GT | **Student and Campus Event Centers**

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:
    - Rafael Bras
    - Peachtree
    - Techwood
    - Castleberry
    - Piedmont
    - Krog Boardroom
    - Denning Boardroom
    - Juniper Boardroom
- Exhibition Hall:
    - Highlands
    - Buckhead
    - Homepark
    - Centennial
    - Old 4th Ward
    - Sweet Auburn
    - 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.
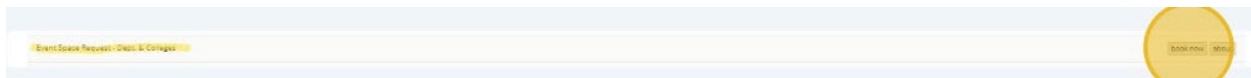
Step-by-Step Guide

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"
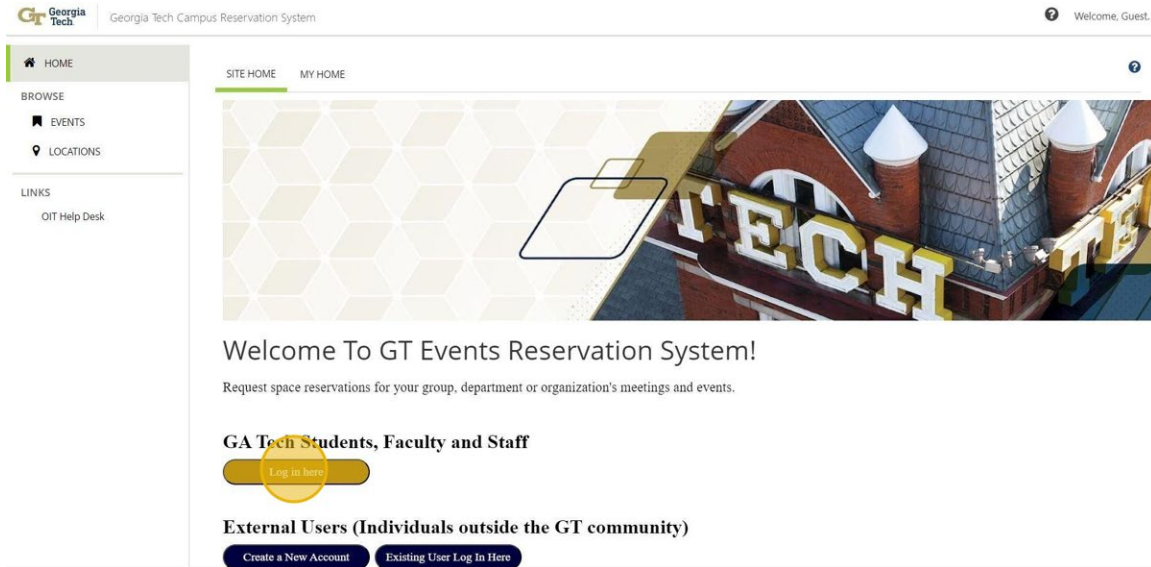
1. Click "CREATE A RESERVATION"
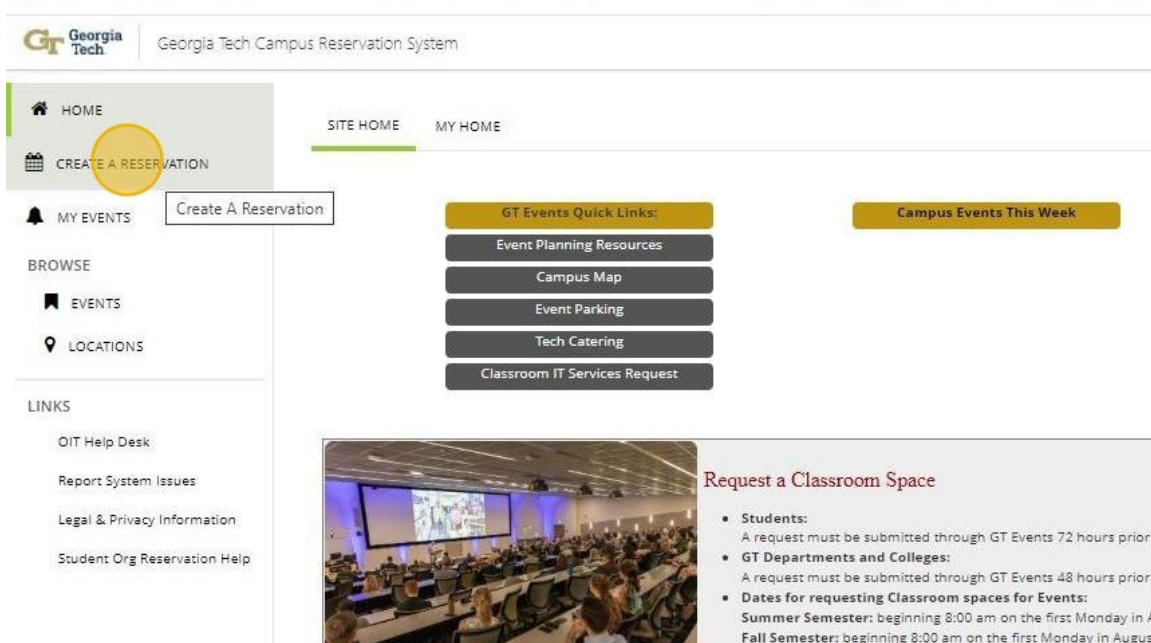
2. Click "Book Now" beside "Event Space Request - Dept & Colleges".

