



Title	GT Events Guide How to Reserve Table Spaces in the Student Center, Exhibition Hall, and Experiential Pathway - RSO & GT Departments
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GT Events Guide | How to Reserve Table Spaces in the Student Center, Exhibition Hall, and Experiential Pathway - RSO & GT Departments

Indoor Table spaces are available in the John Lewis Student Center, Exhibition Hall, and outside on Experiential Pathway for Georgia Tech registered student organizations and Institute departments. Typically, these spaces are used for advertising upcoming events, promoting information about your group, or bake sales. More information about table space locations can be found our [website](#).

Please note the following booking rules for these spaces:

- Requests will not be permitted LESS THAN five 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.

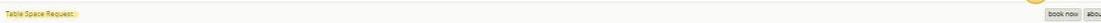
Step-by-Step Guide

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"

The screenshot displays the Georgia Tech Campus Reservation System interface. On the left, a sidebar contains navigation options: HOME, CREATE A RESERVATION (highlighted with a yellow circle), MY EVENTS, BROWSE (EVENTS, LOCATIONS), and LINKS (OIT Help Desk, Report System Issues, Legal & Privacy Information, Student Org Reservation Help). The main content area features 'SITE HOME' and 'MY HOME' tabs, a 'GT Events Quick Links' menu with buttons for Event Planning Resources, Campus Map, Event Parking, Tech Catering, and Classroom IT Services Request, and a 'Campus Events This Week' section. At the bottom right, a 'Request a Classroom Space' section includes a photo of a lecture hall and a list of submission rules: Students (72 hours prior), GT Departments and Colleges (48 hours prior), and specific dates for Summer Semester (beginning 8:00 am on the first Monday in April) and Fall Semester (beginning 8:00 am on the first Monday in August).



4. Click "Book Now" beside "Table Space Request".



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

1 Rooms

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
(all) Add/Remove

Search

Let Me Search For A Room

I Know What Room I Want

Selected Rooms
Your selected Rooms will appear here.

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

7. Select the desired, month, date, and year.
Please note request must be made submitted at least 5 business 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



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

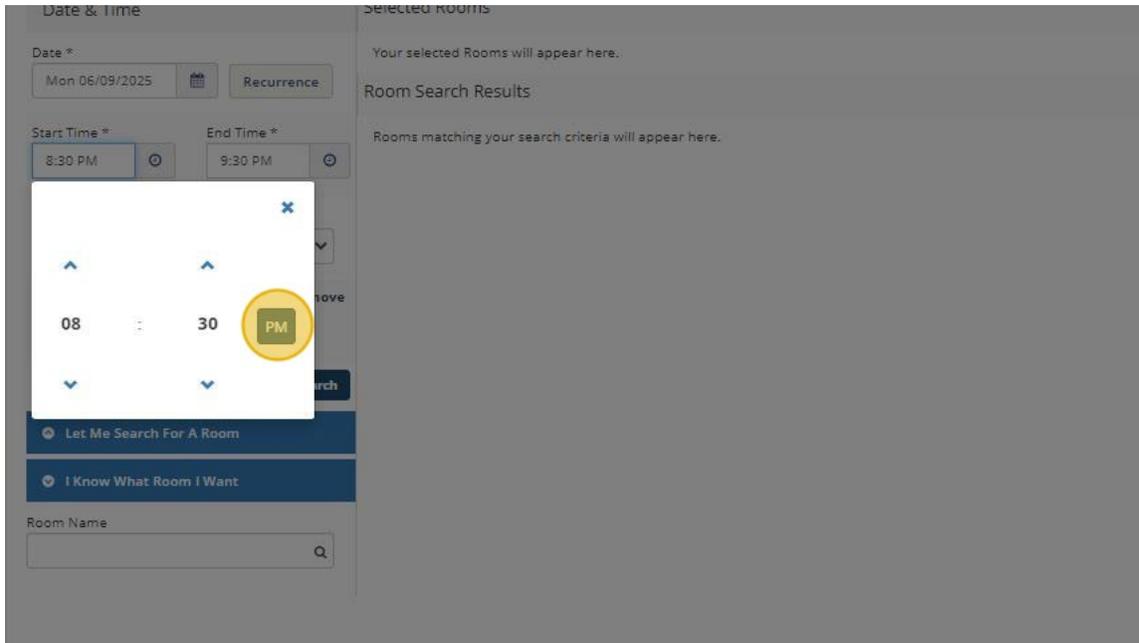
The screenshot shows a web interface for creating a new booking for Monday, June 9, 2025. The 'Date & Time' section includes a date field (Mon 06/09/2025), a recurrence button, and start/end time fields (1:30 PM and 2:30 PM). A yellow circle highlights the clock icon next to the start time. Below the time fields is a dropdown for time zones (Eastern Time (US & Canada)) and a 'Locations' section with '(all)' and an 'Add/Remove' button. A 'Search' button is at the bottom of the form. To the right, the 'Selected Rooms' and 'Room Search Results' sections are currently empty. At the bottom, there are two blue buttons: 'Let Me Search For A Room' and 'I Know What Room I Want'.

