

# Viewing space

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# Booking the viewing space

Above the door of the viewing space you'll find a small screen that displays the booking information for today.



You can make a reservation using our "Viewing booker" Slack bot. Sending `/viewing book` in any Slack channel will cause this pop-up to appear:



## Viewing booker



Hi! Fill in the following information to book the viewing room.

### When will your booking start?



Select a date



Time



Time zone: Amsterdam, Berlin,  
Bern, Rome, Stockholm, Vienna

### Select your booking duration

Select an item



### Write a short description

Write something

Cancel

Book

Enter the required information, hit "Book" and your reservation will appear on the little screen. You can remove your booking with `/viewing unbook` and you can see all other reservations with `/viewing bookings`.

# Using the projector

# Hosting a ShotGrid review session

Our ShotGrid versions can be easily viewed in our viewing room using a program called RV. RV allows you to play our high fidelity EXR publishes in real-time. You can also use it to write notes and it comes with some color operations for tech checking. You should probably prepare a ShotGrid playlist before you invite directors and producers over to look at your work. You can find a guide on that [here](#).

Here's a step by step plan on getting your publishes to show up on our big review screen:

1. Open RV from the Windows start menu.
2. Our "vfxim\_student" ShotGrid account should already be logged in, feel free to log in with your own account if that's not the case.
3. Open the ShotGrid browser (Ctrl+B). Here you can search for versions of your shots to review. It's handy to use the playlist you've made beforehand so you don't have to dig through all the versions.
4. Browse to your shot and open it. You can switch between the ProRes render and the EXR frames by setting the dropdown menu at the bottom right of the viewport to "Movie" or "Frames." Pay attention to your colorspace settings!
5. Enable presentation mode (Ctrl+P), which plays the footage via the DeckLink card and allows you to view your shots on the big screen. Don't forget to set the projector input to HDMI-1.
6. You can make annotations directly in RV, or in the browser by going to the ShotGrid website, navigating to Apps > Review Notes, and selecting the correct playlist. You can also just go to the shots via the ShotGrid website and make annotations there.