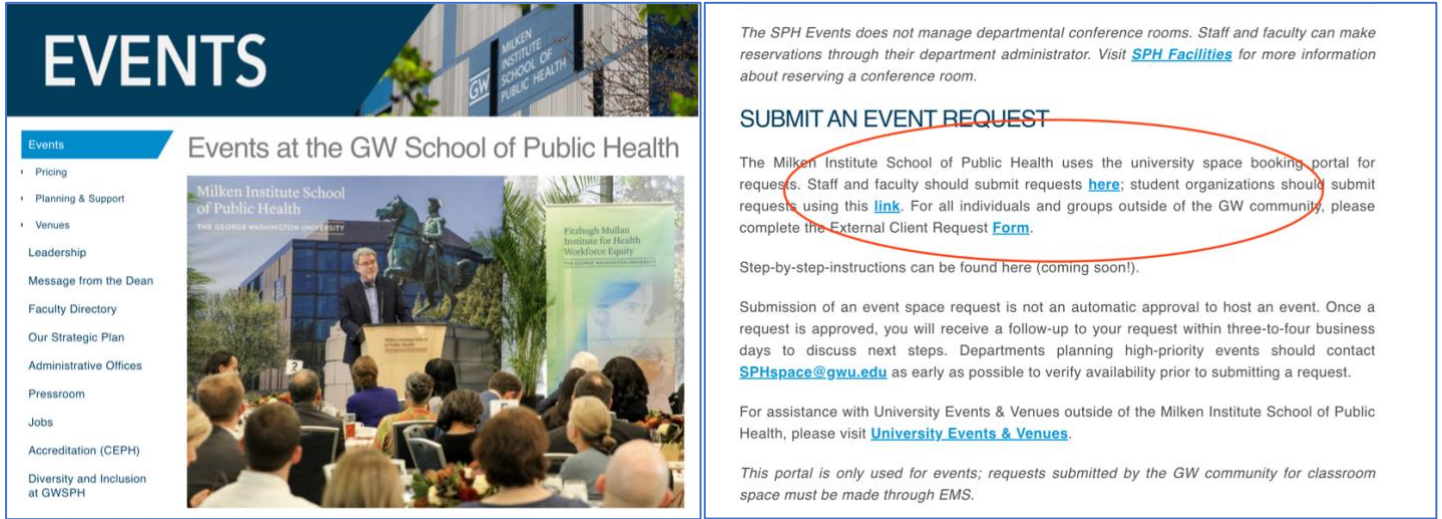


HOW TO REQUEST A SPACE FOR MULTI-DAY EVENTS

STEP 1: Visit [SPH Events](#) on the Milken Institute School of Public Health's website



