Table of Contents

EMCC Facility & Event Reservations ............................................................................................................. 3
EMCC Calendars ............................................................................................................................................... 3
Guidelines for Submission ............................................................................................................................... 3
Reservation Dates and Timelines .................................................................................................................... 3
External Organizations and Space Rentals ..................................................................................................... 4
Annual Quality Control Training ................................................................................................................... 4
Scheduler Responsibilities ............................................................................................................................. 4
Getting Started ............................................................................................................................................... 4
  Sign In to 25Live Pro .................................................................................................................................. 4
  Customizing the Dashboard ........................................................................................................................ 4
Quick Search - Find an Event or Class Scheduled ......................................................................................... 5
Find Available Locations - One Time Event .................................................................................................. 5
Find Available Locations - Recurring Event ................................................................................................. 7
Requesting a New Event ................................................................................................................................ 7
  Completing the Requestor Event Wizard ....................................................................................................... 7
Confirming an Event ......................................................................................................................................... 8
  25Live Email Confirmation Template Guidelines ......................................................................................... 9
Reporting Setup Requirements ....................................................................................................................... 10
Establishing Event Relationships .................................................................................................................. 10
Editing a Confirmed Event .............................................................................................................................. 11
Cancelling and Deleting Events & Meeting Occurrences .............................................................................. 11
  Cancelling Events ....................................................................................................................................... 11
  Cancelling Occurrences ............................................................................................................................... 11
  Deleting Events .......................................................................................................................................... 12
Starred Events, Locations, and Organizations (a.k.a Favorites) ...................................................................... 12
Location Availability Calendars (i.e. Room Calendars) ................................................................................... 12
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revised Business Process for Assigning Spaces</td>
<td>13</td>
</tr>
<tr>
<td>Review of Common Business Processes</td>
<td>13</td>
</tr>
<tr>
<td>Scheduling Exceptions and Special Circumstances</td>
<td>13</td>
</tr>
<tr>
<td>Center for Teaching and Learning (CTL)</td>
<td>13</td>
</tr>
<tr>
<td>Performing Arts Center (PAC)</td>
<td>14</td>
</tr>
<tr>
<td>Student Life – Vendors</td>
<td>14</td>
</tr>
<tr>
<td>Career and Transfer Center – College Visits Calendar</td>
<td>14</td>
</tr>
<tr>
<td>Human Resources</td>
<td>14</td>
</tr>
<tr>
<td>Outreach Center</td>
<td>14</td>
</tr>
<tr>
<td>Appendix</td>
<td>14</td>
</tr>
<tr>
<td>Definitions of Event Categories</td>
<td>14</td>
</tr>
<tr>
<td>Location Short Names and Formal Names (Frequently Used)</td>
<td>15</td>
</tr>
</tbody>
</table>
EMCC Facility & Event Reservations

25Live Pro is the official facility and event reservation and calendar system for Maricopa Community Colleges. It is a web-based system that can be accessed via the internet and on smartphones at: https://25live.collegenet.com/pro/maricopa/.

As our campus continues to grow, space is always in demand and often times limited. As such, it is imperative that any usage of space on campus, including classrooms, conference rooms, vehicles, and outdoor spaces, have been requested and approved through the appropriate process to ensure fairness and equity of space for all employees and students. This information also informs our Public Calendars for community members, students, and employees to quickly find events and meetings of interest to them. In addition, College Police and Campus Facilities rely on the accuracy of 25Live Pro to inform them of all campus-approved events and meetings through 25Live Pro.

25Live Pro is managed by the Instructional Services Department and events are jointly maintained by the Instructional Services, Business Services, and Facilities departments at EMCC. Any communication regarding facility and event information should be sent to DL-EMC-EventRequests@estrellamountain.edu.

For best performance, Google Chrome, Firefox, and Safari are the recommended browsers for 25Live Pro. Internet Explorer is not recommended unless using the newest version of Internet Explorer.

