

# Booking Med Ed Pavilion Rooms & Posting to the “COM Student Activities Calendar”

1. Start in your own calendar: open a new appointment, put the event title in the subject line (please put “M1/M2/M3/M4 EVENT –” before the title if the event is for a specific class), set the time and date,
2. “Invite Attendees”
  - a. Invite the room from the global address book; MED ED ROOMS ONLY!
    - To book non-Med Ed rooms (i.e. HSRF, Given Courtyard, etc.) **email** the room details outlined below to [studentCOMservices@med.uvm.edu](mailto:studentCOMservices@med.uvm.edu)
    - **NOTE:** You only have permission to use your calendar; Outlook will not let you ‘touch’ the resource’s calendar
  - b. Verify the room is available during the time you requested by using the Scheduling Assistant tool (helpful screenshots for how to use the scheduling assistant are posted below).
  - c. You can also invite any additional attendees (co-chairs, faculty advisors, etc.) from the directory; this is great because, should your location or event details change, you can update it and re-send it out to update across everyone’s Outlook Calendars.
  - d. Is this event something you would like other students to know about? **If yes, then you NEED to invite the “COM Student Activities Calendar”** - also listed in the directory
  - e. **If you are booking a room, you MUST include the following** information in the “Notes”/“Details” section of the appointment (you can copy and paste it into your appointment from here!):

Details about the event:

Estimated Number of Attendees: (most of the Med Ed Rooms have 14 chairs)

Sponsoring Organization:

Event Primary Contact: [Name, Email Address]

## DO NOT PLAN FOR YOUR EVENT UNTIL THE ROOM “ACCEPTS” YOUR REQUEST.

**NOTE:** HSRF room requests cannot be made using this process. **Email** the aforementioned required event details to [studentCOMservices@med.uvm.edu](mailto:studentCOMservices@med.uvm.edu) with the date, time of your event, and preferred room, and the Student Services Team will happily submit a request on your behalf!

3. **WeeklyWire:** If you wish to advertise your event in [the WeeklyWire](#), you must submit the posting to [studentCOMservices@med.uvm.edu](mailto:studentCOMservices@med.uvm.edu) **via email** as you would like it to appear and indicate if there’s a targeted class(es) (do not forget date, time, and location in the posting).  
**NOTE:** Posting to the activities calendar will not ensure your event is advertised in the weekly newsletter. Deadline to submit for the upcoming issue is **7:00 AM EST, on Fridays**, unless advertised otherwise (some exceptions occur due to UVM Administrative Holidays/Office Closures).

### Your room request will be declined for ANY of the following reasons:

- The room is already booked during the time you requested.
- You failed to include ANY piece of the required information in your notes (see Step #2.e.)
- You requested study space; we do not reserve rooms for study space; PHP project and tutoring time are the only exceptions to this rule.

### For weekend meetings:

- There must be a UVM faculty sponsor present – put their name in request and invite them to the event
- Remember, rooms are automatically locked on weekend so you need to bring your ID and open the doors for anyone who does not have access (you might want to post a sign on the door with a primary contact number).

