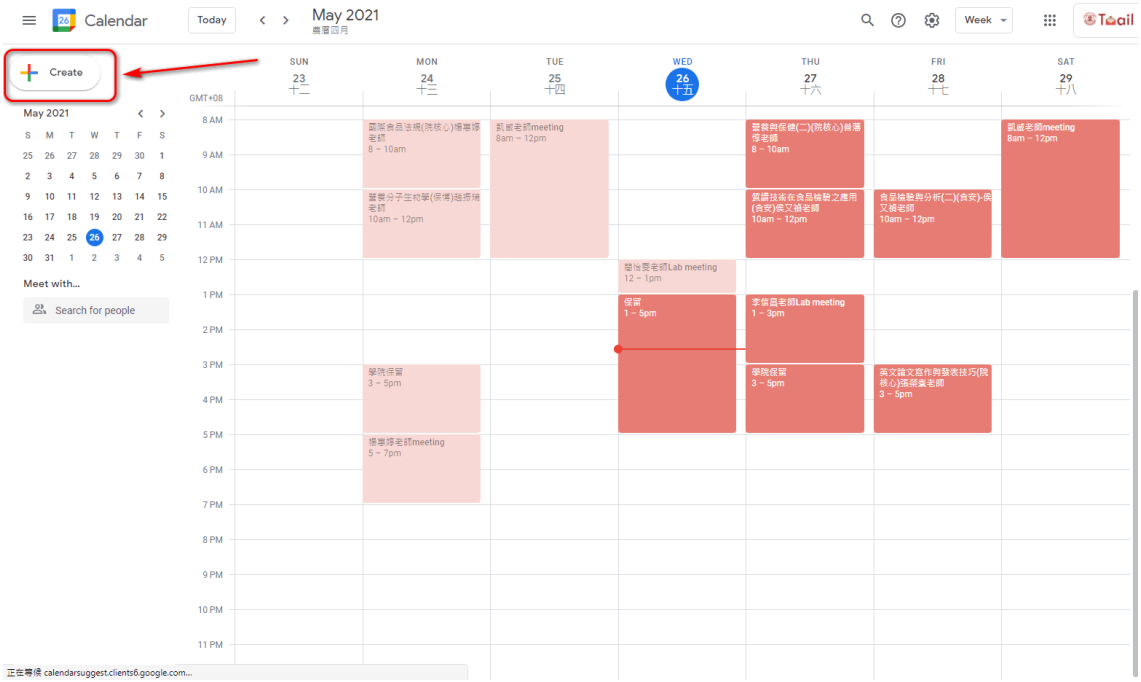
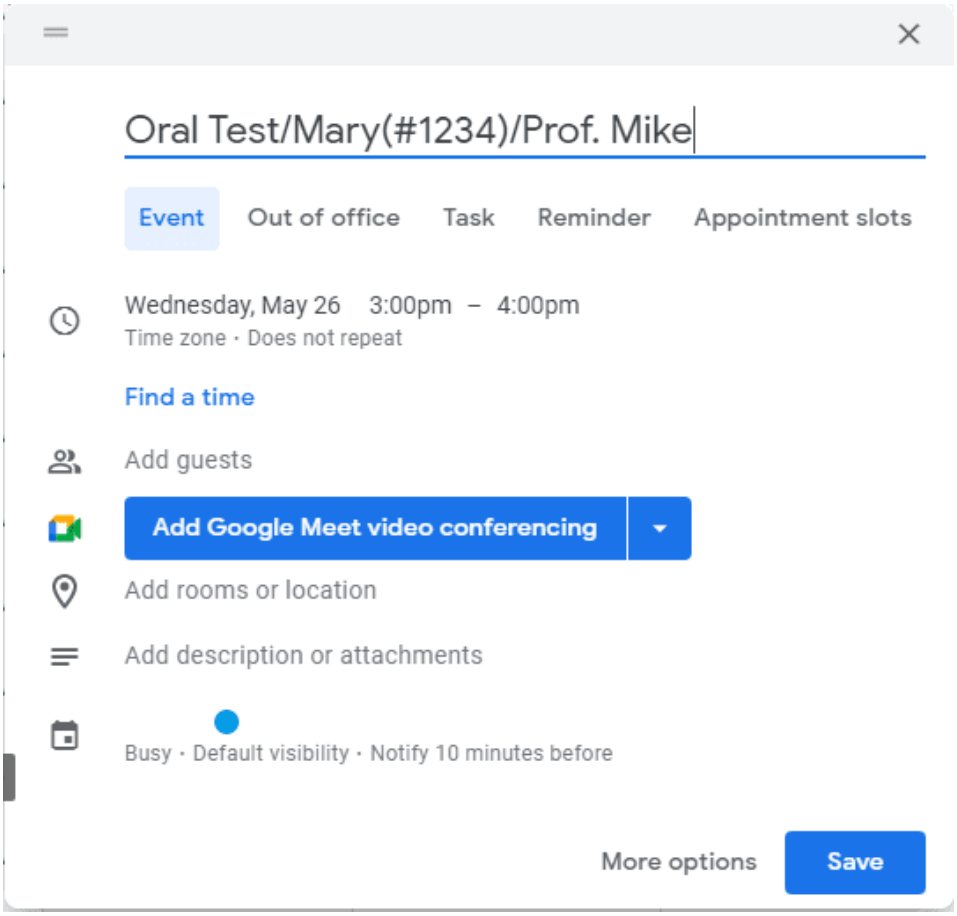
Due to administrative staff work in shifts recently, if you'd like to book the meeting room on 1st floor, please follow the instruction below:

