

PURPOSE

This procedure provides the steps and guidelines for requesting a meeting using the 25Live system.

A **Meeting** reservation is applicable for SPACE ONLY. The space is used “as-is” without any service providers or additional event support services, such as AV equipment, or food services.

25LIVE TARGET AUDIENCE

- Faculty
- Staff
- Registered Student Organizations
- Students
- Administrators

RELEVANT LINKS

[25Live Dashboard](#)

GENERAL INFORMATION

The following details, at a minimum, are required for a reservation:

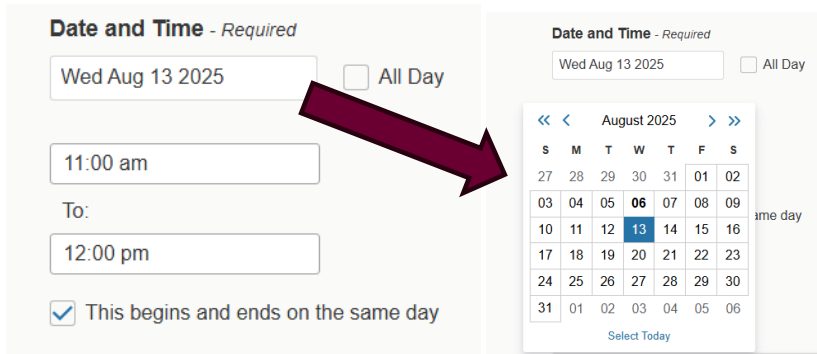
- Purpose of meeting
- Number of guests
- Identification of participants from outside CMU
- Date and Time
- One main point of contact for all communication with the events team

Note:

- Requesting a space does not guarantee it is reserved. You’ll get a confirmation email once the space has been officially booked.
- You may not see all scheduling conflicts in 25Live. Include backup dates and locations in your request – in the additional details section.
- If a location isn’t visible, it’s not available.
- Submit your request within the allowed time window for review.

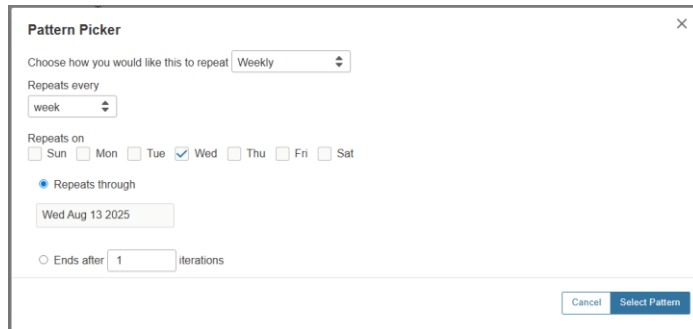
PROCEDURE STEPS

Step	Description
	<p>Notes:</p> <ol style="list-style-type: none"> 1. Any fields visible on the form but not mentioned in the steps below are not required for this type of request and may be skipped. 2. This procedure uses 25Live field names, shown in bold within each step. To avoid confusion: <ul style="list-style-type: none"> • The EVENT TYPE field provides a list of options to classify the type of meeting or event. • This document focuses specifically on scheduling Meetings. • Only EVENT TYPE options that begin with MEETING are relevant to this procedure.
01	Requestor identifies need for a meeting activity and gathers the appropriate information to submit the request.
02	Navigate to the 25Live dashboard and select the Create an Event button located in the middle of the display.

Step	Description
03	Enter a descriptive name for the request in the Event Name field.
04	An optional Official Event Title can be entered, especially if your meeting is to be published in the CMU University Calendar.
05	<p>Select one of the following Event Type options. If options are not visible contact UEvents@cmich.edu for assistance.</p> <ul style="list-style-type: none"> • Meeting – Regular – Department • Meeting – RSO – Weekly • Meeting – RSO – Tabling • Meeting – RSO Performance Group/Dance Practice • Meeting – Study Session • Meeting – Workshop/Training • Meeting – Other
06	Select the organization from the list that represents the Primary Organization (Billed) information - this group pays any fees. Only one cost center will be invoiced.
07	Enter the Expected Head Count in the appropriate field. The 25Live tool will use this value to display rooms/venues that can accommodate the number of attendees.
08	Enter the details of the needs in the Event Description field. Provide as much context as possible for the scheduling coordinators to interpret and respond to the request.
09	<p>Enter the Date and time of your request. Click on the date presented in the field to activate a calendar to aid in selection.</p> 
10	<p>Use the optional Additional time section ONLY if time is required for requestor to set-up. This will result in an adjustment to the reservation duration to accommodate the entire time needed for this activity and may affect the availability of the location to be selected.</p> <p>As a general principle, meetings held at the UC will require this information.</p>

