Space Reservation & Event Request System
User Guide

INTRODUCTION

SAIC has a new holistic system for event requests, booking spaces, and web calendaring: 25Live. This replaces the old Space Reservation System (EMS) and Engage's event form process. The new system also feeds event data to web calendars and digital signage, eliminating the need to enter the same event information in multiple systems! SAIC is adopting the Space & Event Reservation System to simplify the event and promotion processes, help the community use our spaces more efficiently, and add transparency to how we use all of our spaces.

Users can **login** and use the Space & Event Reservation System to:

- **Complete an event request AND select the space in one form!**
- **Locate a space, view availability, and other details such as photos, installed equipment, and capacity.**
- **Filter by room type or location and save your favorite spaces.**
- **Update or cancel your existing event requests.**
- **Receive email confirmations and reminders of upcoming events.**

WHICH ROOMS ARE AVAILABLE?

Several types of spaces are available. Some are limited as to who can access them and may require approval. The Space and Event Reservation System manages who can access spaces and routes event requests to the appropriate staff for review and approvals.

- **Academic Classrooms** are suitable for meetings, get-togethers, and other clean-use purposes and are used by Liberal Arts and Art History classes. They are not for painting, sculpting, or other messy making processes. Food is allowed in some spaces, but you must clean up after yourself, or pay for janitorial services if you cannot or will not clean up after yourself.
- **Event/Conference** spaces are for larger gatherings and are not available in Google Calendar. Access for some spaces may be limited to staff and faculty only and/or require approval. Sharp 327 and the Ballroom are examples. Food is allowed in some spaces, but you must clean up after yourself, or pay for janitorial services if you cannot or will not clean up after yourself.
- **Studio Classroom Multi Use** spaces are studio classrooms for messy making processes, such as 280-106 Photo classroom and Sharp 215 CP classroom. Some spaces are limited access and can require approval.
- **Tabling** spaces are in the lobbies of academic buildings and require approval.
- **Webinars** are Zoom with capacities of 500 attendees, 1000 attendees, and 300 attendees. All require approval and some are not available to students.
- **Off Campus Locations** are SAIC-vetted Chicago galleries and performance spaces. They require the event planner to contact the location owners in advance to secure use plus approvals.

Many classrooms are not available for reservation. Studios and making facilities, like the Fiber Weaving Studio or the MacLean 819 Computer Lab, cannot be reserved because:

- their available time must be preserved for students to complete work outside of class time
- they contain special equipment that requires staff monitoring during use
- they contain student work in progress that must not be disturbed
- their available time is scheduled via the Media Centers

Email saic-roomreserv@saic.edu with questions or problems.

[Link to SAIC event policies]

CREATING AN EVENT REQUEST
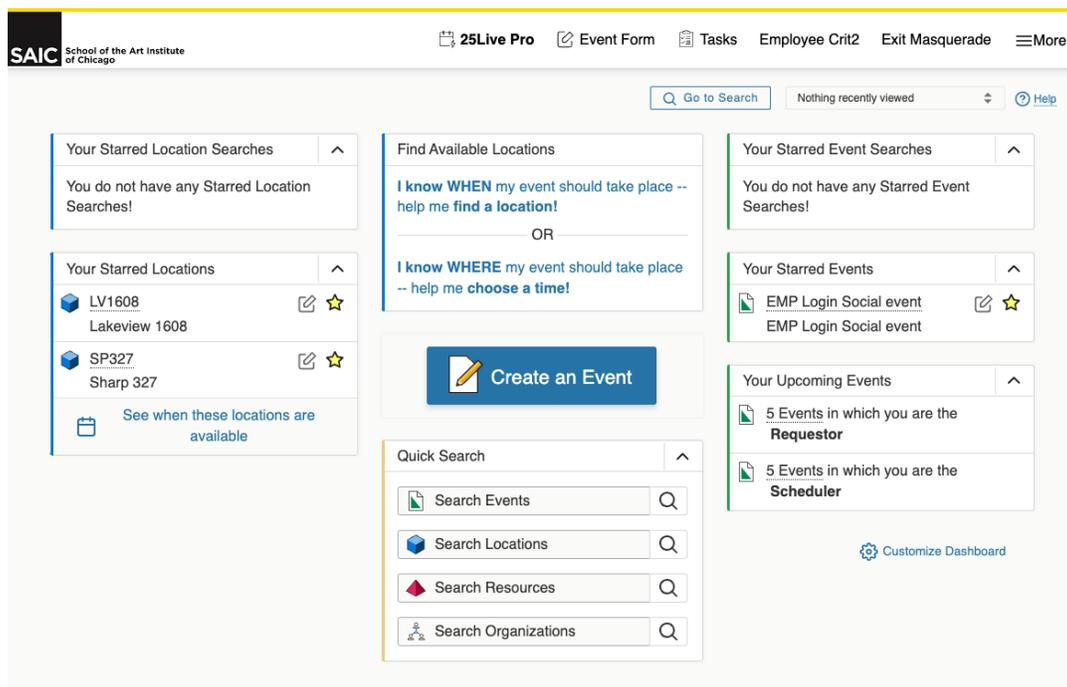
1. When you **login**, you'll see 25Live's home page. From here you can:

