

EP Connect – Room Booking Requests

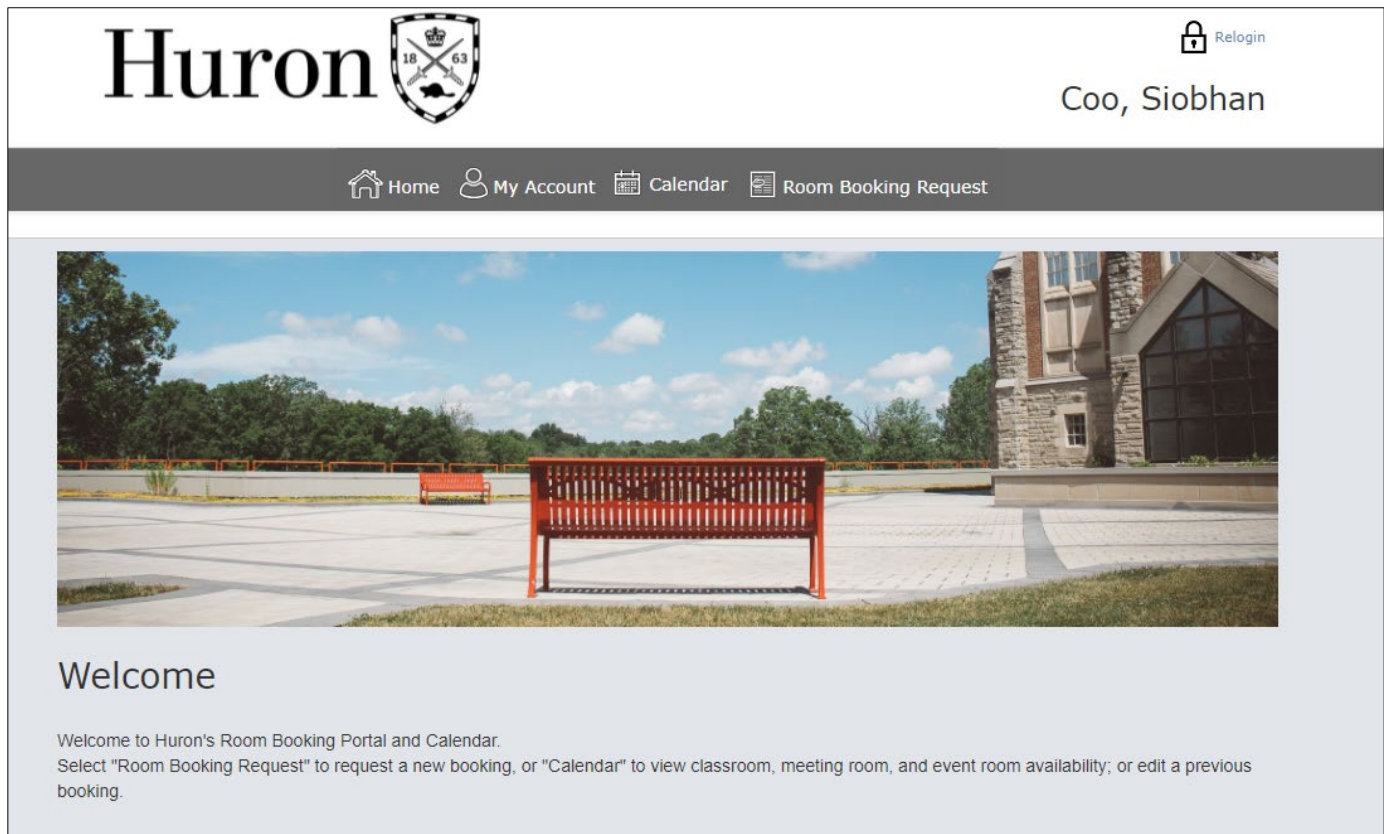
***Note:** the Sage Room, Rubinoff Room, Apps Boardroom and Lucas Boardroom are booked through Outlook Calendar.


The spaces within the Library can be booked through the following link:
<https://huronuc.libcal.com/spaces?lid=1416>

Please use this process guide to request the booking of all other rooms on campus.





