

Student Service - Office of Scheduling and Student Activities

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> 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

- Go to: <http://events.msu.edu/main.php?calendar=osteomed&view=month&clearfiltercategories=1>
- 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.