   a. Create an Event via the blue button or the banner Event Form link.
   b. Create an Event
      i. I know WHEN my event should take place…
      ii. I know WHERE my event should take place…
   c. See a summary of Events you submitted, your starred or favorite Locations, your starred Event Searches, and other Events that you starred.
   d. Quick Search fields to search for existing Events, Location, and Organizations (departments and student groups).

2. Create an Event by clicking either the **Event Form** link in the banner or on the blue **Create an Event** button.

3. Enter basic information about your event:

   Event Name, 40 character limit, this field is used internally.
   Event Title, 120 character limit. It's best to spell out words and not use abbreviations for this field as this appears in web calendars.

4. Choose ONE **Event Type.** Click the star to Favorite an event type. [Link to Event Type descriptions]

5. Select the **Primary Department** sponsoring the event. Search by entering the first letters of any SAIC department or student group. Click the star to save your frequently used Organizations as Favorites. If you don't see your student group, please contact Campus Life to verify your student group and have it added to the list of departments/orgs.

> NOTE: If you select a **student group** as the Primary Department, a Policy Alert appears. Make sure to read and follow its instructions.
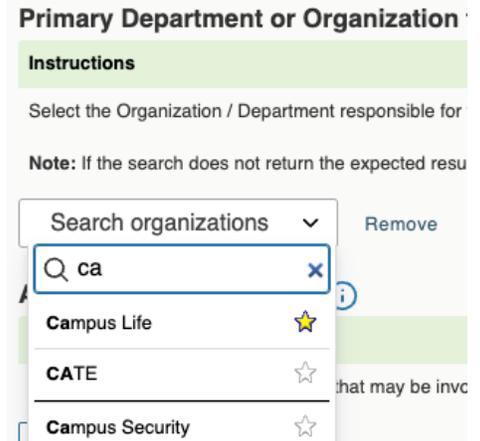
6. If there is more than one sponsor, use **Additional Organization** to add them.

7. **Expected Attendance:** How many people do you expect to attend your event?

8. Enter an **Event Description.**
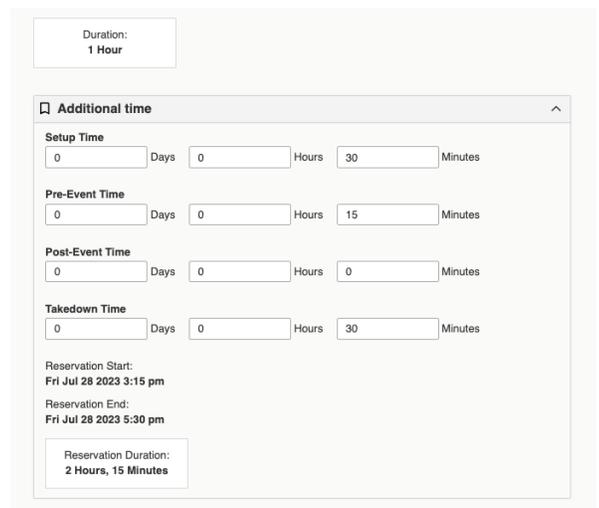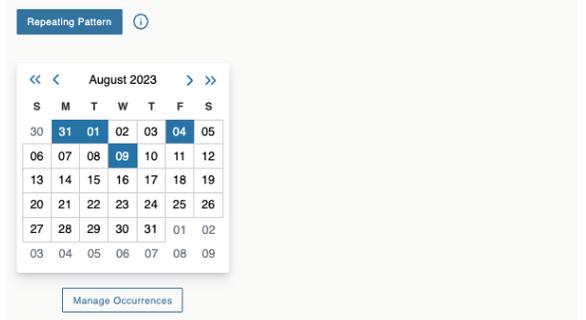
   Format the text with the provided tools or use HTML. **Event images** are added in another field, described in step 12, below.
   • NOTE: Please do not use the HTML <table> function as it has a bug and displays HTML code instead of a table!

9. Enter a **Date and Time** of the actual start and end times/dates of your event.

10. **Additional Time**: If your event needs extra time to set up, do a sound check, etc, enter it in Additional Time**.** This will add time to the total reservation time and blocks others from reserving the space, while preserving your event start time. Notice how the 1:15 is added to the Reservation Duration at the bottom of the image (right) versus the Duration of 1 Hour, at the top.

