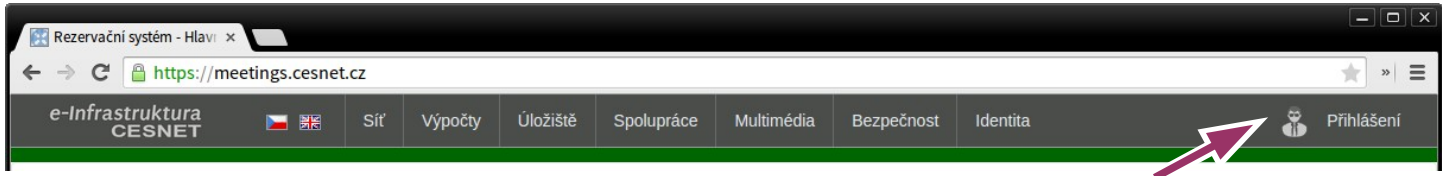


# How to book a video conference

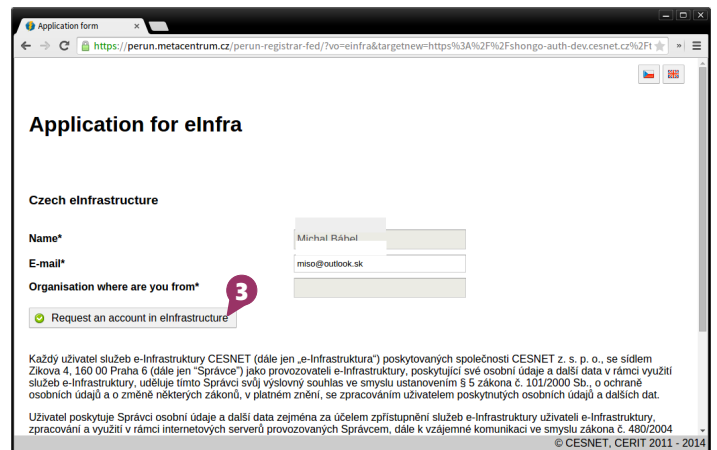
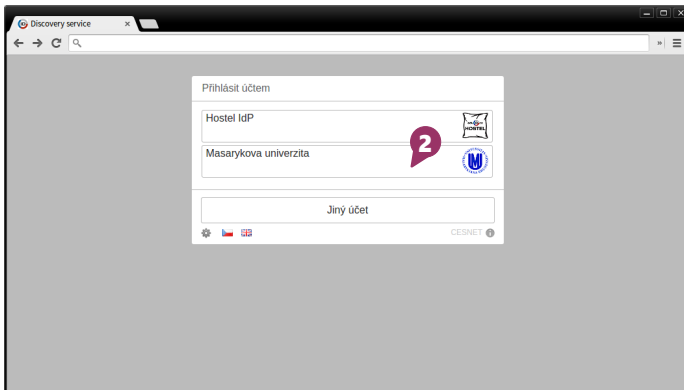
## The first log in to the system

