Statler College Scheduling Guidelines

General Procedures

* Basic event information needed
	+ Event name
	+ Contact name, phone, email
	+ expected number of attendees
	+ preferred location(s)
	+ preferred date(s) and time(s)
* Event request methods with the above information
	+ Online at <https://eventscheduling.wvu.edu/> and use MyID login
	+ Send email to statler-scheduling@mail.wvu.edu
	+ Visit a department scheduler
* Statler College location FAQs <https://its.statler.wvu.edu/info-faqs> Scheduling

Statler College Scheduling Guidelines

General Procedures

* Basic event information needed
	+ Event name
	+ Contact name, phone, email
	+ expected number of attendees
	+ preferred location(s)
	+ preferred date(s) and time(s)
* Event request methods with the above information
	+ Online at <https://eventscheduling.wvu.edu/> and use MyID login
	+ Send email to statler-scheduling@mail.wvu.edu
	+ Visit a department scheduler
* Statler College location FAQs <https://its.statler.wvu.edu/info-faqs> Scheduling