meeting _ by pace

Quick guide to Event-IS Online catering – the online booking system for PACE Meeting Service
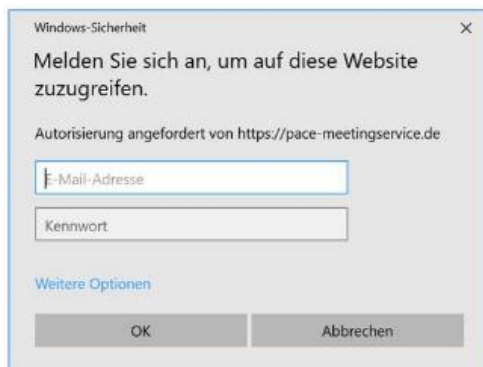
1. **Click the link**

    a. This can be found on the PACE website and on the PACE area page in moveoffice: https://pace-meetingservice.de

    b. Log in (single sign-on is required, then your log-in details are saved)
Nutzername: max. eight- digit initials (e.g. mmusterm)
Password: YOUR PC-Password
Pop-ups must be admitted

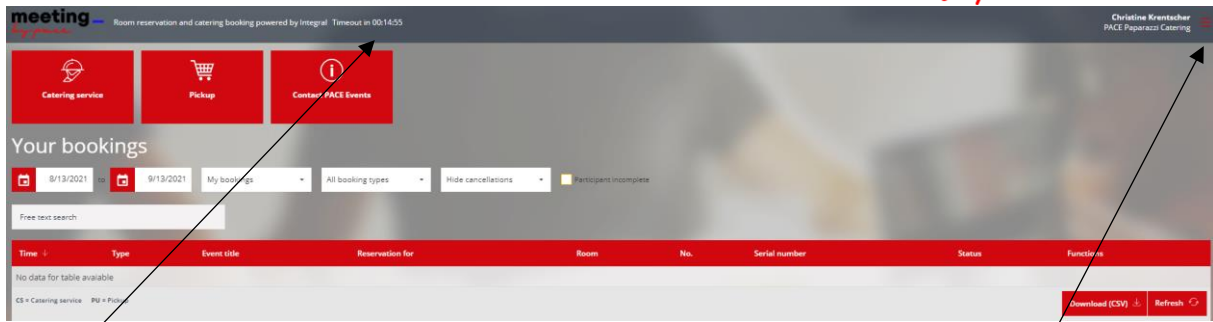   c. When you log in for the first time, you must accept the General Terms of Business.

The logon screen may look different

Anmelden
https://pace-meetingservice.de

Nutzername	ckrentsc
Passwort	....

Anmelden   Abbrechen

like this: **or that:**

Windows-Sicherheit   ✕

Melden Sie sich an, um auf diese Website zuzugreifen.

