GT Events “How To” – Exhibition Hall

Step 1: Once you are logged into GT Events, click on Create a Reservation.
Step 2: Choose the appropriate reservations template based on the type of space you require by clicking **book now**.

If you are booking on behalf of your student organization then you will select the **Chartered Student Group** template.

Select the **Request Event Space** template if you are booking under your Institute’s department.

Select this template to book Tabling Space at the Exhibition Hall.
The selected Reservation Template will be displayed here.

Step 3: Select the date, start, and end time of your event. Use the “Recurrence” button to enter multiple dates for a recurring event.

Step 4: Click the Search button to search for all available rooms.

You can specify certain Setup Types and enter the number of attendees in the Number of People field to narrow down your search. The available rooms based on your search criteria will display.

You may also use this Add/Remove option to include or exclude Locations from the search.
Step 5: Select the desired room by clicking on the + symbol. To see additional information, click on the room name.