Ad Astra Request Form

Ad Astra is a University-wide system, some filtering pull-downs make the username search more efficient.

All requests for Registrar controlled rooms must go through the Registrar for approval. See [https://www.sharepoint.iu.edu/sites/EventsScheduling/campusevent/default.aspx](https://www.sharepoint.iu.edu/sites/EventsScheduling/campusevent/default.aspx). Please be aware of this when you submit the form. You may not receive a confirmation until just prior to your event.

If you need equipment, technology help, or technical/facilities personnel assistance, please email siche@indiana.edu. [https://help.sice.indiana.edu/request/](https://help.sice.indiana.edu/request/)

Please see our event planning page here: [https://uisapp2.iu.edu/confluence-prd/x/7QGIFQ](https://uisapp2.iu.edu/confluence-prd/x/7QGIFQ)

Does your event need to be on the school calendar? [https://www.sice.indiana.edu/events/index.html](https://www.sice.indiana.edu/events/index.html)

Questions? Contact siche@indiana.edu for more information.

**Contact Information**

- **Faculty/Staff/Student Category:**
  - SICE Faculty and Staff (A-B) BL
  - Arkins, Donna (SICE Faculty and Staff (A-B) BL)
- **Contact Email:**
  - darkins@indiana.edu

**Event Information**

- **Event Name:**
  - IT Staff Meeting
- **Event Type:**
  - Meeting
- **Event Description:**
  - IT Staff Meeting
- **Event Estimated Attendance:**
  - 20

**Event Meetings**

- **Meeting Name:**
  - IT Staff Meeting
- **Meeting Type:**
  - Meeting
- **Description:**

For quicker searching, choose the first letter of your last name. Then begin typing your last name in the Contact Name.

Complete the Event Name, Event Type and Event Description.

This will autofill the section below.
Meetings types are tabbed as Single, Recurring, and Spanning. For a single meeting:
Choose the date and then click the ‘CREATE’ button.

Once the ‘Create’ button is clicked, the meeting will appear in this box.

Check the box to the left of the meeting.
Click ‘Assign Rooms’.
A pop-up window will show rooms in SICE that are available. Choose an available room.

Click SUBMIT at the top left portion of the screen. You will receive a meeting confirmation email from one of the calendar administrators.

Learn more about creating recurring or spanning events: https://kb.iu.edu/d/aioj%20