

Room Reservation - Information and Procedures

Centrally reservable rooms are entered by a great number of different people over the course of a semester.

And where such intensively used spaces are concerned, ensuring all University community members' health and safety takes top priority—for which reason COVID-adapted university operations must entail paying special attention to these centrally reservable rooms.

Only by following the rules laid out below can we ensure our ability to continue on-site, in-person operations.

The key factor in using centrally reservable rooms is the **maximum number of people allowed per room**, which we define so as to ensure physical distancing of 1.5 metres in all directions (including between rows of seats); for more on this, see the overview

“Zentral buchbare Räume - Personenzahlen” [Centrally Reservable Rooms - Capacities].

Rooms have always been a valuable and limited resource, and the available rooms are for the most part already subject to rules in terms of the number of occupants permitted. Therefore, compromise on the part of the users will be required in terms of all other spatial needs.

The information below is meant to provide all University students and employees with some orientation regarding how room reservations can be done during the 2020/21 winter semester and regarding the procedure adopted by the Rectorate for making new room assignments on the basis of actual room capacity utilisation.

VALIDITY OF PRE-EXISTING ROOM RESERVATIONS:

- Previous confirmed room reservations for **courses** with **course numbers** remain valid and do not need to be remade.
- For some previously made and confirmed room reservations, however, no course numbers were listed and/or these were only booked under people's names.
- Up to and including 30 Sept. of this year, it is possible to amend a previously confirmed room reservation by sending the course number (or the correct title according to the online course catalogue) to raumkoordination@uni-ak.ac.at.
- In order to avoid a flood of E-mails, please send your course number **only** if your initial reservation did not contain a course number.
- All room reservations for courses with course numbers **and** correct course titles that we have received by the end of September will be given priority in the further process at the beginning of October.
- All room reservations to which a course number has not been added by the end of September will be processed as room reservations for events (as described in the following).
- Previously confirmed room reservations for **events** and/or those room reservations that have not been declared as being for courses (missing course number) will be upheld but given lower priority than room reservations for courses.
- For all room reservations without course numbers, it is necessary to contact the Event Management Unit (VAM) in order to clarify whether and subject to what conditions and safety precautions the planned event can take place.
- Conversely, the VAM will also be actively contacting users and event organisers.
- If, after room reservations for courses have been accounted for, the overall capacity of centrally reservable rooms is insufficient to enable all events to be held, the Rectorate will decide which events take priority and which must be cancelled.
- We recommend that less important events or events involving close social contact be cancelled to begin with.
- Should it prove impossible to conduct an event or should an event have to be **cancelled**, please also actively cancel any **existing room reservation** made in connection therewith.

Room Reservation - Information and Procedures

PROCEDURES UNTIL THE END OF SEPTEMBER:

- Room enquiries and room reservations will be processed, made, and confirmed as usual.
- However, room reservations confirmed during September will still be subject to space utilisation analysis and any reservation *changes* that may be necessary (see below).
- **Until the end of September, no reservation changes** will be carried out on the basis of the individual COVID-adapted maximum room capacities for existing room reservations, meaning that these already-confirmed reservations will at first remain valid as made.
- Only on the basis of the space utilisation analysis may new room assignments become necessary.

SPACE UTILISATION ANALYSIS, LATE SEPTEMBER / EARLY OCTOBER:

- On the **cut-off date of 30 September**, the existing course registration figures will be exported from the online course registration tool.
- On **1 October**, a comprehensive **space utilisation analysis** will be carried out on the basis of the registration figures and previously confirmed room reservations, which means that any need to reallocate rooms will become apparent only at this point in time.

ROOM ASSIGNMENTS IN EARLY OCTOBER:

- Based on the results of this analysis, **the room coordination team will make new room assignments wherever maximum permissible room occupancies are exceeded as well as wherever rooms are underoccupied.**
- In order to ensure that teaching can take place from the beginning of October onward, all reassignments must be done very quickly.
- Due to extreme time constraints and limited room capacities as well as due to the large number of course-related room reservations, decisions on room reassignments cannot be coordinated with the responsible teaching staff members.
- Previously confirmed room reservations with **suitable** room sizes in terms of the number of registered students will remain unchanged and **valid**.
- In order to deal with the need for space, **new rooms have been added:** Three additional seminar rooms and one conference room in the historic Postsparkasse (PSK) Building as well as the previously unfurnished rooms SR24 and Flux1 at the VZA7 are available as additional course rooms.
- Furthermore, the VZA7 Auditorium and the PSK banking hall (*Kassenhalle*) will be made available as spaces in which to hold courses with large numbers of participants; requests for these rooms, however, must be directed to the Event Management Unit (VAM)—whose team will also assist on-site with these high-density courses.
- Unfortunately, personal preferences in terms of location or certain rooms cannot be taken into consideration; this is because we need to **make possible course transfers to the Postsparkasse building and/or room exchanges between OKP and VZA7.**
- In addition to group sizes, room assignments will also take into consideration furniture as well as seminar room technology that is necessary and requested in advance.
- In all centrally reservable rooms and in all furniture arrangements, the COVID-adapted maximum room capacity facilitates physical distancing of 1.5 metres in all directions including between rows of seating with or without desks; the type of furniture used does not have an influence on the maximum permissible number of people in each room.

Room Reservation - Information and Procedures

- **Room assignments** will be **communicated ASAP** to those who have applied for rooms:
 - **by Sat., 3 October at the latest**, new room assignments will be announced for courses that start between Mon., 5 Oct. and Wed., 7 Oct.
 - **by Tues., 6 October at the latest**, new room assignments will be announced for courses that start on Thurs., 8 Oct. and Fri., 9 Oct.
- During the busy room reservation period between Thurs., 1 Oct. and Tues., 6 Oct., communication with users will be temporarily suspended; during this period, E-mails addressed to raumkoordination@uni-ak.ac.at will not be processed or answered.
- These E-mails will be kept and worked through at a later date.

ROOM RESERVATIONS BEGINNING IN OCTOBER:

- The master schedule of centrally reservable rooms' availability be restored only after all room assignments necessary at the beginning of October have been made.
- And as a next step, the room coordination team work through any remaining backlog of user requests during the rest of the first week in October.
- **From Mon., 12 October, it will again be possible to make regular room reservations.**
- Due to the anticipated heavy usage of all centrally reservable rooms (for holding courses), it will only be possible to satisfy requests for specific rooms if the respective rooms are actually free.
- Room reservation change requests in order to receive a desired room will not be honoured.
- Room reservations en bloc are only possible if the group of occupants remains the same.
- In all cases where the group of occupants changes, a new room reservation is necessary so that disinfection and ventilation can be ensured in the 15-minute break between reservation timeslots.
- Implementation of the new room coordination tool that had been planned will be postponed until 2021.

ROOM USE:

- **Every course or other use of a reserved room must end punctually!**
- The **15-minute break** following every room reservation must be available to the Facility Management personnel for **disinfection and room ventilation**.
- It is recommended that windows and doors be opened repeatedly for transverse ventilation during rooms' use, as well.
- It is recommended that users wear warm clothing during the cold months of the year in light of such ventilation procedures.
- To individuals who belong to high-risk groups, we are happy to offer seating protected by dividers as well as other special support upon timely prior request.
- All centrally reservable rooms are furnished in a COVID-adapted manner for either lecture-style or seminar-style instruction.
- Furniture rearrangements are not possible and will not be done.
- Beverage service, if needed, will be available only in a limited form.

Please direct any more specific **questions** to covid-raum@uni-ak.ac.at.

Many thanks for your understanding and support of these necessary rules and procedures!