

NEW Space Reservation & Event Request System (25Live) User Guide

INTRODUCTION

25Live is SAIC's school-wide system for booking events, reserving spaces, and web calendaring. Even if you just need a room for a meeting, you will use 25Live to create an Event Request. 25Live enables workflow which will facilitate getting requests to the appropriate areas of responsibility for review and approval. 25Live feeds data from selected events (not all events) to the all [School web calendar](#) and digital signage. For more information, visit the [Space & Event Reservation System](#) page.

WHAT IS AN EVENT?

Any gathering, including a meeting, in-person event, hybrid, or virtual event that is planned, sponsored, or advertised by an academic or campus department or student group/organization is considered an event. [\[Link to SAIC event policies\]](#)

Users can [login](#) and use 25Live 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 access and may require approval. 25Live manages who can access spaces and routes event requests to the appropriate staff for review and approval.

- **Academic Classrooms** are suitable for meetings and other clean-use purposes. Food is allowed in some spaces but you must clean up afterwards or pay for janitorial services.
- **Event/Conference Spaces** are for larger gatherings. Access may be limited and/or require approval. Food is allowed in some spaces but you must clean up after yourself or pay for janitorial services.
- **Studio Classroom Multi-Use Spaces** are for messy making processes. Food may be prohibited or not advised due to contamination with art making materials and chemicals.
- **Tabling** spaces are situated in the lobbies of academic buildings.
- **Webinars** are Zoom with capacities of 300, 500, or 1000 attendees.
- **Off Campus Locations** require vetting by SAIC to ensure they meet SAIC standards for hosting events. All off campus event planners must comply with the [Off Campus Events Policy](#).
- Critique Spaces, Screening Rooms, and Lounge/Common Spaces are limited to departmental staff.

Some SAIC classrooms are not available to reserve. Studios, labs, and other making facilities cannot be reserved in 25Live because they:

- must be preserved for students to complete work outside of class time
- contain special equipment that requires staff monitoring

- contain student work in progress
- their available time is scheduled via the Media Centers and WebCheckout's Patron Portal

Your Room Can Be Bumped!, aka, Academic Conflicts

Classrooms are available for scheduling outside of class time. If a class is moved to a room that your event is scheduled to use, the class takes priority. The room will be removed from your event and reassigned to the class. You will receive an email notification about the academic conflict. To resolve this, edit your event to add a new room. If you need help, forward the notification email to saic-roomreserv@saic.edu and ask for help.

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

LOGGING IN TO 25LIVE

When you [login](#), you'll see 25Live's home page. From here you can:

- Create an Event via the blue button or the banner Event Form link.
- See a dashboard of your activity and preferences: Events you submitted, favorite Locations and Events, and favorite Event searches.
- Use Quick Search fields to search for existing Events, Location, and Organizations (departments and student groups).

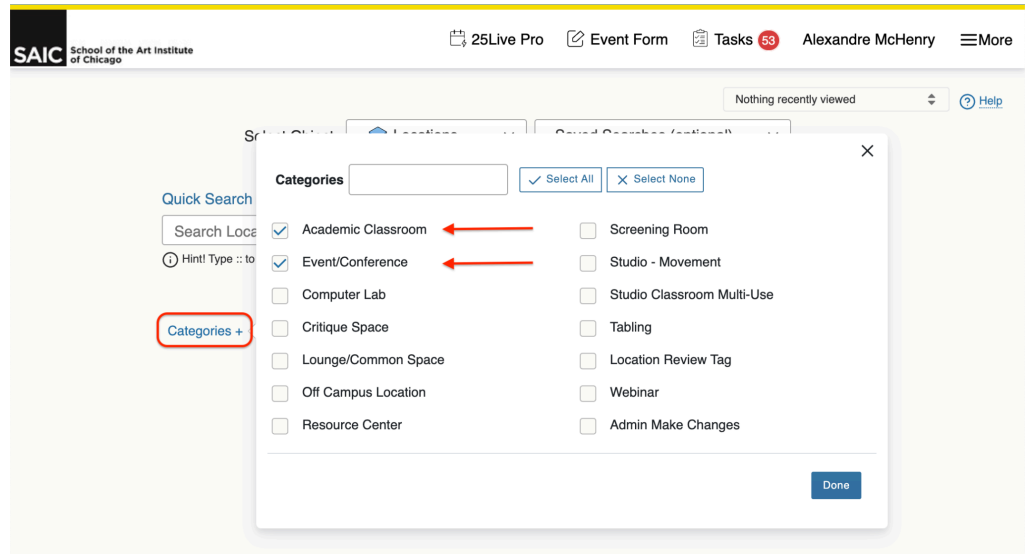
The screenshot shows the 25Live Pro dashboard for the School of the Art Institute of Chicago. The top navigation bar includes the SAIC logo, the text '25Live Pro', and links for 'Event Form', 'Tasks', 'Employee Crit2', 'Exit Masquerade', and 'More'. A search bar with 'Go to Search' and 'Nothing recently viewed' is also present. The main dashboard area is divided into several sections: 'Your Starred Location Searches' (empty), 'Your Starred Locations' (listing LV1608 Lakeview 1608 and SP327 Sharp 327), 'Quick Search' (with a search box containing 'sp205' highlighted by a red box), 'Your Starred Event Searches' (empty), 'Your Starred Events' (listing 'EMP Login Social event'), and 'Your Upcoming Events' (listing '1 Event in which you are the Requestor' and '1 Event in which you are the Scheduler'). A 'Create an Event' button is prominently displayed in the center. A 'Customize Dashboard' link is located at the bottom right.

