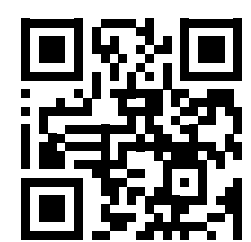


# ISE 2023 Meeting Rooms Guide

Fira Barcelona | Gran Vía  
31 Jan - 3 Feb 2023

LEARN MORE!



A joint venture  
partnership of



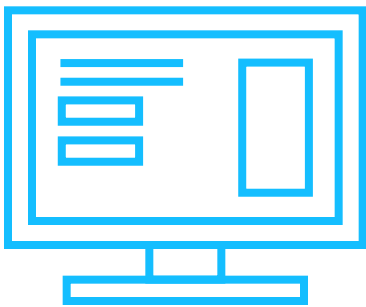
CEDIA™





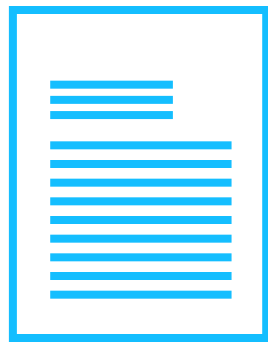
# Meeting Rooms Overview

**131 Meeting Rooms** are located at the Barcelona/Europa suites area and at the extensive CC3 and CC7 rooms.



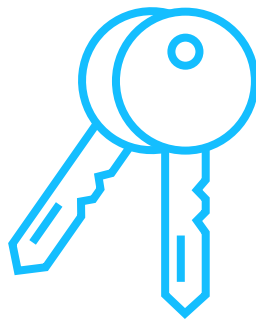
## Book your Meeting Room

- > Access the EBO and click on the link Meeting Room ISE 2023
- > Select the best meeting room for you
- > You will receive a confirmation e-mail



## Receive and Sign Contract

- > Within 24 to 48 hours you will receive a quotation and a contract.
- > Send back the signed contract within two weeks to Melissa Ortiz at: [mortiz@iseurope.org](mailto:mortiz@iseurope.org)



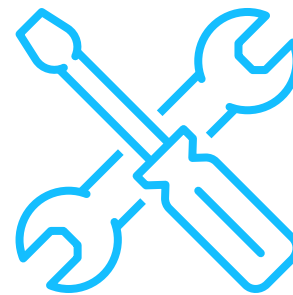
## Collect your Room Keys

- > Delivered and collected at the info point



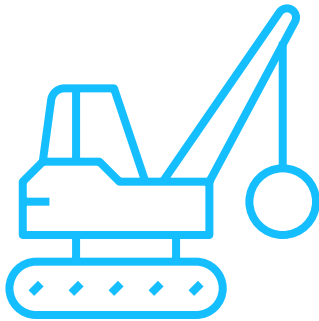
## Meeting Room Access Hours

- > There are different access hours for exhibitors and attendees



## Show Build-Up Hours

- > Fine tuning and goods delivery: 08:00 - 10:00
- > Extra time for set up? Email Melissa Ortiz in advance: [mortiz@iseurope.org](mailto:mortiz@iseurope.org)

