

Ad Astra Meeting Reservation Instructions for UTK Faculty/Staff Only

**All meetings/events are subject to approval by the Office of Campus Event Services. Requestors are encouraged to familiarize themselves with the University's Space Usage Guidelines before scheduling any meeting/event. Failure to comply with the stated policies/guidelines may result in the cancellation of scheduled, pending, tentative, or future events.*

Meeting Requests – Standard day-to-day meetings to discuss university or affiliated organization business. No special resources are required other than a space (simple catering requests can be added). Meetings that fall under this description will have no lead time for approval.

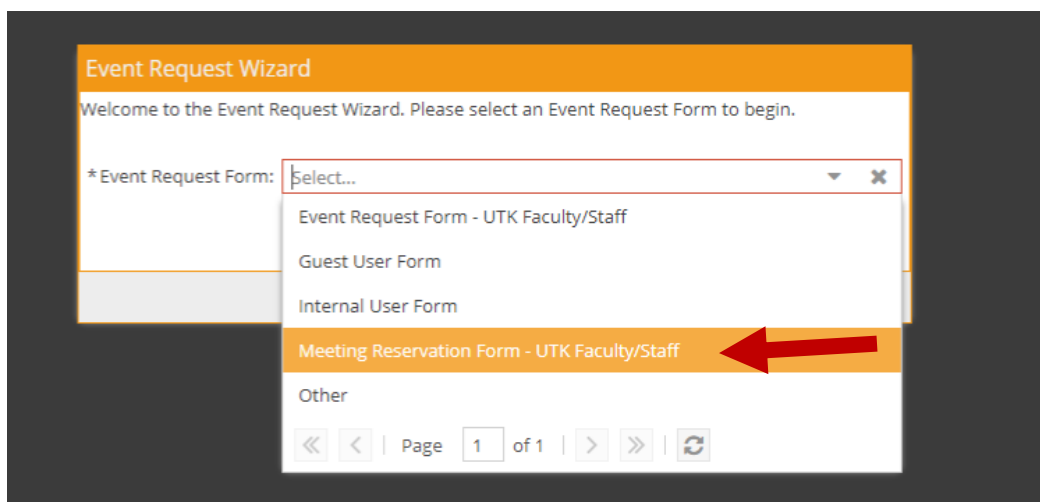
1. Navigate to the Campus Event Services website (events.utk.edu) to choose your affiliation

- **UTK faculty/staff event request** – required for events hosted by a UTK faculty or staff member on behalf of a university office, department, or unit
- **Student/student organization event request**– must be completed by a student or student organization requesting an event
- **External affiliate event request** – for use by an individual or group unaffiliated with the University of Tennessee
- **Programs for minors request**– must be completed by sponsoring UT Department for events with participation from minors

2. When you choose UTK Faculty/Staff, you will be directed to Ad Astra. Create a meeting directly in Ad Astra by clicking “schedule a meeting” and choosing the “Meeting Request Form – UTK Faculty/Staff”



The screenshot shows the Campus Event Services Homepage. The navigation bar includes Home, Calendars, Analytics, Academics, Events, Reporting, and Settings. The main content area is divided into three columns. The left column has a 'Schedule a Meeting' section with a blue icon of people around a table and a red arrow pointing to the 'OFFICE OF CAMPUS EVENT SERVICES & OFFICE OF THE UNIVERSITY REGISTRAR' section in the middle column. The middle column features the university logo and contact information for CES and the Registrar. The right column contains 'Building Codes and Space Guidelines' and 'Tutorials' sections.



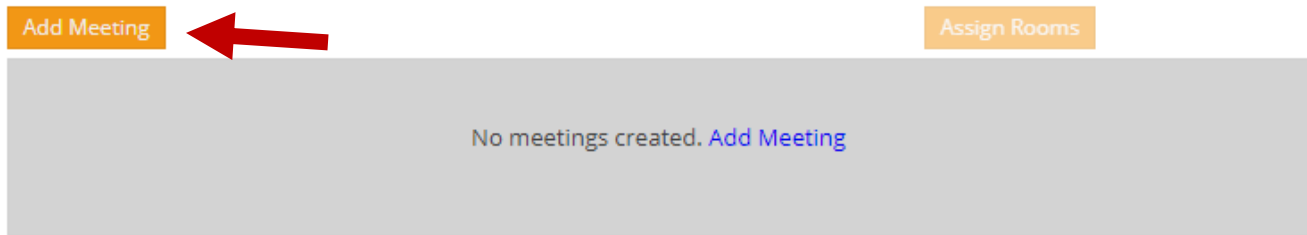
The screenshot shows the Event Request Wizard. It displays a dropdown menu for 'Event Request Form' with the following options: 'Event Request Form - UTK Faculty/Staff', 'Guest User Form', 'Internal User Form', 'Meeting Reservation Form - UTK Faculty/Staff' (highlighted with a red arrow), and 'Other'. The page number is 1 of 1.