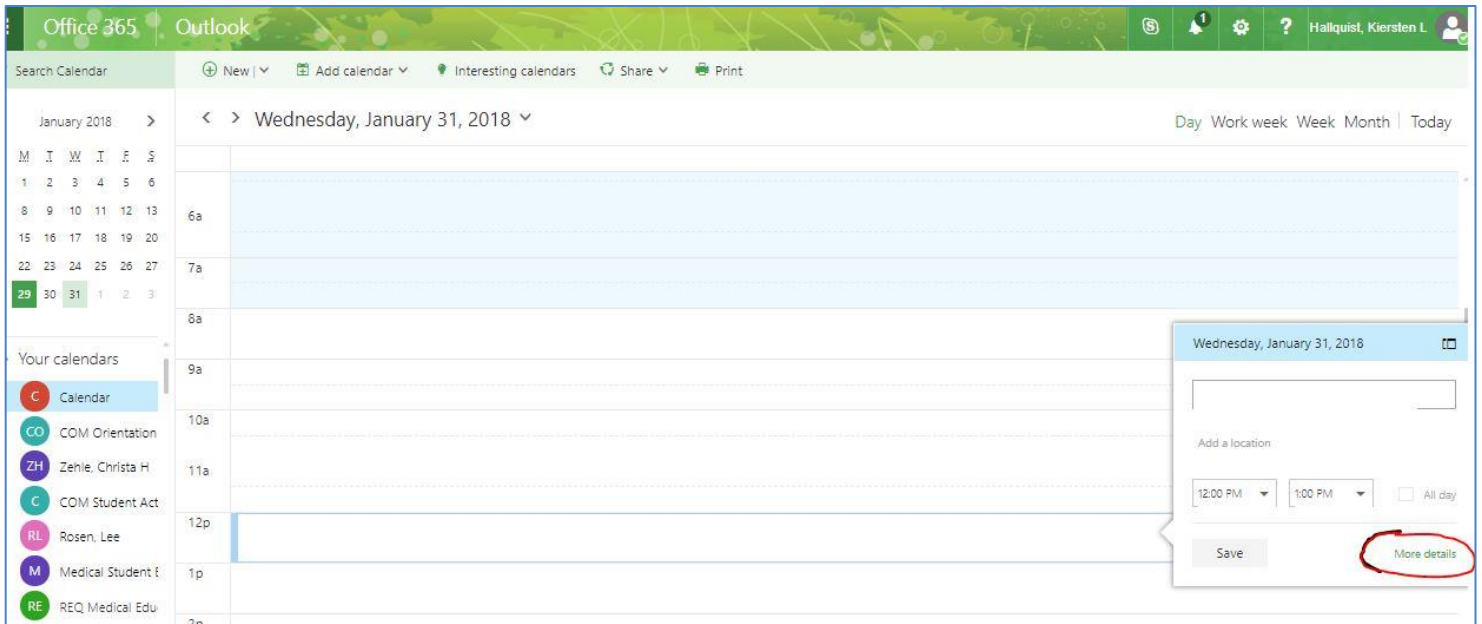


## IMPORTANT NOTES:

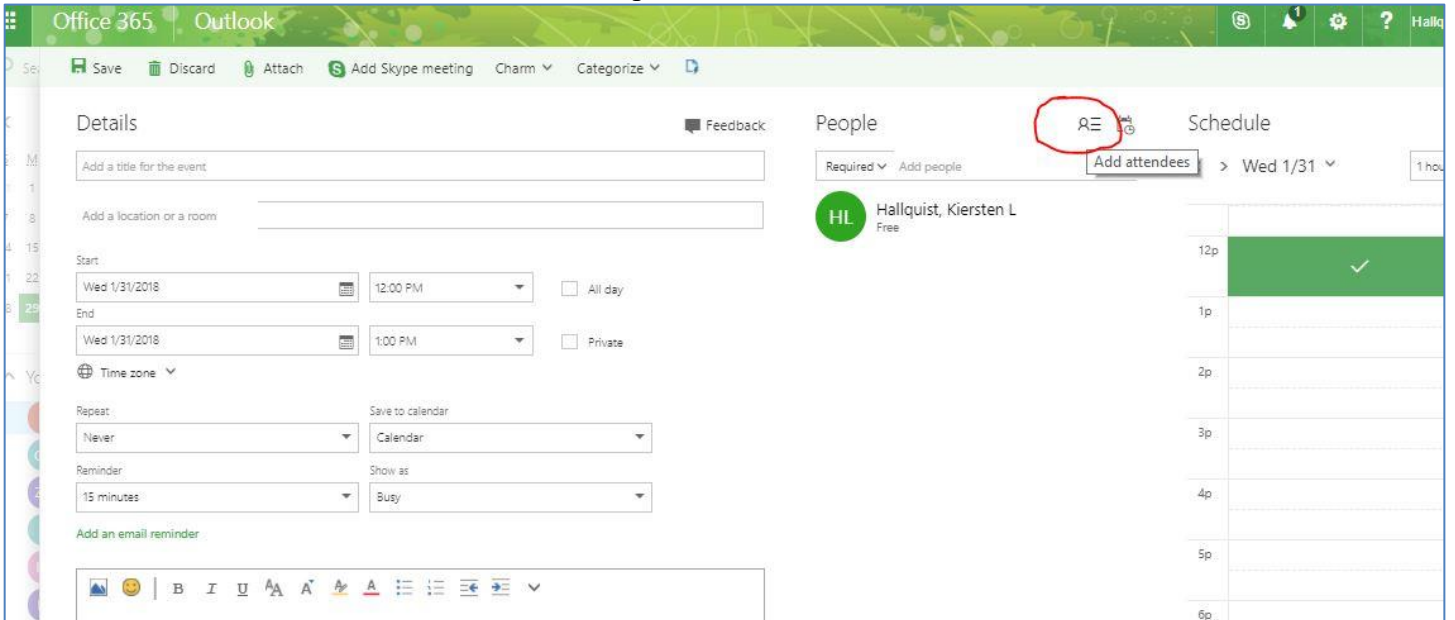
- Do you plan to serve food? If yes, you must adhere to all [UVM Catering Guidelines](#).
- Please clean up after your events, and return the room to how you found it.
- All curriculum-related activities receive priority over ANY other bookings; we apologize for any inconvenience!
- We can only book rooms as far out as the curriculum team allows (“room release date”)
- Please review the “COM Student Activities Calendar” before booking your event; you want to avoid conflicting events to boost attendance.

