Event Manager, Room Reservation System
The Link and Other Information

Please click Room Reservation Information on the Student Event Portal to access the Event Manager link and other information.

Make sure you have the necessary software downloaded in the event you are making your reservations from off-campus.
When you click on the actual Room Reservation Link—it will open on the following page:
Choose Date and Time—any events that begin and end after normal business hours will receive a pop up about Facilities Support---there will be an option at the bottom of the reservation to complete a facilities support request.
Proceed with Reservation—be sure and include “prep” time and “clean-up” time—this will help avoid back to back meetings without any time in between:

![Event Manager](image)

<table>
<thead>
<tr>
<th>Event Date/Time</th>
<th>Prep Time</th>
<th>Cleanup Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Date</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>2019-09-30</td>
<td>In minutes.</td>
<td>In minutes.</td>
</tr>
</tbody>
</table>
Click on “Review Dates for This Day” to determine what, if any, events might conflict.

View Events for This Date

- This is a recurring event.

### Events for 2019-09-30

#### Approved Events

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
<th>Title</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 AM</td>
<td>10:00 AM</td>
<td>Kaplan Bar review tabling 9am-4pm</td>
<td>Foyer (Cap:161)</td>
</tr>
<tr>
<td>11:00 AM</td>
<td>11:30 AM</td>
<td>Communications Website Weekly Meeting</td>
<td>G26</td>
</tr>
<tr>
<td>12:15 PM</td>
<td>1:15 PM</td>
<td>Academic Support Workshop</td>
<td>Tentative Event 1</td>
</tr>
<tr>
<td>2:30 PM</td>
<td>3:30 PM</td>
<td>Judicial Codes Counselors Meeting</td>
<td>387 (Cap:17)</td>
</tr>
<tr>
<td>2:45 PM</td>
<td>3:30 PM</td>
<td>Feldman - Meeting with PALW TAs</td>
<td>L30</td>
</tr>
<tr>
<td>3:45 PM</td>
<td>5:15 PM</td>
<td>AAD/Shawn Gavin Meeting</td>
<td>G39 (Cap: 10)</td>
</tr>
<tr>
<td>3:45 PM</td>
<td>5:30 PM</td>
<td>Clerkships for International JDs</td>
<td>182 (Cap:76)</td>
</tr>
</tbody>
</table>

#### Pending Events

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
<th>Title</th>
<th>Requested Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 AM</td>
<td>11:00 AM</td>
<td>Securities Law Clinic Triathlon meeting</td>
<td>G29 (Cap: 12)</td>
</tr>
</tbody>
</table>
Continue filling in the spaces as required using the drop down menus where indicated—If GPSA funded in all or part, include GPSA Language:

**Preferred Event Location**
Rooms available 2019-09-30 from 16:00 to 17:00

- Foyer (Cap:161)

**Event Details**

**Event Title**

Insert Full Name of Group Sponsoring the Event and the Title of the Event

**Event Description**

Here you would insert the details of the event, speaker names, etc.

If your event is receiving GPSAFC funds (in all or part), include the GPSA required language:

“Funded by the GPSAFC and Open to the Graduate Community.” “Please contact (name of event host) at (netID of the host) for any special arrangements you may require in order to attend this event.”

**Type of Event**

- Event
Expected Attendance
40

Post in Scoops?
☐ Yes
☐ No

Primary Hosting Organization
no organization

Primary Contact Person
Name
Linda Majeroni

Phone
255-65236

Email
lam32@cornell.edu

Web Calendars
Add this Event to a calendar
Student Events

Event Support
Are you serving food?
☐ Yes
☐ No
Will Alcohol be served?

A University Event Registration Form must be filled out and approved in order to serve alcohol at Law School events.

- Yes
- No

Do you require the following support?

- Communications
- Facilities
- Audio/Visual

Facilities Support

Facilities support requests must be made at least 48 hours in advance.

There will be no Facilities support weekends or evening events from June 1 - August 15.

Questions? Contact Karen Bailey, Building Coordinator (255-8858, kmm6@cornell.edu) or Michael Pado, Facilities Manager (mp20@cornell.edu).

Does your room setup differ from the original room setup?

- Yes
- No

Is directional signage needed?

- Yes
- No

Is your event open to the public?

- Yes
- No
When an event is after hours and/or serving food, facilities support is always required. In this case, Audio support was also checked, so a separate box popped up to complete that information.

Please add any comments for facilities support here:

We are serving food on the tables outside of G90.

A/V Support

All A/V support is limited to availability of staff.

Daytime events require 2 business days notice. Weekend events require 7 business days notice.

A signed release form is required to record speakers from outside the Law School.

What audio/video assistance do you require?

☐ Meet with AV Consultant in advance of my event to review the classroom technology or equipment needs

☐ Have AV Consultant setup the room for a PowerPoint presentation

☐ Please have my class /event recorded.

☐ I would like to use a document camera (ELMO).

☐ I would like to arrange a video conference.

⑧ Using Skype/Zoom/Google Talk/WebEx

Zoom/Skype Meeting ID (optional)
Finish and Submit

Once you submit, then it goes into a “pending” queue to be approved by an actual person. You will receive emails about the event. Please open and read them—it may ask you to click on a link or provide more information. Please do not advertise until you receive an “approved” status is received via email. If there is a conflict or an issue, you will be notified.