



Title	GT Events Guide How to Request Classroom Spaces as a GT Department or College
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GT Events Guide | How to Request Event Spaces (Meeting Room) as a GT Department or College

Classroom Spaces are typically used for weekly meetings, breakout sessions, simple events, or dance practice space. More information about classroom spaces can be found on our [website](#).

Please note the following booking rules for these spaces:

- Requests will not be permitted LESS THAN three business days in advance.
- Reservations are not confirmed until all details are provided. Event Details must be provided at least 2 business days in advance.
- The maximum number of bookings permitted per reservation is fifty.

Step-by-Step Guide

1. Navigate to <https://gtevents.gatech.edu/EMSWebApp/>
2. Sign in with your GT User ID (example – gburdell3) and Password
3. Click “CREATE A RESERVATION” on the left sidebar under “HOME.”



4. Click "Book Now" beside "Classroom Space Request - Faculty/Staff".




5. From here, you will be able to filter by date, time, locations, specific features in the space, number of people, and specific rooms.





6. Select your desired date by clicking the calendar image.


New Booking for Fri Dec 13, 2024


Date & Time

Date *
Fri 12/13/2024  Recurrence

Start Time *
1:30 PM 

End Time *
2:30 PM 

Create booking in this time zone
Eastern Time (US & Canada) 

Locations
(all) 

Search

Selected Rooms
Your selected Rooms will appear here.

Room Search Results
Rooms matching your search criteria will appear here.

Let Me Search For A Room

I Know What Room I Want


Room Name


7. Select the desired, month, date, and year.


Please note request must be made submitted at least 3 business days prior to your event date.


New Booking for Fri Dec 13, 2024


Date & Time

Date *
Fri 12/13/2024  Recurrence

Start Time *
1:30 PM 

End Time *
2:30 PM 

Create booking in this time zone
Eastern Time (US & Canada) 

Locations
(all) 

Search

Selected Rooms
Your selected Rooms will appear here.

Room Search Results
Rooms matching your search criteria will appear here.

I Know What Room I Want

Room Name



8. Select the desired time by changing "Start Time" and "End Time". Click the clock icon.

New Booking for Mon Jun 9, 2025

1 Rooms

Date & Time

Date *

Mon 06/09/2025

Recurrence

Start Time *

1:30 PM

End Time *

2:30 PM

Create booking in this time zone

Eastern Time (US & Canada)

Locations

(all)

Add/Remove

Search

Let Me Search For A Room

I Know What Room I Want

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

Rooms matching your search criteria will appear here.

9. You can change times by using the up/down arrows or by clicking on the numbers.

Date & Time

Date *

Mon 06/09/2025

Recurrence

Start Time *

1:30 PM

End Time *

2:30 PM

Room Name



10. Change AM/PM by clicking on the blue block.

The screenshot shows the 'Date & Time' section of the booking interface. The date is set to 'Mon 06/09/2025'. The start time is '8:30 PM' and the end time is '9:30 PM'. A dropdown menu is open for the start time, showing '08' and '30' with up/down arrows. A yellow circle highlights the 'PM' button. Below the dropdown are two buttons: 'Let Me Search For A Room' and 'I Know What Room I Want'. A 'Room Name' search bar is at the bottom.

11. Click "X" to save your selections.
(Make sure you include the time you need to access the space for your setup and break down).

The screenshot shows the 'Date & Time' section of the booking interface. The date is set to 'Mon 06/09/2025'. The start time is '8:00 AM' and the end time is '9:00 AM'. A dropdown menu is open for the start time, showing '08' and '00' with up/down arrows. A yellow circle highlights the 'AM' button. Another yellow circle highlights an 'X' button in the top right corner of the dropdown menu. Below the dropdown are two buttons: 'Let Me Search For A Room' and 'I Know What Room I Want'. A 'Room Name' search bar is at the bottom.

