

EMS Simple Meeting Reservation Summary

KSU Reservations <ems_noreply@kennesaw.edu>

Tue 2/5/2019 6:01 PM

To: Sarah North <snorth@kennesaw.edu>; Harry Haisty <hhaisty@students.kennesaw.edu>

KSU Meeting Reservation Summary

Confirmation - EMS Simple Meeting Reservation

Department/Organization	Reservation 1410599
Sarah North Computer Science, Department Of 275 Kennesaw State Univ Rd. NW Clendenin Bldg, Rm. 3003 MB #1101 Kennesaw, GA 30144	Event Name: Linkedin Clinic Phone: 470-578-7774 Event Type: Meeting Status: Web Confirmed

bookings	Quantity	Price	Amount
1.1 VEMS Meeting Purpose-SM Linkedin clinic for students of the College of Computer Science and Software Engineering, that is open to students of all majors. The information presented in the clinic will be primarily slanted towards STEM majors.			
1.2 VEMS Meeting Agree-SM Yes			

Monday, February 11, 2019

5:00 PM - 6:00 PM Linkedin Clinic (Web Confirmed) J157 (30) Classroom - Tiered

Reserved: 4:45 PM - 6:15 PM

Classroom Style - Academic for 25

EXISTING SETUP ONLY

The room is as-is. If you need anything other than the room, please cancel this reservation and submit a request for a "Campus Event."

KEYCARD ACCESS

*** The meeting reservation and the request for keycard access must be made under the name of the person who will be ON SITE at the meeting. ***

For Kennesaw Campus Meeting Spaces:

**** NEW INFORMATION REGARDING ACCESS TO THE SPACE/SPACES RESERVED ****
IT IS YOUR RESPONSIBILITY to submit the Door Access Request.

To request temporary access to a door for a scheduled meeting or event, please email

dooraccess@kennesaw.edu with the subject line "EMS Temporary Access Request" and attach the PDF of your EMS confirmation.

Please direct any questions to dooraccess@kennesaw.edu or 470-578-6726.

For Marietta Campus Meeting Spaces:

KEYCARD ACCESS

***** NEW INFORMATION REGARDING ACCESS TO THE SPACE/SPACES RESERVED ****
IT IS YOUR RESPONSIBILITY to submit the Door Access Request.*

To request temporary access to a door for a scheduled meeting or event, please email dooraccess@kennesaw.edu with the subject line "EMS Temporary Access Request" and attach the PDF of your EMS confirmation.

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HARD KEY ACCESS

<https://dooraccessrequest.kennesaw.edu/index.php>

·The faculty or staff for whom the reservation is booked is responsible for the space and for making sure the room is secure and locked upon leaving.

NO FOOD OR DRINKS IN ACADEMIC SPACE

No food or drinks are allowed in any of the academic classroom spaces.

CANCELLATIONS

·Please cancel this reservation, if it is not to be used, so that KSU can fully utilize all of our limited resources.

ACADEMIC BUMPED

·If you are booking an academic space, you may be bumped for academic purposes. If bumped, University Events will notify you.

BOOKINGS DURING FINALS

- If you are booking an academic space during finals, you may be bumped even though you may be able to book the space for your simple meeting. University Events will NOT be able to notify you of that occurrence, since finals are not entered in the system by the Registrar's office like the academic schedule. Therefore, kindly refrain from booking an academic classroom space for your simple meeting during the Finals week.

For information on finals dates, please visit the Registrar's website:
<http://registrar.kennesaw.edu/datesanddeadlines/>