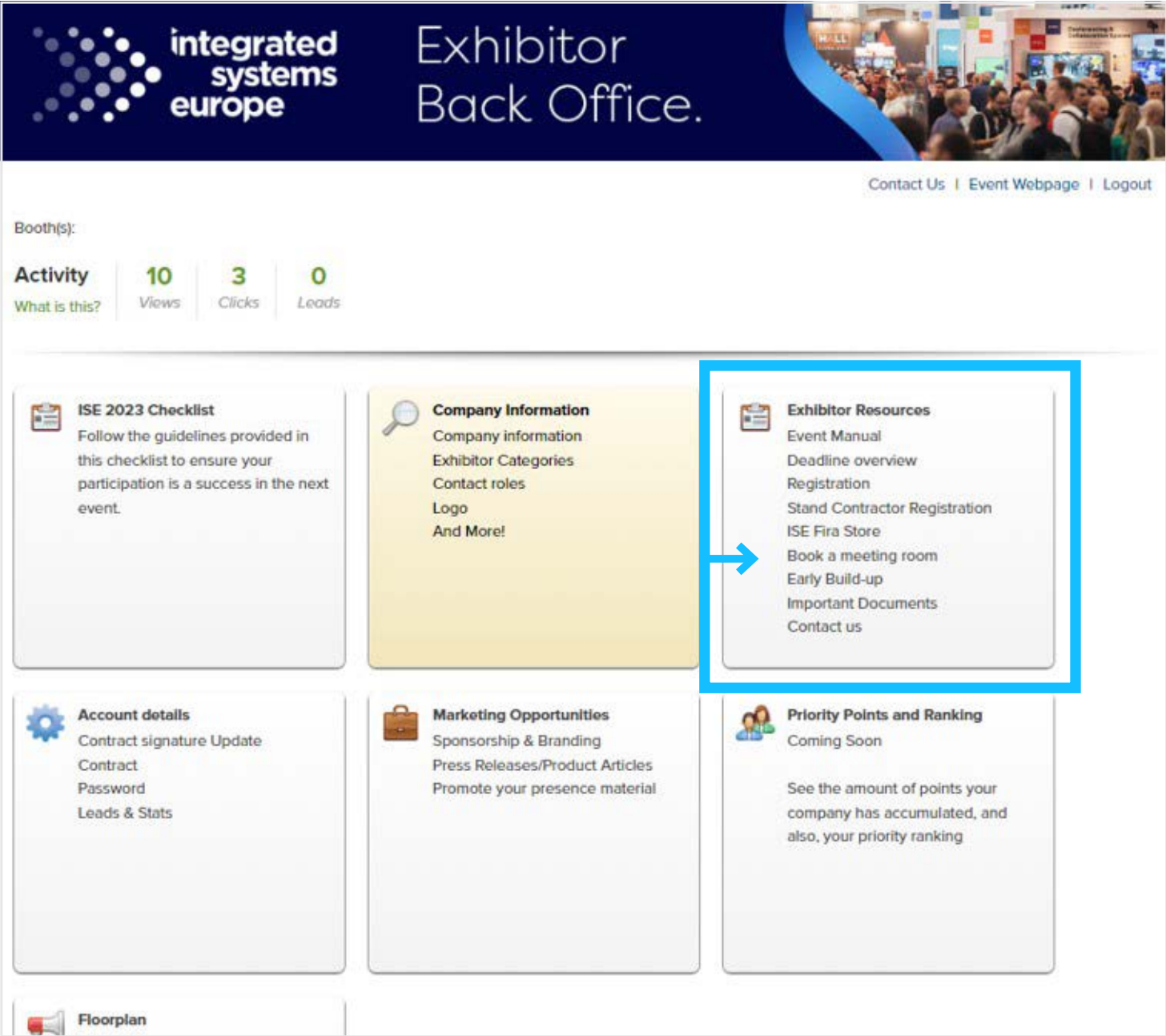


## Show Breakdown Hours

- > Breakdown during show days: 18:00 - 20:00
- > Need an additional day for breakdown? Email Melissa Ortiz in advance: [mortiz@iseurope.org](mailto:mortiz@iseurope.org)

