

How to book a room

Guidelines for the School of Humanities

1. To book a room for a meeting

The clerk should be the room.

2. To book a room for teaching

Contact a member of the MPA team – [list available here](#).

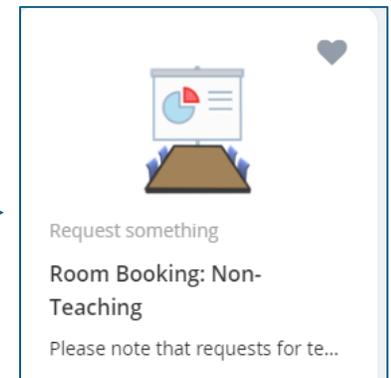
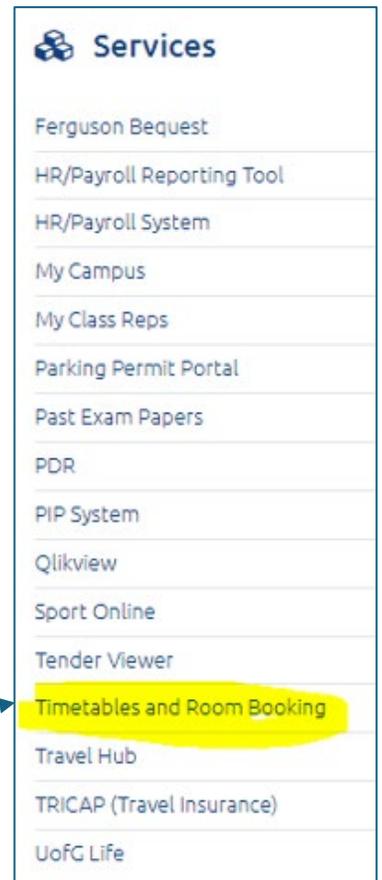
3. To book a room for a non-teaching event

You can either:

1. book a local room via MyGlasgow:
If you don't see this 'Timetable and Room Booking' link in your MyGlasgow, please log a support call in Ivanti:
<https://www.gla.ac.uk/selfservice>

or

2. Book a UofG room (ie not local to Humanities) [via the Helpdesk \(Ivanti\)](#) using the 'Room booking: Non-Teaching' tile:



Need catering for your event?

The following steps **must** be followed:

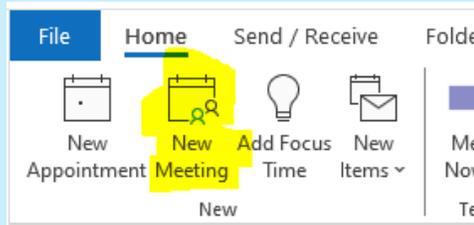
1. Where a catering requirement is identified, please order via our [UofG Catering booking system](#)
2. The Catering & Events team will organise your catering either themselves or may direct you to Regis Banqueting.
3. You will receive a confirmation from the Catering and Events team about who is delivering your catering and the associated costs.

Please note that no catering should be booked directly with any suppliers – all requests must go via the Catering and Events team.

Need to book one of the School owls?

The School has 2 owls that may be booked out for meetings, seminars etc.
To request an owl, you should send a request via your Outlook calendar:

1. create a new meeting request



2. In the 'Title' field add 'Owl + [what meeting the owl is needed for]

3. In the 'Required' field add humanities-enquiries@glasgow.ac.uk

4. Start and end times add date/times.

5. in the 'Location' field you can add the room in which the owl will be used but you don't have to.

6. Click 'Send'

7. The meeting request will be accepted (or not, if no owl is available) and you will get a confirmation email.