

Shared Department spaces and management of their occupation

The Department makes available for authorized users various shared spaces (meeting rooms, classrooms, study rooms, co-working offices and laboratories). These resources are managed through the software Affluences.

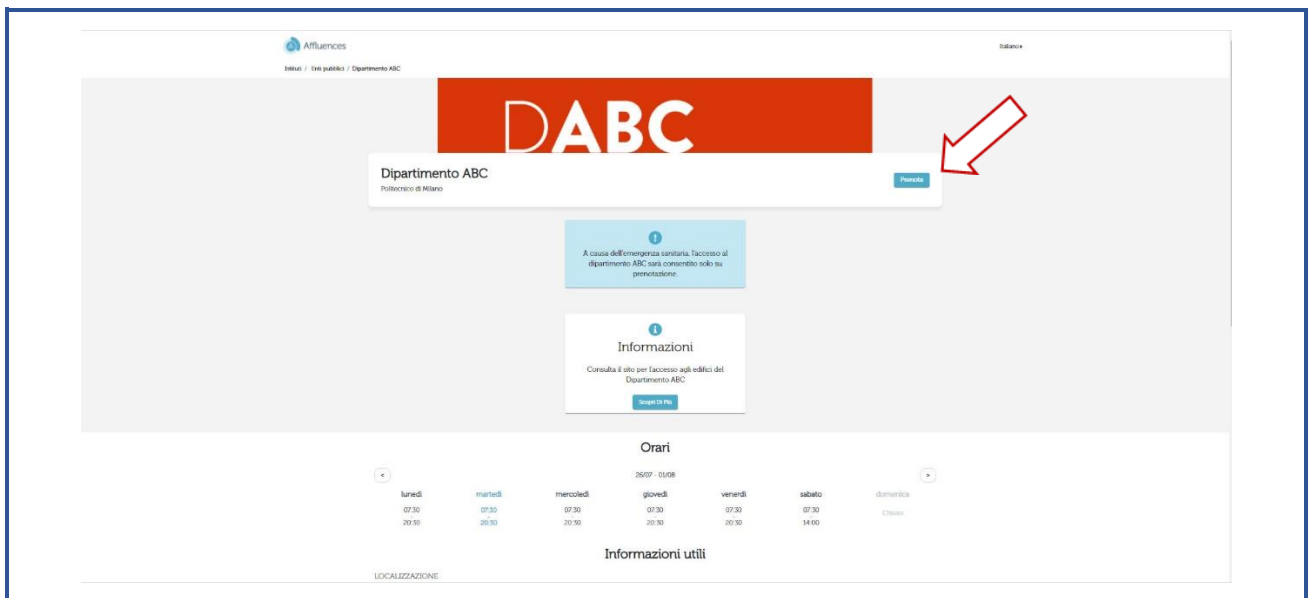
Affluences is available both as [website](#) or App (available for free download for iOS devices from [App Store](#) or for Android devices from [Play Store](#)).

Booking from Affluences App or website

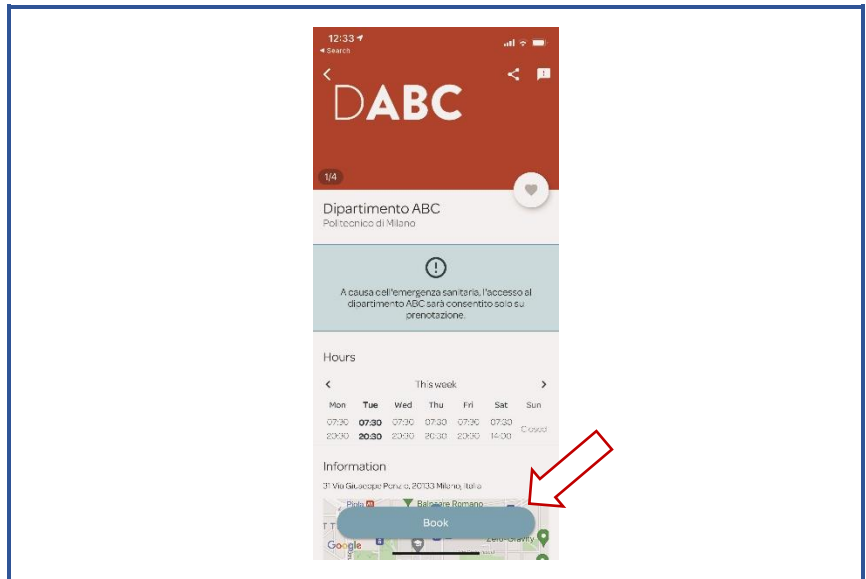
1. Check the list of the Department spaces that are available for booking on Affluences:

