



www.emory.edu/DUC

HOW TO RESERVE SPACE

Reviewing Meeting Services Space Availability

To view availability go to Emory.edu/DUC and click on “daily events” under the Meeting Services section.

Please note that just because a space looks available does not mean the space is available. Other requests may be in the process of being booked. To check on actual space availability please contact the Meeting Services Office at: (404)727.5355(Cox) (404)727.1706(DUC Meeting,) or (404)727.5354(Academic Spaces.)

A CHECKLIST TO HELP YOU PLAN YOUR EVENT:

In order to make a reservation you will need all of the following information:

- Event date
- Beginning and end times
- Expected attendance
- Nature of event
- Name of person requesting room
- Account number of sponsoring group or department
- AV needs
- Catering needs

Once you have all of the above information there are two ways to make a reservation.

- 1. **Paper Form**- pick up a form in our office (DUC 220E) or print a form from our website, www.emory.edu/DUC under printable forms in the Meeting Services section.
- 2. **Online Reservation**-
 - To reserve online go to www.emory.edu/DUC and click on “Daily Events” in the Meeting Services section
 - 1. Select a space and double click
 - 2. Login
 - **Faculty/Staff:** use your R25 login
 - **Students:** username and password will both be the word “student”
 - 3. Enter your event details
 - 4. You will receive an email confirmation.
 - **Your request is NOT confirmed until you receive an email from Meeting Services with your written confirmation.**
 - **Requests should be made at least 7 days prior to your event.**
 - All reservation requests are processed as quickly as possible. Turning your request in as soon as possible allows for the best accommodation for your needs.
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- If requesting multiple dates, feel free to use the same request form if your information remains the same.
- Reservation requests will be taken for Spring Semester after Fall Break and for Fall Semester after Spring Break. Reservations for Academic Spaces are subject to the Drop/Add period and may not be processed until this period has ended.
- All cancellations must be received in writing at least 48hrs prior to your event. Cancellations received after the 48hr deadline may be subject to a cancellation fee. Cancellations received after noon the business day prior to your event may be charged a cancellation fee.
- All changes must be received in writing at least 48 hrs prior to your event. Any change received after noon the business day prior to your event are subject to approval and may be charged a fee.
- All events held in a Cox Hall have a food requirement. Events without food will not be accepted or will be assigned to a more appropriate location. All catered events scheduled in Winship Ballroom and the Faculty Dining Room must be catered by Emory Catering. Menu arrangements should be made at least 14 days in advance. Contact Emory Catering at 712-8948.

- Arrangements for events in Academic Spaces that require Audio-Visual Equipment or Services **must be made at least 7 days** in advance with Classroom Technologies. They may be contacted at (404)712-8948. Arrangements for services not made within the 7-day request period are subject to approval.
- Arrangements for audio-visual services, equipment rental, custodial services, musical equipment, etc. for Glenn Sanctuary/Auditorium must be made in writing at least 7 days in advance of your event. For Equipment/Custodial services (404) 727-7463, for Musical Equipment Rental (404)727-6191, for Audio-visual services, lighting and sound (404)727-9100.
- *If special accommodations are needed due to a disability or chronic medical condition, contact the Disability Services Office at (404)727-6016 voice or (404)712-2049 TDD.*