

**UAAR Hoteling and Shared Space Guide**  
(Spaces to be used by UAAR staff only)

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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.”

**Additional Shared Space at 111 Theory** – A Lactation Room (#222) is available for use (shared with Campus HR) 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.
  - 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.

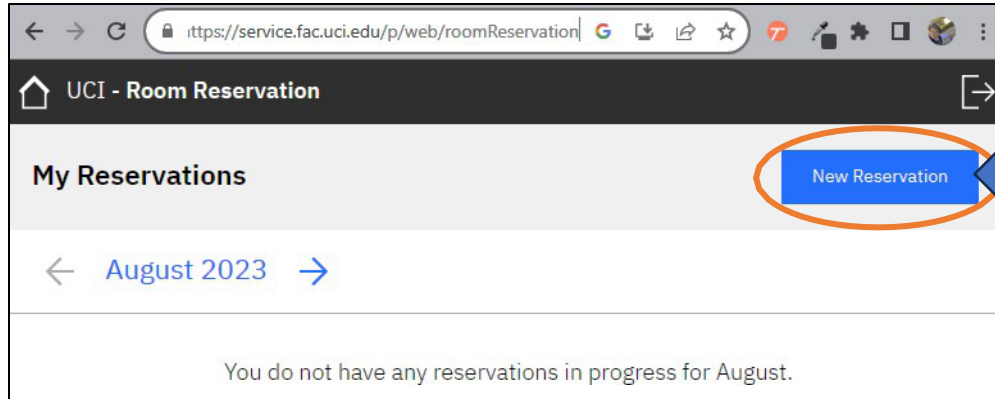
## UAAR Hoteling and Shared Spaces Roster

111 Theory				
Vegas Strip	Caesars Palace	212-A	Workspace in shared window office	Often Pre-Reserved Tuesdays and Wednesdays for team anchor days
	Bellagio	212-B	Workspace in shared window office	Often Pre-Reserved Tuesdays and Wednesdays for team anchor days
	Flamingo	212-C	Workspace in shared window office	Often Pre-Reserved Tuesdays and Wednesdays for team anchor days
	Grand Budapest Hotel	213	Window office	
	Beverly Hills Hotel	214-A	Cubicle	
	Hollywood Roosevelt	214-B	Cubicle	
	Chateau Marmont	214-D	Cubicle	
	214-F	214-F	Cubicle	Temporary hoteling space
	Claridge's	217	Interior office	
	The Plaza Hotel	226	Window office	
Anteater Conference Room	220	Conference room, capacity 8-10 people	Reserve through Outlook as "UA - 111 Theory Anteater Conf Room (220)"	
Pinewood Studios	221	Interior Office		
Lactation Room	222	Lactation Room	Shared with Campus HR, drop-in	
5141 California				
	Fontainebleau	258	Window office	Named for the hotel in <i>Goldfinger</i> , 1964 (Miami)
	The Peninsula	264	Conference Room, capacity 10 people	Reserve through Outlook as "5141 UA Peninsula Conference Room" Named for the hotel in <i>The Man with The Golden Gun</i> , 1974 (Hong Kong)
	Goldeneye Resort	276-A	Workspace in shared interior office	Named for the hotel in <i>Goldeneye</i> , 1995 (Jamaica)
	Ocean Club	276-B	Workspace in shared interior office	Named for the hotel in <i>Casino Royale</i> , 2006 (Bahamas)
	Dukes	284	Window office	Named for Dukes Bar where author Ian Fleming coined Bond's favored drink as a vodka martini, "shaken, not stirred" (London)

## HOW to RESERVE a HOTELING SPACE for ONE DAY

Navigate to the online [Room Reservation \(https://service.fac.uci.edu/roomReservation\)](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"

The screenshot shows the "New Reservation" form. At the top, it says "UCI - Room Reservation" and "New Reservation". The "Workspace" field is set to "111 Theory IRVINE, California, U.S.A." and has a magnifying glass icon circled in orange. Below this, there are radio buttons for "Today" (selected), "Tomorrow", "Morning (8 am - 1 pm)", "Afternoon (1 pm - 6 pm)", and "All Day (8 am - 6 pm)". The "Advanced" option is circled in orange. Below the time options, there is a "Layout" dropdown menu and an "Amenities" section with a "Select amenities" link. At the bottom, there is a blue "Search" button.

