



Title	Event Services Reservation Procedures & Event Planning Guide for Registered Student Organizations (RSO) and GT Departments & Colleges
Responsible Office	Student and Campus Event Centers
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Event Services Reservation Procedures for Student Center, Exhibition Hall, & Academy of Medicine: Registered Student Organizations and GT Departments & Colleges

Requesting Space

Space in the John Lewis Student Center and Stamps Commons (Student Center), Exhibition Hall, and Historic Academy of Medicine (Academy of Medicine) are available for reservations one year in advance to Registered Student Organizations (RSO), Georgia Tech (GT) Departments and Colleges, and External Clients. Reservations are confirmed on a first-come, first-served basis. In accordance with the [Georgia Tech Procedures for the Use of Facilities & Spaces](#), in the event that multiple requests conflict, the following order of precedence shall govern:

- a. Academic instruction;
- b. Institute-sponsored activities, events, and programs;
- c. Recognized student organizations' activities, events, and programs;
- d. Student activities, events, and programs;
- e. All other campus community activities, events, and programs; and
- f. Non-campus community member activities, events and programs.

If the occasion arises when an Institute-sponsored activity, event or program (including instruction) needs to utilize an already scheduled space, the Institute event or activity takes precedence. Event services will work with the sponsors or organizers of the displaced activity to find suitable alternative locations and times.

An event request submission does not guarantee that the room is available for the date and time you requested. Reservations must be made online via [GT Events](#). Event requests are processed during normal business hours, which are Monday – Friday, between 8 a.m. and 5 p.m. You will receive a response from the Event Services team responding to your request for space within three (3) business days. Please read your reservation response thoroughly, as all requested space and/or equipment may not be confirmed. Your meeting or event is not confirmed until the status of the reservation is listed as “confirmed” in GT Events. Please do not announce or publicize any event until your event has been confirmed.

Booking Rules

Meeting spaces within the Student Center and Exhibition Hall can be requested in GT Events up to 48 hours in advance for GT Departments & Colleges, and 72 hours in advance for RSOs. These spaces can be found on the “Event Space Request – Dept. & Colleges”, and “Event Space Request – RSO” reservation templates in GT Events.

Special use spaces (Student Center Atlantic Theater and Cypress Theater, Exhibition Hall Midtown, and Academy of Medicine) can be requested in GT Events up to three (3) weeks in advance for GT Departments & Colleges and RSOs. These spaces can be found on the “Special Event Space Request – RSO, Dept. & Colleges” reservation template in GT Events.



Fixed boardrooms (**Student Center:** Denning, Juniper, and Krog, and **Exhibition Hall:** Cabbagetown) can be requested in GT Events for immediate reservations for GT Departments & Colleges. These spaces can be found on the “Instant Reservations” reservation template in GT Events.

Wait List

If the space is not available, you may choose to remain on the wait list for the requested reservation. You will receive confirmation of your wait list status from the Event Services team, who will contact you if the space becomes available. It is recommended that groups on the wait list seek alternative space for their event. Groups on the wait list may not directly communicate with other groups to trade or share dates. All event details must be coordinated directly through the Event Services team.

Institute-Level Event Exceptions

Institute-Level Events are defined as events that benefit the mission of the Institute; Promote the recruitment and/or retention efforts of the Institute; And are open to the general campus community. Institute-Level Event Exceptions may reserve space in the Student Center, Exhibition Hall, and Academy of Medicine facilities more than one year in advance. A maximum of two (2) dates can be held for the same event at any given time. Once the event date is finalized, the group must cancel the hold on any spaces that will not be used. Event dates must be confirmed at least four (4) months in advance, or the dates will be released to wait-listed events. Reservation requests will not be processed for groups that have past-due payments owed to SCEC.

Groups wishing for an event to be considered as an Institute-Level Event may apply via [this form](#) to reserve space more than one year in advance. Relationships will be evaluated bi-annually for an effective date of January 1 and July 1.

Event Co-Sponsorship

Co-sponsored events are organized/presented by a RSO or GT Departments & Colleges (Institute entity) collaboratively with an external entity. The Institute entity will plan the event, remain liable for all parties during the event, and provide the funding necessary for the event.

