

# Bienen Guide to Requesting a Room in 25Live/RES

## Reservation Types

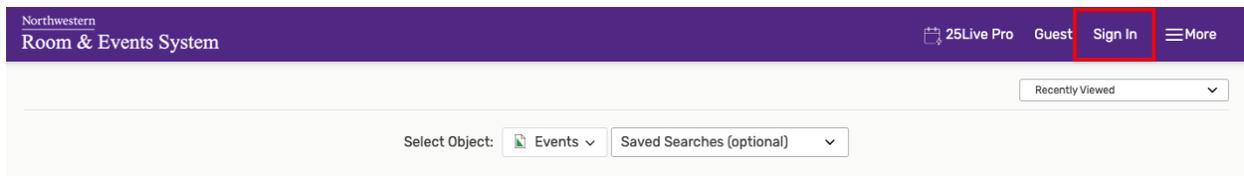
Requests are permitted for three types of reservations:

- **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

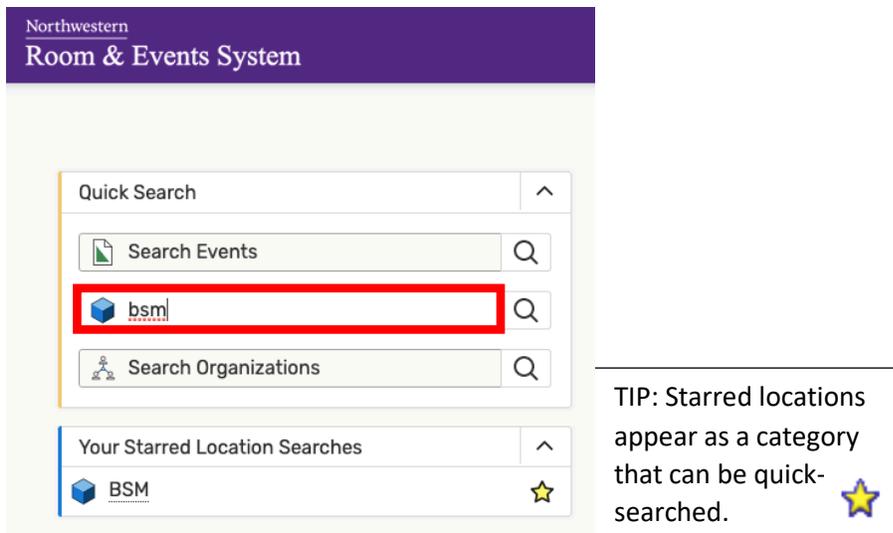
Students are permitted one of each reservation type per day (e.g. a student can schedule one chamber music rehearsal, one accompanist rehearsal, and one remote lesson on the same day).

## How to See General Availability and Reserve a Room

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



2. In the *Search Locations* box on the homepage, search the letters *BSM* to see all available spaces for reservation.



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3. Select *Availability* above the list of rooms to see their availability on a calendar.

The screenshot shows the Northwestern Room & Events System interface. At the top, there is a purple header with the text "Northwestern Room & Events System" and navigation icons for "25Live Pro", "Event Form", and "Tasks". Below the header, there is a search bar with "bsm" entered. The search bar is highlighted with a red box. To the right of the search bar, there is a "Search" button, also highlighted with a red box. Below the search bar, there are tabs for "List", "Calendar", "Availability", and "Availability Weekly". The "Availability" tab is highlighted with a red box. Below the tabs, there is a table with columns: Name, Formal Name, Categories, Features, Layouts, and Max Capacity. The first row of the table is highlighted with a red box.

