

# Meeting Room Booking System



## Easily find and book the best-fit meeting space whenever and wherever you need it

Designed for modern offices and the future of work, Yeostar Workplace Meeting Room Booking System provides a straightforward way to book suitable collaboration space, manage room schedules, increase space utilization, and reduce real estate costs.

### 01

#### Give employees more flexibility

Ditch the manual and clunky room booking processes for good. Allow employees to make ad-hoc, advance, recurring bookings anywhere, anytime, according to specific needs.

### 03

#### Streamline space allocation

Save in-person collaboration from unnecessary room scheduling conflicts, centralize and automate administrative operations, and achieve higher productivity and employee satisfaction.

### 02

#### Maximize room efficiency

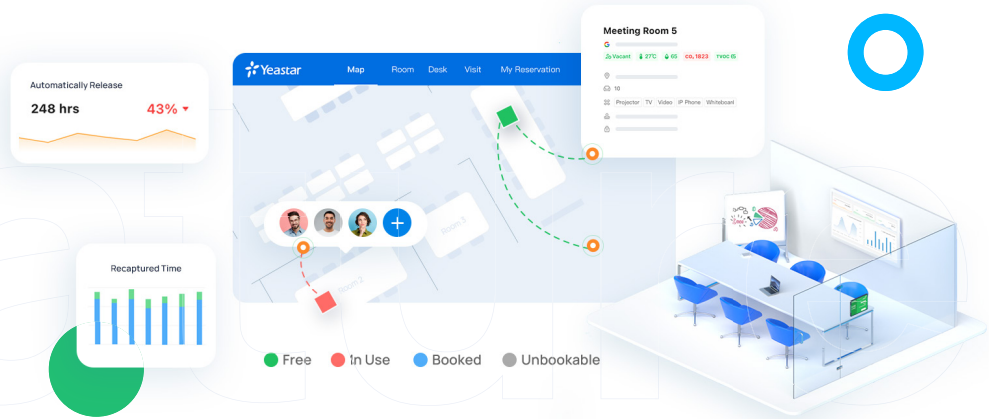
Keep everyone in the know with increased visibility and accurate information. Increase room availability by eliminating ghost meetings with the help of smart technology.

### 04

#### Spot optimization opportunities

Get a full picture of how meeting rooms are being used. Make data-driven decisions about the number, capacity, layout, etc. Quickly respond to current demands and plan for the future.

# Key Features



## Resource & Schedule Management

Add all meeting rooms and related information to the platform. Manage room schedules in one place to avoid double booking and reduce administrative burden.

## Interactive Floor Maps

Create interactive, searchable, real-time floor maps for employees to see the office layout at a glance, quickly identify available rooms, and book right on it.

## Vacant Rooms Auto-release

Automatically cancel abandoned meetings and free up empty rooms for others to book based on real-time occupancy data captured by the people counting sensor.

## Approval, Notifications, and Services

Apply approval processes for request-only rooms, set up notifications for attendees, and enable meeting service requests to further streamline the booking experience.

## Efficient Online Booking

Have an overview of all rooms and bookings through multiple flexible viewing options. Filter search and mark favorites to find rooms even more quickly.

## Room Schedule Display

Instantly tell room availability through distinguishable tri-color LED indicators. Tap to book rooms, check in for reservations, and end meetings right on the panel.

## Analytics & Reporting

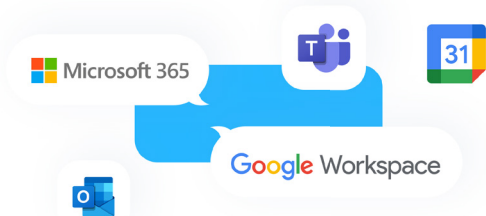
Gain actionable insights on the trends and patterns of your space usage, such as total meetings, recaptured hours, room utilization rate, meeting event density, etc.

## Indoor Environmental Monitoring

Keep track of temperature, humidity, light, CO<sup>2</sup> concentration, and TVOC through the room comfort sensor and receive alarms in case of any anomaly detection.

# Connect to Your Favorite Tools

Make reservations seamlessly through your familiar interface and automatically synchronize room booking schedules and any adjustments in both directions.



Yeastar Workplace

An All-in-one Solution for Meeting Room Booking, Desk Booking, and Visitor Management.