If an external organization is hosting an event on campus and takes responsibility for event planning, guest liability, and/or funding for the event, with an Institute entity invited to “co-host”, this will be considered a fully external event. In such cases, external rates and procedures will apply.

Fronting

Institute entities may not reserve space or equipment for, or on the behalf of, an external entity, or for a personal event. This behavior constitutes fronting and is not permitted. Fronting is when a GT entity makes a reservation for an external entity, or for a personal event, with no authentic connection to their department/college/RSO mission. If fronting is discovered, standard/off-campus space and equipment rental rates and procedures will apply, and future reservation privileges will be impacted.

Exclusions

Exceptions to these guidelines are considered through the Student Engagement and Well-Being (SEWB) and Arts, Belonging, & Community (ABC) Leadership for approval.



Event Categories

To ensure the success of any event, the Event Services team has implemented a category structure that indicates the minimum amount of time needed to process an event. While reservation requests through GT Events can be made outside of this timeline, they may be denied based on the event category. Additionally, event planners who are unresponsive within the category's deadline fall at risk of their event being cancelled.

<i>Event Description</i>	<i>Timeline & Deadlines</i>	<i>Event Examples</i>
Major Event		
Any event with: <ul style="list-style-type: none"> • Minors/youth in attendance • Changes to facility hours • Overnight rental • Full facility rentals • Organized by an external client 	6 Weeks Lead Time	<ul style="list-style-type: none"> • Hackathon • Large Conferences • Co-sponsored Events • External Events
Large Event		
Any event with: <ul style="list-style-type: none"> • GTPD needed • Fire Safety Office approvals • External/third-party vendor approvals • Tech Catering and/or catering exemptions • Event Audio Visual (not including use of built-in projector and sound in meeting room spaces) • Multiple spaces • Campus Tickets 	4 Weeks Lead Time	<ul style="list-style-type: none"> • Conferences • Co-sponsored Events • Outdoor Carnivals • Recurring Meetings/Events • Banquets
Standard Event/Meeting		
Any event with: <ul style="list-style-type: none"> • Facilities & Landscape requests • GT Staging requests • SCEC Operations requests 	2-3 Weeks Lead Time	<ul style="list-style-type: none"> • RSO Meetings • Department Meetings • Outdoor events • External/Vendor table requests
Simple Meeting		
<ul style="list-style-type: none"> • Utilizing a standardized set-up or fixed set-up space 	72 Hour Lead Time	<ul style="list-style-type: none"> • Classroom use • RSO Meetings • Department Meetings • Tabling Requests



Logistics Meeting

To ensure the success of a large event, all large events, conferences, and special events will require a logistics meeting prior to the event. In addition, all events in the Exhibition Hall Midtown Ballroom, Student Center Walter G. Ehmer Theater, Student Center Cypress Theater, or Academy of Medicine will require a logistics meeting beforehand. Smaller meetings and events may also require a logistics meeting at the Event Services team's discretion. Event planners who fail to set up a logistics meeting or are unresponsive to the Event Services team's request to set up a logistics meeting will risk having their event cancelled.

Reservation Fees

Facility Rental Rates

In most cases, RSO and GT Departments & Colleges may use the Student Center and Exhibition Hall spaces at no charge. Room charges will apply to RSO and GT Departments & Colleges on two occasions:

- RSO and GT Departments & Colleges charging admission or collecting fees (to attendees or vendors) for an event. Events for the sole purpose of fundraising for a RSO are included.
- RSO and GT Departments & Colleges co-sponsoring with an off-campus organization. RSO who are directly affiliated with an off-campus organization are excluded if the event/meeting directly relates to the mission of the RSO.

All RSO and GT Departments & Colleges will be subject to room reservation rates at the Academy of Medicine.

Equipment Rates

The Event Services team offers a wide array of equipment that RSO and GT Departments & Colleges may request as part of their facility reservation. Available equipment and rates can be found on the event services [website](#). Equipment is subject to availability and should be requested prior to the event. Rates listed on the website are always assessed for RSO and GT Departments & Colleges.