BROWSING LOCATIONS/ROOMS

If you know the Location number, enter it in the **Quick Search box's Search Locations**: SP205 for a specific room or SP2 to see all Locations on the second floor of the Sharp building.

Or click the **Go to Search** button at the top right for detailed search options. Click **Categories+** to choose Location types, choose from Location **Features**, or enter a **Capacity** range. Keep the search simple or you might not get any search results.

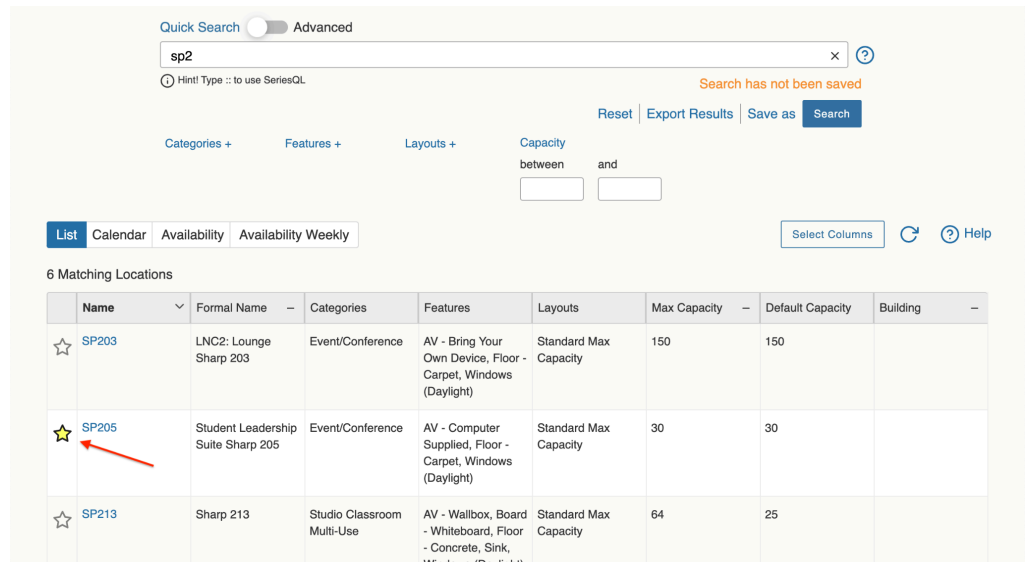
The results displayed will show all Locations, *even if you don't have access to request them*.



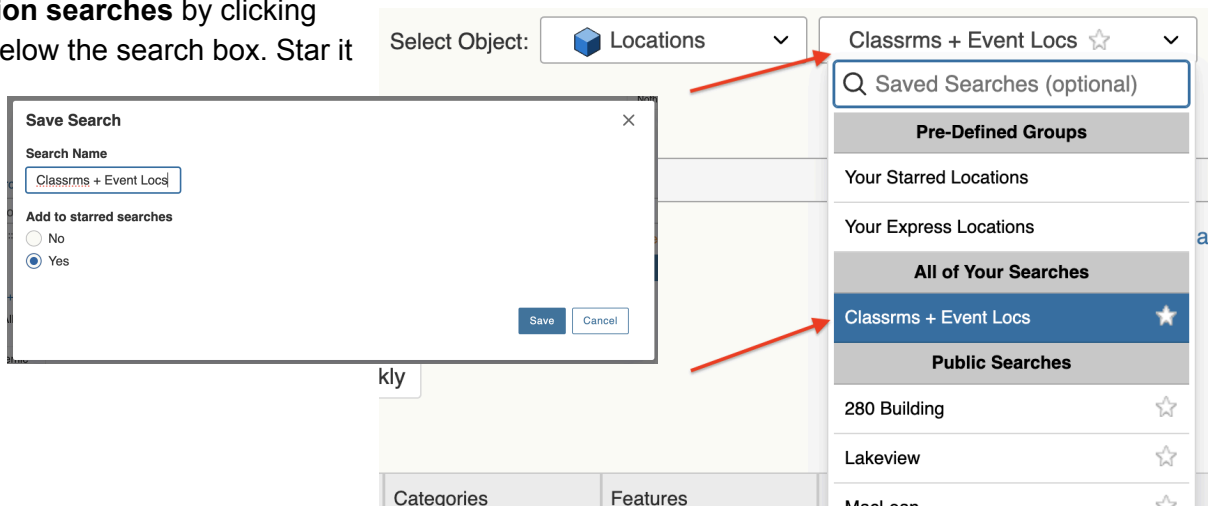
Click the **Reset** link below the Search Field to clear the search and start a new search.