1. Check the booking situation on the bottom of College of Nutrition Official Website's home page.

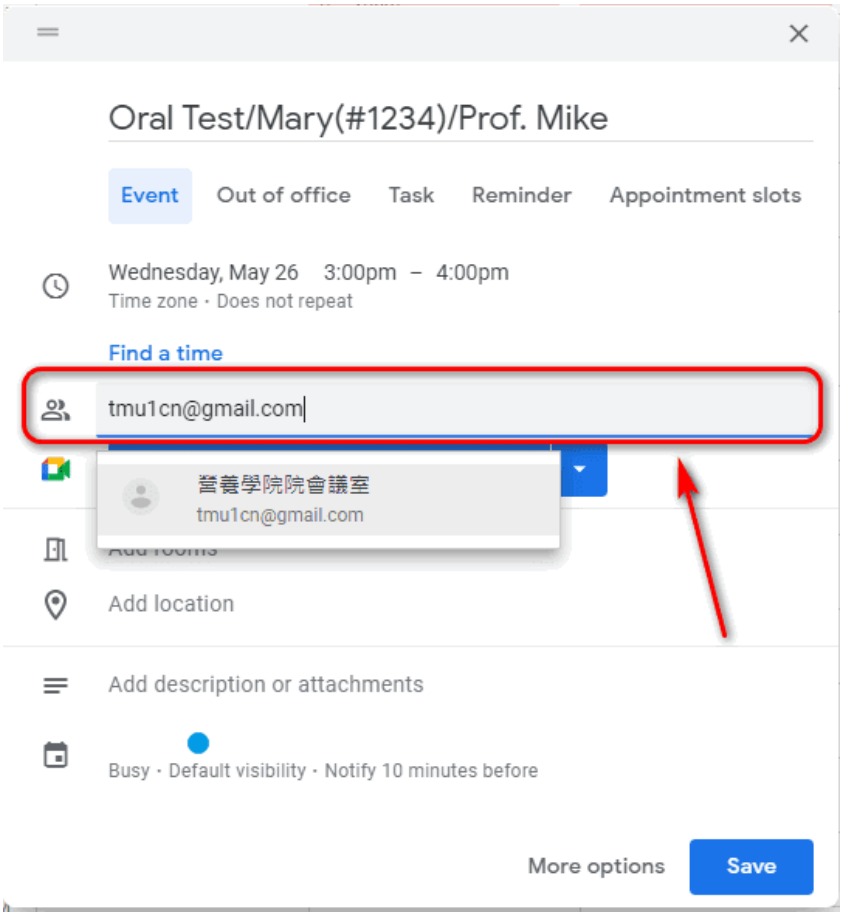
2. **Log into google calendar with TMU account** and create event.



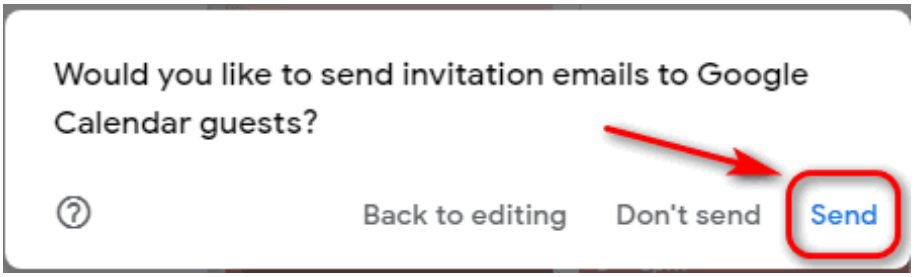
3. Please use the following content to name the event: **"Purpose/ you name and contact phone no. /instructor or your advisor"**
(Ex：Master thesis defense/Mary(#1234)/Prof. Mike)

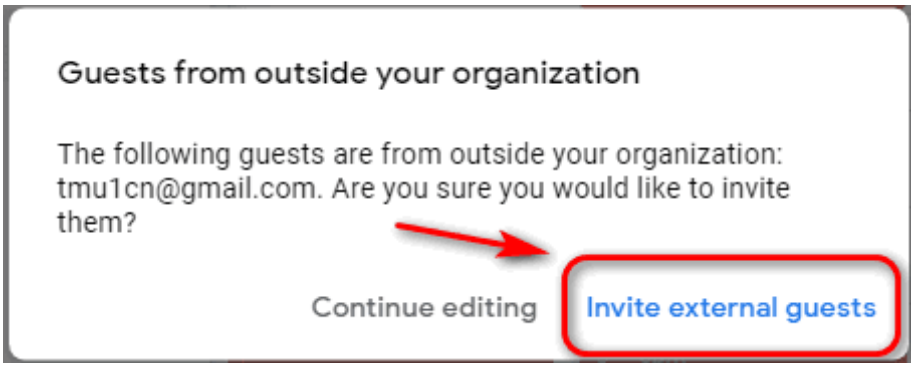


4. Enter **tmu1cn@gmail.com** into 「**Add guests**」 then press Enter key



5. Then click 「**Save**」→「**Send**」→「**Invite external guests**」 to finish the booking procedures.





If you have any questions, please feel free to contact us at cn@tmu.edu.tw, thank you.