EMCC Calendars

The EMCC Public Calendars for the Community, Students, and Employees are designed to provide information about events and meetings of interest to each of the groups. The EMCC Public Calendars do not display all facility and event reservations and information taking place on campus, therefore, these calendars should not be used to find available locations, or to search for events in a particular space on campus. https://www.estrellamountain.edu/calendars

For security and legal reasons, many reservations are intentionally not published to the public calendars. However, as Maricopa Community College employees, all event information (private and public) is available and can be viewed once logged into 25Live Pro.

Guidelines for Submission

Any usage of space on campus, including classrooms, conference rooms, vehicles, and outdoor spaces (whether public or private), must be requested and approved through 25Live Pro prior to use. All requests are submitted as drafts, and are not considered ‘approved’ until the requestor has received an event confirmation by an approved scheduler.

Unauthorized use of space may result in conflicts with approved events. Approved events will always have priority in approved spaces. College Police and Campus Facilities will not support events unless they have been approved through the appropriate process.

Only MCCCD employees and student-workers with MEID usernames and passwords that are in the Human Capital Management (HCM) system may access the system. All other users must email DL-EMC-EventRequests@estrellamountain.edu to make a request.

Reservation Dates and Timelines

All requests require a minimum of a 48 hour notice. If requesting an event for the same day or the next day, requests must be submitted to DL-EMC-EventRequests@estrellamountain.edu and need to include the details required in the Event Wizard below. Requests for vehicles and events that require setup and/or resources are not guaranteed for events requested less than 48 hours in advance.

All requests are submitted as drafts, and are not considered ‘approved’ until the requestor has received an event confirmation by an approved scheduler.

Reservations are only accepted during specific times for certain spaces.

- Conference Rooms and Outdoor Spaces: Accept requests up to one-year in advance.

- Classrooms: Accept requests for active terms in which registration for that term has already begun.
- Vehicles: Accept requests for active terms in which registration for that term has already begun.

**External Organizations and Space Rentals**
Any requests for space from external organizations, including public tabling, vendors, and other Maricopa Community Colleges, must be reserved in consultation with the Facilities Scheduling Office at DL-EMC-EventRequests@estrellamountain.edu.

Space rental information can be found online at: https://www.estrellamountain.edu/facility-rental.

**Annual Quality Control Training**
Beginning July 1, 2017, Instructional Services will be implementing a **mandatory** Quality Control training for all approved 25Live schedulers. The reason for implementing this requirement is to ensure quality control of the system and the data. In order to maintain scheduler role status, all schedulers will be required to attend an annual training by June 30th of each year. Schedulers not in compliance with training requirements will have scheduler role access removed, until approved training has been completed.

**Scheduler Responsibilities**
Beginning July 1, 2017, schedulers will be held accountable for the responsibilities required of schedulers as defined in this guide. As EMC Schedulers, it is your responsibility to ensure quality control and accurate data entry into the system. Schedulers that are unable to conform to these standards will be required to attend additional training and/or will have scheduler access removed. Schedulers who exceed three (3) errors in either process and/or data entry will have scheduler role access removed.

**Getting Started**
**Sign In to 25Live Pro**
1. From the internet or smartphone: [https://25live.collegenet.com/pro/maricopa/](https://25live.collegenet.com/pro/maricopa/)
2. Enter your MEID and Password (employees and student-workers only).
3. Home Screen/Dashboard – Each time you sign into your account, the Dashboard Home Screen will display.

**Customizing the Dashboard**
Users can customize the objects and how they appear on the Dashboard. Leaving all the dashboard items collapsed at the end of each session, will allow for a fast page reload the next time a user logs in.
Click on **Customize Dashboard** on the far right of the home screen. A gray box will appear. Users can then click and drag any of the objects on the page and move them around. To hide an object, click and drag the object to the gray box. The object can always be unhidden by repeating the steps and dragging the object back onto the dashboard. Once all objects are arranged, click ‘Done’.

**Quick Search - Find an Event or Class Scheduled**

Users can use the Quick Search object on the Home Tab to search for Events/Classes and Locations. **A minimum of two characters must be used for the searches.** The search fields are not case sensitive, and is a ‘contains’ search, meaning that the search results will display any results with the characters in any part of the field name (i.e. Search = STU; Search Results = Student Club Meeting, Nonstudent Activity, etc.)

