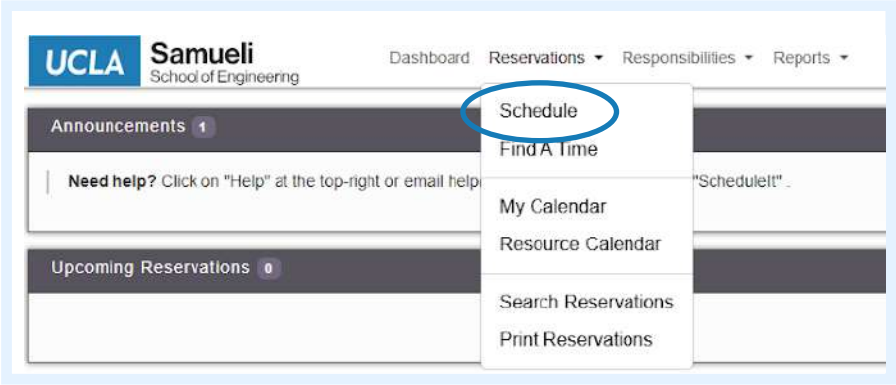
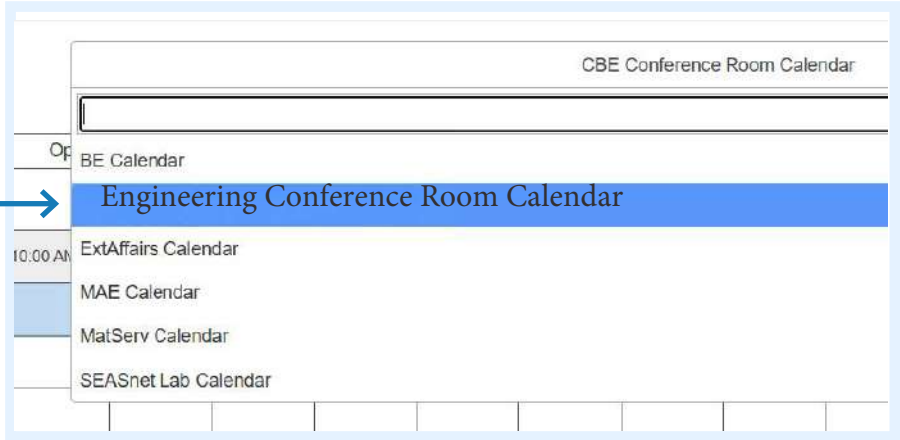
Conference Room Booking

FOLLOW THESE STEPS BOOK A ROOM

1. **To begin the reservation process, click** ScheduleIt*
2. **Sign in with your UCLA Logon ID**
3. **From the toolbar at the top of the screen, select the "Reservations" Dropdown Tab**
   - Select "Schedule"
   - Make sure to select the "Engineering Conference Room Calendar"





4. **Select the desired date and time for the room**

- Engineering Conference Room 100 E6 * **
- Cohen Multipurpose Room 134 E6 * *****
- First Floor Breezeway and Patio E6
- Durga Malladi Suite Room 176 E6 * ***
- Mong Learning Center Room 180 E6 * ******
- Zuber-Catton Library Room Room 182 E6 **
- Lackman Executive Suite Room 183 E6 **
- Engineering Conference Room 300 E6 * **
- Engineering Conference Room 6750 BH * **
- Edward K Rice Conference Room 6764 BH * ***
- Klug Seminar Room 8500 BH * ****
- Engineering Patio - 2nd Floor of E4

5. **Complete the fields under the "New Reservation" page and click "Create"**
6. **A confirmation pop-up will appear with a reference number, and you'll receive an email confirmation**

CONFERENCE ROOM LEGEND

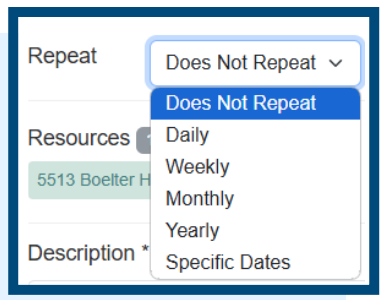
* Room equipped with A/V
** Max seated capacity 10
*** Max seated capacity 20
**** Max seated capacity 70
***** Max seated capacity 80
****** Max seated capacity over 100

**If you do not have access to ScheduleIt, please reach out to help@seas.ucla.edu to request access.*

AFTER RESERVING

You must fill out form for key check out. Click here for form.

HELPFUL TIPS



1. **Creating Recurring Bookings**
   - While creating your reservation, there is an option called "Repeat", which allows you to create recurring bookings
   - After selecting "Repeat", choose your desired frequency
2. **Department Abbreviations**
   - BE (Bioengr.)
   - CE (Civil & Environmental Engr.)
   - CH (Chemical & Biomolecular Engr.)
   - EE (Electrical & Computer Engr.)
   - MAE (Mechanical & Aerospace Engr.)
   - MSE (Materials Science & Engr.)
3. **Field Descriptions**
   - A/V Required?: Asks if you need a projector (audio/visual)
   - MSR Furniture Reconfigure?: Asks if you need help moving furniture (typically, the answer is "no")
   - FAU#: The funding source (Full Accounting Unit) is collected in the case of potential damages; enter "N/A" if not applicable