



MyEvents – How To Guide

Prepared by Hospitality

What is MyEvents ?

Managed by Hospitality Concordia, MyEvents is a client-facing online tool for the community to book space on campus for their events.

Staff, Faculty as well as Registered Student groups have access to MyEvents.

CONTENT

1. Get Started

- Access MyEvents
- Be Informed
- Browse Available Space

2. Create your Reservation

- Select Date and Time
- Verify Room Details
- Select Rooms

3. Enter Event (reservation) details

- Requestor /Group Information
- Additional Information (Event Details)
- Cost Object and Finalize

4. For Help & More Information

How to access MyEvents

For staff and faculty

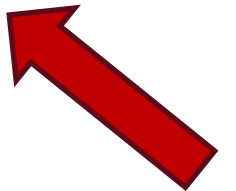
- From Carrefour
 - Go to: <https://hub.concordia.ca/carrefour/services/event-planning.html>
 - Under *Event Planning Portal*, click *Launch the MyEvents portal*;
 - Sign in with your Concordia Netname and Password;
 - At the bottom of the page, click *Request now*.

For any questions: hospitality.booking@concordia.ca

Request Now

For Student Booking Officers

- Go to: <https://www.concordia.ca/hospitality/event-planning/space-reservation.html>
- Click on *Step 2 & Are you part of Concordia community?*
- Click the link to *MyEvents portal*;
- Sign in with your Concordia Netname and Password;
- At the bottom of the page, click *Request now*.



Welcome to MyEvents

Are you logged in?

- To access the full functions of MyEvents, once connected, verify that you are logged in under your name and not as a guest.

- On the Welcome page, take the time to read important information related to space booking on campus.
 - System information
 - Information related to Alcohol at events
 - Information related to Food at events
 - Important forms and protocols

Stay informed!

System Information

1. Request Sessions time out in 20 minutes.
2. Open all links in a New Window.
3. Click on the [?](#) anywhere in the Reservation Form for helpful information.
4. Click on the top banner to come back to this page from anywhere in the system.

Alcohol

- The Event Organizer is responsible for ensuring the responsible use of alcohol at their event.
- When completing the event booking form, kindly ensure you have read the [Alcohol Waiver](#) before committing yourself by selecting "I have read and agree to the alcohol Waiver".
- For all alcohol orders, please ensure to fill out and include the Prior-Approval Form as it relates to the [CFO-10 policy](#).

Food

- If not using a caterer from the [Approved Caterer List](#), the Event Organizer is responsible for ensuring that all self-served food sold or served at their event will be prepared and, when necessary, stored or refrigerated.
- When completing the event booking form, kindly ensure you have read the [Waiver form for Self-Catered events](#) before committing yourself by selecting "I have read and agree to the Food Waiver".

Prior Approval Form:

- Staff and faculty organizing events with alcohol and/or if the catering exceeds \$5,000 must complete and submit the [Prior Approval Form for Catering & Alcohol](#) per the [CFO-10 policy](#).
- This form can be sent by email to your event coordinator or attached directly to your booking form.

1 | **LOCATIONS**

2 | Date: mer. 2022-04-20

3 | Add/Remove Locations

4 | mer. 20 avril 2022

Location	Cap	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
MB Building (ET)																							
1.109 - Upper Atrium	100							Private	Private	Private	Private	Private	Private	Private	Private	Private	Private	Private	Private	Private	Private	Private	Closed
1.155 - Kiosk	2																						Closed
1.210 - Classroom	300							Private	Private	Private	Private	Private	Private	Private	Private	Private	Private	Private	Private	Private	Private	Private	Closed
1.245 - Lower Atrium	161							Private	Private	Private	Private	Private	Private	Private	Private	Private	Private	Private	Private	Private	Private	Private	Closed
1.275 - Coat Check																							Closed
1.301 - Classroom	30													Private	Private	Private	Private	Private	Private	Private	Private	Private	Closed
1.437 - Classroom	58													Private	Private	Private	Private	Private	Private	Private	Private	Private	Closed
2.130 - Floating Box	59																						Closed
2.210 - Classroom	118							Private	Private	Private	Private	Private	Private	Private	Private	Private	Private	Private	Private	Private	Private	Private	Closed
2.255 - Classroom	30													Private	Private	Private	Private	Private	Private	Private	Private	Private	Closed
2.265 - Classroom	30							Private	Private	Private	Private	Private	Private	Private	Private	Private	Private	Private	Private	Private	Private	Private	Closed

Browse Locations

Looking for available spaces? Browse by location. Note that this feature does not “book space”.

