

# Duke | Economics

## Room Reservation Guide for Economics Teaching Assistants

As a TA, you are responsible for reserving any extra rooms needed for the course to which you are assigned. This can include (but is not limited to) rooms to use for office hours, review sessions, make-up classes, grading, extra discussion sections and extended time exams. Rooms for lecture, discussion sections (if applicable) and final exams is predetermined.

**Head TAs:** You should meet with the instructor early in the term to determine the space needs for the full semester.

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### Classroom Reservations

All *classroom* reservations are made via the [25Live](#) system. For basic instructions see the [25Live tutorial video](#). If you need additional assistance learning how to use 25Live, contact [dus\\_asst@econ.duke.edu](mailto:dus_asst@econ.duke.edu).

The economics department approves the 25live requests for the use of Social Sciences classrooms 111, 113, and 327, and we give priority to Economics TAs and departmental needs until the end of the add/drop period each term. You should plan to have your 25Live requests submitted *by the end of the first week of classes* to have your best chance of finding an available room.

25live requests for all other classrooms are routed to other (non-Econ) University schedulers.

25Live classroom reservations for these types of ad hoc events and meetings opens on the following dates:

- August 1 for Fall terms
- December 1 for Spring terms
- March 1 for Summer terms

Direct link <https://25live.collegenet.com/pro/duke>

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### Conference Room Reservations

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

**RM 134 (EcoTeach conference room)** and **RM 03 Soc Sci (basement conference room)** are managed by the DUS Assistant ([dus\\_asst@econ.duke.edu](mailto:dus_asst@econ.duke.edu)). If you are reserving one of these conference rooms outside of normal business hours (9 am – 4 pm), you will 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** managed by [nicole.brown@duke.edu](mailto:nicole.brown@duke.edu) and the **DFE conference room** managed by [tamara.burns@duke.edu](mailto:tamara.burns@duke.edu) are available **8 am - 5 pm Monday - Friday ONLY**. The DUS Assistant can help inquire about the availability of these spaces, if needed.

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### **Other important information**

During **reading period** you can only request to reserve 25Live spaces for '***non-mandatory review sessions***'. All other event requests are denied.

During **final exam weeks**, 25Live spaces **cannot be reserved**. This includes Soc Sci 111, 113, and 327. If you need assistance this week, contact [dus\\_asst@econ.duke.edu](mailto:dus_asst@econ.duke.edu).

During reading period and final exam week, non-classroom options for available spaces are listed on the [Registrar's webpage](#) under "**What Reservable Space is Available?**". The most frequently used in these situations are:

- [Library Spaces](#)
- [Campus Meeting & Rehearsal Rooms](#)

If you have any questions, problems, or need assistance using 25Live, please contact [dus\\_asst@econ.duke.edu](mailto:dus_asst@econ.duke.edu). You can also stop by the EcoTeach Center, RM 138 Social Sciences during our regular business hours, Monday – Friday 9:00 am – 4:00 pm.