- **Search Events** - Searches within an event name, event title, event reference number, class prefix, class number, class section number
- **Search Locations** – Searches within the short and formal location names
- **Search Resources** – Not to be used by general requesters
- **Search Organizations** - Not to be used by general requesters

**Find Available Locations – One Time Event**

There are two easy ways to begin searching for available locations. You can choose to search by location, or you can choose to search by date. The ‘Find Available Locations’ options is an element on the dashboard of 25Live. These options can only be used for one-day events, not recurring events. – See Find Available Locations – Recurring Events below.
From these searches, a new event request can be started. If the user already knows the date, time, and location and does not need to search for this information, the user may proceed directly to Creating an Event (see ‘Requesting a New Event’ below). These searches replace the need for users to search Room Books and former Webviewers for available space before submitting requests for space. Search results will only show locations that are available.

By using the ‘I know when my event should take place – help me find a location’, the user can enter the desired date and time of the event and search spaces that are available during this time.

General users will have two search options: **Good Locations for Meetings**, and **Auditoriums and Multiuse Locations**.

By using the ‘I know where my event should take place – help me choose a time’, the user can enter the desired location for the event and search dates and times that the space is available.
Find Available Locations – Recurring Event
To find a location for multiple or recurring dates, use the instructions for Location Availability Calendars below, or create a new Event Wizard, complete all required fields, and once you are on the location screen, search for available spaces.

Requesting a New Event
The Event Wizard allows a user to request a new event (aka the Reservation Request Form). Select either Event Wizard from the top of the page, or Create an Event from your Dashboard.

Completing the Requestor Event Wizard
The Event Wizard for general requestors consists of the following fields. All requests are submitted as drafts, and are not considered ‘approved’ until the requestor has received an event confirmation by an approved scheduler.

Please read all of the on-screen instructions in the Event Wizard as instructions are subject to change.

- **Event Name or Authorized Driver** – Enter the Full Event Name. Be descriptive using searchable keywords, no symbols, acronyms, or abbreviations. **Vehicle Reservations: Enter the name of the EMCC authorized driver.**
- **Event Type** – Select the event type that most closely relates to this event. Only one event type can be selected and cannot be changed once confirmed. **Vehicle Reservations: Only use TRAVEL.** Public calendars may depend on the accuracy of the event type. Please reference the definitions for Event Types in the appendix section of this document.
- **Primary Organization for Event or Driver** – Choose the department or program responsible for this event or for the travel. All EMCC Organizations will start with ‘EM_’. Search using ‘Browse’ in the dropdown menu, then search by Types (EMC Internal or EMC Student for Student Clubs). If the correct Organization is not listed, contact DL-EMC-EventRequests.
- **Expected Head Count or Number of Passengers** – Provide an accurate estimated head count. The expected head count is required for all requests for space utilization reporting. **Vehicle Reservations: Number of Passengers including Driver.**
- **Event Description** – This is required for ‘Open to Public’ events and recommended for all other types of events. The Event Description is subject to review, approval, and modification based on EMCC Calendar Guidelines and will appear on the EMCC Published Calendars. This field allows HTML code.
- **Repeating Event** – Will this event repeat? Only events of the same times can repeat. Event repeats cannot cross over the fiscal year (June 30th end, July 1st start). A separate reservation must be submitted for events that start/end before and after these dates.
- **Event Start/End Date** – There is a minimum of a two-day notice required for all online requests. Plan accordingly. If this event or vehicle reservation is for today or the next day, contact DL-EMC-EventRequests. The event start and end date must be the same day and should not be changed to cross over midnight or expand various days. For additional dates, use ad-hoc repeating only (see image below). This is the time the actual event will start. Do not include pre-event time here.
- **Event Start/End Time** – If this event has recurring dates, use the Ad-Hoc Recurring Dates only to select all dates in the occurrence. If an event has recurring dates of the same times, all dates can be added to one reservation regardless of date or location. Please contact DL-EMC-EventRequests to add additional dates to an existing reservation. This is the time the actual event will end. Do not include post-event time here.
- **Pre-Event and Post-Event** - If the event requires additional setup beyond facilities setup, please indicate the amount of time needed using the "Pre-Event" and "Post-Event" times. Do not include these times in the time of the actual event. Do not use Setup and Takedown times. These are for facilities use only.
- **Requested Location or Vehicle** – Search by Location Name using the building codes or room number (i.e. OCT or 120, or OCT-120). **Vehicle Reservations: Search by location name ‘Vehicle’.** Please reference the locations in the appendix section of this document.
- **Event Categories** – Indicate which public calendar this event will be displayed on by selecting only one of the following categories: **Open to the Public** (will also display on Student and Employee Calendars); **Student Event** (will also display on Employee Calendar); **Employee** (will only display on Employee Calendar); **Do Not Publish** (will not be displayed on any public calendar, all events are published except acceptations noted in the appendix). In addition, users may also categorize social/global, civic engagement/political, and cultural/diversity events for MCCC reporting. **Vehicle Reservations: Only use ‘DO NOT PUBLISH’. Do not use any other categories!**
- **Setup Requirements or Purpose and Destination of Travel** – List any setup requirements including facilities and technology. Setups requested though this request form will be forwarded to the appropriate staff. Do not duplicate setup requests with a Helpdesk ticket. If a Helpdesk Ticket has already been submitted, indicate the HD number in the note. If no setup required, type N/A. **Vehicle Reservations: Enter the purpose and destination of the travel.**
- **Event or Vehicle Reservation Contact Name and Phone Number** – Provide the best contact name and phone number for the person responsible for this event. **Vehicle Reservations: Enter the authorized driver’s name and cell phone number.**