1. Select locations
2. View available spaces by selecting a date
3. Filter by buildings
4. Scroll through dates by day

HOME

CREATE A RESERVATION **1**

MY EVENTS

BROWSE

EVENTS

LOCATIONS

PEOPLE

My Reservation Templates

Request a Virtual Space

Request an Event Space

Request a Classroom

Request a Kiosk

Request Equipment

3 book now about **2**

book now about

book now about

book now about

book now about

About The "Request a Virtual Space" Template

INFORMATION BOOKING RULES

Please use this form to request Hospitality's **virtual event** planning services and make sure your request is made **more than 15 business days** prior to your event date.

Upon submission, a reservation summary will be automatically emailed to you. Once your request has been reviewed by Hospitality, an email with an update will be sent. All requests are considered pending until a space confirmation is sent via email.

Kindly note that if you wish to organize a virtual event (such as a Webinar), independently without additional support from Hospitality, you need to fill out the request for a webinar form directly with IITS [here](#).

Book Now With This Template Close

Create your reservation

1. Select "Create a Reservation".
2. You will be prompted to choose an appropriate booking form: Click the "About" button to identify which form matches your event "type".
3. Click on "Book now" to proceed to the next step where you will select a room to book.

New Booking for ven. 15 avr. 2022

Next Step

Date & Time **1**

Selected Rooms

Date

ven. 2022-04-15



Recurrence **2**

Your selected Rooms will appear here.

Room Search Results

Start Time

13:00



End Time

14:00



Rooms matching your search criteria will appear here.

Create booking in this time zone

Eastern Time



Locations

Add/Remove

(all)


Search **3**

Select Date and Time

1. Select the primary date and time needed for your reservation.
2. For events with multiple dates, the “recurrence” button allows you to create multiple bookings on different dates when start and end time are the same.
(Tip! times can be tweaked after the reservation is confirmed)
3. Click on “Search” to see all the available spaces for that date(s) and time(s). To filter rooms further, follow the directions on the next page.