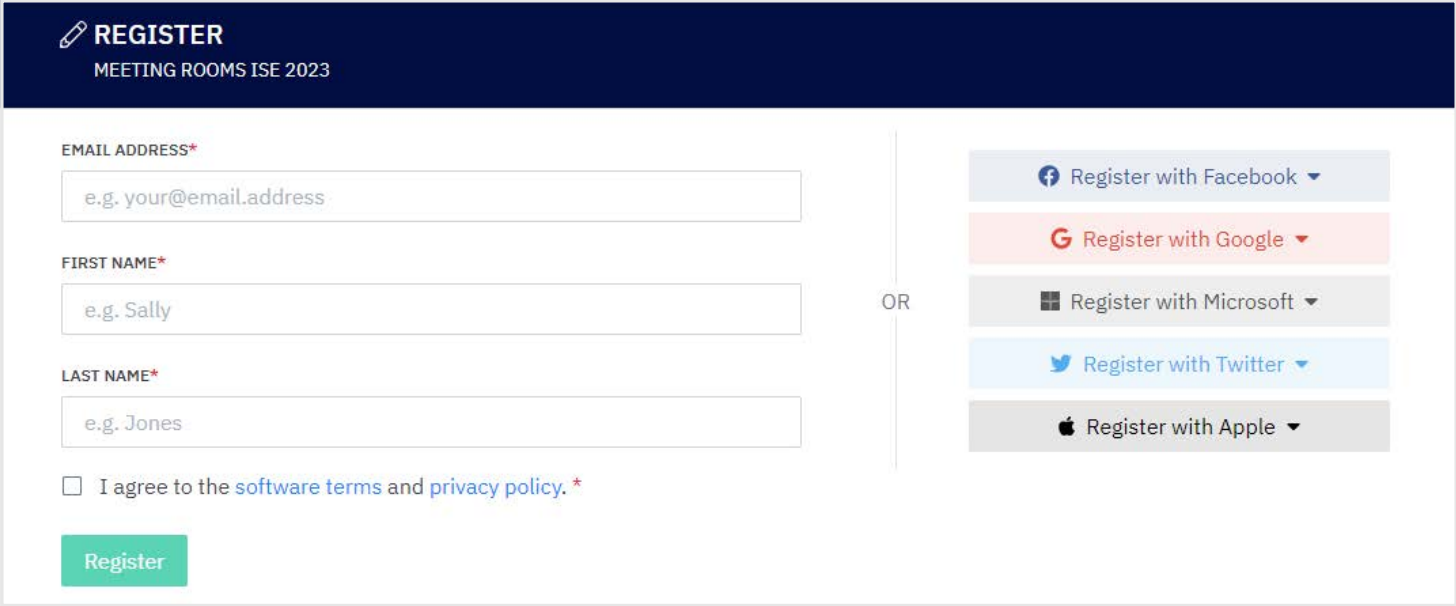
# How to Book Meeting Rooms

## Step 1

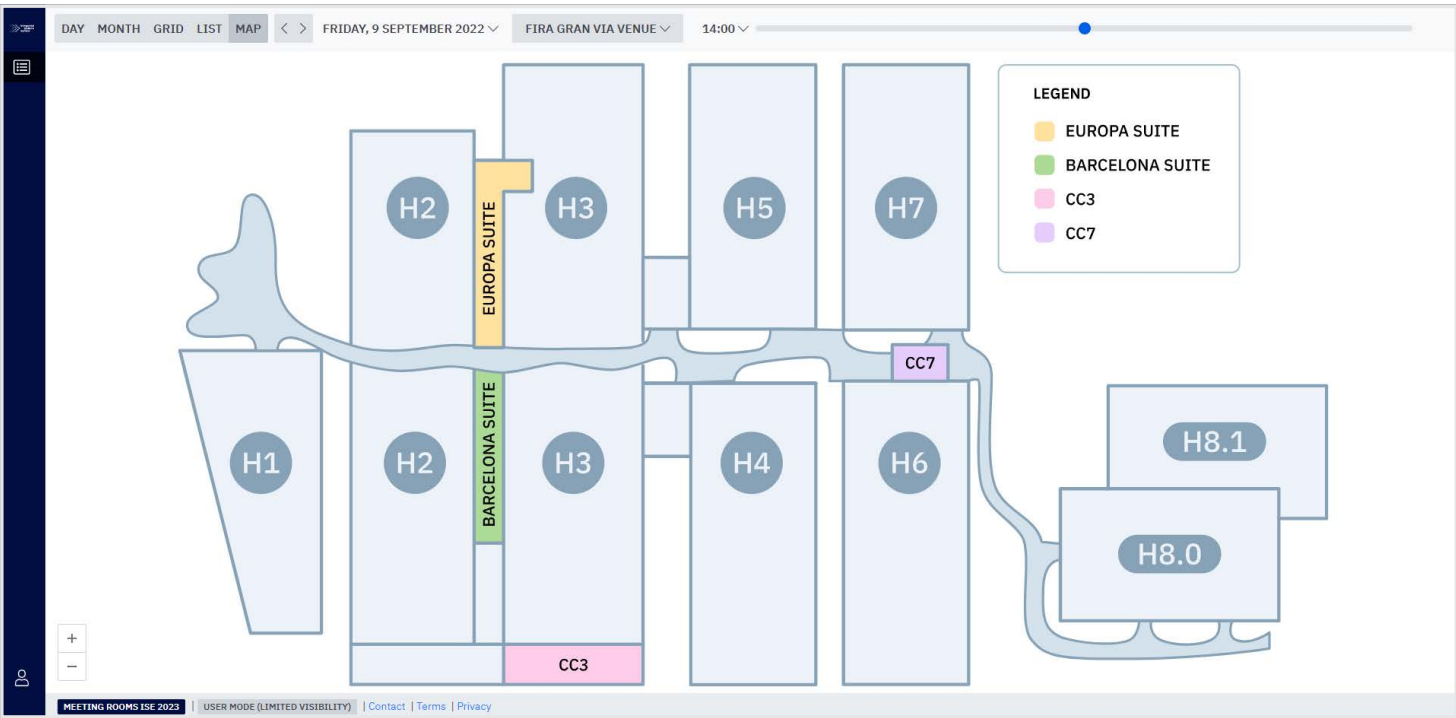


Access the EBO and go to Exhibitor Resources > Book a Meeting Room