11. **Repeating Events**

    Click the Repeating Pattern button to see the Pattern Picker window and its options: Ad Hoc, Daily, Weekly, and Monthly.
    a. Ad Hoc: Click on the days of the calendar to indicate repeat dates, at right.
    b. Daily, Weekly, and Monthly patterns present different options to control the repeat pattern. Weekly is shown below.

c. Click Select Pattern to save your repeats, at right.

d. CONFIRM your repeats by clicking the **Manage Occurrences** button, below the Repeating Pattern calendar shown on the previous page.

e. You can remove a repeat and change the times of a repeat. You cannot change the day of a repeat or change the Additional Time for individual repeats.
Click Close to save your edits. Click the X at the upper right of the box to cancel.

12. Finding and selecting an **Event Space/Location.**

a. **If you know the location** you want, click on the field to the right of Saved Searches drop down and type the first few characters. Select the Location you want from the list. Locations can be searched like so: MC501 or Sharp 21.

b. Try the **Search Filters** drop down.
• Click the + sign to see the **Categories**, or types of rooms, such as Academic Classroom, Event/Conference, etc. Click the box for the Category you want then click Done. (Link to Location Categories definitions)
• **Features** is for installed equipment and other room details, such as AV, white boards, etc.
• For **Capacity**, enter a range for size.
Then click **Search** and hover over the room number to see details. Click the star to save your frequently used Locations as Favorites.

c. Or try the **Saved Searches** to see your starred locations and searches. Scroll to the bottom to see a list of Public Searches by building.
Add the Location to your event by clicking the **Request or Reserve** button beside the Location. Request means your request for the Location will be reviewed and approved or

denied. Reserve means no approval is required; the Location is yours.

13. Enter your **seven digit SAIC ID number.**

14. Additional questions about your event. <mark>Note that you may not see all of these questions, depending on the event type selected and other factors.</mark>
    a. Select the **Building Address** from the list.
    b. Will you **serve food or alcohol**?
    c. Is your event **open to the public or just SAIC**? If yes, estimate the number of non-SAIC attendees.
    d. If you want an image that appears in the list view for your event, enter the URL for a JPEG image in **Detail Image**. This must be a publicly viewable URL to a jpeg image. (Specs on dimensions are forthcoming.)
    e. **Featured Event**: if your event is any one of the below, select the appropriate option. Otherwise, leave it blank.
        i. Alumni
        ii. Commencement
        iii. Diversity, Equity, and Inclusion
        iv. Orientation/Welcome Week
        v. SAIC Shows

15. **If a student group is the Primary Department,** answer these questions**:**
    a. If the event will have speakers or presenters, give names and if they're Internal (current faculty/staff/students) or External (non-current SAIC people/guests)
        i. If any speakers are External, please detail the topics they will discuss and include a website or other info.
        ii. If the speaker has requested an honorarium and/or travel arrangements, provide the anticipated total cost and funding source (national organization, Student Government, SAIC department, etc.)
    b. Name of event organizers' team and names of any committees involved.

14. **If you selected the Ballroom for the Location,** answer these questions**:**
    a. If the event will have speakers or presenters, give names and if they're Internal (current faculty/staff/students) or External (non-current SAIC people/guests)
        i. If any speakers are External, please detail the topics they will discuss and include a website or other info.
        ii. If the speaker has requested an honorarium and/or travel arrangements, provide the anticipated total cost and funding source (national organization, Student Government, SAIC department, etc.)
    b. Name of event organizers' team and names of any committees involved.
    c. Any known disability accommodations? If yes, provide details

d. If you are using rented supplies in the Ballroom, provide the name of the delivery company, date of delivery, description of items to be delivered, and the date and time the rentals will be picked up.
e. Will your event require the use of the mezzanine bathrooms?
f. List any other deliveries (non-rentals) being made directly to the Ballroom
g. Will your event require the use of the Ballroom AV equipment?

15. If you selected an Off Campus Location, answer these questions**:**

1. READ and acknowledge the alert for Off Campus Locations. We don't control the space; YOU have made prior arrangements with the location.
2. If other SAIC students and outside artists are involved, please provide their names and note how they were selected.
3. Dates of the project (please include dates and times for installation, public hours, de-installation):
4. Describe the project.
5. Does the venue have adequate electrical power?
6. If a faculty or staff member is serving as the lead for the event, please include contact name, phone number, and email.
7. Has the department chair or Campus Life (student organizations only) approved this event/exhibition?
8. Explain how artwork will be transported to/from the venue.
9. Explain how SAIC students will get to the venue.
10. If this is a class requirement, provide the name of the class.
11. If media equipment is required, explain the plan to access equipment and how it will be guarded against theft?
12. Please provide a publicity synopsis for reference by the Office of Communications
13. If any SAIC faculty/staff be present during the project period (installation, public hours, and de-installation periods), provide their names.