Autorisierung angefordert von https://pace-meetingservice.de

E-Mail-Adresse
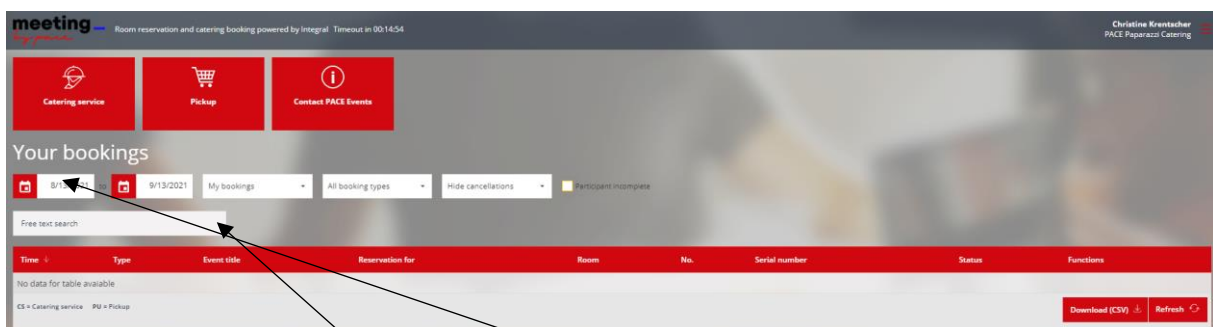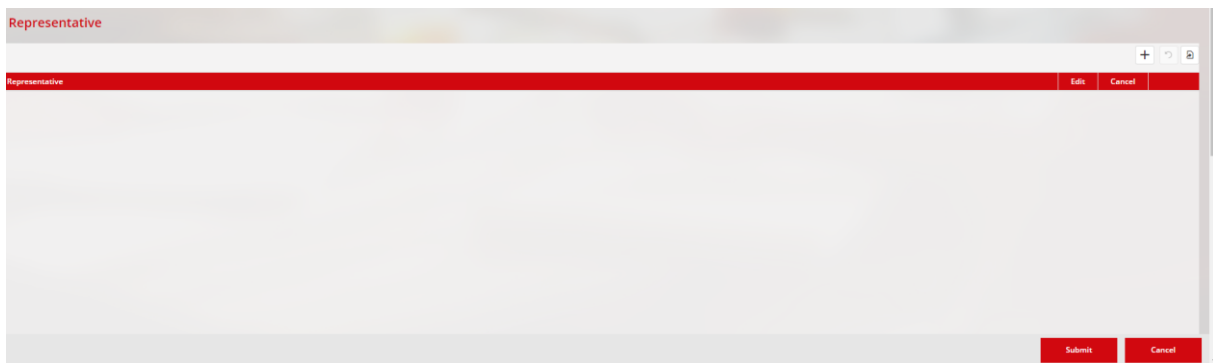
Kennwort

Weitere Optionen

OK	Abbrechen

Timeout indicator

Settings (language, user settings including representation, templates, General Terms of Business)

Representation:

Time period selection for displaying bookings

Free text field for targeted searching

Booking option icons

    a.   Display current booking

    b.   Booking balance excl. cancellation fees

    c.   Edit booking

    d.   Copy booking

    e.   Cancel booking (greyed out if the booking can no longer be cancelled)

    f.   Specification of participants (yellow – all participants have been specified in full / red – participants still need to be specified)
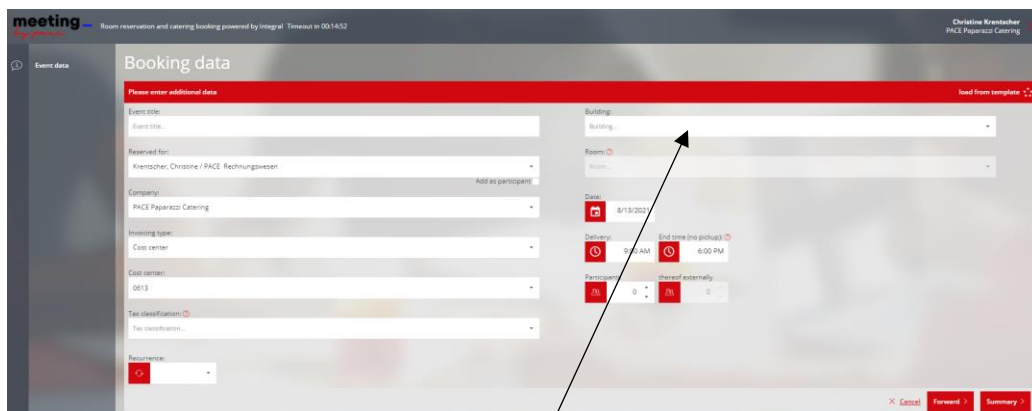
2. Booking area selection