Click the star icon in a Location to add it to your **Favorites**.

Click the Name link to see Location details including photos, classes and events scheduled in the Location, and calendars showing availability.



Save your Location searches by clicking the Save as link below the search box. Star it to add it to your Favorite Searches.



Use the Building Location Codes below to search for Locations in specific buildings.

Building Location Codes

- **280-** for 280 Building, 280 S. Columbus Drive
- **LV** for Lakeview Building, 116 S. Michigan Avenue
- **MC** for MacLean Center, 112 S. Michigan Avenue
- **MD** for Jones Hall, 7 W. Madison Street
- **SC** for Sullivan Center, 36 S. Wabash Avenue
- **SP** for Sharp Building, 37 S. Wabash Avenue
- **ST** for 162 N. State Street Residences
- **VS** for The Buckingham Student Housing Center, 59 E. Van Buren Street

BROWSING ORGANIZATIONS

Organizations are SAIC departments and student groups. Search via Academic, Administrative, Student Groups, etc. Star your Favorite Organizations and create Saved Searches for Organizations following the same search principles described in Browse Locations, above.

BROWSING EVENTS

Search for Events via the Sponsoring Organization, Event Type, your role in the event, etc. Star your Favorite Events and create Saved Searches for Events following the same search principles described in Browse Locations, above.

CREATING AN EVENT REQUEST

If you want to hold an event or if you just want to reserve a room for a meeting, start with the Event Form.

1. Create an Event by clicking either the **Event Form** link in the banner or on the blue **Create an Event** button.
2. Enter your event's name. You do not need to include the date of the event in the name.
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.
3. Choose ONE **Event Type**. Click the star to Favorite an event type. [\[Link to Event Type descriptions\]](#)

4. 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 (stulife@saic.edu) 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.

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

6. **Expected Attendance:** Enter the number of people you expect to attend your event.

7. Enter an **Event Description**.

Format the text with the provided tools or use HTML. **Event images** can be added here via the Insert menu and 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!

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

For an event that spans multiple days, do not use Repeating Pattern (step 10). Instead, uncheck the box 'This begins and ends on the same day'. Enter the start and end dates in the separate fields.

• NOTE: The **Minimum Lead Time** varies depending on your role. Generally students have x days while faculty and staff can request events no less than 3 days in advance. This is to ensure adequate time for the review of your request.

9. **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 1:15 is added to the Reservation Duration at the bottom of the image (right) versus the Duration of 1 Hour, at the top.
- NOTE: Additional time cannot conflict with closed building hours.

10. Repeating Events

Click the Repeating Pattern button to see the Pattern Picker window and its options: Ad Hoc, Daily, Weekly, and Monthly.

- Ad Hoc: Click on the days of the calendar to indicate repeat dates, at right.

Click on the calendar below to add dates or click the **Repeating Pattern** button to select a date pattern.

- Daily, Weekly, and Monthly patterns present different options to control the repeat pattern. Weekly is shown.
- Click Select Pattern to save your repeats.

- CONFIRM your repeats by clicking the **Manage Occurrences** button, below the Repeating Pattern calendar.
- 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.

11. Selecting an Event Space/Location.

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 but Event review and approval may still be required.

