



Title	GT Events Guide How to Request Event Spaces (Meeting rooms) as a GT Department or College
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GT Events Guide | How to Request Event Spaces (Meeting Room) as a GT Department or College

Meeting rooms are considered standard spaces to campus and are typically used for weekly meetings, breakout sessions, simple events, storage rooms, or dance practice space. The following spaces are considered meeting room spaces:

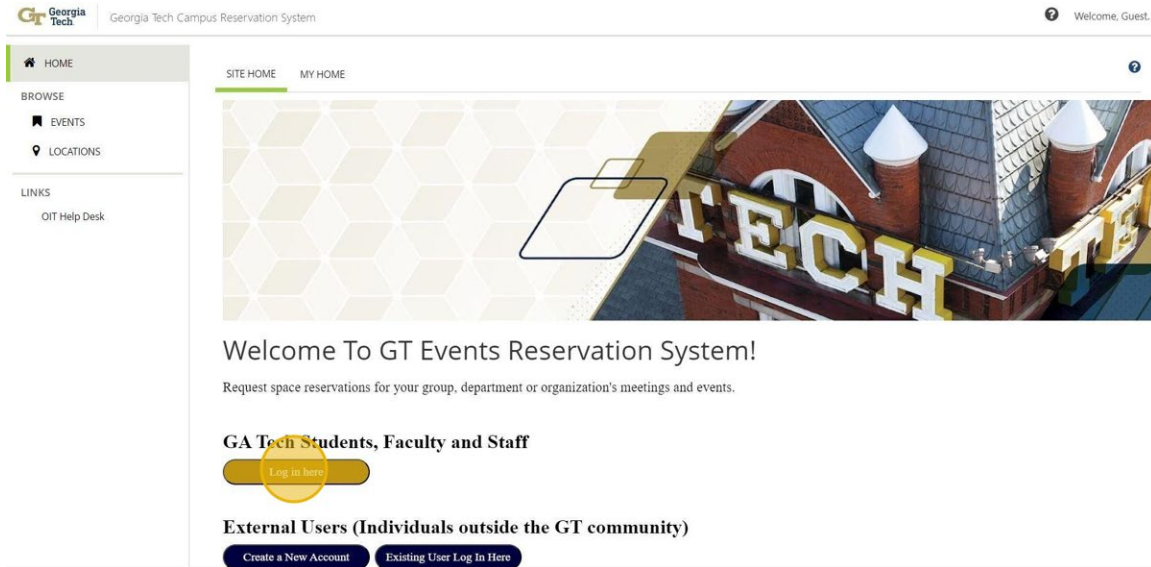
- John Lewis Student Center and Stamps Commons:
 - Rafael Bras
 - Peachtree
 - Techwood
 - Castleberry
- Exhibition Hall:
 - Highlands
 - Buckhead
 - Homepark
 - Centennial
 - Old 4th Ward
 - Sweet Auburn
- Piedmont
- Krog Boardroom
- Denning Boardroom
- Juniper Boardroom
- Little 5 Points
- Summer Hill
- Inman Park
- Kirkwood
- Cabbagetown Boardroom

Please note the following booking rules for these spaces:

