

Spaces Module FAQ

1. What times can I request a virtual meeting?

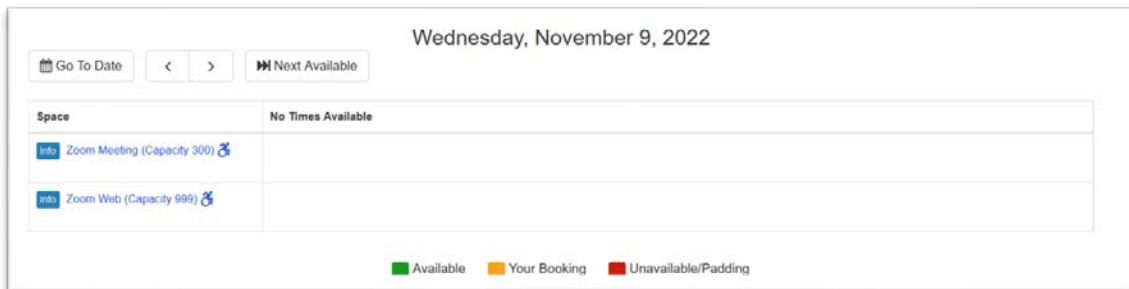
- The available meeting time slots remain the same, 1:00pm-2:00pm or 3:00pm-4:00pm Central Time.

2. What days can I request a virtual meeting?

- The available meeting days remain the same, Monday, Wednesday, and Friday.

3. How will I know if the date that I would like to request a meeting is available?

- Click on Go to Date to open the calendar and select the date you desire to have your meeting to see if it is available. *Please refer to the text below the two Zoom meeting rooms to determine the availability status of a room and or time slot.*

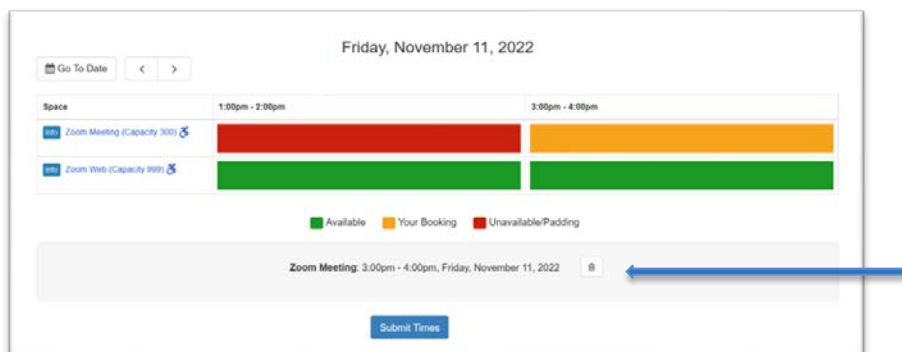


4. What if a meeting slot is blank?

- If a meeting slot is blank, that means you are not able to request a meeting for that time slot. *Meetings **must** be requested at least **7 days** in advance of your desired meeting date.*

5. What if I make a mistake and request the wrong time slot?

- If you have not filled out the virtual meeting request **form**, you can simply click the trash icon below the time slot, and it will make that slot available again.



6. How do I proceed if the date and time of my selection is correct?

- Click Submit Times to proceed with your virtual meeting request.

7. What if I need to make a change after I click Submit Times.

- Click the Change tab located in the upper right-hand corner to go back to the beginning and scroll down to click on the trash icon to remove your meeting request.

BOOKING Details

Item	Category	From	To	
Zoom Meeting	ACRL Virtual Meetings & Discussion Forums	3:00pm Friday, November 11, 2022	4:00pm Friday, November 11, 2022	Change

ACRL Virtual Meetings & Discussion Forums: Terms & Conditions

Meeting Announcement - 10 Days Prior
Per the ALA Open Meeting Policy, meetings must be publicly announced at least 10 days prior to the meeting date. Virtual meeting requests should be made as early as possible (especially during the weeks surrounding ALA Annual Conferences), as use of meeting rooms is based on availability.

Meeting Minutes - 30 Days Following
The results of virtual meeting must be made public no fewer than 30 days after the meeting's conclusion, and should be publicly posted to ALA Connect and emailed to your staff liaison. Meeting minutes should not attribute items to a particular person, and should aim to capture the meeting outcomes at a high level.

Please refer to the ACRL Guide to Policies and Procedures, Chapter 8: Meetings for full guidelines and definitions.

Continue

8. If my meeting request is correct, how should I proceed?

- Click on Continue in the lower left-hand corner to proceed to the meeting request form to complete the remaining details for your meeting.

9. What happens after I complete the form?

- You will receive a message that your virtual meeting request is pending approval.

Thank you!

The following virtual meeting request is now pending an approval:

ACRL Zoom
Zoom Meeting: 3:00pm - 4:00pm, Friday, November 11, 2022

You will receive an email to confirm your virtual meeting request. We recommend that you please check your spam folder.

Make Another Booking

10. What should I do if I need to cancel my meeting request?

There will be a link at the bottom of your meeting request confirmation that you can click on to cancel your meeting request. You will be taken to the date on the virtual calendar of your request. Please **do not** select Cancel All Bookings but click on Cancel Booking on the right side of the screen.

LibCal: Cancel Booking

Click on the 'Cancel Booking' button to cancel an individual booking or the 'Cancel All Bookings' button to cancel all. Note that there is no additional confirmation step so please proceed carefully.

Item	Category	From	To	
Zoom Meeting	ACRL Virtual Meetings & Discussion Forums	3:00pm Friday, November 11, 2022	4:00pm Friday, November 11, 2022	Cancel Booking

Cancel All Bookings