

Book an Event Space or Training Room

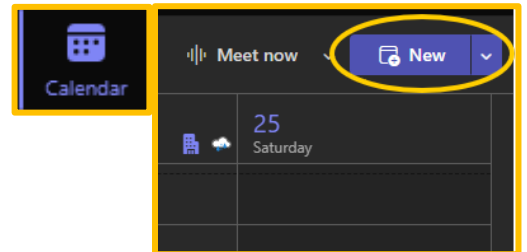
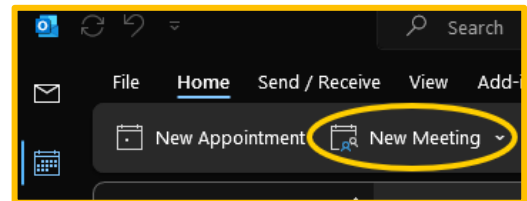
Most meeting rooms at the SCDE headquarters can be booked using [Outlook](#), [Teams](#), or the [Scheduling Panel](#) outside the room.

Only large event spaces (such as conference rooms on the first-floor corridor) and training rooms require a service request.

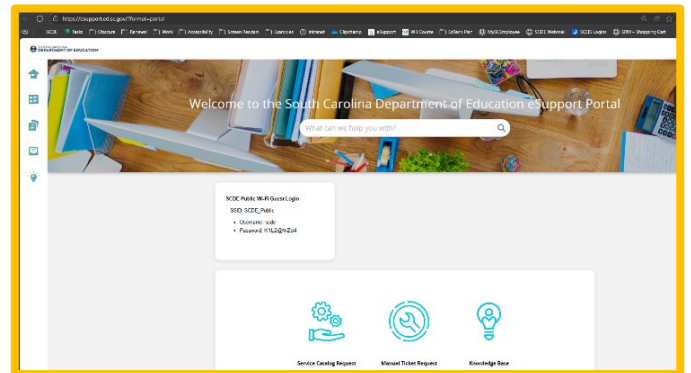
1. Book the room using either:

- a. [Microsoft Outlook](#)
- b. [Microsoft Teams](#)

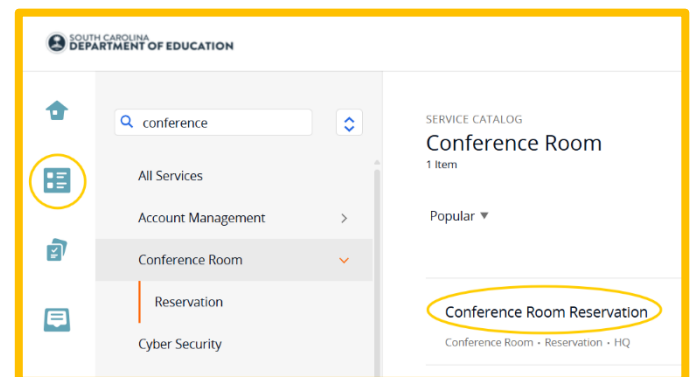
Please note that this **does not guarantee use** of event spaces or a training room; you must **complete the following steps** to receive approval and finalize the reservation.



2. Visit the **eSupport Portal** (esupport.ed.sc.gov).



3. Click on the **Service Catalog** tab on the left, then select the **“Conference Room Reservation”** option. You can filter the options to quickly locate it.



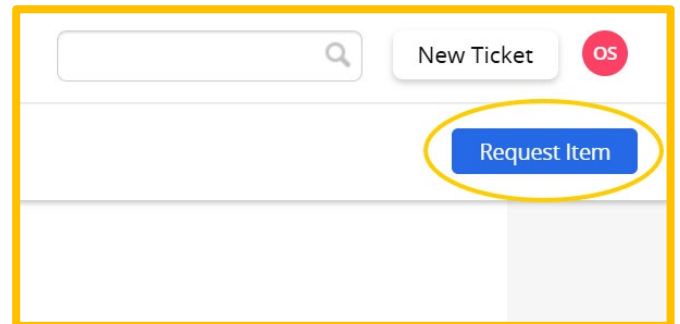
4. Complete the **Conference Room Questionnaire**.

This will include information such as the name of your event, where you'd prefer to host it, when the event will be, how many participants there will be, and any support you will need for seating arrangements or technology.

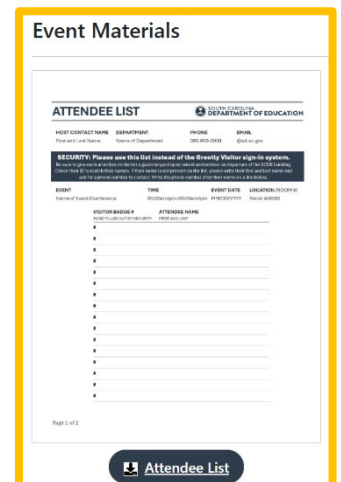
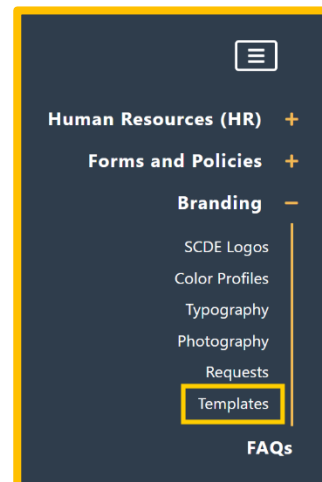
A screenshot of a web form titled "Conference Room Questionnaire". The form is divided into two columns. The left column contains: "Requester*" (dropdown menu with "Osborne, ..." selected), "Name of Event*" (text input), "Preferred Confere..." (dropdown menu with "Select" selected), "Date of Reservation: *" (calendar icon), "Start Time: *" (text input), "End Time: *" (text input), and "Estimated Number..." (text input). The right column contains: "CC" (dropdown menu), "Seating Arrangement..." (dropdown menu with "Select" selected), "Number of Tables*" (text input), "Number of Chairs*" (text input), "Special Technical R..." (dropdown menu with "N/A" selected), "Standard Technical..." (dropdown menu), and "Other Request (pleas..." (text area). All fields are marked with a red asterisk.

5. Once the questionnaire is completed, select the **“Request Item”** button at the top-right of the questionnaire.

6. Once your request has been reviewed by a designated staff member, they will **contact you** to verify event details and confirm successful booking.



7. Once approved, provide an attendance list to **front desk security staff** to alert them of the event and complete their preparedness process. An **attendance list template** is available on the [agency’s Intranet](#).



Planning Ahead

When preparing to host an event at the SCDE Headquarters, please keep the following in mind:

- Schedule the event and book a room **as far in advance as possible**. Large event spaces book quickly, often months in advance.
- Avoid scheduling events on days the **State Board of Education** meets.
- Ensure you will have a member of your staff team available to **greet and guide** attendees as they enter the lobby.
- After submitting your service request and receiving confirmation of your booking, you can submit an eSupport ticket to **request a walkthrough** of the room **and a technology rehearsal** using your device(s) and the room's built-in tools.
- If possible, plan to use **HDMI cable or Microsoft Teams** for seamlessly sharing the screen of devices. V-Cast is the back up for Microsoft Teams.
- You will **NOT** be allowed to **tape** anything over the screens in the rooms.
- You may leave the room set up for **multi-day meetings**, but will need to return the room furniture to its original layout when the meeting series is complete.

If you need help, submit a ticket at eSupport.ed.sc.gov
