



NOTES AND PARAMETERS




- This guide offers an abbreviated walk-through of the request processes. Please refer to the rest of the document for more detailed directions and illustrations
- Room requests do not always guarantee specific room approval.
- Central Pool Classrooms are booked at the discretion of the Office of the University Registrar, please refer to <https://www.isc-cts.upenn.edu/finder/schedule.asp> for more information
- Direct questions to the following email: OURscheduling@registrar.upenn.edu

SUBMITTING REQUESTS

1. Use the Menu on the Left side of <https://roomscheduling.srfs.upenn.edu/Portal/p> to select the New Booking option
2. The following fields are available in the Room Criteria to search for room options:
 - Building
 - Room Types
 - Characteristics
 - Minimum capacity
 - Time Range: if your time is flexible this may be longer than duration
 - Duration: the length of time needed for the reservation
 - Recurring Reservation - if applicable; be sure click the Show Occurrences and manually cancel/ignore university holidays or your search will not return available options
3. Click Verify Availability/Calendar
 - A calendar will appear to display available dates
 - Choose a date and available time to return a list of available rooms
4. Click the desired room to continue the request process
5. If you are looking for a **Specific Room** open the Room Criteria window, utilize the search box to find the room, check the box next to the room and click apply. Then proceed to the Time/Calendar options.

REQUEST CONFIRMATIONS AND FOLLOW UP

- Room requests will be followed by a brief questionnaire, submission will be possible once all questions marked *Required* are complete
- Please review all details prior to final submission
- After submission you will be redirected to the My Bookings page where you can return to follow up on the status of your requests or cancel them
- Booking statuses are as follows:

Green Check	 Approved	Approved
Orange Triangle	 Submitted	Pending Review
Red Circle	 Declined	Declined/Cancelled

Infosilem Campus Portal

The Infosilem Campus Portal enables authenticated users to request space for academic events in Central Pool Classrooms through the Office of the University Registrar. The Portal promotes the efficiency of self-service by bringing booking requests, master calendaring, and real-time schedules to the web.

The Portal enables end-users to submit portal requests based upon near-real time Central Pool Classroom availability and allows users to track the status of their portal requests via email and within the Portal application.

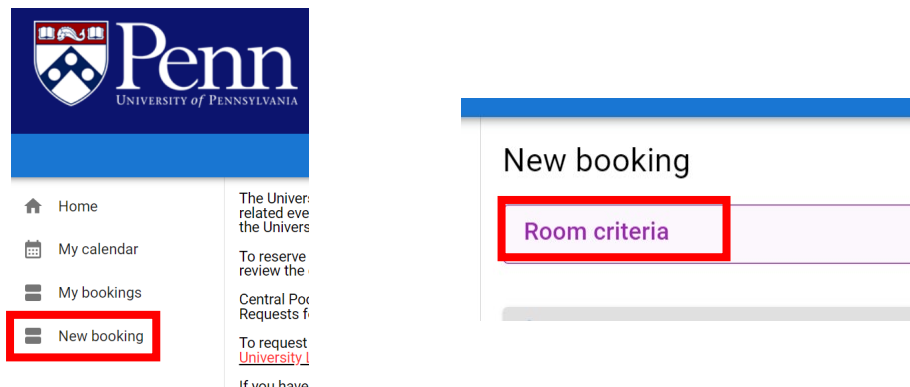
All faculty and staff will have access to submit Central Pool Classroom requests, which will then be submitted to the Office of the University Registrar for review and processing.

The end-user will define the date(s), time(s), capacity, and requested location of their event through the submission of an Event Request form.

Once the request is processed, the end-user will be able to review the status of the request and see the reservation in a calendar format.

SUBMITTING REQUESTS

End-users can elect to request a specific Central Pool Classroom or use a broader search to identify available Central Pool Classrooms at a defined date and time. To submit a request, end-users will begin with the “New Booking” Option



Find A Room

This option allows the end-user to select a room from a list or input specific search criteria to return a list of available Central Pool Classrooms on a given date and time.

There is request criteria available to the end-user to help refine the search. Clicking the “Room Criteria” bar will begin with a full list of rooms available to you. As you select filter options, the room list will narrow to those with your preference. From here you can also access room details, we suggest you right click and “Open Link in new tab” to view these. Recommended Request Criteria to submit includes:

- Building
- Minimum Capacity
- Characteristics
- Room Description

Click “Apply” to add your room criteria to the search and you will return to the original Booking page. If you are looking for a **Specific Room** open the Room Criteria window, utilize the search box to find the room, check the box next to the room and click apply. Then proceed to the Time/Calendar options.