   a. Catering service, without room reservation

   b. Pickup

   c. EVENTS BY PACE contact
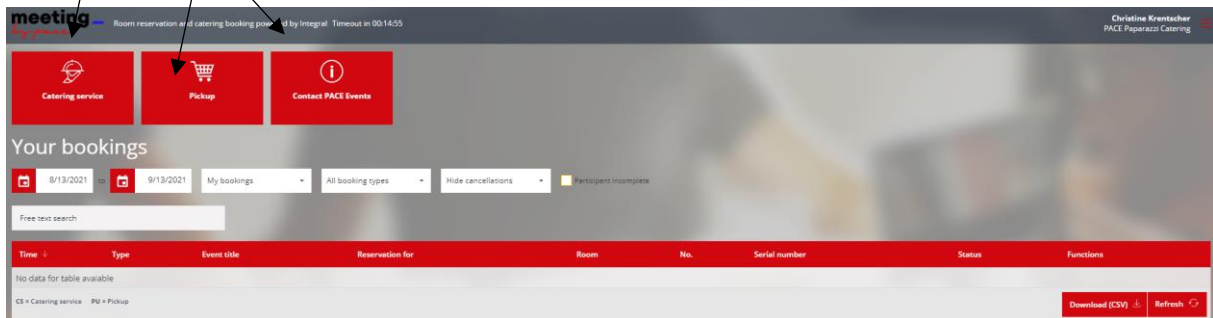
3. Complete the booking screen, including the allocation for tax purposes Catering, without room reservation:

PLEASE NOTE: The system closes automatically after 15 minutes of inactivity without saving any data.

   a. Complete all booking details.

   a. Select the building and manually enter room details under Room.

b. The allocation for tax purposes must always be completed!

c. Event participants must be specified on the next page.

Participants must be specified in full after the booking has been made and the 'Participants complete' checkbox must be checked.

Select internal participants from the dropdown menu, specify external participants manually.

d. As you continue, you can book food through the menu on the left.

