Meetings or Events Room Scheduling Instructions

• All meetings and events must be scheduled through Student Services at least two weeks prior to event.

• You MUST check the MSUCOM web Calendar before you request a date and room. No organization can schedule their meeting over Classes, SGA, Class and Administration/Student Communication Hour meetings or other College events.

• Click on the link below:
  http://events.msu.edu/main.php?calendar=osteomed&view=month&clearfiltercategories=1

• On the left side of the screen underneath the min-calendar, click on “update”.

• User-ID: com  Password: student

• Click on “Add New Event”.

• Select “Student Group” template.

• Please fill out the form as completely as possible. If you need a room for the event, you will need to fill out all the information requested within the “description” box, which looks like the following:
  
  o  # Expected to Attend: Put in number

  o  Audio/Video Conferencing Needed? Put in either Audio or Video

  o  Top 3 Date Preferences: Put in three dates by order of preference

  o  Top 3 Room Preferences: Put in three rooms by order of preference

  o  Room Choices in East Lansing: A316 E. Fee* (seats 20), A338 E. Fee (seats 20), C102 E. Fee* (seats 50), Conrad - Evenings only* (seats 430), E202 Fee* (seats 110), E105 Fee* (seats 160),

  o  This information will go to Ms. Alissa Berry, C110 East Fee Hall, East Lansing who will check dates/rooms availability for the activity at all three sites. She will e-mail you a confirmation along with confirmation to Media Services for set up of any broadcast, audio or video needs.

  o  Do not publicize meeting/event until you have a confirmation from Ms. Harding