

# 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 <http://eventscheduling.wvu.edu> and use MyID login
  - Send email to [statler-scheduling@mail.wvu.edu](mailto:statler-scheduling@mail.wvu.edu)
  - Visit a department scheduler
- Statler College location FAQs <http://www.statler.wvu.edu/scheduling>

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