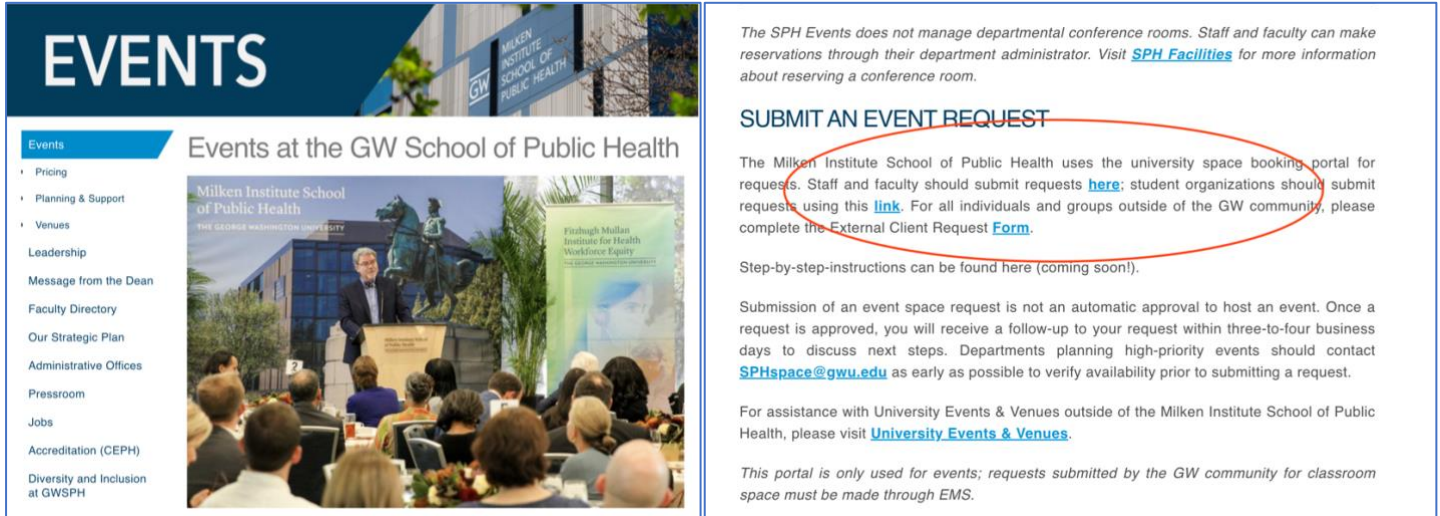


HOW TO REQUEST AN EVENT SPACE

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



The SPH Events does not manage departmental conference rooms. Staff and faculty can make reservations through their department administrator. Visit [SPH Facilities](#) for more information about reserving a conference room.

SUBMIT AN EVENT REQUEST

The Milken Institute School of Public Health uses the university space booking portal for requests. Staff and faculty should submit requests [here](#); student organizations should submit requests using this [link](#). For all individuals and groups outside of the GW community, please complete the [External Client Request Form](#).

Step-by-step-instructions can be found here (coming soon!).

Submission of an event space request is not an automatic approval to host an event. Once a request is approved, you will receive a follow-up to your request within three-to-four business days to discuss next steps. Departments planning high-priority events should contact SPHspace@gwu.edu as early as possible to verify availability prior to submitting a request.

For assistance with University Events & Venues outside of the Milken Institute School of Public Health, please visit [University Events & Venues](#).

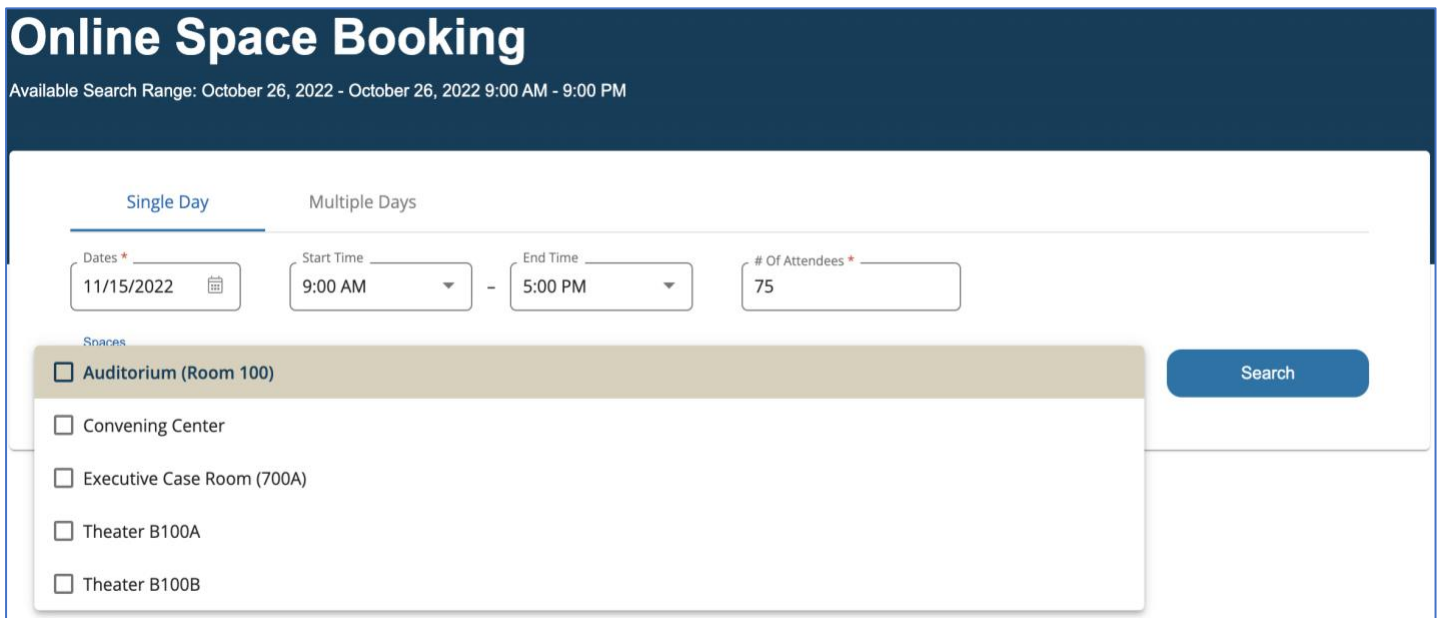
This portal is only used for events; requests submitted by the GW community for classroom space must be made through EMS.