Staffing Rates

The Student and Campus Event Centers team provides on-site staff for assistance with your event at no cost to the group. These Operations and Event staff can assist with room access, trouble-shooting AV issues, and/or assist with changes to set-up or equipment. A phone number to reach the on-site staff will be provided on your final confirmation and listed outside of each reservable space.

Groups wishing for personal attention for their event may also request a dedicated staff member for an additional fee. Requests for dedicated staff must be received at least two (2) weeks before the event and are subject to availability. More information about fees and services can be found on the event services [website](#).

Reduced Set-Up Window

Each space has a designated set-up window between events for the Operations team to properly set for the next event. Requests to reduce the set-up window will incur additional fees at the rate of \$75 per hour (minimum of one hour charge and subject to staffing availability). Multiple set-up changes during a reservation will also incur reduced set-up window fees. Reduced set-up window fees always apply for RSO and GT Departments & Colleges.

Overnight Storage

RSO and GT Departments & Colleges may request to store items in their reserved location(s) for either



the day before or day after their event (this is inclusive of equipment from third-party vendors). Approval is based on space availability; the group should include the additional date for storage in their initial reservation request. Overnight storage fees apply to all groups. The overnight storage fee is assessed once per night, regardless of the amount of space being utilized for overnight storage.

Green Room Fee (Exhibition Hall)

The Green Room in the Exhibition Hall is available for reservations with events in the Midtown space. This space is not available on GT Events but can be requested to be added to your existing reservation in the Midtown space by email to SCreservations@stucen.gatech.edu. The flat daily rate for the Green Room applies to all groups.

Payment

RSO and GT Departments & Colleges will receive a finalized invoice for their event after the event concludes. The Event Services team generates and sends invoices bi-weekly and RSO and GT Departments & College are responsible for submitting payment within 30 days after the invoice is received.

Payments are accepted in the form of Departmental Worktag, Credit Card via Online Payment Portal, Business or Certified Check, or Money Order. RSOs who are utilizing Buzzfunds or SOFO Funds to pay for their event are responsible for ensuring the correct payment information is provided to the Event Services team.

Future reservation privileges will be impacted for groups with past-due balances for events.

- **61-90 days past due:** A reservation hold will be placed on your account, preventing your RSO or GT Departments & Colleges from making new reservations.
- **91 days or more past due:** A reservation hold will be placed on your account and all existing reservations will be cancelled.

Hold Policy

RSO and GT Departments & Colleges are permitted to hold space on multiple dates for the same event while finalizing event details. The maximum number of dates that can be held for the same event at a time is two (2). The Event Services team will reach out to groups before any spaces are released. Once the event date is finalized, the group is responsible for cancelling the holds placed on spaces that will not be used. Event dates must be confirmed at least four (4) months in advance, or the dates will be released to wait-listed events.

To maintain good stewardship of limited campus spaces, multi-day holds for setup and teardown will generally not be permitted. This includes holding spaces the day before and/or after the event for set-up and teardown. Such requests will be approved on a case-by-case basis, considering other space requests. Event planners should plan for an efficient setup and teardown process, inclusive of coordination with outside vendors.

Rain Plan

Space(s) held for back-up to an outside event as a rain plan must notify the Event Services team at least 48 hours in advance from the start of the event. Rain plan events scheduled for Mondays must notify the Event Services team by Friday at noon to confirm use of the space or cancel the space reservation. Notification must either confirm use of the space or cancel the space reservation. Rain plan events will remain in the "Rain Plan" status until notification is received by the Event Services team.

When making the space request in GT Events, these spaces must be designated clearly by placing "Rain Plan" in the event name.



Special Use Spaces

The following spaces are considered "Special Use Spaces": **Student Center:** Walter G. Ehmer Theater, Cypress Theater; **Exhibition Hall:** Midtown spaces; **Academy of Medicine.** Activities in these spaces should be distinctive in nature; typical recurring meetings will not be confirmed in these locations. All events in Special Use Spaces will require a logistics meeting prior to the event.

