Title	GT Events Guide   How to Request Event Spaces (Meeting rooms) as a GT Department or College
Responsible Office	Student and Campus Event Centers
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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:
  - o Rafael Bras
  - Peachtree
  - o Techwood
  - Castleberry
- Exhibition Hall:
  - Highlands
  - o Buckhead
  - Homepark
  - Centennial
  - Old 4<sup>th</sup> Ward
  - Sweet Auburn

- o Piedmont
- Krog Boardroom
- Denning Boardroom
- o Juniper Boardroom
- o Little 5 Points
- o Summer Hill
- o Inman Park
- o Kirkwood
- Cabbagetown Boardroom

Please note the following booking rules for these spaces:

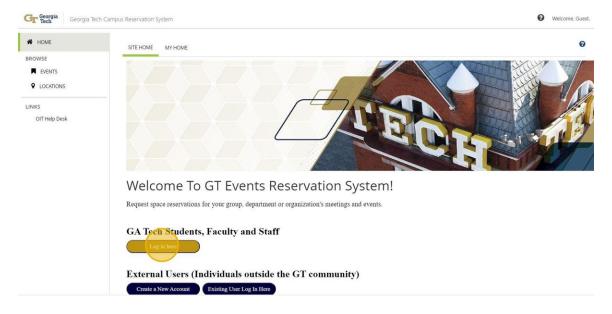
- Requests will not be permitted LESS THAN three business days in advance.
- Reservations are not confirmed until all details are provided. Event Details must be provided at least 2 business days in advance.

• The maximum number of bookings permitted per reservation is fifty.

## Step-by-Step Guide

- 1. Navigate to <a href="https://gtevents.gatech.edu/EMSWebApp/">https://gtevents.gatech.edu/EMSWebApp/</a>
- 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"

In Indian     SITE HOME      SITE HOME   MY EVENTS     Create A Reservation   GT Events Quick Links:   Create A Reservation     GT Events Quick Links:   Campus Map   Event Planning Resources     Campus Map     EVENTS   Campus Map   Event Parking   Classroom IT Services Request   LINKS   OIT Help Desk   Report System Issues   Legal & Privacy Information   Student Org Reservation Help   Site HOME   MY HOME   Output   Output   Submitted through GT Events 48 hours pri A request must be submitted through GT Events 48 hours pri A request must be submitted through GT Events 48 hours pri A request must be submitted through GT Events 48 hours pri Student Org Peartments and Colleges: A request must be submitted through GT Events 48 hours pri A request must be submitted through GT Events 48 hours pri			
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COATIONS      Coating      Classroom IT Services Request  LINKS      OIT Help Desk      Report System Issues      Legal & Privacy Information      Student Org Reservation Help	BROWSE	Campus Map	
Classroom IT Services Request  Request a Classroom Space  . Students:  Classroom IT Services Request  Request a Classroom Space  . Students:  Classroom IT Services  Classroom IT Se	EVENTS	Event Parking	
LINKS OIT Help Desk Report System Issues Legal & Privacy Information Student Org Reservation Help	♥ LOCATIONS	Tech Catering	
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Report System Issues       Legal & Privacy Information         Student Org Reservation Help       Student Org Reservation Help	LINKS		
Legal & Privacy Information Student Org Reservation Help  Student Org Reservation Help  GT Departments and Colleges:	OIT Help Desk		
Student Org Reservation Help A request must be submitted through GT Events 72 hours pri GT Departments and Colleges:	Report System Issues	Reque	st a Classroom Space
	Legal & Privacy Information	A DESCRIPTION OF A DESC	
	Student Org Reservation Help	A DECEMBER OF A	
Dates for requesting Classroom spaces for Events:	100	Su	mmer Semester: beginning 8:00 am on the first Monday ir

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.

				a de la constante de
New Boo	oking f	or Fri Dec 1	3, 20	24
Date & Tin	ne			Selected Rooms
Date *	-			Your selected Rooms will appear here.
Fri 12/13/20	24	Recurre	nce	Room Search Results
Start Time *		End Time *		Rooms matching your search criteria will appear here.
1:30 PM	Θ	2:30 PM	0	
Create booking				
Eastern Tim	e (US & C	anada)	~	
Locations		Add/F	temove	
(all)				
			Search	
C Let Me Se	arch For	A Room		
♥ I Know W	hat Room	n I Want		
loom Name				
			0	

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.