Website for booking ABC Department spaces:

<https://affluences.com/politecnico-di-milano>

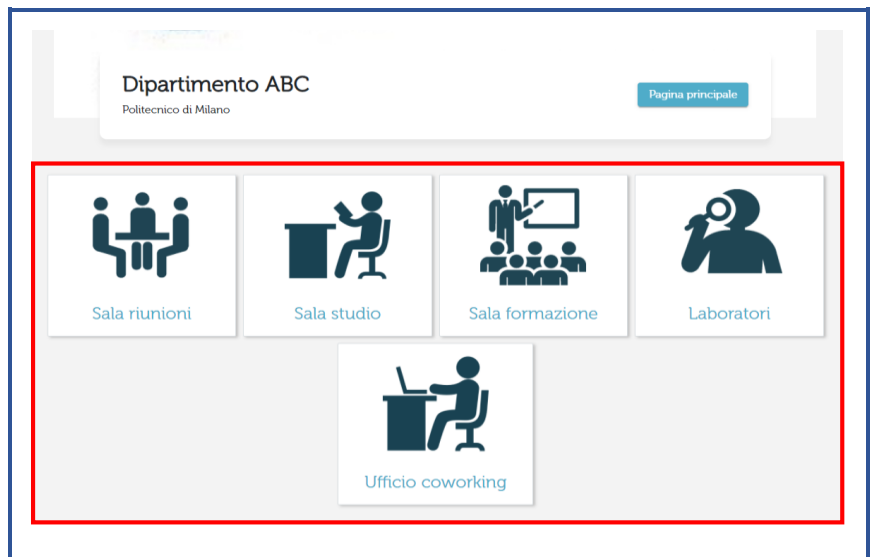


On App:
search “Dipartimento ABC
– Politecnico di Milano”



How to book a space

1. Click on “book” and choose among the available categories;



2. Select your chosen date, and then choose **the room, time and number of hours for which you will need the space**. The space (room or seat) must be booked at least two hours in advance and cannot be booked more than 14 days before the chosen date;

The screenshot displays a booking interface with the following elements:

- Filters:** Date (06/05/2021), Ora (Tutte), Durata (Tutte), Capacità (Tutte), Nome della risorsa (Tutte).
- Room 1:** ED.14_P0_Sala formazione (21 posti). Location: Edificio 14 - Piano 0 - Vano 026 - Sala formazione.
 - Orario:** 10:00, 11:00, 12:00, 13:00, 14:00, 15:00, 16:00, 17:00, 18:00, 19:00.
 - Durata:** 01:00, 02:00, 03:00, 04:00, 05:00, 06:00.
 - Action:** Prenota
- Room 2:** ED.15_P-1_Sala "bunker" (18 posti). Location: Edificio 15 - Piano -1 - Vano 004 - Sala "bunker".
 - Orario:** 10:00, 11:00, 12:00, 13:00, 14:00, 15:00, 16:00, 17:00, 18:00, 19:00.
 - Durata:** 01:00, 02:00, 03:00, 04:00.
 - Action:** Prenota

3. Insert your institutional email address, **read and accept the terms and conditions.**

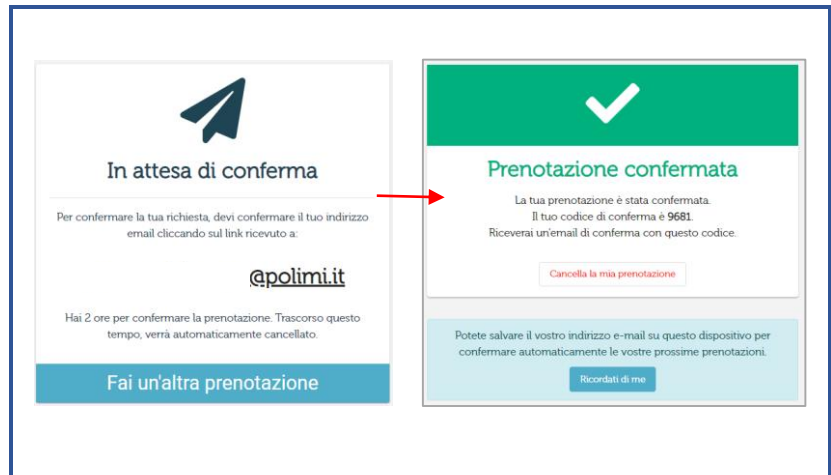


Each space can be booked according to the user's position in the Department. For further information please refer to the chart available at the end of the document.