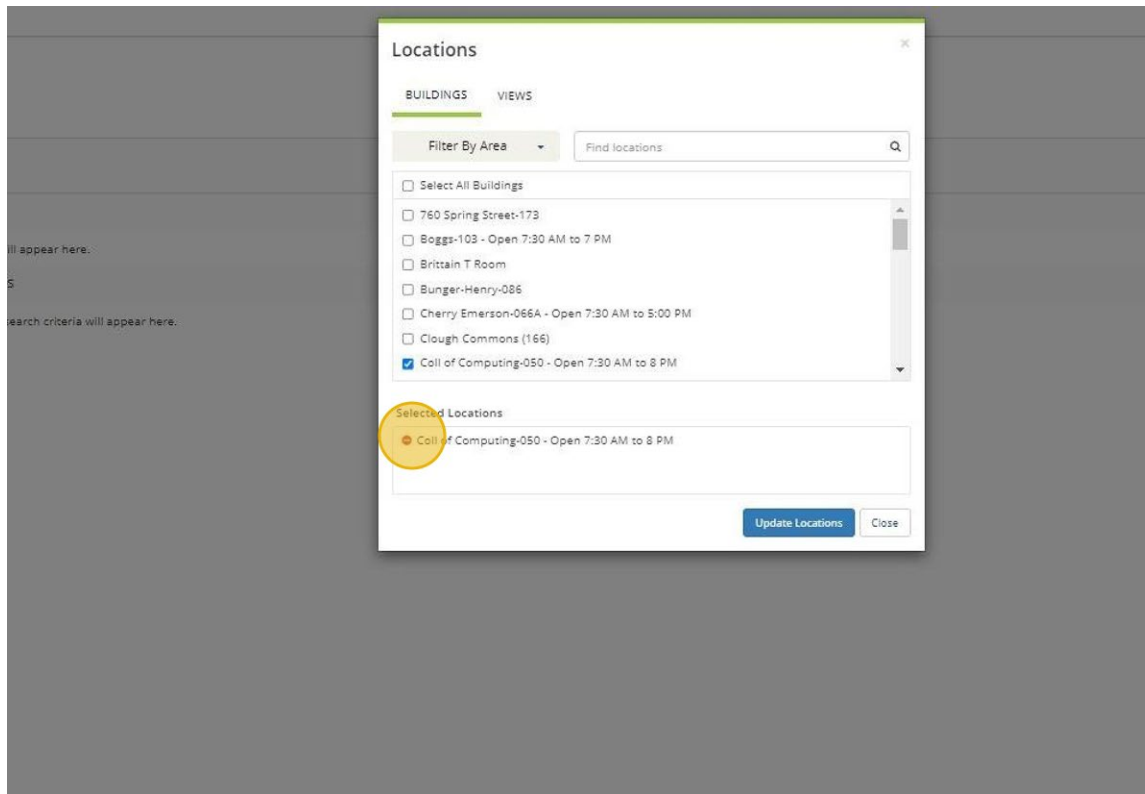


12. Filter your search by location: Select the "Add/Remove" icon next to "Locations."

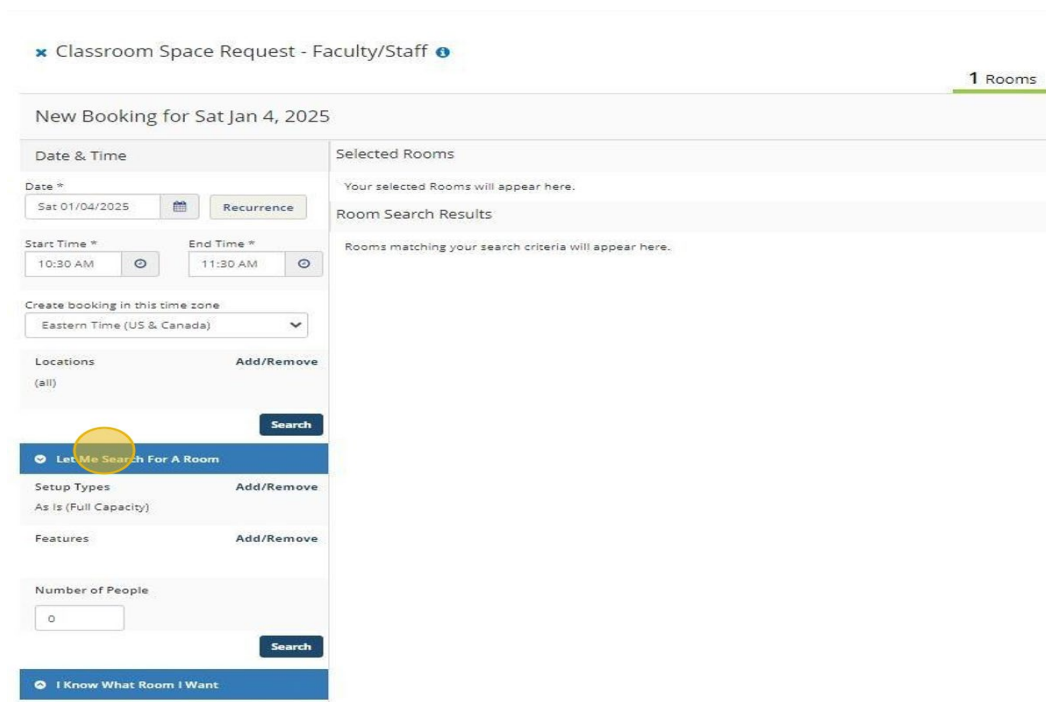
13. Locate the building your desired classroom is located in. Select the empty box to select a location filter and then click "Update Locations".



14. To remove the location filter, select the red circle.



15. You can also filter your search by selecting "Let Me Search For A Room."





16. Filter by "Setup Types" and/or "Features" by clicking "Add/Remove" next to each filter option.

Classroom Space Request - Faculty/Staff ⓘ

1 Rooms 2 Service

New Booking for Sat Jan 4, 2025

Date & Time	Selected Rooms
<p>Date *</p> <p>Sat 01/04/2025 Recurrence</p> <p>Start Time *</p> <p>10:30 AM </p> <p>End Time *</p> <p>11:30 AM </p> <p>Create booking in this time zone</p> <p>Eastern Time (US & Canada) ▼</p> <p>Locations</p> <p>(all) Add/Remove</p> <p>Search</p> <p><input checked="" type="radio"/> Let Me Search For A Room</p> <p>Setup Types Add/Remove</p> <p>As Is (Full Capacity)</p> <p>Features Add/Remove</p> <p>Number of People</p> <p>0 Search</p> <p><input checked="" type="radio"/> I Know What Room I Want</p>	<p>Your selected Rooms will appear here.</p> <p>Room Search Results</p> <p>Rooms matching your search criteria will appear here.</p>



17. You can also filter your search by selecting "I Know What Room I Want". This will prompt you to type in the name of the room you want.

Let Me Search For A Room

Setup Types Add/Remove
Lecture

Features Add/Remove
(none)

Number of People
0

Search

I Know What Room I Want

18. All available rooms based on your filter options will then be displayed under "Rooms You Can Request". To add a room to your reservation, select the "green circle" next to the room you want.

Thu 02/20/2025 Recurrence

Start Time * 5:30 PM End Time * 6:30 PM

Create booking in this time zone
Eastern Time (US & Canada)

Locations: (all) Add/Remove

Search

Let Me Search For A Room

I Know What Room I Want

Room Name

Room Search Results

LIST SCHEDULE

☐ Favorite Rooms only.

