UCD Estate Services
Seirbhísí Eastáit UCD

ROOM BOOKING FLOWCHART

Does your event have a module code? — **YES** →

NO ↓

Is your event part of a listed academic program or research on behalf of a listed academic program? — **YES** →

NO ↓

Is your event part of UCD's recruitment programmes (e.g. New Era, Open Days, etc.)? — **YES** →

NO ↓

With the exception of the speakers, will there be non-UCD personnel attending or invited? — **NO** →

YES ↓

Is your event a direct UCD community activity, Not on behalf of an association or UCD affiliation? — **YES** →

NO ↓

Will a fee be charged to attend? (Even to cover costs) — **NO** →

Will attendee numbers be more than 35 pax? — **NO** →

YES (from fee box) →

YES (from attendee box) →

ROOM ALLOCATIONS
room.allocations@ucd.ie
Extn. 8632

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CONFERENCE and EVENTS OFFICE
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