Wait-List for Special Use Spaces

RSO and GT Departments & Colleges wishing to use special use spaces for typical recurring meetings can remain on the wait list. If the space is available three (3) weeks in advance, the Event Services team will confirm the event on a week-by-week basis. It is recommended that groups seek alternative spaces for their weekly meetings.

Room Changes

The Event Services team reserves, at its sole discretion, the right to relocate an event to a space similar in size and layout. This right will only be exercised in emergency or extreme situations after other options have been exhausted and after consultation with the reserving/affected group. Groups are not permitted to change their reserved spaces with other groups without approval from their designated Event Reservation Coordinator.

Using External Vendors

RSO and GT Departments & Colleges may decide to work with external/third-party vendors to supply equipment and/or services for their event. It is the responsibility of the RSO or GT Departments & Colleges to ensure the external vendor is compliant to conduct business on Georgia Tech's campus. A valid business license and certificate of insurance is required for all external vendors conducting business on Georgia Tech's campus. These documents should be submitted through this [form](#) at least two (2) weeks in advance of the event. Failure to disclose the use of external vendors or supply the appropriate documentation in a timely manner may result in Event Services cancelling or rescheduling the event to a later date.

Cancellations

Meeting Rooms, Table Spaces, and Off-Site Equipment Rentals

Cancellations must be received online via GT Events or in writing by emailing SCreservations@stucen.gatech.edu at least three (3) business days prior to the scheduled event to allow for rebooking of the space. Failure to cancel a reservation will result in a "no-show" violation. All room, equipment, and labor fees apply for no-shows. A late cancellation is preferred over a no-show. Instant Reservable spaces are not included in the cancellation policy.

Special Use Spaces

Cancellations must be received online via GT Events or in writing by emailing SCreservations@stucen.gatech.edu at least five (5) business days prior to the scheduled event to allow for rebooking of the space.

Late Cancellations

Late cancellation violations are listed below and reset yearly on the first day of the fall academic semester. A late cancellation is preferred over a no-show.

1st Violation	Warning of the policy violation to the event contact via email.
2nd Violation	Email notification of the policy violation to the event contact. All room, equipment, and labor fees apply.



3rd Violation	<p>Email notification of the policy violation to the event contact. All room, equipment, and labor fees apply.</p> <p>All future bookings by the group in SCEC-managed space reservations will be cancelled.</p> <p>Reservations will not be permitted for six (6) months starting from the 3rd policy violation date.</p>
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No-Show

A group is considered a "no-show" for an event if Operations staff visit the space two (2) times during the reserved event time and find no one in the space. Failure to cancel a reservation in a meeting room will result in a no-show violation. No-show violation penalties are listed below and reset yearly on the first day of the fall semester.

1st & 2nd No-Show	Email notification of the policy violation to the event contact. All room, equipment, and labor fees apply for no-shows.
3rd No-Show	<p>Email notification of the policy violation to the event contact. All room, equipment, and labor fees apply.</p> <p>All future bookings by the group in SCEC-managed space reservations will be cancelled.</p> <p>Reservations will not be permitted for six (6) months starting from the 3rd no-show violation date.</p>

Appeals Process

Groups who wish to appeal a no-show violation must do so to the Event Services team at SCreservations@stucen.gatech.edu within three (3) business days from the notification for violation.

Terms of Use

By utilizing campus space for a reservation, the responsible party agrees to abide by all applicable laws and Georgia Tech regulations, including those listed at <https://studentcenter.gatech.edu/policies>. The responsible party (listed as the 1st contact on the event confirmation) must ensure all involved comply with these laws and regulations.

The responsible party must not use the premises for any improper purposes. The event must be conducted safely in the reserved space. If SCEC Operations and Event Services find the event hazardous or unsafe, they will notify the responsible party and allow time to address the issue. Failure to resolve the issue may result in immediate termination of the event.

Additionally, failure to comply with any applicable laws and Georgia Tech regulations may result in liability for additional charges or other consequences, including but not limited to suspension of reservation privileges or Institute disciplinary action.