Step	Description																																																	
	<p>Note that the time is slotted for Days, Hours and Minutes.</p> <div><div><div>Additional time</div><div><div>Setup Time</div><div><div>0</div>Days<div>0</div>Hours<div>0</div>Minutes</div></div><div>Pre-Event Time</div><div><div>0</div>Days<div>0</div>Hours<div>0</div>Minutes</div><div>Post-Event Time</div><div><div>0</div>Days<div>0</div>Hours<div>0</div>Minutes</div><div>Takedown Time</div><div><div>0</div>Days<div>0</div>Hours<div>0</div>Minutes</div><div>Reservation Start: Thu Aug 07 2025 9:00 am</div><div>Reservation End: Thu Aug 07 2025 10:00 am</div><div>Reservation Duration: 1 Hour</div></div></div>																																																	
11	<p>Use the calendar or the Repeating Pattern button to select multiple occurrences for a regularly scheduled gathering. It may be helpful to return to this section after identifying a preferred location to review if some of the occurrences need to be moved to a different preferred location, or if separate request submissions would be more applicable for where conflicts occur.</p> <div><div>Click on the calendar below to add dates or click the Repeating Pattern button to select a date pattern.</div><div><div>Repeating Pattern</div><div><div><< < August 2025 > >></div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>01</td><td>02</td></tr><tr><td>03</td><td>04</td><td>05</td><td>06</td><td>07</td><td>08</td><td>09</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>31</td><td>01</td><td>02</td><td>03</td><td>04</td><td>05</td><td>06</td></tr></table><div>Manage Occurrences</div></div></div></div> <p>If using the calendar, click on the dates to be included – selected dates will appear as colored squares when active. If using the Repeating Pattern button, make the appropriate selections in the fields and select the Select Pattern button to accept.</p>	S	M	T	W	T	F	S	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06
S	M	T	W	T	F	S																																												
27	28	29	30	31	01	02																																												
03	04	05	06	07	08	09																																												
10	11	12	13	14	15	16																																												
17	18	19	20	21	22	23																																												
24	25	26	27	28	29	30																																												
31	01	02	03	04	05	06																																												

Step Description



Pattern Picker

Choose how you would like this to repeat: Weekly

Repeats every: week

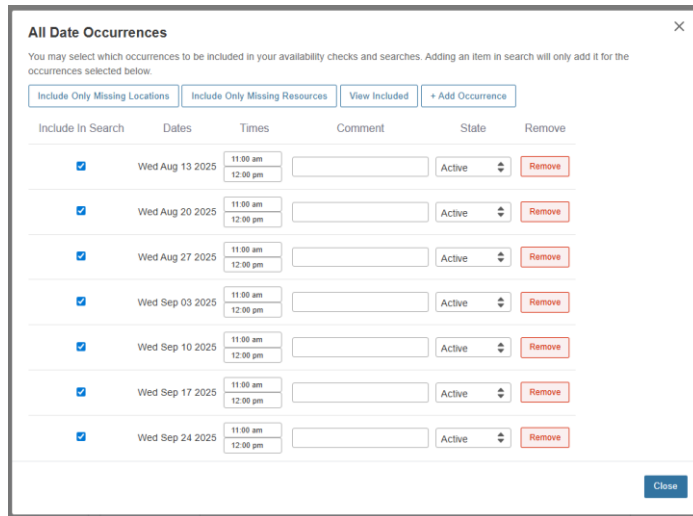
Repeats on: ☐ Sun ☐ Mon ☐ Tue ☒ Wed ☐ Thu ☐ Fri ☐ Sat

☒ Repeats through: Wed Aug 13 2025

☐ Ends after: 1 iterations

Cancel Select Pattern

The Manage Occurrences button can be used to review and remove dates that need to be adjusted before submission of the request.



All Date Occurrences

You may select which occurrences to be included in your availability checks and searches. Adding an item in search will only add it for the occurrences selected below.

Include Only Missing Locations Include Only Missing Resources View Included + Add Occurrence

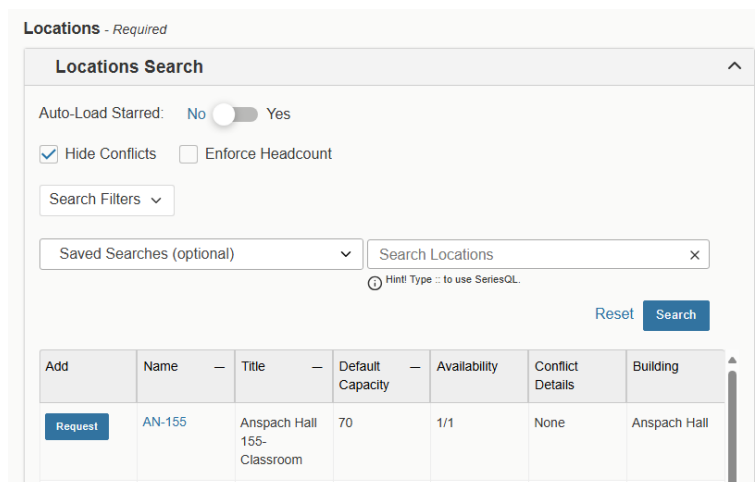
Include In Search	Dates	Times	Comment	State	Remove
<input checked="" type="checkbox"/>	Wed Aug 13 2025	11:00 am 12:00 pm		Active	Remove
<input checked="" type="checkbox"/>	Wed Aug 20 2025	11:00 am 12:00 pm		Active	Remove
<input checked="" type="checkbox"/>	Wed Aug 27 2025	11:00 am 12:00 pm		Active	Remove
<input checked="" type="checkbox"/>	Wed Sep 03 2025	11:00 am 12:00 pm		Active	Remove
<input checked="" type="checkbox"/>	Wed Sep 10 2025	11:00 am 12:00 pm		Active	Remove
<input checked="" type="checkbox"/>	Wed Sep 17 2025	11:00 am 12:00 pm		Active	Remove
<input checked="" type="checkbox"/>	Wed Sep 24 2025	11:00 am 12:00 pm		Active	Remove

Close

12

Search for and Select your preferred **location**.

