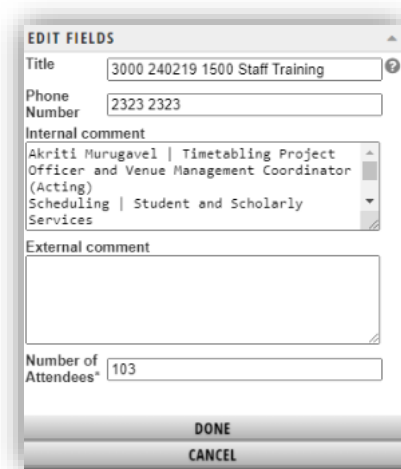


## Title Naming Conventions

Once you have created a booking you will need to update the Fields that provide the information of the booking.



Start with creating the title, we use a standardised naming convention for the title of each Ad-hoc Booking created to facilitate a quick search, by making each booking easily identifiable within the team.

An Ad-hoc Booking title should consist of **Dept. code – Date – Time – Short Description**

**Dept. Code:** The code for the Owning Organisation.

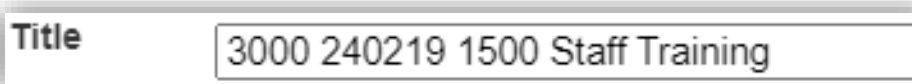
**Date:** Year/month/date all in two-digit format (yymmdd)

**Time:** Time written 24-hour military style (hhmm)

**Short Description:** should be easy to access and interpret. General guidelines for best practice:

- Avoid symbol characters such as: \ / < > | " ? [ ] ; = + & \$ α β
- Avoid unclear, vague, or repetitive titles, and common unnecessary words.
- Avoid acronyms, use full names (e.g. Course Planning instead of CP).
- Keep it brief, with length and wording appropriate to appear on digital signage outside each venue.

Example:



**3000** = Business and Economics **240219** = YYMMDD **1500** = 3pm **Staff Training** = booking description

Continue adding further information to the fields, as follows.

**Phone Number:** of the person who requested the booking.

**Internal Comment:** note the email address of the person who requested the booking.

**Number of Attendees:** this field is mandatory and must be filled out to create the booking.