Bookable Desk – User Guide
784 Memorial Drive

Step 1: Make a reservation

Reserve your desk for the day using the Robin Desks tool. Go to https://robinpowered.com/desks/ and sign in using your Harvard credentials. The organization is “HUIT.” You can also download the Robin app on your smartphone. Click on Desks once you are signed in and reserve the space that’s right for you. Each desk may have different peripheral options so make sure to choose the amenities that work best for you. Please note that reservations are limited to a duration of 24 hrs.

Step 2: Store your items

Day-lockers are available for use on the 2nd floor within the Touchdown & Flex space. If you are interested in more permanent storage options, please reach out to the HUIT Administrative Operations team to request access to long-term lockers.

Step 3: Get to know 784 Memorial

For a helpful overview of the space, check out the Guide to Working at 784. More specifics on the shuttle schedules, conference/huddle rooms, and parking can be found on the HUIT Workspace Information page. For on-site support, please reach out to Julie DiMilla (5-3200).

Step 4: Clean up for the day

Please do your part to prepare the desk for the next user. This includes taking all your belongings, throwing out any trash, and wiping down the work surface.

Step 5: Book your next workspace

We encourage you to book your workstations before coming to work to make sure there is no conflict over seats. Reservations are limited to no more than one full day, but you can select a seat ahead of time if you know you will be working at 784 on a particular day.

For any questions, please reach out to the Administrative Operations Team at HUIT_AdminOps@harvard.edu