

# How to Book a University Venue

1

**First, you need to choose which type of space is suitable for the event.**

It is important to consider the capacity of the spaces: it is better to have a small, full room than a large, empty one.

2

**From your Personal Area on the University website, you can access the Easyroom portal: a digital calendar that shows which rooms are available.**

It is advisable to do this well ahead of time, as the calendar is busy with events and activities.

3

**Once you have found an available time slot, book it through the Easyroom system.**

If you made your reservation well in advance, please confirm the date a few weeks prior to the event.

4

**As the event approaches, the Venue Management Unit will send out an information and data collection form to be completed by the event organisers.**

This form will help define the details and logistical requirements and will transmit all relevant information to the appropriate offices.



Ca' Foscari  
University  
of Venice

For further information,  
please contact:  
**[logistica.spazi@unive.it](mailto:logistica.spazi@unive.it)**