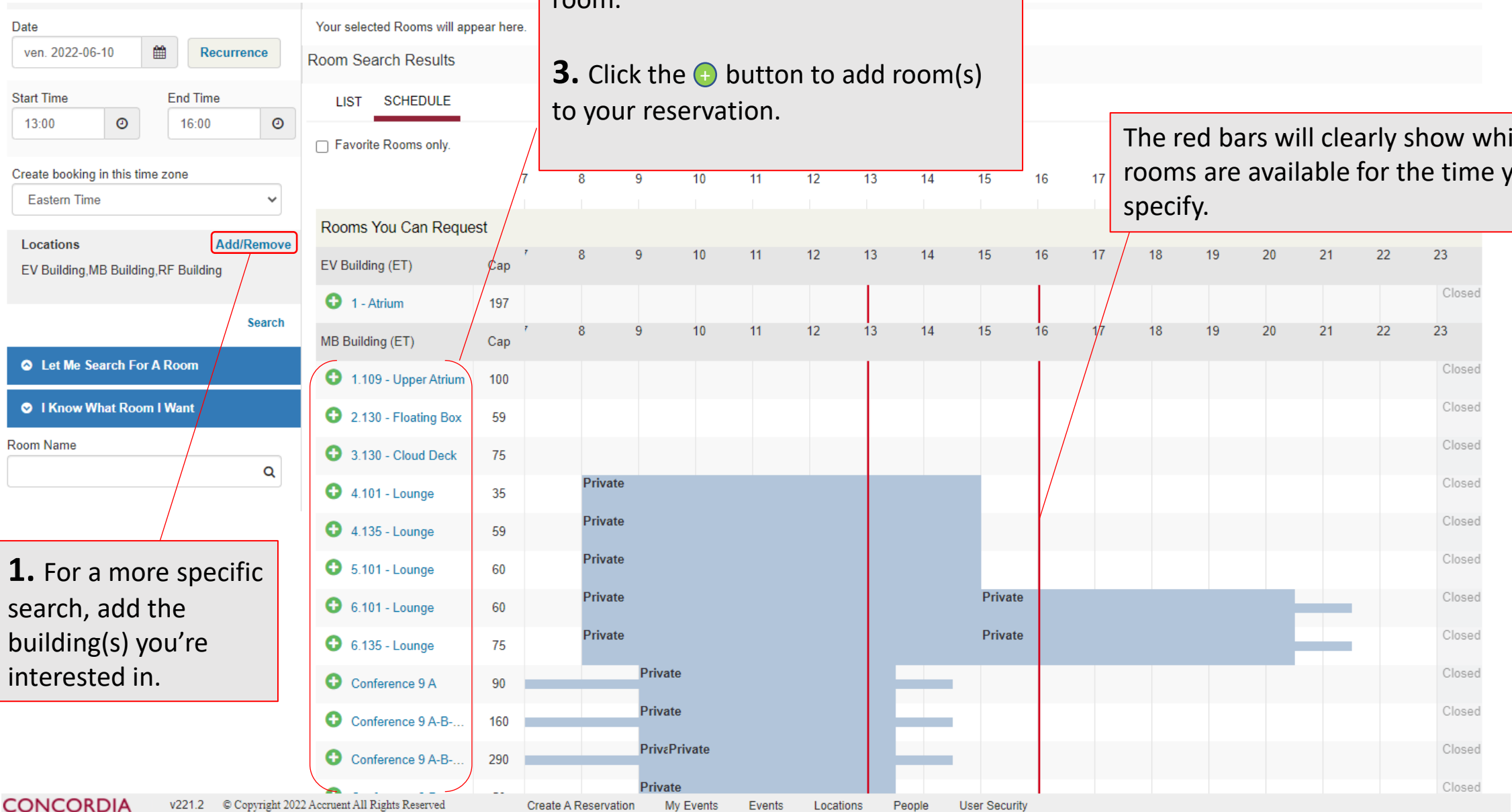
Select your Room

2. Click on the room number and name to view more details about the room.

3. Click the  button to add room(s) to your reservation.

The red bars will clearly show which rooms are available for the time you specify.

1. For a more specific search, add the building(s) you're interested in.



The screenshot shows a web interface for selecting a room. On the left, there are search filters for Date (ven. 2022-06-10), Start Time (13:00), End Time (16:00), and Locations (EV Building, MB Building, RF Building). A search button and two main options are visible: "Let Me Search For A Room" and "I Know What Room I Want". A search bar for "Room Name" is also present. The main area displays "Room Search Results" in "SCHEDULE" view, showing a grid of room availability from day 7 to 23. A list of "Rooms You Can Request" is on the left, with a red box highlighting several rooms: 1.109 - Upper Atrium, 2.130 - Floating Box, 3.130 - Cloud Deck, 4.101 - Lounge, 4.135 - Lounge, 5.101 - Lounge, 6.101 - Lounge, 6.135 - Lounge, Conference 9 A, Conference 9 A-B..., and Conference 9 A-B... The grid shows red bars indicating availability for the selected time period. A red box highlights the "Add/Remove" button in the Locations section.

Room	Cap	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
EV Building (ET)	Cap																	
+ 1 - Atrium	197																	Closed
MB Building (ET)	Cap																	
+ 1.109 - Upper Atrium	100																	Closed
+ 2.130 - Floating Box	59																	Closed
+ 3.130 - Cloud Deck	75																	Closed
+ 4.101 - Lounge	35		Private															Closed
+ 4.135 - Lounge	59		Private															Closed
+ 5.101 - Lounge	60		Private															Closed
+ 6.101 - Lounge	60		Private							Private								Closed
+ 6.135 - Lounge	75		Private							Private								Closed
+ Conference 9 A	90			Private														Closed
+ Conference 9 A-B...	160			Private														Closed
+ Conference 9 A-B...	290			Private	Private													Closed

For more details about the room

- Click on the room number and name to get more information.
- An information window will open. Browse the different tabs to ensure the room(s) meet your needs.
- Pay particular attention to the available setup types, as well as the associated minimum and maximum capacities.

will appear here.

Search Results

LIST SCHEDULE

Favorite Rooms only.

