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](mailto:statler-scheduling@mail.wvu.edu)
  + Visit a department scheduler
* Statler College location FAQs <https://its.statler.wvu.edu/info-faqs> Scheduling

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