

New Course Lecture/Seminar Room Booking & Timetabling Form

Code:

Title:

1. Room Allocation - how many students are expected?

Rooms will be allocated on a best fit basis determined by the number of students expected.

2. Do you require lecture capture to be available? YES/NO

3. Whiteboard - Do you require a large whiteboard for your teaching?

Lecture: YES/NO

Seminar: YES/NO

4. Room requirements, if you have any specific requests regarding your room allocation please tell us eg room layout.

5. If a computer teaching room is required for any of your teaching IT Services need to know about your software requirements. A link to an online form will be sent to departments in the Lent Term.

6. Requested times are checked against the degree programme regulations for potential clashes. A member of the Timetabling team will contact you via email to finalise the arrangements.

Notes for completion

The purpose of this form is for you to request bookings for new courses.

a. Lecture teaching requirements

Requested day for lecture: Monday/Tuesday/Wednesday/Thursday/Friday

Length of lecture: 1hr/1.5hrs/2hrs other - please specify

Requested time:

Teacher name	MT wks eg 1-10	LT wks eg 1-10	ST wks 1-2

b. Seminar teaching requirements

Length of seminar/s: 1hr/1.5hrs/2hrs/other - please specify

Seminar times: a member of the Timetables Team will contact you

Grp	Teacher name	MT wks eg 1-10	LT wks eg 1-10	ST wks 1-2
1				
2				
3				

Please tell us the name of the person/s we should contact to discuss teaching arrangements for this course: