

1. Log into CREB<sup>®</sup>Link.
2. Navigate to the Room Booking page on CREB<sup>®</sup>Link.
  - Type [creblink.com/campus](https://creblink.com/campus) in your browser address bar and scroll until you see the Room Booking option in the navigation panel at the bottom of the page; AND
  - Click **Room Booking**.

ABOUT CREB<sup>®</sup> / ADMINISTRATION & GOVERNANCE / CREB<sup>®</sup> CAMPUS

## CREB<sup>®</sup> CAMPUS



Welcome to the future of real estate excellence at the CREB<sup>®</sup> Campus – a transformative project designed to build the member community, offer collaborative spaces for client and peer connections, and reinforce the Calgary Real Estate Board's commitment to its members.

Members are welcome at the CREB<sup>®</sup> Campus, Monday to Friday, from 8:30 a.m. to 5 p.m.

**Meeting rooms and private member offices are now available to book, click [here](#) to book a room today.**

Co-work spaces are also ready for you to use, and the main floor has been transformed into a dynamic centre for member networking, professional exchanges, connecting with CREB<sup>®</sup> services, more opportunities for involvement in CREB<sup>®</sup> governance, and industry-leading training.

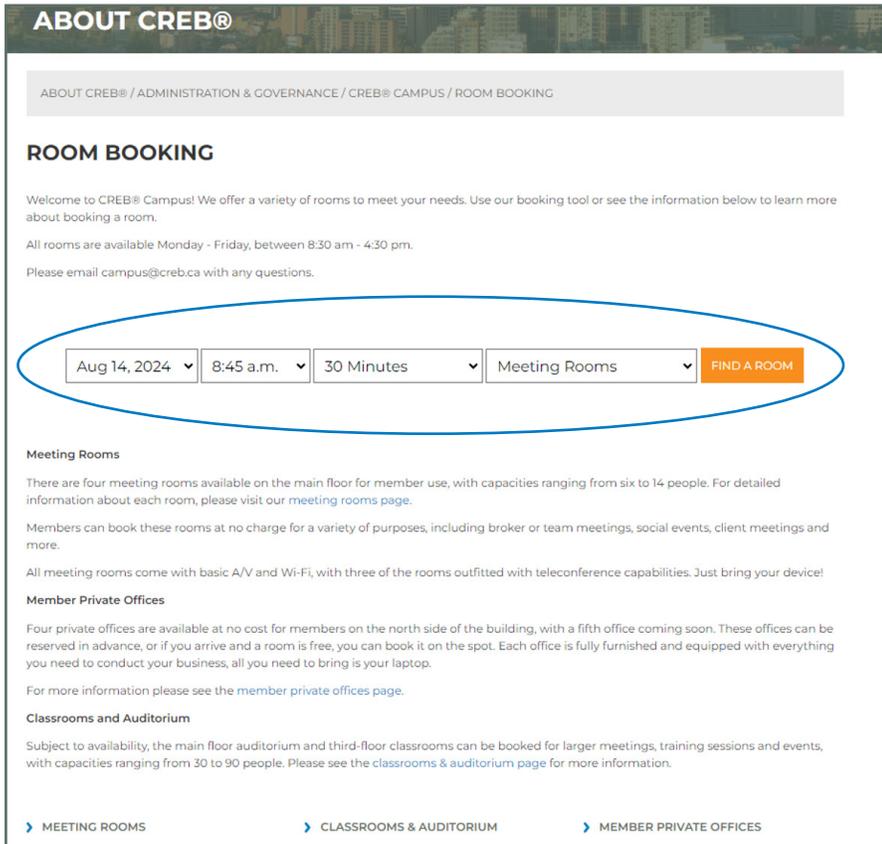
This initiative is not just a renovation; it's a strategic investment aligned with CREB<sup>®</sup>'s 2023-2025 Strategic Plan, reflecting a commitment to delivering unparalleled value to its members. For more information or if you have any questions about which amenities are up and running, email us at [campus@creb.ca](mailto:campus@creb.ca) or bookmark and check this page often!



› FAQs	› <b>ROOM BOOKING</b>	› PROJECT MILESTONES
› NEWS & UPDATES	› TELL US WHAT YOU THINK	› ASK A QUESTION

3. To book a room, either:

- Use the room finder tool available on the Room Booking page, OR



**ABOUT CREB®**

ABOUT CREB® / ADMINISTRATION & GOVERNANCE / CREB® CAMPUS / ROOM BOOKING

## ROOM BOOKING

Welcome to CREB® Campus! We offer a variety of rooms to meet your needs. Use our booking tool or see the information below to learn more about booking a room.

All rooms are available Monday - Friday, between 8:30 am - 4:30 pm.

Please email [campus@creb.ca](mailto:campus@creb.ca) with any questions.

Aug 14, 2024 ▼ 8:45 a.m. ▼ 30 Minutes ▼ Meeting Rooms ▼ **FIND A ROOM**

### Meeting Rooms

There are four meeting rooms available on the main floor for member use, with capacities ranging from six to 14 people. For detailed information about each room, please visit our [meeting rooms page](#).

Members can book these rooms at no charge for a variety of purposes, including broker or team meetings, social events, client meetings and more.

All meeting rooms come with basic A/V and Wi-Fi, with three of the rooms outfitted with teleconference capabilities. Just bring your device!

### Member Private Offices

Four private offices are available at no cost for members on the north side of the building, with a fifth office coming soon. These offices can be reserved in advance, or if you arrive and a room is free, you can book it on the spot. Each office is fully furnished and equipped with everything you need to conduct your business, all you need to bring is your laptop.

