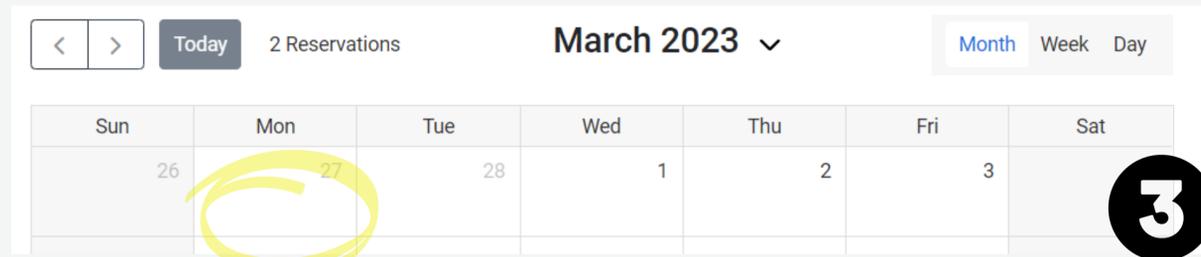
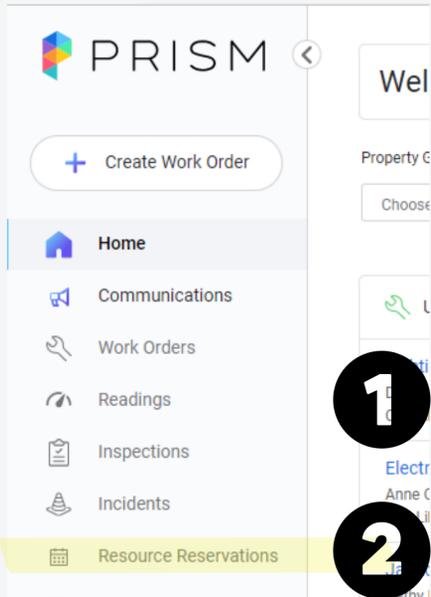


Conference Room Booking: How To



PRISM™

1. Log in to your Prism account
2. Click Resource Reservation on the home page menu (top left)
3. Within the calendar, hover over the date you wish to book and click Add Reservation
4. Fill out all information (time, property, floor -> available resource)



Dates: 02/27/2023 to 02/27/2023 All day

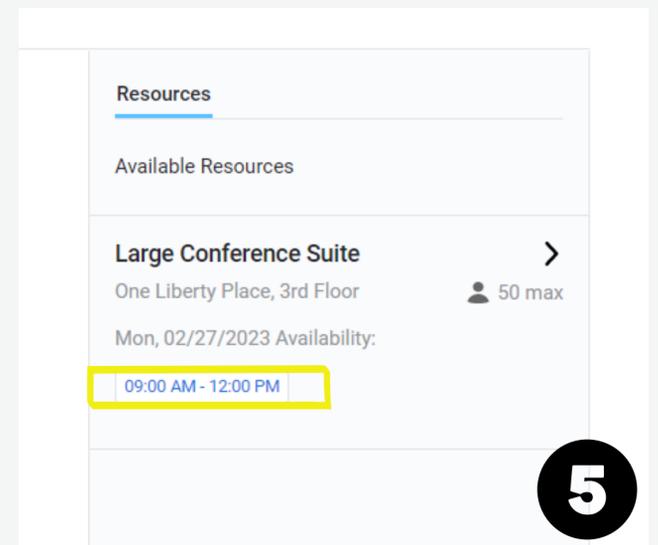
From: 09:00 AM To: 12:00 PM

Properties: One Liberty Place

Floor (Optional): 3rd Floor

Available Resources: Large Conference Suite

5. Click on the time window to confirm availability



6. Input Reservation Details

- Reservation name
- Details (guest count, configuration, any catering information or audio-visual needs)
- Your tenant contact's email address
- Company
- Created for should auto-populate

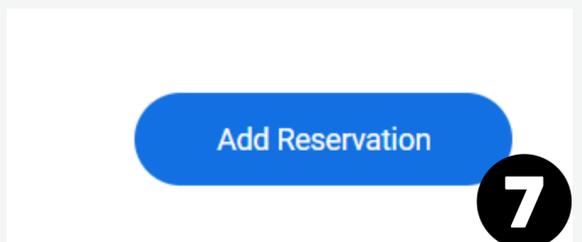
Reservation Name: How to Input a Reservation

Details (Optional): 20 people, U Shape, Lunch from 12th St. Catering

Invite (Optional): kbennett@onelibertyplace.com

Company: Cushman & Wakefield U.S. Inc.

Created For: Kate Bennett



7. At the bottom right, click Add Reservation

8. Congratulations! Your reservation is submitted for approval