### AD-HOC/REPEATING EVENTS

#### Confirming an Event
EMC 25Live Admins will be scheduling all spaces on campus including conference rooms (with some exceptions). Each scheduler will also have access to request and confirm spaces within their security groups, however all requests from the general campus that come through 25live as drafts, will be processed by 25Live Admins instead of being re-routed to individual schedulers.

These processes will require that all room reservations are scheduled in the system at the time they are requested to avoid potential conflicts. Please keep in mind, that as schedulers of conference rooms, schedulers have priority to this space by being able to directly schedule and assign an event, however spaces are not dedicated for particular divisions or departments and may be requested by any EMCC employee. Should a conflict arise, please contact DL-EMC-EventRequests.

To confirm an event that was just created, click on ‘Edit this Event’. Be sure to change the ‘Scheduler Role’ and the event state.
- **Scheduler** – be sure the requester is the actual requester of the event and not defaulted to the person entering the request. Be sure to make sure your name is listed as the scheduler.

- **Event State** – if all fields are complete and accurate, scheduler may approve the event. If fields need edits, please leave the event in draft and notify the requestor to make appropriate changes as necessary. Never click ‘set as your default event state’ for any state other than draft.

- **Click Finish**

### 25Live Email Confirmation Template Guidelines

Schedulers should follow the basic template guidelines below as *minimum requirements* of what to add to confirmations.

- Once an event is confirmed, click on Email (Email the details of this event to its stakeholders or anyone else).
- Always send to Requestor and Scheduler using the checkboxes
- Other email addresses may be added by using the TO, CC, and BCC search, or typed and/or pasted into the TO, CC, and BCC fields.
- Include ‘25Live Confirmation:’ in the subject line.
- Include a statement to the requestor that the event has been confirmed (or denied, cancelled, etc).
- Include a statement to the requestor to notify DL-EMC-EventRequests if the event changes or is cancelled.
- Attach: Event Confirmation (Detailed)
- Check: Include event details in body of message

---

![Email Event Details](image)
**Reporting Setup Requirements**

If a requestor has indicated setup requirements in the event request form, and the requirements are outside what the scheduler provides (i.e. technology, facilities, etc), then the scheduler must notify the DL-EMC-EventRequests staff immediately and Resource/Setups will be added to the event.