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.

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.

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

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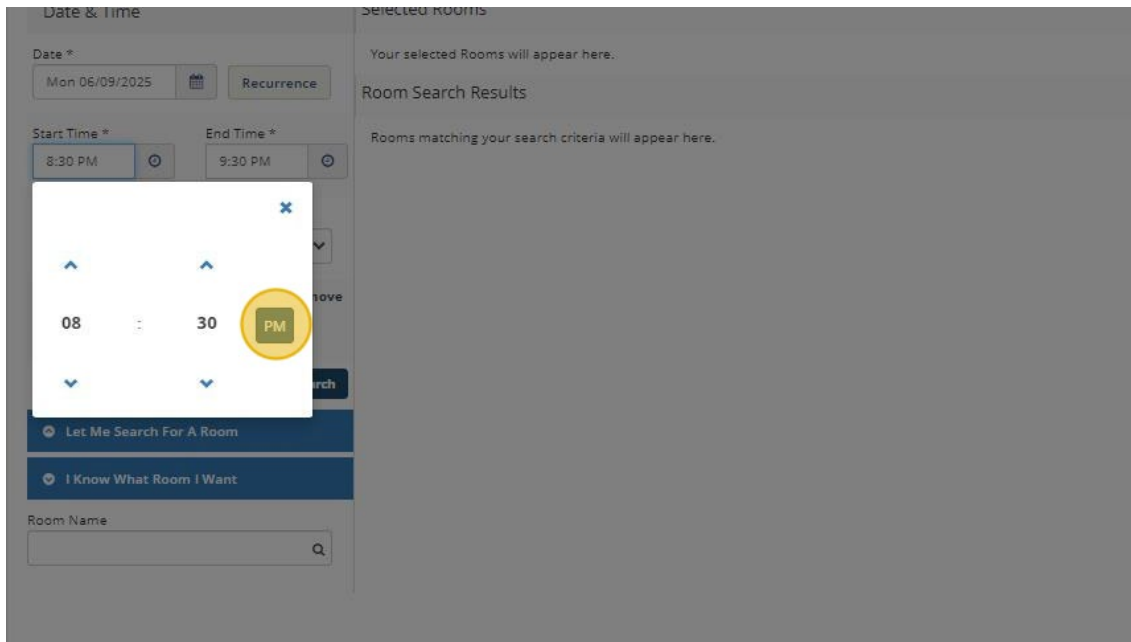
9. Click "X" to save your selections.
   (Make sure you include the time you need to access the space for your setup and break down).