(3) If you are scheduling a date/time farther in the future, click on "Advanced"

Leave "Layout" and "Amenities" blank

Today  Tomorrow

Advanced

How far in future you can book is defined by your department

\* Start  
08/09/2023 09:00:00

\* End  
08/09/2023 12:00:00

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.

September 2023

SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7		
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Time

Hour: 08 Minute: 00

Cancel Done

(5) Choose your date

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

(6) Click "Done"

Basic

How far in future you can book is defined by your department

\* Start  
09/07/2023 08:00:00

\* End  
09/07/2023 18:00:00

This reservation does not repeat.

Layout

Amenities  
[Select amenities](#)

Search

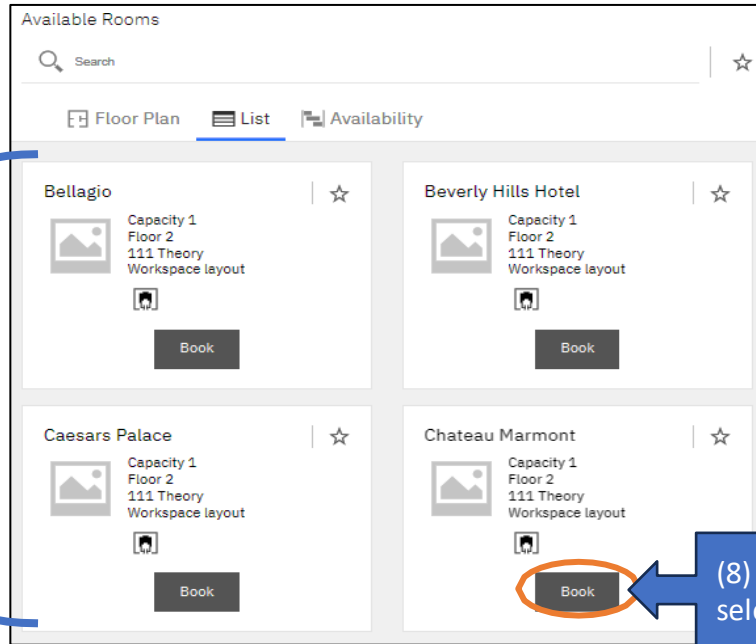
The date you chose will appear.