## Step 2



Once there, register your account



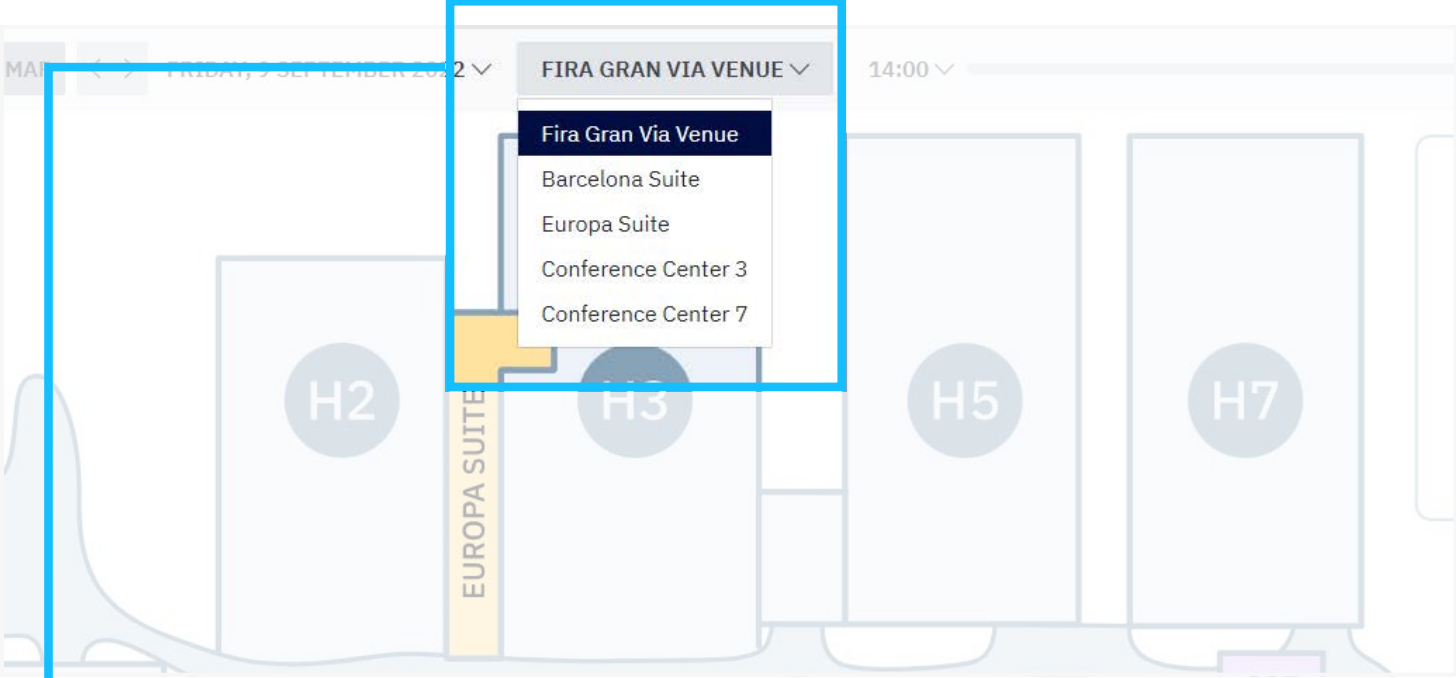
Once you register, you will be redirected to this screen

