

Booking Rules for **ASIMUT** in the Royal Irish Academy of Music (RIAM)  
(Teaching Staff).

**TIMETABLES AND ROOM BOOKING**

ASIMUT is the Room Booking system installed in RIAM.

Please note that teachers' regular timetabled hours have been uploaded onto the ASIMUT system and do not require daily confirmation. The user guide below refers to extra rehearsals or classes you would like to book.

**USING ASIMUT in RIAM.**

To log in to ASIMUT from your computer: Type <https://riam.asimut.net/public/login.php> into the **address** bar (*NB* not the google search field)

To log in to ASIMUT from your smartphone: Type <https://riam.asimut.net/public/login.php> into the **address** bar

Alternatively you can log into ASIMUT via Moodle on the RIAM website, [www.riam.ie](http://www.riam.ie).

- A log in page will appear. You will log in using the user name and password you have been supplied with.
- Your agenda for the current week will appear. You can use the calendar to view weeks in the future.
- All advance reservations you make are booked as 'Teacher Booking'. **You will need to swipe your RIAM card at the Touch Screens, to confirm the extra bookings you have made, when you are in RIAM (when this facility becomes available).**

*N.B. Bookings can only be confirmed from the Touch Kiosks in the building.*

You can watch a video which demonstrates how to book rooms and view schedules at <http://vimeo.com/74290453>

Please note that the Room Booking system is dynamic and changes are reflected instantly. There are still some additions that have to be made to the schedules, so please check regularly.

### *Room Booking Rules*

- Each Teacher can book a room up to **30 days** in advance. There is no maximum daily allowance to what can be booked. (this is in addition to core teaching times already booked for the year with the Secretariat Office, if you require permanent changes to be made to your core teaching time table please email both [darinamarks@riam.ie](mailto:darinamarks@riam.ie) and [roisinmurphy@riam.ie](mailto:roisinmurphy@riam.ie)
- The minimum reservation time is 30 minutes and the minimum gap allowed between bookings is 30 minutes.

### *Cancellation*

- If your plans change, please show consideration to others and cancel your booking

### *Restrictions*

- The Katherine Brennan Hall, Organ Room, Recital Room, Board Room and Harp Room can be booked by emailing both [darinamarks@riam.ie](mailto:darinamarks@riam.ie) and [roisinmurphy@riam.ie](mailto:roisinmurphy@riam.ie) **or by contacting your Faculty Head or Head of Artistic Programming Ciara Higgins ([ciarahiggins@riam.ie](mailto:ciarahiggins@riam.ie))**.
- **All bookings are subject to change, depending on School requirements**, you will be notified of this via your RIAM email address, so please ensure this is checked regularly
- If a student has a room booked on the ASIMUT system, they are entitled to that booking and cannot be asked to leave by a teacher who wishes to give an extra lesson. Instead, teachers are given priority by allowing them to book rooms 30 days in advance, as students can book only 7 days in advance.