

Bienen Guide to Requesting a Room in 25Live/RES

Reservation Types

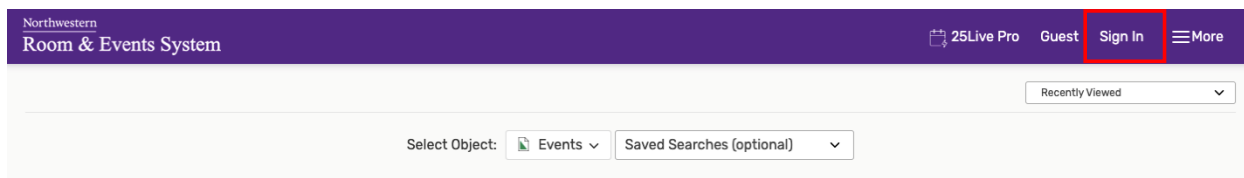
Requests are permitted for three types of reservations:

- **Chamber Music Rehearsal:** Rehearsals of approved chamber music groups
Ad Hoc groups must contact Music Faculty Support for additional approvals
- **Accompanist Rehearsal:** Rehearsal with an accompanist
- **Remote Lesson:** Lesson with a faculty member; may or may not have an accompanist present

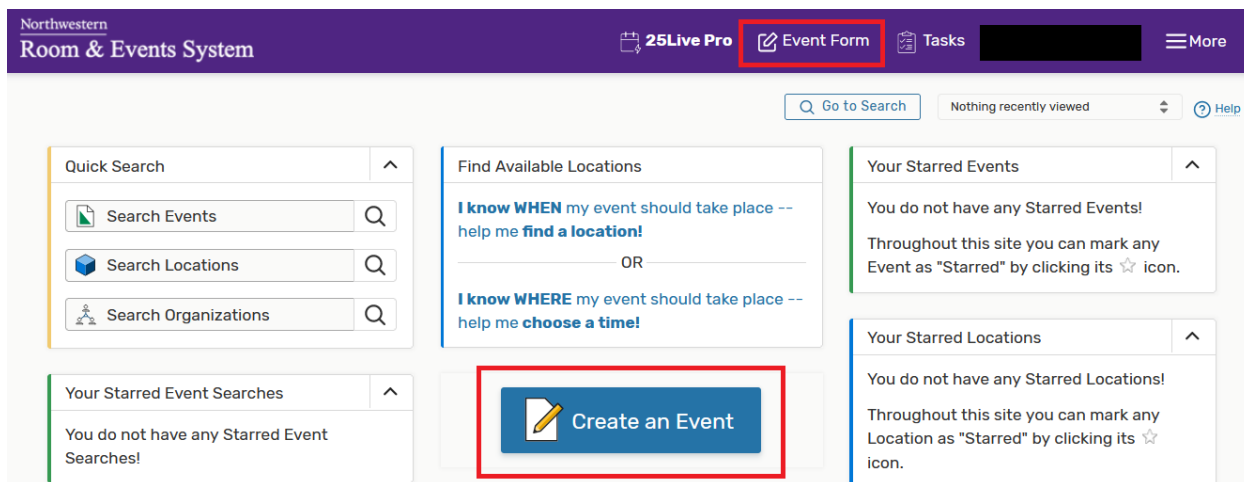
Students are permitted one of each reservation type per day (e.g. a student can schedule one chamber music rehearsal, one accompanist rehearsal, and one remote lesson on the same day).

How to Make a Reservation

1. Go to <http://res.northwestern.edu> and log in to 25Live/RES with your NetID and Password.



2. Click either the link at the top labelled “Event Form” or the “Create an Event” button. This will take you to the Event Request Form.



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3. There will be a number of required fields. Depending on the purpose of the reservation (chamber group rehearsal, practice session with accompanist, or remote lesson) enter the following:
- Chamber Group Rehearsal
 - a. **Title:** Enter Chamber Music Rehearsal – [insert group number]
 - b. **Longer Event Title:** Enter full names of students in chamber group (if more room is needed, use internal notes section at end of form)
 - c. **Event Type:** Search and select Rehearsal – Student
 - Accompanist Rehearsal
 - a. **Title:** Enter Accompanist Rehearsal – [insert student and accompanist last names]
 - b. **Longer Event Title:** Enter the full names of the student and piano accompanist
 - c. **Event Type:** Search and select Rehearsal – Student
 - Remote Lesson (with or without Accompanist)
 - a. **Title:** Enter Remote Lesson – [insert student & faculty last names]
 - b. **Longer Event Title:** Enter the full names of the student, faculty member (instrument in parentheses), and accompanist name [if needed]
 - c. **Event Type:** Search and select Rehearsal – Student

Examples:

Title - Required ⓘ
Chamber Music Rehearsal - SC30P
Longer Event Title ⓘ
McCartney, Lennon, Harrison, Starr
Event Type - Required ⓘ
Rehearsal - Student ★ ▼