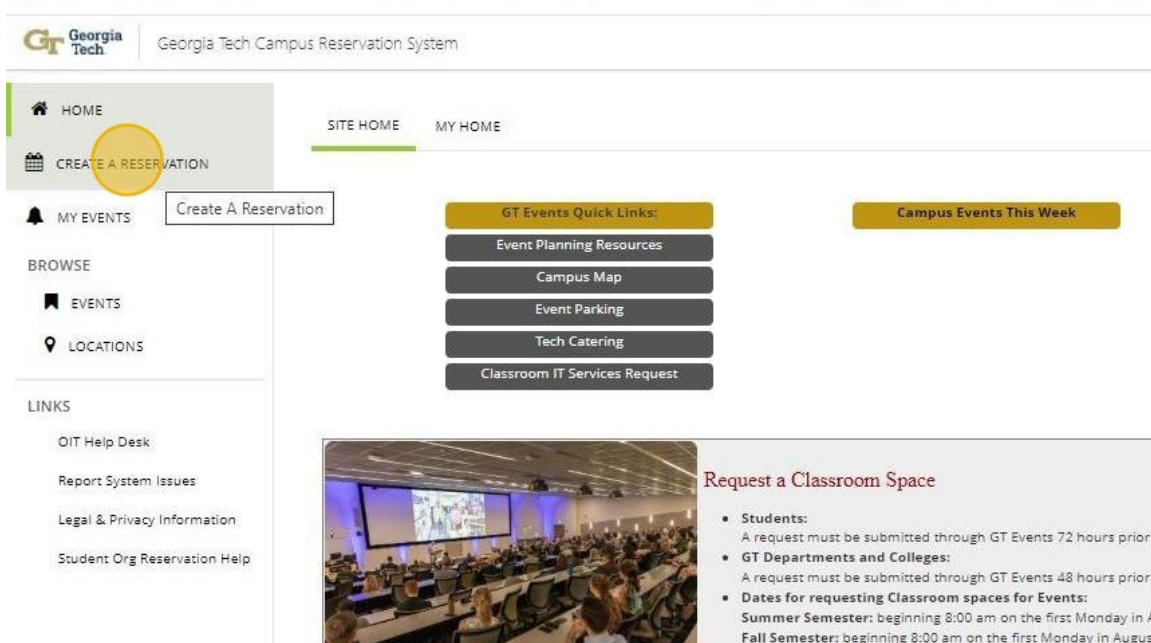
- Requests will not be permitted LESS THAN three business days in advance.
- Reservations are not confirmed until all details are provided. Event Details must be provided at least 2 business days in advance.
- The maximum number of bookings permitted per reservation is fifty.

Step-by-Step Guide

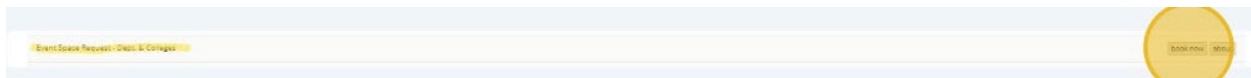
1. Navigate to <https://gtevents.gatech.edu/EMSWebApp/>
2. Sign in with your GT User ID (example - gburdell3) and Password
3. Click "CREATE A RESERVATION" on the left sidebar under "HOME"



1. Click "CREATE A RESERVATION"



2. Click "Book Now" beside "Event Space Request - Dept & Colleges".








3. From here, you will be able to filter by date, time, locations, specific features in the space, number of people, and specific rooms.
4. Select your desired date by clicking the calendar image.


New Booking for Fri Dec 13, 2024

Date & Time

Date *
Fri 12/13/2024  Recurrence

Start Time *
1:30 PM 

End Time *
2:30 PM 

Create booking in this time zone
Eastern Time (US & Canada) 

Locations Add/Remove
(all)

Search

Let Me Search For A Room

I Know What Room I Want

Room Name


Selected Rooms
Your selected Rooms will appear here.

Room Search Results
Rooms matching your search criteria will appear here.

5. Select the desired, month, date, and year.
Please note request must be made submitted at least 3 business days prior to your event date.

New Booking for Fri Dec 13, 2024

Date & Time

Date *
Fri 12/13/2024  Recurrence

Selected Rooms
Your selected Rooms will appear here.

Room Search Results
Rooms matching your search criteria will appear here.

I Know What Room I Want

Room Name

December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Today

6. Select the desired time by changing "Start Time" and "End Time". Click the clock icon.



New Booking for Mon Jun 9, 2025

1 Rooms

Date & Time

Date *
Mon 06/09/2025

Recurrence

Start Time *
1:30 PM

End Time *
2:30 PM

Create booking in this time zone
Eastern Time (US & Canada)

Locations: (all) Add/Remove

Search

Selected Rooms
Your selected Rooms will appear here.

Room Search Results
Rooms matching your search criteria will appear here.

Let Me Search For A Room

I Know What Room I Want

7. You can change times by using the up/down arrows or by clicking on the numbers.

Date & Time

Date *
Mon 06/09/2025

Recurrence

Start Time *
1:30 PM

End Time *
2:30 PM

Create booking in this time zone
Eastern Time (US & Canada)

Locations: (all) Add/Remove

Search

Selected Rooms
Your selected Rooms will appear here.