## Screenshots of Room-Booking Process:

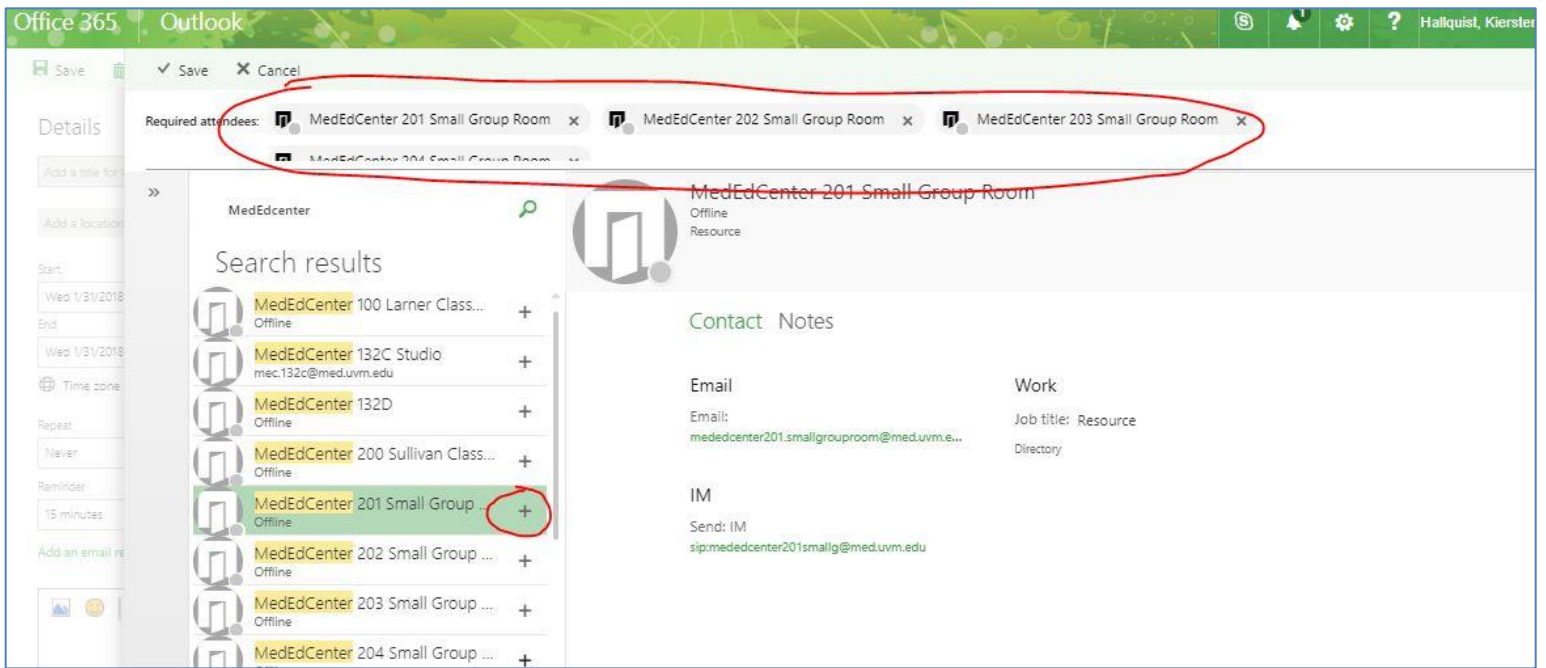
1. Create the appointment on your own personal calendar on the day and time you need a room.
2. Select “more details