EP Connect Site: <https://eventproconnect.huronu.uwo.ca/EventProConnect/default.aspx>

-Sign in with UWO user name and password. Home screen of EP Connect is as follows:



Huron  Relogin

Coo, Siobhan

 Home  My Account  Calendar  Room Booking Request

Welcome

Welcome to Huron's Room Booking Portal and Calendar.
Select "Room Booking Request" to request a new booking, or "Calendar" to view classroom, meeting room, and event room availability; or edit a previous booking.

Calendar: Shows a calendar of all room bookings currently in the system. Please take a look at this calendar to ensure the room you are looking to book is available on your requested date/time.

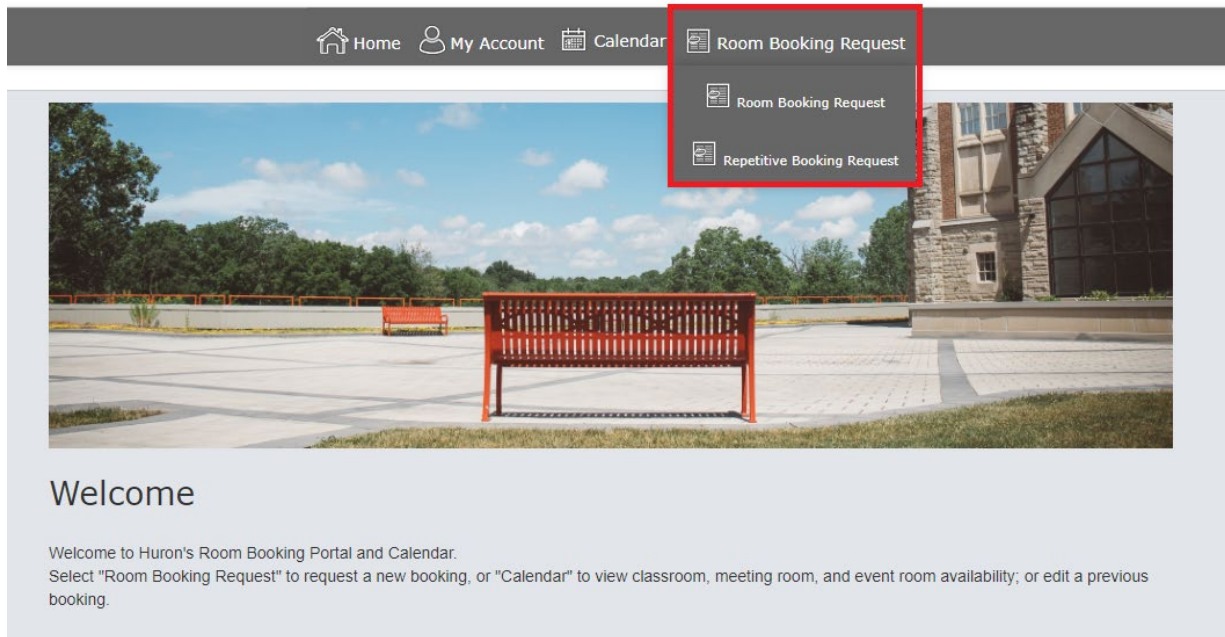
From this Calendar you can also edit any previous requests you have made in the system.

-Find your booking > Select Edit > Follow Booking Wizard as per steps below to make any necessary changes.

Room Booking Request: Will open a Room Booking form to request the room(s) you are looking for. Also includes the fields for AV support/equipment required for your booking, as well as the room setup for Housekeeping to prepare the room for your booking.

Select Room Booking Request

- Room Booking Request (single date or multiple dates without repetitive pattern)
- Repetitive Booking Request (ex. Every Monday from 1:30-2:30pm)



This process guide will provide instructions on how to request a room booking for individual dates and times (steps beginning below); as well as a repetitive booking for a recurring request (begins on page 7).

1. Room Booking Request (Repetitive Booking Process to Follow on page 7)

Event Information

Room Booking Name (Class): *what class is this for?*

Booking Requested By: *who is making the request (faculty, staff or other)*

Requested By Email: *email address of person making request (confirmation email will go to this address)*

Requested For (if booking for someone else): *if a FASS Assistant or other is making the booking on behalf of someone else, please put information*

Requested For Email: If you are booking the room for someone else, please include their email address here

Estimated Attendance: *number of people you think may be attending*

Support Required

AV Support: Please indicate if you require AV equipment or support for your booking. If you do, list the specifics that are required. This information will be sent directly to the IT department.

