

## 2017-18 MSUCOM Room Scheduling Instructions – for Meetings/Events/Fundraiser

- All meetings and events must be scheduled through the Office of Scheduling and Students Activities at least twelve business days prior to event. Fundraisers should be scheduled one month prior.
- You MUST check the following four 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/Office%20of%20Scheduling%20and%20Student%20Activities.htm> 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>
- 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 (Student Event) 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, Professor, Cleveland Clinic will be speaking Open Heart Surgery**
  - 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**
  - Also: **Tell us if it is open to all students or just your organizations membership**
  - Location 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 for you.
  - Price: **Leave blank, or No Charge or Donations Appreciate, etc.**
  - Contact Name: **Name of person making the request**
  - Contact Phone: **Leave blank or add your cell phone**
  - Contact email: **Your email or your organizations gmail**
  - Displayed Sponsor Name: **Name of your organization (write out – no acronyms)**
  - The above information will go to Ms. Jennifer Miller, Office of Scheduling and Student Activities, C101 East Fee Hall, East Lansing who will check dates/rooms availability for the request at all three sites.
  - You will be emailed a confirmation for the meeting with the date and rooms numbers which will also automatically be placed on the COM Student Services Google Calendar and the College Web Calendar. Please do not publicize meeting/event until you have received that confirmation.
  - IT (Information Technology) does not support meetings/events after 5:00 p.m. You will need to contact them for an appointment of equipment set up, usage and shut down procedures.
  - East Lansing – Key check-out for rooms is located in Office of Scheduling and Student Activities, C101 East Fee Hall