

REMEMBER **THE TOP 4 MISTAKES** OF SCHEDULERS DURING THE OPENING OF THE BOOKS

- Confusion between 5 bookings rather than 5 reservations
- Not a reservation signatory for ASA/Engage (student organizations, only)
- No account number (departments, only)
- Did not book when opening started.

Please find below the step-by-step process for this opening:

NOTE: Because of the ongoing COVID crisis, while reservations will be accepted and processed for events in next academic year, Institute Policy will determine whether or not those events can actually occur on campus. We strongly encourage you to have a backup virtual event plan just in case.

1. The opening of the books is a virtual process and for CAC space only. This opening covers space (not promotional space) from **September 8, 2021 to May 21, 2022**. The following buildings with event spaces are available for booking: **the Stratton Student Center (W20), Kresge Auditorium (W16), Religious Activities Center (W11), MIT Chapel (W15), Memorial Lobby (10), Lobby 13, Walker Memorial (50), CAC Outdoor Spaces, and Wong Auditorium/Ting Foyer in the Tang Building (E51)**.
2. All requests are made through the Virtual EMS Enterprise scheduling system, which is accessible through the CAC website, <http://studentlife.mit.edu/cac/resources-forms>, click on “Virtual Scheduling System” link. All MIT ASA-recognized student groups and employees will need to have **an account** to use this system. If you are not sure about your account or need to establish one, email cacscheduling@mit.edu. Be sure to do this before 2/19/21.
3. On **Monday, 2/22/21 at 10 am** and running through Thursday, 2/11/21, groups/departments can request through Virtual EMS **a maximum of 5 bookings**. Please remember that groups are limited to three dates per term in major events spaces (Main Kresge, Little Theater, Sala, Lobdell, Wong Auditorium, and Morss Hall) on Thursday, Friday, or Saturday night. Also, major event space requests for consecutive weekends will not be granted.
4. Starting on **Friday, 2/26/21 at 10 am** and running through 3/4/21, groups/departments can request **a maximum of an additional 40 bookings**, with the previously stated rules on major event spaces (#3).
5. Starting on **Friday, 3/5/21 at 10 am**, groups/departments can request **any number of bookings**.
6. Promotional space (Memorial Lobby booths, Student Center and Stata Center tables, Infinite Corridor panels, and Student Center

poster positions) is not part of this process. Promotional space for Fall 2021 opens on Monday, 5/3/21, contingent on Institute policies.

7. CAC expects all groups/departments to adhere to the process as stated in steps 1-6 and with the guidelines as stated in the Event

Planning Guide, <http://web.mit.edu/eventguide/>. Not doing so could result in delays or denials of your request.