**Please note: If an event has resource or setup requirements, edits CANNOT be made to the event other than by the Admin staff, otherwise the resources and setups assigned to the event will be lost. Once an event with resources or setup requirements has been confirmed, please submit a request to DL-EMC-EventRequests for all edits!**

**Establishing Event Relationships**

Recurring events and events that are similar or part of a larger event and have different meeting patterns and/or different locations, should be grouped together using relationships. Multiple events will need to be created for recurring events with different meeting patterns, then a relationship established between them. You will need to reference the confirmation number(s) for events in a relationship, or have the events starred as favorites.

1. Once the event has been approved or saved, click on the following path:
   View Details → More Options → Manage Related Events

2. Manage the related events by click on ‘Add Events to Set’ than search for the related event(s). Click each event to be added to the set, than Click on ‘Add Selected’. When all events are grouped, click ‘Add Events to Set’.

**Manage Related Events**

LEARNING TECH INTERVIEWS (2019-AHLKGG) is not currently in a related event set

Find Events to Relate:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Reference</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EXPLORING TECHNOLOGY TO ENHANCE LEARNING</td>
<td>2011-ABDPVJ</td>
<td>Training.Works</td>
</tr>
<tr>
<td></td>
<td>LEARNING ASSESSMENT TECHNIQUES WEBINAR</td>
<td>2016-AFZTRM</td>
<td>Meeting</td>
</tr>
</tbody>
</table>
3. Note: Events added as a relationship to an event, will only be grouped with that event and not to the other events that are also part of the relationship. For example:
   - AJS Study Hall is created. Then additional AJS Study Halls are added at different times in a different locations. Both reservations should be grouped together as they are the same event with different meeting patterns.
   - A Student Conference event is created. The multiple related events are created for Keynote Speaker, Oral Presentations, and Luncheon. All three of the multiple events should be related to the main event or the overarching event of Student Conference.

---

**Editing a Confirmed Event**

All changes needed to an existing reservation must be submitted to the DL-EMC-EventRequests. This includes: dates, times, title, description, categories, location and/or setup requirements. Schedulers should not make any edits, even to events that are saved in their cabinet (i.e. events with location spaces in their security group).

**Please note: If an event has resource or setup requirements, edits CANNOT be made to the event other than by the Admin staff, otherwise the resources and setups assigned to the event will be lost. Once an event with resources or setup requirements has been confirmed, please submit a request to DL-EMC-EventRequests for all edits!**

** Cancelling and Deleting Events & Meeting Occurrences**

**Cancelling Events**

Events (all dates in the event) that have been cancelled for any reason, should be cancelled in 25Live for accurate reporting, room utilization reporting, and to allow others to request the space. Schedulers may edit an event in their cabinet and change the status of an event to ‘Cancelled’.

Events that need to be cancelled that are not in a scheduler’s cabinet, should be cancelled through an email request to DL-EMC-EventRequests.

**Cancelling Occurrences**

If one or more dates in an Event needs to be cancelled, but the entire Event itself doesn’t need to be cancelled, the individual date occurrences should be deleted from the reservation, rather than using the cancel option for meeting occurrences.

Date occurrences that need to be cancelled, should be cancelled through an email request to DL-EMC-EventRequests.
Deleting Events
Events that have been created in error, must be cancelled using the following process. Events with a cancelled state that are not identified as ‘Delete’ will continue to show on public calendars as a cancelled event.
- Select event to delete
- Edit event
- Change Event Name to ‘Delete’
- Change Event State to ‘Cancelled’

Events that need to be deleted that are not in a scheduler’s cabinet, should be deleted through an email request to DL-EMC-EventRequests.

Starred Events, Locations, and Organizations (a.k.a Favorites)
Events, locations, organizations, event types, can all be created as starred items by selecting the ‘Star’ next to the item to be starred. Many items can only be starred while the user is in an Event Wizard. Other items can be starred through searches. Once an item has been marked as a ‘favorite’, these options will be available at the top of each list when creating future requests.

Location Availability Calendars (i.e. Room Calendars)
While many of the events on campus are posted to the public calendars (Community, Student, Employee), these calendars do not show all events or classes that are scheduled and should not be used to identified available locations. To view/print a complete list of events for a particular space, the user must login to 25Live and follow the steps below to access the location availability calendars.