- 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 for all Sharp 2nd floor Locations.
- Try the **Search Filters** drop down.
- Click the + sign to see the **Categories**, or types of rooms. Click the box for the Category you want then click Done.
- 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.
- 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.
- Zoom webinars are Locations.** Search Zoom or webinar to see options.
- If you choose an **Off Campus Location**, an Alert will appear. For details, see item 15. You must also follow the [Off Campus Location Policy](#).
- When to use 'Other' as the Location.** Type Other in the search field and select it. Add the Location Name and Address in the Additional Event Information section, below.
 - For Online events using a Zoom Meeting style (not a webinar).
 - For an Off Campus Event that is not an Exhibition or a Location not in 25Live.

Add	Name	Title	Default Capacity	Availability	Conflict Details
Request	SP213	Sharp 213	25	1/1	None
Request	SP214	Sharp 214	27	1/1	None

12. Additional Event Information.

NOTE: you may not see all of these questions, depending on the Event Type, hosting Organization, Location, and other factors.

- If you want your event to appear on a **web calendar**, click Yes.
- Enter your seven digit SAIC ID number.
- Select the **Building Address** from the list.
- For Location **Other**, choose Other from the Building Address drop down and fill in the Other Location Name and Address Fields.
- Will you **serve food or alcohol**? NOTE: Alcohol can only be served with food. If yes, fill in the fields about food. There are more fields for Alcohol. Alcohol events require a high level review and

should not be assumed approved until the full review process is completed.

- f. If you plan to have external speakers or presenters, fill out the questions.
- g. Is your event **open to the public or just SAIC**? If yes, estimate the number of non-SAIC attendees.
NOTE: You will be required to pay for Security Officers, catering, and housekeeping for events that are open to the public, have food or alcohol, 100+ anticipated attendees, external speakers/presenters, money will be exchanged, and other factors.
- h. Use **Detail Image** to add an image for your event. Enter the publicly viewable URL for a JPEG image. Test the URL by pasting it into a browser search bar. If the image displays, the link is publicly viewable. Recommended dimensions are 2000 x 1125 px (16:9 - landscape ratio).
 - Upload an image or choose an existing image via the **Select or Upload Image** link. NOTE that anyone can use an image that you upload!
 - For departments, [Widen Collective](#) is SAIC's Digital Asset Management system for housing images. Contact the Help Desk for access. [Here](#) are instructions for using Widen images.
- i. If your event requires the use of the in-room A/V equipment, answer if you want to hire an AV tech or use the self-service AV in the room?

13. 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.)

14. If you selected the Ballroom for the Location, answer these questions:

- a. Will you require furniture as part of your event in the ballroom? Answer if you will rent furniture, the name of the rental company, the date and time furniture will be delivered and picked up after the event, the staff person who will supervise the delivery and pickup, and a description of the rented items.
- b. Provide a 3-digit organization number (department) to bill for event set-up services.
- c. Provide information about disability accommodations, if needed.

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

Note: you must follow the [Off Campus Location Policy](#).

1. Read and acknowledge the alert for Off Campus Locations. SAIC does not control off campus spaces; you are responsible for making the necessary arrangements with the external venue.
2. If a faculty or staff member is serving as the lead for the event, please include contact name, phone number, and email.
3. If this is a class requirement, provide the name of the class.
4. Has the department chair or Campus Life (student organizations only) approved this event/exhibition?
5. If other SAIC students and outside artists are involved, please provide their names and note how they were selected.
6. Describe the project and the work that will be shown.
7. Please provide a publicity synopsis for reference by the Office of Communications.
8. Explain how artwork will be transported to/from the venue.
9. Explain how SAIC students will get to the venue.
10. If any SAIC faculty/staff be present during the project period (installation, public hours, and de-installation periods), provide their names.
11. If media equipment is required, explain the plan to access equipment and how it will be guarded against theft?

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 had a request for any accommodations? If yes, have you made the necessary arrangements?
3. Provide the name of the webinar host.
4. To whom should follow-up questions be addressed?

17. Res Life Location questions

1. Total budget and detailed budget breakdown
2. Marketing plan
3. Program goals
4. Programming area

18. Draft versus Confirmed event states

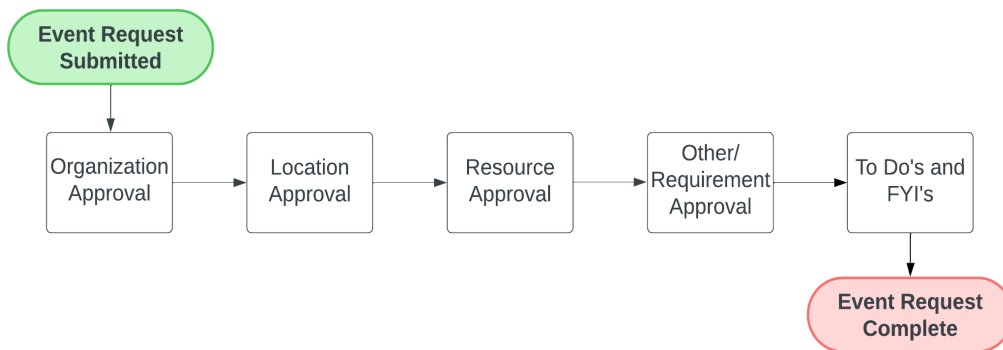
1. If you're not ready to submit your event, save it as a Draft via the Event State drop down.
2. If you're ready to submit your event, set the Event State as Confirmed.