The request criteria for the “New Booking” option includes:

Duration

indicates the length of time needed for the event request. Duration is available in 15 minute intervals.

Toggle the Recurring Reservation

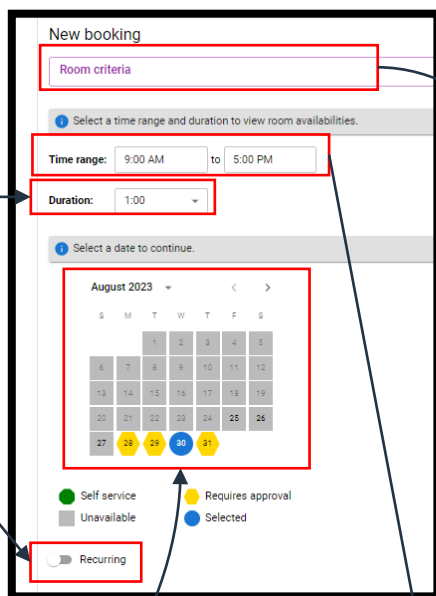
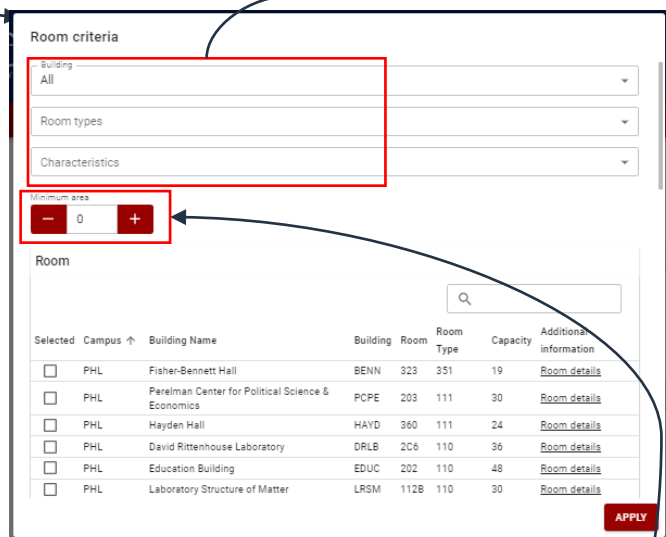
option if the request will span more than one date.

The calendar displays dates available for selection based on your constraints.

Time Range refers to the range of time when the event is being requested. If the request must occur within a specific window, the Start and Stop time should be specific. If the request can occur for the defined duration between a range of time, include the earliest start time and the latest stop time the event could occur.

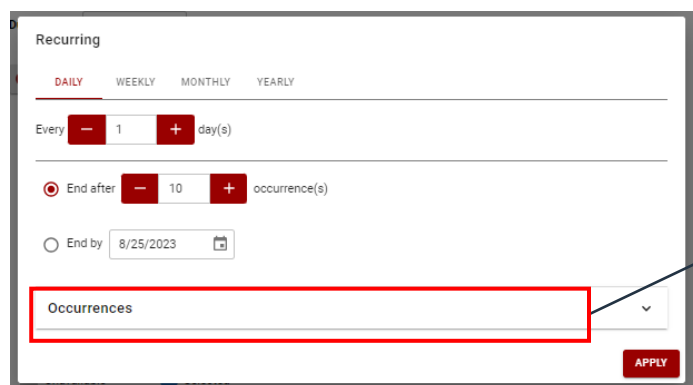
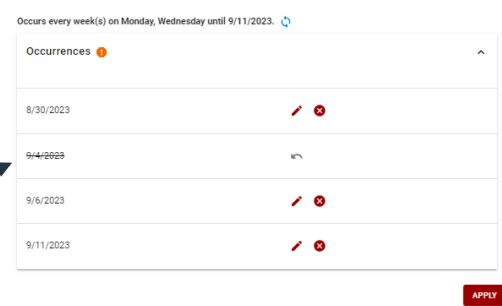
Room Filter Criteria: These fields accept selection of multiple options per field and will tailor your room list to suitable spaces. **Characteristics** will offer a list of set-up, equipment and more that you may want to filter by

Minimum Capacity should be defined to return only Central Pool Classrooms that meet the required capacity for the event request.