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



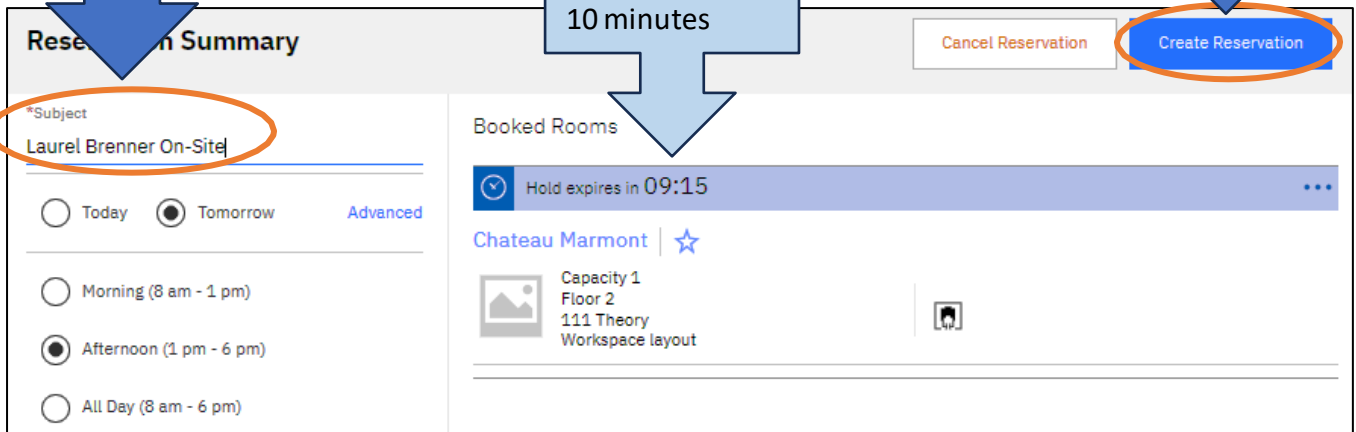
(8) Click "Book" to select your space

(9) You must enter a Subject for your reservation

Use "First Name Last Name Onsite" 