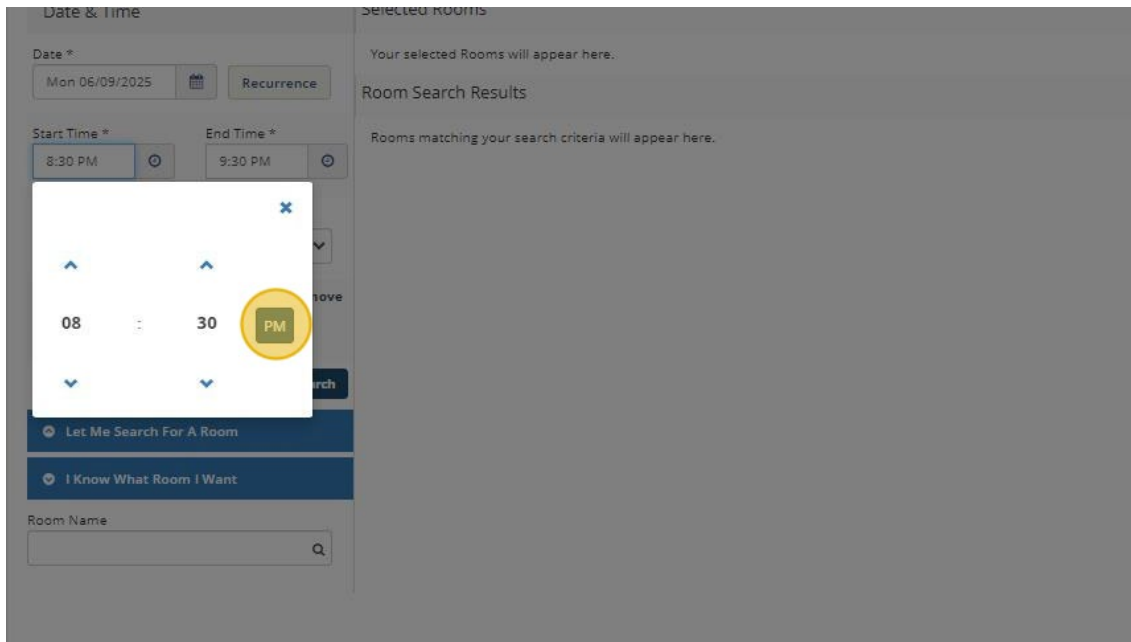
Room Search Results
Rooms matching your search criteria will appear here.

Let Me Search For A Room

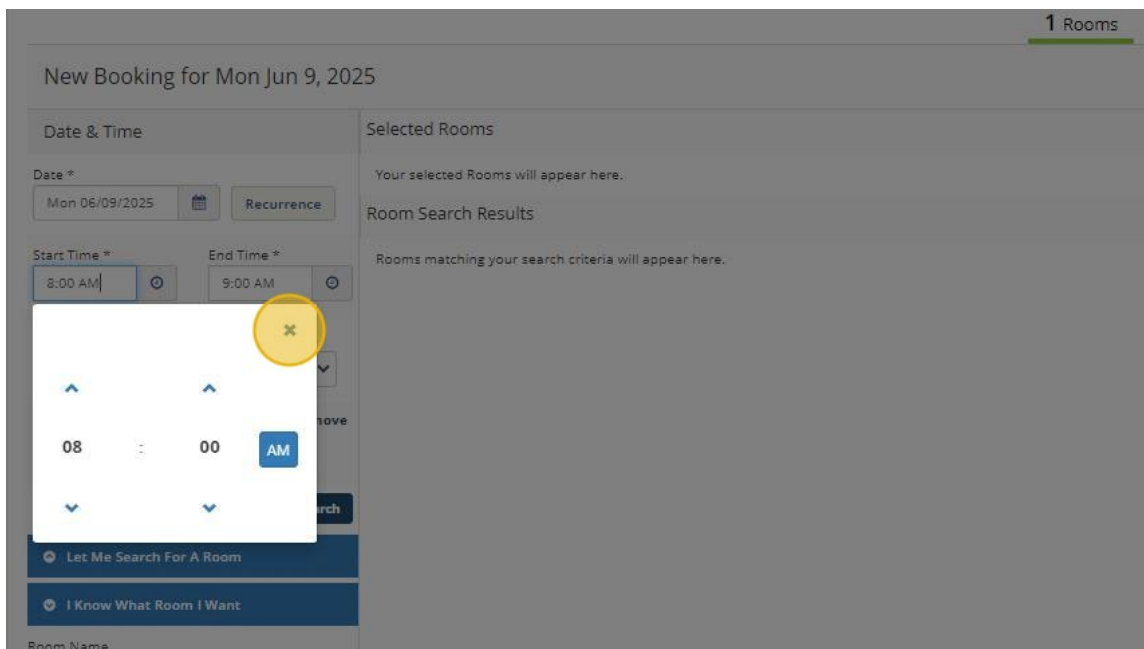
I Know What Room I Want

Room Name

8. Change AM/PM by clicking on the blue block.



9. Click "X" to save your selections.
(Make sure you include the time you need to access the space for your setup and break down).





