Room Scheduling Instructions – for Meetings/Events/Fundraiser

- All meetings and events must be scheduled through the Student Services - Office of Scheduling and Students Activities at least two weeks prior to event. Fundraisers should be scheduled one month prior.

- You MUST check the following Google Calendars: COM Students Events, Electives and both Class Google Calendars before you request a date and room.

- To view Google Calendars go to: [http://www.com.msu.edu/Students/Registrar/GoogleCalendarInstructions.pdf](http://www.com.msu.edu/Students/Registrar/GoogleCalendarInstructions.pdf) and click Google Calendar Instructions.

- No organization can schedule their meeting/event over academics, Student Government Association, Class and Administration/Student Communication Hour meetings or other major College events.

INSTRUCTIONS


- Click: Update

- User-ID: com  Password: student

- Click : Add New Event

- Select Student Group and Click Choose Template

- Please fill out the form as completely – Date, Time, Category and Title. Please fill out all the information requested within the Description box, which includes the following:
  - # Expected to Attend: **Put in number of attendees for each site**
  - Description of Event: **Dr. Mark Johns will be speaking about Cardiology**
  - Are you providing food? **Yes or No**
  - Does this need to be broadcast to all 3 sites? **Tell us if it is to DMC and/or Macomb**
  - Will you need to share any computer based content? **Tell us if it is a web based presentation – Utube video or a cd/movie.**
  - Top 3 Date Preferences: **Put in three dates by order of preference**

- Room Choices in East Lansing: A316 E. Fee* (seats 20), A338 E. Fee (seats 20), C102 E. Fee (Patenge Conference Room)* (seats 50), Conrad - Evenings only* (seats 430), E202 Fee* (seats 110), E105 Fee* (seats 160). If your event is being broadcasted to DMC or Macomb, our office will automatically set up rooms for you at those sites.

- This information will go to Ms. Beth Courey and Ms. Jennifer Miller, C101 East Fee Hall, East Lansing who will check dates/rooms availability for the activity at all three sites.

- You will be e-mailed a confirmation for the meeting with the date and rooms numbers. Please do not publicize meeting/event until you have received that confirmation. The information on your meeting will automatically be placed on the COM Student Events Google Calendar.

- HIT (Health Information Technology) will contact you for an appointment of equipment set up, usage and shut down procedures.