19. Review the SAIC events policy link, click I agree, then click Save in the lower right corner.

- Draft events will be saved so you can edit it later.
- Confirmed status events will be submitted to Workflow for review and approval of the event and Location. You will receive an email detailing your event request selections. You may be contacted with questions about your event so watch your email and reply promptly.

18. Confirmed Events Enter the Review Workflow

Watch your email for notifications as the request moves through workflow and for questions about event details. Please respond promptly. After successfully exiting Workflow, the event is considered complete and fully approved.



25Live Workflow

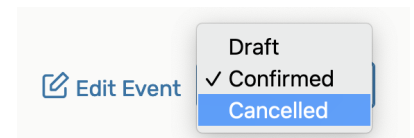
- Step one: Organization Approval. Each area has a designated Organization Approver. The Organization Approver provides oversight of events that are submitted within their area of oversight. This ensures that only events that follow School policy are approved.
- Step two: Location Approval. If the Location selected was Requestable, the approver for that Location will review the request details and either approve or deny the Location. If the request's Location was 'reservable', this step is bypassed
- Step three: Resource Approval. Resources refer to the AV support that's offered for the Ballroom. This step is bypassed if no Resources are requested.

- Step four: Other/Requirements. Approval Requirements are necessary for events that
 - are open to the public
 - have external speakers
 - 100+ attendees are anticipated
 - money will be exchanged
 - will serve alcohol
 - are held in the Ballroom, Sharp 327, the Neiman 1st floor, 280 Pit, or off campus
- Final step: To Do's and FYI's. Most events will not have To Do or FYI tasks to complete and will bypass this step. For more complicated events, extra Tasks and Notifications may be added. The event exits workflow and is considered completed after the final step is completed.

EDITING OR CANCELLING A RESERVATION

If something was Denied on an event request or a class bumped your event's room, you can edit it to change the date, Location, or other details.

1. From 25Live's home page, find your request in the **Your Upcoming Events** section. Click on the event name to view the event detail page.
NOTE: you can only edit requests where you are the Requestor or Scheduler.
2. To Cancel the event, change the Event State to **Cancelled**.
3. To edit the event, click the **Edit Event** link beside the Event State. The event data will load into the Event Form. When you are finished editing, set the Event State at the bottom of the form to either Draft, to continue editing later, or to Confirmed, to submit your request to Workflow again. Workflow will start from Step 1.



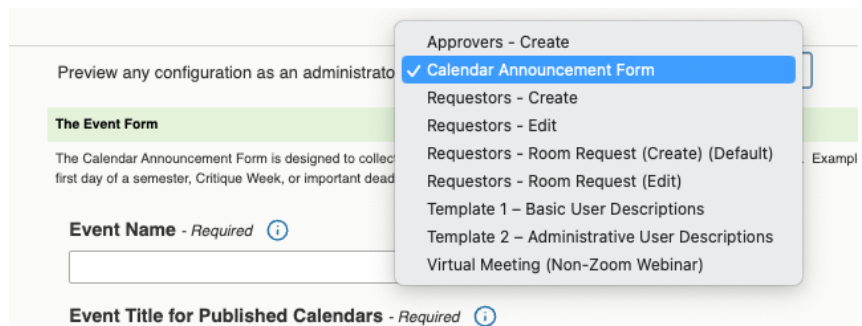
CALENDAR ANNOUNCEMENTS

Calendar Announcements are a type of event announcing deadlines or other important dates that aren't actually events. Examples are the start of the semester, Critique Week, or a public downtown event that could affect SAIC operations. The Event Form for Calendar Announcements has fewer fields and is shorter. NOTE: Calendar Announcements aren't available to everyone.

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**. NOTE: you may see fewer forms than above.
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. Please read and follow its instructions.
6. **If there is more than one sponsor, use Additional Organization to add them.**
7. **Set the start and end dates.** Click the All Day button.
8. **Set the event to Confirmed and save.**

25Live Support

Email saic-roomreserv@saic.edu with questions or for help using 25Live.