How do I schedule a conference room for a meeting?

The conference rooms in all of the SICE buildings are scheduled using Ad Astra via the following link:

| Ad Astra On-Line Reservation System - https://meeting.sice.indiana.edu |

If you are connecting to the Ad Astra system from outside of the IU network you will first need to make a VPN Connection

From there, you will be able to check room availability, find room capacities and features, and reserve the room.

When scheduling your room, please remember to include any necessary time for set up (technical, catering, etc) and tear-down.

How to schedule a room:

1. This will bring up the Request Form.
2. Complete the fields and submit.
3. Your request will be processed and you will receive a confirmation email (the confirmation email WILL take longer in this system.)

How to see the current room schedule:

Click on the Calendars TAB and Scheduling Grids
Choose **BL-SICE** from the calendar pull-down:

**IU building codes:**

- BLI = Informatics West
- BLI2 = Informatics East
- BLLH = Lindley Hall
- BLLI = Wells
- BLIF = Luddy Hall (will appear in this list soon)

If you have any other problems with the room reservation system, please **let us know**!!