Event Planning Guide

Please adhere to this planning guide to ensure your indoor event at the Student Center, Exhibition Hall, or Academy of Medicine is properly aligned for final approval by the Event Services team.

Submitting a Reservation Request

Secure an event space through [GT Events](#). More information on how to book these spaces can be found [here](#).

- If you do not have access to make a reservation for your GT Department/College, please submit a ticket via [Service Now](#).
- If you do not have access to make a reservation for your RSO, please follow these instructions [here](#).

Reservations will only be approved for RSO and GT Departments & Colleges use only. If you would like to make a reservation for personal use, you must submit a request as an external client and follow applicable procedures, which can be found [here](#).

DISSERTATION & THESIS DEFENSE

Students may reserve meeting space within the Student Center or Exhibition Hall for dissertation or thesis defense. Reservations must be made at least three (3) business days in advance. Space and built-in projector sound system will be provided free of charge. Charges will apply for additional AV equipment.

Students wishing to reserve space should submit their request via the [online form](#).

Confirming Details for your Reservation

LOGISTICS MEETING

To ensure the success of an event, the Event Services team can require a logistics meeting to review event details. Event planners who fail to set up a logistics meeting or are unresponsive to the Event Services team's request to set up a logistics meeting will risk having their event cancelled. To prepare for your logistics meeting, please come prepared to discuss the following:

- Desired look and feel for attendees of your event
- Number of attendees
- Event timeline/run of show
- Setup (including lighting options in the large spaces) and AV needs for each individual space
- Decoration plans
- Food plans (including alcohol)
- Names of third-party vendors
- Parking and transportation needs
- Ticketing plans (if applicable)

ACCESS TO SPACE

Please specify the time you require access to the space, including the time needed for setup and breakdown of your event materials.

AFTER HOURS REQUESTS

After hours refers to any event with a scheduled arrival time earlier than 7 a.m. or a scheduled departure time later than 11 p.m. Monday – Sunday. The following guidelines are in place for the safety and protection of students, faculty, staff, and visitors to the Institute.

Requesting spaces

After securing space, requests to extend facility hours must be made in writing via email to SCreservations@stucen.gatech.edu (for events at the Student Center or Exhibition Hall) or



AcademyofMedicine@gatech.edu (for events at the Academy of Medicine) at least six (6) weeks in advance. Note this request may be denied at the SCEC team's discretion. If approved, the event planner must attend a logistics meeting with an Event Services team member.

Police and Security

At the discretion of the SCEC team, at least one (1) uniformed GTPD or an **approved** security company may be required during the duration of the after-hours event. The Event Services team will arrange for GTPD. Security costs associated with the event will be added to each reservation.

Additional Fees

After-hours events are charged \$50 per hour outside of the standard facility hours (7 a.m. - 11 p.m.). One (1) operations staff member will be present and is included in the extended building hour cost. Additional operations staff may be required at an additional cost at the SCEC team's discretion.

SPACE SETUP

- Review the reservable spaces pages to learn more about each space’s capabilities, including setup capacities and available AV options.
 - [Exhibition Hall](#)
 - [Student Center](#)
 - [Academy of Medicine](#)
- Please specify your desired setup and how many guests are expected. The Event Services team can assist with suggesting layouts based on the desired guest experience and attendance.
- Please specify any additional equipment needed, such as tables or chairs for catering, check-in, and other event requirements.

FOOD/CATERING DETAILS

Please review the food policy available [here](#). You will be required to disclose the following information:

- The expected total budget for food at your event.
- The source of food. Please note, Tech Catering is the exclusive provider for food budgets over \$600 at both the Student Center and the Exhibition Hall.
- Plans for hosting a bake sale, if applicable.
- Whether alcohol will be served at the event. If alcohol will be served, event planners must submit the [alcohol approval form](#) and supply the Event Services team with the written approval, once received.

Potlucks are not permitted.

ADDITIONAL EQUIPMENT/SERVICE NEEDS

A detailed list of available equipment and staff services can be found [here](#). Equipment and staffing fees are assessed for all groups. If you are unsure of the needs for your event, you may schedule a logistics meeting with a member of the Event Services team to discuss options. Equipment and staffing requests must be made in advance of your event and are approved based on available inventory.

