

Welcome To CAC-DAPER Virtual Scheduling General Information Sheet

1. This system can be used to request space in CAC spaces and DAPER spaces.
2. If you do not find a space which you are interested in, please call either CAC or DAPER to inquire. Remember - classrooms, including those in Stata, are booked through the Schedules Office. If you are unsure who books which spaces, please refer to the *Event Planning Guide*, <http://web.mit.edu/eventguide/>.
3. This system is accessed through the Campus Activities Complex website, <http://web.mit.edu/campus-activities/www>, or the DAPER website, <http://web.mit.edu/athletics/www> .
4. You will need a user name and password to login. If you do not have one, you will need to apply for one. Please complete an application for an account with CAC-DAPER Virtual Scheduling System (forms also on the above departmental websites) and fax it to 617.253.8585 and 617.258.7343 or turn in form to either W20-500 (CAC) or W35-297w (DAPER).
5. The system is similar to other shopping experiences on the internet.
6. Reservations need to be requested at least 48 hours in advance. Please remember that approval of a reservation

occurs Monday through Friday from 9 am to 5 pm and does not occur on weekends and institute holidays.

7. Booth space, Student Center table space, Stata table space, infinite corridor space, and Student Center poster space are under the building in which they are located. For example, Booth space is under the "Lobby 10" Building. For promotional spaces' attendance count put in a 1 or 2.
8. For recreational athletic court space (basketball, volleyball, badminton, squash, and tennis), please continue to phone the appropriate DAPER location.
9. If you have questions, please call CAC at 3-3913 or DAPER at 3-4916.