

## Ad Hoc Priorities

### **In Summary:**

A comprehensive list of ad hoc bookings is noted below, in sequential order by priority, with their attached timeline.

It is important to note that until the timetable is concrete, we cannot confirm ad hoc bookings. The timetable is released to departments in early May and they have approximately three weeks to provide feedback to SES for processing. The timetable goes live in Carleton Central on June 1<sup>st</sup> and registration follows shortly after in mid-June. Throughout registration, enrolment numbers vary and if they surpass their forecasted maximum enrolment, we need to find a new room. This, in turn, can potentially cause a ripple effect and multiple rooms are changed. Notwithstanding, new courses are also added to the timetable as specific sections become full.

We typically begin to book rooms for ad hoc purposes in late summer, but do not send confirmations until the first two weeks of classes have past. When faculty and students go to their classroom for the first time, this often sparks a flurry of room change requests. We can't confirm ad hoc bookings until this period is over because it would result in possibly moving the requested room and if communication materials were circulated based on a particular venue, it could generate confusion.

There are 158 pool classrooms. This includes 54 seminar rooms, 94 lecture rooms and 8 computer labs. There are 17 rooms with a capacity over 100, which are the rooms primarily requested for events. Our day room utilization for fall 2012 in the lecture category is 86%. The remaining 14% is unsuitable due to small time pockets (e.g. half hour). Securing a three hour time slot is rare in a large capacity room.

<b>Ad Hoc</b>	<b>Timeline</b>
University Course Timetable	Early May
Formally Scheduled Exams (Midterm/Final/Deferral)	April/May complete booking for the next academic year
Recruitment Events	Process in date stamp order, after the timetable is released.
CUOL Exams	Details: April/May complete booking for fall term courses; September complete booking for winter; November/December complete booking for summer.
PASS support courses	<i>For 2013_14: courses will be incorporated in the formal timetable process. Mock exams and facilitator training/meetings will still be processed through ad hoc bookings.</i>

CAEL Prep Courses/Workshops and oral testing	Details: during the summer, complete booking for fall term; fall complete booking for winter term; winter complete booking for summer term.
Student Orientation	Details: winter complete booking for summer orientation; summer complete booking for fall orientation.
Mini-Enrichment Program	Process in February/March for May
High Profile Lecture Series (e.g. Discovery, Munro Beattie, Sun, Herzberg, Bell)	Process in date stamp order, after the timetable is released and two weeks of classes have occurred. * Room change requests are substantial at the start of term, so it is important to wait until the timetable is solidified to avoid confusion.
High Profile Conferences (no financial revenues generated)	Process in date stamp order, after the timetable is released and two weeks of classes have occurred. Room change requests are substantial at the start of term, so it is important to wait until the timetable is solidified to avoid confusion.
Conference Services (e.g. IPDET, Virtual Ventures, Destination Canada)	Process in date stamp order, after the timetable is released and two weeks of classes have occurred. * <i>Work closely with SES for high profile bookings that are needed in the future.</i>
Alumni Events (e.g. industry professionals); Visiting scholars	Process in date stamp order, after the timetable is released and two weeks of classes have occurred. Room change requests are substantial at the start of term, so it is important to wait until the timetable is solidified to avoid confusion.
Midterm Exams (not formally scheduled)	Process in date stamp order, after the timetable is released and two weeks of classes have occurred. Space is often requested for day primetime slots or Friday evenings/Saturdays when CUOL exams are taking place. These requests are not easy to fulfil.
Review class, mock exam, thesis or tutorial	Process in date stamp order, after the timetable is released and two weeks of classes have occurred.
CIE Courses	Process in date stamp order, after the timetable is released and two weeks of classes have occurred.
Training/meetings/maintenance	Process in date stamp order, after the timetable is released and two weeks of classes have occurred.
Student Groups	Process in date stamp order, after the timetable is released and two weeks of classes have occurred. Can be bumped for academic priorities.