AD ASTRA INFORMATION SYSTEMS

REQUESTING A ROOM

HONORS EVENTS STAFF
UH HONORS COLLEGE

REQUESTING A ROOM

Everyone must submit a room reservation form to request Honors spaces. There are two ways to access the room request form: clicking **Submit Request** or logging into **UH Ad Astra** and going to Events > Request Event > Honors Room Request.

ROOM REQUEST FORM

There are three parts to the Room Request Form: *Contact Information, Event Information and Meeting Information.*

Contact Information

Includes details such as name, email, phone and honors affiliation.

Event Information

Includes details such as event description, set up information and AV needs.

Meeting Information

This is where you select the space you would like for your meeting/event.

HONOR Room Request

PLEASE NOTE

Priority scheduling will be given to Honors College faculty, staff, and Registered Student Organizations with Honors College faculty/staff mentors. Submission of this form does not guarantee room reservation. For reservations outside of regular business hours, contact mlopez78@uh.edu.

Business Hours:
Monday – Thursday | 8 AM – 7 PM
Friday | 8 AM – 3 PM

*Your Name

*Email Address:

*Phone Number:

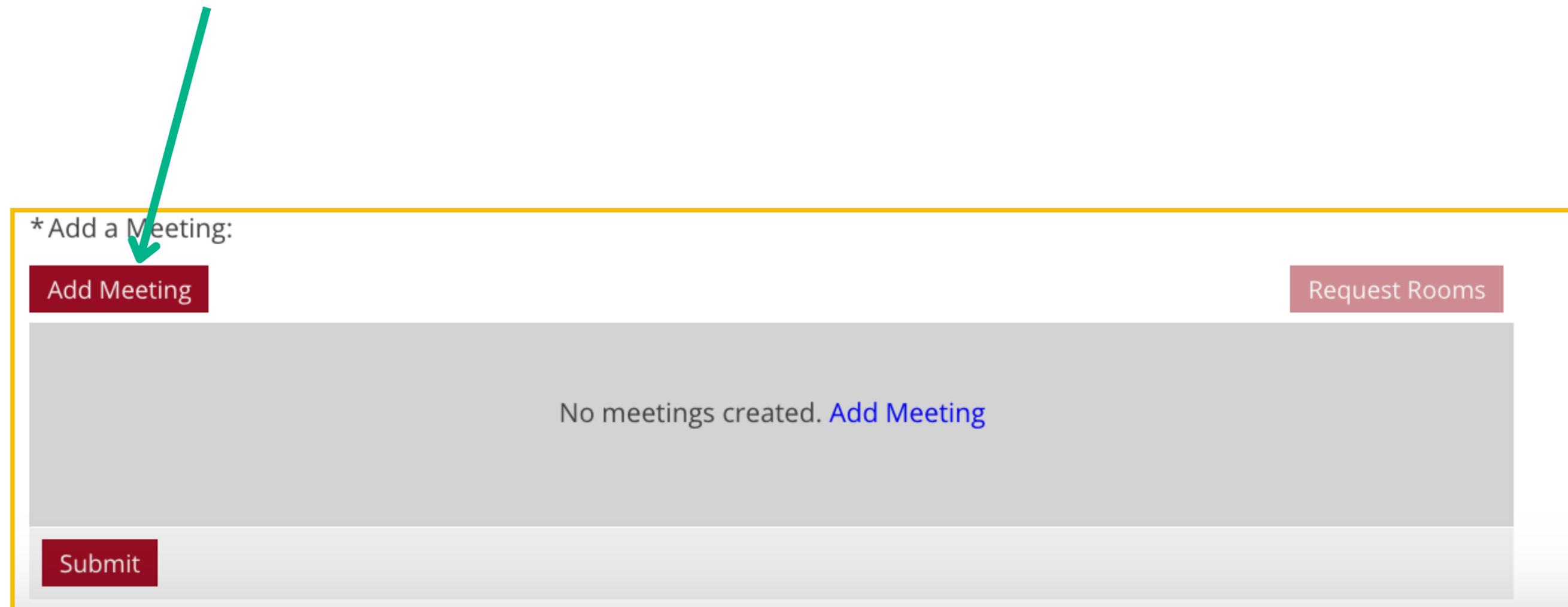*Honors affiliation

Select...

*Event Name:

*Event Type:

Select...

Event Estimated Attendance:

AV Needed

Select...

*Will food be present?

Select...

ROOM REQUEST FORM - *Meeting Information*

Once you have added all Contact and Event Information, it's time to add your meeting/event info. To do that, click **Add Meeting**.