Selected	Campus	Building Name	Building	Room	Room Type	Capacity	Additional information
<input type="checkbox"/>	PHL	Fisher-Bennett Hall	BENN	323	351	19	Room details
<input type="checkbox"/>	PHL	Perelman Center for Political Science & Economics	PCPE	203	111	30	Room details
<input type="checkbox"/>	PHL	Hayden Hall	HAYD	360	111	24	Room details
<input type="checkbox"/>	PHL	David Rittenhouse Laboratory	DRLB	2C6	110	36	Room details
<input type="checkbox"/>	PHL	Education Building	EDUC	202	110	48	Room details
<input type="checkbox"/>	PHL	Laboratory Structure of Matter	LRSB	112B	110	30	Room details

If the **Recurring** option shown above is toggled, one can customize a recurring schedule for your event. The recurrence can be daily, weekly, monthly, or yearly. The start and end date can be defined or the request can end after a specified number of occurrences.

Occurrences	
8/30/2023	Edit Delete
9/4/2023	Edit Delete
9/6/2023	Edit Delete
9/11/2023	Edit Delete

If a group will not need to meet on specific dates, the Occurrences option can be used to “Ignore” specific dates within the recurrence for which the event will not occur. The status of any dates that can be ignored will display as “Cancelled”.

Find a Room (continued)

Click “Apply” once the search or Recurrence criteria has been defined.

The current month will be displayed in a calendar view. If the desired month does not appear, click on the right arrow button to tab ahead to a future month.

Click on the date that is being requested. The selected date will turn blue on the calendar. There is a key located below the calendar to inform users of the colors associated with the calendar:

i Select a date to continue.

August 2023

< >

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Self service

Requires approval

Unavailable

Selected

Unavailable dates typically refer to holidays observed by the University. Events are unable to be scheduled on such dates.

Once a date is selected, rooms that are available within the specific time range are presented in chronological order. The earliest start time is listed first, with start times at 15 minute intervals through the latest possible start time.

Results

i Select the desired start time.

<input type="checkbox"/> 9:00 AM	<input type="checkbox"/> 9:15 AM	<input type="checkbox"/> 9:30 AM	<input type="checkbox"/> 9:45 AM	<input type="checkbox"/> 10:00 AM	<input type="checkbox"/> 10:15 AM
<input type="checkbox"/> 10:30 AM	<input type="checkbox"/> 10:45 AM	<input type="checkbox"/> 11:00 AM	<input type="checkbox"/> 11:15 AM	<input type="checkbox"/> 11:30 AM	<input type="checkbox"/> 11:45 AM
<input type="checkbox"/> 12:00 PM	<input type="checkbox"/> 12:15 PM	<input type="checkbox"/> 12:30 PM	<input type="checkbox"/> 12:45 PM	<input type="checkbox"/> 1:00 PM	<input type="checkbox"/> 1:15 PM
<input type="checkbox"/> 1:30 PM	<input type="checkbox"/> 1:45 PM	<input type="checkbox"/> 2:00 PM	<input type="checkbox"/> 2:15 PM	<input type="checkbox"/> 2:30 PM	<input type="checkbox"/> 2:45 PM
<input type="checkbox"/> 3:00 PM	<input type="checkbox"/> 3:15 PM	<input type="checkbox"/> 3:30 PM	<input type="checkbox"/> 3:45 PM	<input type="checkbox"/> 4:00 PM	

Click on the desired start to return a list of the available Central Pool Classrooms.

NOTE: If the start and end time align with the duration of the event request, there will only be one (1) start time available and all available Central Pool Classrooms will automatically display.

Infosilem Campus Portal

Central Pool Classroom Requests



Find a Room (continued)

A list of available Central Pool Classrooms will appear. Users can sort the results by any of the column headers or can use the search bar to narrow the results.

Results

☒ 9:00 AM TO 10:00 AM ●

Select the desired room.