## Step 3



To book a room, you will first need to **choose the date by clicking the arrow next to the current date** – The Meeting rooms are available from 28 January until 3 February 2023. The platform won't allow you to book a room on a different date.

## Step 4

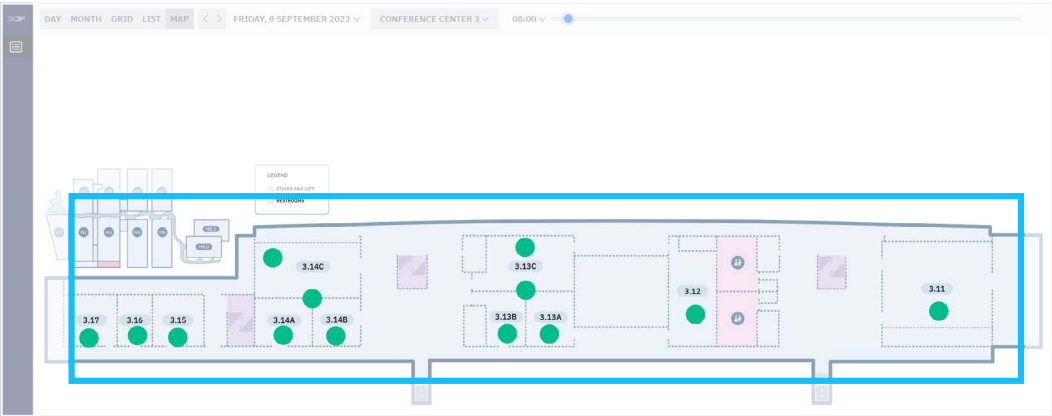


Once you have chosen the correct date, **click on the arrow next to Fira Gran Via Venue**. Choose the location where you want to book a room and you will get the map view of that area.



# How to Book Meeting Rooms

## Step 5



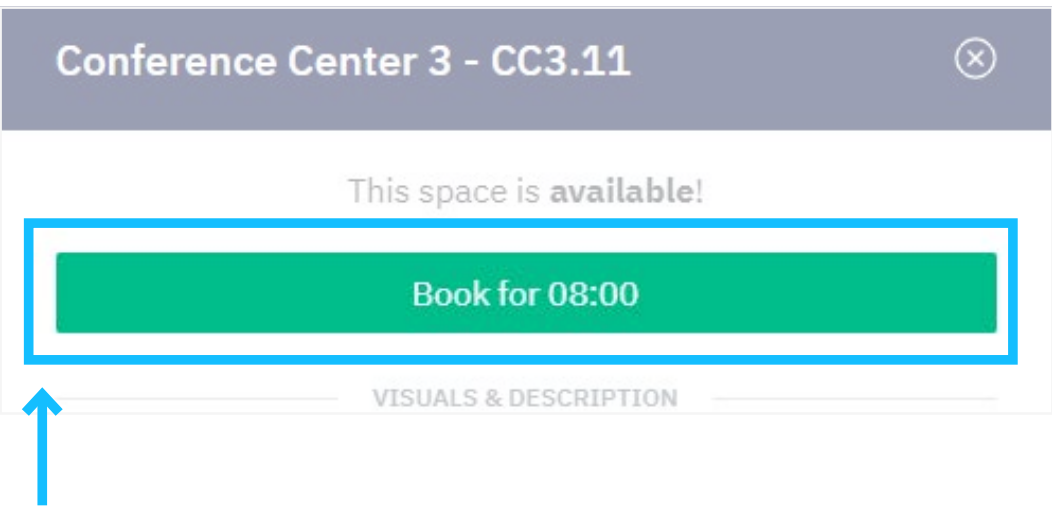
Let's use Convention Center 3 as an example.

