

Standard Operating Procedure (SOP)

Title: Procedure for Reserving and Confirming Meeting Venues or Virtual Platforms
Effective Date: [Insert Date]
Version: [Insert Version]
Prepared By: [Insert Name or Department]
Approved By: [Insert Approver]

1. Purpose

This SOP details the **procedure for reserving and confirming meeting venues or virtual platforms**, encompassing the steps to request, book, and verify availability of physical meeting spaces or digital conferencing tools. It ensures efficient coordination, timely confirmations, resource allocation, and communication with all stakeholders to facilitate smooth and organized meetings or events.

2. Scope

This procedure applies to all staff responsible for organizing meetings or events requiring physical venues or virtual platforms within [Organization Name].

3. Responsibilities

Role	Responsibility
Meeting Organizer	Initiate reservation requests and communicate requirements.
Administrative Staff / Facilities Team	Process venue/platform bookings, confirm availability, and provide confirmation.
IT Support	Assist with setup and troubleshooting for virtual platforms.
All Participants	Respond to invitations and review provided venue/platform details.

4. Procedure

- Determine Meeting Requirements**
 - Identify date, time, duration, expected number of participants, and meeting type (physical/virtual).
- Check Availability**
 - For physical venues: Review room schedules and amenities.
 - For virtual platforms: Check system availability and required features.
- Submit Reservation Request**
 - Send request to Facilities/Admin (for physical) or IT/Platform Owner (for virtual), including all meeting details.
- Receive Confirmation**
 - Facilities/Admin or IT responds with booking confirmation or alternative options if unavailable.
- Distribute Confirmation to Attendees**
 - Share finalized venue/platform details, including room/location or virtual link, dial-in information, and any instructions.
- Prepare Resources**
 - Arrange for necessary equipment or access, e.g., projectors, whiteboards, or virtual meeting licenses.
- Conduct Final Verification**
 - Day before the meeting: Confirm venue/platform is ready and accessible, test virtual links if applicable.
- Support and Troubleshooting**
 - Provide contact information in case of technical or access issues on the day of the meeting.

5. Documentation and Records

- Maintain records of reservation requests, confirmations, and communications for audit and reference.
- Store all documentation electronically in shared organizational drives or platforms.

6. Related Documents

- Meeting Request Form (physical/virtual)
- Facilities Booking Policy
- Virtual Meeting Platform User Guide

7. Revision History

Version	Date	Description of Change	Approved By
[v1.0]	[Insert Date]	Initial Release	[Insert Name]