

**Shared teaching space:  
Booking enquiry form guidance notes**

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Please read these guidance notes thoroughly to enable the full and correct completion of the booking enquiry form.

Please download a copy of the booking enquiry form and save locally including your department name in the file name.

<i>Field</i>	<i>Data required</i>
Department / Faculty	Please provide your official department or faculty name avoiding abbreviations or acronyms.
Division	Please provide your division name avoiding abbreviations or acronyms.
Contact name	The name of the person responsible for placing the booking, and ensuring teaching and support staff and students receive the information they require.
Contact email address	The email address for the above named.
Alternative contact name if required	If you would like to nominate a colleague to be included in correspondence relating to the enquiry please provide a contact name.
Alternative email address if required	The email address for the above named.
Programme of study	Please write in full avoiding abbreviations or acronyms.
Class name	Please write in full avoiding abbreviations or acronyms and ensure this is the class name those attending will recognise. This will be shared with the space owner and may appear on signage at the shared teaching space.
Teaching staff name(s)	Please write in full ensuring correct titles and spelling. This will be shared with the space owner and may appear on signage at the shared teaching space.
Total number of people to be accommodated within the room	To include all students, teaching and support staff.
Details of any accessibility requirements if known	Self-explanatory.
Day of session*	The day of the week of the session e.g. Monday.
Date of session*	The date of the session in the format e.g. 10/10/2022.
Term week of session*	E.g. week 1.
Start time of session*	The start time of the session in the format e.g. 13:00.
End time of session*	The end time of the session in the format e.g. 14:00.
Duration of session*	The duration of the session in hours e.g. 1.5.
IT & AV equipment requirements	Please list all IT & AV equipment you require.
Canvas course and / or Panopto folder associated with the course	Please provide if you are booking recording with IT Services.

\*A session is a single teaching session taking place on a particular date and time. Often there will be a number of sessions in a series for a particular class. A row on the booking enquiry form must be completed for each session.