

ROOM AVAILABILITY

Reserve a room <https://scancal.psy.univie.ac.at/login.php?>

- Ask your colleagues for the UserID and PW (**ID**: XXX **PW**: XXX)
- Check if your room is free. Select the room you need under “Category”. For example, “**EEG Auswerteraum**”. Else it will show you reservations for ALL rooms (default)

July 13, 2026 - July 19, 2026 (Week 29)
scan user

Category: EEG Auswerteraum ▼

Wed Jul 15	Thu Jul 16	Fri Jul 17	Sat Jul 18	Sun Jul 19

- Click on any cell two times and fill out the following fields
 - Brief Description: Name of your study
 - Full Description: Add your email address in case there are any questions or if someone urgently needs to use the room at the same time as you.
 - Category: which room you want to book! The most important step! Don't forget to save.

Edit Categories

×

Available categories:

EEG Labor 1*
EEG Labor 2*
EEG Labor Keller*
EEG Labor Keller Vorraum*
ePrime-Rechner*
Eyetracker-Camera*
G-Tech-Amp*
Lichtsensur Hand*
NeuroPrax-Amp*

Selected categories:

EEG Auswerteraum* ▲ ▼ ×

- Location: In case you want to provide more info.
- Date
- Type

- vii. Time. To be on the safe side, book a longer session (+30 min buffer before and after the session)

Save

Scheduling Conflict: The program will show a “conflict message” if there are studies running at the same time in one of the 15 other lab locations. To be on the safe side, check which room the conflicting study is running in (click on it). However, you can usually ignore it safely.

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Scheduling Conflict

Your suggested time of **08:00-10:00** conflicts with the following existing calendar entries:

- scan user: Dopamine Study (08:30-18:00) on Wed, July 15, 2026

Recheck if saved

July 13, 2026 - July 19, 2026 (Week 29)
scan user

Category:

Wed Jul 15	Thu Jul 16	Fri Jul 17
08:00» SOD Study		

View this event

Time:
08:00-10:00

Description:
ekaterina.pronizius@univie.ac.at