How to book your seat on the EMBL morning Shuttle

**Option 1**

- Got to the Room booking system at: [https://intranet.embl.de/it_services/room_reservation.html](https://intranet.embl.de/it_services/room_reservation.html)

- Select ‘HD-Transport’ on the top right hand side:

- Select the date on which you would like and book one of the 12 available seats for the time of departure (either 08:10/08:15 or 09:05/09:10 respectively), indicating your name and surname. Please book a slot of 30 minutes respectively. Each calendar stands for one seat on the bus:
Option 2

- Alternatively, you can book a seat through your own Google calendar. Log on to your [EMBL Google calendar](#).

- Select the date on which you wish to take the morning shuttle and create a new entry with your name and surname, select the desired time of departure (either 08:10/08:15 or 09:05/09:10 respectively). Please book a slot of 30 minutes respectively. Select the ‘Transport’ section (under ‘T’), ‘available rooms only’ and select one of the available seats, add it to your booking.

- **IMPORTANT:** Should you not be able to take a ride that you booked, please remember to remove your booking (go to your own Google calendar – delete). This will ensure other colleagues can book the available slots.