10. Filter your search by location: Select the "Add/Remove" icon next to "Locations".

Date & Time

Date *
Mon 06/09/2025 Recurrence

Start Time * 8:00 AM End Time * 5:00 PM

Create booking in this time zone
Eastern Time (US & Canada)

Locations (all) Add/Remove

Search

Let Me Search For A Room

I Know What Room I Want

Room Name

11. Click "John Lewis Student Center and Stamps Commons or Exhibition Hall" and then click "Update Locations".

Locations

BUILDINGS

Filter By Area Find locations

Select All Buildings

Alumni House

Brittain T Room

Exhibition Hall

John Lewis Student Center and Stamps Commons

Klaus Event Spaces - Open 8 AM to 5 PM

Molecular Sciences & Engr-167

Student Success Center

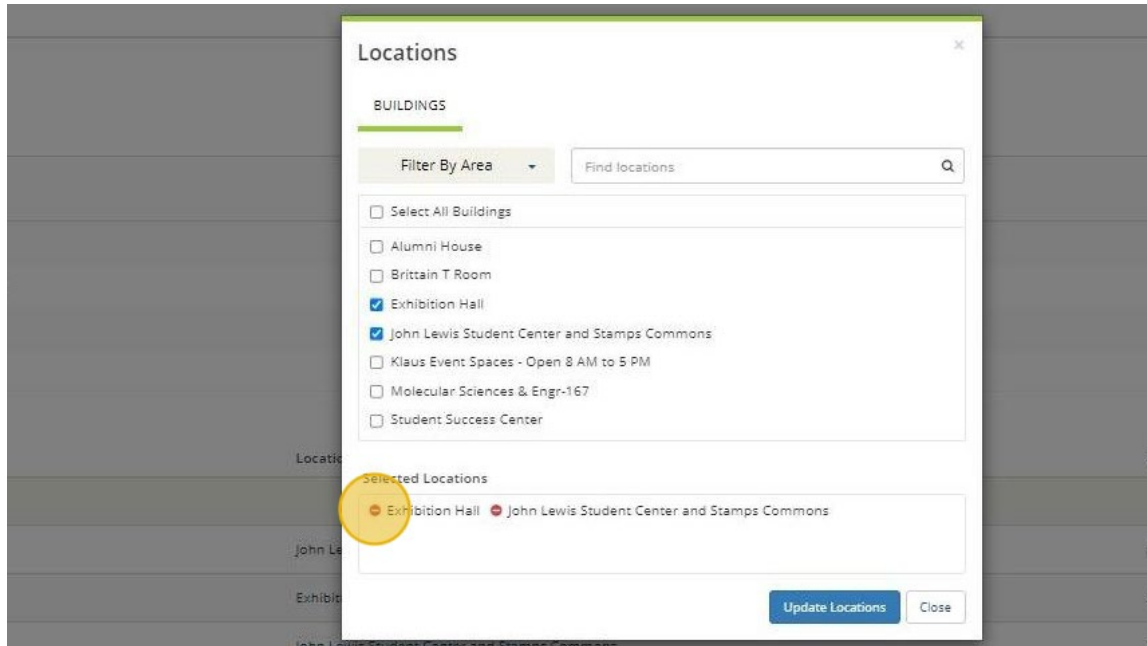
Selected Locations

John Lewis Student Center and Stamps Commons Exhibition Hall

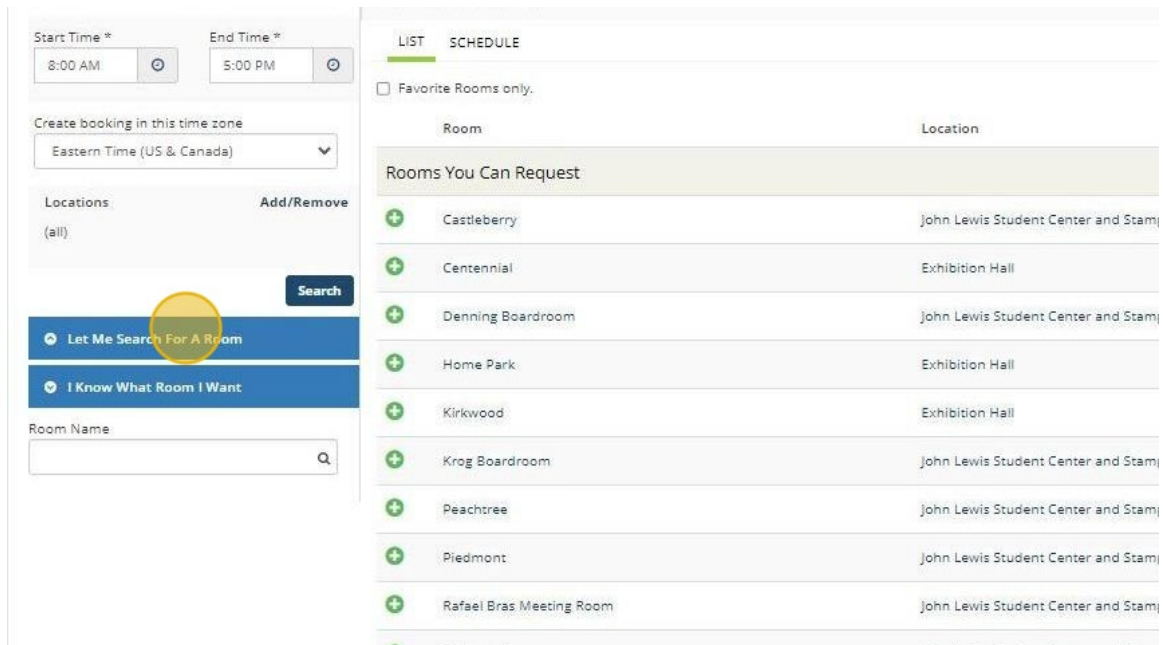
Update Locations Close



12. To remove the location filter, select the red circle.



13. You can also filter your search by selecting "Let Me Search For A Room".





14. Filter by "Setup Types" and/or "Features" by clicking "Add/Remove" next to each filter option.

The screenshot shows the 'Classroom Space Request - Faculty/Staff' interface. On the left, there are search filters for Date & Time, Start/End Time, and Locations. Below these are two filter sections: 'Setup Types' with the option 'As Is (Full Capacity)' and 'Features'. Both sections have an 'Add/Remove' button next to them. Two yellow arrows point to these 'Add/Remove' buttons. At the bottom of the filter section, there is a 'Number of People' input field and another 'Search' button. The right side of the interface shows 'Selected Rooms' and 'Room Search Results' sections.

