

Requirements

In order to be able to book dates for a guest stay at an FDZ location, you must meet the following requirements:

- Valid data usage contract
- Have a Locaboo user account

We would be happy to create a user account for you, please send us an e-mail to iab.fdz@iab.de. We need your name, an e-mail address you want to use for registration and administration of your appointments and the project number of your data usage contract.

You will then receive an e-mail with a link for password assignment. After having assigned a password, your user account is active and you can use the Locaboo calendar

User Account

You can access your user account via this link:

<https://app.locaboo.com/de/login/user?manager=38371>

In your user account you can change your e-mail address, your password and - above all - you will find an overview of your reservations.

Booking of Appointments

You make appointment bookings with the booking widgets of the individual locations. The links to the booking widgets of the individual locations can be found here:

- DE: <https://fdz.iab.de/de/onlinecalendar.aspx>
- EN: <https://fdz.iab.de/en/onlinecalendar.aspx>

Please note the respective reservation conditions of the locations:

- Maximum number of reservations
- Time limit of the individual reservation slots

Procedure

1. connect to the calendar of the location using the booking widget
2. search for a free period
3. click on „+ Buchung hinzufügen“ (add booking) - it's located top left
4. please enter your user ID with project number in the field "Titel der Buchung" (Booking title)
5. select a computer or workstation in the field Resources parts, do not reserve the whole resource
6. please limit the period according to the time slots offered by the location.
For example 09:00-12:00 or 13:00-16:00 (Berlin) or 09:00-17:00 (Nuremberg)
The time limit can be found on our website (see above)
7. click on „Speichern und Fortfahren“ (save and continue) or „Speichern und weitere Buchung hinzufügen“ (save and add another booking)
8. a new window opens, check your reservation here and accept our terms and conditions
9. click on „Anfragen“ (Request)
10. You get a confirmation that your request was successful
11. You will also receive an e-mail with the confirmation of your request
12. Please note that your appointment has only been requested and not yet confirmed.
We will process your request as soon as possible
13. as soon as the reservation has been booked by us, you will receive two confirmation e-mails, one with the date as calendar element (iCalendar) and one with information about the guest stay