

# REBOOKING MEETING ROOM WHEN MEETING ROOM BECOMES UNAVAILABLE

Marin Georgiev

Stella Schieffer

Philipp Reichart

Holger Flier

Martin Tritschler

*See next page for additional authors*

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**Inventor(s)**

Marin Georgiev, Stella Schieffer, Philipp Reichart, Holger Flier, Martin Tritschler, Mohamed Hassan, Markus Vill, Stephan Burkhardt, and André Meyer

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## **REBOOKING MEETING ROOM WHEN MEETING ROOM BECOMES UNAVAILABLE**

Abstract: In organizations with multiple meeting rooms or conference rooms, meeting rooms can become unavailable after a meeting has already been scheduled in that room. The described system can respond to an indication that the meeting room is unavailable by finding another meeting room for the meeting that meets the requirements for the meeting. The system can notify the participants or attendees of the meeting of the new meeting room.

Some organizations can have multiple meeting rooms or conference rooms for employees, or persons doing business with the organization, to conduct meetings in. Employees can schedule meetings in particular meeting rooms at particular times. The meetings can have specified requirements for the meetings, such as times, number of attendees, specific attendees (against whose calendars alternate times may need to be checked), locations, and amenities (such as videoconferencing equipment, a whiteboard, and/or refreshments). The scheduling of the meeting can be stored on a centralized system, such as a server. Meeting rooms can become unavailable for a variety of reasons, such as repairs being performed on the meeting rooms or a higher priority meeting being scheduled in the meeting room. An administrator can notify the server of the unavailability of the meeting room. In response to being notified of the unavailability, the server can automatically, without human intervention, reschedule and/or rebook the meeting at a different meeting room. In some examples, the server can also notify affected attendees of the unavailability of the meeting room. The functions and/or methods described herein can be performed by a dedicated server, or by a plugin installed on a calendar application, such as a web-based calendar application or a locally installed calendar application.

FIG. 1 is a diagram of elements of an organization including meeting rooms 102A, 102B, a server 104, and clients 106A, 106B, 106C. The meeting rooms 102A, 102B can each include a seating capacity based on a table and chairs that correspond to a maximum number of people that the respective meeting room 102A, 102B can accommodate, and amenities, such as

videoconferencing equipment including a display and camera, a whiteboard, and/or refreshments. The meeting rooms 102A, 102B can be scarce resources within the organization, with multiple employees wanting to schedule meetings in the meeting rooms 102A, 102B.

A server 104 can store the respective capacities of each of the meeting rooms 102A, 102B, such as a maximum number of people that the respective meeting room 102A, 102B can accommodate, and/or amenities. The server 104 can be a computing device capable of storing information, performing functions, methods, and/or techniques described herein, and communicating with client 106A, 106B, 106C computing devices. The server 104 can also store, in association with each of the meeting rooms 102A, 102B, the meetings that are scheduled for the respective meeting room. The scheduled meetings can include an identifier of the meeting room 102A, 102B, a date and time of the meeting, the attendees of the meeting, the total number of attendees of the meeting, and/or the amenities required for the meeting. In some examples, the server 104 can store preferred locations associated with users and/or employees of the organization.

Clients 106A, 106B, 106C can communicate with the server 104 on behalf of users and/or employees of the organization. The clients 106A, 106B, 106C can include desktop computing devices, laptop or notebook computing devices, netbooks, or smartphones, as non-limiting examples. Users can send meeting requests to the server 104 via the clients 106A, 106B, 106C. The meeting requests can include preferred times, specified participants and/or a number of participants, a locational preference, and/or desired or required amenities. Users can receive confirmations of meetings from the server 104 via the clients 106A, 106B, 106C. The confirmations of meetings can include a date and time, identification of the meeting room 102A, 102B, and identification of attendees of the meeting. Users can also receive notifications that

meetings have been rebooked from the server 104 via the clients 106A, 106B, 106C. The notifications that meetings have been rebooked can include a date and time (which can be the same or different than the date and time of the original meeting), identification of the new meeting room 102A, 102B, and identification of attendees of the meeting.

At times, a meeting room 102A, 102B that was previously scheduled for a meeting can become unavailable. The meeting room 102A, 102B can become unavailable because the meeting room 102A, 102B needs to be repaired, or because a higher priority meeting was scheduled in that meeting room 102, 102B, for example. Scheduling the meeting at a different meeting room 102A, 102B can be difficult, especially if the user who initially organized the meeting does not have booking rights for an alternate meeting room 102A, 102B where an attendee is located, or if one of the meeting rooms 102A, 102B is in a different time zone than the user who initially organized the meeting.

FIG. 2 is a flowchart of a method for rescheduling a meeting. The method can be performed by the server 104.

