Go to the website [https://gtevents.gatech.edu/](https://gtevents.gatech.edu/) for Georgia Tech Events Reservation System and follow steps indicated below.

1. Login - using your GT account user ID and password:
2. Select "Request Space" Choose one of the following options:
   - Request Space in Marcus Nano - after 5pm/weekends
   - Request Space in Marcus Nano Bldg - 7am – 5pm
   - Request Space in the Pettit Mirc Building
3. Fill out the "When and Where" Box
Use the box on the left to input your desired “Date & Time”, add your “Setup Information”, then click the blue "Find Space" button.
Please read through IEN Conference Room Reservation and Usage policies before you begin the online request process.
4. Select available location:
   o After clicking find space, a list of available rooms will pop up under the “Availability” section, based on the criteria you entered.
   o To learn more about each room, click on the name of the room.
   o To reserve the room, **click the “green plus sign”** next to the room you’d like to choose. The room will move to the top of the screen.
   o **You must click the plus sign to move to the next step in the reservation process.**
5. Add "Event Details"
Once a location has been selected, click on the event “Details” tab, and fill out the necessary information. If you are requesting after hours/weekends event, you will need to complete and attach the After Hours/Weekend Conference Room Reservation Agreement Form before you submit your request.
Be sure to review the “Terms and Conditions” IEN Conf. Room Reservation and Usage Policy for the room and then click the yellow “Submit” button at the bottom of the screen. You may need to scroll down to see the “Submit” button.
6. “Notification Email” after request submission:
After submitting your request, GT events system will send you a notification email for your room request submission, including your “Reservation Summary” and “Booking Details”.

Institute of Electronics and Nanotechnology
751 Atlantic Drive
Atlanta GA 30332-0269

Reservation Summary

<table>
<thead>
<tr>
<th>Group</th>
<th>Reservation 459069</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shawky, Rasha</td>
<td>Event Name: Test</td>
</tr>
<tr>
<td>Institute for Electronics and Nanotechnology</td>
<td>Event Type: Meeting</td>
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<tr>
<td></td>
<td>Status: Web Request</td>
</tr>
<tr>
<td></td>
<td>Estimated Attendance: 0</td>
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</tbody>
</table>

Booking Details

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserved: 11:30 AM - 1:30 PM</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classroom Style for 40 Marcus Nanotechnology Equip. Slide Enhancer</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Thanks for your interest in reserving the IEN managed conference room space.

For any questions or visitation inquiry, please contact IEN Conference Room Services by email to: <events@iengatech.edu>, Phone: 404-385-0276/404-894-5100.
7. “Confirmation Message”:  
IEN Conference Room Services will contact you with a response within 3 business days. 
Once your reservation is “Confirmed” or “Not Approved” you will receive a notification email indicating your reservation status. An enclosed “Confirmation Message” will be included as well. If your reservation is “Not Approved”, you will receive a notification email with a “Not Approved” status.

For any questions or visitation inquiry, please contact IEN Conference Room Services by email to: <events@ien.gatech.edu>, Phone: 404-385-0276/404-894-5100.