Reserving Space at the Kellogg Global Hub

• Most space requests at the Kellogg Global Hub are done through 25Live (RES)

• For larger spaces, or if 25 Live Access is not authorized, requests are submitted to Betsy Weil, Manager of Scheduling Systems
  o [betsy.weil@kellogg.northwestern.edu](mailto:betsy.weil@kellogg.northwestern.edu) or
  o [kgh-sp@kellogg.northwestern.edu](mailto:kgh-sp@kellogg.northwestern.edu)

• Information to include...
  o Event requestor’s name
  o Date of event
  o Time needed
  o Event name
  o Room(s) requested
  o Expected number of attendees
  o Description of event – including a summary of how the event is connected to Kellogg, how the event is essential to Kellogg business, or how the event supports Kellogg's reputation in the business school community.
  o Whether the event will serve food and/or alcohol.
  o Any anticipated KIS (tech) needs.
Any anticipated setup requirements, i.e. retractable seating, dining tables, etc.

Timing of reservation confirmation depends on type of event:

- Kellogg Marquee – can book any time (e.g. CIM, DAK, Reunion)
- Kellogg Priority - essential to the operation of Kellogg (i.e. Preview Days, Recruiter Days, Conferences, etc.) – can request 12 months out, confirmation 9 months out.
- Kellogg Standard – student, faculty or staff events that are not curricular (i.e. guest speakers, department or faculty events) – typically booked 3 months out.
- NU Priority – backed by President or Provost’s Office - can be requested 12 months out, approved 9 months out.
- Northwestern Events – case by case – no more than 3 months out
- Non-Kellogg and Non-NU Events – not allowed
- Northwestern Student Events – not allowed