Start with clicking on Login button at <https://meetings.cesnet.cz/>



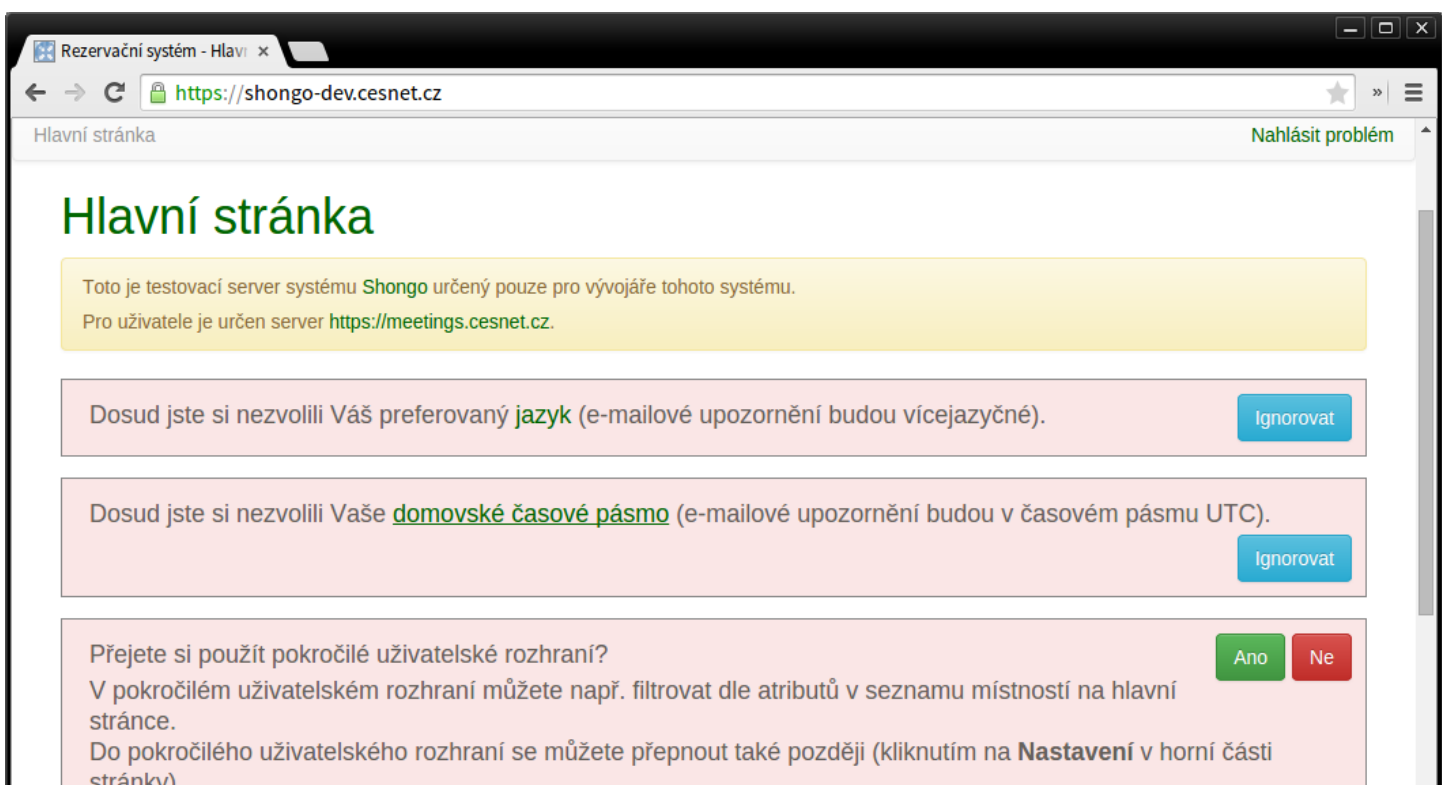
- 1 After clicking on „**Login**“ button, choose your account provider.
- 2 Choose your institution by clicking on its title.

- 3 If you get this screen, check the information and continue to „**Request an account in eInfrastructure**“



- 4 The screen from the **1** step will be shown. Choose your institution.

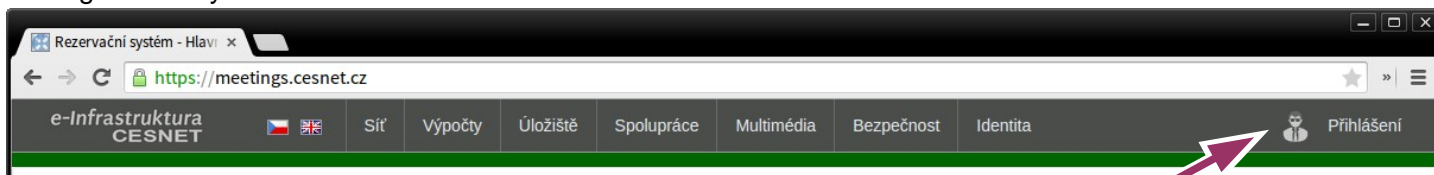
- 5 **Congratulations!** You have successfully created an account in the booking system.