Room Setup: Indicate here if you will require tables, chairs, or additional room setup for your event. The details of what you require can be typed in on the next page of the form and sent to Housekeeping.

Welcome **Event Information** Location Information Summary

Event Information

Enter your booking information and click the Next button to continue.

Event Information

Event/Room Booking Name:*

Booking Requested By:*

Requested By Email:*

Requested For (if booking for someone else):

Requested For Email:

Estimated Attendance:* 0

Support Required

Do you require any AV equipment/support from the IT department?:*

Please list the specific equipment/support required from the IT department for your event:

Will you require a specific room setup for your booking? Details to be put on the next page:*

Back Next

Booking Information

Room Booking Date Start: *date you are booking for*

Room Booking Date End: *likely will be the same date as above for bookings*

Booking Start Time: *time you need the room from*

Booking End Time: *time you need the room until*

Requested Room: *room you are requesting (drop down menu includes the room name, details on seating style and max capacity)*

Setup Requirements: *List the specifics on how you will require the room to be setup (number of tables/chairs, formation etc). This will be sent directly to Housekeeping.*

Edit Location

Edit the room requests and click the Next button to continue.

Booking Information

Room Booking Date Start: * 9/1/2021

Room Booking Date End: * 9/1/2021

Booking Start Time: * 12:00 AM

Booking End Time: * 12:00 AM

Requested Room: *

Setup Requirements:

Cancel

Submit

Location Information *Review booking

-Add Locations: *if you wish to add another date/time/room to this booking request; select this and start same process as above before submitting entire request.*

-Add Locations Repetitive: *if you wish to add a repetitive booking to the request*

The screenshot shows the 'Location Information' step of a booking process. At the top, a progress bar indicates the current step. Below the title, there is a prompt to enter room requests and a 'Next' button. Two buttons, 'Add Locations' and 'Add Locations Repetitive', are visible. A table displays the current booking request with columns for Requested Room, Date, Event Start Time, and Event End Time. A 'Back' button and a 'Next' button are at the bottom.

Requested Room	Date	Event Start Time	Event End Time	
GREAT HALL	9/16/2021	1:00 PM	2:30 PM	Edit Cancel Delete

Summary

*Review all request information → “Back” to edit or “Finish” to submit

The screenshot shows the 'Summary' step of a booking process. It features a progress bar at the top. The main content is divided into three sections: 'Event Information' with input fields for booking name, requester, and email; 'Support Required' with a dropdown for AV equipment and a text area for specific requirements; and 'Location Information' with a table showing the booking details. 'Back' and 'Finish' buttons are located at the bottom.

Requested Room	Date	Event Start Time	Event End Time
GREAT HALL	9/16/2021	1:00 PM	2:30 PM

Confirmation of Submission

Your request has been submitted. A confirmation email will follow to both the "Requested By" and "Requested For" contacts once approved.

Success

Your request has been successfully submitted. Please wait for confirmation which will come by email in the next 2 working days.

If you need to make any edits to your booking either before or after it is confirmed, you can do so through the Calendar by finding your request and clicking Edit.

Event Information

Event/Room Booking Name:	<input type="text" value="Sample Booking - English Lecture"/>
Booking Requested By:	<input type="text" value="Siobhan Coo"/>
Requested By Email:	<input type="text" value="scoo@uwo.ca"/>
Requested For (if booking for someone else):	<input type="text"/>
Requested For Email:	<input type="text"/>

Support Required

Do you require any AV equipment/support from the IT department?:

Please list the specific equipment/support required from the IT department for your event:

Will you require a specific room setup for your booking? Details to be put on the next page:

Location Information

Requested Room	Date	Event Start Time	Event End Time
GREAT HALL	9/16/2021	1:00 PM	2:30 PM

[Print](#)

2. Repetitive Booking Request

Event Information (same as above booking process)

Room Booking Name (Class): *what class is this for?*

Booking Requested By: *who is making the request (faculty, staff or other)*

Requested By Email: *email address of person making request (confirmation email will go to this address)*

Requested For (if booking for someone else): *if a FASS Assistant or other is making the booking on behalf of someone else, please put information*

Requested For Email: *If you are booking the room for someone else, please include their email address here*

Estimated Attendance: *number of people you think may be attending*

Support Required

AV Support: Please indicate if you require AV equipment or support for your booking. If you do, list the specifics that are required. This information will be sent directly to the IT department.