- > Set up the time to 8:00 by moving the blue dot to the left
- > The green dot means that the room is available
- > Click on the green dot to see a brief description and prices of the room

Unavailable rooms will show with the following icon:



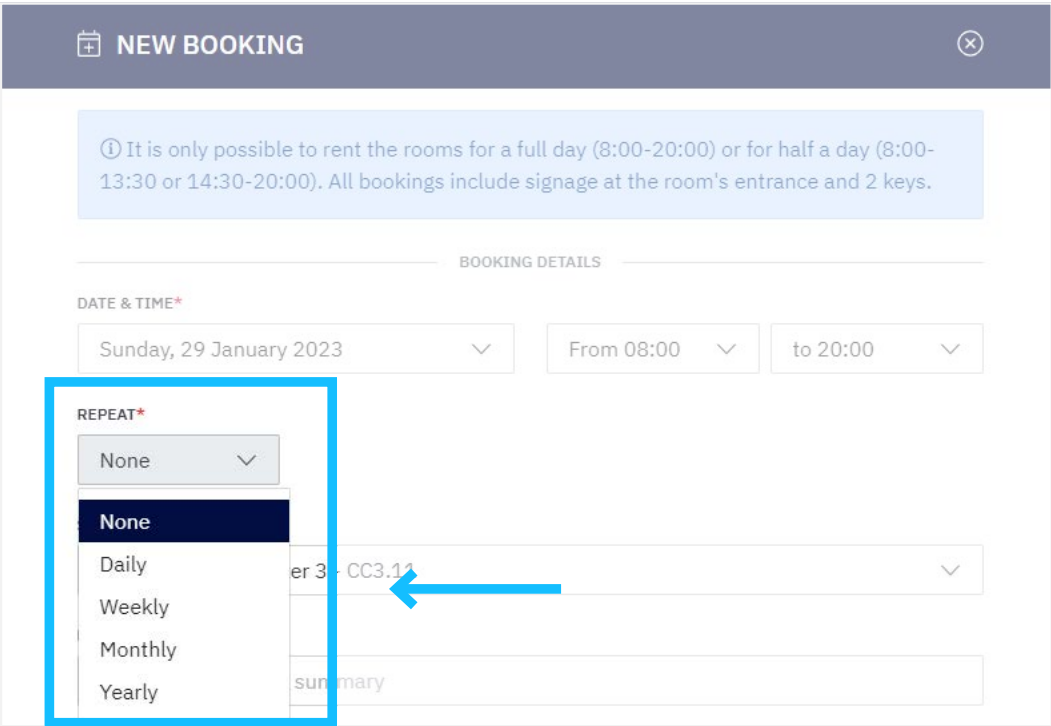
## Step 6



Have you found the best option for you?