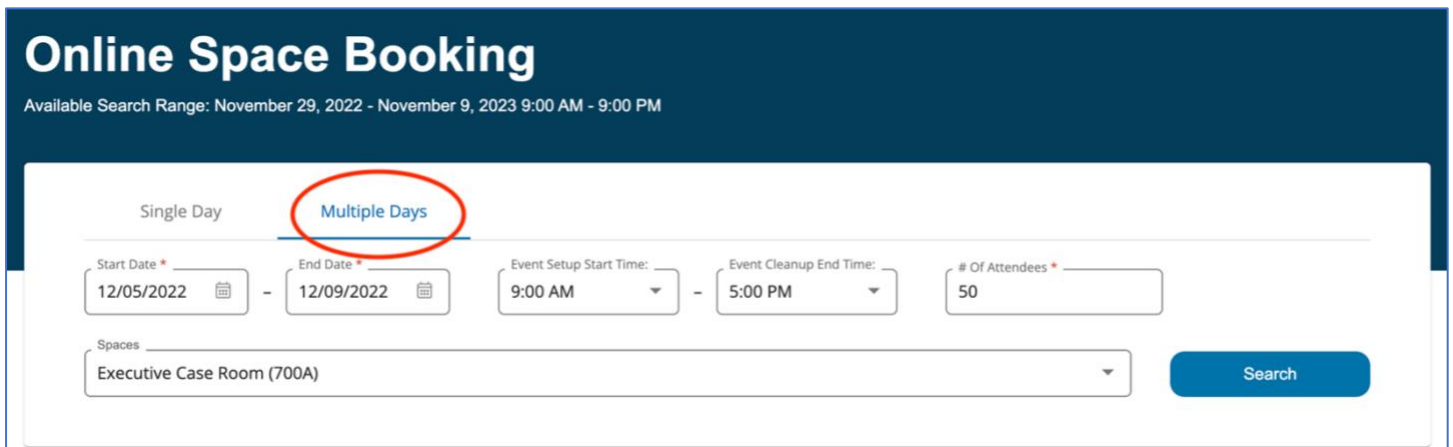
The screenshot shows the 'EVENTS' page of the Milken Institute School of Public Health website. On the left is a navigation menu with items like 'Pricing', 'Planning & Support', 'Venues', 'Leadership', 'Message from the Dean', 'Faculty Directory', 'Our Strategic Plan', 'Administrative Offices', 'Pressroom', 'Jobs', 'Accreditation (CEPH)', and 'Diversity and Inclusion at GWSPH'. The main content area is titled 'Events at the GW School of Public Health' and features a photo of a speaker at a podium. To the right, under the heading 'SUBMIT AN EVENT REQUEST', there is a paragraph explaining the request process, with the link 'here' circled in red. Below this is a 'Form' link. Further down, there are instructions for assistance and a note about the EMS system.

Once you're ready to submit your booking request, visit <https://publichealth.gwu.edu/about/events> and click the portal link to begin your request. GW staff/faculty should use the [department portal](#); student organizations should submit requests using the [student organization portal](#). For those outside of the GW community, please complete the [External Client Request Form](#).

Before you begin your request, it is recommended that event organizers should acquaint themselves with event space policies and procedures by visiting [Events Planning & Support](#).


STEP 2: Determining event space availability

Note: Once you begin your request, it is important that you do not navigate between pages or click the refresh button on your browser's tool bar. Doing so will result in an error page, and you will need to restart your request.



The screenshot shows the 'Online Space Booking' interface. At the top, it says 'Available Search Range: November 29, 2022 - November 9, 2023 9:00 AM - 9:00 PM'. Below this are two radio buttons: 'Single Day' and 'Multiple Days', with 'Multiple Days' circled in red. There are four input fields: 'Start Date' (12/05/2022), 'End Date' (12/09/2022), 'Event Setup Start Time' (9:00 AM), and 'Event Cleanup End Time' (5:00 PM). A fifth field is '# Of Attendees' (50). Below these is a 'Spaces' dropdown menu showing 'Executive Case Room (700A)' and a blue 'Search' button.

Click the *Multiple Bookings* options before selecting the space(s), date, and times you are interested in for your event, as well as planned number of attendees. By default, the earliest date you can request your event's start date is three weeks; any date that falls within the period cannot be reserved. You can add additional space requests here or at any other time in the process once you've already started. Instructions for requesting additional can be found [here](#) (see page 3).

GW Space Booking My Events 

Refine Your Search

Change or further filter your search results using our quick filters below.

Available Search Range: November 15, 2022 - October 26, 2023 9:00 AM - 9:00 PM


Dates *

Start Time

End Time

Search Results

The following spaces match your search criteria. You may filter the results or change your search.

 No Spaces are available that match your system requirements. Try adjusting dates, times, or space filters and try again.

Not finding what you need? You can return home to check the calendar or contact our venue for more.

[Back to Home](#)

If the space you are looking to book is unavailable, please select a different date or space by refining your search. You can contact to SPHspace@gwu.edu if you would like to verify space's availability on a certain date.

Refine Your Search

Change or further filter your search results using our quick filters below.

Available Search Range: November 29, 2022 - November 9, 2023 9:00 AM - 9:00 PM

Start Date *

End Date *

Event Setup Start Time:

Event Cleanup End Time:

Of Attendees *

Date Availability

All Available Dates
 Hide Partially Available Spaces

Sort By

Space Name (A-Z)


Filters

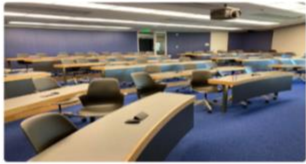
Space

[Apply Filters](#)

Search Results


The following spaces match your search criteria. You may filter the results or change your search.

