



Booking Multiple Rooms

During the [reservation process](#), you can select more than one room (if the template you're using permits it).

1. Once you have [found available rooms](#), click **Add**



to move each room into the Selected Rooms area. You can repeat this for each room you want to add to your reservation.

1 Rooms & Attendees | 2 Services | 3 Reservation Details | My Cart (4) | Create Reservation

Selected Rooms | Attendance & Setup Type

Conference Room 1 | Collaboration Room 2 | Innovation Lab 2 | Conference Room 3

Attendees

There was a problem accessing the Attendee services.

Room Search Results

LIST | SCHEDULE | FLOOR MAP

Favorite Rooms only. | Find A Room | Search

Rooms You Can Reserve

	Room	Location	Floor	TZ	Cap	Match
+	Conference Room 1224	Hong Kong (FP-H)	(none)	HKT	10	<input type="checkbox"/>
+	Collaboration Room 2	New York - 345 Park Ave. (V)	(none)	ET	60	<input type="checkbox"/>
+	Collaboration Room 4	New York - 345 Park Ave. (V)	(none)	ET	30	<input type="checkbox"/>
+	Conference Room 1	Los Angeles West	7th Floor	PT	15	<input type="checkbox"/>

As you book each room, EMS will prompt you to enter attendees and setup type.

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

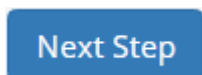
No. of Attendees

1 |

Setup Type

Conference

2. Click



to continue with the booking process.