The screenshot shows a booking confirmation summary with the following details:

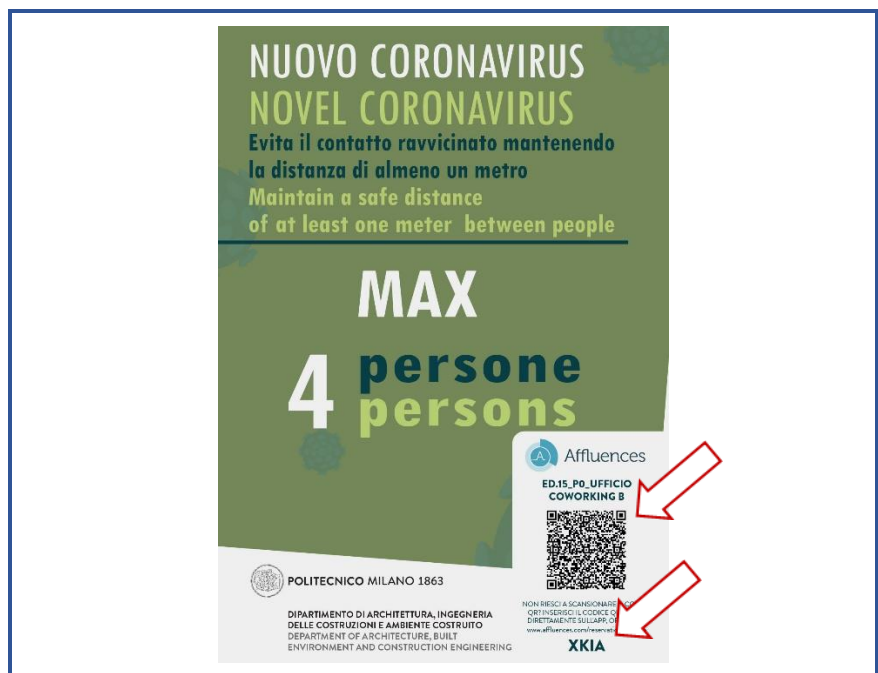
- Title:** Riepilogo
- Room:** ED.14_P1_Sala riunioni
- Date:** 29 Aprile 2021
- Selected Time (Orario):** 17:00
- Selected Duration (Durata):** 01:00
- User Email:** marco.schievano@polimi.it
- Terms and Conditions:** Ho letto e accettato le seguenti condizioni: [Condizioni d'uso](#)
- Buttons:** Cancella, Prenota

4. After receiving the automatic email confirming your booking, you will just need to **validate your presence** as soon as you access the booked space!



! On your first booking you will be asked to confirm the email address you inserted through the automatic email you received (see above images). Please note that you must confirm within 2 hours or the booking will **automatically be canceled**.

5. You need to validate your presence by either scanning the QR-Code available in the room or by inserting manually the alphanumeric code available under the QR-Code.

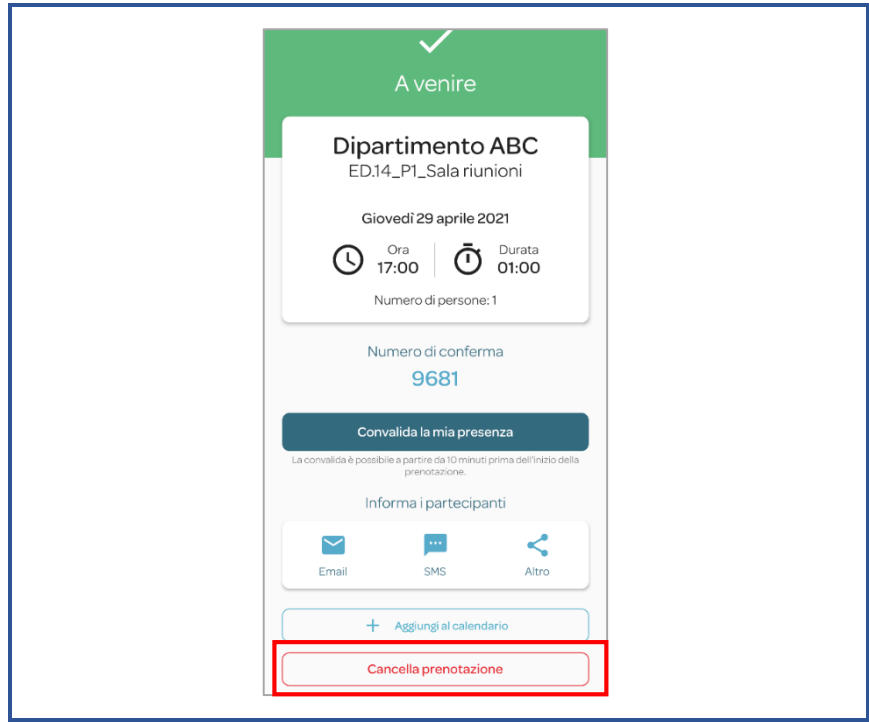


! Confirmed bookings that must only be validated can be found on the "My bookings" section available on the Affluences app homepage. To validate your booking please follow the instructions described above.