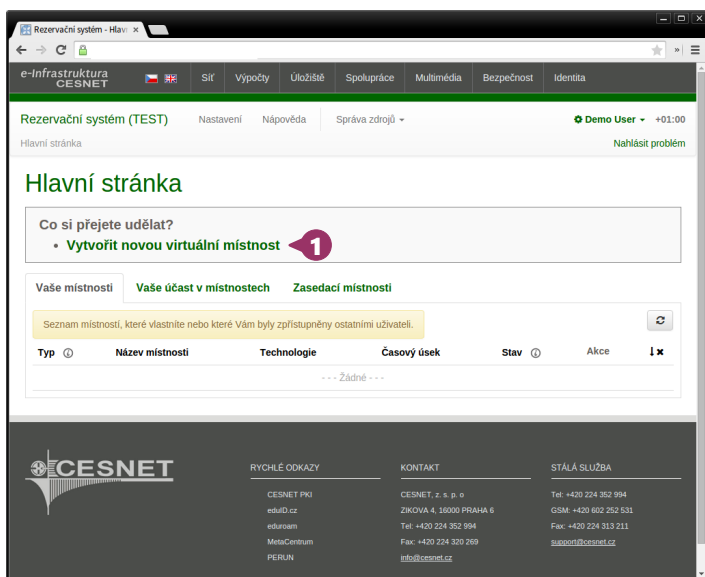
# How to book a video conference

If it is a one-time event

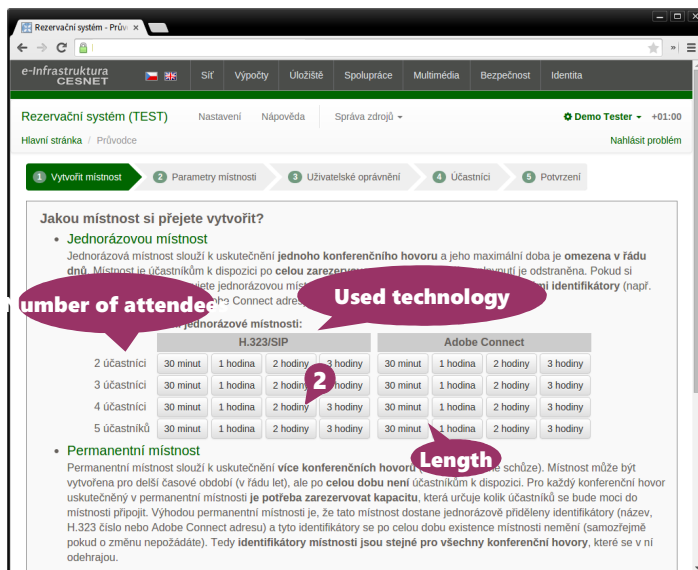
Login before you start



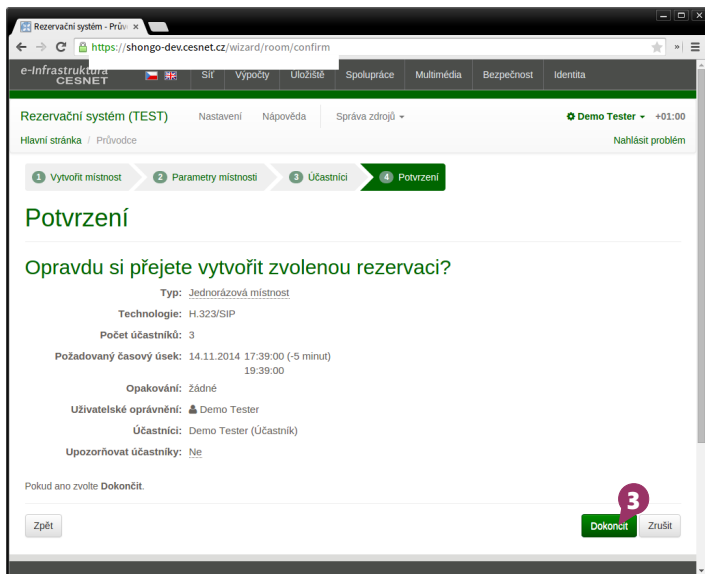
1 Click on „Create new virtual room“.