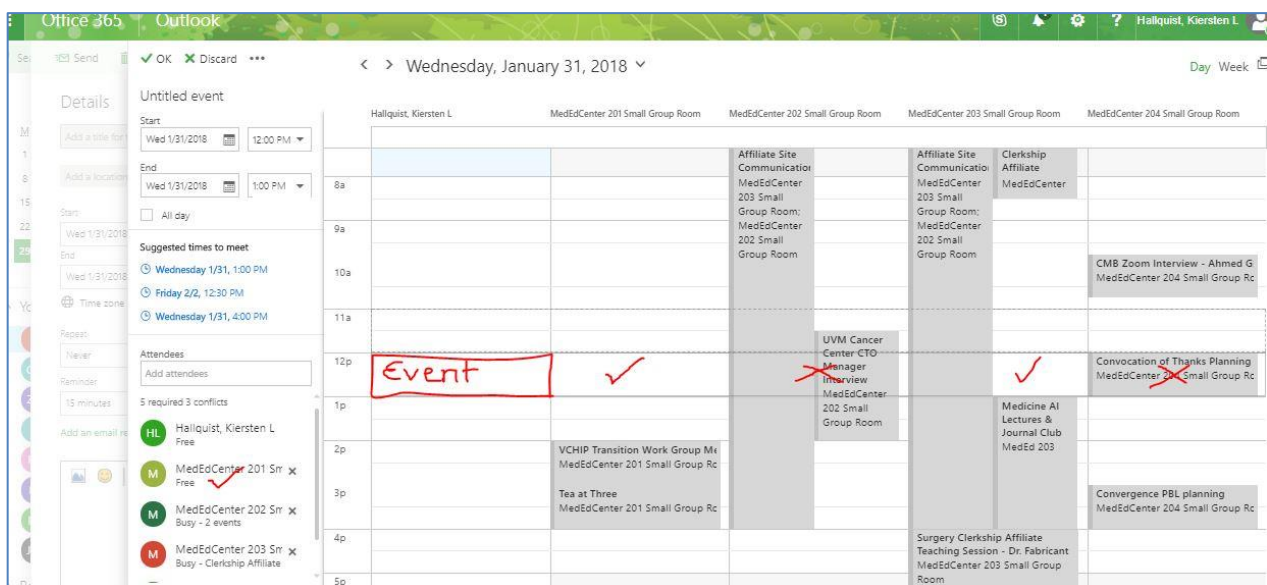
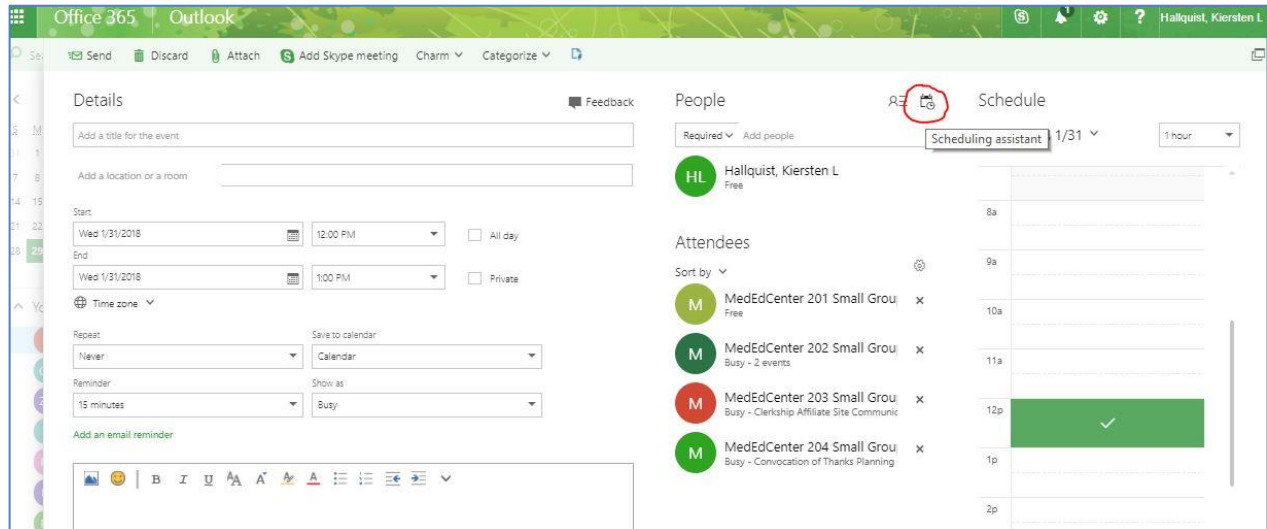
3. Add attendees under the section labeled “People”