The method can be triggered and/or initiated based on a meeting room 102A, 102B being declined (202). The meeting room 102A, 102B can be declined by the server 104 based on the meeting room 102A, 102B no longer being available, such as due to repairs, or a meeting room 102A, 102B already being scheduled for another meeting(s) at a time to which a meeting is proposed to be rescheduled. The server 104 can determine that the meeting room 102A, 102B is no longer available based on an administrator sending a message to the server 104, via one of the clients 106A, 106B, 106C, indicating that the meeting room 102A, 102B is no longer available. In some examples, the method can be performed in response to the meeting room 102A, 102B not being available when a user initially tries to schedule the meeting in the meeting room 102A,

102B that is not available. In some examples, the method can be performed in response to the organizer of the meeting trying to reschedule the meeting for a different and/or new time, and the meeting room for which the meeting was previously scheduled is not available at the different and/or new time. In some examples, if no meeting room 102A, 102B is available for a long desired time slot (such as an all-day meeting), then the server 104 can reschedule other, shorter meetings from a single meeting room 102A, 102B into other meeting rooms 102A, 102B to make the single meeting room 102A, 102B available for the longer meeting, triggering this method.

Based on the meeting room 102A, 102B being declined (202), the server 104 can update the meeting (204). The server 104 can update the meeting (204) based on the requirements of the meeting, such as a required date and/or time, a number of attendees, where the attendees are located, available times on calendars associated with the attendees, and amenities required.

The server 104 can update the meeting (204) by requesting a room (206). The server 104 can request a room (206) by searching for, finding, and/or selecting a room that meets the requirements of the meeting. In searching for, finding, and/or selecting the room, the server 104 can consider the requirements of the meeting, the location of the meeting (such as selecting a meeting room 102A, 102B on the same campus and with a similar size), room availability, suggestions from the meeting organizer, and/or the shortest distance from the original meeting room 102A, 102B and/or the attendees (such as by using geolocation coordinates). The server 104 can consider the number of participants and/or attendees of the meeting, the locations of the participants and/or attendees of the meeting, and/or features and/or amenities of the rooms 102A, 102B. The server 104 can, for example, consider a likelihood that a particular feature of a meeting room 102A, 102B will be needed. If a new meeting room 102A, 102B is not found

and/or selected by the server 104, the server 104 can request the meeting organizer to manually select a meeting room 102A, 102B.

After finding and/or selecting the room that meets the requirements of the meeting, the server 104 can suggest the room (208) to the organizer of the meeting. The server 104 can suggest the room (208) by sending an alternate meeting suggestion to the organizer of the meeting via a client 106A, 106B, 106C associated with the organizer of the meeting. The alternate meeting suggestion can identify the suggested room. In some examples, the alternate meeting suggestion can also identify a new, changed time and/or date for the meeting. In some examples, the server 104 can schedule the meeting room 102A, 102B for the meeting without any interaction with the organizer of the meeting.

After suggesting the room (208), the server 104 can determine whether the suggested room was accepted (210). The server 104 can determine whether the suggested room was accepted based on a response from the organizer of the meeting indicating either acceptance or rejection of the suggested room. If the room was not accepted, such as based on the organizer of the meeting indicating rejection of the suggested room, then the server 104 can repeat requesting a room (206) and suggesting a room (208) until the suggested room is accepted. If no meeting room 102A, 102B is available at the requested time, then the server 104 can suggest one or more alternative times when a meeting room 102A, 102B that satisfies the requirements for the meeting is available.

If the suggested room is accepted, then the server 104 can notify the owner and participants (212). The server 104 can notify the owner and participants (212) by, for example, sending electronic messages to the organizer of the meeting and attendees via clients 106A, 106B, 106C associated with the organizer and attendees. The server 104 can notify the owner

and participants (212) by, for example, sending updated calendar invitations with the updated meeting room 102A, 102B and/or updated meeting time. In some examples, the notification can include a notification of why the original meeting room 102A, 102B is not available.



