Reserving iSchool Classrooms, Conference Rooms, and Meeting Rooms

Introduction

The iSchool has a variety of classrooms, conference rooms, study rooms, specialty IT rooms, and meeting rooms available to reserve for students, faculty, staff, and occasional visitors from other departments. There are two kinds of reservations:

1. Delegated - Reservations you can request using Outlook calendar, but which require approval by designated iSchool staff, and
2. Open - Reservations you can create yourself using Microsoft Bookings or Outlook calendar

Reservable rooms are all managed using Microsoft 365 and a complete list of delegated and open iSchool rooms are listed on this page. If you would like to include any of these shared room calendars in your Outlook, please refer to the guide on adding shared calendars in Outlook.

Delegated Reservations

If the room you want to reserve has delegated reservations, there are two ways to submit a request:

Reserving Via Email

If you are reserving a room well in advance, you may send an email to reception@ischool.utexas.edu and include the room, day, and time in your request.

If you know the the room, day, and time you want to reserve:

Contact Reception

Reserving via Calendar in Outlook

1. In Outlook, go to your Calendar

   ![Outlook Calendar](image)

2. Create a new event

   ![New event](image)

3. Click Invite Attendees, and type the building and room number to bring up the corresponding email address and click to select it.

Reservable Rooms

### iSchool-Managed Classrooms

<table>
<thead>
<tr>
<th>BLDG.</th>
<th>Room</th>
<th>Microsoft 365 Address</th>
<th>Reservations</th>
<th>Setup</th>
<th>Capacity*</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTA</td>
<td>1.204</td>
<td><a href="mailto:uta1.204@ischool.utexas.edu">uta1.204@ischool.utexas.edu</a></td>
<td>Delegated</td>
<td>seminar</td>
<td>18</td>
</tr>
<tr>
<td>UTA</td>
<td>1.208</td>
<td><a href="mailto:uta1.208@ischool.utexas.edu">uta1.208@ischool.utexas.edu</a></td>
<td>Delegated</td>
<td>lecture</td>
<td>44</td>
</tr>
<tr>
<td>UTA</td>
<td>1.210a</td>
<td><a href="mailto:uta1.210a@ischool.utexas.edu">uta1.210a@ischool.utexas.edu</a></td>
<td>Delegated</td>
<td>computer lab</td>
<td>30</td>
</tr>
<tr>
<td>UTA</td>
<td>1.212</td>
<td><a href="mailto:uta1.212@ischool.utexas.edu">uta1.212@ischool.utexas.edu</a></td>
<td>Delegated</td>
<td>lecture</td>
<td>22</td>
</tr>
<tr>
<td>UTA</td>
<td>1.502</td>
<td><a href="mailto:uta1.502@ischool.utexas.edu">uta1.502@ischool.utexas.edu</a></td>
<td>Delegated</td>
<td>lecture</td>
<td>20</td>
</tr>
<tr>
<td>UTA</td>
<td>1.504</td>
<td><a href="mailto:uta1.504@ischool.utexas.edu">uta1.504@ischool.utexas.edu</a></td>
<td>Delegated</td>
<td>seminar</td>
<td>18</td>
</tr>
<tr>
<td>UTA</td>
<td>1.506a</td>
<td><a href="mailto:uta1.506a@ischool.utexas.edu">uta1.506a@ischool.utexas.edu</a></td>
<td>Delegated</td>
<td>book lab</td>
<td>12</td>
</tr>
<tr>
<td>UTA</td>
<td>1.506b</td>
<td><a href="mailto:uta1.506b@ischool.utexas.edu">uta1.506b@ischool.utexas.edu</a></td>
<td>Delegated</td>
<td>paper lab</td>
<td>12</td>
</tr>
</tbody>
</table>

*for classroom spaces, capacity refers to the number of seats and does not include the instructor’s media podium.

### Conference Rooms

<table>
<thead>
<tr>
<th>BLDG.</th>
<th>Room</th>
<th>Microsoft 365 Address</th>
<th>Reservations</th>
<th>Setup</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTA</td>
<td>5.332</td>
<td><a href="mailto:uta5.332@ischool.utexas.edu">uta5.332@ischool.utexas.edu</a></td>
<td>Delegated</td>
<td>Bowden Conference Room</td>
<td>8</td>
</tr>
<tr>
<td>UTA</td>
<td>5.428</td>
<td><a href="mailto:uta5.428@ischool.utexas.edu">uta5.428@ischool.utexas.edu</a></td>
<td>Delegated</td>
<td>seminar room</td>
<td>8</td>
</tr>
<tr>
<td>UTA</td>
<td>5.468</td>
<td><a href="mailto:uta5.468@ischool.utexas.edu">uta5.468@ischool.utexas.edu</a></td>
<td>Open</td>
<td>conference room</td>
<td>8</td>
</tr>
<tr>
<td>UTA</td>
<td>5.522</td>
<td><a href="mailto:uta5.522@ischool.utexas.edu">uta5.522@ischool.utexas.edu</a></td>
<td>Delegated</td>
<td>large conference room</td>
<td>30</td>
</tr>
<tr>
<td>FAC</td>
<td>18F</td>
<td><a href="mailto:fac18f@ischool.utexas.edu">fac18f@ischool.utexas.edu</a></td>
<td>Delegated</td>
<td>large conference room</td>
<td>9</td>
</tr>
<tr>
<td>FAC</td>
<td>18T</td>
<td><a href="mailto:fac18t@ischool.utexas.edu">fac18t@ischool.utexas.edu</a></td>
<td>Delegated</td>
<td>large conference room</td>
<td>12</td>
</tr>
</tbody>
</table>

### Study Rooms
4. Click Send

5. At this point you should receive an email saying your delegated reservation is Pending Approval. You will be notified by reception@ischool.utexas.edu when your request has been processed.

Open Reservations

Using Bookings

1. Visit the iSchool's open MS Booking page

2. Select a meeting duration option 30mins., 60mins., 2 hours

3. Select a Month and Day

    February 2023

    Previous month - Not available

    Sunday Monday Tuesday Wednesday Thursday Friday Saturday
    1  2  3  4
    5  6  7  8  9  10  11
    12 13 14 15 16 17 18
    19 20 21 22 23 24 25
    26 27 28
4. Select your room (note: MS Bookings indicates "Select Staff" by default, please disregard)

Select staff (optional)

- Commons Sound Booth A (1 seat Mac) - Available
- Commons Sound Booth B (1 seat Windows) - Available
- FAC 18A Meeting Room (4 seats) - Available
- FAC 18E Meeting Room (4 seats) - Available
- FAC 18P Group Study (6 seats) - Available

5. Select your start time

- 8:00 am
- 8:30 am
- 9:00 am
- 9:30 am
- 10:00 am
- 10:30 am
- 11:00 am
- 11:30 am
- 12:00 pm
- 12:30 pm
- 1:00 pm
- 1:30 pm
- 2:00 pm
- 2:30 pm
- 3:00 pm
- 3:30 pm
- 4:00 pm

6. Enter your name and email address

Add your details

- Name
- Email
- Phone number (optional)

7. Select your affiliation from the drop-down menu

Provide additional information

- What is your primary role at the School?
  - Select an option—Faculty, Staff, Student

8. Check the box affirming that you understand that you cannot create recurring events.

- I understand this form cannot be used to make recurring events. To book other School rooms or make special requests, email reception@school.ulesso.edu

9. Click Book