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

This screenshot shows the same booking interface as above, but with a time picker overlay open over the start time field. The overlay displays '01' in a large yellow circle, with '30' and 'PM' to its right. There are up and down arrows for adjusting the hour and minute values. The background interface is dimmed, showing the 'Date & Time' section and the search buttons.

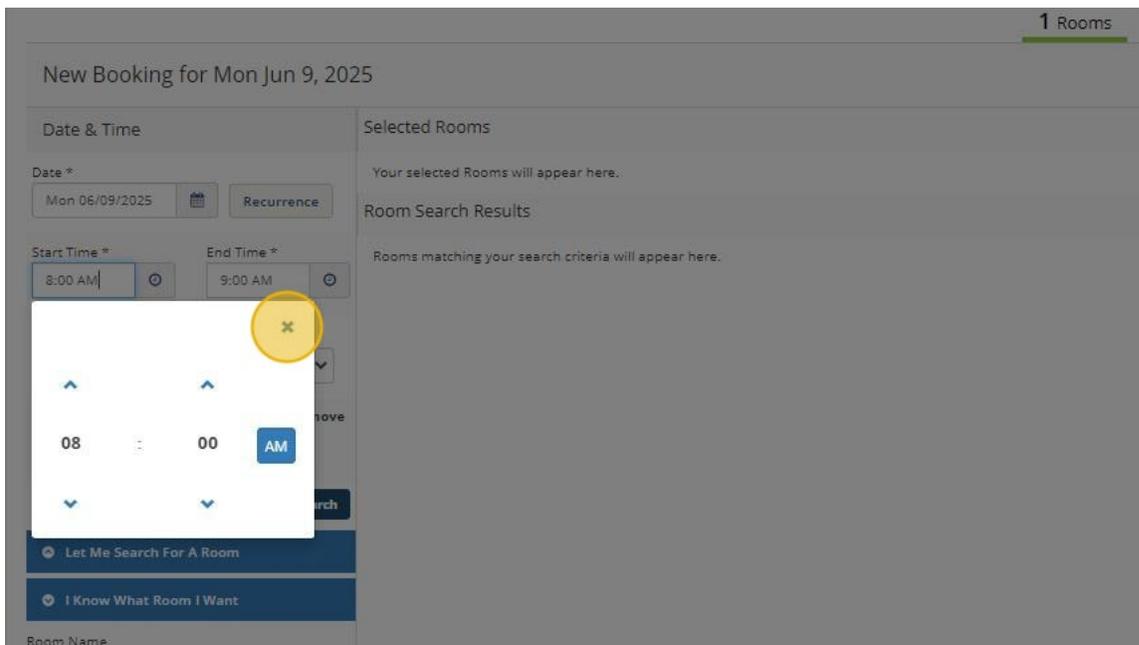


10. Change AM/PM by clicking on the blue block.



11. Click "X" to save your selections.

(Make sure you include the time you need to access the space for your setup and break down).