Dat	e & Ti	ime						Selected Rooms
ce *								Your selected Rooms will appear here.
Fri 1	2/13/2	024	1		Recu	irrend	e	Room Search Results
						×		Rooms matching your search criteria will appear here.
<		Dece	mber	2024		>	0	
Su	Мо	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	love	
22	23	24	25	26	27	28		
29	30	31	1	2	3	4		
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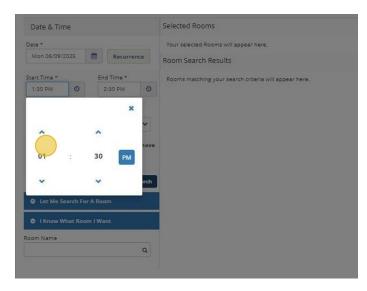
6. Select the desired time by changing "Start Time" and "End Time". Click the clock icon.



.

		1 Rooms
New Booking for Mon Jun 9,	2025	
Date & Time	Selected Rooms	
Date *	Your selected Rooms will appear here.	
Mon 06/09/2025	Room Search Results	
Start Time * End Time *	Rooms matching your search criteria will appear here.	
1:30 PM O	0	
Create booking in this time zone		
Eastern Time (US & Canada)		
Locations Add/Remo	ve	
(all)		
Sear	ch j	
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.



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



bute to mine	
Date *	Your selected Rooms will appear here.
Mon 06/09/2025	Room Search Results
Start Time * End Time *	Rooms matching your search criteria will appear here.
8:30 PM O 9:30 PM O	
×	
~ ~ <u>~</u>	
sove	
08 : 30 PM	
v v reh	
Let Me Search For A Room	
I Know What Room I Want	
Room Name	
<b>u</b>	

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).

		I Rooms
New Booking for Mon Jun S	9, 2025	
Date & Time	Selected Rooms	
)ate *	Your selected Rooms will appear here.	
Man 06/09/2025 🛗 Recurrent	Room Search Results	
Start Time *         End Time *           8:00 AM         9:00 AM	Rooms matching your search criteria will appear here.	
×		
08 : 00 AM	love	
• •	reh	
Let Me Search For A Room		
O I Know What Room I Want		
loom Name		



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

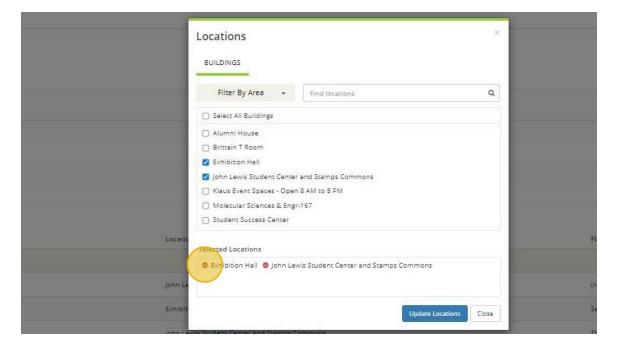
Date & Time	Selected Rooms
Date *	Your selected Rooms will appear here.
Mon 06/09/2025	Room Search Results
Start Time * End Time *	Rooms matching your search criteria will appear here.
8:00 AM 🕥 5:00 PM 🧿	
Create booking in this time zone	
Eastern Time (US & Canada) 🛛 👻	
Locations Add/Remov	
(all)	
Search	
Search	
C Let Me Search For A Room	
Let Me Search For A Room	
Let Me Search For A Room     IKnow What Room I Want	
S I Know What Room I Want	

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

	Locations
	BUILDINGS
	Filter By Area 👻 Find locations Q
	C Select All Buildings
	🗋 Alumni House
ar here.	Exhipition Hall     Jobn Lewis Student Center and Stamps Commons
riteria will appear here.	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 Stabilition 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".

