HOW TO REQUEST A SPACE FOR MULTI-DAY EVENTS

STEP 1: Visit SPH Events on the Milken Institute School of Public Health’s website

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.

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

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.
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.

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.

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.

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

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.

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

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