 **Partial Availability Notice**
 Not all spaces shown are available for every date, marked by an asterisk (*) Adjust the Date Availability filter to only show spaces available for your entire search range.



Executive Case Room (700A) (*)
 Capacity: 75

[Hide Dates](#) [Add All Dates to Cart \(1\)](#)

DATES	TIMES	ADD
Mon 12/05/2022	Date Unavailable	
Tue 12/06/2022	Event Setup Start Time: <input type="text" value="9:00 AM"/> - Event Cleanup End Time: <input type="text" value="5:00 PM"/>	
Wed 12/07/2022	Date Unavailable	
Thu 12/08/2022	Date Unavailable	
Fri 12/09/2022	Date Unavailable	

Satisfied with your space and time selections? Click "Request Space" then "Continue to Event Details" to proceed with your reservation.

[Back to Search](#) [Continue to Event Details](#)

If the desired space is partially available during the times you requested, refine the criteria of your search or click *Back to Search*. You will not be able to add unavailable dates to the cart.

Refine Your Search

Change or further filter your search results using our quick filters below.

Available Search Range: November 29, 2022 - November 9, 2023 9:00 AM - 9:00 PM

Start Date *
12/12/2022

End Date *
12/15/2022

Event Setup Start Time:
9:00 AM

Event Cleanup End Time:
5:00 PM

Of Attendees *
50

Date Availability

All Available Dates

Hide Partially Available Spaces

Sort By

Space Name (A-Z)
Space Name (A-Z)

Search Results

The following spaces match your search criteria. You may filter the results or change your search.

Executive Case Room (700A)
Capacity: 75

[Hide Dates](#) [Add All Dates to Cart \(4\)](#)

DATES	TIMES	ADD
Mon 12/12/2022	Event Setup Start Time: 9:00 AM - Event Cleanup End Time: 5:00 PM	
Tue 12/13/2022	Event Setup Start Time: 9:00 AM - Event Cleanup End Time: 5:00 PM	
Wed 12/14/2022	Event Setup Start Time: 9:00 AM - Event Cleanup End Time: 5:00 PM	
Thu 12/15/2022	Event Setup Start Time: 9:00 AM - Event Cleanup End Time: 5:00 PM	

Satisfied with your space and time selections? Click "Request Space" then "Continue to Event Details" to proceed with your reservation.

[Back to Search](#)
[Continue to Event Details](#)

Once you find an available space, click *Request Space*. Then click *Continue to Event Details* to add your selection to the cart. When successfully added to the cart, a check mark in green will appear. To modify your request's time, date or venue, click *remove* to resume your search. You can also add spaces to your booking by clicking *Back to Search*.

Refine Your Search

Change or further filter your search results using our quick filters below.

Available Search Range: November 29, 2022 - November 9, 2023 9:00 AM - 9:00 PM

Start Date *
12/12/2022

End Date *
12/15/2022

Event Setup Start Time:
9:00 AM

Event Cleanup End Time:
5:00 PM

Of Attendees *
50

Date Availability

All Available Dates

Hide Partially Available Spaces

Sort By

Space Name (A-Z)
Space Name (A-Z)

Search Results

The following spaces match your search criteria. You may filter the results or change your search.

Executive Case Room (700A)
Capacity: 75

DATES	TIMES	ADD
Mon 12/12/2022	Event Setup Start Time: 9:00 AM - Event Cleanup End Time: 5:00 PM	
Tue 12/13/2022	Event Setup Start Time: 9:00 AM - Event Cleanup End Time: 5:00 PM	
Wed 12/14/2022	Event Setup Start Time: 9:00 AM - Event Cleanup End Time: 5:00 PM	
Thu 12/15/2022	Event Setup Start Time: 9:00 AM - Event Cleanup End Time: 5:00 PM	

Satisfied with your space and time selections? Click "Request Space" then "Continue to Event Details" to proceed with your reservation.