Start Time *		End Time *		LIST SCHEDULE	
8:00 AM	0	5:00 PM	0	Favorite Rooms only.	
Create bookir	ne in this ti	me zone		Room	Location
Eastern Tir			~		Location
			-	Rooms You Can Request	
Locations (all)		Add/	Remove	Castleberry	John Lewis Student Center and Stam
			Search	Centennial	Exhibition Hall
G Let Me S			Search	O Denning Boardroom	John Lewis Student Center and Star
C LET ME :		<u> </u>		🚯 Home Park	Exhibition Hall
Room Name	vnat koor	n i wanc		C Kirkwood	Exhibition Hall
			Q	C Krog Boardroom	John Lewis Student Center and Star
				O Peachtree	John Lewis Student Center and Stan
				O Piedmont	John Lewis Student Center and Stan
				Piedmont     Rafael Bras Meeting Room	John Lewis Student Center and Stan John Lewis Student Center and Stan



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

						1 Rooms 2 Service
New Boo	oking	for S	at Jan 4,	202	5	
Date & Time					Selected Rooms	
Date *					Your selected Rooms will appear here.	
Sat 01/04/20	125		Recurren	ce	Room Search Results	
tart Time *		En	d Time *		Rooms matching your search criteria will appear here.	
10:30 AM	0		11:30 AM	0		
reate bookin	; in this	time zo	ine			
Eastern Tim	e (US &	Canada	a)	~		
Locations			Add/Re	move		
(all)						
			s	arch		
O Let Me S	arch Fe	ar A Ros	om	_		
Setup Types			Add/Re	move		
As Is (Full Ca	pacity)					
Features			Add/Re	move		
Number of F	eople					
0						
				earch		

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

	Setup Types	
	Find setup types	٩
	Select All setup types	
	Express Meal/Buffet     Instructional	-
ims		
Rooms will appear here.	Lecture chairs only)	
i Results	Luncheon	
HEDULE	Open U	-
oms only.	Selected Setup Types	
m:		
J Can Request		
1 Atrium Klaus		Update Setup Types Close
6 East & West Seminar Room Klaus	Klaus Event Spaces - Open 8 AM to 5 PM	



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.

	Room	Location
anada) 💙	Rooms You Can Request	
Add/Remove	Castleberry	John Lewis Student Center and Stan
Contract of	G Kirkwood	Exhibition Hall
	C Peachtree	John Lewis Student Center and Star
Add/Remove	O Piedmont	John Lewis Student Center and Star
	Rafael Bras Meeting Room	John Lewis Student Center and Stan
Add/Remove	• Techwood	John Lewis Student Center and Stan
Search		
l Want		
	Search A Room Add/Remove Add/Remove	Add/Remove Add/Remove Add/Remove Add/Remove Search Search Search Search

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.

		Pavorite Rooms only.	
Create booking in this time zor	ne	Room	Location
Eastern Time (US & Canada	) 🗸	Rooms You Can Request	
Locations (all)	Add/Remove	Castleberry	John Lewis Student Center and Stam
	Search	G Kirkwood	Exhibition Hall
Let Me Search For A Roo		Peachtree	John Lewis Student Center and Stam
<ul> <li>I Know What Room I Wat</li> </ul>		0 Piedmont	John Lewis Student Center and Star
oom Name	m.	Rafael Bras Meeting Room	John Lewis Student Center and Stam
	Q	C Techwood	John Lewis Student Center and Stam



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 & Setu		
To continue, please enter Number of Attendees *	s and desired setup type for th	nis Room.
0		
Setup Type *		
	100	
	 Add Room	Cancel

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".

An A Constant of C	Leader	Peer	TZ	Find Alfson So Cap Filter Match +
Mon GLORIZOS   Room Search Result art Time * B00 AW B00 AW	Leader	Poor	n	
en Time * En Tim	Location	Ref	12	
Loo Aut     Soo Put     S		Pase	TZ	
Asse booking in this time sone Basem Time (US & Canada) Constraints Add/Remove Constraints Add/Remove Constraints		Floor	TZ	
Eastern Time (US & Canada) V Rooms You Can R ocations Add/Remove Casteberry		Floor	TZ	Cap Filter Match ~
ocations Add/Remove Casteberry	juest			
Castleberry				
	John Lewis Student Center and Stamps Commons	(none)	87	15
O Kirkwood	Exhibition Hall	Second Roor	IT.	N
Search				
Lat Me Search For A Room	John Lewis Student Center and Stamps Commons	Third Roor	67	35
O Pleasmont	John Lewis Student Center and Stamps Commons	First Floor	ET	45
I Know What Room I Want     Rafael Bras	eting Room John Lewis Student Center and Stamps Commons	Third Roor	ET	70
om Name Q. O Techwood	John Lewis Student Center and Stamps Commons	Third Roor	ET	35



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.