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

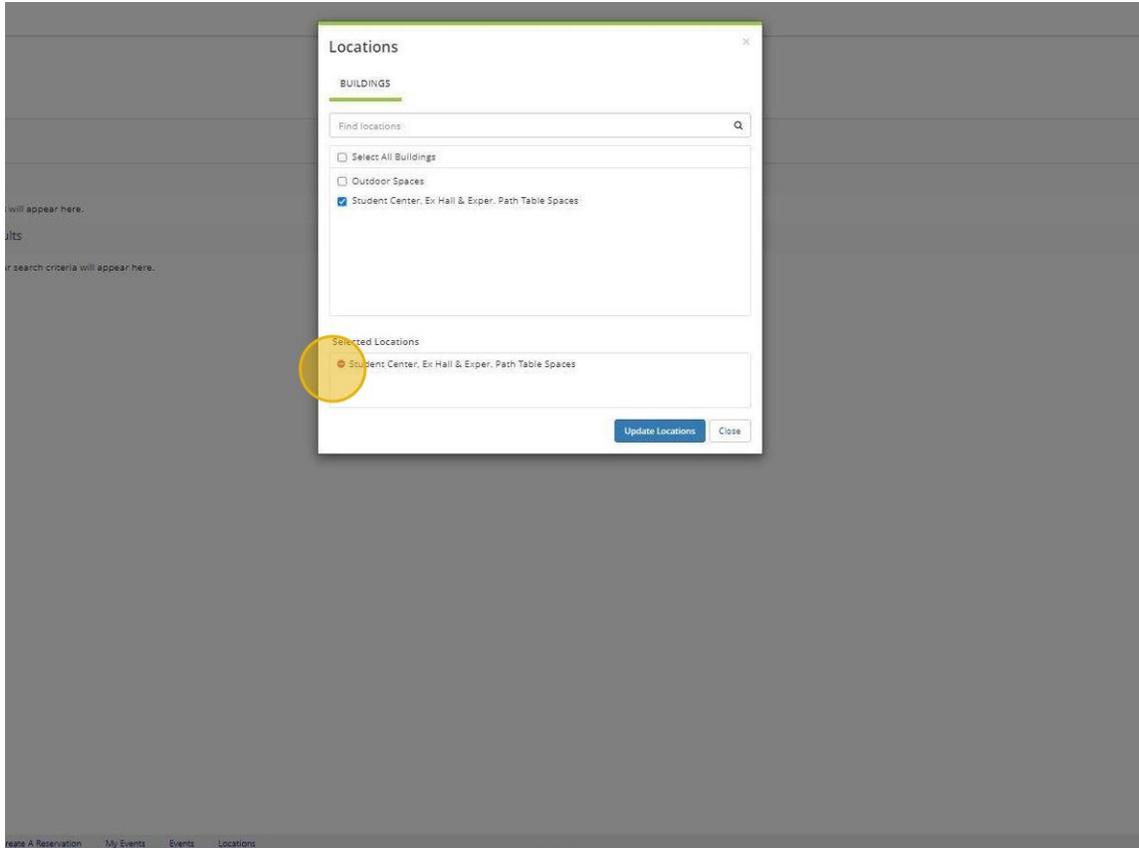
The screenshot shows a search interface with two main columns. The left column is titled 'Date & Time' and contains fields for 'Date *' (Mon 06/09/2025), 'Start Time *' (8:00 AM), and 'End Time *' (5:00 PM). Below these is a dropdown for 'Create booking in this time zone' set to 'Eastern Time (US & Canada)'. A 'Locations' section shows '(all)' with a yellow circle highlighting the 'Add/Remove' icon. A 'Search' button is at the bottom of this section. Below the search section are two blue buttons: 'Let Me Search For A Room' and 'I Know What Room I Want'. At the bottom is a 'Room Name' search field. The right column is titled 'Selected Rooms' and contains the text 'Your selected Rooms will appear here.' Below that is a section titled 'Room Search Results' with the text 'Rooms matching your search criteria will appear here.'