Campus	Building Name	Building	Room	Room Type	Capacity ↑	Additional information
PHL	Fisher-Bennett Hall	BENN	17	350 - Conference Room	6	Room details
PHL	Fisher-Bennett Hall	BENN	19	350 - Conference Room	6	Room details
PHL	McNeil Building	MCNB	409	350 - Conference Room	9	Room details
PHL	McNeil Building	MCNB	582	350 - Conference Room	13	Room details
PHL	Williams Hall	WILL	438	350 - Conference Room	13	Room details
PHL	Williams Hall	WILL	217	351 - Conference Room with Perimeter Seating	13	Room details
PHL	Fisher-Bennett Hall	BENN	140	350 - Conference Room	14	Room details
PHL	Fisher-Bennett Hall	BENN	20	350 - Conference Room	15	Room details
PHL	McNeil Ctr for Early Amer Study	MCES	105	350 - Conference Room	15	Room details
PHL	David Rittenhouse Laboratory	DRLB	2N36	350 - Conference Room	15	Room details

Click on the desired room to continue the request process. If the user has selected a Central Pool Classroom, they will be prompted to click “Continue” to finish the reservation request with a brief questionnaire.

NOTE: Room availability is subject to change and does not guarantee approval of a request.

BOOKING REQUEST CONFIRMATION

Once a date, time, and room have been selected the user will complete a brief questionnaire that will be submitted to the Office of the University Registrar for review and processing.

The requestor should scroll down to review the date, time, and room (below the questions) selection to confirm this information is correct prior to submission. If any of this information needs to be updated, a new request will need to be completed.

Number of attendees:

* The quantity must range between 0 and 400

Other information

What course or academic department is your event associated with?

Minimum length not met (Need 1 more characters).

What is the purpose of your academic event?

Required

Will your event require any special technology/AV set up beyond the technology that is available in the requested classroom? If yes, you will be asked to submit your request with Perelman Quadrangle.

Required

Will there be food served at your event? If yes, you will be asked to submit your request with Perelman Quadrangle.

Required

Choose the best fitting option from the drop down menu. Please pay close attention if scheduling a Midterm and answer the final question in conjunction with a “Midterm” selection here

A Yes to any of these may mean your event needs to be referred to the Special Events team at University Life

Fill this in if you chose “Midterm” as the purpose of your event

Will your event be open to non-Penn attendees? If yes, you will be asked to submit your request with University Life.

Required

Failure to adhere to any of the terms and conditions associated with using a Central Pool Classroom, such as having food or beverages, may result in the loss of room booking access. Do you agree to the terms and conditions?

Required

Submission of your Central Pool Classroom will be reviewed by the Office of the University Registrar. Submitting this request does not guarantee approval of your request.

Required

Please provide a brief description of your event and any additional information you wish to share.

Minimum length not met (Need 1 more characters).

[Relevant to Midterms Only] Please state the following conditions: Maximum number of rooms; Number of Students; Number of seats requested

Room information




Your answer to this will be referred to for internal labeling purposes

Click “Submit” and then click “OK” once the questionnaire is completed. The requestor will also receive email confirmation of approved requests or if additional information about a request is needed.

The user is redirected to the **My Bookings** page to track the status of submitted requests.

The My Bookings feature allows the requestor to review the status of submitted requests or cancel requests that are no longer needed.

There are three status indicators that will be associated with a request:

Green Check	 Approved	Approved
Orange Triangle	 Submitted	Pending Review
Red Circle	 Declined	Declined/Cancelled









MODIFYING REQUESTS

The My Bookings allows end-users to modify Requests that are in Submitted status or have been declined. An approved reservation can only be canceled. Select the reservation in question and either the Modify or Cancel Icons, as shown below. When cancelling a reservation we suggest you enter a comment as to why. Any Modified reservations will prompt the user to fill out the questionnaire again, then automatically cancel the original portal request and create a new one.



- Home
- My calendar
- My bookings**
- New booking

The University Registrar
To reserve a
Central Pool
processed v
To request a
If you have a

My bookings						
Date filter: Upcoming bookings						
Status filter: All						
<input type="checkbox"/> By occurrence						
Status	Booking ↓	Date	Time	Approved room(s)	Requested room	Additional information
	PR-2918	10/4/2023	4:15 PM - 5:15 PM		MCNB 409	
	PR-2917	10/4/2023	4:15 PM - 4:30 PM		MCNB 409	
	PR-2916	9/1/2023	4:00 PM - 4:15 PM		BENN 17	
	PR-2915	8/29/2023	2:00 PM - 2:15 PM		BENN 19	

MODIFY 

CANCEL 

Central Pool Classroom requests are booked at the discretion of the Office of the University Registrar Scheduling team. Please refer to <https://www.isc-cts.upenn.edu/finder/schedule.asp> for more information about submitting Academic Event Requests.

Questions can be directed to OURscheduling@registrar.upenn.edu.