

**E-MAIL YOUR ROOM REQUEST TO JAIME FIOR: [jfior@ucsb.edu](mailto:jfior@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](mailto: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**