Room Setup: Indicate here if you will require tables, chairs, or additional room setup for your event. The details of what you require can be typed in on the next page of the form and sent to Housekeeping.

Add Locations

Repetitive Type: *is this booking repeated daily, weekly, monthly by day of the month/week, or custom?*

Repeat Frequency: *how many times does this booking repeat of the selected Repetitive Type?*

Examples:

Repetitive Type	Repeat Frequency	Days of the Week/Month	Result
<i>Daily</i>	<i>5</i>	<i>N/A</i>	<i>Repeats every 5 days</i>
<i>Weekly</i>	<i>1</i>	<i>Monday</i>	<i>Repeats every week on Mondays</i>
<i>Weekly</i>	<i>3</i>	<i>Tuesday and Thursday</i>	<i>Repeats every 3 weeks on Tuesdays and Thursdays</i>

Days of the Week: *days of the week the booking is repeated*

Duration **Start Date:** *when the first booking occurs*

End Date: *end of repetitions*

Non-Working Days: *If you're repeating a booking on a certain day of the month, this can automatically move it to the next "working" day. Most requests will just leave this option as "Do Not Move"*

Add Locations

Add the locations required.

Repetitive Type

Repetitive Type:* Weekly

Repeat Frequency:* 1

Days of the Week:*

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Duration

Start Date:* 9/14/2020

End Date:* 10/26/2020

Non-Working Days

Move Non-Working Days:* Do Not Move

Cancel Next

Booking Information

Function Start: *Start time of your booking*

Function End: *End time of your booking*

Location: *Classroom location*

Add Locations

Add the locations required.

Booking Information

Function Start:* 1:30 PM

Function End:* 2:30 PM

Location:* W4 - Zoom

Back Cancel Submit

Location Information Summary *Review booking

-Add Locations: *if you wish to add another date/time/room to this booking request*

-Add Locations Repetitive: *if you wish to add another repetitive booking to the request*

Welcome Event Information **Location Information** Summary

Location Information

Enter your room requests and click the Next button to continue.

Add Locations Add Locations Repetitive

Location	Date	Event Start Time ▲	Event End Time ▲	
W4 - Zoom	9/14/2020	1:30 PM	2:30 PM	Edit Cancel Delete
W4 - Zoom	9/21/2020	1:30 PM	2:30 PM	Edit Cancel Delete
W4 - Zoom	9/28/2020	1:30 PM	2:30 PM	Edit Cancel Delete
W4 - Zoom	10/5/2020	1:30 PM	2:30 PM	Edit Cancel Delete
W4 - Zoom	10/12/2020	1:30 PM	2:30 PM	Edit Cancel Delete
W4 - Zoom	10/19/2020	1:30 PM	2:30 PM	Edit Cancel Delete
W4 - Zoom	10/26/2020	1:30 PM	2:30 PM	Edit Cancel Delete

Back Next

Summary

*Review all request information → “Back” to edit or “Finish” to submit

Welcome Event Information Location Information **Summary**

Summary

Your room booking request is ready to be submitted. Please review your request and click the Finish button to complete it.

Event Information

Room Booking Name (Class):

Booking Requested By:

Requested By Email:

Requested For (if booking for someone else):

Requested For Email:

Location Information

Location	Date	Event Start Time ▲	Event End Time ▲
W4 - Zoom	9/14/2020	1:30 PM	2:30 PM
W4 - Zoom	9/21/2020	1:30 PM	2:30 PM
W4 - Zoom	9/28/2020	1:30 PM	2:30 PM
W4 - Zoom	10/5/2020	1:30 PM	2:30 PM
W4 - Zoom	10/12/2020	1:30 PM	2:30 PM
W4 - Zoom	10/19/2020	1:30 PM	2:30 PM
W4 - Zoom	10/26/2020	1:30 PM	2:30 PM

Back Finish