

Room and Audio-Visual Services – Main Campus

For classes on main campus, all space or AV requests must be submitted via email to [Leah Corrado](#) in the UEI office.

We need at least two business days to process your request.

Please include the following information:

- Cluster Coordinator or Seminar leader's name
- Cluster name (and seminar number if Spring)
- Date and time of class or event
- Building and room where class meets, or requested room or size of room for the event
- Any equipment requested

Requesters will receive an email confirmation from Leah or Campus AVS. **If you do not receive a confirmation, please contact Leah immediately and she will follow up with AVS.**

IMPORTANT NOTES

- AVS does not issue laptop computers. Seminar leaders either need to provide their own or, if the leader is a graduate student, request one from the CLICC lab (<http://www.clicc.ucla.edu>).
- AVS charges for delivery, so Cluster policy is that Cluster leaders must pick up and return all equipment. If a situation arises where delivery is necessary, the UEI office will charge the cost to that Cluster's S&E fund allocation