15. Select your desired filter options and click "Update Setup Types".

The screenshot shows a 'Setup Types' dialog box. At the top, there is a search bar labeled 'Find setup types'. Below it is a list of checkboxes for different setup types: 'Select All setup types', 'Express Meal/Bufferet', 'Instructional', 'Interview', 'Lecture', 'Lecture (chairs only)', 'Luncheon', and 'Open U'. The 'Lecture' option is selected and highlighted with a yellow circle. Below the list is a section for 'Selected Setup Types' which is currently empty. At the bottom right of the dialog, there is a blue 'Update Setup Types' button and a 'Close' button. A yellow arrow points to the 'Update Setup Types' button.



16. You can also filter your search by selecting "I Know What Room I Want". This will prompt you to type in the name of the room you want.

The screenshot shows a search interface with a left sidebar and a main results area. The sidebar includes a time zone dropdown set to 'Eastern Time (US & Canada)', a 'Locations' section with '(all)' selected, a 'Search' button, a radio button for 'Let Me Search For A Room', a 'Setup Types' section with 'Lecture' selected, a 'Features' section with '(none)' selected, a 'Number of People' input field with '0', another 'Search' button, and a radio button for 'I Know What Room I Want' which is highlighted with a yellow circle. The main results area is titled 'Rooms You Can Request' and contains a table with two columns: 'Room' and 'Location'. The table lists six rooms: Castleberry, Kirkwood, Peachtree, Piedmont, Rafael Bras Meeting Room, and Techwood, all located at the John Lewis Student Center and Stamp.

