

# GT Events News letter



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## Fall 2018 Edition

### Georgia Tech Campus Reservation System makes changes to reservations for meetings in classrooms

Due to the number of Faculty complaints regarding the start and end times of meetings, the reservation system will automatically add 10 - 15 minutes to each reservation made in classrooms.

What does this mean? If a class ends at 1:00 pm, you will be able to request classroom space starting at 1:15 pm (or 1:10 pm). If a the next class starts at 2:00 pm, you will be able to request the room until 1:45 pm.

We understand this is a major change but it is necessary to be sure that our students are able to utilize the classroom for the entire class time allotted to them. 08/06/18

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### Georgia Tech Campus Reservation System modifies process for notification of Academic Bumped events

On occasion, events scheduled in classrooms may need to be bumped out of the classroom in lieu of an academic class needing the space.

In the past the events were automatically given a status of "academic bumped" and the process of notifying the customer was unreliable.

Due to your feedback surrounding the "academic bumped" notification, we are improving the process by automating the notification through the campus reservation system for event customers in classrooms. The classrooms will no longer appear double booked. Instead, the event will be canceled if an academic class needs the classroom. Event customers will receive an email with the following subject: Your reservation for (date) has been CANCELED due to academic class needs. Please locate another room using GTEvents. 07/25/18

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### Georgia Tech Campus Reservation System clarifies status on instantly available spaces

Users who reserve spaces that are instantly available using the Georgia Tech Campus Reservation System (GT Events) will now see a new status on their confirmation email. The new status for these spaces is "Reservation Confirmed - Web". The intent of this new status verbiage is to be clear in relaying that the reservation request is CONFIRMED and no further action is required. 06/21/18

Visit the GT Events Training Materials webpage < <http://space.gatech.edu/gt-events-training-material>> for additional information on using the GT Events Campus Reservation System.

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### Georgia Tech Campus Reservation System adds ability to start a reservation from the browse feature

Georgia Tech Campus Reservation System (GT Events) users are now able to start the reservation process from the BROWSE LOCATIONS page.

When browsing by locations for room availability, users are able to click on any room's free space (in hour increments) from the calendar grid and start a new reservation. This eliminates the need of having to leave the location browse in order to select the correct reservation template to start the reservation process.

After clicking on a room's free space, the correct reservation template is automatically selected and populated with the selected room, date and times. 06/21/18

Visit the GT Events Training Materials article < [https://space.gatech.edu/sites/default/files/documents/Creating\\_a\\_reservation\\_request\\_from\\_Browse.pdf](https://space.gatech.edu/sites/default/files/documents/Creating_a_reservation_request_from_Browse.pdf)> for information on using this feature.

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## Georgia Tech Campus Reservation System offers Weekend and School Breaks Classroom Reservations

Georgia Tech Campus Reservation System (GT Events) faculty and staff users are now able to request classrooms on the weekend and school breaks for two semesters in advance. This feature is available for classrooms in Clough, Instructional Center, Klaus and West Village Music Annex buildings.

This functionality is available using the "Request Classroom space-weekend & breaks use only" reservation template. Currently, these classrooms are available on the weekend and school breaks through December 31, 2019. Beginning on April 1, 2019, these classrooms will be available through April 30, 2020. 12/03/18

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Questions may be directed to:  
[info@emscampus.gatech.edu](mailto:info@emscampus.gatech.edu)

### LINKS!

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## Links!

- [GT Events Reservation System](#)
- [GT Events Training Materials](#)

[Resources](#)