

## Preview Room Book My Slot Instructions

Thank you for your interest in using Book My Slot service. We are delighted to assist you in securing a slot for your presentation. To ensure a smooth booking process, please follow the instructions outlined below:

### 1. Access our Booking System:

- Click on the link provided: [[https://indiavalves.org/preview\\_bookslots.php](https://indiavalves.org/preview_bookslots.php)]
- Enter your email ID and click submit.
- You will be redirected to your Scientific Commitments for all days.
- If you are a speaker, you can reserve your slot for the Preview Room by clicking on the BookMySlot tab.
- You will be redirected to the booking page.

### 2. Select the desired slot.

- Choose Date and Time
- Once you have selected the Day, you will be presented with a screen displaying available time slots.
- Next, choose the time slot that suits you best. If multiple time slots are available, select the one that matches your preference.

### 3. Booking Confirmation:

- After completing the booking process, you will receive a confirmation email with the details of your reservation.
- Keep this email for future reference as we will send your username and password for future login.
- Please note that availability of slots may vary based on demand, so we recommend booking in advance to secure your desired time and date.

If you encounter any issues during the booking process or have any questions, feel free to reach out to our Preview support team at the Preview Room.

Thank you for choosing our booking service. We look forward to serving you and ensuring a memorable experience.

Best Regards,

Team ProMax