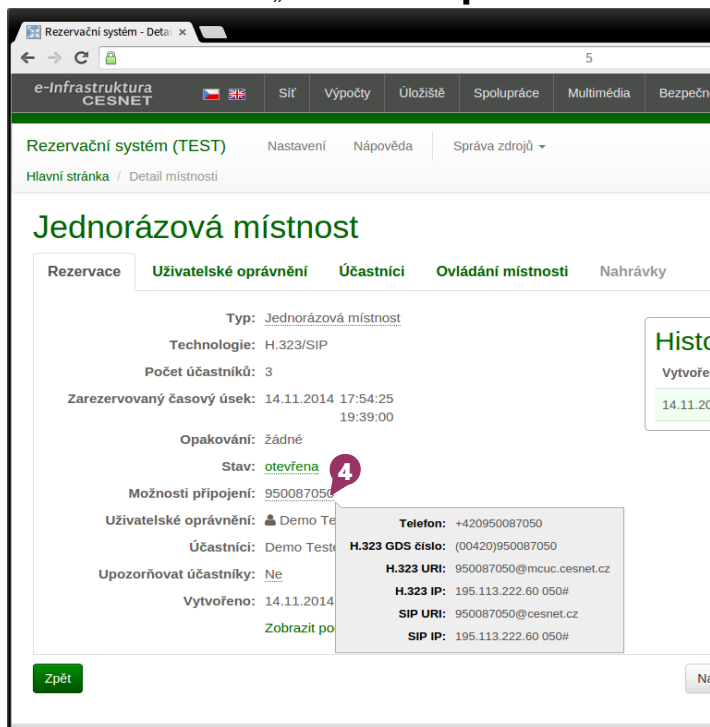
2 In the „Quick creation of one-time room“ table choose **technology**, **number of attendees** and **the length of the video conference**.



3 If the information is correct click on the „Finish“ button.



4 **Congratulations!** Now wait until the status of the room is changed to „open“ and you can connect. Attendees can connect according to the information set in „**Connection options**“.

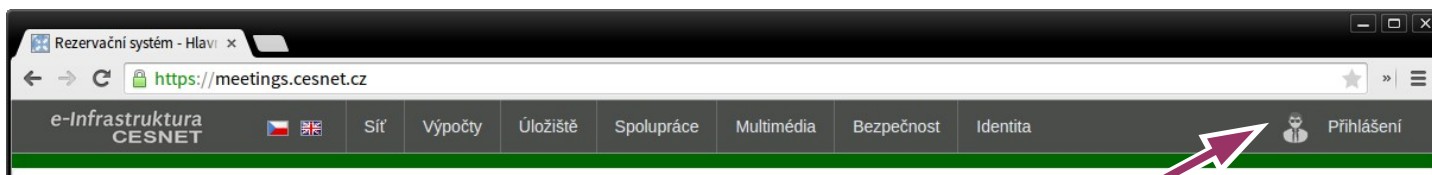


**Hint:** The difference between one-time and permanent room is that to the one-time room is always assigned random connection address/number and after the end of the session the content of the room is erased. The permanent room has permanent address/number and its content is kept.