1. Once logged in to 25Live, click on the location in ‘Your Starred Locations’ on your dashboard

2. If the location is not starred, use the Quick Search. In ‘Search for Locations’ enter the space short name or formal name, or partial (i.e. Plaza, or OCT-CN). Click on the star to the left of the location name to make it a favorite. –See Appendix for a list of space names.

3. Click on the location name (i.e. OCT-122), then click on one of the Availability tabs (Daily or Weekly) if it is not already selected. The availability tabs will default to the current week. Daily tab will only show one week at a time.
time; Weekly tab can show up to a whole semester. To select a calendar view for different dates, or a different range of dates (i.e. daily, weekly, monthly), click on ‘Dates’ and make necessary changes.

Revised Business Process for Assigning Spaces

Although space approvals are designated to schedulers to ensure priority scheduling, spaces are not dedicated for particular divisions or departments. 25Live Administrators may also assign space in all rooms. To avoid space conflicts and ensure room utilization, schedulers are required to enter each reservation for a space into the system.

Review of Common Business Processes

- If event information changes, or an event is cancelled, Edit the event, don’t create new events.
- If multiple meeting patterns are required for the same event, add event relationships.
- Pre-Event and Post-Event times for setup and takedown should be separate from event times.
- Schedule at least 2 days in advance. Requests for same or next day scheduling require administrative overrides. Email DL-EMC-EventRequests.
- Always send a confirmation email to the requestor of an event. Use the recommended common language.
- All requests for spaces submitted through 25Live will be processed by the Event Admins. Schedulers will continue to have access to schedule and approve spaces, but drafts will no longer be rerouted to schedulers.

Scheduling Exceptions and Special Circumstances

Center for Teaching and Learning (CTL)

All requests for the Center for Teaching and Learning (CTL) will need approval by CTL Administrative Support. CTL space requests will be forwarded to CTL Administrative Support for processing.

Any CTL events that require setups will be entered into 25Live as drafts, with a note from CTL Administrative Support in the setup comments. Admin will add the appropriate setup resources and confirm the event on their behalf.
Performing Arts Center (PAC)
All requests for the Performing Arts Center (PAC) will need approval by PAC Program Director prior to be reserved. PAC spaces are not available in 25Live as requestable spaces.

Any PAC events that require setups will be entered into 25Live as drafts, with a note from PAC Program Director in the setup comments. Admin will add the appropriate setup resources and confirm the event on their behalf.

Student Life – Vendors
Student Life will use the alternate organization “Student Life & Leadership (Vendor)” for all paid vendors. The paid vendor events will NOT be published to any public calendars. Always use, ‘Do Not Publish’.

Career and Transfer Center – College Visits Calendar
Career and Transfer Center will use the alternate organization “Career & Transfer Center Reps” for all external college visitors and tabling. The representatives will be displayed on student calendars only. In addition, the Career and Transfer Center have an additional published calendar on their website that is used to help college representative sin scheduling space on campus. https://www.estrellamountain.edu/students/career-services/universityvisits

Human Resources
Human Resources has priority in KOM-A Conference Room 146. All reservations should go through DL-EMC-HumanResources, or confirmations should be copied to this email address. A daily calendar of events is created and maintained by the 25Live College Lead and is automatically sent to Human Resources each day.

Outreach Center
Update: September 2019 – Outreach Center has priority in KOM-A Outreach Center and may create and confirm their own events. All other events should submit reservations through 25LivePro. The Event Requests Team will confirm all other reservations.

Any Outreach Center events that require setups will be entered into 25Live as drafts, with a note from Outreach Team in the setup comments. Admin will add the appropriate setup resources and confirm the event on their behalf. Only classroom style (rows) and conference style (rectangle) setups will be requested for this space.