Equipment can be requested directly through your reservation in GT Events. Staffing services must be requested in writing via email to SCreservations@stucen.gatech.edu (for events at the Student Center and Exhibition Hall) or AcademyofMedicine@stucen.gatech.edu (for events at the Academy of Medicine).

DECORATION GUIDELINES

Please review the SCEC Indoor Event Decoration Guidelines [here](#). You will be required to disclose decoration plans for your event, including the type of decoration, and plan for set-up and tear-down. Decorations are only permitted in the space(s) reserved by the client and can only be accessed during the reserved time.



Risk Management Requirements

EXTERNAL/THIRD-PARTY VENDORS

If a third-party vendor will be providing equipment or services for your event, you must submit the vendor's current Business License and Certificate of Insurance to Georgia Tech Insurance & Claims Management. This requirement applies to all vendors, including event rental companies, production companies, photographers, DJs, and similar service providers.

More information regarding insurance limits and submission of these documents should be made via this [form](#).

If you have any questions, please contact Georgia Tech Insurance & Claims Management:
(gtinsurance.ask@business.gatech.edu)

PHYSICAL ACTIVITIES

Any performance or event offering a physical activity, game, sport, walk/run, and/or inflatable that could cause risk and/or injury to participants must have individuals complete and submit participation waivers.

Paper waivers must be kept by the event host for at least three (3) years. For RSOs, electronic waivers are available through OrgSync. Electronic waivers are preferred to paper copies. Find Georgia Tech's general waiver of liability [here](#).

LAYOUT APPROVAL

When applicable, the Event Services team will provide the client with a final diagram of the space(s). The Event Services team finalizes diagrams based on event needs, as well as consideration for egress and crowd management. Event planners should not adjust the layout during their event.

FILM/MOVIE SCREENING

In accordance with U.S. Copyright Law, event planners intending to host movie screenings, live streaming, or any other film-viewing events must obtain public performance rights for the film. U.S. Copyright Law mandates that any video displayed outside of a private home or in a public setting requires these rights. These rights must be secured before your event can be confirmed. Please note that individual streaming subscriptions, rentals, or personal film purchases do not grant permission to show the film publicly.

The following types of media require public performance rights:

- DVDs/Blu-ray discs
- Movie websites
- Streaming platforms
- Live streaming (e.g., sporting events, concerts, award shows)

Securing the rights to show a film publicly may involve a separate fee, which is not controlled by the SCEC. Below are general guidelines for obtaining these rights:

- Contact the film's creator or rights holder directly.
- Use platforms such as SWANK Motion Pictures or Criterion Pictures, which can provide the necessary rights for films available on their platforms.
- Films with Public Performance Rights (PPR) are licensed for public viewing. Look for a PPR icon in the film's description to confirm this.

Proof of the acquired public performance rights must be submitted to the Event Services team before your



event can be confirmed.

Films obtained from the GT Library or GT Library Database are also required to obtain the rights to show the film in a public setting. To ensure your film has been approved please reach out to the GT Library (eresources@library.gatech.edu). The Event Services team must be provided with approval from GT Library.

ANIMALS

Non-service animals and pets are not permitted within the Student Center, Exhibition Hall, and Academy of Medicine. Service animals are defined as those animals that are individually trained to do work or perform tasks for the benefit of a differentially abled person. The service animal must always be under the control of its handler.

Pet Therapy

Event spaces may be reserved for pet therapy. In accordance with the [Georgia Tech procedures for animal exhibits](#), generally only non-dangerous, mature domestic animals with the required documentation are permitted.

Provider of the animals must provide the following to Georgia Tech Insurance & Claims Management (ginsurance.ask@business.gatech.edu):

- Documented proof that all animals have had their required shots including vaccinations, such shots are up to date, and the animals are free of rabies.
- Evidence of liability insurance coverage with limits of at least \$1,000,000 per occurrence with an insurance company with at least an A-/VII rating by A.M. Best Company. Georgia Tech, its officers and employees must be named as additional insured on the liability insurance policy.