4. Search “MedEdCenter” and invite a handful of rooms that fit your size and set-up needs to the meeting without hitting send, like so:

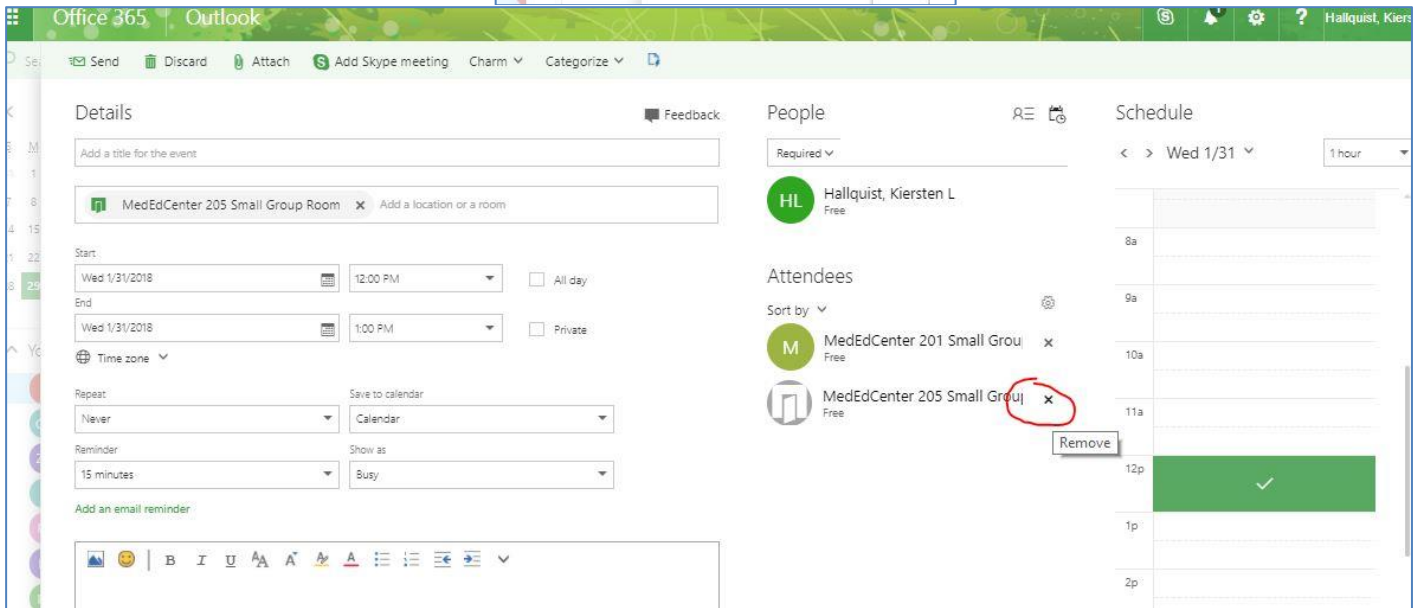
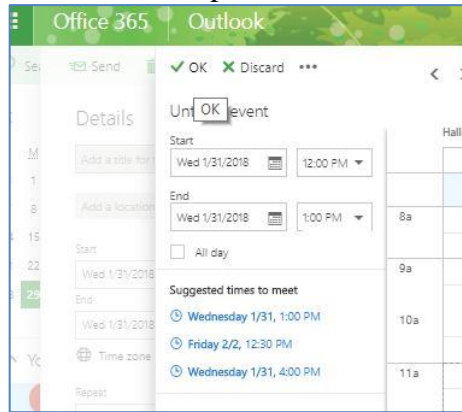