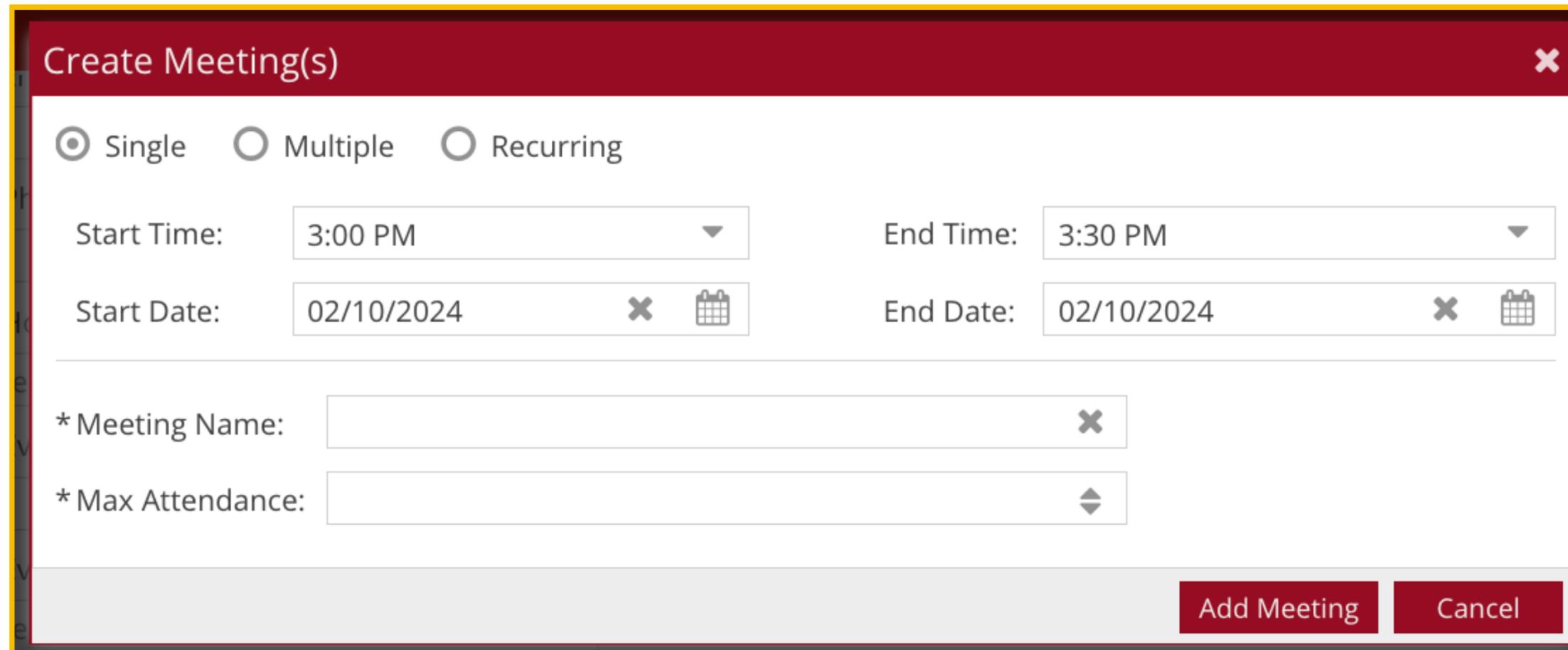# ROOM REQUEST FORM - *Meeting Information*

The Create Meeting(s) screen will appear. You have the option to add a **Single**, **Multiple** or **Reoccurring** meetings. Include the name of your event and expected attendance.
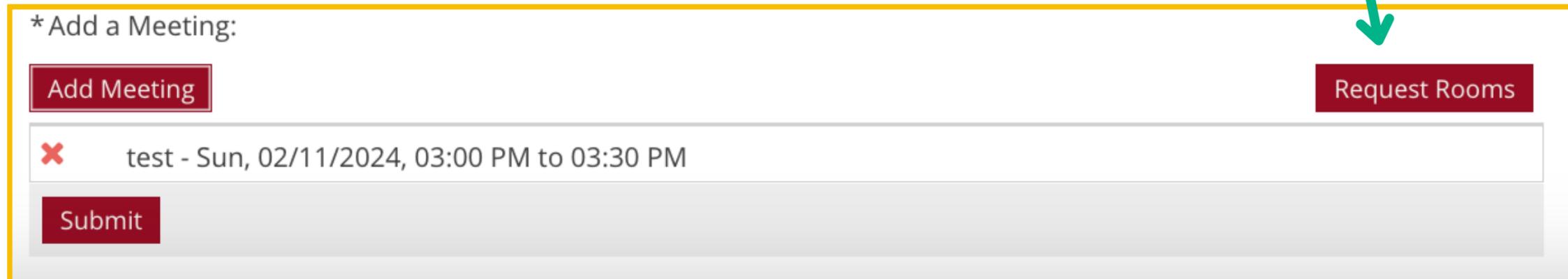
ROOM REQUEST FORM - *Meeting Information*

After adding a meeting, you have the ability to select your venue! Click on **Request Rooms**.

* Add a Meeting:

Add Meeting   Request Rooms

✖   test - Sun, 02/11/2024, 03:00 PM to 03:30 PM

Submit

ROOM REQUEST FORM - *Meeting Information*

Scroll through and select your preferred room. If needed, you can select multiple rooms.

ROOM REQUEST FORM - *Meeting Information*

Note your event Date, Time and Venue! In this example, I had selected two rooms. Click **SUBMIT**.

If this request is for the Commons, what chair/table setup are you requesting? Be specific.

* Contact Name:

* Add a Meeting:

Add Meeting

Request Rooms

test - Sun, 02/11/2024, 03:00 PM to 03:30 PM, M.D. Anderson Library 212J

test - Sun, 02/11/2024, 03:00 PM to 03:30 PM, M.D. Anderson Library 212L

Submit

REQUESTING A ROOM - *SUBMISSION*

Once you have submitted your request, you will receive an email from **noreply@aais.com** with your event request details. Allow 24-48 bussiness hours for your request to be processed. After 48 bussiness hours, if you have not received confirmation of your request, please email **honevent@cougarnet.uh.edu** with a copy of your event reservation request details form.

How will I know if my request was approved/denied?

You will receive an email from **notifications@aais.com** letting you know if your event was approved/denied. If it was denied, there will be a reason included.

I chose the wrong date/time. Can I just email you?

Unfortunately, we require all changes or resubmissions to go through the formal process. You'll need to fill out and submit a new form to ensure accuracy and proper tracking of your request.