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”
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

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

Resource Requirements

In order to route your request correctly, you must click ‘Assign Resources’ under Add a Meeting and add all UTK campus services (Parking, Catering, Safety, etc.) that you will need. Please fill in the following fields:

- Campus
- Room
- Region
- Room Type
• 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”.

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.