

Martin Trust Center Meeting Rooms

MIT Building E40 – 1st Floor

We strongly recommend downloading and installing the Robin Employee Mobile App, available on iOS and Android:

<https://robinpowered.com/downloads>

Room Booking Policies

Rooms may be booked **up to 3 months** in advance.

- Reservations are limited to a 2-hour meeting window and can be booked:
 - o Monday – Friday, 7AM – 10PM.
- Reservations do not allow for recurring meetings. You may however book multiple single events.

How to Reserve a Room

1. You may login to the Robin platform using the “Single Sign On” option at <https://dashboard.robinpowered.com/mitsloan/>
2. Select the "Office" tab, and set your location to "Building E40 > Martin Trust Center"
3. You will now see an interactive map layout of the Trust Center floor plan.
4. By default, you'll see the space availability for the current time. You can adjust the date and time to see availability for your preferred booking time.
5. Now click on an available (green) space and click 'Book meeting' to complete your reservation details.
6. You may choose to simply book the room under your name or add your guest list by entering the email address for each guest.
7. After your booking is complete, you should expect to receive a calendar invite to your @MIT email address.

Check-in to a Meeting

When visiting the Martin Trust Center for your room reservation, we ask that guests use the iPad check-in feature to indicate you have arrived for your meeting. iPad room signs are found outside each meeting space.

Resources

- [How to book a room using the web dashboard](#)
- [How to book a room using the Mobile App](#)



Download the Robin Mobile App today!