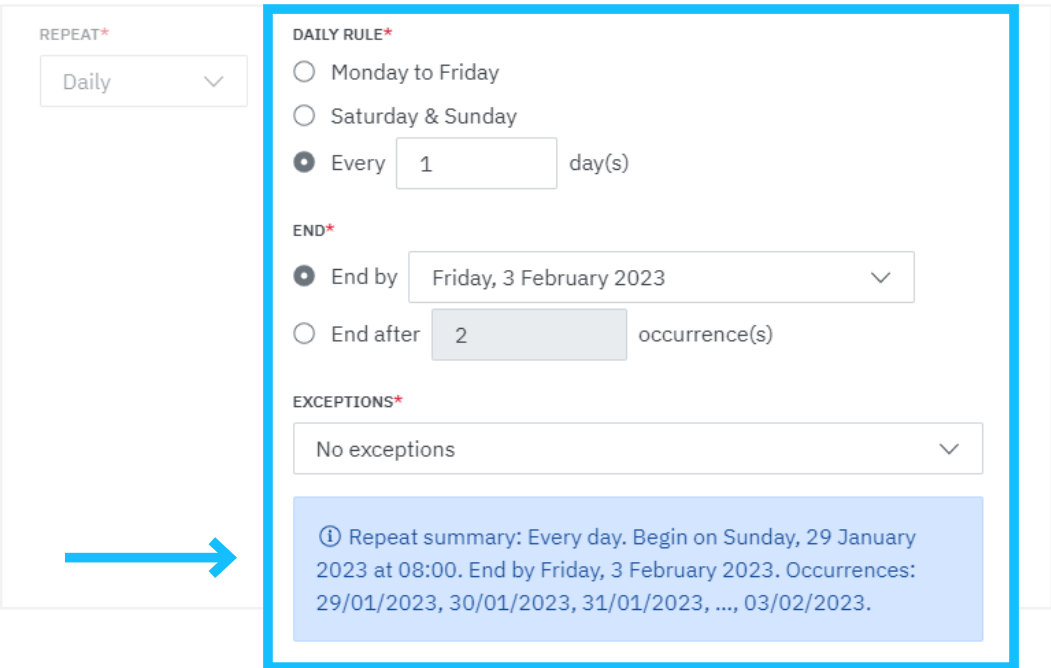
- > Click on the green Book for 8:00 button
- > Complete the booking form

## Step 7



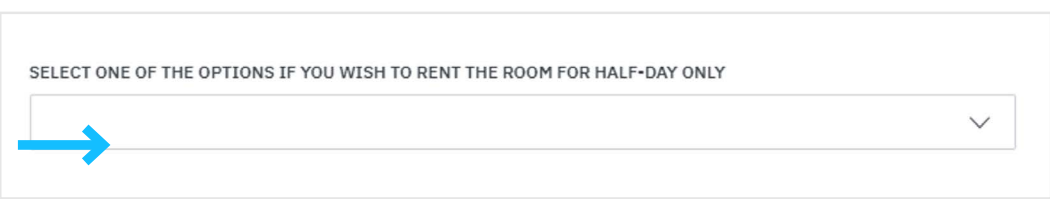
If repeat is set up to:

**None:** Your booking will be only for the day that shows in the form.  
**Daily:** Your booking will be for several days



Do you wish to book for several days? Select:  
**Daily Rule > Every 1 day > End > The last day you want to rent the room.**

## Step 8



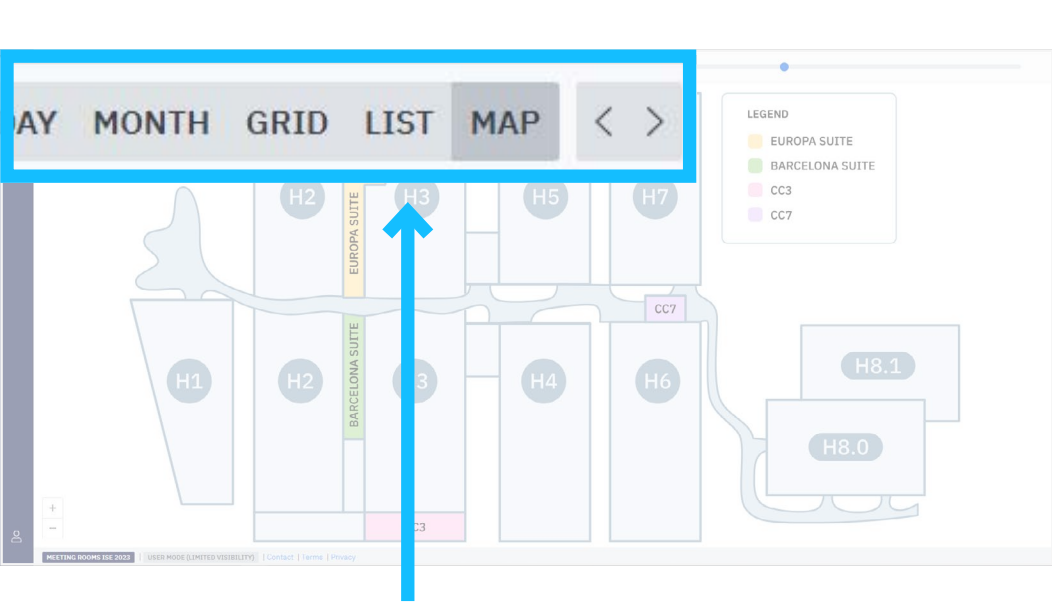
Interested in booking only half a day?  
choose your preference here