3. Fill out the designated meeting request form with all required information

- Fields marked with an asterisk (*) are required
- If you or your department/unit/organization does not populate or has incorrect information listed, please select "Unlisted" as the contact and fill in your actual name and department in the spaces provided.

4. Click "Add a meeting" to choose a date and time for a single, recurring, or multiple-date meeting

*Add a Meeting:



5. Enter start/end times, start/end dates, and meeting name. Click "Add Meeting".

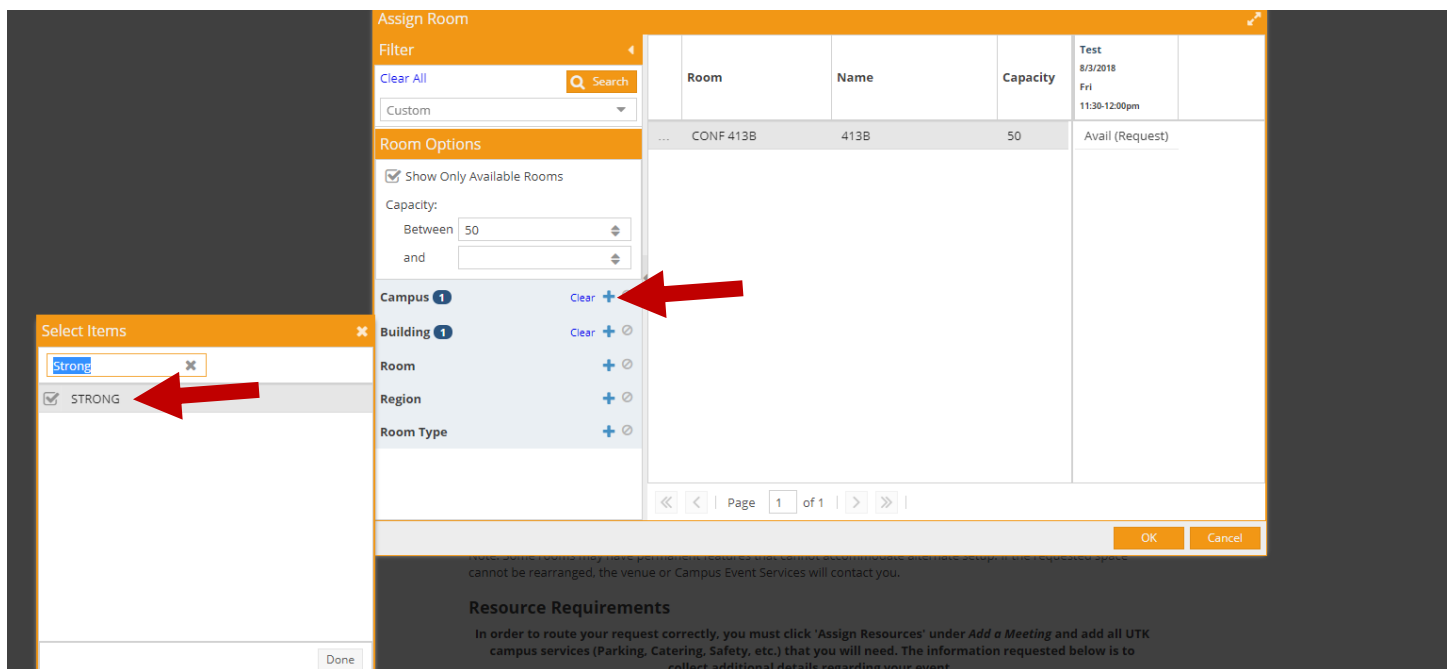
6. Click "Assign room" to select a building and room based on availability and capacity

- Rooms that are unavailable during the selected time will not show up

*Add a Meeting:



- You may filter and search for spaces by clicking the plus sign and searching building code next to "Building".



- Once you have identified the room you would like to book, click on it. The space next to it should turn green and say “selected”. Click “OK”.

The screenshot shows the 'Assign Room' interface. On the left is a sidebar with 'Filter' (Clear All, Search, Custom dropdown), 'Room Options' (Show Only Available Rooms checked, Capacity: Between 50 and, Campus 1, Building 2, Room, Region, Room Type), and 'Page 1 of 1'. The main table has columns: Room, Name, Capacity, and Test (8/3/2018 Fri 11:30-12:00pm). The table lists several rooms, with 'STRONG Atrium' (Capacity 200) highlighted in green and labeled 'Selected'. A red arrow points to this row. At the bottom right are 'OK' and 'Cancel' buttons.

Room	Name	Capacity	Test
...	STRONG 103	103	65
...	STRONG 104	104	65
...	STRONG B1	B1	150
...	STRONG Atrium	Atrium	200
...	STRONG 101	101	250

7. Review the University of Tennessee Space Usage Guidelines and confirm your agreement to the terms and conditions set forth
8. Review form to ensure all required information has been filled in and press submit
9. Once submitted, the meeting requestor will receive a submission confirmation email. Please note that until you have received a notification of approval, your meeting is still pending.
 - You may change details to your submission, however each change will trigger a new workflow to begin, pushing back the approval process.