

Meeting Services



www.emory.edu/DUC

- Math & Science / Candler Library / Rich / Anthropology
- White Hall / Callaway Center / Emerson Hall / North Decatur
- (Dental) 1462 Clifton Road Building / Psychology & Interdisciplinary Sciences

This form is for Academic Space weekdays after 6 pm and all weekends. Room reservations should be made in writing at least 7 days in advance. Please report all changes or cancellations to Meeting Services (404.727.7354) immediately. No food is allowed in the classrooms.

Today's Date _____

Event Title _____

Organization _____ Account Number _____

Individual in Charge _____ Phone Number _____ Email _____

Advisor _____ Department _____

Space Requested _____ Estimated Attendance _____ Start Time of Event _____ End Time of Event _____

Day(s) of the week _____ Date(s) _____

Nature of Event (speaker, performance, off campus guest, publicity, movie*, etc) _____

Please briefly describe and AV needs (see below): _____

SPECIAL ARRANGEMENTS MUST BE MADE AT LEAST 7 BUSINESS DAYS IN ADVANCE:

For AV please contact Classroom Technologies, a division of UTS at 404.727.6853 or it.emory.edu/classtech

For equipment and custodial services such as electrical equipment, extra chairs, tables, platforms/staging, special chair arrangements, etc. contact 404.727.7463

For special parking contact 404.727.PARK

If special accommodations are needed owing to a disability or chronic medical condition, contact the Disability Services Office at 404.727-9877 (voice) or 404.712.2049 (TDD).

Signature _____ Title _____

(Signature indicates responsibility for event)

Please return this form to Meeting Services
Dobbs University Center room 220E
Emory University
PO Drawer AAA
Atlanta, GA 30322
404.727.5354 or 404.727.0277 (FAX)