Room	Location
Castleberry	John Lewis Student Center and Stamp
Kirkwood	Exhibition Hall
Peachtree	John Lewis Student Center and Stamp
Piedmont	John Lewis Student Center and Stamp
Rafael Bras Meeting Room	John Lewis Student Center and Stamp
Techwood	John Lewis Student Center and Stamp

17. All available rooms based on your filter options will then be displayed under "Rooms You Can Request". To add a room to your reservation, select the "green circle" next to the room you want.

This screenshot is similar to the previous one but shows the 'I Know What Room I Want' radio button selected. Below the sidebar, there is a 'Room Name' input field with a search icon. The 'Rooms You Can Request' table is the same as in the previous screenshot, but the green plus icon next to 'Rafael Bras Meeting Room' is highlighted with a yellow circle.

Room	Location
Castleberry	John Lewis Student Center and Stamp
Kirkwood	Exhibition Hall
Peachtree	John Lewis Student Center and Stamp
Piedmont	John Lewis Student Center and Stamp
Rafael Bras Meeting Room	John Lewis Student Center and Stamp
Techwood	John Lewis Student Center and Stamp



18. After clicking on the green circle, you will be prompted to input the expected "Number of Attendees" and select your desired "Setup Type" (each room has certain setup restrictions based on the capacity allowed in the space for each setup type) then select "Add Room".

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

Number of Attendees *

Setup Type *

19. The Room(s) that you have selected will now appear below "Selected Rooms". To add more rooms to your reservation, repeat steps 10 - 25. Once you have added all your desired rooms select "Next Step".

New Booking for Mon Jun 9, 2025

1 Rooms 2 Services 3 Reservation Details

Date & Time

Date: Mon 06/09/2025

Start Time: 8:00 AM

End Time: 5:00 PM

Room Search Results

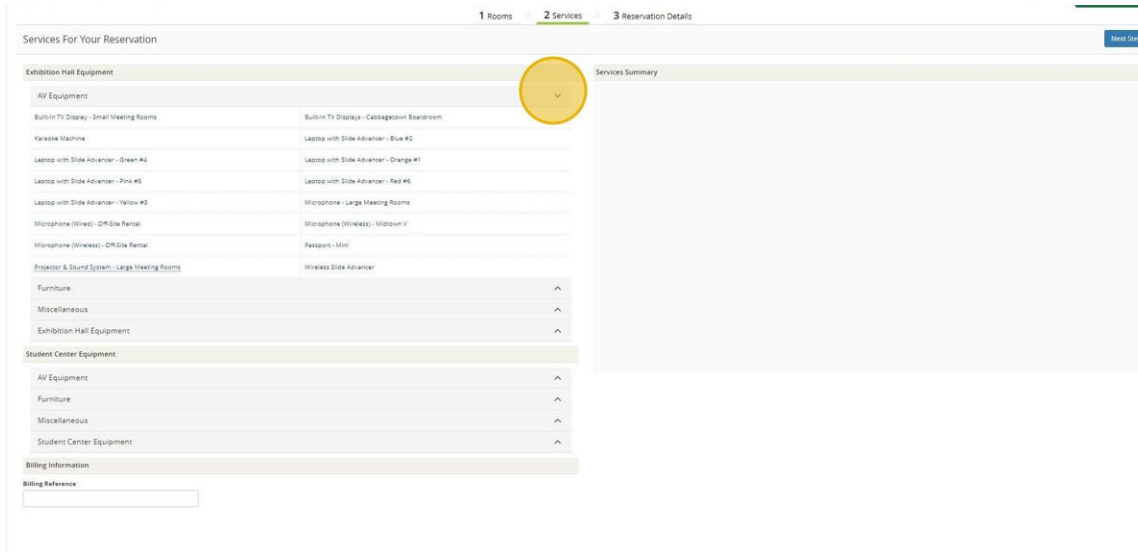
Rooms You Can Request

Room	Location	Floor	TZ	Cap	Filter Match
Castlesbury	John Lewis Student Center and Stamps Commons	(none)	ET	35	<input type="checkbox"/>
Kinwood	Exhibition Hall	Second Floor	ET	95	<input type="checkbox"/>
Reathree	John Lewis Student Center and Stamps Commons	Third Floor	ET	35	<input type="checkbox"/>
Piedmont	John Lewis Student Center and Stamps Commons	First Floor	ET	45	<input type="checkbox"/>
Rafael Bras Meeting Room	John Lewis Student Center and Stamps Commons	Third Floor	ET	70	<input checked="" type="checkbox"/>
Techwood	John Lewis Student Center and Stamps Commons	Third Floor	ET	35	<input type="checkbox"/>

