One-person room
- **Lactation Room 222**: Lactation Room
- **TO THE LARGE KITCHEN**
- **Campus HR Training Room**
- **File Cabinets**
- **Worktable**
- **COPY/MAIL SUPPLIES STORAGE**
- **HR RECEPTION**
- **ENTRANCE/EXIT via LOBBY**
5141 CALIFORNIA FLOORPLAN

<table>
<thead>
<tr>
<th>Room</th>
<th>Code</th>
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<tbody>
<tr>
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