

# GT Events “How To” – Exhibition Hall

Step 1: Once you are logged into GT Events, click on **Create a Reservation**.

**Georgia Tech** Georgia Tech Campus Reservation System

HOME | CREATE A RESERVATION | MY EVENTS | BROWSE | EVENTS | LOCATIONS | LINKS

## Welcome to Georgia Tech Campus Reservation System (GTEvents)

The Georgia Tech Campus Reservation System allows users to request classroom and event spaces in many buildings and outdoor venues on campus. Members of the Georgia Tech community may log into GT Events with their Georgia Tech user ID and password. External users may log into GT Events with the email address and password used when the account was created. The site also offers a list of academic classes, lectures, and events taking place across campus.

**Events By Type:**  
Today's Public Lectures  
Campus Events This Week

**GT Quick Links:**  
Campus Map  
Current Construction Projects  
Parking and Transportation

### Request a Classroom Space

- Students:** A request must be submitted through gt events 72 hours prior to the event start date. A maximum of 40 bookings per reservation will be allowed.
- Faculty and Staff:** A request must be submitted through gt events 48 hours prior to the event start date. A maximum of 100 bookings per reservation will be allowed.
- Dates for requesting Classroom spaces for Events:**  
**Summer Semester:** Beginning at 8:00 am on the first Monday in April of each year.  
**Fall Semester:** Beginning at 8:00 am on the first Monday in August of each year.  
**Spring Semester:** Beginning at 8:00am on the first Monday in December of each year.

Classroom Space (Student)  
Classroom Space (Staff/Faculty)  
Classroom Details  
Building Contacts

### Request an Event Space

- Students:** A request must be submitted through gt events 72 hours prior to the event start date. A maximum of 50 bookings per reservation will be allowed.
- Faculty and Staff:** A request must be submitted through gt events 48 hours prior to the event start date. A maximum of 100 bookings per reservation will be allowed.

Event Space (Student)  
Event Space (Staff/Faculty)  
F.A.Q.  
Building Contacts

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

Step 2: Choose the appropriate reservations template based on the type of space you require by clicking **book now**.

The screenshot shows the Georgia Tech Room Request web application. The top navigation bar includes the Georgia Tech logo, the title "Room Request", and a user profile icon. A left-hand sidebar contains navigation options: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE (with sub-items for EVENTS and LOCATIONS), and LINKS (with various help and information links). The main content area is titled "My Reservation Templates" and lists several reservation options, each with a "book now" button and an "about" link. Blue callout boxes with arrows provide instructions: one points to the "Chartered Student Group - Request Event Space" template, another points to the "Request Event Space" template, and a third points to the "Clough & Library - Instant Reservation Rooms" template.

| Reservation Template                              | Book Now | About |
|---|----------|-------|
| Chartered Student Group - Request Classroom Space | book now | about |
| Chartered Student Group - Request Event Space     | book now | about |
| [Redacted]  | book now | about |
| Request Event Space                               | book now | about |
| Request Classroom space (available AS IS only)    | book now | about |
| Request Classroom space-weekend & breaks use only | book now | about |
| Clough & Library - Instant Reservation Rooms      | book now | about |
| Display Case, Org. Kiosk, Banner, Tech WW Space   | book now | about |
| Outdoor Event Spaces (4 Weeks Advanced Booking)   | book now | about |
| OIT Laptop Request Form                           | book now | about |

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.

Chartered Student Group - Request Event Space

1 Rooms 2 Services 3 Reservation Details

New Booking for Thu Sep 26, 2019

Date & Time

Date: Thu 09/26/2019 Recurrence

Start Time: 2:30 PM End Time: 3:30 PM

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

Locations: (all) Add/Remove

Search

Let Me Search For A Room

Setup Types: (no preference) Add/Remove

Features: (none) Add/Remove

Number of People: 0

Search

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.

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.



## New Booking for Tue Sep 1, 2020

**Date & Time**

Date: Tue 09/01/2020

Start Time: 3:00 PM | End Time: 4:00 PM

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

**Locations** Add/Remove

Exhibition Hall

**Search**

Let Me Search For A Room

**Setup Types** Add/Remove

Open U

Number of People: 20

**Search**

I Know What Room I Want

**Selected Rooms**

Your selected Rooms will appear here.

**Room Search Results**

LIST SCHEDULE

Favorite Rooms only.

Step 5: Select the desired room by clicking on the + symbol. To see additional information, click on the room name.

|                              | 6   | 7 AM | 8 | 9 | 10 | 11 | 12 PM | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11     |
|------------------------------|-----|------|---|---|----|----|-------|---|---|---|---|---|---|---|---|---|----|--------|
| <b>Rooms You Can Request</b> |     |      |   |   |    |    |       |   |   |   |   |   |   |   |   |   |    |        |
| Exhibition Hall (ET)         | Cap |      |   |   |    |    |       |   |   |   |   |   |   |   |   |   |    |        |
| + Buckhead                   | 20  |      |   |   |    |    |       |   |   |   |   |   |   |   |   |   |    | Closed |
| + Home Park                  | 26  |      |   |   |    |    |       |   |   |   |   |   |   |   |   |   |    | Closed |
| + Centennial                 | 22  |      |   |   |    |    |       |   |   |   |   |   |   |   |   |   |    | Closed |

Availability Legend