

RESERVING ROOMS:

As a TA, you are responsible for reserving any extra rooms needed for your course. This can include (but is not limited to) reserving rooms to use for office hours, review sessions, make-up classes, extra discussion sections and exams. For those classes that have a Head TA, the Head TA may be responsible for these reservations.

General Room Options

CAMPUS CLASSROOMS VIA 25LIVE

The economics department scheduled classrooms (Soc Sci 111, 113, and 327), as well as most campus classrooms, can be reserved through Duke University's online scheduling program: 25LIVE <https://25live.collegenet.com/pro/duke#!/home/dash>

Help topics can be found at <https://knowledge25.collegenet.com/display/25HELP/25Live+Pro+Help>

Please note section below on [Special Rules for Requesting non 111, 113, or 327 rooms via 25live.](#)

CONFERENCE ROOMS

The economics department owns several small conference rooms that may be reserved. These rooms can seat up to 8 students.

- RM 134 (EcoTeach conference room) and RM 03 Soc Sci (basement conference room) are managed through the DUSA (dus_asst@econ.duke.edu). If you are reserving one of these two conference rooms outside of normal business hours, you may need to check out a key from the DUSA, as the conference rooms do not operate on the Duke-card system.
- The 213 conference room and the DFE conference room are available 8am-5pm Monday-Friday. The DUS Assistant can help inquire about the availability of these spaces on your behalf.

To Reserve Rooms for recurring TA/OFFICE HOURS:

1. First check to see if rooms 111, 113, or 327 in the Social Science building are available via 25live. This is your best option to find a room. You may submit a request via 25live for any of these spaces.
2. If these spaces are unavailable, and the conference rooms will be large enough to meet your needs, please contact the DUSA (dus_asst@econ.duke.edu) to see if the Ecoteach Conference Room, or the 03 Conference Room is available.
3. If neither of these works, you may request an alternate location via 25live. **Please see the section below on special rules for requesting non- 111, 113, or 327 rooms via 25live. THIS REQUEST MUST BE DONE BY THE END OF THE SECOND WEEK OF CLASSES.** Requests may or may not be granted.

To Reserve Rooms for a ONE-TIME (non-repeating) meeting:

1. First check to see if rooms 111, 113, or 327 in the Social Science building are available via 25live. This is your best option to find a room. You may submit a request via 25live for any of these spaces.
2. If you still cannot locate a large enough space, you may submit a 25live request for an alternate location. Allow at least FIVE BUSINESS DAYS for this request to be processed.
3. Please remember, 25live spaces **CANNOT BE RESERVED DURING FINALS NOR READING PERIOD for office hours**. This includes 111, 113, and 327. Please utilize the conference rooms, or the Dorm study rooms during this time.

Special Rules for Requesting non 111, 113, or 327 rooms via 25live:

1. When Requesting TA Office Hour space *in a non Econ-owned room*, please title them ECON [COURSE NUMBER] STUDY SESSIONS, and in the notes section please write that you are a TA and that the ECON-owned spaces were not available. Please also check the box for “Study Group” when prompted to select the purpose for which you will be using the room.
2. If you are Requesting a space for a make-up class session, please title it NON-MANDATORY ECON [COURSE NUMBER] MAKE-UP SESSION.
3. If want to requesting a space during Reading period, it must be titled ECON [COURSE NUMBER] NON-MANDATORY REVIEW.
4. Never put the word LUNCH in any request.