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

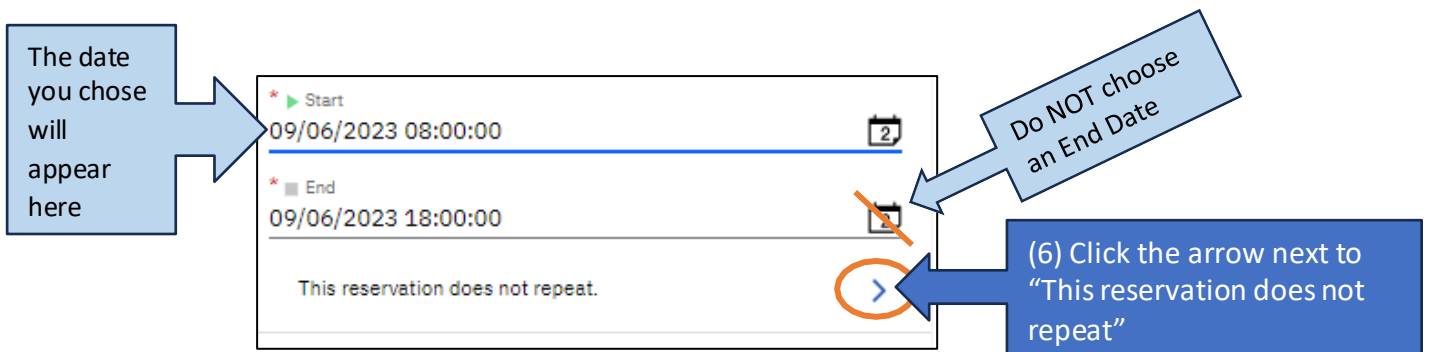
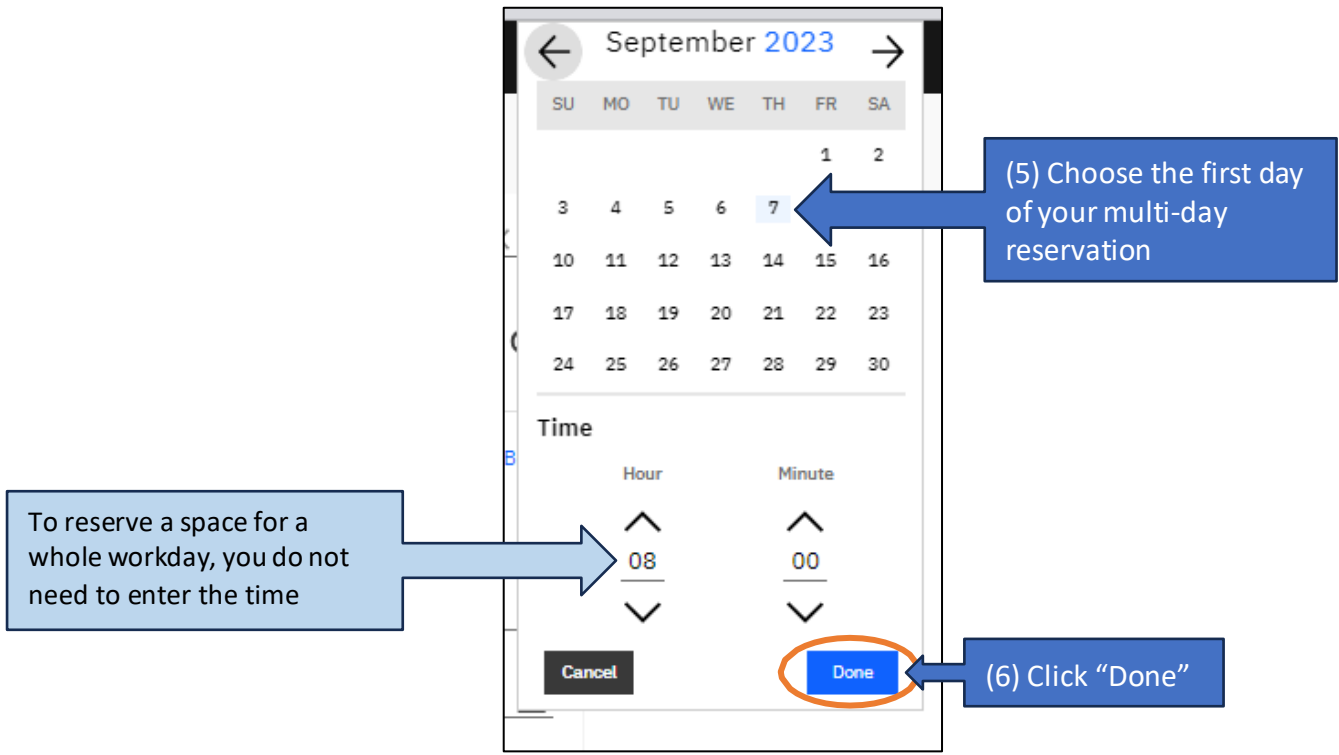
You will also receive an Outlook calendar invitation to remind you of your reservation

