

1. General Guidelines:

- A. All requests must be sent to schedule@aua.am from an aua.am or edu.aua.am email address. Only requests sent to schedule@aua.am will be processed, requests sent to personal email accounts cannot be accommodated.
- B. All scheduling requests must be sent at least three working days prior to the event. In urgent cases, requests can be sent up to one day before the event; it should be noted in the subject line that the request is urgent. While we will try our best to assist in urgent situations, it is not guaranteed that all such requests can be accommodated. Please plan ahead.
- C. Room reservations are processed during normal university working hours.
- D. Classes and other academic activities (problem solving sessions, exams, etc.) have first priority for all reservations.
- E. The university reserves the right to change requests based on university need and appropriateness of the room request.
- F. Before submitting a request, the requestor should check to be sure the rooms they need are available at www.booking.aua.am.

2. Regularly Scheduled Classes/Exam Requests:

- A. The following information must be included in all requests:
 - ✓ Course title, Section (if applicable)
 - ✓ Date(s) of class/exam
 - ✓ Start and end time of the class/exam
 - ✓ The particular days of the week, in case of long-term scheduling
 - ✓ Venue(s) (Building (MB/PAB), Room Number)
 - ✓ Contact person/Phone #
- B. Colleges/Schools/Programs/Centers may note room preferences when submitting requests, however, final room assignments will be made in the Registrar's Office taking into consideration the needs of the entire university community.
- C. Priority is given on a first-come first-served basis. See also 1.D and 1.E above.
- D. Once your request has been processed, you will receive an email confirmation.
- E. Make certain that a request has been sent to support services (Facilities, ICTS, etc.) for computer equipment, chairs, etc. This will not be done by the Room Scheduler.

3. Other Academic/Extracurricular Events Requests

- A. All other academic-related requests MUST be sent to schedule@aua.am with a CC to the respective Dean (for Colleges/Schools) or Provost (for Centers not reporting to a Dean).

Room Scheduling Procedure for AUA Entities

Updated: April 15, 2016

B. The reservation must contain:

- ✓ Name of entity making the request
- ✓ Date(s)
- ✓ Time
- ✓ Venue(s) (Building (MB/PAB), Room Number)
- ✓ Topic and type of event
- ✓ Expected number of participants
- ✓ Contact person/Phone #
- ✓ Outside sources of financing (yes/no; if yes, then please provide the grant agreement's details/approved budget line)
- ✓ Technical Requirements:
 - o Facilities Dept. (extra chairs, tables, etc.)
 - o ICTS (laptop computer, LCD projector, microphone, etc.)
 - o Energy Services (particular lighting scheme for Manoogian Hall, etc.)
 - o Food Services (catering, etc.)
 - o Security Services (extra guards, etc.)
 - o Office of Communications (publicity on the University website, Upcoming Events; video and photo services)
- ✓ Additional notes

C. A tentative reservation will be made in the Schedule. Once the event has been approved and logistics are confirmed, the event will be officially confirmed in the booking system and a notification will be sent by the Director of Facilities or designee.

4. Additional Room Scheduling Procedures for Student Clubs and Student Councils

The Undergraduate and Graduate Student Councils as well as undergraduate student clubs and organizations registered as established groups at the Center for Student Success may reserve rooms for meetings and activities by following the procedure below.

Prior to submitting a request for room scheduling (Section 2. above), undergraduate student clubs must submit their event planning memo to the Center for Student Success (studentsuccess@aua.am). Please see the Undergraduate Student Clubs Event Planning and Budget Procedure for more information.

In addition to the procedures noted in Section 2. above:

- A. Only primary contacts of respective Clubs or Councils are authorized to make room scheduling requests.
- B. All requests from student clubs or Student Councils' must be copied to the Club/Council advisor as well as:
 - a. Student clubs must CC studentsuccess@aua.am
 - b. Student Councils must cc provost@aua.am

See also:

Events Management policy, <http://policies.aua.am/policy/49>