# How to book a video conference

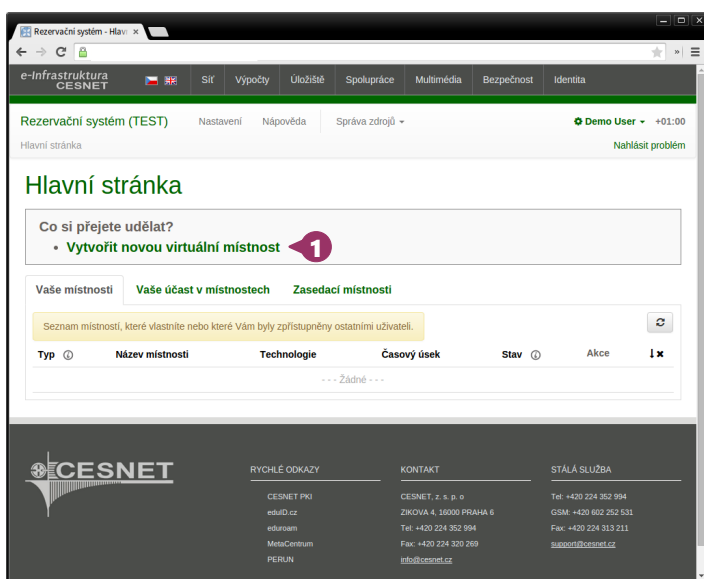
If you meet regularly

Login before you start

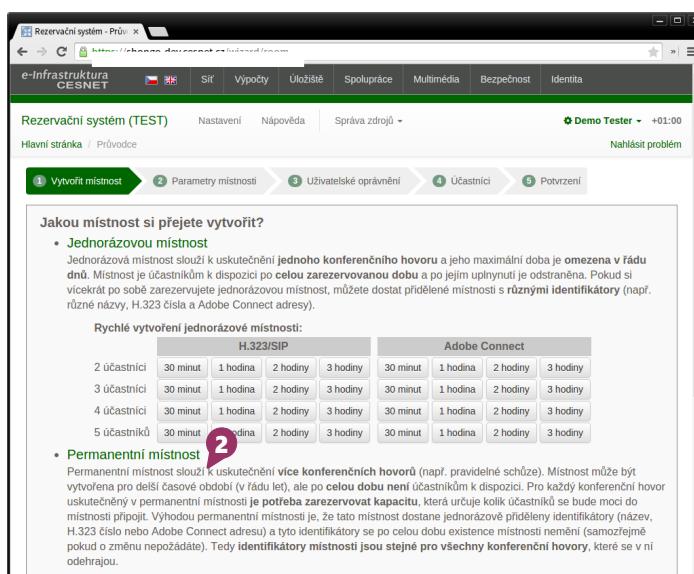


## Part 1. – Creating a permanent room

1 Click on „Create new virtual room“

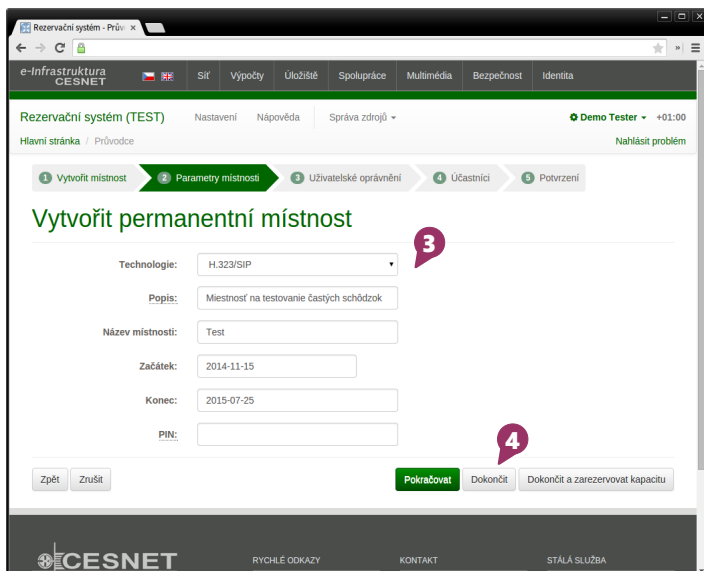


2 In the „Quick creation of one-time room“ table click on „Permanent room“

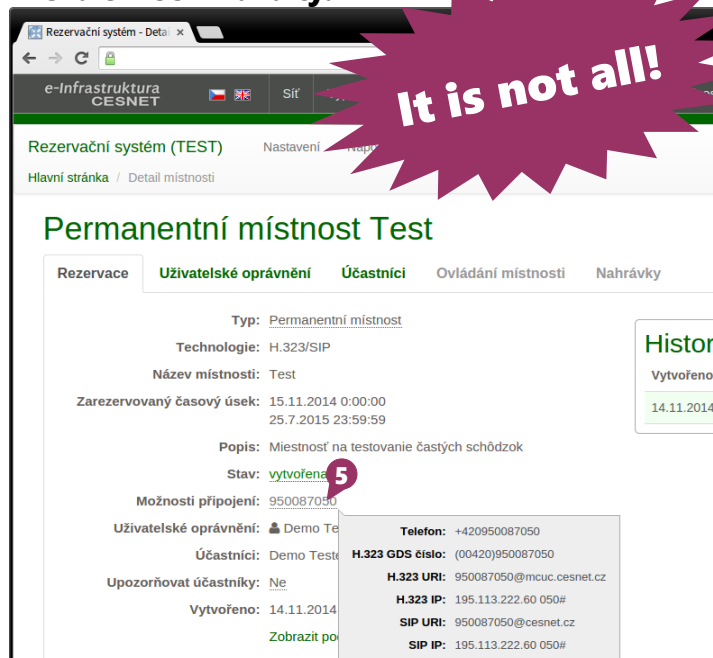


3 Fill in the real-time information, **technology**, **title** and **description of the room**, **room validity**, and **PIN**, which will be required when connecting to the room.