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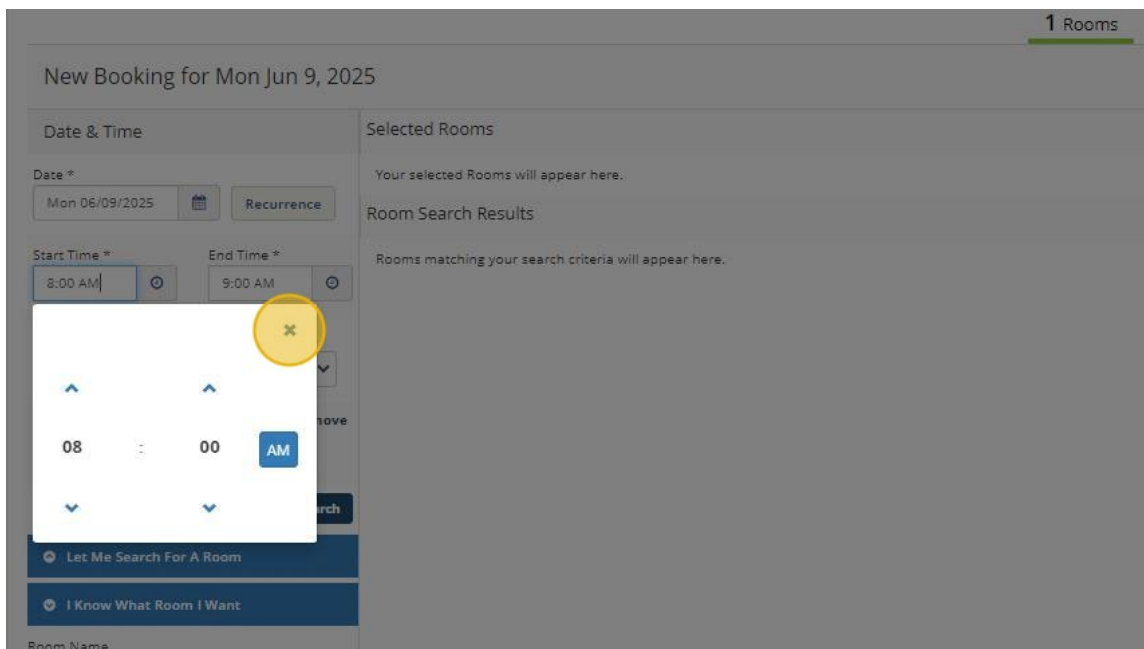
10. Filter your search by location: Select the "Add/Remove" icon next to "Locations".

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

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12. To remove the location filter, select the red circle.
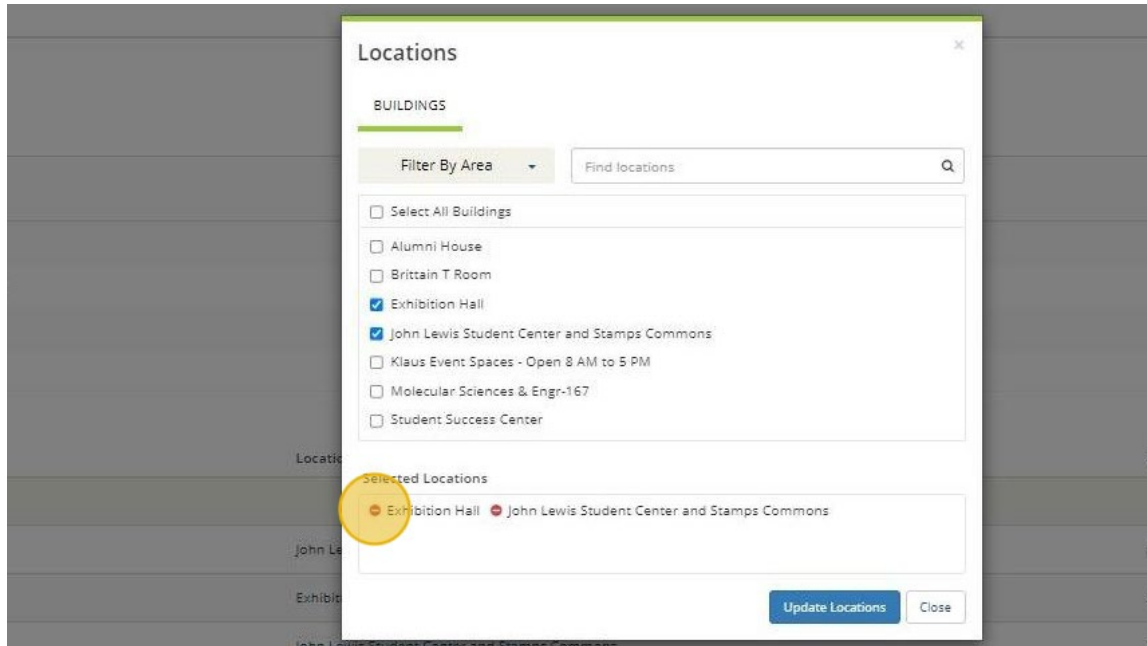
13. You can also filter your search by selecting "Let Me Search For A Room".

