E-MAIL YOUR ROOM REQUEST TO HOLLY MCCORD DUNCAN: holly@education.ucsb.edu
* No attachments please, copy and paste the below info directly into your email.

*CONFIRMATIONS*
Are emailed to you. If it is not possible to schedule your event, you’ll be notified.
Please allow two days for processing. Reservations are on a first-come, first-serve basis.

GGSE ROOM REQUEST

Today's Date:
Requested by:
Department:
Phone:
Email:

1.) Event Name/Description? (example: “Dissertation Defense”) _____________________________

2.) Date Needed: _________________ (if multiple dates for same event, please list).

3.) Begin and End Times: ______________

4.) Minimum Room Capacity? __________

5.) Preferred Room (if any)? __________

6.) Is this for a one-time class space?
   If so, include course number, with section/s, and Instructor’s name: _______________________

   • All class/seminar/lab rooms in the ED building are equipped with computers and projectors, plus
     laptop and network access - many classrooms have additional technology (DocCam, VCR/DVD,
     CopyCam, HuddleBoards, second projector, etc.) See ITG’s Wiki page for individual room details.
   • If you have a specific need for software, group access, group folders, etc. please email:
     help@education.ucsb.edu. Use the Subject: *Classroom Request*.

*IF YOU NEED INFORMATION REGARDING "LOANER" EQUIPMENT, CALL YOUR HOME DEPARTMENT
TO ASK ABOUT AVAILABILITY :

   TEP: 805-893-2084
   CNCSP: 805-893-3375
   EDUC: 805-893-4515

Revised 1/6/14 AM *refer updates to ITG.