Tips and tricks
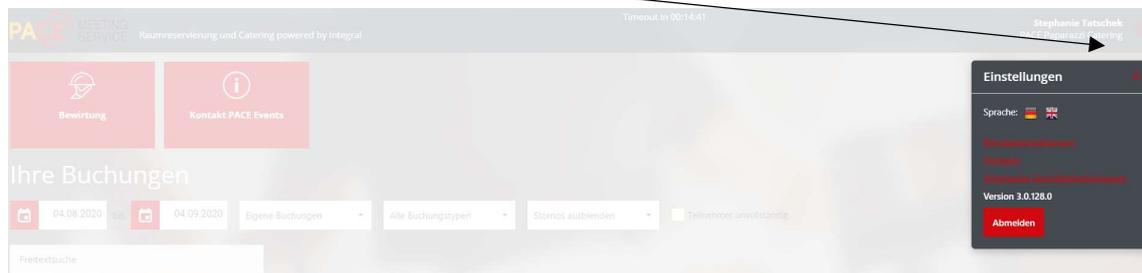
Our booking system is available in English and German. You can select the language through the three-line icon at the top right.

Reservation details

➢ **Event title** – Specify the event title in detail. General names such as 'discussion', 'meeting', 'annual appraisal', 'business lunch' etc. are inadequate for tax reasons.

➢ **Name** – Enter your surname and select from the dropdown list. (If you have a common surname, enter it in full, then add a comma and continue with your first name.)

➢ **Charging type** – Select the desired charging type from the dropdown list. For cost centre or contract, enter the number and again select from the dropdown list. In the case of external billing, the invoice address must be entered manually.

➢ **Place for delivery** – Select the correct building from the dropdown list. Please specify the room number exactly. For example: Axel Springer Skyscraper, Old Building and New Building: Building/Floor/Room number e.g. A1433 and Axel Springer New Building: Level/Area/Room number e.g. 1.f.40.1. Delivery can only be guaranteed when the details we receive are correct. Please do not indicate rooms by room names.

➢ **Date** – Select the correct date for the event! Particular care should be taken when copying existing bookings. (When copying an existing booking, the date of the booking is generated automatically.)

➢ **Delivery times** – According to the booking specifications of Axel Springer SE, the booking must start before 11.00 am and end after 6.00 pm. We deliver Monday to Friday between 9.00 am to 6.00 pm.
Specify the start time of the event. In general, the first delivery will be made approximately 10 to 15 minutes before this time.
Food will be delivered on disposable tableware produced from a natural material called bagasse. As needed, crockery from the department's own kitchenette must be used. No crockery, serviettes etc. are included with the delivery and cannot be ordered from PACE.

➢ **End time (no collection)** – According to the booking specifications of Axel Springer SE, the booking must go past 4.00 pm. We deliver between 9.00 am to 6.00 pm. No collection takes place.

➢ **Number of participants** – Please specify the number of participants exactly.

<u>Good to know:</u>

When copying a booking, please note that the times for delivery must be modified.

Care should be taken to ensure these times are correct.

Our outlets in the old and new building also provide a variety of food and drink options. We look forward to receiving your reservation.

The colour coding will help to guide you. Blue indicates you can continue with the booking, red indicates you must modify the booking.

There is a time out after 15 minutes without saving the information as long as you are not actively working in the system. We recommend closing a booking when all information is entered.

My booking has grown in size and I need support.

Click the 'PACE Events Contact' tile and contact a project manager from the Events team.

How do I find my booking again?
- ➢ Select the booking period (the smaller the booking period, the quicker the system will find the relevant booking).
- ➢ You can use the free text search to search for an event title, booking number or room.

I would like to create a recurring booking as a series booking.

When creating the booking, in the 'Booking details' view select 'Series' at the bottom left.

I would like to cancel a series.

If multiple bookings from a series are to be cancelled, care should be taken to ensure that the bookings are cancelled from the current date.

I would like to save a recurring booking as a template.
- ➢ In the 'Summary' view, select 'Save as template' at the bottom left.

How do I find my template again?
- ➢ Click the red three-line icon at the top right.
- ➢ Select 'Templates' and click the relevant template.

Deleting a template.

In the settings for the relevant template, click Delete and confirm with 'Save changes' (top left).

Other colleagues should be able to access and amend my bookings.
- ➢ Click the red three-line icon at the top right.
- ➢ Select 'User settings'.
- ➢ Your colleagues can be entered under 'Representatives'.
- ➢ A distinction is made between permission to 'Amend' and/or 'Cancel'.