4 Click on the „Finish“ button.



5 **Congratulations!** Your room has been created! Attendees can not connect yet, but you have gained credentials which can be found in „Connection options“, and are valid until the end of room validity.



# How to book a video conference

If you meet regularly

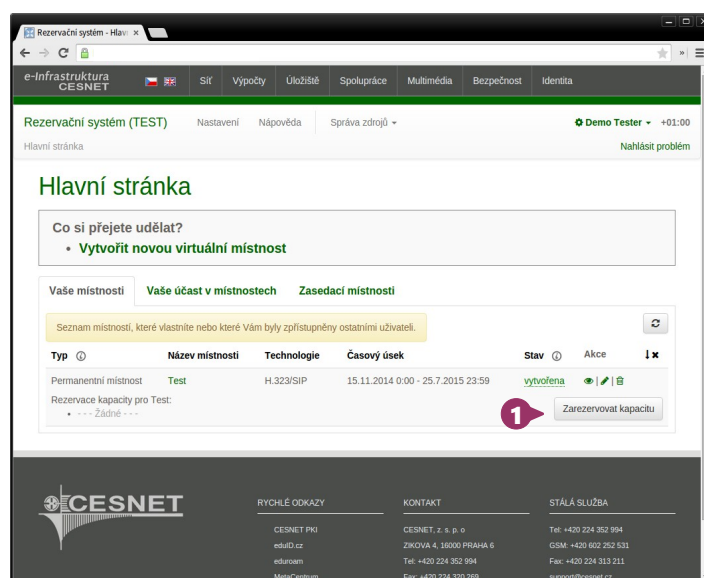
## Part 2. – Reserving the capacity of the room

### Why do I have to reserve the capacity? What is it?

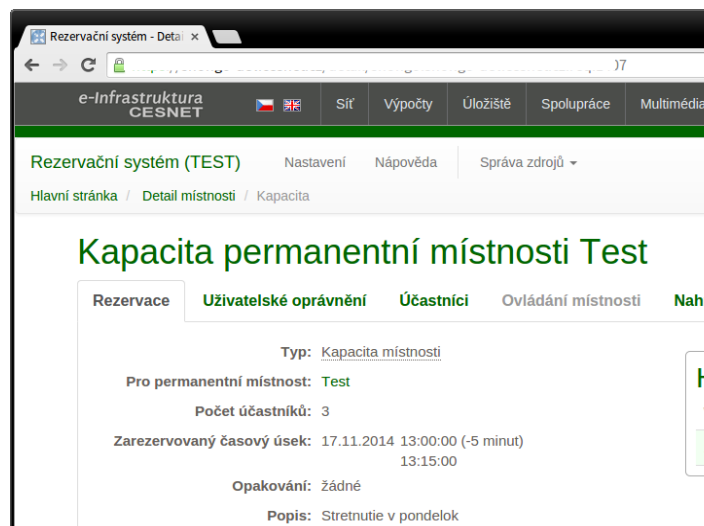
Good question! Although the permanent room can exist for some years, it can not be available all the time – it is necessary to reserve the capacity of the room at the time of scheduled meeting. Let us imagine the permanent room as a room with a table without chairs. Chairs are in this case a valuable commodity and so they are available in the room only when it is necessary. By reserving the capacity you are saying that you will need the chairs in the room at selected time. The reason for the need to reserve the capacity of the room is that the software license allows only the restricted number of users communicating at the same time.

Detailed description of the capacity of the room can be found in the „**Help**“ section of the system.

- 1 The room you have created can be found in the first part of „**Your rooms**“ section on the main page. Click on „**Reserve capacity**“
- 2 Fill out required information like the **signature** of the reservation, **a number of attendees**, **time of the event start**, **the length of the reservation**, and **PIN** for access to the room. Choose if you require **recording**.
- 3 **Recurrence** can be set if needed.
- 4 Click „**Finish**“ to continue.



- 5 **Congratulations!** The room will be available to attendees in reserved time. Attendees can connect by address/number of the permanent room, which will be same for all capacities.



In case you have any questions, contact us at [vidcon@cesnet.cz](mailto:vidcon@cesnet.cz).