E-MAIL YOUR ROOM REQUEST TO CORA DANIELSON: cora@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  
   CN CSP: 805-893-3375  
   EDUC: 805-893-4515