Alert ✕

IMPORTANT: You've chosen an off-campus Location that is not controlled by SAIC. Therefore, it is your responsibility to make arrangements with the specific Location *before* you can consider this Event approved or confirmed through SAIC.

In other words, just because this Location is available in 25Live, it does NOT mean that this Location is guaranteed for your event.

OK

✕ Faculty or Staff member serving as the lead for the event? Please include contact name, phone number, and email.

✕ If this is a class requirement, provide the name of the class (if not, enter "n/a"):

✕ Has the department chair or Campus Life (student organizations only) approved this event/exhibition?
No ◯ Yes

✕ Are other SAIC students involved? If so, who and how were they selected?

✕ Are outside artists involved? If so, who and how were they selected?

✕ Title of the Project:

✕ Date of the project (please include dates and times for installation, public hours, de-installation):

✕ Description of the project:

✕ What work will be shown?

✕ Please provide a publicity synopsis for reference by the Office of Communications:

✕ How will SAIC students get to the venue?

✕ How will artwork be transported to/from the venue?

✕ Will faculty/staff be present during the project period (installation, public hours, and de-installation periods)?
No ◯ Yes

✕ Is media equipment required? If so, what is the plan to access equipment and how is it being guarded against theft?

✕ Does the venue have adequate electrical power? No ◯ Yes

16. If you selected a Zoom webinar for the Location, answer these questions**:**

1. If you plan to record this, where will the recording be hosted and how long will it be available for viewing?
2. Have you submitted requests for captioning services or other accommodations?
3. Provide the name of the webinar host.
4. To whom should follow-up questions be addressed?

17. Res Life Location questions

1. Budget Breakdown and total budget.
2. Marketing Plan
3. Program Goals
4. Programming Area

18. Lastly, review the SAIC events policy link, click I agree, then click Save in the lower right corner.

Once a request has been submitted and, depending on the location requested or reserved, you will receive an email confirmation stating whether your reservation has been confirmed or is pending approval. You may be contacted with questions about your event so watch your email and reply promptly.

CANCELING A RESERVATION

1. From 25Live's home page, find your event in the Your Upcoming Events section or search for it under Search Events. Click on the event name to view the event detail page.
2. If your event has been **Confirmed**, you'll see a Request Cancellation button at the upper right side of the event detail.
   a. Enter a reason for the cancellation and click the Request Cancellation button.
   b. If you don't want to cancel the event, click the X in the upper right corner to close the box.
   c. Your request to cancel the event will be sent to an administrator to complete. After they accept the cancellation, the event's status will change to Canceled.
3. If your event's state is **Tentative** (has not been Confirmed yet), click the Tentative dropdown and select Canceled.

   a. A message warns that "Saving an event in the Canceled state releases any location and resource assignments. Only users with the required security permissions may edit an event that has been canceled."
   b. Click OK to Cancel your event.

EDITING A RESERVATION

1. From 25Live's home page, find your event in the Your Upcoming Events section or search for it under Search Events. Click on the event name to view the event detail page.
2. If your event's status is tentative, click the Edit Event button at the upper right to change the times/dates, Location, and other details. Remember to Save your edits.
3. If your event's status is Confirmed, you cannot change anything.
4. To cancel your event (not delete it), change its status to Canceled.
5. If you don't want to cancel the event, click the X in the upper right corner to close the box.

CALENDAR ANNOUNCEMENTS

Calendar Announcements are a type of event for the purposes of deadlines or other important dates that aren't events. Examples are the start of the semester, Critique Week, or a downtown event that could affect SAIC, such as NASCAR.

1. Create an Event by clicking either the **Event Form** link in the banner or on the blue **Create an Event** button.

2. Choose **Calendar Announcement Form**

3. Enter basic information:

   Event Name, 40 character limit, this field is used internally.
   Event Title, 120 character limit. It's best to spell out words and not use abbreviations for this field as this appears in web calendars.

4. Choose **Calendar Announcement** as the event type.

5. Select the **Primary Department** sponsoring the event. Search by entering the first letters of any SAIC department or student group. Click the star to save your frequently used Organizations as Favorites. If you don't see your student group, please contact Campus Life to verify your student group and have it added to the list of departments/orgs.

   NOTE: If you select a **student group** as the Primary Department, a Policy Alert appears. Make sure to read and follow its instructions.

6. If there is more than one sponsor, use **Additional Organization** to add them.