

Idea Office Consultation appointment booking in Open IRIS

You can book an *Idea Office* consultation appointment in Open IRIS with the Charité/BIH Innovation team. These take place weekly on Wednesdays between 3-4 pm.

Once you have submitted a booking you will receive a confirmation of the booking by email followed by an MS Teams meeting invite.

1. Sign into Open IRIS

Sign into Charité/BIH Open IRIS via the homepage at the following link: <https://iris.charite.de>

Or use the following QR code to navigate to the login:



You can sign in with your Charité email address and password without any registration needed.

The screenshot shows the homepage of Charité & BIH Research Infrastructures. The navigation menu includes 'Sign in / Register' (highlighted with a red box), 'Internal sign in', and 'Contact'. The main content area features a 'Mission' section and a 'Sign in' modal window. The modal window has an 'Email' input field, 'Log in' and 'Register' buttons, a 'Remember me' checkbox, and a link for 'Forgot/reset password or authentication'.

2. Booking an appointment

Navigate to **Scheduler > Timeline** and then select **Idea Office** from the Provider dropdown menu. You can then book a 15 min timeslot during the consultation hours on Wednesday's between 3-4pm.

The screenshot shows the Open IRIS Scheduler interface. The 'Scheduler' tab is selected, and the 'Timeline' view is active. The provider is set to 'Idea Office'. The calendar shows a weekly view for the week of December 12, 2022. The 'Idea Office' appointment is highlighted in green on Wednesday, December 14, 2022, at 15:00. The appointment details show the provider as 'Idea Office (Charite, BIH)' and the resource type as 'Meeting Room'. The status is 'Online'. The calendar grid shows 'x' marks for available slots and 'avaavaavaava' for the booked slot.

Day	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00
Mon 12/12	x	x	x	x	x	x	x	x	x	x	x	x
Tue 12/13	x	x	x	x	x	x	x	x	x	x	x	x
Wed 12/14	x	x	x	x	x	x	x	avaavaavaava	x	x	x	x
Thu 12/15	x	x	x	x	x	x	x	x	x	x	x	x
Fri 12/16	x	x	x	x	x	x	x	x	x	x	x	x
Sat 12/17	x	x	x	x	x	x	x	x	x	x	x	x
Sun 12/18	x	x	x	x	x	x	x	x	x	x	x	x

The appointment requires approval and once the request has been approved you should receive an email from Open IRIS.

For issues regarding booking an appointment contact: bettina.otto@charite.de or thomas.wallach@charite.de

For issues regarding OpenIRIS contact: openiris@charite.de