Name	Formal Name	Categories	Features	Layouts	Max Capacity
KRG2430 - BSM	Kresge Centennial Hall 2430 - BSM Chamber Rehearsal (No Piano)	A&RT Service: AV Support, A&RT Service: Computer Support, A&RT Service: NUIT WIFI, Classroom, Evanston Campus, Evanston South Campus.	A&RT: AV Equipment, A&RT: Blu-Ray DVD Player, A&RT: Computer Equipment, A&RT: Document Camera, A&RT: DVD Player, A&RT: Laptop	Classroom Rows / Lecture	8

4. Using the arrows on either side of the date on the right, select a date to see the availability of each room, including its regular hours and when it is already booked.

The screenshot shows the availability calendar interface. At the top, there is a "Legend" button and tabs for "List", "Calendar", "Availability", and "Availability Weekly". The "Availability" tab is highlighted. To the right of the tabs, there is a date selector "Wed Sep 30 2020" with arrows on either side, highlighted with a red box. Below the tabs, there is a "View" dropdown set to "Standard (default)" and an "Overlapping" dropdown. Below the view options, there is a calendar grid with columns for days 5 through 11. The date "1" is highlighted with a red box. Below the calendar grid, there is a list of rooms: "KRG2430 - BSM", "KRG2435 - BSM", and "KRG2440 - BSM". The "KRG2430 - BSM" row is highlighted with a red box.

5. To select a time for a reservation, hover over a half-hour slot and select the pencil and paper icon that appears.

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

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6. The standard event form will appear with the location and start time pre-populated with a half hour reservation that can be extended to the full hour if desired.

The screenshot shows two main sections of the reservation form. The left section, titled "Event Date and Time - Required", includes a date field set to "Wed Sep 30 2020", a start time field set to "1:00 pm", and a "To:" field with "1:30 pm" selected and highlighted by a red box. Below these is a checked checkbox for "This begins and ends on the same day" and a "Duration: 30 Minutes" field. The right section, titled "Location - Required", features a "Locations Search" dropdown menu. Below it, a table lists available locations. The first entry, "KRG2430 - BSM Kresge Centennial Hall 2430 - BSM Chamber Rehearsal (No Piano)", is highlighted with a red box. This entry shows a date of "Wed Sep 30 2020", a time of "1:00 pm - 1:30 pm", and a capacity of "8". Below the table are "Remove" and "View Occurrences" buttons. A separate box contains the text: "Request Length Note: Reservations cannot exceed one hour."

7. Return to the top of the form. 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
  - c. **Event Type:** Search and select Rehearsal – Student

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Examples:

<p><b>Title - Required</b> ⓘ</p> <input type="text" value="Chamber Music Rehearsal - SC30P"/>	<p><b>Title - Required</b> ⓘ</p> <input type="text" value="Remote Lesson - Glass and Boulanger"/>
<p><b>Longer Event Title</b> ⓘ</p> <input type="text" value="McCartney, Lennon, Harrison, Starr"/>	<p><b>Longer Event Title</b> ⓘ</p> <input type="text" value="Glass and Boulanger (piano)"/>
<p><b>Event Type - Required</b> ⓘ</p> <input type="text" value="Rehearsal - Student ⭐ ▼"/>	<p><b>Event Type - Required</b> ⓘ</p> <input type="text" value="Rehearsal - Student ⭐ ▼"/>

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

<p><b>Primary Organization for this Event - Required</b> ⓘ</p> <input type="text" value="BSM ⭐ ▼"/> <a href="#">Remove</a>	<p>TIP: You can star ⭐ organizations to make them easy to find.</p>
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e. **Attendance:** Enter number of participants who will be in the room (not virtual attendees)

**Expected Attendance** ⓘ

f. **Event Date and Time:** Should already be prep-populated with the date and time selected. See above (steps 5-6).

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

ⓘ

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

**Post-Event Time**

<input type="text" value="0"/> Days	<input type="text" value="0"/> Hours	<input type="text" value="30"/> Minutes
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- h. **Location:** Should already be prep-populated with the location selected. See above (steps 2-4). *Note:* Be sure to select the room type that best matches your reservation:

### 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}

- 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:** For additional information, if needed.

## 8. Select **Save**

Cancel Preview **Save**

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