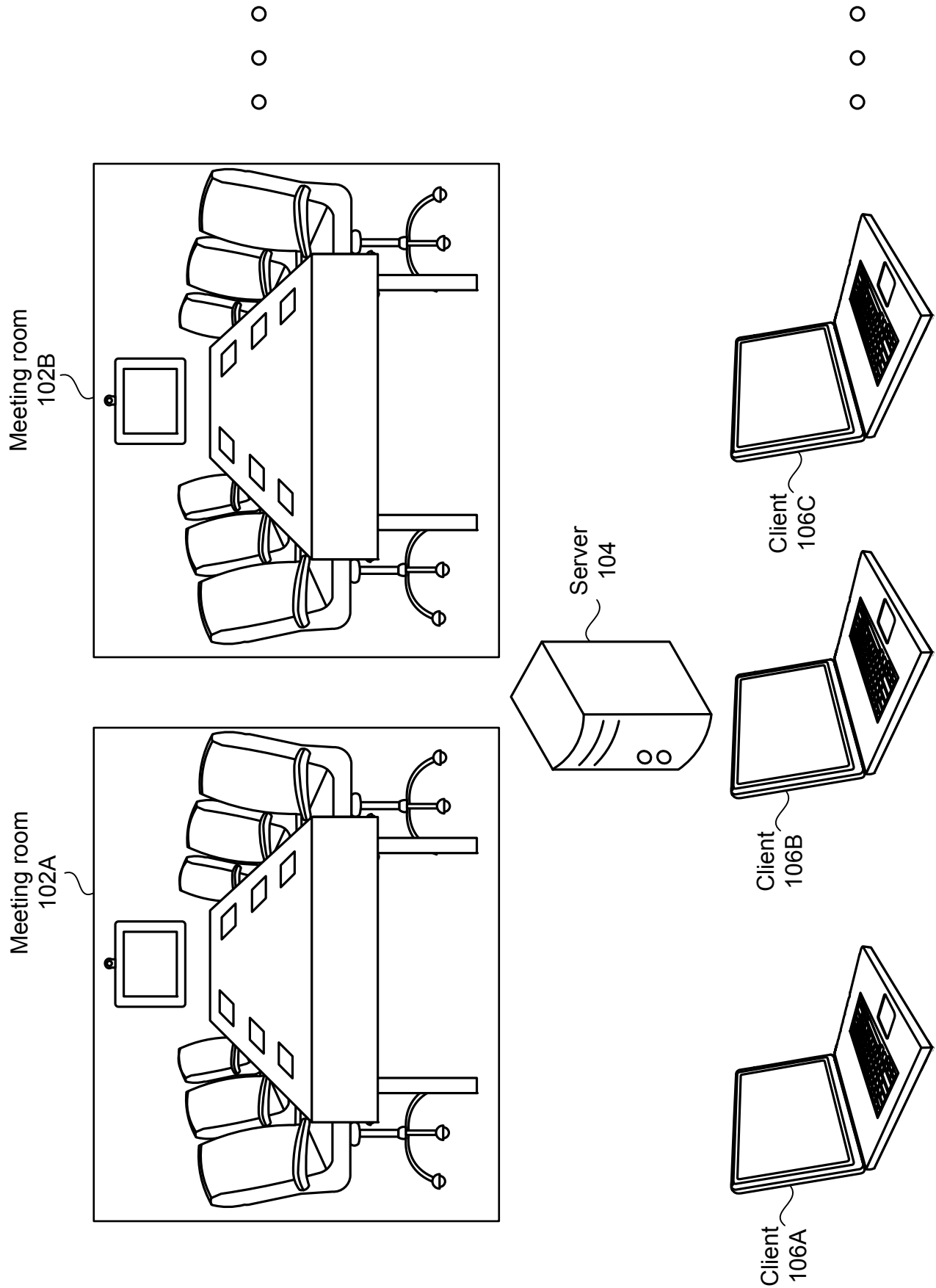


FIG. 1

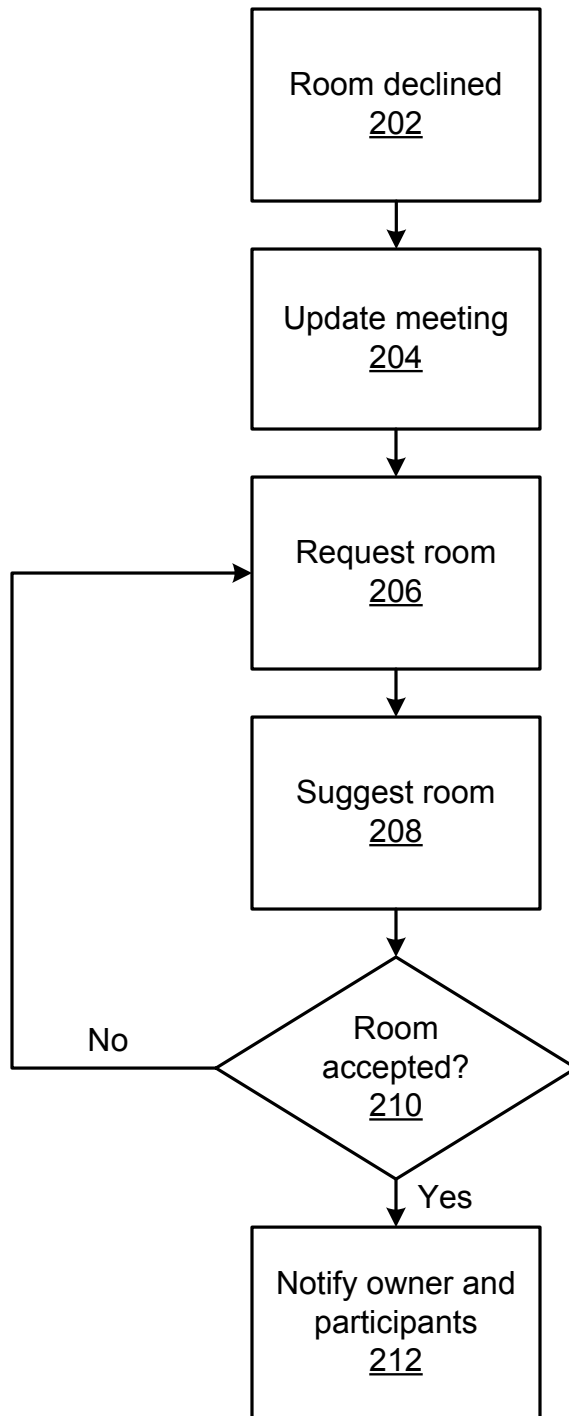


FIG. 2