Title - Required ⓘ
Remote Lesson - Glass and Boulanger
Longer Event Title ⓘ
Glass and Boulanger (piano)
Event Type - Required ⓘ
Rehearsal - Student ★ ▼

TIP: You can star event types to make them easy to find. ★

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d. Primary Organization for this Event: Search and select *BSM*

Primary Organization for this Event - Required ⓘ

BSM ⭐ ▼ Remove

TIP: You can star ⭐ organizations to make them easy to find.

e. Attendance: Enter number of participants who will be in the room (not virtual attendees)

Expected Attendance ⓘ

4

f. Event Date and Time: Select Date and Time

Event Date and Time - Required ⓘ

Tue Oct 06 2020
2:00 pm
To:
3:00 pm

☒ This begins and ends on the same day
Duration:
1 Hour

Request Window Note:
Reservations cannot be made within 48 hours of event date or more than two weeks in advance.

Request Length Note:
Reservations cannot exceed one hour.

g. Additional Time: Thirty minutes of time is required after every reservation for air recirculation. Please select the down arrow to expand the section.

Additional time ▼

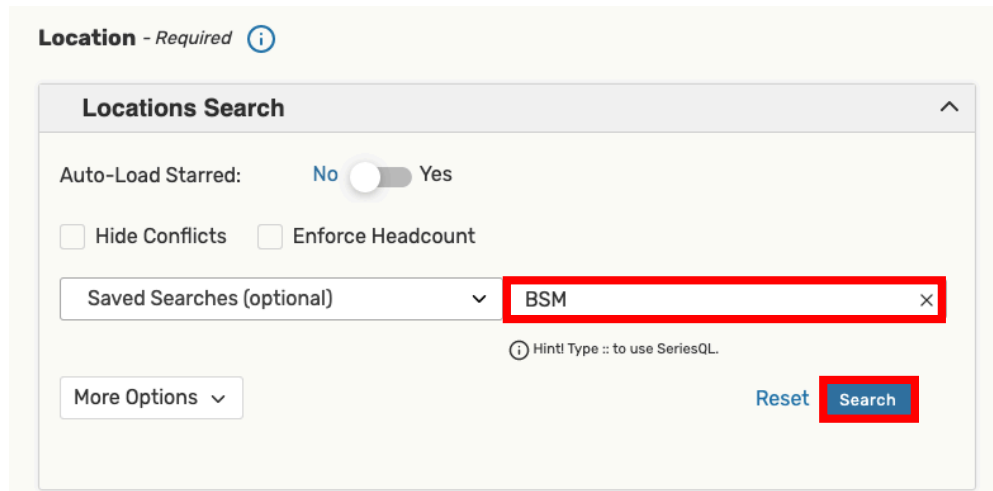
Under *Post-Event Time* in the *Minutes* box, enter 30

Post-Event Time

0 Days 0 Hours 30 Minutes

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h. **Location:** Search *BSM* in the search box



Location - Required ⓘ

Locations Search ^

Auto-Load Starred: **No** ☐ Yes ☒

☐ Hide Conflicts ☐ Enforce Headcount

Saved Searches (optional) ▼ **BSM** ×

Hint! Type :: to use SeriesQL.

More Options ▼ **Reset** **Search**

Be sure to select the room type that matches your reservation type:
Chamber Group Rehearsal, Remote Lesson, or Rehearsal with Accompanist.

Chamber Groups

Wind Chamber (WC#) or String Chamber (SC#)

Kresge 2319 (no piano)

Kresge 2329 (no piano)

Kresge 2335 (no piano)

String Chamber with Piano (SC#P)

LL-113 (grand)

LL-121 (grand)

Rehearsal with Accompanist:

RCMA 1-160 (upright)

RCMA 1-164 (upright)

REG 117 (upright)

REG 137 (upright)

RCMA 3-131 (grand)

RCMA LL-115 (grand)

Remote Lesson:

RCMA 1-168 (grand) {zoom cart}

RCMA 1-172 (grand) {zoom cart}

RCMA 3-133 (no piano) {zoom cart}

RCMA 3-137 (no piano) {zoom cart}

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Select room with the *Reserve* button and selection will pop up below

BSM

TIP: You can star locations to make them easy to find.

BSM

[Reset](#) [Search](#)

Unavailable	KRG2430 - BSM	Kresge Centennial Hall 2430 - BSM Chamber Rehearsal (No Piano)	8	0/1	Conflict Details
Reserve	KRG2435 - BSM	Kresge Centennial Hall 2435 - BSM Chamber Rehearsal (No Piano)	6	1/1	None
Reserve	KRG2440 - BSM	Kresge Centennial Hall	8	1/1	None

- i. **Terms of Use – Space Utilization:** Review and click the check box to agree to the terms of use.

Terms of Use - Space Utilization - Required

☐ I agree

- j. **Internal Notes:** If additional room was needed above, insert full names of participants

Internal Notes

Paul McCartney, John Lennon, George Harrison, Ringo Starr

4. Select **Save**

[Cancel](#) [Preview](#) [Save](#)

5. Faculty Support Center will review your request and confirm via email.