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.



Online Space Booking

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

Single Day | Multiple Days

Dates * 11/15/2022 | Start Time 9:00 AM | End Time 5:00 PM | # Of Attendees * 75

Spaces

- Auditorium (Room 100)
- Convening Center
- Executive Case Room (700A)
- Theater B100A
- Theater B100B

Search

Select 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 multi-day requests can be found [here](#).

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 *
11/15/2022

Start Time
9:00 AM

End Time
5:00 PM

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 desired space is unavailable, please refine your search to a different date or space. You can contact SPHspace@gwu.edu if you would like to verify space's availability on a certain date.

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 *
11/30/2022

Start Time
9:00 AM

End Time
5:00 PM

Of Attendees *
75

Search Results

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

Convening Center

Capacity: 400

Start Time: 9:00 AM — End Time: 5:00 PM

[Remove](#)

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](#)

Success!

Your item has been added to the cart!

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*.

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 *
11/30/2022

Start Time
9:00 AM

End Time
5:00 PM

Search Results

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

Convening Center

Capacity: 400

Start Time: 9:00 AM

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

Cart Summary

Go to Cart

RESERVED SPACES

Convening Center

9:00 AM - 5:00 PM

Spaces Subtotal **\$0.00**

Go to the cart to confirm your selection. Please to note that the subtotal will show a zero balance; the rate will be applied after your event is approved by SPH Events. To determine a venue's daily rate, please visit [SPH Pricing & Fees](#).

To request additional event space(s), please continue to Step 3.

STEP 3: Requesting additional event spaces

Additional space can be requested at any point during the request process. If no additional space is needed, continue to Step 4.

GW Space Booking My Events 1

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 *
11/30/2022


Start Time
9:00 AM

End Time
5:00 PM

Of Attendees *
75

Search Results

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



Convening Center
Capacity: 400

Start Time 9:00 AM - End Time 5:00 PM


[Remove](#)

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](#)

Select *Back to Search*, apply filters (only available spaces will appear), and then choose *Request Space* to add it to your cart.


My Events 1



Auditorium (Room 100)
Capacity: 225

Start Time 9:00 AM - End Time 5:00 PM

[Request Space](#)



Convening Center
Capacity: 400


Start Time 9:00 AM - End Time 5:00 PM

[Remove](#)

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](#)


My Events 2



Auditorium (Room 100)
Capacity: 225

Start Time 9:00 AM - End Time 5:00 PM

[Remove](#)



Convening Center
Capacity: 400

Start Time 9:00 AM - End Time 5:00 PM

[Remove](#)

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](#)

Success!
Your item has been added to the cart!

Once 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 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*.

Event Details

Event Title *

Type *

Class *

GW Event Host (name, phone and email required) *

Describe the event: *

Oracle or Banner number required: *

Event Host will keep a list of all in-person attendees: *

Comments

Terms & Conditions

Please review the terms & conditions. They must be agreed to in order to submit the order.

I agree to the Terms & Conditions.

Click "Go to Summary" to continue your request, or "Back to Results" to add more spaces or make changes.

Back to Results Go to Summary

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

Summary

Reserved Spaces

The following spaces have been selected for your event

+ Add More Spaces

Convening Center

Wed 11/30/2022 9:00 AM - 5:00 PM

Auditorium (Room 100)

Wed 11/30/2022 9:00 AM - 5:00 PM

+ Add More Spaces

Click "Go to Check Out" to finalize your request, or "Back to Event Details" to make changes.

Back to Event Details Check Out


SPH Event

November 30, 2022


9:00 AM - 5:00 PM

75 Attendees

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.

GW Space Booking My Events 

Event Confirmation


 **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.

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  

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!