Room	Location
Rooms You Can Request	
1201A Classroom MoSE	Molecular Sciences & Engr-167
170 Classroom Skiles	Skiles-002 - Open 7:30 AM to 11 PM
184 Classroom Love	J. Erskine Love (Love)-144 - Open 8 AM to 7PM
200 Classroom COB	College of Business-172 - Open 7:30 AM to 8 PM
202 Classroom Skiles	Skiles-002 - Open 7:30 AM to 11 PM
257 Classroom Skiles	Skiles-002 - Open 7:30 AM to 11 PM
258 Classroom West Arch	West Architecture-075 - Open 7:30 AM to 7:30 PM
260 Classroom West Arch	West Architecture-075 - Open 7:30 AM to 7:30 PM



19. After clicking on the green circle, you will be prompted to input the expected "Number of Attendees" and select your desired "Setup Type" (each room has certain setup restrictions based on the capacity allowed in the space for each setup type) then select "Add Room."

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

Number of Attendees *

0

Setup Type *

Add Room Cancel

20. The Room(s) that you have selected will now appear below "Selected Rooms". To add more rooms to your reservation, repeat steps 6 - 20. Once you have added all your desired rooms select "Next Step".

New Booking for Thu Feb 20, 2025

1 Rooms 2 Services 3 Reservation Details

Next Step

Selected Rooms Attendance & Setup Type

Room Search Results

Room	Location	Floor	TZ	Cap	
1201A Classroom Middle	Molecular Sciences & Eng-167	(none)	ET	48	
170 Classroom Sides	Series-002 - Open 7:30 AM to 11 PM	(none)	ET	40	
184 Classroom Low	J. Brinkman Low (Linn)-144 - Open 8 AM to 7 PM	First Floor	ET	58	
200 Classroom COB	College of Business-172 - Open 7:30 AM to 8 PM	Second Floor	ET	128	
202 Classroom Sides	Series-002 - Open 7:30 AM to 11 PM	(none)	ET	57	
257 Classroom Sides	Series-002 - Open 7:30 AM to 11 PM	(none)	ET	41	
258 Classroom West Arch	West Architecture-075 - Open 7:30 AM to 7:30 PM	(none)	ET	48	
260 Classroom West Arch	West Architecture-075 - Open 7:30 AM to 7:30 PM	(none)	ET	20	
308 Classroom Sides	Series-002 - Open 7:30 AM to 11 PM	(none)	ET	34	
0021 Classroom Middle	Molecular Sciences & Eng-167	(none)	ET	48	
1103A Classroom Honey Physics	Honey (Physics)-081 - Open 7:00 AM to 8:00 PM	(none)	ET	30	



21. Based on the classroom(s) you selected you may or may not be able to add additional services.
"Select Next Step" to complete your reservation submission.

Classroom Space Request - Faculty/Staff

1 Rooms 2 Services 3 Reservation Details

Services For Your Reservation

Your selected room(s) and date(s) do not allow for additional services. Please adjust your selections or continue to the next step.

Next Step

22. Next you will be prompted to provide your "Event Details" including Group Details and Additional Information. It is important that you provide accurate details to ensure your request can be processed.

1 Rooms 2 Services 3 Reservation Details

Reservation Details

Event Details

Event Name *

Event Type *

Group Details

Group *

1st Contact

1st Contact Phone *

1st Contact Email Address *

2nd Contact (GA Tech Advisor Name)

2nd Contact (GA Tech Advisor Name) Phone

2nd Contact (GA Tech Advisor Name) Email Address

1st Contact Fax

2nd Contact (GA Tech Advisor Name) Fax

Additional Information

23. Once you have provided all the necessary details select "Create Reservation"

Additional Information

Do you plan to utilize multiple spaces/buildings across campus for your event? *

Is this event cosponsored with another group/company? *

Will you have participants under the age of 18? *

Are you charging admission or collecting fees from attendees or vendors? *

Briefly describe your event: *

Do you plan to have food at the event? *

Will Alcohol be Served? *

I have read and agree to the Terms and Conditions

Go Back

Create Reservation