Appendix

<table>
<thead>
<tr>
<th>Definitions of Event Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Categories</strong></td>
</tr>
<tr>
<td>Event Categories are used to specifically categories the event type. Each event created in 25Live Pro must be assigned an event category but may select as many that relate to the event. Event categories must be chosen as accurately as possible as these will affect the events that are published on the web.</td>
</tr>
<tr>
<td><strong>Please indicate which calendar(s) this event should display on by selecting only one (1) of the following:</strong></td>
</tr>
<tr>
<td>Open to Public</td>
</tr>
<tr>
<td>Student Event</td>
</tr>
<tr>
<td>Employee</td>
</tr>
<tr>
<td>Do Not Publish to Web</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
- Employee Performance Reviews or Employee Related
- Rentals
- Vendors (Student Life)
- Vehicle Reservations

In addition, please categorize the event as social/global, civic engagement/political, and/or, cultural/diversity if applicable to the event. These categories will be used MCCCD reporting.

| Social/Global | A social and/or global event. These events must include this category for annual reporting purposes. Example: Domestic Violence Awareness, AIDS, International Student Events, Love Your Body, etc. |
| Civic Engagement/Political | A civic engagement and/or political related event. These events must include this category for annual reporting purposes. Example: Student Leadership, Student Government, etc. |
| Cultural/Diversity | A cultural and/or diversity related event. These events must include this category for annual reporting purposes. Example: Diversity Workshops, Hispanic Heritage Month, Women’s Leadership, International Student events, Hummannequin, etc. |

### Location Short Names and Formal Names (Frequently Used)

<table>
<thead>
<tr>
<th>Location Short Name</th>
<th>Location Formal Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCT-#### (i.e. OCT-101)</td>
<td>Ocotillo Learning Studio ####</td>
</tr>
<tr>
<td>OCT-CNF</td>
<td>Ocotillo Hall Conference Rm133</td>
</tr>
<tr>
<td>MAR-#### (i.e. MAR-133)</td>
<td>Mariposa LearnStudio ####</td>
</tr>
<tr>
<td>MAR-CNF RM110</td>
<td>Mariposa Hall Conference Room</td>
</tr>
<tr>
<td>EST-N #### (i.e. EST-N 206)</td>
<td>Estrella Hall LearnStudio N####</td>
</tr>
<tr>
<td>EST-S #### (i.e. EST-S 145)</td>
<td>Estrella Hall LearnStudio S####</td>
</tr>
<tr>
<td>EST-ECR S223</td>
<td>Estrella South Conference Room S223</td>
</tr>
<tr>
<td>EST-NCR S260</td>
<td>Estrella Community Room S260</td>
</tr>
<tr>
<td>EST-CNF N266</td>
<td>Estrella North Conference Room S266</td>
</tr>
<tr>
<td>EST-CNF S217 (ACR)</td>
<td>Estrella South Admin Conference Room S217</td>
</tr>
<tr>
<td>MON-#### (i.e. MON-209)</td>
<td>Montezuma Hall Rm ####</td>
</tr>
<tr>
<td>MON-CNF 122 (HON)</td>
<td>Montezuma Honors/PTK Conference Room 122</td>
</tr>
<tr>
<td>MON-CNF1 231</td>
<td>Montezuma Hall Conf Room 231</td>
</tr>
<tr>
<td>MON-CNF2 259</td>
<td>Montezuma Hall Conf Room 259</td>
</tr>
<tr>
<td>MON-CTL</td>
<td>Center for Teaching &amp; Learning</td>
</tr>
<tr>
<td>MON-CTL N</td>
<td>Center for Teach &amp; Learn North</td>
</tr>
<tr>
<td>MON-CTL S</td>
<td>Center for Teach &amp; Learn South</td>
</tr>
<tr>
<td>KOMA-CNF 146 (HR)</td>
<td>Komatke A Human Resources Conference Room 146</td>
</tr>
<tr>
<td>KOM A CNFCTR 131</td>
<td>Komatke A Conference Center</td>
</tr>
<tr>
<td>KOM A-PLZGAL</td>
<td>Komatke A Plaza Gallery</td>
</tr>
<tr>
<td>KOM B-CNF 130</td>
<td>Komatke B Conference Room 130</td>
</tr>
<tr>
<td>ECC-CNF Center</td>
<td>Estrella Conference Center</td>
</tr>
<tr>
<td>ECC-CNF CTR N</td>
<td>Estrella Conf Cntr C-121 North</td>
</tr>
<tr>
<td>ECC-CNF CTR S</td>
<td>Estrella Conf Cntr C-120 South</td>
</tr>
</tbody>
</table>