The screenshot shows a user interface for 'My Reservations'. At the top right is a blue button labeled 'New Reservation'. Below this is a navigation bar with a left arrow, the text 'August 2023', and a right arrow. The main content area displays a reservation for 'SUN AUG 06' from '13:00:00 - 18:00:00' for 'Laurel Brenner On-Site'. The location is 'Chateau Marmont' with a location pin icon, and the address is 'Floor 2, 111 Theory Workspace'. A 'Cancel' button is highlighted with an orange circle.

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.



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

How far in future you can book is defined by your department

First Meeting  
09/14/2023 08:00:00

Duration  
10 Hours

End  
09/14/2023 18:00:00

Recurrence Type

Daily

Weekly

Daily Recurrence

Every 1 day(s)

Every weekday

Every weekend day

Recur every — 1 + day(s)

Recurrence End

End after

End date

End after — 2 occurrences

Exit Clear Save

Numbered callouts: 1 (Daily), 2 (Every 1 day(s)), 3 (End after), 4 (2 occurrences), 5 (Save)

How far in future you can book is defined by your department

\* Start  
09/14/2023 08:00:00

\* End  
09/14/2023 18:00:00

Daily, every 1 days, ending after 2 occurrences.

Layout

Amenities  
[Select amenities](#)

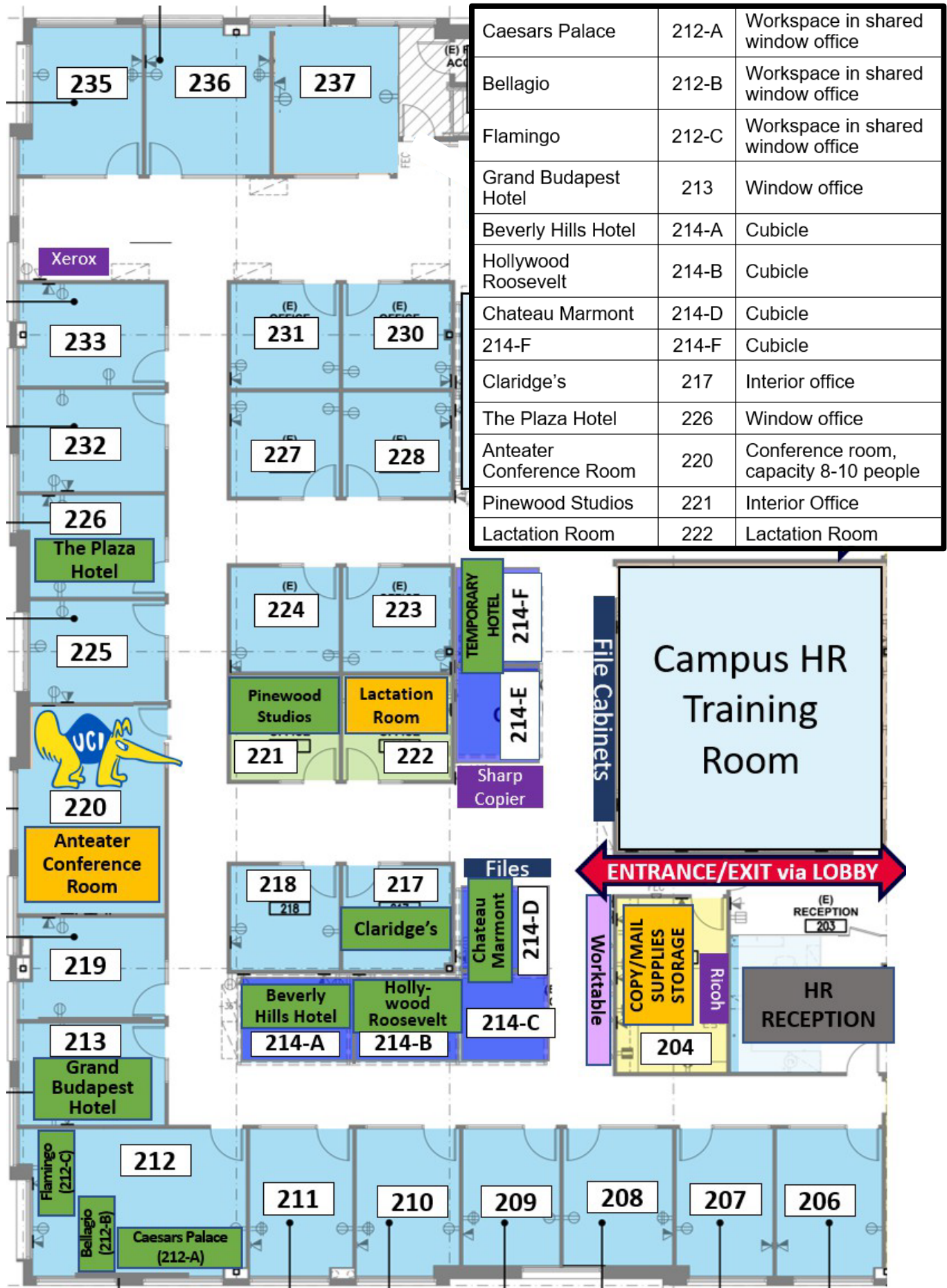
Search

Callout boxes:  
- "The first day of your consecutive-day reservation will appear here" points to the Start date.  
- "The parameters you chose will appear here" points to the summary text.  
- "Leave 'Layout' and Amenities" blank points to the Layout and Amenities sections.  
- "(7) Click 'Search'" points to the Search button.

Resume instructions with #8 above.



# 111 THEORY FLOORPLAN



# 5141 CALIFORNIA FLOORPLAN

Fontainebleau	258	Window office
The Peninsula	264	Conference Room, capacity 10 people
Goldeneye Resort	276-A	Workspace in shared interior office
Ocean Club	276-B	Workspace in shared interior office
Dukes	284	Window office