Locations that are already scheduled will not be visible to the requestor.



Locations - Required

Locations Search

Auto-Load Starred: No Yes

☒ Hide Conflicts ☐ Enforce Headcount

Search Filters

Saved Searches (optional) Search Locations

Hint! Type :: to use SeriesQL.

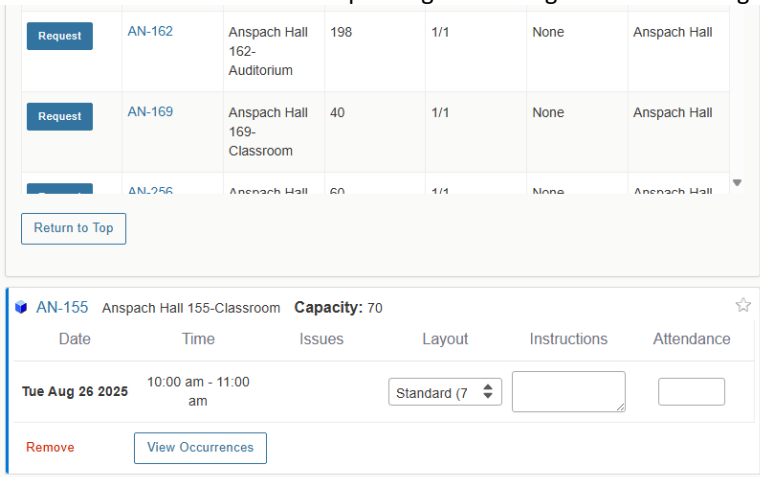
Reset Search

Add	Name	Title	Default Capacity	Availability	Conflict Details	Building
Request	AN-155	Anspach Hall 155-Classroom	70	1/1	None	Anspach Hall

Requesting a Meeting in 25Live

Effective Date: 8/28/2025

Author: Event Planning & Space Reservations Team

Step	Description
	<p>An example search criteria for available locations in Anspach Hall is shown in the image above. The rooms matching the search criteria will be displayed. Make note of the Default Capacity, Availability and Conflict Details columns when making a selection, especially for a recurring need.</p> <p>Choose the Request button for the location desired to select the room or space.</p> <p>Selected locations will appear in the list below the available options as shown in the image below. Additional functionality is also provided through this view to Remove a selection as well as the option to view additional occurrences of the dates when requesting a recurring event or meeting.</p> 
13	Be sure to <u>skip</u> the RESOURCES section on the form when selecting an entry beginning with 'Meeting' in step 5 above. Meetings don't include extra services. Adding resources will cause your request to be denied.
14	<p>In the Custom Attributes section, answer all the questions relevant to the selection made in the EVENT TYPE field. You will not be able to submit the request if any questions remain unanswered.</p> <p>The details provided here will determine whether additional approvals, contracts, or other support elements are required for this request.</p> <p>Note: A cost center is required in this section. If a cost center cannot be identified, enter the CMU numeric user ID to allow submission and initial processing. A cost center will be required before the request can be confirmed.</p>
15	Describe the activities in detail that will be included in this meeting in the Additional Activities and Details section, including the items that are proposed to be brought into the venue and provided by the sponsoring organizations.
16	Read and address the affirmation statement .
17	<p>Review the information included in the submission form. Requestors can use the Preview button to see a condensed version for a quick reference view.</p> <p>Modify any information as necessary.</p> <p>When all information has been reviewed and the request is ready for submission, select the Save button.</p>
18	<p>25Live Communications:</p> <p>After initial submission: Requestors will receive an automatic reply email from the 25Live scheduling tool confirming initial submission. Review the email for accuracy and reach out to UEvents@cmich.edu with questions.</p> <p>When the Meeting is approved: Requestors will receive an automatic email with booking contract confirmation once the request is processed and space is approved for the requested dates.</p> <p>If the meeting is denied: Requestors will receive an automated email from the 25Live tool.</p> <p>If the Meeting is cancelled: Requestors will receive a cancellation email confirming the request is cancelled.</p>

Step	Description
	Please Note: Requestors may receive additional interim communications originating from the 25Live tool when additional details are needed, or when coordinated services are required for event support
19	<p>All requests are assigned a Reference number. Use this reference when communicating with the appropriate teams regarding the request.</p> <p>To avoid confusion and misdirection, it is important that requestors identify and funnel all communications through one primary contact for all communications with the Events Team.</p>

VERSIONING

Version	Date	Who	Changes
1	08/28/2025	UTO Business Process Analyst	Version 1 for 25Live tool launch