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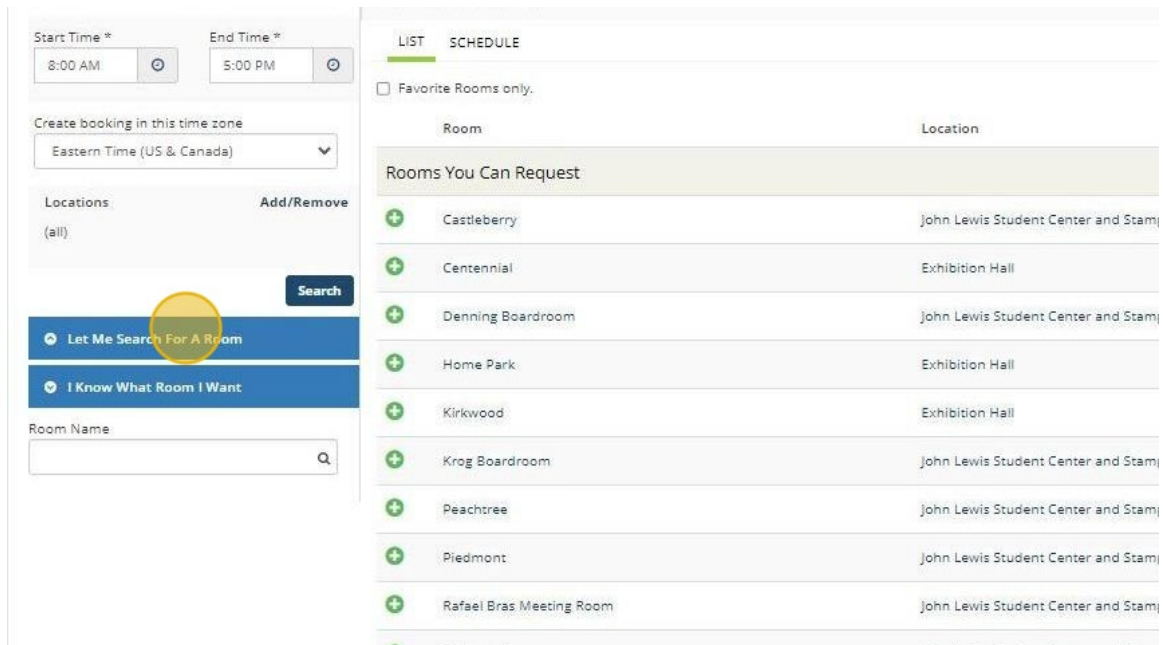
14. Filter by "Setup Types" and/or "Features" by clicking "Add/Remove" next to each filter option.

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

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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.

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.

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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".