ervices For Your Reservation			
xhibition Hall Equipment		Services Summary	
AV Equipment		( · · )	
Builb In TV Display - Small Meeting Rooms	Build in TV Displays - Cabbagetown Boardroom		
Karaoke Machine	Leptop with Side Advancer - Blue #2		
Laptop with Slide Advancer - Grean #4	Leptop with Slide Advancer - Orange #1		
Laptop with Slide Advancer - Pink #5	Laptop with Silde Advancer - Red #6		
Lagtop with Slide Advancer - Yellow #3	Microphone - Large Meeting Rooms		
Microphone (Wired) - Off-Site Rental	Microphone (Wireless) - Mildtown V		
Microphone (Wireless) - Off-Site Rental	Passport - Mini		
Projector & Sound System - Large Meeting Rooms	Wireless Slide Advancer		
Furniture		^	
Miscellaneous		^	
Exhibition Hall Equipment		^	
tudent Center Equipment			
AV Equipment		^	
Furniture		^	
Miscellaneous		^	
Student Center Equipment		^	
Illing Information			
lling Reference			

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.

ervices For Your Reservation						Next Step
hibition Hall Equipment			Services Sur	mary		
AV Equipment		~	C Exhibi	tion Hall Equ	ipment	
Builb In TV Display - Small Meeting Rooms	Built-in TV Displays - Cabbagecown Boardroom		•	1	Projector & Sound System - Large Meeting Rooms 🖌	\$35.00
Karaoke Machine	Laptop with SI de Advancer - Blue #2		0	1	Table - High Boy / Easel /	\$5.00
Laptop with Slide Advancer - Green #4	Laptop with Silde Advancer - Orange #1		•	1	USBC Adaptor 🖌	A
Lapsop with Silde Advancer - Pink #5	Laptop with Side Advancer - Red #6					
Laptop with Side Advancer - Yellow #3	Microphone - Large Meeting Rooms					
Microphone (Wired) - Off dite Rental	Microphone (Wireless) - Midtown V					
Microphone (Wireless) - Off-Site Rental	Passport - Mini					
Projector & Sound System - Large Meeting Rooms	Wireless Silde Advancer					
Furniture		~				
Chairs	Table - Sfr - Laminate					
Table - Sft Banquet Round - Folding	Table <6 ft - Folding					
Table - High Boy	Table - Seminar					
Miscellaneous		~				
Directional Arrow Signs	Easel					
Rip Chart	Piano - Upright					
Pipe & Drape	Popcorn Machine					
Portable Dry Erase Board	Stanchions					
Standing Insert Signs	Suttion Cup Sign Holder					
Exhibition Hall Equipment		~				
USBC Adaptor						

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		~	
w. v				
ione*	1st Contact Fax			
nail Address *				
s@stucen.gatech.edu				
SA Tech Advisor Name)				
3A Tech Advisor Name) Phone	2nd Contact (GA Tech Advisor Name) Fax			
3A Tech Advisor Name) Email Address				
rmation				
outilize multiple spaces/buildings across campus for your event?**	~			
osponsored with another group/company? *				
	~			
participants under the age of 18? *				
ing admission or collecting fees (from attendees or vendors)? *				
	~			

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

Ist Contact Email Address *		
Ind Contact (GA Tech Advisor Name)		
Ind Centact (GA Tech Advisor Name) (none)		
2nd Contact (GA Tech Advisor Name) Phone	2nd Contact (GA Tech Advisor Name) Fax	
2nd Contact (GA Tech Advisor Name) Email Address		
Additional Information		
Do you plan to utilize multiple spaces/buildings across campus for y	our event? *	
Choose one	*	
s this event cosponsored with another group/company? *		
Choose one	v]	
Will you have participants under the age of 18? *		
Choose one		
March March		
Are you charging admission or collecting fees (from attendees or ve Choose one	ecore): *	
	· · · · · · · · · · · · · · · · · · ·	
Briefly describe your event: *		
Do you plan to have food at the event? *		
Choose one	v)	
Nill Alcohol Be Served? *		
Choose one	v)	
a second a second s		
Do you have Audio/Visual needs? *		
Choose one	Y	
Do you anticipate guests for your event to need parking close to the	venue?*	
Choose one	×	
f there are any charges associated with your reservation, how do y of any expected charges for your event in advance. Your event can ! information. *		
Choose one	$\checkmark$	
Go Back		