	7	8	9	10	11	12	13	14	15
Rooms You Can Request									
EV Building (ET)	Cap	8	9	10	11	12	13	14	15
+ 1 - Atrium	197								
MB Building (ET)									
Cap	7	8	9	10	11	12	13	14	15
+ 1.109 - Upper Atrium	400								
+ 2.130 - Floating Box	59								
+ 3.130 - Cloud Deck	75								
+ 4.101 - Lounge	35	Private							
+ 4.135 - Lounge	59	Private							
+ 5.101 - Lounge	60	Private							
+ 6.101 - Lounge	60	Private							
+ 6.135 - Lounge	75	Private							
+ Conference 9 A	90	Private							
Conference 9 A-B-...	160	Private							
Conference 9 A-B-...	290	Private							

about 1.109 - Upper Atrium

ROOM DETAILS SETUP TYPES FEATURES IMAGES AVAILABILITY

Room Type	Atrium
Floor	1st Floor

Notes

When hot food will be in the venue, a by-pass will be required with a charge that will be applied to the invoice.

On-site coordination fee will apply for events outside regular business hours
Fee: \$50/hr (three hour minimum) plus \$15/hr for each additional hour.

A cancellation fee will be applied for events cancelled less than 10 business days prior to the event date.

Close

about 1.109 - Upper Atrium

ROOM DETAILS SETUP TYPES FEATURES IMAGES AVAILABILITY

Setup Type	Min Capacity	Max Capacity
Academic Setup	0	100
Coffee Break	20	100
Exhibit	0	70
Reception/Cocktail	0	100
Tabling/Fair	30	70

Close

Add Room(s) to your reservation

1. Click the **+** button to add the room(s) you wish to reserve.
2. You will be required to enter the number of attendees expected for this booking. If the number is below the minimum or above the maximum capacities of the selected room, an error will appear, and you will not be able to reserve that room.
3. You will be required to select what type of setup you would like for your booking. You can select any setup type that is available for that room.

will appear here.

Search Results

LIST SCHEDULE

Favorite Rooms only.

Rooms You Can Request	Cap	7	8	9	10	11	12	13	14	15
EV Building (ET)										
+ 1 - Atrium	197									
MB Building (ET)	Cap									
+ 1.101 - Upper Atrium	100									
+ 2.130 - Floating Box	59									
+ 3.130 - Cloud Deck	75									
+ 4.101 - Lounge	35		Private							
+ 4.135 - Lounge	59		Private							
+ 5.101 - Lounge	60		Private							
+ 6.101 - Lounge	60		Private							
+ 6.135 - Lounge	75		Private							
+ Conference 9 A	90		Private							
Conference 9 A-B...	160		Private							
9 A-B...	290		Private							

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

Number of Attendees *

2

30

Setup Type *

3

Tabling/Fair

4

Add Room

Cancel

3

 Request an Event Space

My Cart (3) [Create Reservation](#)

1 Rooms ▶ 2 Reservation Details

New Booking for lun. 6 juin 2022

[Next Step](#)

Date & Time

Selected Rooms [Attendance & Setup Type](#) 2

Date

1

 1.109 - Upper Atrium  110 - Salon Stanford Family  120 - Salon O'Brien Family

lun. 2022-06-06




[Recurrence](#)

Room Search Results

Location	Attendance	Setup Type
1.109 - Upper Atrium	30	Tabling/Fair
110 - Salon Stanford Family	20	Conference
120 - Salon O'Brien Family	20	Conference

[Update](#) [Cancel](#)

Review and Edit your Room(s) Selection

1. Review your room selection. Click  if you would like to delete any of the rooms before continuing.
2. Click "Attendance & Setup Type" to edit the rooms before continuing.
3. Click the "x" at any time to end the reservation process while in progress. All room selections will be lost and this will not be saved.

Reservation Details

Event Details

Event Name *

Event Type *

Group Details

Group *

Requestor: Select name.

Requestor: Select name. Phone *

Requestor: Select name. Cell

Requestor: Select name. Email Address *

On-site Contact

On-site Contact Phone

On-site Contact Fax

On-site Contact Email Address

1

2

3

Attachments

Select your files

Drag and drop your files here

Enter your Reservation Details

Fill all fields as required.

1. Your “Group” information will auto-populate based on the name you’ve logged under.
2. Select your name from the dropdown menu in the “Requestor” field.
3. Attach any documents that may be useful for the planning of your event: preliminary schedule, order of proceeding, list of external guest speaker, etc.