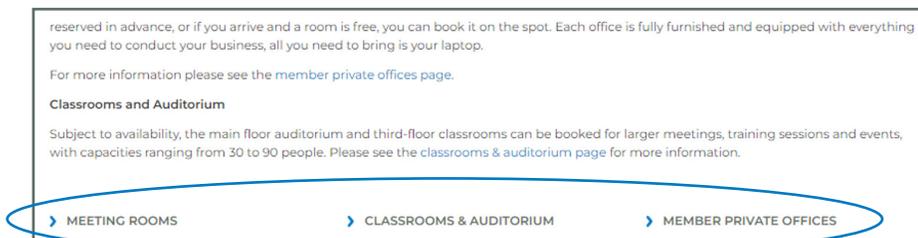
For more information please see the [member private offices page](#).

### Classrooms and Auditorium

Subject to availability, the main floor auditorium and third-floor classrooms can be booked for larger meetings, training sessions and events, with capacities ranging from 30 to 90 people. Please see the [classrooms & auditorium page](#) for more information.

› MEETING ROOMS      › CLASSROOMS & AUDITORIUM      › MEMBER PRIVATE OFFICES

- Book a room by type, using the navigation panel at the bottom of the Room Booking page.



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- Using the room finder tool on the Room Booking page, fill in your desired date, time, duration, and room type.

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Please email [campus@creb.ca](mailto:campus@creb.ca) with any questions.

Aug 14, 2024 ▾ 12:00 p.m. ▾ 30 Minutes ▾ Meeting Rooms ▾ **FIND A ROOM**



Meeting Rooms ▾

Meeting Rooms

Member Private Offices

- Click **Find a Room** to narrow your search.

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Aug 14, 2024 ▾ 12:00 p.m. ▾ 30 Minutes ▾ Meeting Rooms ▾ **FIND A ROOM**

6. The available meeting rooms (or private offices) and times will populate the form.

**Meeting Room 1**  
Meeting Room 1, situated on the south side of the building, is our largest meeting room and can accommodate up to 14 people.  
Please note: The meeting name you enter will be displayed on screens throughout the Campus.

Meeting Name:

9:30 A.M. 9:45 A.M. 12:45 P.M. 1:00 P.M. 1:15 P.M.

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**Meeting Room 2**  
Meeting Room 2, situated in the south east corner of the building can accommodate up to 6 people.  
Please note: The title of your meeting will be displayed on screens throughout the campus.

Meeting Name:

12:15 P.M. 12:30 P.M. 12:45 P.M. 1:00 P.M. 1:15 P.M.

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**Meeting Room 3**  
Meeting Room 3, situated in the south side of the building, just past the glass doors, can accommodate up to 6 people.  
Please note: The title of your meeting will be displayed on screens throughout the campus.

Meeting Name:

9:30 A.M. 9:45 A.M. 10:00 A.M. 10:15 A.M. 10:30 A.M.

7. Select the room you wish to book by entering your Meeting Name and selecting your desired time slot.

**Meeting Room 3**  
Meeting Room 3, situated in the south side of the building, just past the glass doors, can accommodate up to 6 people.  
Please note: The title of your meeting will be displayed on screens throughout the campus.

Meeting Name:

12:00 P.M. 12:15 P.M. 12:30 P.M. 12:45 P.M. 1:00 P.M.

OR

**Private Office 1**  
Please note: The meeting name you enter will be displayed on screens throughout the Campus

Meeting Name:

11:15 A.M. 11:30 A.M. 11:45 A.M. 12:00 P.M. 12:15 P.M.

**IMPORTANT:** The meeting name you select, along with your name, will be displayed on the CREB<sup>®</sup> Campus screens throughout the building.

**\*\*Please ensure that your Meeting Name is professional.**

8. If a private office or meeting room has been fully booked for the day, you will see the following warning message:

**Meeting Room 4**  
Can accommodate up to 8 people; located across from the Member Support desk.

Please note: The meeting name you enter will be displayed on screens throughout the Campus; this room does not have teleconferencing capabilities.

Meeting Name:

There are no timeslots available for the selected date.

9. Verify the information is correct and click **Book Room** to finalize your order.

**MEETING ROOMS**

Do you want to book Meeting Room 1 on September 4 at 12:00 p.m. for 60 minutes?  
Your meeting will show up as . . . . . Test Meeting - CREB<sup>®</sup> Training<sup>®</sup> on the screens around the CREB<sup>®</sup> building.

**BOOK ROOM**

10. You will receive a confirmation message when your request is submitted.

**MEETING ROOMS**

**You have booked Meeting Room 2 on September 4 at 12:00 p.m. for 60 minutes**  
To cancel your booking click [here](#).

- Additionally, you will receive an email confirmation with a calendar invite for your booked meeting room. **Please verify that you received this email.**
    - **If you don't see the email confirmation in your inbox, check your junk folder.**
11. For room bookings that have NOT been accepted, complete steps 1 to 9 again.
12. To cancel your room booking, either:
- Use the cancellation link at the bottom of the registration page:
    - **Please note that this page will only be available immediately after your room booking.**
  - Or, click the cancellation button in your confirmation email.
  - You can also contact CREB<sup>®</sup> Member Support at [info@creb.ca](mailto:info@creb.ca) for help cancelling their room booking.

**For any inquiries on booking spaces not available on CREB<sup>®</sup>Link,  
please email [campus@creb.ca](mailto:campus@creb.ca)**