

## **Event space booking - step-by-step procedure:**

1. To book DFL, ATRIUM, GHX, LINK, and Meeting Rooms.

Send a meeting request through OUTLOOK. Invite the room you require and Renison Events. (All meeting rooms and event spaces are listed in the global address book through Outlook) Please check availability in outlook of the requested room before sending the meeting request.

2. To book any classroom, contact the registrar's office directly.