Additional Information

Describe the event in detail (purpose, activity and if you have a preliminary agenda, please attach): *

Indicate your total expected attendance: *

Select the type of attendance for this event: *

Are you expecting attendees from outside of Canada? *

Will there be minors at the event? *

Are you having External Guest Speakers? *

Are you expecting Government Officials and Dignitaries? *

Do any of your attendees have accessibility needs? *

Is your event a fundraiser? *

Is your event an exhibit/fair? *

Will you be serving/selling alcohol at your event? *

Do you anticipate that media will be on-site? *

Where will the event be advertised? *

Are you planning on having music during your event? *

Will your event require the need to sell items on-site? *

Will you be collecting cash on-site (registration, sales, etc.)? *

Will you require audiovisual for your event? *

Will your event have hybrid/online component? (ex: speaker or attendees joining remotely) *

Is your department/association taking full responsibility and making key decisions for this event? *

Include any other details pertaining to your event that you wish for us to know:

Enter your Reservation Details

- Complete the “Additional Information” section carefully.
- The information collected helps Hospitality to assess your request and follow up accordingly. Answer the questions to the best of your ability.
- Use the text box at the end of the form to communicate any other information relevant to the planning of your event.

Billing Information

Cost Object. Student groups, enter TBC *

1

I have read and agree to the [terms and conditions](#)

2

3

Create Reservation

terms and conditions

For a printable version, [click here](#).

Booking Request Terms and Conditions

Definitions

"**Booking Request**" means submissions made directly to a DSA or, if applicable, via online booking request, for a specific space in order to request the temporary use of University space.

"**DSA**" means Designated Space Administrator listed on the Designated Space Administrator List.

"**External User**" means persons, groups or organizations who are not members of the University and who wish to use University space.

"**Force Majeure**" means strikes, lock-outs, labour troubles, inability to procure materials, failure of power, restrictive Applicable Laws, riots, insurrection, war, act of God, unforeseen events or reasons beyond the control of a party or other reasons of a like nature but excluding, always, inability to procure funds.

"**Internal User**" means students and employees of the University with a valid University ID card, all academic and administrative units and all recognized student groups, who require access to and use of University space to conduct their University-related activities.

"**University**" means Concordia University.

1) External User

THE PROCEDURES AND TERMS AND CONDITIONS SET FORTH HEREIN DO NOT APPLY TO AN EXTERNAL USER.

2) Internal User

For an Internal User to request the reservation and temporary use of a University space, the Internal User must complete and submit a Booking Request. A Booking Request on behalf of a recognized student group must be submitted by a Student Organization Booking Officer recognized by the University. Reservations by a recognized student group will only be considered if the event date falls within the then-current academic year.

In order to make a Booking Request, students must be sponsored by a student group which is recognized by and in good standing with the Dean of Students as outlined in the Policy on the Recognition of Student Organizations and the Use of University Space (PRVPA 10) and the Policy on the Temporary Use of University Space (VPS 24). Reservations by a recognized student group will only be considered if the event date falls within the then-current academic year.

Reserved space may only be used by the individual or group which reserved it. It is prohibited to transfer a reservation to another individual or group without prior notice to, and written authorization from, the University or the DSA.

ANY FAILURE TO FOLLOW THE ABOVE PROCEDURE WILL AUTOMATICALLY RENDER A BOOKING REQUEST INVALID ALONG WITH THE CONFIRMATION, IF ANY, THAT SUCH BOOKING REQUEST WAS APPROVED.

The Internal User submitting a Booking Request for temporary use of space on Concordia University property (the "Requestor") for an event or activity (the "Event") understands and agrees that a Booking Request is subject to the University's prior review and approval and that during this review and approval process:

Enter your Billing Information

1. Enter the Cost Object with which the event will be paid for.
 - Staff & Faculty: Please enter an Internal Order (I/O) or Cost Center (CC).
 - Student booking officers: Please enter "TBC". Our team will follow up directly with the VP finance or your association to confirm the Cost Object to be used.
2. Read our booking terms and conditions and check the box "I have read and agree to the Terms and conditions" to continue.
3. Click "Create Reservation" to submit your booking request.

For any questions

Hospitality Concordia is available to help you with your event needs. For questions related to bookings and MyEvents, please contact us:



hospitality.booking@concordia.ca



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