5. Now, see if any of the rooms you selected are available during your event time, using the “Scheduling Assistant”:

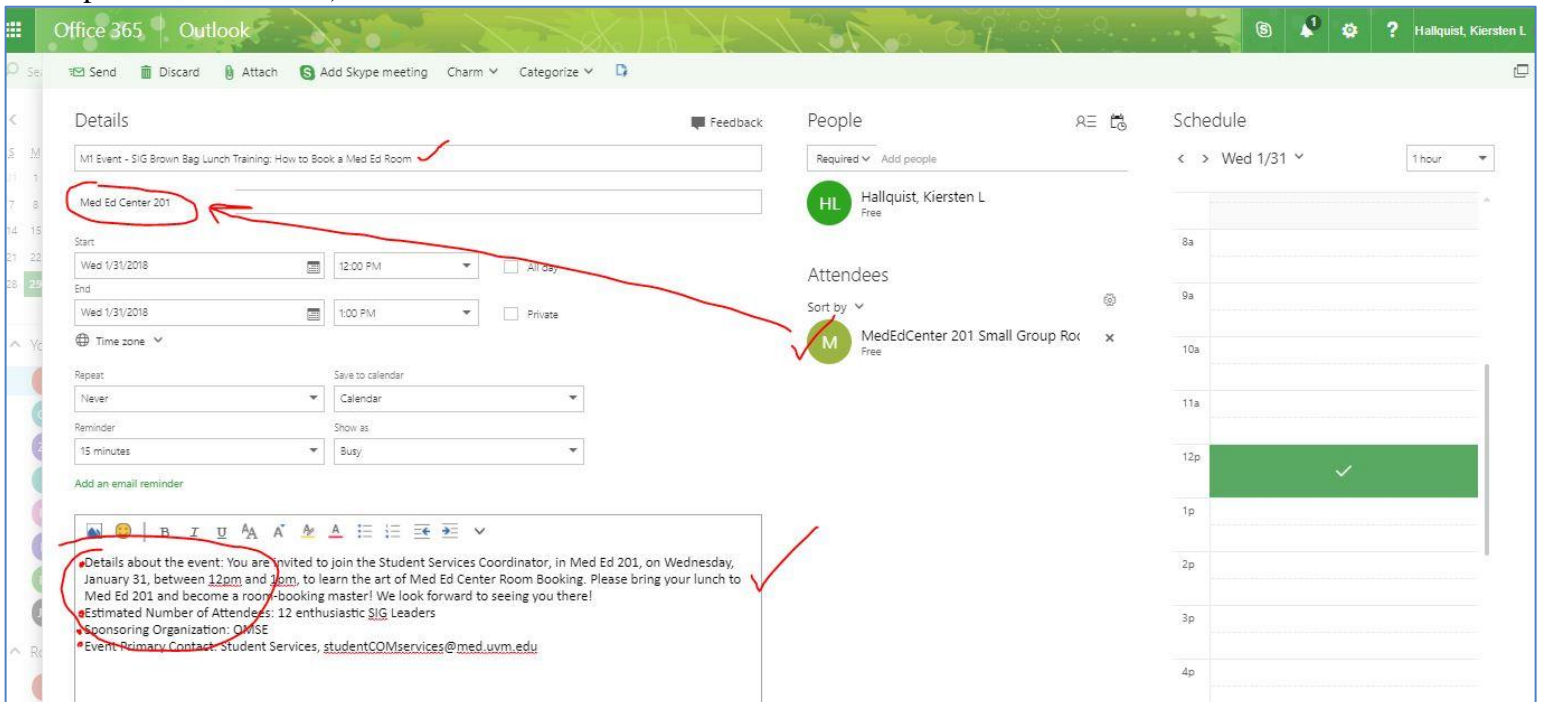


6. When you see a room available, click “ok” (NOT discard – this will lose your event you’ve been building), and

then remove all rooms from your attendees list except for the room that works/is available for your event:

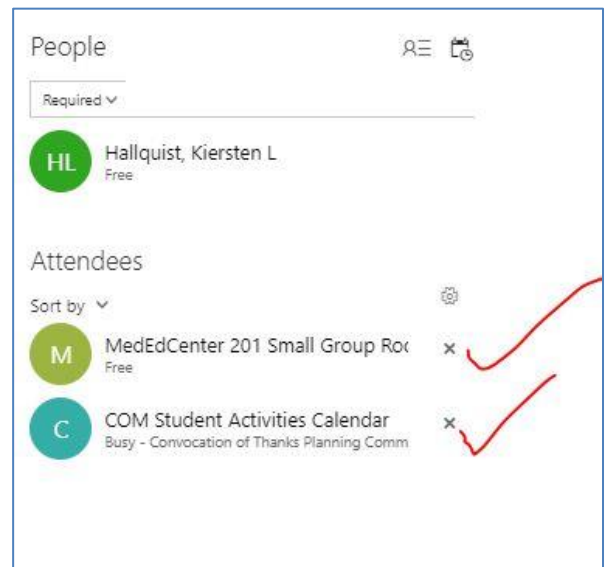
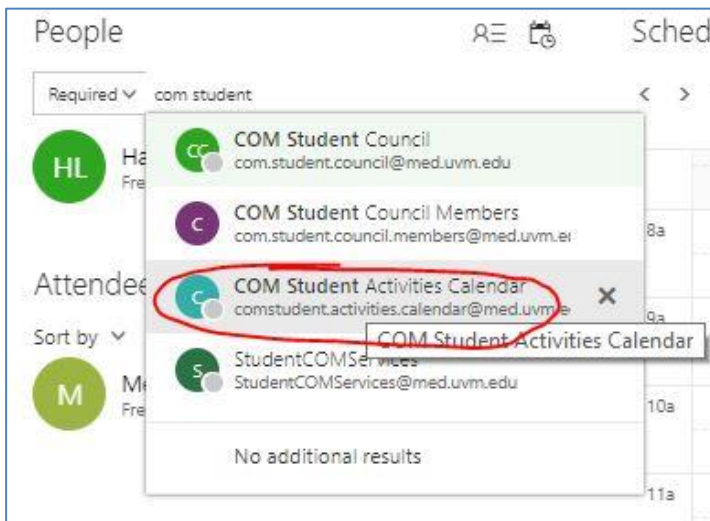
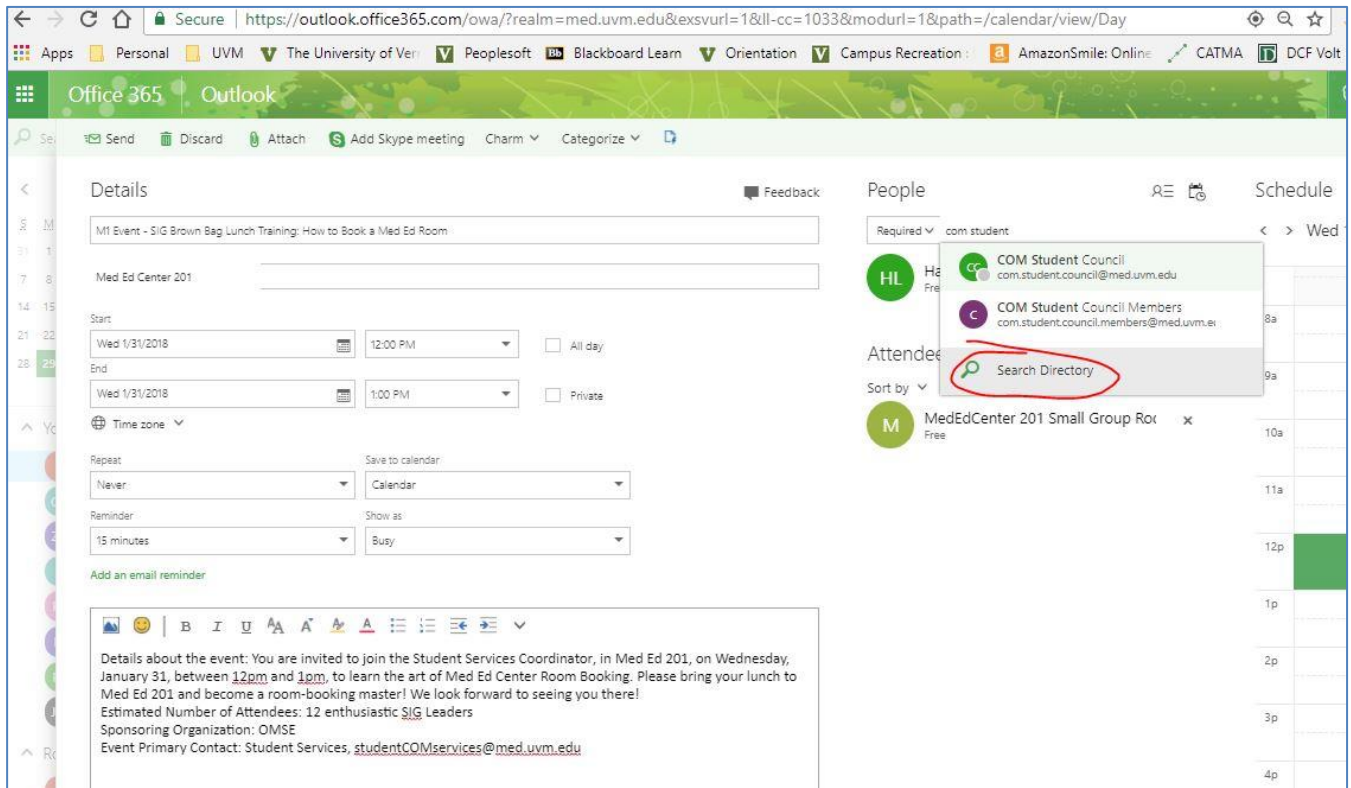


7. Finalize the title of your event, write in the name of the location you selection under the location in your event if it did not automatically populate, and then add the required room reservation info (feel free to copy and pasted from above!):



8. If you would like to have your event posted to our COM Student Activities Calendar (some students subscribe to this calendar on their smart phones and posting to the calendar automatically populates it to our [online](#)

[version of the calendar](#))



9. Want to run the event in [the WeeklyWire](#)? Be sure to email your posting, as you would like it to appear to [studentCOMservices@med.uvm.edu](mailto:studentCOMservices@med.uvm.edu) by 7:00 AM EST to have it included in the upcoming issue.

**FRIENDLY FINAL NOTE:**

We know this looks a bit intense, however, we are just being really thorough with our instructions. We promise you will get super speedy at booking rooms by the second or third try and might even develop some of your own shortcuts through this process! Thank you so much for planning events for our community. If you have any questions, please do not hesitate to contact your [Student Services Team](#).