

Instructional Request

To **schedule** a space for instructional purposes in connection with any course, for-credit or not-for-credit (including make-up exams, review sessions, help sessions, etc.), call the Office of the Registrar.

Susie Geraci geraci@rider.edu

For a **classroom reassignment request** or an issue regarding your classroom assignment, call your Dean's office.

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|------|-------------------|----------------|
| CBA | Steve Lorenzet | 896-5170 |
| CLAS | Barbara Fruscione | 896-5000 x7300 |
| SED | Sharon Sherman | 896-5048 |
| WCC | Marshall Onofrio | 921-7100 x8203 |

Meeting/Event Request

To **schedule** a space for a meeting (including department and APC meetings) or an event, complete the online room reservation form: http://www.rider.edu/info/auxiliary/spacerequest_new.htm. You can find this form from Rider's web page by going to the Quick Links Menu. In the Campus Services list, click on "Event Request Form". (Please note that the form will undergo changes in the near future to make it more user-friendly.)

Please allow 48 hours for your request to be processed. If you have an immediate need for a meeting space, please call the Scheduling Office, 896-5326, and the Auxiliary Services staff will do their best to accommodate your request.

If your meeting or event requires:

Catering

- Complete an Aramark food contract, including any linen needed. Email or fax a copy to Aramark and send the original to Budget Office

For questions, contact Aramark Catering ext. 5274

Technology and Audio Visual Needs

- If you have audio visual needs contact OIT Help Desk at ext. 3000 or online at https://easypass.rider.edu:9095/parature_login/. Consider if you'll need a microphone (including microphone for a podium), sound system, computer, internet connection, projector, projection screen.
- If you need any conference call equipment or capabilities contact OIT Help Desk at ext. 3000 or online at https://easypass.rider.edu:9095/parature_login/

For general questions, contact Office of Information Technologies ext. 5196

Public Relations

- If you would like assistance with generating publicity or event coverage from the Office of University Communications (professional photographer or journalist) please contact the Office in advance.

For questions, contact the Office of University Communications ext. 5192.

If you cancel your meeting or event, please inform the Scheduling Office so your reserved space can be released for another use.