Georgia Tech Police Department/Youth Programs Requirements

CASH/MONEY ONSITE

The following procedures must be followed when collecting cash during an event:

- At least two (2) members of the hosting organization must always be present
- Any monies collected onsite must be stored in a secure container with a lid.
- Event must register with GTPD through their online [form](#).
- Events collecting only digital payments (Cash App, Venmo, etc.) are not required to submit the GTPD special events form.

SECURITY PRESENCE

The Event Services team reserves the right to require a GTPD officer or an approved security company for any event, at the cost of the event planner, regardless of the event time or expected attendance.

To ensure seamless coordination between the event planner, host site, and GTPD, the event coordinator will submit the GTPD request form on behalf of the client. Event planner will be invoiced for GTPD services as part of their final reservation invoice after their event.



YOUTH PROGRAMS

“Youth” is defined as individuals under the age of 18 who are NOT Georgia Tech students. Any event-hosting youth participants are required to register for the program through the Youth Programs Office [here](#). Contact youthprograms@gatech.edu with questions.

Proof of the youth program approval (or exemption) must be submitted to the Event Services team before your event can be confirmed.

Additional Services/Procedures

WIFI

There are several options for connecting to the internet during your event depending on the attendee demographics (campus community versus external).

Eduroam

Georgia Tech students, faculty, and staff and other participating educational institutions may connect to the eduroam network from anywhere on campus. Guests should log in utilizing their full “.edu” email address (example: gburdell@gatech.edu) and password for your email account.

Free Guest Wifi

Free guest wifi is available in the Student Center and Exhibition Hall using the “GTVisitor” network. Note, free guest wifi is not available at the Academy of Medicine.

Premium Wifi (Academy of Medicine)

Wifi for non-campus guests must be requested in advance and access codes will be provided to the event host at the cost of \$5 per day, per code. Alternatively, event hosts can direct their guests to pay for wifi on their own using their laptop to connect to “GTvisitor” and following the on-screen instructions.

Detailed instructions on how to access the different options for connecting to the internet can be found on our [website](#).

TICKETING

Campus Tickets is the preferred ticketing platform for events in the SCEC venues. The Campus Tickets team will work with event planners from customizing their registration page through providing on-site event support.

To find out more about the service and to start the process, visit the [Campus Tickets website](#).



PARKING

To accommodate institute visitors, there are parking zones and meters situated across campus for visitors' use. Please note that all visitor parking is first come/first served. Please visit the [Visitor's Parking Website](#) to view more information about locations and hourly rates. Click the links below for more information about each building.

- [Student Center](#)
- [Exhibition Hall](#)
- [Academy of Medicine](#)

Low-Speed Vehicle Parking

Event planners should carefully consider how attendees will arrive at the venue, including both on-campus and off-campus guests. For on-campus attendees, walking or using the campus bus system, which is free for all, is highly encouraged. It is important to communicate transportation options clearly to all attendees. For more information regarding transportation options, visit the [Parking and Transportation website](#).

Parking for golf carts and low-speed vehicles is limited near the venue and generally discouraged. If golf carts are necessary for campus attendees, they must park in designated zones, clearly marked by signage. Please note that any low-speed vehicles parked in unauthorized areas, such as along pathways or outside building entrances, will be required to move.

MARKETING YOUR EVENT

SCEC offers several advertising channels for groups to promote their upcoming events:

- Plasma Promotions: [Submit a request](#) to promote the event on display screens in the Student Center and Exhibition Hall.
- Table Space: Events can be promoted by tabling. Both inside and outside options are available, and they can be reserved directly through GT Events.
- Flyer Displays: Post and hand out event flyers in designated areas. All posting must adhere to the [SCEC Posting Guidelines and Practices](#).
- Sidewalk Chalking: Water soluble chalking is permitted on campus sidewalks only. Chalking must be at least 20 feet from all building entrances and not placed under any overhead obstruction or on stairways.

More information on marketing options and posting guidelines can be found [here](#).