

[Instruction on how to register interest to attend on-site lectures and labs](#)

1. Log-in into <https://apps.ee.ic.ac.uk/booklect/> with college username and password
2. Click on “Add a booking” button.



Showing 0 to 0 of 0 entries

3. Book lecture and lab form
 - a. For 3rd and 4th year BEng/Meng and MSc student:
 - i. From the Module drop-down list select the lecture/lab you want to attend.

Book Lecture and Lab

User: [REDACTED]

Module High Level Programming

Date 2020-09-22

Number of booking request for 2020-09-22: 2. Room limit: 30 students

Number of booking request for 2020-09-21: 1. Room limit: 30 students

Add Booking >

- ii. When a module is selected a list of all the dates in which the concerned lecture/lab will take place, for the current and next week, will appear on the page along with information on the limit of allocation and number of students already shown interest for the concerned lecture/lab on the concerned date.
- iii. From the Date drop-down list select the date for which you want to attend the required on-site lecture/lab.
- iv. Dates can only be selected for the current and next week.
- v. Click on “Add Booking” button to submit the request.
- vi. On the dashboard the selected lecture/lab for the selected date will appear with room and timing information.
- vii. The allocation will be done on 08:59 on the day before the concerned date, till then the booking status will be “Pending”. The allocation will be done in a manner to give every student equal chance to attend lectures/labs.
- viii. At 08:59 on the day before the concerned date if you will be allocated a space the booking status will become “Allocated” and you will receive an email receipt for it.

- ix. At 08:59 on the day before the concerned date if you won't be allocated a space the booking status will become "Not-allocated" and you will receive an email receipt for it.
- x. You can cancel the booking till 14:59 on the day before the concerned date. To do so click on the "Cancel booking" button for the required lecture/lab.
- xi. If you have been allocated a space, you do not cancel the booking, and do not show up for the concerned lecture/lab you will be penalised during future allocations.
- xii. From 09:00 on the day before the concerned date till the time of the lecture/lab the allocation will be on first come first serve basis.