So you have an event!

You can use Meeting Room Manager (MRM) to:

- Check room availability in Myron Taylor Hall
- Reserve a room in Myron Taylor Hall
- Request Facilities Support (setting up chairs/tables, approval for catering, etc.)
- Request Audio-Visual Support (microphone, projector, etc.)
- Request Communications/Publicity Support (digital TV displays, posters, etc.)
- Post information about the event to the law school website’s calendar

Getting started

Accessing MRM:

http://calendar.lawschool.cornell.edu/mrm/

You will need a user name and password. If you do not have one, contact Dave Semo (david.semo@cornell.edu or 220-3574) or the IT Helpdesk (helpdesk@lawschool.cornell.edu or 5-2829).

Once you’ve entered your login information, MRM will open to a Calendar display.
Reserving a room for your event

When looking for a room for your event, please keep in mind that classes have scheduling priority.

DO NOT contact professors directly about changing classroom assignments. The Registrar’s Office handles all classroom assignments and requests to move a class should be directed to them.

To begin a new event/room reservation, double click in the open time slot you wish to book.

A new window will appear with “Reservation Details.”

Click on a specific date to view all room reservations for that day. Use the green arrows to see previous or future months.

Gray areas in the calendar indicate that the room is available during that time.

Rooms in Myron Taylor Hall
Reservation Details: General

Section 1:

This is where you indicate the event time. You can either select a time from the drop down menu OR manually override the time and type it in (ex. 4:15).

There are also fields for you to enter Prep Time and Cleanup Time in minutes. This allows you to add hold time on the room without affecting the display time of the event on the law school website or digital TV monitor’s event list.

Section 2:

Required Information:

- Class Title – Displays within the MRM Calendar
- Event Title – Event heading on the law school website’s event calendar
- Electronic Display Title – Short description on digital TV monitor’s event list
- Event Description – Allows you to enter descriptive information for the law school website’s event calendar
- Contact Person – Name, phone number and email are required for all events

Additional Information:
If you choose to “Add this Event to a calendar” be aware that MRM will feed information to the law school’s online calendar in the following way:

A calendar must be selected for your event to display on the law school website’s event calendar. Use “prep” and “cleanup” time fields to ensure your event time displays correctly.

Special Note for Events that are Classes
Special access must be granted by Law IT/Dave Semo in order for you to enter/edit information for classes. If your event is a class (ex. Colloquia), **DO NOT** edit the title, room or time without prior authorization from the Registrar’s Office. **DO** make sure you go back and enter information about the event/speaker and request communication support if you would like to publicize your talks.

**Reservation Details: Facilities**

![Reservation Details Image]

Click on the **Facilities** tab to request support for:

- After hours building/room access
- Room setup

All Facilities support requests must be made **at least 48 hours** in advance. By filling out these fields, an email will automatically be generated to Facilities notifying them of your request.

All events providing food and/or alcohol or requiring directional signage **must** contact Facilities to discuss your request.

Contact:
Karen Bailey, Building Coordinator 255-8858 or kmn6@cornell.edu
Mike Pado, Facilities Manager mjp20@cornell.edu

Select the drop down arrow option by **I DO NOTE REQUIRE FACILITIES SUPPORT** and Select “No Support Required” if you do not need Facilities support.
Reservation Details: Communications

Click on the **Communications** tab to:

- Request promotional materials like a digital screen for the TV’s and posters
- Enter speaker information
- Indicate GPSAFC-funded event
- Publicize the event on a law school website calendar

By filling out these fields, an email will automatically be generated to Communications notifying them of your request for publicity.

**To add your event to the Law School website’s event calendar, be sure to select a Calendar type (General, Student Events, program/org-specific, etc.) from “Add this Event to a calendar.”**

[http://www.lawschool.cornell.edu/news-center/events.cfm](http://www.lawschool.cornell.edu/news-center/events.cfm)

**Contact:**
Norah Selig, Communications Assistant 254-8784 or [nmk5@cornell.edu](mailto:nmk5@cornell.edu)

Select the drop down arrow option by I DO NOT REQUIRE COMMUNICATIONS SUPPORT and Select “No Support Required” if you do not need Communications support.
Reservation Details: Audio-Visual

Click on the Audio-Visual tab to:

- Request microphones
- Request assistance setting up audio-visual equipment
- Record your event

By filling out these fields, an email will automatically be generated to A/V notifying them of your request.

Contact:
Michael d’Estries 342-5534 or md262@cornell.edu

Select the drop down arrow option by I DO NOT REQUIRE A/V SUPPORT and Select “No Support Required” if you do not need Audio-Visual support.

Once you have completed your entry, click “Save and Close.”

It’s always a good idea to follow up with the departments you have requested support from (Facilities, A/V, Communications) to confirm they received your request and are able to fulfill it.

**Editing Existing Events**

If you change the date, time and/or location of an existing event, your event will go through a reapproval process. You will receive an email notification once it has been reviewed. Any Facilities, A/V
or Communications/Publicity support requested will automatically be notified of your change via email upon approval.

Deleting Events

If you delete an existing event, you will need to contact any support you have requested (Facilities, A/V or Communications) to notify them that support is no longer needed.

Off-Site Events

You can use MRM to publicize information about Law School events happening off-site, or outside of Myron Taylor Hall. **While MRM cannot be used to reserve rooms outside the Law School**, it is set up to enter details about off-site events and request Communications support for those events.

Use the columns labeled “Campus/Ithaca Area” to enter information for events taking place outside the law school that you want to appear on the law school’s web calendar.

Additional Event Support

You may want to publicize your event beyond the law school. Here are some ideas:

Cornell Events Calendar: [http://events.cornell.edu/](http://events.cornell.edu/)

Peggy Beach
Director, Campus Relations
phone:  607 255-7419
email:  mjb15@cornell.edu

Cornell Daily Sun: [http://cornellsun.com/](http://cornellsun.com/)

Cornell Chronicle: [http://www.news.cornell.edu/](http://www.news.cornell.edu/)

Ithaca College: [http://www.ithaca.edu/calendar/support/calendaradministrator/](http://www.ithaca.edu/calendar/support/calendaradministrator/)

Ithaca Times: http://www.ithaca.com/site/contact/

IthacaEvents.com: http://www.ithacaevents.com/

If you think your event may be news-worthy, or would like to request media coverage, please contact Tricia Barry, CLS Writer & Communications Strategist 255-6499 or tmr82@cornell.edu.