13. Click "Student Center, Ex Hall & Exper. Table Spaces" and then click "Update Locations".

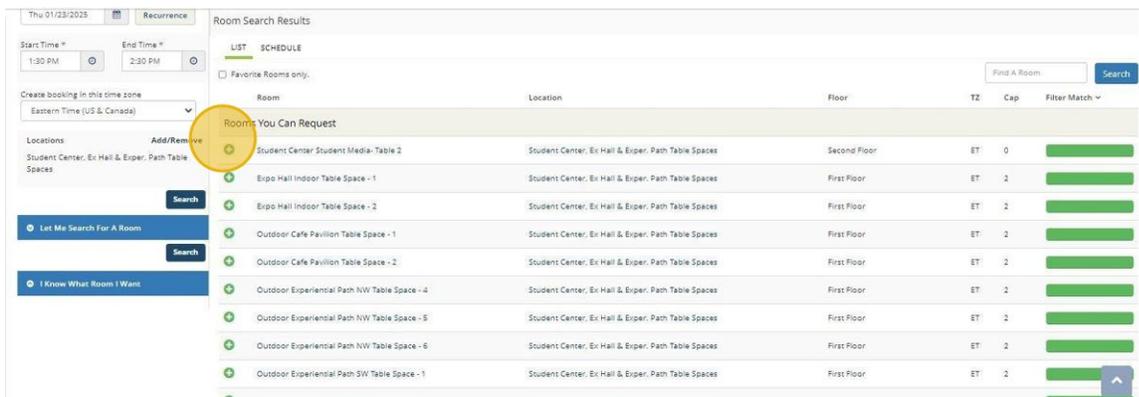
The screenshot shows a 'Locations' dialog box with a close button in the top right. Under the 'BUILDINGS' section, there is a search field 'Find locations:'. Below it are three checkboxes: 'Select All Buildings', 'Outdoor Spaces', and 'Student Center, Ex Hall & Exper. Path Table Spaces'. The third checkbox is checked and highlighted with a yellow circle. Below the list is a 'Selected Locations' section showing 'Student Center, Ex Hall & Exper. Path Table Spaces' with a red dot next to it. At the bottom right are 'Update Locations' and 'Close' buttons.



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



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





16. The table space(s) that you have selected will now appear below "Selected Rooms". To add more spaces to your reservation, repeat steps 5 - 15. Once you have added all your desired table spaces select "Next Step".

The screenshot shows the 'Table Space Request' interface. At the top, there are tabs for '1 Rooms' and '2 Reservation Details'. The main heading is 'New Booking for Thu Jan 23, 2025'. On the left, there are fields for 'Date & Time', 'Start Time', 'End Time', and 'Locations'. The 'Selected Rooms' section on the right shows a red minus icon and the text 'Student Center Student Media- Table 2', with a yellow arrow pointing to it. Below this is the 'Room Search Results' section, which includes a 'LIST' tab and a table of 'Rooms You Can Request'. The table has columns for Room, Location, Floor, TZ, Cap, and Filter Match. The table contains four rows of room options, each with a green plus icon in the 'Filter Match' column.

17. 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.

The screenshot shows the 'Reservation Details' interface. At the top, there are tabs for '1 Rooms' and '2 Reservation Details'. The main heading is 'Reservation Details'. The 'Event Details' section has fields for 'Event Name' and 'Event Type'. The 'Group Details' section has fields for 'Group', '1st Contact', '1st Contact Name', '1st Contact Phone', '1st Contact Email Address', '2nd Contact (GA Tech Advisor Name)', and '2nd Contact (GA Tech Advisor Name) Phone'. There are also fields for '1st Contact Fax' and '2nd Contact (GA Tech Advisor Name) Fax'.

18. Once you have provided all the necessary details select "Create Reservation" in the bottom right corner or top right corner.