After filling in the form  
you will be able to  
confirm your booking.

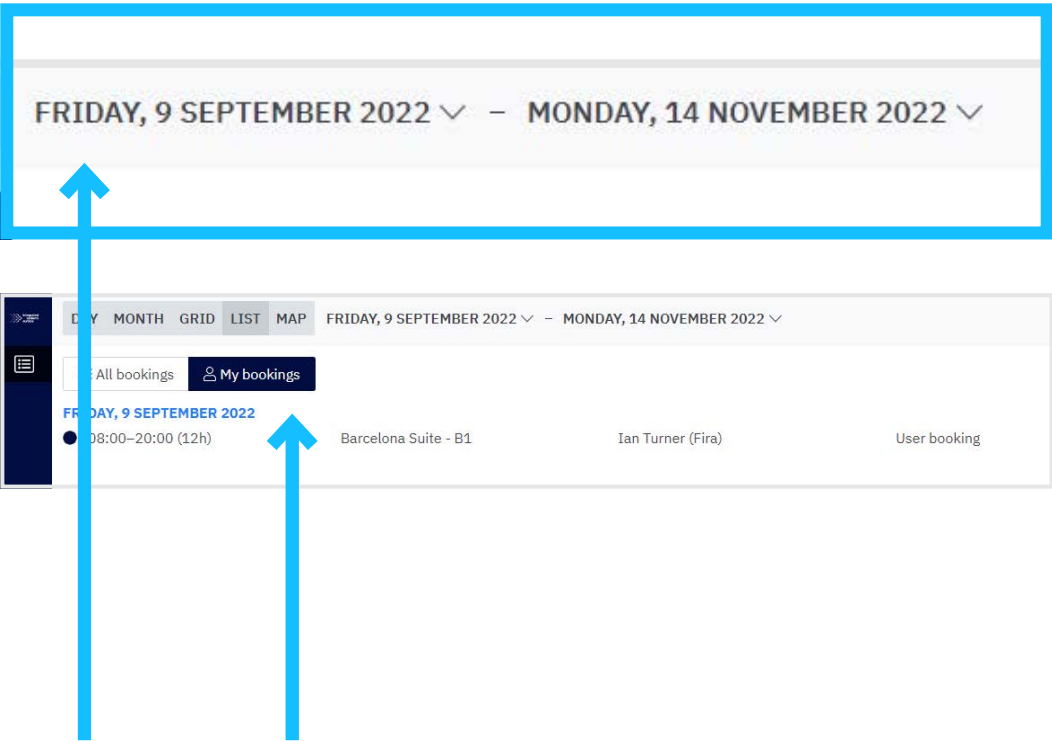
You will receive a  
confirmation email  
– Please, check in  
Promotions if it doesn't  
show up in your Inbox.

For the Meeting Room guidelines,  
please read the meeting room  
session in our [Events Manual](#).

## How to check your booking



To check your bookings, go to the LIST tab.



- > Select the days of your booking
- > Click on My Bookings

You will then be able to see a list of all your bookings.