! **If you do not validate your booking, you will be considered absent.** If you need support, please contact the Department Logistics Service (phone: 02.2399.5104 - email: servizi-logistici-

dabc@polimi.it) or ICT Service (phone: 02.2399.6030 – mail: ict-dabc@polimi.it) and your booking will be validated manually.

6. If you do not need the space anymore, please remember to cancel your booking as soon as possible by clicking on the “**Cancel my booking**” option available on the first email you received.



If you do not validate your presence, you will not be guaranteed access to the space.
If you do not cancel your booking twice, you will not be able to book again for 20 days.

Support

7. If you need support, please refer to the Department Logistics Service (phone: 02.2399.5104; mail: servizi-logistici-dabc@polimi.it) or ICT service (phone: 02.2399.6030; mail: ict-dabc@polimi.it)
8. If you are momentarily unable to use both the App and the internet you may exceptionally ask the Logistics Office to book a seat, if any is available, for you. To proceed with the booking, you will need to provide your email address and, before accessing the space, you will have to contact the Logistics Office to validate your presence.

F.A.Qs.

1) How do I cancel my booking?

To cancel your booking you just need to click on the "Cancel my booking" option available on the first confirmation email you received. Please note that you may cancel your booking only if your presence has not been validated.

2) I did not receive the email confirming my booking. Why?

Please check your "Spam" folder.

3) My booking was cancelled. Why?

The booking was cancelled either because you did not confirm your booking within 2 hours of your request (as specified at section 4) or it was cancelled by Department staff. In this case, please contact Logistics service (phone: 02.2399.5104; mail: servizi-logistici-dabc@polimi.it) or ICT service (phone: 02.2399.6030; mail: ict-dabc@polimi.it) for further information.

Spaces available for booking on Affluences									Authorized users			
Building	Floor	Room	Room name	Number of occupants	Booking type	Room type	Days available for	Personalized messages	Faculty	Staff	PhD Students	Research Fellows
5	first	010	ED.5_P1_Sala riunioni	8	Individual	Meeting room	14	key*	●	●		●
5	second	008	ED.5_P2_Sala riunioni	8	Individual	Meeting room	14		●	●		●
14	first	009b	ED.14_P1_Sala riunioni	5	Individual	Meeting room	14		●	●		●
14	first	020	ED.14_P1_Sala consiglio	33	Individual	Meeting room	14		●	●		●
15	second	009	ED.15_P2_Sala riunioni 208	9	Individual	Meeting room	14		●	●		●
5	ground	060	ED.5_P0_Sala Volterra	13	Multiple	Study room	14	tca*	●	●	●	
5	mezzanine	007	ED.5_Soppalco_Sala Volterra	6	Multiple	Study room	14	tca*	●	●	●	
5	second	018	ED.5_P2_Sala studio	12	Multiple	Study room	14	tca*	●	●	●	
15	ground	041a	ED.15_P0_Sala studio C	4	Multiple	Study room	14	key*	●	●	●	

Building	Floor	Room	Room name	Number of occupants	Booking type	Room type	Days available for	Personalized messages	Faculty	Staff	PhD Students	Research Fellows
15	ground	041b	ED.15_PO_Sala studio B	4	Multiple	Study room	14	tca*	●	●	●	
15	ground	040	ED.15_PO_Sala studio A	6	Multiple	Study room	14	tca*	●	●	●	
5	first	038	ED.5_P1_Aula Progetto	12	Individual	Classroom	14	key*	●	●		●
14	ground	026	ED.14_PO_Sala formazione	21	Individual	Classroom	14		●	●		●
15	basement	004	ED.15_P-1_Sala "bunker"	25	Individual	Classroom	14		●	●		●
11	basement	001b	ED.11_P-1_Laboratorio MABA.SAPERLab	15	Multiple	Lab	14	RADL*	●		●	●

Key:

- **tca***: access to the room is guaranteed only to users with a badge.
- **key***: keys to access the space must be retrieved **from 9 a.m. to 5 p.m.** from the Logistics Office and must be returned in the designated box. For spaces at Building 14 please refer to the Building 15 Logistics Office.
- **RADL***: bookings may be validated only if in the indicated time slot both the RADL and the technician responsible for the Lab are present.

Building 15 – Room 008 (ground floor), and Building 5 – Room 072 and Room 076 (first floor) are coworking offices for visiting (professors, PhD and students), retired professors and research fellows. The badge is required in order to access these rooms.