

Booking requests for teaching spaces including classrooms, lecture theatres and any event space designated for teaching activities can currently only be reserved in line with the timetabling process.

General teaching space, specialist spaces, meeting rooms as well as other spaces can be booked by staff directly via Resource Booker.

The Module Timetable is published as follows. Details of the exact publication dates for the relevant academic year can be found under the Timetabling section of the staff intranet.

Trimester	Timetable published
1 (Sept-Dec)	Early July
2 & 3 (Jan-Aug)	End of November

International Conference Bookings

For key or international conference bookings which require to be booked and organised in advance of the published timetabling dates above, please complete the attached form and send it to the conference and events office who will assist and advise with the approvals process.

The following parameters must be met to qualify to book via the early booking process:

- Dates out with Trimester weeks should have been considered and discounted prior to request being made.
- Conference should not be detrimental to teaching or examination activities (TR3 being the preference for conference events)
- Conference should include international/ national speakers and participants.
- Conference should contribute or be connected to ENU Academic/ research activities.

Request Deadlines

Submitting requests for the following deadlines will allow us to schedule your event alongside the draft timetable, ensuring there is minimal disruption to learning and teaching activities.

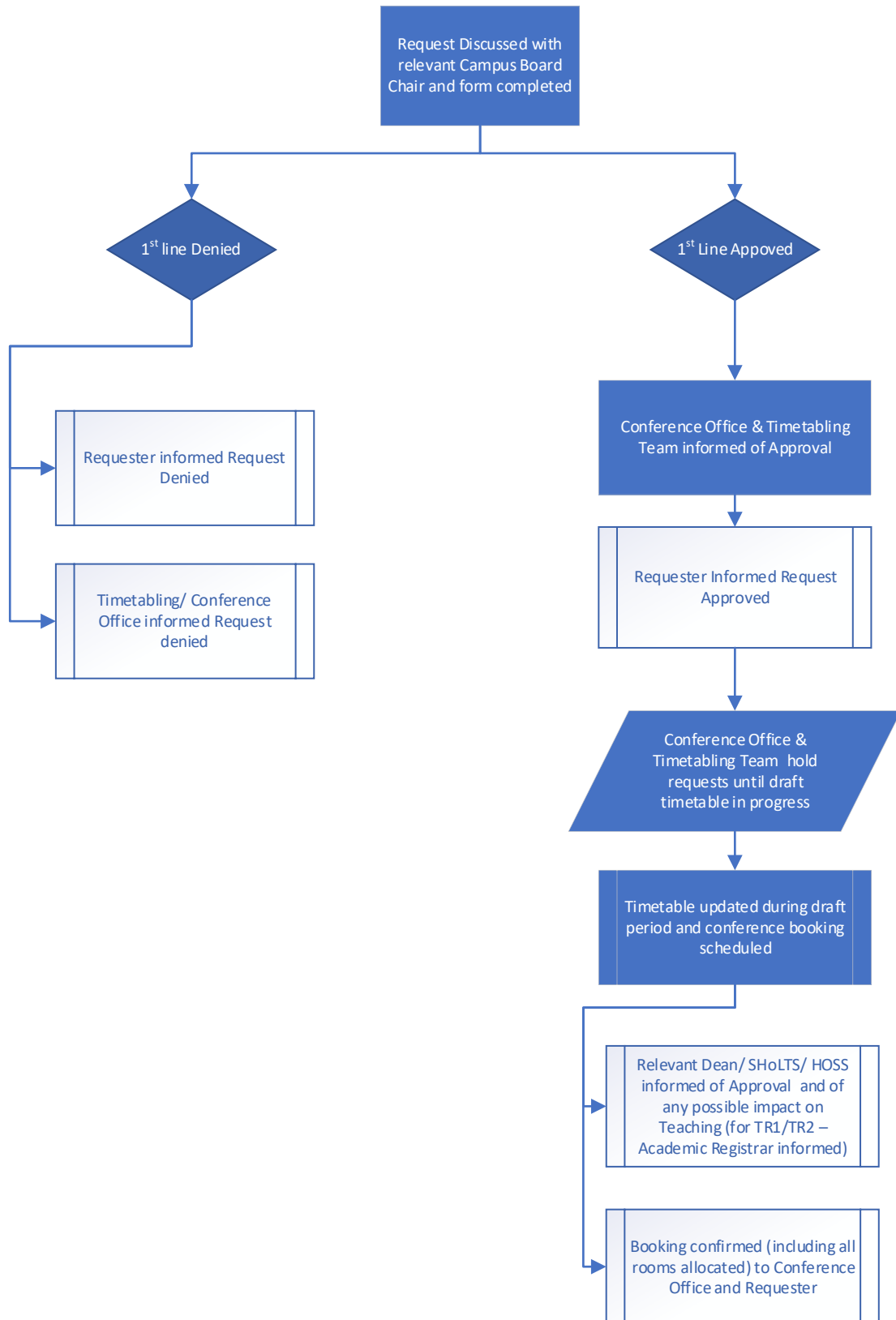
- For requests for trimester 1 these should be submitted by the end of the previous April.
- For requests for trimester 2 and 3 these should be submitted by the end of the previous October.

If you submit your request after the agreed deadline, they will be considered on a case-by-case basis as teaching may already have been allocated to your requested space.

Approvers

The designated approvers for each campus are the Chairs of the relevant Campus Board:

Merchiston	Nick Antonopoulos
Craiglockhart	Christine Cross
Sighthill	Gary Hutchison



EVENT PARAMETERS

Does your conference include international/ national speakers and participants.	<input type="checkbox"/>
Does your conference contribute to or be connected with ENU Academic/ research activities.	<input type="checkbox"/>
Have you considered dates out with the Trimester weeks, including during Trimester 3 and discounted these prior to the request being submitted? Please provide details below:	<input type="checkbox"/>

EVENT INFORMATION

Event Information

Event title	
Attendee numbers	
Campus requested	
Room required - Sighthill	
Room required - Merchiston	
Room required - Craiglockhart	
Please specify if any other rooms are required	
Event date	
Event start time	
Event finish time	
Layout required	

CONTACT INFORMATION

Contact Details

Lead Booker name		Department budget code	
Department name			
Email address			
Telephone number			