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.
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.

**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.

**NOTE:** Please contact the Registrar’s office to schedule any make-up classes.

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.”
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).

**IMPORTANT NOTES**

- Please allow **at least 15 minutes** between the start of your event and the end of a class or the end of your event and the start of a class. Depending on the size of your event, you may need more than 15 minutes (discuss with caterer and facilities). This will allow time for set-up and break-down of your event. There are 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. (Example: If your event is being held from 4:30-5:30pm, enter that in the start/end fields. If you need 15 minutes for set up and 15 minutes for cleanup, enter those in the prep time/cleanup time fields to the right of the event time fields.)

- Approval of events will not happen until after add/drop is completed each semester. Please note, if your event falls during the first week of classes, it may be approved BUT you may be asked to change rooms based on changes to the class schedule.

- After receiving a room approval, you **MUST** also get an approval from Facilities if your event is taking place **after business hours** (5:00 M-TH, 4:00F or on the weekend).
• Use of the Breakout Space for an event will NOT be approved if classes are being held in the 180’s at the same time
• Prior approval from Fork and Gavel is needed to use their Express area in the Commons after hours or on the weekend for an event. Please contact Kathleen kpasetty@yahoo.com to gain approval. Set-up for an event in the Fork and Gavel Express area cannot start until 4:00 p.m. on weekdays.

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

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.
Adding Events to a Calendar

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 **so please make sure all details are filled out**:

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

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 mip20@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.

**IMPORTANT NOTE**

- To allow ample time for design/production of digital screens, please contact Communications at least two weeks in advance.
- For large events that require professionally printed materials, please contact Michelle Tong (mtb582@cornell.edu) at least 4 weeks in advance to set up an intake meeting.

To add your event to the Law School website’s event calendar - [http://www.lawschool.cornell.edu/news-center/events.cfm](http://www.lawschool.cornell.edu/news-center/events.cfm), be sure to select a Calendar type (General, Student Events, program/org-specific, etc.) from “Add this Event to a calendar.”

Contact:

- Michelle Tong, Communications Assistant 254-8784 or mt582@cornell.edu

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

**IMPORTANT NOTE:** If you would like an event recorded, you need to formally request it through MRM.

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](mailto:md262@cornell.edu)

Select the drop down arrow option by I DO NOTE 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 your event is cancelled, please remove it from MRM so that the space may be available for others to use. To cancel the event, please click on the cancel event tab and follow the prompts. This will alert the appropriate departments that your event is cancelled.

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/

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

Cornell Daily Sun: http://cornellsun.com/

Cornell Chronicle: http://www.news.cornell.edu/

Ithaca College: http://www.ithaca.edu/calendar/support/calendaradministrator/

Ithaca Journal: http://www.theithacajournal.com/

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 Justin Gravius, Communications Specialist, 255-7477 or jig269@cornell.edu.

Who to Contact

AV
Michael d’Estries, 342-5534 or md262@cornell.edu
Ryan Schmohe, 351-5104 or rcs336@cornell.edu

Facilities
Karen Bailey, 255-8858 or kmn6@cornell.edu
Mike Pado, 255-8858 or mjp20@cornell.edu

Communications
Michelle Tong, 254-8784 or mt582@cornell.edu

In Case of Emergency
Cornell Police, 255-1111 or 911