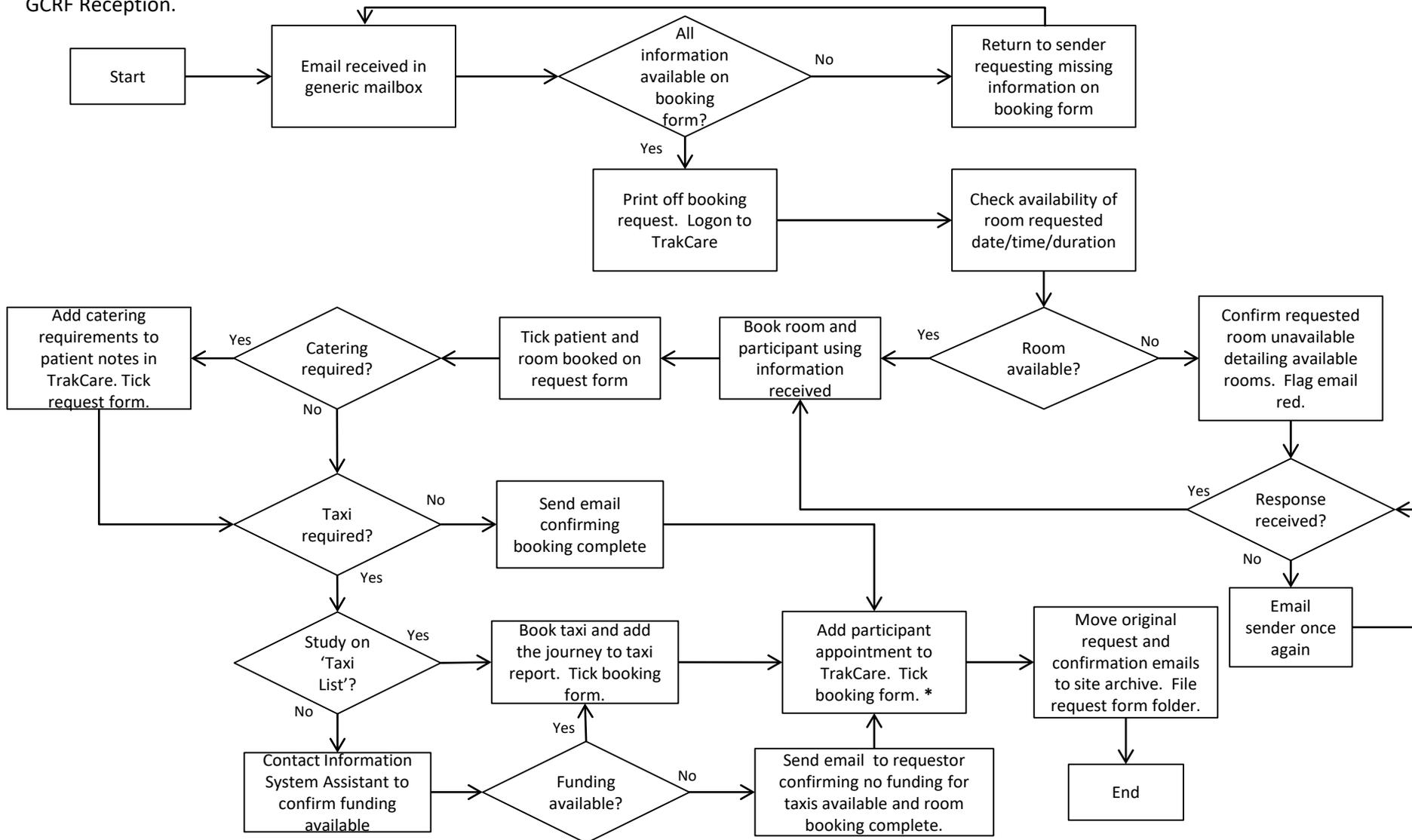


Guideline number	57.004B	Version	3.0
Title	GCRF Room Booking		

All research participant bookings and general room bookings are sent to GCRF generic mailbox (Glasgow.crf@ggc.scot.nhs.uk) using the relevant email template with the GCRF site recorded in the subject bar. The generic mailbox is frequently checked and dealt with following this process by GCRF Reception.



* Project Assistants covering reception duties will pass on details of participant appointments to be recorded to TrakCare to GCRF Receptionists.