e. When you have finished making the booking, click Summary to check the details you have entered and confirm the booking!
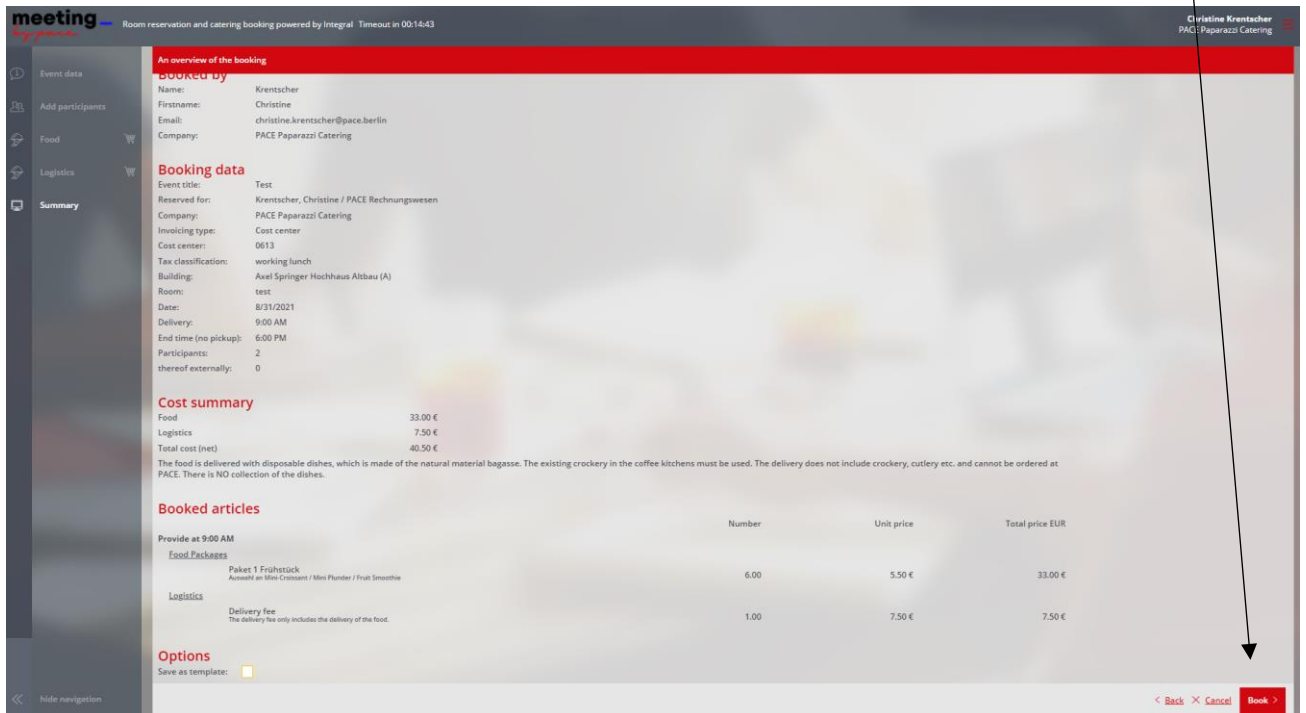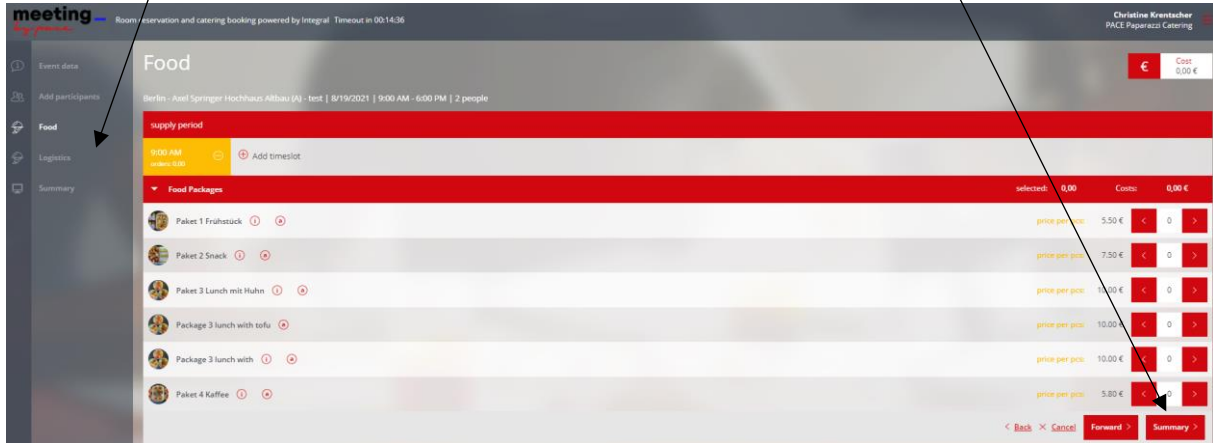
4. General tips

    a. Please take care to avoid typos when entering the cost centre or contract number, and confirm your selection.

    b. For external orders, the associated billing address must always be specified by selecting External billing address and clicking the booker name.

    c. Place for delivery – Select the correct building from the dropdown list. Please specify the room number exactly. For example: Axel Springer Skyscraper, Old Building and New Building: Building/Floor/Room number e.g. A1433 and Axel Springer New Building: Level/Department/Room number e.g. 1.f.40.1. Delivery can only be guaranteed when the details we receive are correct. Please do not indicate rooms by room names.

    d. For catering, several deliveries at different times can be entered. Note: All items must be booked for the corresponding time at which they are to be provided.

    e. The booker always receives confirmation directly by email (not 'reserved for'). The documents are all saved in the booking system.

    f. Food will be delivered on disposable tableware produced from a natural material called bagasse. As needed, crockery from the department's own kitchenette must be used. No crockery, cutlery etc. are included with the delivery and these cannot be ordered from PACE. NO collection takes place.

5. Tips on selecting the items to be ordered under the headings

a. Items that are greyed out are not available because of the time at which they are being ordered.

b. When you click the 'Summary' button, the booking can still be changed.

c. Complete the booking by clicking 'Book'. Confirmation is sent by email.

d. The booking can be cancelled and amended as specified in our General Terms of Business.

e. Invoices and receipts are provided by email after the catering event.

f. Costs are posted at the end of the month. In the case of external orders, the invoice is sent to the address indicated in the system.