

E-MAIL YOUR ROOM REQUEST TO VERONICA MUNOZ: veronicamunoz@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