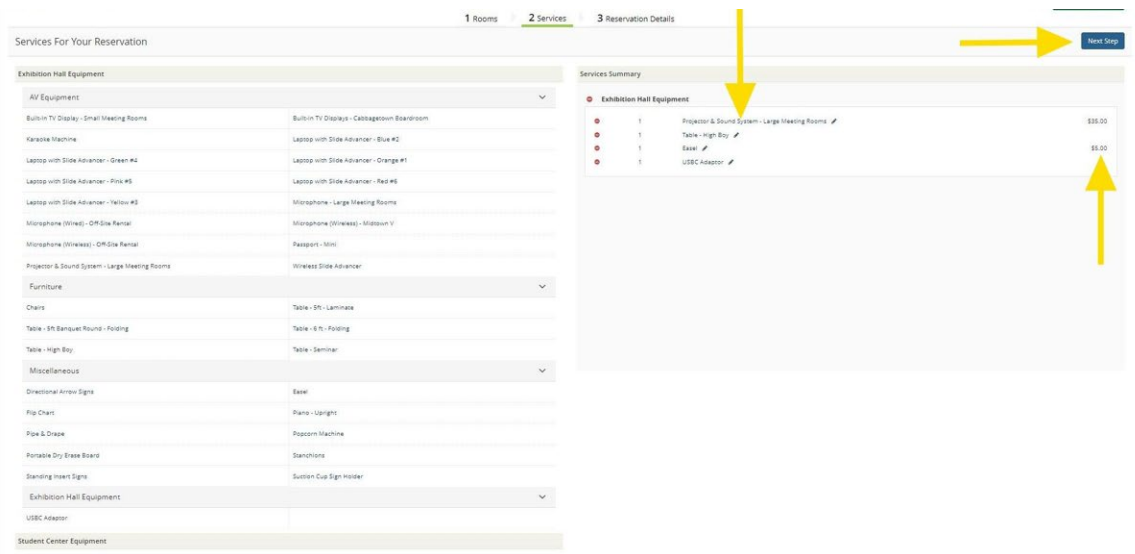
Next Step



20. Next you will be prompted to add your desired AV Equipment, Furniture, and other Event Related Equipment. Select each drop-down list to choose the items that are needed during your event.



21. The Equipment and/or Furniture you selected will now appear below "Services Summary" with the price of each item. Select "Next Step" to move on.



22. Next you will be prompted to provide your "Event Details" including Group Details and Additional Information. It is important that you provide accurate details to ensure your request can be processed.



1 Rooms 2 Services 3 Reservation Details

on Details

Event Type *
Meeting

1st Contact Name *

1st Contact Fax

1st Contact Email Address *

JA Tech Adviser Name

JA Tech Adviser Name Phone

2nd Contact (JA Tech Adviser Name) Fax

JA Tech Adviser Name Email Address

Additional Information

Do you plan to utilize multiple spaces/buildings across campus for your event? *

Is this event sponsored with another group/company? *

Will you have participants under the age of 18? *

Are you charging admission or collecting fees (from attendees or vendors)? *

23. Once you have provided all the necessary details select "Create Reservation".

Georgia Tech Create A Reservation

1st Contact Email Address *

2nd Contact (JA Tech Adviser Name)

2nd Contact (JA Tech Adviser Name) Phone

2nd Contact (JA Tech Adviser Name) Email Address

2nd Contact (JA Tech Adviser Name) Fax

Additional Information

Do you plan to utilize multiple spaces/buildings across campus for your event? *

Is this event sponsored with another group/company? *

Will you have participants under the age of 18? *

Are you charging admission or collecting fees (from attendees or vendors)? *

Briefly describe your event: *

Do you plan to have food at the event? *

Will Alcohol Be Served? *

Do you have Audio/Visual needs? *

Do you anticipate guests for your event to need parking close to the venue? *

If there are any charges associated with your reservation, how do you plan to pay? Please note you will be notified of any expected charges for your event in advance. Your event can NOT be confirmed until we have this information. *

Go Back

Create Reservation