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".
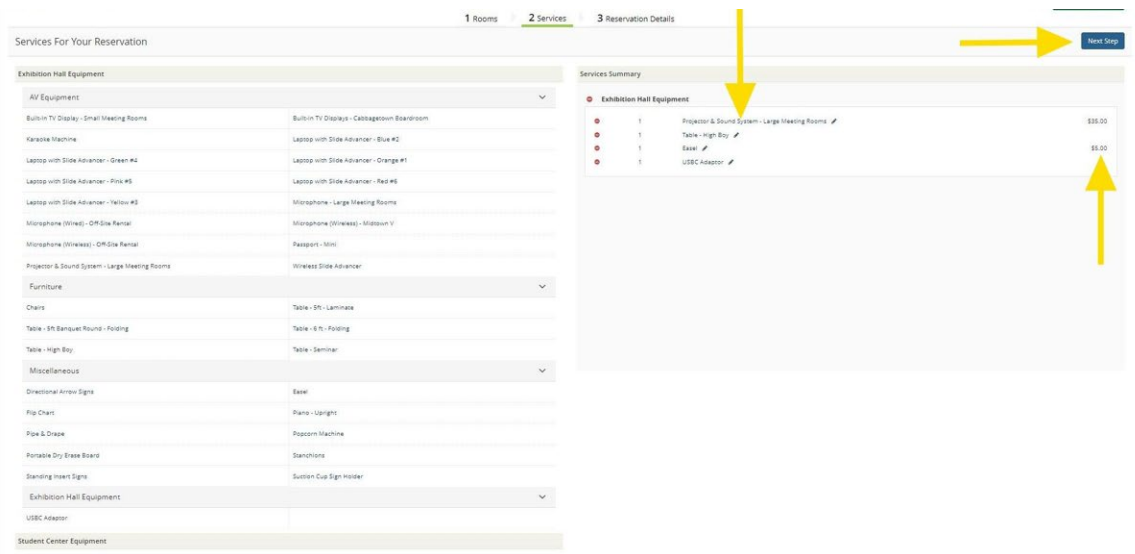
20. Next you will be prompted to add your desired AV Equipment, Furniture, and other Event Related Equipment. Select each drop-down list to choose the items that are needed during your event.
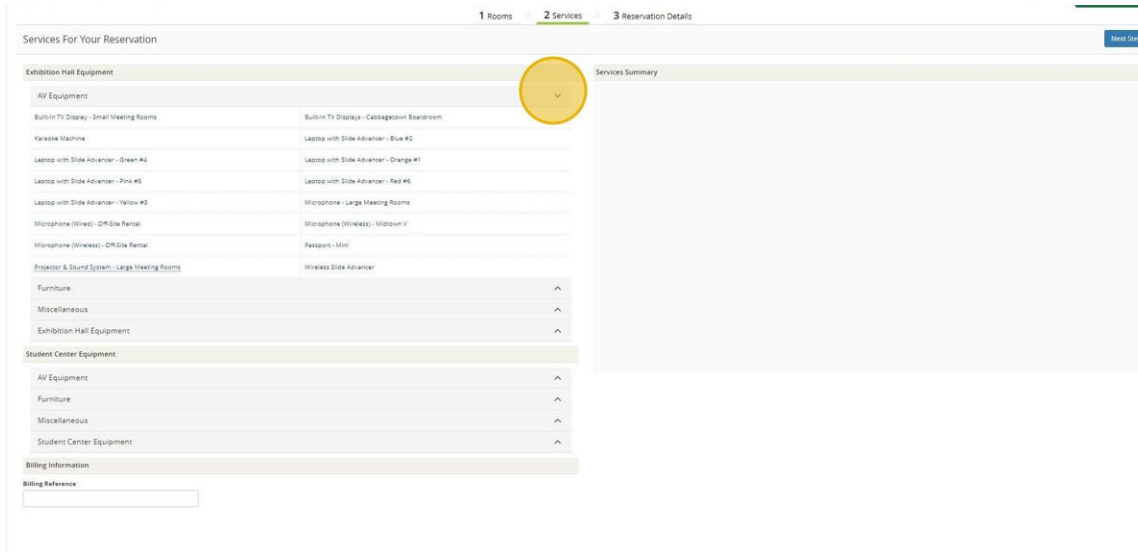
21. The Equipment and/or Furniture you selected will now appear below "Services Summary" with the price of each item. Select "Next Step" to move on.

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.

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