



www.emory.edu/DUC

HOW TO RESERVE SPACE

Reviewing Meeting Services Space Availability

To view availability go to duc.emory.edu and click on “daily events” under the Meeting Services section.

Please note that just because a space looks available does not mean the space is available. Other requests may be in the process of being booked. To check on actual space availability please contact the Meeting Services Office at: 404.727.1706 (Cox /DUC/McDonough/Asbury Circle) or 404.727.5354 (Academic Spaces/Quad/Lullwater/Tull Plaza).

Requests should be made at least 2 business days prior to your event.

A CHECKLIST TO HELP YOU PLAN YOUR EVENT:

In order to make a reservation you will need all of the following information:

- Event date
- Beginning and end times
- Expected attendance
- Nature of event
- Name of person requesting room
- Smartkey of sponsoring group or department
- AV needs
- Catering needs

Once you have all of the above information proceed to the following steps:

1. Go to www.duc.emory.edu and click on “Reserve a Space” in the Meeting Services section
2. Log in using your Emory username and password
3. Enter your event details
4. You will receive an email notification when your request has been submitted

Your request is NOT confirmed until you receive your written email confirmation from Meeting Services. Please allow at least 3 business days for current semester reservations. We begin processing fall request after spring break and spring requests after fall break. After that time, requests for next semester and beyond will be processed within 10 business days. Reservations for Academic Spaces are subject to the Drop/Add period and may not be processed until this period has ended.

Lullwater/McDonough/Quad

These spaces require additional information. You can find the additional reservation forms at www.duc.emory.edu/meeting_services/reservations/outdoor_spaces

- If requesting multiple dates, feel free to use the same request form if your information remains the same.
- All cancellations must be received in writing at least 2 business days prior to your event. Cancellations received after the deadline may be subject to a cancellation fee.
- All changes must be received in writing at least 2 business days prior to your event. Any changes received after the deadline are subject to approval and may incur a charge.
- ***If special accommodations are needed due to a disability or chronic medical condition, contact the Access, Disability Services and Resources at 404.727.6016 voice or 404.712.2049 TDD.***
- For more information please see specific space policies at www.duc.emory.edu/meeting_services.