

To use the technology available in this room, please do the following:

1. Reserve this room by contacting the person in your department who has access to EMS, our room reservation system.
2. Ask this person to not only reserve the room, but to also add technology setup requests to the room reservation.
3. If this person is not able to do so, or if you need to add or change the type of technology to be used, please email [av@cgu.edu](mailto:av@cgu.edu) with the following information:
  - a. Reservation # if you have it
  - b. Date and start time of your event/class/meeting
  - c. Location
  - d. Name of your event/class/meeting
  - e. Technology needs
4. One of our AV attendants will setup the technology in the room for you to use on the day of your event/class/meeting.

If you have any questions, please email [av@cgu.edu](mailto:av@cgu.edu) or call extension 73695 (off campus, use (909) 607-3695).

Thank you!