

Booking Rules for **ASIMUT** in the Royal Irish Academy of Music (RIAM) (Full-time Students)

TIMETABLES AND ROOM BOOKING

ASIMUT is the Room Booking system installed in RIAM.

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.

- 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 'Student Booking'.

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 Student can book a practice space up to **7 days** in advance. *Advance* booking is limited to 2 hours per day (3 hours for Master, Doctoral and Recital Students)
- Maximum reservation time for any one booking is 2 hours per day (3 hours for Masters, Doctoral and Recital Students)
- Each student has a maximum advance booking "rolling" quota of **6 hours**. This means that after each hour is used, it is reimbursed
- The minimum reservation time is 30 minutes and the minimum gap allowed between bookings is 60 minutes.

Cancellation

- If your plans change, please show consideration to others and cancel your booking.
- Bookings cancelled prior to the start time will have the hours reimbursed to the quota immediately. If they are not cancelled before the start time they will be treated as unconfirmed and your quota will not be reimbursed until the booking time has elapsed

Restrictions

- The Katherine Brennan Hall, Organ Room, Recital Room, Board Room and Harp Room can be booked by emailing both darinamarks@riam.ie and roisinmurphy@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