

Conference Rooms

RESERVATIONS

To reserve **CBA 204**, **CBA 253** or **CBA 366**, please fill out the [CBA Room Reservation Request](#) (see image)

1. **Select a room**
 - CBA 204, CBA 253 or CBA 366
2. **Enter your contact information**
 - Name, Email and Phone
 - *NOTE: If you would like to enter contact info for someone other than yourself, uncheck the "I am the instructor" (underneath phone) & enter appropriate name & email.*
3. **Enter your event (meeting) information**
 - Event (meeting) name
 - Event (meeting) date
 - Select "recurring" box if meeting meets more than once
 - Event (meeting) time
4. **Questions/Comments/Special Instructions**
 - Please add any additional meeting information in this text box
5. **Submit request**
 - Click "Submit room reservation request"
 - All scheduling conflicts will be handled by the dean's office

VIEW CONFERENCE ROOM CALENDARS IN OUTLOOK

1. In Outlook Calendar, select "Open Calendar" from the top dropdown menu
2. Select "From Address Book"
3. Type in "CBA 204," "CBA 253" and/or "CBA 366"
4. Select "OK"
5. The calendar(s) will appear under "rooms" in your calendar navigation pane on the left

BEFORE LEAVING

- ✓ Restore room to the original layout (including chairs) for the next reservation
- ✓ Check that any TVs/projectors/screens are off
- ✓ Check that all trash is picked up from tables and floor and placed in trash containers/recycling bins
- ✓ Please report any conference room damage or untidiness to Margaret Williams

TYPE OF REQUEST

New Schedule Change Schedule Cancel Previously Requested Schedule

SELECT A ROOM

Computer Classrooms Any Room CBA 236 CBA 237A CBA 237B CBA 240

Conference Rooms CBA 204 CBA 253 CBA 366

CBA Research Lab CBA 251

YOUR CONTACT INFORMATION

Name

Email

Phone

I am the instructor.

Instructor Information

Name

Email

EVENT INFORMATION

Event Name

Event Date Recurring?

Event Time -

QUESTIONS / COMMENTS / SPECIAL INSTRUCTIONS

SUBMIT YOUR REQUEST

- Please submit your request at least 2 business days prior to the day of the event.
- Please help us keep our labs clean by following our **no food or drinks policy**. Thank you.

SUBMIT ROOM RESERVATION REQUEST

For technical assistance, please contact cba-webmaster@csulb.edu