

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 2-3.45 pm.

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

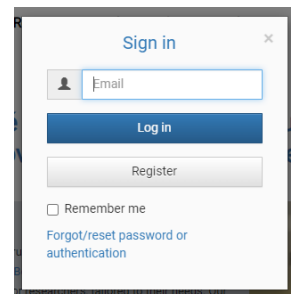
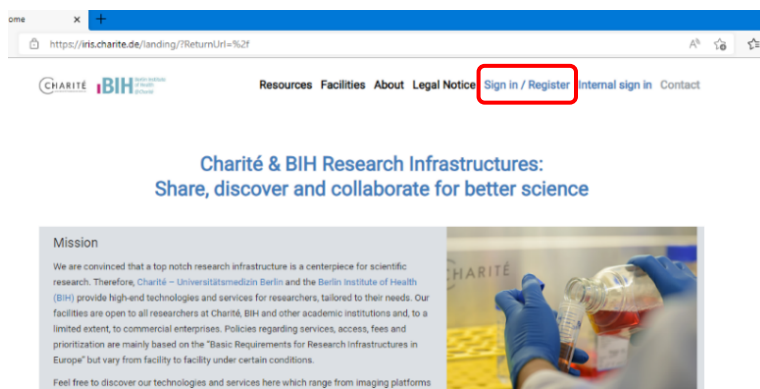
1. Sign into Open IRIS

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.



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 2-3.45pm.

Timeline Scheduler Timeline

Idea Office Any provider Any resource type

Prev week Prev day Wednesday, February 25 2026 Next day Next week

Idea office appointment Status: Online
Idea Office (Charité, BIH)
Contact: henrik.mei@charite.de, bettina.otto@charite.de
Type: Meeting Room
Comments: Please select a 15 Minute slot.
If the timeslot does not work for you please contact us (bettina.otto@charite.de and henrik.mei@charite.de)

Refresh Today List Calendar
12h 24h Day Week Month

	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00
Wed 03/04	x	x	x	x	x	x	x	ave x ave x ave x ave x	x	x	x	x
Thu 03/05	x	x	x	x	x	x	x	x	x	x	x	x
Fri 03/06	x	x	x	x	x	x	x	x	x	x	x	x
Sat 03/07	x	x	x	x	x	x	x	x	x	x	x	x
Sun 03/08	x	x	x	x	x	x	x	x	x	x	x	x
Mon 03/09	x	x	x	x	x	x	x	x	x	x	x	x
Tue 03/10	x	x	x	x	x	x	x	x	x	x	x	x

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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 henrik.mei@charite.de

For issues regarding OpenIRIS contact: openiris@charite.de