[Back to Search](#)
[Continue to Event Details](#)

Cart Summary

[Go to Cart](#)

RESERVED SPACES

Executive Case Room (700A) (4 dates)

Mon 12/12/2022
9:00 AM - 5:00 PM

Tue 12/13/2022
9:00 AM - 5:00 PM

Wed 12/14/2022
9:00 AM - 5:00 PM

Thu 12/15/2022
9:00 AM - 5:00 PM

Spaces Subtotal **\$0.00**

Once you find a space and date that works for your event, click on *Request Space*. When successfully added to the cart, a check mark in green will appear on the selected spaces. Click *Continue to Event Details* to provide your events details.

STEP 3: Requesting additional event spaces

Additional space can be requested at any point during the request process. More information on requesting additional can be found on page 3 here. *If no additional space is needed, continue to Step 4.*

Step 4: Providing event details

Complete the questionnaire with all relevant information about your event with as much detail as possible. Once you've filled out the required and non-required fields and are ready to submit, you must agree to *Terms & Conditions*.

The screenshot shows a web form for event booking. On the left, under 'Event Details', there are fields for 'Event Title', 'Type', 'Class', 'GW Event Host (name, phone and email required)', and 'Describe the event'. On the right, there are fields for 'Oracle or Banner number required', 'Event Host will keep a list of all in-person attendees', and 'Comments'. Below these is the 'Terms & Conditions' section, which includes a checkbox labeled 'I agree to the Terms & Conditions' that is checked and circled in red. At the bottom right, there are buttons for 'Back to Results' and 'Go to Summary', along with a note: 'Click "Go to Summary" to continue your request, or "Back to Results" to add more spaces or make changes.'

An Oracle or Banner ID is a department's budget charge code. If you don't know what the Oracle ID is, contact your department administrator or faculty advisor to request the banner ID. Submissions with incorrect numbers will not be approved.

To review and submit your event space request, please continue to Step 5.

STEP 5: Submitting your request

Click *Go to Check Out* to finalize your request or *Back to Event Details* to make changes. Click *Add More Spaces* to request additional space if needed.

The screenshot shows a confirmation message at the top with a green checkmark icon and the text: 'Thank you! Your request has been received. An email with your event details has been sent. You will be contacted if we need anything else.' Below this is a box titled 'SPH Multi-day Event Booking' containing the following details: Event ID: 213179, Date: December 12, 2022, Time: 9:00 AM - 5:00 PM, and Capacity: 50 People.

When your request has successfully been submitted, you will receive a message on the page confirming its submission. You will also receive an email confirming that your request was successfully submitted.

Please note that the confirmation message does not mean the event was approved, but that event space request was successfully submitted. Once a request is submitted, you will receive a follow-up to your request within three-to-four business days from SPH Events, and if approved, to discuss next steps.

To determine the status of your request, please continue to Step 6.

STEP 6: Checking your event space request status

GW Space Booking **My Events**

Online Space Booking

Available Search Range: November 29, 2022 - November 9, 2023 9:00 AM - 9:00 PM

Single Day Multiple Days

Dates * 11/29/2022

Event Setup Start Time: 9:00 AM - Event Cleanup End Time: 9:00 PM

Of Attendees *

Spaces

Search

Return to the portal and select *My Events* to see the status of your event space requests. An event request will either show one of three statuses: unconfirmed, confirmed, and canceled.

My Events

Your event request history is listed below. Click on an event name to see more details.

DATES	EVENT NAME	SPACES	STATUS
Wed 11/30/2022	SPH Event	Convening Center, Auditorium (Room 100)	● Cancelled
Mon 12/12/2022 - Thu 12/15/2022	SPH Multi-day Event Booking	Executive Case Room (700A)	● Not Confirmed
Mon 01/09/2023 - Mon 01/16/2023	SPH EVENT	Executive Case Room (700A)	● Confirmed

For additional questions about the event space request process, please contact SPHspace@gwu.edu. Thank you!