

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

- Confusion between 40 bookings rather than 40 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 the opening of CAC mid-level and small event space:

1. The opening of the books is a virtual process and for CAC mid-level and small event space only; please note that large-event space was done on 2/26/24. This opening covers space from **9/4/24 to 5/24/25**. 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* Friday, 3/8/24.
3. On **3/11/24** and running through Thursday, 3/21/24, groups/departments can request through Virtual EMS **a maximum of 40 bookings**.
4. Starting on **Friday, 3/22/24 at 10 am**, groups/departments can request **any number of bookings**.
5. Promotional space (Memorial Lobby booths, Stata Center tables, Infinite Corridor panels are not part of this process. Promotional space for Fall 2023 opens on Monday, 5/6/24, contingent on Institute policies.

CAC expects all groups/departments to adhere to the process as stated in steps 1-5 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.