25LIVE BOOK IT
SCHEDULING REMOTE EVENTS
HOSPITALITY & EVENT SERVICES
A “Remote Event” takes place online in the form of video and audio conferencing, collaborations, chats, and webinars to be accessed by mobile devices, desktops, telephones, and room systems.

A “Remote Event” can be published to the UML Calendar and can be posted to departmental websites.
REQUESTING A REMOTE EVENT

- Select the tab “See Available Locations”
REQUESTING A REMOTE EVENT

• In “Find Locations by Name” type in “Remote”
• Under “Check Availability” adjust your date and time to reflect the day of your event
• Select the blue magnifying glass adjacent to the search bar.
• Select “Reserve It” in the Green Box to the right
• You will be automatically routed to the full scheduling form.
• Please continue to input the necessary information indicated by each heading.
• In the Description Field please note you will need to include all pertinent information regarding this remote event and to include a contact name and email/phone for questions.
  – Do not include a live link to your virtual meeting unless it is open to the public in this location.
• Please continue to follow your standard business practice of scheduling your Zoom, GoTO, Skype Meetings, etc.
• Please direct all questions to the Hospitality & Events email: events@uml.edu or call the office at 978-934-3888.