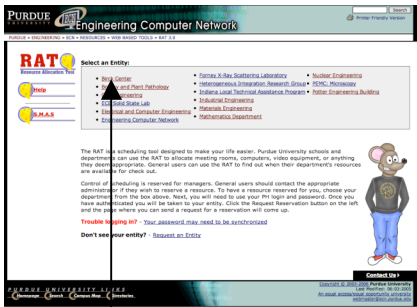


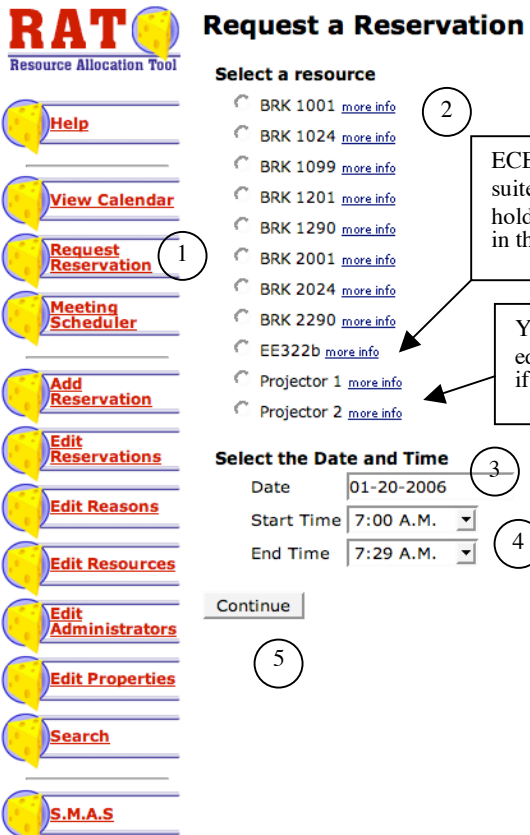
You'll need a 'ZOPE' password; if you do not have one, contact dpsite@ecn.purdue.edu and request one so that you may request room reservations.



Click on "Birk Center"

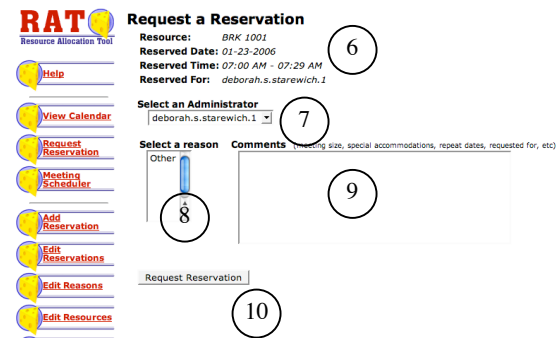
1. "Request a Reservation"
2. Select the room (info about the room is found under "more info")
3. Enter the date
4. and time
5. Continue

6. Review your request
7. Select an Administrator
8. Highlight "other"
9. Enter any comments: repeating meeting? End date? If food will be served, provide an account number to charge if additional clean up is needed.
10. "Request a reservation"



ECE has set up "hotel" suites for primary office holders who have classes in the EE building

You may also reserve a equipment owned by Birk, if you need it



The Administrator will get an e-mail; the reservation will be reviewed and checked for conflicts; an e-mail will be returned to you. If a resource is already booked, an alternate may be suggested.