

Dear Space Shack Member,

How to book a meeting room:

- Log in into your ZapFloor account
- On your Dashboard Click on „Book a meeting room“
- Choose the room, date and time
- Add the number of your visitors
- Optional: book additional product
- Confirm the booking

Booking confirmation email will arrived shortly as you clicked on the button “confirm booking”.

In the “Overview Meetings” you are going to find your booked, confirmed and cancelled meetings.

How to enter in the meetingroom:

- You can enter the meeting room with your access key card as per starting time of the booking

Technical equipment in the meeting room

- Please find instruction inside of the meeting room

Your Space Shack Crew